

OPIOID AND SUBSTANCE USE DISORDER (OSUD) GRANTS COMMITTEE

Meeting Minutes

April 28, 2025, 2:00 PM

City Hall, 1st Floor, Lynwood Roberts Room

Chair: Dr. Richmond Wynn (not present)

Vice-Chair: Antonio Nichols

Secretary: Heather Rios

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

**Participated by telephone; did not participate in votes*

Quorum Present: Yes

City Council Liaison (non-voting member):

- City Councilmember Ron Salem, At-Large, Group 2 (not present)

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 2:02 PM by Antonio Nichols, Vice-Chair.

Before the welcome and introductions, Laura Viafora Ray, Program Coordinator - Opioid Abatement, clarified that Dr. Lantie Jorandy, committee member, was participating in the meeting by telephone. They noted that per the committee's bylaws - *"Consistent with Florida laws governing local governmental entities, if a physical quorum of the Committee has been met at a meeting, members may participate by telephone, including voting on matters, provided the reason for the member's physical absence is due to an extraordinary circumstance such as illness, out-of-town trips, an emergency*

situation or other comparable circumstances." Ms. Viafora Ray went on to say that after receiving a request from Dr. Jorandby to participate via telephone due to being out of town, they reached out to Dr. Wynn. Chair, and they gave their approval.

II. Welcome and Introductions

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

III. Office of Opioid Abatement Update

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

- *Legislation:*
 - **2025-0182-E:** 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 passed at the City Council meeting on April 8th.
 - **2025-0251:** Ms. Viafora Ray explained that this legislation is the legislation that was voted on by the committee at their March meeting which would limit agencies to only being eligible to receive one grant award per funded category per cycle. They went on to say that the legislation had been assigned to the Finance and Rules Committees, the public hearing took place at last week's City Council meeting and there were no public comments, and the legislation will be voted on by the Finance and Rules Committees at their next scheduled meetings. Ms. Viafora Ray also noted that the legislation had a co-sponsor - Councilmember Miller.
 - **2025-0284:** Ms. Viafora Ray reminded committee members and attendees 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 went on to explain that Ace Medical purchased three capital outlay items in FY 23-24 and came to an agreement with the city to purchase the items, less depreciation. They stated that the transfer request to transfer the funds from the sale back into the revenue fund for use in a future grant cycle was approved by the Mayor's Budget Review Committee which led to the introduction of this legislation. They went on to explain that this legislation had been assigned to three city council committees - Neighborhoods, Rules, and Finance - and that the

passage of this legislation was the final step in this process which would result in about \$26,000 being available for future OSP Grants.

- *Quarterly Progress Reports*
 - Ms. Viafora Ray noted that 13 out of 14 Quarterly Progress Reports (QPRs) for Quarter 1 have been reviewed and approved and clarified that their office was waiting on revisions for one QPR for Q1, which they had communicated to the members about via email.
 - They went on to share that 13 out of 14 QPRs for Quarter 2, covering the period of 1/1/25-3/31/25, have been submitted and one has been reviewed and approved. They explained that this was the first activity current awardees completed on the Submittable platform, and so far, that process seems to be working smoothly.
- *Service Data Reporting to Department of Children and Families*
 - Ms. Viafora Ray said that late last year, the Department of Children and Families reached out to their office to inform them of a service utilization data reporting requirement for anyone receiving opioid settlement funds. They went on to explain that at this stage there is only a reporting mechanism for clinical services data, but that DCF has indicated there will be a data reporting requirement for non-clinical services (outreach, education, etc.) data in the future and that the requirement will be retroactive. They further explained that their office is listing with the state and working with awardee agencies to ensure compliance.
- *Fiscal Year 2024-2025 Invoice Processing:*
 - Ms. Viafora Ray then shared an update on FY 24-25 invoice processing, noting that all invoices from Quarter 1 as well as January had been processed and submitted for payment, and only six invoices total were pending/late from February and March combined.
 - They went on to say that thus far their office had processed approximately \$1.4 million dollars in payments out of approximately \$5 million dollars in total Purchase Orders, representing about 28%. They noted that at this stage, closer to 46% of the budget should have been expended, so they are somewhat concerned about leaving funds on the table, but they hoped that programs would continue to ramp up.
 - A detailed chart was shared during this section of the update which can be requested by emailing opioidabatement@coj.net.

- *Fiscal Year 2025-2026 OSPG Program Timeline (tentative and subject to change):*
 - Ms. Viafora Ray noted that this tentative timeline for the FY 25-26 OSPG Program had been shared out at the last committee meeting, so this was simply a reminder. They also stated that the timeline has been posted to the program website.
 - May 15: Mandatory Application Workshop #1
 - May 21: Mandatory Application Workshop #2
 - June 2: Application opens
 - July 1: Application closes
 - July 18: Tentative OSPG Appeals Board meeting
 - July 21 - August 29: Scoring period
 - October 6: Tentative application rankings and funding allocations announced
 - October 17: Tentative OSPG Appeals Board meeting
 - October 20: Final application rankings and funding allocations announced
- *Mandatory Application Workshop*
 - Ms. Viafora Ray shared that there would be two opportunities for interested agencies to participate in the Mandatory Application Workshop this cycle. They also shared the following details:
 - Thursday, May 15 at 10 AM and Wednesday, May 21 at 2 PM.
 - Both to be held virtually via Microsoft Teams.
 - Registration information and link was sent out via public notices and to the email listserv. Email opioidabatement@coj.net to request to be added to the listserv.
 - Registration link is also on the program website:
<https://www.jacksonville.gov/departments/boards-and-commissions/opioid-settlement-proceeds-grants-program>
 - They concluded by sharing that over 50 individuals had registered thus far representing over 30 agencies.
- *Brief Data Update*
 - Finally, Ms. Viafora Ray shared that they wanted to provide a brief data update covering just the most recent call data from Jacksonville Fire & Rescue Department since they had access to all of Quarter 1 data for 2025. First, they provided the data definition to explain how the measure of “Opioid-Related Overdose (known or suspected)” is pulled from the department’s call data. They then shared two charts:

- Chart 1: Number of Suspected Opioid-Related (O-R) Overdose (OD) Patients by Year
 - This chart displayed the count for the measure described above for 2019 through 2024 and the first quarter of 2025.
 - This chart also displayed the percentage change from year to year.
 - Ms. Viafora Ray noted that the main takeaway was that the first quarter of 2025 saw a 32% decrease compared to Q1 of 2024.
- Chart 2: Number of Suspected Opioid-Related (O-R) Overdose (OD) Patients by Month - Past 12 Months
 - Ms. Viafora Ray noted that March 2025 for this measure was a spike in comparison to the previous two months, but they further explained that spikes do happen and that one month does not make a trend and that this was a reminder of the important work being done.
- Sarah Smith noted that on the year-to-year comparison slide, the data only go back to 2019, as opposed to 2016 when the opioid epidemic really began ramping up. Ms. Viafora Ray clarified by explaining that JFRD's EPRO (patient data) system had been updated/changed in 2018 making it difficult to utilize their current query in previous years, but that other data sources, such as the FDOH FL CHARTS system, may be used to look at trends over a longer time period.
- The charts shared during this section of the update can be requested by emailing opioidabatment@coj.net.

IV. Public Comment

Mr. Nichols opened the floor to public comment.

Michael Fisher - 1602 Parrish Place, Jacksonville, FL, 32205 - made a comment. They first thanked the committee noting they made a public records request that was speedily completed. Mr. Fisher then spoke about the benefits of exercise and fellowship for sobriety among those in recovery, describing a recent disc golf competition, in honor of Parrish King, that he won, as an example. The associated comment card is on file.

There was no additional public comment.

V. Vote: Meeting Minutes from March 24, 2025

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

VI. Vote: Budget Change Requests

The following Fiscal Year 2024-2025 OSPG Program awardees presented budget changes for consideration by the committee:

- Community Coalition Alliance - DAROO DEN - Prevention
 - This budget change request was presented by Kathleen Roberts, CEO.
 - Ms. Roberts explained that one of the things they found this past year is there is a huge need for housing vouchers and so they decided to devote more effort to housing and request more funds in that line item [Client Rent]. They went on to explain they were requesting to move approximately \$70,000 from the Professional Fees & Services line item, originally intended for the Jobs Program, to the Client Rent line item and emphasized that this change would assist far more participants with rent than the proposed Jobs Program could have assisted.
 - There were no questions or comments from the Committee.
 - Heather Rios, Secretary, put forth a motion to approve this budget change request. Dr. Tanner seconded the motion. There was no further discussion. The motion passed unanimously.

Prior to the presentations of budget change requests by Gateway, Ms. Viafora Ray clarified that in order to entertain a budget change request, agencies were required to submit a completed Budget Change Request Template that shows the changes by amount and percentage change by line item, as well as a letter, signed by a signatory authority, justifying and explaining the changes in narrative format. They went on to explain that the templates and letters were sent to committee members to review well ahead of the meeting, and so the presentations did not need to list out each change by line item and exact amount but could be broader. They also stated that they had copies of the templates and letters should any committee member need to reference a specific line-item change as they were asking a question.

- Gateway Community Services - Project Independence - Recovery Support
 - This budget change request was presented by Taylor Riffey, Director of Grants and Development.
 - Ms. Riffey summarized the changes as follows:
 - Increase Salary/Wages request for Director of Women and Children Services to accommodate raise.
 - Decrease Salary/Wages request for one Peer Support Specialist position due to position not being filled until a few months into the grant period.

- Add Comptroller position at 10% effort, Women & Children's Services Manager at 50% effort, and Director of Prevention at 2% effort.
 - Adjustments to Salary/Wages as described above also necessitated changes to some Fringe Benefits line items.
 - Disability is no longer offered as a benefit, so this was removed.
 - Agency offers a retirement match, so Retirement was added.
 - Changes to Operating Expenses, i.e. Telephone, were based on actual costs versus estimates and other factors.
- There were no questions or comments from the Committee.
- Dr. Tanner put forth a motion to approve this budget change request. Ms. Smith seconded the motion. There was no further discussion. The motion passed unanimously.
- Gateway Community Services - Project Save Lives Hospital Bridge - Recovery Support
 - This budget change request was presented by Taylor Riffey, Director of Grants and Development.
 - Ms. Riffey summarized the changes as follows:
 - Include on-call hours in Salary/Wages of Chief Medical Officer position.
 - Increase percentage effort of Data and Office Coordinator position.
 - Add Sr. Director of Clinical Operations position at 29% effort.
 - Adjustments to Salary/Wages as described above also necessitated changes to some Fringe Benefits line items.
 - Disability is no longer offered as a benefit, so this was removed.
 - Agency offers a retirement match, so Retirement was added.
 - Changes to Operating Expenses, i.e. Telephone, were based on actual costs versus estimates and other factors.
 - There were no questions or comments from the Committee.
 - Ms. Smith put forth a motion to approve this budget change request. Dr. Tanner seconded the motion. There was no further discussion. The motion passed unanimously.
- Gateway Community Services - Project Save Lives Housing - Treatment
 - This budget change request was presented by Taylor Riffey, Director of Grants and Development.
 - Ms. Riffey summarized the changes as follows:
 - Include on-call hours in Salary/Wages of Chief Medical Officer position.
 - Decrease Salary/Wages request for one Peer Support Specialist position due to position not being filled until a few months into the grant period.
 - Add Case Manager position at 50% effort, Nurse position at 70% effort, and Sr. Director of Clinical Operations position at 25% effort.

- Adjustments to Salary/Wages as described above also necessitated changes to some Fringe Benefits line items.
 - Disability is no longer offered as a benefit, so this was removed.
 - Agency offers a retirement match, so Retirement was added.
 - Changes to Operating Expenses, i.e. Telephone, were based on actual costs versus estimates and other factors.
- There were no questions or comments from the Committee.
- Dr. Tanner put forth a motion to approve this budget change request. Ms. Rios seconded the motion. There was no further discussion. The motion passed unanimously.
- Gateway Community Services - Reduce the Stigma - Prevention
 - This budget change request was presented by Taylor Riffey, Director of Grants and Development.
 - Ms. Riffey summarized the changes as follows:
 - Decrease Salary/Wages request for Community Engagement Specialist position due to position not being filled until a few months into the grant period.
 - Increase percentage effort of Marketing and Development Coordinator position.
 - Add Director of Grants & Development position at 30% effort.
 - Adjustments to Salary/Wages as described above also necessitated changes to some Fringe Benefits line items.
 - Agency offers a retirement match, so Retirement was added.
 - Changes to Operating Expenses, i.e. Telephone, were based on actual costs versus estimates and other factors.
 - Increase Engagement Supplies request to purchase more engagement supplies.
 - There were no questions or comments from the Committee.
 - Ms. Rios put forth a motion to approve this budget change request. Nancy St. Claire seconded the motion. There was no further discussion. The motion passed unanimously.

Supporting documentation for the budget change requests described above, including letters signed by the agency's respective CEO and completed "Budget Change Request Templates" describing each line-item change request, were submitted to committee members for review ahead of the meeting. These documents are available upon request by emailing opioidabatement@coj.net.

VII. New Business

Mr. Nichols opened the floor for new business.

Ms. Viafora Ray used the opportunity to remind committee members that a vote for officer positions - Chair, Vice-Chair and Secretary - would need to take place in June and that discussion regarding the election could take place in May should the committee choose to do so.

There was no additional new business.

VIII. Adjournment

Ms. Smith put forth a motion to vote to adjourn the meeting. Dr. Tanner seconded the motion. There was no discussion. The motion passed unanimously. The meeting was adjourned by Mr. Nichols at 2:37 PM.

Next Meeting Date - Monday, May 19, 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 opioidabatment@coj.net.