

OPIOID AND SUBSTANCE USE DISORDER (OSUD) GRANTS COMMITTEE

Meeting Minutes

August 19, 2024, 2:00 PM

City Hall, 1st Floor, Lynwood Roberts Room

Chair: Dr. Lantie Jorandby (not present)

Vice-Chair: Dr. Richmond Wynn

Secretary: Antonio Nichols

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

Quorum Present: Yes

Staff:

- Madelaine Zarou and Laura Viafora Ray - Jacksonville Fire and Rescue Department
- Jeremy Brown - Office of General Counsel, City of Jacksonville

I. Call to Order

The meeting was called to order at 2:03 PM by Dr. Richmond Wynn, Vice-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

Madelaine Zarou, Manager of Opioid Abatement, started off the update noting that the OSPG contract with Baptist Health System had been terminated via the agency's request because they had not encountered any patients who met the eligibility criteria of their proposed program.

Next, Ms. Zarou gave an update on the outcome of the OSPG Appeals Board meeting that took place on July 22nd. They stated that they received one appeal submitted on behalf of Fresh Ministries regarding their Prevention program application submitted for the FY 24-25 cycle. The Office of Opioid Abatement had deemed the program ineligible. The Appeals Board voted unanimously to uphold this decision and the agency's appeal was denied.

Ms. Zarou went on to give an update on the FY 24-25 application scoring, noting that all scoresheets from committee members are due this upcoming Friday, August 23rd.

Laura Viafora Ray, Program Coordinator - Opioid Abatement, gave an update on their office's invoice processing. They noted that the contracts were retroactively effective as of February 1st, but that invoicing had to be delayed while awaiting fully executed contracts so for a few months their office was playing catch up. They went on to say that invoice processing is an involved process as they closely review the supporting documentation that is submitted along with each invoice, and their office is processing a minimum of 22 invoices per month, but that they were caught up with invoice submission for the months of February, March, April, May, and June with the exception of a couple of agencies who are late in submitting their May and June invoices. Per the information from the slide deck, these are the amounts processed by month as of 8/19: February \$260,585.16; March \$429,676.57; April \$555,179.24; May \$419,871.38; June \$479,398.40; and July \$135,979.92. Ms. Viafora Ray went on to state that a memo from their office had been sent out to all agencies regarding the final invoices which, per their contract and guidance from the Finance Department, are due earlier than in previous months. This is so that the Finance Department can close out purchase orders to close out the fiscal year.

Next, Ms. Zarou provided an update on state reporting from their office. They stated that the Department of Children and Families has solicited an Implementation Plan from all municipalities and counties receiving opioid settlement funds that describes their plan for how these funds will be used in the period between 7/1/2024 to 6/30/2025 (aligning with the state's fiscal year 2024-2025), and that this report would be due on an annual basis moving forward. This report was submitted to DCF by Ms. Zarou's office on July 30th. The report outlined the following:

- Overview of Opioid Settlement Proceeds Grant Program and OSUF Grants Committee
- FY23-24 OSPG Awarded Programs
- FY 24-25 OSPG Program: Timeline, Fiscal Monitoring and Programmatic Evaluation, and Auditing Requirements
- Interlocal Agreement, distributing funds to Baldwin, Jacksonville Beach, Atlantic Beach, and Neptune Beach to be expended in accordance with approved uses
- Coordinated Opioid Recovery (CORE) Program
- Office of Opioid Abatement Administration

Ms. Zarou went on to provide an update on the Opioid Financial Report due to DCF on August 31st. This report will include revenues by Fiscal Year, Received Date, and Fund Type (City/County, Non-Qualified, Qualified), as well as expenditures by Fiscal Year, Quarter, and Schedule A or B category, plus a description of use. They noted that they had been working with the treasury department as well as finance and procurement to collect this information in preparation for completing the report, and that moving forward it would likely be submitted on a quarterly basis. They also noted that the City of Jacksonville's financial audit would be due to the state as well, but that the deadline may be flexible depending on when the single audit is completed.

Ms. Viafora Ray moved on to an update on the FY 2023-2024 agency assessments and site visits. They reminded the attendees that the purpose of these activities is to evaluate

compliance with the grant standards outlined in Exhibit C of the Opioid Settlement Proceeds Grant (OSPG) Agreement. They went on to explain that the assessment involves two main activities: 1) Agencies complete the “*Agency Assessment & Site Visit Monitoring Tool*” wherein they answer questions about their agency’s operations and upload supporting documentation, and OSPG staff review and assess these answers and documents; and 2) The site visit where OSPG staff have an opportunity to see the work in action, on-site. The grant standards outlined in Exhibit C of the OSPG agreement are categorized into 14 categories: A. Governance - Corporations; B. Governance - Non-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; L. Performance Specifications; M. Equipment; and N. Insurance.

Next, Ms. Viafora Ray gave an update on the progress with completing the site visits and the review and approval of the Monitoring Tools. They shared that 10 out of 17 site visits had been completed and the remaining seven were scheduled, with the bulk scheduled for later that week. They went on to say that two Monitoring Tools were submitted and approved, 12 were submitted and in the process of being reviewed as their office got clarification on items from agencies, and the remaining three had not yet been submitted.

Ms. Zarou and Ms. Viafora Ray provided brief overviews of the 10 site visits that had been completed, as follows:

- Gateway Community Services
 - Main campus on Stockton St in 32204
 - Mobile unit was on-site
 - Discussed mobile unit schedule, intake process, staffing, and current and future partnerships
 - Current schedule: Mondays - Gateway and Mission House (beaches); Tuesdays - Alumni House; Wednesdays - Riverside Church at Park St and King St; Thursdays - maintenance; Fridays - JASMYN
- Inspire to Rise
 - Main Campus and Inspired Youth Center on Old Timuquana Rd in 32210
 - Met with multiple staff including Founder & CEO, Community Behavioral Health Director, and Prevention and Family Preservation Director
 - Discussed outreach and referrals, target population, program activities (typical day), and outcomes
 - Viewed podcast episode featuring three current students reflecting on their experiences in the summer program
- Metro Treatment
 - New Season Treatment Center on Emerson St in 32207
 - Program Director and Grants Manager gave OSPG staff a tour of the two buildings and overview of services provided
 - Discussed intake process, eligibility, patient outreach, and outcomes
 - Overview of Uber Health and how it works, including a quick overview of what the agency’s Uber Health account looks like and how rides are booked for patients

- NAMI Jacksonville
 - Agency headquarters on Adams St in 32202
 - Met with Executive Director and Operations Manager
 - Discussed program eligibility, format (virtual and in-person), the three different programs (Peer-to-Peer, In Our Own Voice, and Connection Recovery), and Peer Coordinator training and roles as support group facilitators
 - Reviewed NAMI 720 platform
 - Review of Monitoring Tool feedback
- Operation New Hope
 - Agency headquarters in 32206
 - Tour conducted by the agency's Senior Director of Strategic Planning and Compliance
 - Intake Department
 - Case Management and Mental Health
 - Job Coaches and Workforce Development
 - Overview of the ETO system
 - Review of Monitoring Tool feedback
- Project Save Lives
 - Sober living residence in 32216
 - Met with the President and the OUD Residential Director
 - Tour of meeting spaces and common areas, and where MAT is stored and tracked per Florida Association of Recovery Residences (FARR) standards
 - Discussed eligibility and strategies for relapse prevention
 - Monitoring Tool feedback and Quarterly Programmatic Report feedback
- Rebel Recovery
 - Jacksonville location on Blanding Blvd in 32210
 - Tour of the space
 - Intake and triage process via their Recovery Link platform
 - CHCC (program-specific) data collection forms
 - Review of Monitoring Tool feedback
- Safe and Healthy Duval Coalition
 - Community Education & Training Committee meeting via Zoom
 - State and national legislative changes regarding the decriminalization of cannabis: Amendment 3
 - "Screenagers" screenings
 - Wellness on Wheels: promoting opioid awareness and overdose prevention through mobile training and outreach education.
 - Future meeting dates
- Serenity Granted
 - Sober living residence in 32246
 - Richard Preston, President of Serenity Granted, gave OSPG staff a tour of the home's common areas and showed where resident files are stored, as well as where MAT is stored and tracked per Florida Association of Recovery Residences (FARR) standards.

- Intake process and paperwork
- Evaluation process for program participants and briefly went over the Resident Weekly Review Form and the Monthly Assessment Form.
- Feedback for the Monitoring Tool
- Yoga 4 Change
 - Observed a yoga class during summer camp at the North Florida School of Special Education on Merrill Rd in 32211
 - Class started with some open discussion on the topics of growth and change
 - Participants went through the yoga practice, instructor frequently invited modifications to the practice, asked the participants to focus on being present and centered, and encouraged participants with one-on-one instruction as needed

When summarizing the Inspire to Rise site visit, Dr. Wynn asked Ms. Viafora Ray if anything about the podcast with the youth participants stood out to them, and they answered that all of the participants spoke a lot about the bullying that they had encountered in their school environments, and that the youth were candid about their experiences with family members who engaged in substance misuse and struggled with addiction. Committee members did not have any further questions about the site visits.

Photos and additional summary notes from these site visits are available upon request from the Office of Opioid Abatement.

IV. Public Comment

Dr. Wynn opened the floor to public comment. There was no public comment.

V. Vote on Minutes from July 2024 Meeting

Heather Rios put forth a motion to vote to approve the meeting minutes from the July 22, 2024, meeting. Dr. John Tanner 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

Antonio Nichols put forth a motion to vote to adjourn the meeting. Ms. Rios seconded the motion. The motion passed unanimously. The meeting was adjourned by Dr. Wynn at 2:50 PM.

Next Meeting Date - Monday, September 23 at 2:00 PM

To be signed by Antonio Nichols, 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.