

OPIOID AND SUBSTANCE USE DISORDER (OSUD) GRANTS COMMITTEE

Meeting Minutes

June 23, 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
X	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 (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 2:00 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. Office of Opioid Abatement Update

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

- *Legislation:*
 - **2025-0284-E:** Ms. Viafora Ray reminded committee members and attendees that this legislation was to transfer funds from capital outlay items that were purchased in FY 23-24 from Ace Medical. The legislation passed and has been enacted, and their understanding is that the approximately \$26,000 should be in the special revenue fund such that it is available for future Opioid Settlement Proceeds Grants.
 - **2025-0357 and 2025-0358:** Ms. Viafora Ray reminded committee members and attendees 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 on and that this was his last meeting. Ms. Viafora Ray went on to share that the legislation (2025-0357) to appoint Debbie O'Neal to replace Dr. Wynn as a Mental Health Professional had passed unanimously at the Rules Committee meeting last week and that it would be acknowledged and made official at the City Council meeting tomorrow. Ms. Viafora Ray said that similarly, Dr. Jorandby's re-appointment legislation (2025-0358) passed unanimously at the Rules Committee meeting and would be official as of the City Council meeting tomorrow. Finally, they shared that Sarah Smith's re-appointment legislation was expected to be filed soon.
- *COJ Single Audit*
 - Ms. Viafora Ray reminded committee members and attendees that the Office of Opioid Abatement and the OSPG Program, specifically the inaugural cycle from FY23-24, 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 in May. They went on to explain that an additional request for documentation was submitted in June and their office had fulfilled that request as well.
- *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 four out of five associated contract amendments had been fully executed and one had been partially executed, and they expected the fully executed version shortly.

- *State Reporting*

- Ms. Viafora Ray gave an update on reporting to the state, summarized as follows:

- Service Utilization Data Reporting
 - Required for awarded agencies who were engaged in treatment activities in FY23-24 and/or FY24-25.
 - The Office of Opioid Abatement (OOA) sent out memos to agencies to alert them of this required reporting.
 - Now that they have had a few months to become compliant, OOA will be following up with the state directly to confirm compliance.
 - FY 25-26 Implementation Plan
 - An annual requirement.
 - A narrative report that describes how the City of Jacksonville intends to utilize its opioid settlement proceeds in the FY 25-26 (based on the state's fiscal year of July 1 – June 30).
 - Due June 30.
 - It is about 90% done, so the OOA anticipates that it will be submitted on time.
 - FY 24-25 Financial Report
 - Also on the state's fiscal year, due a few weeks after June 30.
 - Coordinating with Finance to get the first couple of quarters completed so that the report will be submitted on time.

- *Quarterly Progress Reports (QPRs)*

- Ms. Viafora Ray gave an update on reporting to the state, summarized as follows:

- QPRs Q1
 - One outstanding, and they had a Teams meeting with the agency recently to go over it objective by objective to ensure it would be completed and approved soon.
 - QPRs Q2
 - 13 out of 14 QPRs for Quarter 2, covering the period of 1/1/25-3/31/25, have been submitted.
 - All have been reviewed and nine have been approved thus far.

- *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 all

March invoices had been submitted for payment, save one on hold for compliance reasons. Finally, they shared that about half of April and May invoices had been submitted for payment, and that processing for those months' invoices was proceeding smoothly.

- They went on to say that thus far their office had processed just over \$1.8 million dollars in payments out of approximately \$5 million dollars in total Purchase Orders, representing about 36%.
- A detailed chart was shared during this section of the update which can be requested by emailing opiodabatment@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 previous meetings, so this was simply a reminder. This is a summary:
 - ~~May 15 and May 21: Mandatory Application Workshop #1 and #2~~
 - 65 individuals representing 39 agencies participated
 - ~~June 2: Application opens~~
 - Zero submitted in-person as of 6/23
 - Seven submitted via Submittable as of 6/23
 - Several Courtesy Reviews completed and more scheduled
 - July 1: Application closes
 - Date TBD: Submittable training/demo for Committee Members
 - This will be publicly noticed.
 - July 18: Tentative OSPG Appeals Board meeting
 - Whoever is elected as Chair of the OSUD Grants Committee will need to attend.
 - 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
- *Brief Data Update:*
 - Ms. Viafora Ray provided the following Jacksonville Fire and Rescue Department data update, summarized as follows:
 - The measure “# of Suspected Opioid-Related (O-R) Overdose (OD) Patients” is down 36% in January through May of 2025 compared to the same time period in 2024.
 - There was a spike in this measure in March of 2025 compared to the previous months in 2025, but since then the measure has decreased month by month in April and May.

- A detailed chart was shared during this section of the update which can be requested by emailing opioidabatement@coj.net.
- Ms. Viafora Ray went on to explain that they had not provided an update on measures provided by the state because for many of those measures there is a significant lag, with some measures having data for Q1 of 2024 (the most recent available), and some having a lag back to 2022. They went on to say that they would be attending a webinar titled “Florida Substance Use Trends: Annual Report 2025” on 6/25 and hoped to get more recent data at that time.

Sarah Smith asked Ms. Viafora Ray if it was possible to parse out the JFRD data by zip code and Ms. Viafora Ray confirmed that it was possible and that this would be shared in the program report they are currently drafting for committee members and other stakeholders.

IV. Public Comment

Dr. Wynn opened the floor to public comment.

There was no public comment.

V. Vote: Meeting Minutes from May 19, 2025

Ms. Smith put forth a motion to vote to approve the meeting minutes from the May 19, 2025, meeting. Heather Rios seconded the motion. There was no discussion. The motion passed unanimously.

VI. Vote: Scoring Subcommittees

Ms. Viafora Ray provided some reminders to the committee members and attendees ahead of the discussion and vote, summarized as follows:

- The scoring subcommittees correspond with the three funded categories: (1) Prevention, (2) Treatment, and (3) Recovery Support
- Office of Opioid Abatement to sort eligible applications by funded category scoring subcommittee
- Committee members to be assigned to two scoring subcommittees randomly
 - Considerations taken for conflict of interest issues
 - Each application is to be scored by no fewer than three Committee members
- Should the Committee vote to not have the scoring subcommittees, then each Committee member will be responsible for scoring every application

Antonio Nichols, Vice-Chair, put forth a motion to vote to adopt scoring subcommittees for the FY25-26 cycle. Ms. Smith seconded the motion. There was no further discussion. The motion passed unanimously.

VII. Elections - Officer Positions

Ms. Viafora Ray noted that the bylaws did allow consecutive officer terms. Elections for the positions of Chair, Vice-Chair, and Secretary were held. Mr. Nichols indicated he would not mind moving positions from Vice-Chair to Chair. Ms. Smith indicated they would be interested in the position of Vice-Chair but was uncertain as to whether that would be permissible if their re-appointment legislation was pending. Ms. Viafora Ray stated they had no reason to believe the re-appointment of Ms. Smith would not go forward based on their communication with the Office of the City Council President. Ms. Rios indicated that they were interested in remaining as Secretary.

Dr. John Tanner put forth a motion to elect Mr. Nichols as Chair, Ms. Smith as Vice-Chair, and Ms. Rios as Secretary. Dr. Lantie Jorandby seconded the motion. There was no further discussion. The motion passed unanimously.

VIII. New Business

Dr. Wynn opened the floor for new business.

There was no new business.

IX. Adjournment

Mr. Nichols 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 2:27 PM.

Next Meeting Date - Monday, July 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 opioidabatement@coj.net.