

OPIOID AND SUBSTANCE USE DISORDER (OSUD) GRANTS COMMITTEE

Meeting Minutes

May 19, 2025, 2:00 PM

City Hall, 1st Floor, Lynwood Roberts Room

Chair: Dr. Richmond Wynn

Vice-Chair: Antonio Nichols

Secretary: Heather Rios

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

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 2:06 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. Office of Opioid Abatement Update

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

- *Legislation:*

- **2025-0251-E:** Ms. Viafora Ray reminded committee members and attendees 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, effectively no more than three grant awards per agency per cycle. They shared that the legislation passed unanimously apart from abstentions at the City Council meeting last Tuesday evening, May 13th, and it will be in effect for the upcoming cycle.
- **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 say that this legislation was 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. They continued by noting that the legislation was unanimously approved by the Neighborhoods Committee this morning and is on the agenda for the Rules Committee which was happening concurrently to this OSUD Grants Committee meeting. Ms. Viafora Ray said they alerted the Council Auditor's Office and Councilmember Howland's Executive Assistant of the schedule conflict with this meeting, and that they were planning to attend right after. Finally, they stated that the legislation is also assigned to the Finance Committee meeting tomorrow, May 20th, and they will be in attendance for that.
- **2025-0357 and 2025-0358:** Ms. Viafora Ray shared that terms were set to expire for three committee members soon, so their office had been in communication with those committee members as well as the Mayor's Office and the City Council President regarding possible re-appointments and appointments. They continued by noting that Dr. Wynn had expressed that he was ready to move and they enthusiastically thanked him for his service as a member and as Chair. Ms. Viafora Ray went on to share that legislation (2025-0357) had been filed to appoint Debbie O'Neal to replace Dr. Wynn as a Mental Health Professional and that they hoped the legislation would be

processed such that they would join the committee in July. They also stated that they had an opportunity to meet with Ms. O'Neal and that it was a fantastic meeting. They went on to share that Dr. Jorandby had expressed interest in continuing to serve the committee, the Mayor's Office was interested in re-appointing Dr. Jorandby, and so legislation had been filed for their re-appointment.

- *COJ Single Audit*

- Ms. Viafora Ray informed committee members and attendees that the Office of Opioid Abatement and OSPG Program had been selected for inclusion in the City of Jacksonville's Single Audit process and that they had worked with JFRD Finance to gather the information as requested by the auditor and had completed those requests.
- They clarified that this audit process is separate and independent from the audit that is expected to take place in the fall with the Office of the Inspector General.

- *Budget Change Requests*

- Ms. Viafora Ray reminded committee members that five budget change requests had been reviewed and approved at the April meeting and that all requests to draft a contract amendment to amend those budgets had been submitted to the Office of General Counsel and all amendments would be retroactive to May 1st.

- *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 noted that this one outstanding report had been outstanding for quite some time, and that they may need to consider escalating the matter.
- 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, all had been reviewed, and two had been approved. They said that they were behind schedule on approving these, in part due to the unexpected inclusion in the single audit, but that they were aiming to have all reviewed/approved prior to the June meeting in order to provide a summary report.

- *Fiscal Year 2024-2025 Invoice Processing:*

- Next, Ms. Viafora Ray shared an update on FY 24-25 invoice processing, noting that all invoices from Quarter 1 as well as January and February had been processed and submitted for payment. They went on to say that the vast majority of March invoices had been submitted for payment, with just a few either pending processing, late, or on-hold. Finally, they shared that the deadline to submit the April invoices was only a few days ago, and that processing for that month's invoices was proceeding smoothly.
- They went on to say that thus far their office had processed just over \$1.5 million dollars in payments out of approximately \$5 million dollars in total Purchase Orders, representing about 30%. Ms. Viafora Ray noted that this is behind the target and that they hoped that the 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 were two opportunities for interested agencies to participate in the Mandatory Application Workshop this cycle:
 - Thursday, May 15 at 10 AM
 - 36 individuals attended representing 26 agencies.
 - Wednesday, May 21 at 2 PM
 - Close to 40 individuals were registered.
 - Both are virtual via Microsoft Teams.

- Registration information and link was sent out via public notices and to the email listserv. Email opiodabatement@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>

IV. Public Comment

Dr. Wynn opened the floor to public comment.

There was no public comment.

V. Vote: Meeting Minutes from April 28, 2025

Sarah Smith put forth a motion to vote to approve the meeting minutes from the April 28, 2025, meeting. Heather Rios, Secretary, seconded the motion. There was no discussion. The motion passed unanimously.

VI. New Business

Dr. Wynn opened the floor for new business.

There was no new business.

VII. Adjournment

Ms. Smith put forth a motion to vote to adjourn the meeting. Ms. Rios seconded the motion. There was no discussion. The motion passed unanimously. The meeting was adjourned by Dr. Wynn at 2:28 PM.

Next Meeting Date - Monday, June 23, 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.