

OPIOID SETTLEMENT PROCEEDS GRANTS PROGRAM APPEALS BOARD
Meeting Minutes
July 21, 2026, 2:00 PM
City Hall, 1st Floor, Lynwood Roberts Room

Appeals Board Meeting Attendance	
X	Madelaine Zarou - Chair
X	Dustin Freeman - Member
X	Dr. Antonio Nichols - Member

Quorum Present: Yes

City of Jacksonville Staff:

- Ashley Smith, Assistant General Counsel - Office of General Counsel, City of Jacksonville
- Laura Viafora Ray, Program Coordinator - Opioid Abatement - Jacksonville Fire and Rescue Department

I. Call to Order

The meeting was called to order at 2:01 PM by Madelaine Zarou, Chair.

II. Welcome and Introductions

Staff members introduced themselves, and Appeals Board members introduced themselves:

- Madelaine Zarou, Manager of Opioid Abatement, Jacksonville Fire & Rescue Department
- Dustin Freeman, Chief of Procurement, Procurement Division - Office of Administrative Services
- Antonio Nichols, Chair, Opioid and Substance Use Disorder (OSUD) Grants Committee

III. Public Comment

Ms. Zarou opened the floor to public comment.

There was no public comment.

IV. Appeal #1 - IM Sulzbacher Center

Laura Viafora Ray, Program Coordinator - Opioid Abatement, provided an overview as follows:

- Requesting Agency: I.M. Sulzbacher Center for the Homeless, Inc.

- Program Name: Sulzbacher Substance Abuse Recovery Program
- Funded Category: Recovery Support
- Request Amount: \$500,000.00
- Notice of Appeal Date Submitted: July 7, 2026

The I.M. Sulzbacher Center for the Homeless, Inc. was deemed ineligible and notified on July 7, 2026, due to the agency's failure to submit the following:

- A copy of a Florida certificate of status (sometimes referred to as a certificate of good standing) issued within the last 12 months and prior to the application deadline by the Florida Division of Corporations
- Copies of the requesting agency's fiscal balance sheets and statements of income and expenses for the requesting agency's last two completed fiscal years

Per Sec. 84.304(c), "Notwithstanding the prohibition in subsection (a) above, a requesting agency shall include the following eligibility documents listed in subsections (1)—(5) below, as applicable (collectively, the "Eligibility Documents"), in its Opioid Settlement Proceeds Grant application submittal. If a requesting agency fails to include the Eligibility Documents in the form and manner prescribed below, the requesting agency shall be ineligible to apply for an Opioid Settlement Proceeds Grant and such requesting agency's application shall not be reviewed and evaluated by the OSUD Grants Committee." The eligibility documents referenced include a copy of a Florida certificate of status (sometimes referred to as a certificate of good standing) issued within the last 12 months and prior to the application deadline by the Florida Division of Corporations, and copies of the requesting agency's fiscal balance sheets and statements of income and expenses for the requesting agency's last two completed fiscal years.

On July 7, 2026, the requesting agency submitted a Notice of Appeal, citing the following appealable matter per Sec. 84.309(c): (3) A minor irregularity in the application contents or requirements which (i) is not prohibited under Section 84.305; (ii) adversely impacts a requesting agency's eligibility or application score and ranking; and (iii) will not result in an unfair competitive advantage to the requesting agency if such irregularity is waived.

Included with the Notice of Appeal were the following documents:

- I.M. Sulzbacher's certificate of status, issued on January 5, 2026, by the Florida Division of Corporations

- Copies of the requesting agency's fiscal balance sheets and statements of income and expenses for the requesting agency's last two completed fiscal years (through June 30, 2024, and June 30, 2025)

Ms. Zarou then invited a representative of I.M. Sulzbacher to summarize their appeal.

Andy Barber, Vice President of Program Funding, presented the appeal.

The Appeals Board members discussed the appeal and asked the agency questions for clarification.

Dr. Antinio Nichols put forth a motion to accept the appeal. Dustin Freeman seconded. The motion passed unanimously.

V. Appeal #2 - IM Sulzbacher Center

Ms. Viafora Ray stated that all details regarding this appeal were identical to Appeal #1 except that this appeal was for I.M. Sulzbacher's Treatment Program.

Mr. Freeman put forth a motion to accept the appeal. Dr. Nichols seconded. The motion passed unanimously.

VI. Appeal #3 - NAMI Jacksonville Florida

Ms. Viafora Ray provided an overview as follows:

- Requesting Agency: NAMI Jacksonville Florida, Inc.
- Program Name: Connection Recovery Support
- Funded Category: Prevention
- Request Amount: \$263,893.75
- Notice of Appeal Date Submitted: July 15, 2026

NAMI Jacksonville Florida, Inc. was deemed ineligible and notified on July 13, 2026, due to the agency's failure to submit the following:

- Mandatory Application Workshop Certificate

Per Sec. 84.304(c), "Notwithstanding the prohibition in subsection (a) above, a requesting agency shall include the following eligibility documents listed in subsections (1)—(5) below, as applicable (collectively, the "Eligibility Documents"), in its Opioid Settlement Proceeds Grant application submittal. If a requesting agency fails to include the Eligibility Documents in the form and manner prescribed below, the requesting

agency shall be ineligible to apply for an Opioid Settlement Proceeds Grant and such requesting agency's application shall not be reviewed and evaluated by the OSUD Grants Committee.” The eligibility documents referenced include the Mandatory Application Workshop Certificate.

On July 15, 2026, the requesting agency submitted a Notice of Appeal, citing the following appealable matter per Sec. 84.309(c): (3) A minor irregularity in the application contents or requirements which (i) is not prohibited under Section 84.305; (ii) adversely impacts a requesting agency's eligibility or application score and ranking; and (iii) will not result in an unfair competitive advantage to the requesting agency if such irregularity is waived.

Included with the Notice of Appeal was the following document:

- Mandatory Application Workshop Certificate

Ms. Zarou then invited a representative of NAMI Jacksonville Florida to summarize their appeal.

Suzanne Mailloux, Chief Executive Officer, presented the appeal.

Mr. Freeman made remarks and then made a motion to accept the appeal. Dr. Nichols seconded. The motion passed unanimously.

VII. Adjournment

The meeting was adjourned by Ms. Zarou at 2:26 PM.

Meeting recording available upon request. Email opioidabatement@coj.net.