

OPIOID AND SUBSTANCE USE DISORDER (OSUD) GRANTS COMMITTEE

Meeting Minutes

February 26, 2024, 2:00 PM

City Hall, 1st Floor, Lynwood Roberts Room

Chair: Dr. Lantie Jorandby

Vice-Chair: Dr. Richmond Wynn

Secretary: Antonio Nichols

| Committee Meeting Attendance | |
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| X | Dr. Lantie Jorandby - Chair |
| X | Dr. Richmond Wynn - Vice-Chair |
| X | Antonio Nichols - Secretary |
| X | Heather Rios |
| X | Dr. John Tanner |
| X | Nancy Rice |
| X | Sarah Smith |

Quorum Present: Yes

Staff:

- Madelaine Zarou and Laura Viafora Ray - Jacksonville Fire and Rescue Department, City of Jacksonville
- Jeremy Brown - Office of General Counsel, City of Jacksonville

City Council Liaison:

- City Council President Ronald Salem

I. Call to Order

The meeting was called to order at 2:01 PM by Dr. Jorandby, Chair.

II. Welcome and Introductions

Staff members introduced themselves, and each OSUD Grants Committee member in attendance introduced themselves.

III. Office of Opioid Abatement Update

Laura Viafora Ray, Program Coordinator of Opioid Abatement, gave an update from the Office of Opioid Abatement. She noted that they are in the process of getting contracts together for awarded programs and that there were 24 programs awarded across 19 agencies. She stated that they are gathering documents such as certificates of insurance, Charitable Solicitation Permits and getting their Quarterly Programmatic Reports finalized to be included in the contract. She went on to say that they have received partially executed contracts from six programs thus far. The office is also getting prepped for the next grant cycle which will be getting started soon. She asked Committee members if they had any questions.

Sarah Smith asked when she thought the contracts would be executed and when the agencies would be able to start programming. Ms. Viafora Ray responded stating that the way the contracts are written they are effective as of February 1st so can begin, in the hopes that everything will go smoothly administratively and there will be a fully executed contract at some point in the future. She also noted that it could be a few weeks before we have a fully executed contract.

IV. Public Comment

Dr. Jorandby opened the floor to public comment. There were no comments from the public.

V. Vote on Minutes from January 29, 2024 Meeting

Dr. Tanner put forth a motion to vote to approve the meeting minutes from the January 29, 2024, meeting. Antonio Nichols, Secretary, seconded the motion. The motion passed unanimously.

VI. Vote on Process for FY 2024-2025 Opioid Settlement Proceeds Grants (OSPG) Cycle

Madelaine Zarou, Manager of Opioid Abatement, presented a chart that was provided by the Division of Procurement outlining the Request for Proposals (RFP) process. She noted that at their meeting last September, the Committee voted on whether to adopt the RFP process or the grants process as outlined in Ordinance 2023-350-E (referred to as the 'grants application process'). Ms. Zarou summarized the process used last cycle - utilizing the SharePoint platform to receive application materials. She noted that the RFP process would require the creation of subcommittees for each of the funded categories - Prevention, Treatment, and Recovery Support - and that this would require additional meetings of both the regular committee and the subcommittees. Ms. Zarou went on to say that from her office's perspective the first cycle, using the grants application process, went smoothly and they got positive feedback from applying agencies.

Ms. Viafora Ray added to the discussion and noted that she felt the first cycle went smoothly regarding the factors that were within their control. She went on to say that she feels that adopting the RFP process would be like starting from scratch and learning a whole new process, whereas they feel prepared to launch the new cycle with the grants application process.

Dr. Wynn, Vice Chair, asked if there was any feedback from the applying agencies regarding the low-tech nature of the application process and how that could be enhanced. Ms. Viafora Ray answered by stating that their office is obtaining Cybergrants for this next cycle which will improve the tech and they are hoping this will improve things from that perspective.

Mr. Nichols made a motion to keep the grant application process in lieu of an RFP process. Dr. Tanner seconded the motion. The motion passed unanimously.

VII. Vote on Appropriation of OSPG Funded Categories for FY 2024-2025 Cycle

Ms. Viafora Ray referenced a chart displayed on the slide deck which summarized how the percentage of funds have been distributed across the three funded categories. She notes that it was written in the ordinance that for the first cycle the breakdown would be 34% towards prevention, 33% towards treatment, and 33% towards recovery support. She continued by describing how things panned out in terms of the requests they got - 34.8% in prevention, 34.9% in treatment, and 30.3% in recovery support programs. She also noted that the number of programs differed because of the different amounts, so for example, treatment had higher request amounts per program on average. She acknowledged that one year of data is not a lot to go off of, but it might give the committee members an idea of how they might want to distribute these funds in the future across the categories. Ms. Viafora Ray also clarified that per the wording of the ordinance, the committee would be submitting a recommendation via a letter to the City Council President regarding these percentages.

Ms. Smith asked Ms. Viafora Ray if the leftover funds in any given category would remain in that category. Ms. Viafora Ray clarified that these funds are distributed on a fiscal year by fiscal year basis and that anything not spent in any given cycle would remain in the special

revenue funds and would not carryover. She also noted that her office does not know at this time what their budget will be for the next cycle yet because this is something City Council would need to vote on in the future and she reminded the committee that for the first cycle they were initially allocated 40% and then that was increased to 70%.

Dr. Jorandby invited further discussion among the committee. Dr. Wynn asked for clarification that at this time they would be recommending to either make changes to these percentages or to keep them the same, and Ms. Viafora Ray responded by noting her understanding of the ordinance is that any recommendation was allowable as long as the three funded categories added up to 100%.

Ms. Smith noted that it seemed the share was fairly evenly distributed. Mr. Nichols suggested that the question was whether there was more value or need for one funded category over another and therefore if more dollars should be reserved for that category.

Dr. Wynn then asked if there was any flexibility to make the decision after they saw the number of applications that come in by category. Ms. Viafora Ray stated that her understanding of Ordinance 2023-350-E is that the committee is dictated to make this decision on or before March 1st of each year and that the reason it is not possible to make this recommendation later is probably due to how long it takes for legislation to go through, and their office needs to know how much they are working with prior to receiving applications.

Ms. Smith made a motion to leave the distribution percentages the same as last year at 34% in prevention, 33% in treatment, and 33% in recovery support. Heather Rios seconded the motion. The motion passed unanimously.

VIII. Vote on Budget Change Requests

Dr. Jorandby noted that there were three budget change requests for the committee to vote on.

Ms. Viafora Ray invited any representative of the Boys' and Girls' Club who could speak to their budget change request. Joanne Kazmierski, Grants Administrator, introduced herself. She first said thank you for agreeing to do the grant cycle the same way without going to the RFP. She noted that these ladies [Ms. Zarou and Ms. Viafora Ray] did a fantastic job and she has been a grant writer for several years on multimillion dollar grants and she has never been through such a thorough process. Regarding the budget grant request, Ms. Kazmierski stated that four of the employees originally requested under this grant were already funded by another source and they do not want to double dip, so they had to make that adjustment. She went on to explain that they also adjusted the Director position under this grant to an 8-month period instead of 12 months, and also due to personal changes they removed the health insurance for that position. Ms. Kazmierski continued by stating that they discovered that the curriculum costs for LEAD increased because they realized they could serve additional participants and that they also wanted to add additional funds to evaluation professional services.

Dr. Wynn introduced a motion to approve Boys' and Girls' Club' budget change request. Dr. Tanner seconded the motion. The motion passed unanimously.

Next, Dr. Colleen Bell, President of the Health Division at Sulzbacher Center summarized their budget change requests. She noted that they had initially requested an Addiction Psychiatrist on the budget application, and they determined they could get started much sooner if they instead put some of her position and some of the psychiatric nurse practitioner. They also added some effort from the pharmacist since they would be managing and prescribing new

medications like suboxone. Ms. Smith asked if these changes were in reference to their treatment program and Dr. Bell clarified by saying that changes were being requested both in the recovery and treatment programs. Dr. Tanner noted that he would concur that it is very difficult to find an addiction psychiatrist.

Dr. Tanner made a motion to approve Sulzbacher's budget change requests for their recovery support program. Ms. Smith seconded. The motion passed unanimously.

Mr. Nichols made a motion to approve Sulzbacher's budget change requests for their treatment program. Ms. Rios seconded. The motion passed unanimously.

IX. New Business

Dr. Jorandby opened the floor for new business. There was no new business.

Dr. Jorandby opened to public comment again.

Nancy McConnell with Rebel Recovery Florida introduced herself. She stated that she knows there is an eight-month period for this grant and wanted to know what it would look like next year and whether it would be automatically recurring or if agencies would have to apply again.

Ms. Zarou answered by first explaining that the reason for the shortened grant period in the first cycle was because of the time it took to hire the staff positions and put together the committee and not wanting to delay several months to align with the city's fiscal year before getting funds to the community. She went on to say her office is anticipating opening the new cycle May 1st and the hope is that these contracts will go for a full year starting October 1st. Ms. Zarou continued by stating every program will need to reapply and that agencies should know before the end of this current grant period whether they were re-awarded for the next cycle.

There were no other public comments.

X. Adjournment

Mr. Nichols introduced a motion to adjourn the meeting. Dr. Wynn seconded the motion. The motion passed unanimously, and the meeting was adjourned by Dr. Jorandby at 2:35 PM.

Next Meeting Date - Monday, March 25, 2024 at 2:00 PM

To be signed by Antonio Nichols, Secretary, certifying approval by Committee:

Signature: _____

Date: _____

This version of the meeting minutes is the accessible version to be uploaded to the Program website. The version containing the Secretary signature certifying approval by the Committee is on file with the Office of Opioid Abatement and can be requested by emailing opioidabatement@coj.net.