

OPIOID AND SUBSTANCE USE DISORDER (OSUD) GRANTS COMMITTEE

Meeting Minutes

March 24, 2025, 2:00 PM

City Hall, 1st Floor, Lynwood Roberts Room

Chair: Dr. Richmond Wynn

Vice-Chair: Antonio Nichols (not present)

Secretary: Heather Rios

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

Quorum Present: Yes

City Council Liaison (non-voting member):

- City Councilmember Ron Salem, At-Large, Group 2

Staff:

- Madelaine Zarou, Manager of Opioid Abatement - Jacksonville Fire and Rescue Department (not present)
- Laura Viafora Ray, Program Coordinator - Opioid Abatement - Jacksonville Fire and Rescue Department
- Ashley Smith, Assistant General Counsel - Office of General Counsel, City of Jacksonville

I. Call to Order

The meeting was called to order at 2:00 PM by Dr. Richmond Wynn, Chair.

II. Welcome and Introductions

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

III. Vote: Meeting Minutes from February 24, 2025

Dr. Wynn noted there would be a change in the order of the agenda items.

Sarah Smith put forth a motion to vote to approve the meeting minutes from the February 24, 2025, meeting. Dr. John Tanner seconded the motion. There was no discussion. The motion passed unanimously.

IV. Public Comment

Dr. Wynn opened the floor to public comment.

Michael Fisher - 1602 Parrish Place - made a public comment noting that he attended his first [OSUD Grants Committee] meeting last month and was pleased to hear that thought was given to the concerns regarding year's grants being awarded to larger organizations and discouraging smaller organizations.

Mr. Fisher also completed a public comment card which is on file with the Office of Opioid Abatement.

There were no further public comments.

Dr. Wynn noted that this topic was an appropriate segue way to the next topic for discussion and for a vote.

V. Vote: Proposed Legislation to Amend Chapter 84

Laura Viafora Ray, Program Coordinator - Opioid Abatement, reminded committee members and attendees that during the 'new business' portion of the OSUD Grants Committee meeting held on February 24, 2025, Ms. Smith shared that some agencies had expressed to her that they had concerns about the fairness of the application process and felt that larger agencies were in a better position to request and receive larger portions of the overall OSPG Program Budget. Ms. Viafora Ray went on to say that agencies had also approached their office and other city leaders with these concerns. They then said that their office had a meeting with Councilmember Salem to discuss the concerns and possible solutions by potentially revising the code to encourage more agencies to participate in the process. Out of that discussion, they said that draft legislation was proposed which would state, in part, *"...Requesting agencies may submit multiple applications in each Opioid Settlement Proceeds funded category but shall be eligible to receive only one Opioid Settlement Proceeds Grant per funded category. When a requesting agency submits more than one grant application in a funded category, the application receiving the highest average score will be eligible to receive a grant award in accordance with the high score model..."*.

Ms. Viafora Ray clarified that in addition to the existing limitations in the code, in practice the proposed legislation would limit agencies to receiving a maximum of \$1.5

million dollars in a given fiscal year cycle if they request (and are eligible to request) and are awarded, per the high score model, \$500,000 for a program in each of the three funded categories - Prevention, Treatment, and Recovery Support.

Councilmember Salem stated that upon meeting with staff to discuss this proposed change it seemed like a reasonable request to try to give more people an opportunity to show the quality they could provide, and it also seemed like a positive step as the program is tweaked over the years.

Ms. Smith put forth a motion to vote to support the proposed legislation. Dr. Tanner seconded the motion. There was no further discussion. The motion passed unanimously.

VI. Office of Opioid Abatement Update

Next, Ms. Viafora Ray provided an update from their office covering the following:

- **Q1 QPRs:**
 - Ms. Viafora Ray shared that 13 out of 14 Quarterly Progress Reports (QPRs) for Quarter 1 have been reviewed and approved and clarified that their office had been waiting on some supporting documentation for the remaining Q1 QPR. They continued by noting that this documentation was submitted this past Friday so they are hopeful the report can be reviewed and approved sometime this week.
- **Submittable:**
 - Ms. Viafora Ray reminded the committee and attendees that their office had recently acquired a new online grants application and management platform called Submittable. They shared that they felt the platform was more intuitive and had more functionality compared to CyberGrants, and it was also less expensive than renewing CyberGrants would have been.
 - They went on to say that over the past several weeks they have been meeting with Submittable reps to build out the platform and have begun the process of onboarding currently awarded agencies and getting them set up with accounts. They shared that they plan to utilize the platform for the submission of Fiscal Year 2025-2026 applications in addition to some post-award activities including the submission of QPRs and the Agency Assessment Tool that is a part of the Site Visit and Site Monitoring process. In addition, they noted that Committee members would receive information and instructions on utilizing the platform from the perspective of a reviewer.

- *Transfer of Fiscal Year 2023-2024 Capital Outlay Items:*
 - Ms. Viafora Ray explained that per Chapter 118 and the Opioid Settlement Proceeds Grant (OSPG) Agreement, capital outlay items purchased with grant funds must be returned to the city or purchased from the city less depreciation once those items are no longer being used for an approved purpose. They said that Ace Medical purchased three capital outlay items in FY 23-24 - a van and two MacBook Pros - and came to an agreement with the city to purchase the items less depreciation. Ms. Viafora Ray clarified that through this process approximately \$26,000.00 would be returned to the Special Revenue Fund. They concluded by noting that the final step is to remove those items from the city's inventory, and they are working with Finance to prepare the appropriate forms and submit this transfer paperwork at the next meeting of the Mayor's Budget Review Committee.
- *Fiscal Year 2025-2026 OSPG Program Funded Category Percentage Allocation & Application Process Legislation (2025-0182):*
 - Next, Ms. Viafora Ray shared that the legislation with the Committee's recommendations for the allocation of funding across the three funded categories - 34% to Prevention, 33% to Treatment, and 33% to Recovery Support - and the recommendation to utilize the grants application process as opposed to the RFP model had been filed and was assigned to the Neighborhoods Committee and Finance Committee. They went on to note that the legislation - 2025-0182 - is on the agenda for tomorrow's City Council meeting and they will be in attendance in case there are any questions and will also attend the proceeding Committee meetings in case there are any questions.
- *Fiscal Year 2024-2025 Invoice Processing:*
 - Ms. Viafora Ray then shared an update on FY 24-25 invoice processing, noting that all October and November invoices had been processed and submitted for payment and only four invoices total were pending or late from December and January.
 - They shared that thus far their office had processed a little over a million dollars in payments out of the approximately \$5 million dollars in total Purchase Orders, representing about 21%.
 - A detailed chart was shared during this section of the update which can be requested by emailing opioidabatement@coj.net.
 - Ms. Smith asked Ms. Viafora Ray if the delays with the invoices were due to the challenges they had brought up earlier related to file sizes and file sharing and if the office felt that Submittable would assist with this. Ms. Viafora Ray answered by clarifying that the challenges with financial reporting were more nuanced, complex, and unique, and in fact that they did not plan to use Submittable for financial reporting at this time, as it may not be the best fit for those reporting

requirements. Ms. Viafora Ray went on to explain that Submittable was going to be helpful for other post-award activities such as the QPR reporting and the Site Assessment and Monitoring process. They further explained that in future cycles they would encourage more participation in the Awardee Training Workshop, especially from agency staff who would be preparing and submitting invoices.

- *Fiscal Year 2025-2026 OSPG Program Timeline (tentative and subject to change):*
 - Ms. Viafora Ray went over the tentative FY 25-26 OSPG Program timeline, noting that it was subject to change:
 - May 15: Mandatory Application Workshop #1
 - May 21: Mandatory Application Workshop #2
 - Agencies are only expected to attend one of the workshops, as the same information is covered in each workshop.
 - Registration information will be announced at a publicly noticed meeting and shared with the listserv.
 - Ms. Viafora Ray also added that agencies that want to know ahead of time what is expected of them in the application process can find that publicly available information in Chapter 84 on the city's Municode website.
 - June 2: Application opens
 - July 1: Application closes
 - July 18: Tentative OSPG Appeals Board meeting
 - This appeals meeting is for agencies who wish to appeal their eligibility notification and submit a valid appeal.
 - July 21 - August 29: Scoring period
 - This is the period wherein the committee members would go into Submittable to review and score applications.
 - October 6: Tentative application rankings and funding allocations announced
 - This announcement will occur around the time that the OSPG Program budget is approved as a part of the City of Jacksonville's annual budget approval process.
 - October 17: Tentative OSPG Appeals Board meeting
 - An agency who identifies a mathematical error in the scoring or ranking of applications has an opportunity submit an appeal.
 - October 20: Final application rankings and funding allocations announced

Finally, Ms. Viafora Ray reminded attendees that they can sign up for the committee and program listserv to receive updates by emailing opiodabatement@coj.net.

Dr. Wynn opened the floor again for public comment. One attendee expressed interest in making a public comment, but then clarified it was not related to an agenda item, so Dr. Wynn said that it could be addressed another time.

VII. New Business

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

VIII. Adjournment

Dr. Tanner put forth a motion to vote to adjourn the meeting. Ms. Smith seconded the motion. There was no discussion. The motion passed unanimously. The meeting was adjourned by Dr. Wynn at 2:25 PM.

Next Meeting Date - Monday, April 28, 2025 at 2:00 PM

To be signed by Heather Rios, Secretary, certifying approval by the 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 opiodabatement@coj.net.