

OPIOID AND SUBSTANCE USE DISORDER (OSUD) GRANTS COMMITTEE

Meeting Minutes

July 28, 2025, 2:00 PM

City Hall, 1st Floor, Lynwood Roberts Room

Chair: Antonio Nichols

Vice-Chair: Sarah Smith

Secretary: Heather Rios

Committee Meeting Attendance	
X	Antonio Nichols - Chair
X	Sarah Smith - Vice-Chair (participated remotely)
X	Heather Rios - Secretary
X	Dr. Lantie Jorandby
X	Debbie O'Neal
X	Nancy St. Claire
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
- 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 2:01 PM by Antonio Nichols, Chair.

II. Welcome and Introductions

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

III. Office of Opioid Abatement (OOA) Update

Madelaine Zarou, Manager of Opioid Abatement, provided an update from their office covering the following:

- *State Reporting*

- Ms. Zarou gave an update on reporting to the state, summarized as follows:
 - FY25-26 Implementation Plan
 - The OOA submitted the City of Jacksonville's FY 25-26 Implementation Plan to the State on June 30. The implementation plan outlines how the COJ intends to allocate and utilize the opioid settlement funds in alignment with the requirements of Schedules A and B of the opioid settlement agreement. The plan gave an overview of the OSPG Program and OSUD Grants Committee generally, as well as a summary of FY 2023-2024 awarded programs.
 - Service Utilization Data Reporting
 - The OOA also checked in with the state (DCF) regarding Service Utilization Data. Any OSPG awardee offering services including SUD treatment and/or mental health services are mandated to submit data to the Opioid Data Management System web portal on the 18th of each month. This reporting includes data on demographics, number of individuals served, services provided, diagnoses, and the cost associated with services.
 - The OOA sent out memos to agencies to alert them of this required reporting. Now that they have had a few months to comply with the requirement, the OOA reached out to the state (DCF) to verify compliance and is waiting to hear back. The OOA will give an update when they hear back.
 - FY 24-25 Financial Report
 - The OOA is currently working on the State's Annual Final Expenditures Report, due in the Opioid Data Management System by August 31st. This report provides a line-item budget detailing the City's expenditures of opioid settlement funds from the period from July 1, 2024, to June 30, 2025.

- *Quarterly Progress Reports (QPRs)*

- Next, Ms. Zarou gave an update on Quarterly Progress Reports (QPRs), summarized as follows:
 - QPR Q1: All approved
 - QPR Q2: 12 approved, 2 pending
 - QPR Q3: 12 submitted, 2 pending submission

- *Agency Assessments & Site Visits*

- Ms. Zarou then gave an update on Agency Assessments & Site Visits for FY24-25 awarded programs, summarized as follows:
 - The OOA has begun its annual Agency Assessments & Site Visits.
 - The purpose of these assessments/visits is to evaluate agency compliance with the grant standards outlined in Exhibit C of the Opioid Settlement Proceeds Grant Agreement.
 - There are two parts here:
 - (1) The completion and review of the “Agency Assessment & Site Visit Monitoring Tool” - agencies answer questions and upload supporting documentation and the OOA staff reviews. Last year, this step was done via email and SharePoint. This year, the OOA is using Submittable for the uploading of these Monitoring Tools and relevant communication.
 - (2) The second component is the site visit - scheduled from 7/30 to 8/27. During these visits, OOA staff observe the sites where program activities are taking place, meet staff and program clients.
 - The grant standards covered are:
 - A. Governance - Corporations
 - B. Governance - Non-Corporations (not applicable in this cycle, as all awarded agencies are corporations)
 - C. Audits & Records
 - D. Human Resources Administration
 - E. Legal Concerns
 - F. Program Management
 - G. Community Relations
 - H. Scope of Service
 - I. Clients to be Served
 - J. Staffing Requirements
 - K. Deliverables
 - M. Equipment
 - N. Insurance

- *Fiscal Year 2024-2025 Invoice Processing*

- Next, Ms. Zarou shared an update on FY 24-25 invoice processing, summarized as follows:
 - Q1 (October through December) - 100% processed and submitted for payment

- Q2 (January through March) - 100% processed and submitted for payment
 - Q3 (April through June) - 86% processed and submitted for payment; the remaining 14% are either still be processed or have not yet been submitted by the agency
 - Just under \$2.6 million in invoices have been processed and submitted for payment, representing about 52% of program budget.
 - 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. Zarou 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 and update. 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~~
 - ~~July 1: Application closes~~
 - 29 applications received
 - 24 applications deemed eligible
 - ~~July 14: Submittable training/demo for Committee Members~~
 - ~~July 18: OSPG Appeals Board meeting~~
 - 2 appeals submitted
 - Both appeals denied
 - July 29 - August 29: Scoring period
 - August 25th meeting: Interviews (if requested by an OSUD Grants Committee member)
 - Members should let the OOA know by August 11
 - October 6: Tentative application rankings and funding allocations announced
 - Will know if program budget is approved
 - October 17: Tentative OSPG Appeals Board meeting
 - Should any appeals pertaining to rankings or funding allocations be submitted
 - October 20: Final application rankings and funding allocations announced
- *Brief Data Update*
 - Laura Viafora Ray, Program Coordinator - Opioid Abatement, 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 34% in the first two quarters of 2025 compared to the same time period in 2024.
 - Following a spike in March of 2025, with the measure “# of Suspected O-R OD Patients” increasing from 86 in the previous month to 142 in March of 2025, this measure has tracked down some, in the following three months, but have been above 110 in each of those months.
 - Two detailed graphs were shared during this section of the update which can be requested by emailing opioidabatement@coj.net.
- *OSPG Program Data, FY24-25, Q1-Q2*
 - Next, Ms. Viafora Ray shared that her office had compiled data from the QPRs for Q1 and Q2 to compile a summary report with key highlights of program activities for all awarded programs in FY24-25. They also noted that they compiled the demographic data (zip code of residence, race, and gender) of unduplicated program participants/clients/patients to compare who the funded programs were reaching with JFRD data, specifically the percentage of “Suspected O-R OD Patients” over the same time period by zip code of residence of patient and race and gender. Ms. Viafora Ray shared that the data seemed to suggest that the populations funded programs were reaching were mostly in alignment with the JFRD data, suggesting that programs were reaching target populations. The detailed charts that were shared during this section of the update as well as the full report referenced above can be requested by emailing opioidabatement@coj.net.

IV. Public Comment

Mr. Nichols opened the floor to public comment.

There was no public comment.

V. Vote: Meeting Minutes from June 23, 2025

Dr. John Tanner put forth a motion to vote to approve the meeting minutes from the June 23, 2025, meeting. Heather Rios, Secretary, seconded the motion. There was no discussion. The motion passed unanimously.

VI. Scoring Subcommittees

Ms. Zarou provided some reminders to the committee members and attendees regarding the scoring subcommittees, summarized as follows:

- The scoring subcommittees correspond with the three funded categories: (1) Prevention, (2) Treatment, and (3) Recovery Support.

- The OOA sorted eligible applications by funded category scoring subcommittee.
- Committee members will be assigned to two scoring subcommittees randomly, but with considerations taken for conflict-of-interest issues.
- Each application is to be scored by no fewer than three committee members.

Antonio Nichols, Chair, announced the members of the three scoring subcommittees as follows:

- Prevention Scoring Subcommittee:
 - Debbie O'Neal (Mental Health Professional #1)
 - Heather Rios (Peer Specialist #1)
 - Sarah Smith (Peer Specialist #2)
 - Nancy St. Claire (Mental Health Professional #2)
 - Dr. John Tanner (Healthcare Professional #2)
- Treatment Scoring Subcommittee:
 - Dr. Lantie Jorandby (Healthcare Professional #1)
 - Antonio Nichols (Health Administrator)
 - Sarah Smith (Peer Specialist #2)
 - Nancy St. Claire (Mental Health Professional #2)
 - Dr. John Tanner (Healthcare Professional #2)
- Recovery Support Scoring Subcommittee:
 - Dr. Lantie Jorandby (Healthcare Professional #1)
 - Antonio Nichols (Health Administrator)
 - Debbie O'Neal (Mental Health Professional #1)
 - Heather Rios (Peer Specialist #1)

VII. New Business

Mr. Nichols 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. Debbie O'Neal seconded the motion. There was no discussion. The motion passed unanimously. The meeting was adjourned by Mr. Nichols at 2:24 PM.

Next Meeting Date - Monday, August 25, 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 opiodabatment@coj.net.