

OPIOID AND SUBSTANCE USE DISORDER (OSUD) GRANTS COMMITTEE

Meeting Minutes

October 7, 2024, 2:00 PM

City Hall, 1st Floor, Lynwood Roberts Room

Chair: Dr. Lantie Jorandby

Vice-Chair: Dr. Richmond Wynn

Secretary: Antonio Nichols

Committee Meeting Attendance	
X	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 - Jacksonville Fire and Rescue Department
- Laura Viafora Ray - Jacksonville Fire and Rescue Department
- Jeremy Brown - Office of General Counsel, City of Jacksonville

City Council Liaison:

- City Councilmember Ronald Salem, At-Large, Group 2 (present)

I. Call to Order

The meeting was called to order at 2:01 PM by Dr. Lantie Jorandby, Chair.

II. Welcome and Introductions

Councilmember Ron Salem introduced himself. 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, began the Office of Opioid Abatement's update with a reminder about the interlocal agreement between the City of Jacksonville and the town of Baldwin and the beaches communities (Atlantic Beach, Jacksonville Beach, and Neptune Beach). They noted that the City of Jacksonville pays out a portion of the regional payments to these municipalities and these payments are based on population size. They noted that the Office of Opioid Abatement is responsible for reporting to the state on how these funds were utilized and ensuring that

expenditures are compliant with Schedules A and B. Ms. Zarou noted that they have made contact with all municipalities receiving funds, and that Baldwin and Neptune Beach had preliminary plans for expenditure of their funds, with Baldwin focusing on a youth prevention program and Neptune planning to purchase AEDs to co-locate with Narcan in public spaces.

Next, Ms. Zarou shared that the final Quarterly Progress Reports for fiscal year 2023-2024 awardees, covering the period of July 1 to September 30 as well as updated year-to-date data covering the entire grant period, were due today (October 7). They went on to say that their office planned to provide a summary on these reports at the December Committee meeting.

Laura Viafora Ray, Program Coordinator - Opioid Abatement, then gave an update on invoice processing for fiscal year 2023-2024 awarded programs. They shared that 100% of invoices from the months of February through September had been processed, and that their office had met the Department of Finance's deadline for doing so. The amounts processed by month were as follows (per the slide): Feb \$260,585.16; Mar \$429,676.57; Apr \$555,179.24; May \$496,863.64; Jun \$544,570.69; Jul \$554,526.08; Aug \$552,271.73; and Sept \$439,238.06.

IV. Public Comment

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

V. Vote on Minutes from September 2024 Meeting

Dr. John Tanner put forth a motion to vote to approve the meeting minutes from the September 23, 2024, meeting. Dr. Richmond Wynn, Vice-Chair, seconded the motion. There was no discussion. The motion passed unanimously.

VI. FY 24-25 OSPG Program Budget

Ms. Zarou then provided information regarding how the fiscal year 2024-2025 Opioid Settlement Proceeds Grant (OSPG) Program was determined. They stated that per Sec. 84.301 - *"The annual funding amount for Opioid Settlement Proceeds Grants shall, at a minimum, be equal to 70 percent of the total Opioid Settlement Proceeds deposited in the Opioid Settlement Special Revenue Fund during the immediately preceding calendar year. This appropriation shall be included in the Mayor's proposed annual budget for the upcoming fiscal year."* They went on to say that the Department of Finance prepared a memo in June 2024 specifying their calculation in accordance with the above and that this calculation resulted in a proposed budget of \$4,768,478 for the OSPG Program in fiscal year 2024-2025.

Ms. Zarou then went on to note that per the percentage appropriations by funded category as recommended by the OSUD Grants Committee and adopted by City

Council, the total budget would be split by the three categories as follows: Prevention (at 34%) \$1,621,282.52; Treatment (at 33%) \$1,573,597.74; and Recovery Support (at 33%) \$1,573,597.74.

Next, in preparation for the announcement of the tentative rankings and funding for FY24-25 applications, Ms. Viafora Ray provided some context surrounding tie scores and outliers. They shared with attendees that tie scores were addressed according to the following procedure, which was accepted by the OSUD Grants Committee on December 4, 2023: *"In the event of tie average scores, the application with the highest individual score will be ranked higher. In the event that this also results in a tie, the application with the second highest individual score will be ranked higher, and so on until the tie is broken."* They went on to say that there were no outlier scores to address for any applications, defined per Chapter 84 as *"any individual score that is 20 points more or less than such average score."*

VII. Announcement of and Voting on Tentative Application Rankings & Funding Allocations for FY 2024-2025 OSPG Program Awardees

Dr. Jorandby announced the tentative application rankings and funding allocations by funded category as follows:

Prevention

- Hubbard House, Inc. - RISE! Program - Ranked #1; \$169,582.00
- Volunteers in Medicine Jacksonville, Inc. Forever Health: Opioid Prevention Program - Ranked #2; \$274,255.18
- Inspire to Rise, Inc. - Inspired Youth Program - Ranked #3; \$300,129.92
- NAMI Jacksonville Florida, Inc. - Connection Recovery Support - Ranked #4; \$121,650.00
- Community Coalition Alliance, Inc. - Duval's Approach to Reduce Opioid Overdose (DAROO) DEN - Ranked #5; \$432,000.00
- Gateway Community Services, Inc. - Reduce the Stigma - Ranked #6; Partially funded at \$323,665.42
- Yoga 4 Change Incorporated - Resilience Skills for Youth Substance Abuse Prevention - Ranked #7; \$0.00
- Boys' and Girls' Clubs of Northeast Florida, Inc. - SMART Moves - Ranked #8; \$0.00
- Community Coalition Alliance, Inc.- Duval's Approach to Reduce Opioid Overdose (DAROO) Awareness - Ranked #9; \$0.00
- ACE Medical, LLC - ATRAC Prevention Program - Ranked #10; \$0.00
- Community Rehabilitation Center, Inc. - CRC Substance Abuse Prevention Program - Ranked #11; \$0.00

Treatment

- I.M. Sulzbacher Center for the Homeless, Inc. - Sulzbacher Substance Abuse Treatment Program - Ranked #1; \$499,999.33
- Gateway Community Services, Inc. - Project Save Lives - Housing; Ranked #2; \$500,000.00
- Northeast Florida Healthy Start Coalition, Inc. - Azalea Rose Project; Ranked #3; \$390,820.68
- Gateway Community Services, Inc. - Mobile MAT Unit - Ranked # 4; Partially funded at \$182,777.73
- Community Rehabilitation Center, Inc. - Outpatient Substance Abuse Treatment Program - Ranked #5; \$0.00
- ACE Medical, LLC - ATRAC Treatment Program - Ranked #6; \$0.00
- Metro Treatment of Florida, L.P. - H.O.P.E. Duval (Healing. Opioid. Prevention. Education.) - Ranked #7; \$0.00

Recovery Support

- Gateway Community Services, Inc. - Project Save Lives - Hospital Bridge Program - Ranked #1; \$500,000.00
- Gateway Community Services, Inc. - Project Independence - Ranked #2; \$500,000.00
- Operation New Hope, Inc. - Ready 4 Work - Ranked #3; \$360,064.50
- I.M. Sulzbacher Center for the Homeless, Inc. - Sulzbacher Substance Abuse Recovery Program - Ranked #4; Partially funded at \$213,533.24
- Yoga 4 Change Incorporated - Mindfulness & Resilience Skills for Recovery Support - Ranked #5; \$0.00
- Metro Treatment of Florida, L.P. - Rise to Recovery - Ranked #6; \$0.00
- Rebel Recovery Florida, Inc. - Comprehensive Housing & Care Coordination - Ranked #7; \$0.00
- ACE Medical, LLC - ATRAC Recovery Support Program - Ranked #8; \$0.00
- Project Save Lives, Inc. - OUD Residential Director - Ranked #9; \$0.00
- Serenity Granted, LLC - Operation Opioid Abatement Director - Ranked #10; \$0.00
- Fresh Ministries, Inc. - FreshMinistries: Recreational Therapy Program - Ranked #11; \$0.00

Dr. Jorandby asked for a motion to vote to approve the tentative application rankings and funding allocations as announced. Antonio Nichols, Secretary, put forth a motion to approve. Dr. Tanner seconded the motion. There was no discussion. The motion passed unanimously.

Councilmember Ron Salem asked if there were limitations on one agency applying for multiple programs and applying in multiple categories. Ms. Zarou answered by stating that agencies were no limitations on agencies putting forth multiple applications in the same category or in multiple categories, but that there was a limit on the amount of funding an agency could receive across one or multiple programs and that limit is 24% of their average revenue according to their tax returns over the last three years. CM Salem then asked what the origin of the 24% limit was, and Ms. Zarou answered by stating that it is the same figure as referenced in the ordinance that guides the city's Public Service Grants Program.

Ms. Zarou then provided information on proposed legislation that would appropriate additional funds to the FY24-25 OSPG Program budget. They shared that legislation is expected to be introduced on October 16 that would appropriate 70% of the amount of interest originally due to the opioid settlement fund (Fund 15111), amounting to an additional \$267,045.46 being added. They went on to say that the percentage allocations of 34% to Prevention, 33% to Treatment, and 33% to Recovery Support, would then be applied. Ms. Zarou noted that should this legislation pass, the three partially funded programs would see their funding amounts increase, but that no additional programs would be funded.

Ms. Viafora Ray then provided a breakdown of the changes to the tentative funding amounts for each of those partially funded programs as follows: Prevention - Gateway's Reduce the Stigma program funding would increase to \$414,460.88; Treatment - Gateway's Mobile MAT Unit program funding would increase to \$270,902.73; and Recovery Support - I.M. Sulzbacher's Substance Abuse Recovery Program funding would increase to \$301,658.24. Ms. Zarou then shared what the total budget for the OSPG Program would be should this additional appropriation be approved: \$1,712,077.98 in Prevention, \$1,661,722.74 in Treatment, and \$1,661,722.74 in Recovery Support, for a total of \$5,035,523.46.

Ms. Viafora Ray then went on to share what the next steps would be by first going over the appeals timeline. They noted that the appeals period began today (October 7) and would end October 14. They stated that appeals from agencies must be submitted on October 14 no later than 4:00 PM, giving agencies the five business days as required by Chapter 84. They noted that should there be any valid appeals submitted, these would be heard at the publicly noticed OSPG Appeals Board meeting scheduled for October 15 at 11:00 AM, and that should no valid appeals be submitted, the meeting would be canceled.

Ms. Viafora Ray continued by describing the appeals procedure, noting that this information would also be shared via email with all applicants. They said that a 'Notice of Appeal' shall be addressed to the Manager of Opioid Abatement (Madelaine Zarou, mazarou@coj.net) and must do the following: identify one or more of the stated reasons in Section 84.309(c) of 2023-350-E for the appeal and include any supporting

documentation or information evidencing the same; state the timeliness of the appeal; and state the amount of the requesting agency's application grant request and the OSUD Grants Committee's tentative funding allocation.

Next, Ms. Zarou shared the definitions of appealable matters, as described in Chapter 84:

- Mathematical errors contained on the application score sheet or tentative funding allocation spreadsheet;
- An error by the application scorer in deducting points from a requesting agency's application score for not including a required application item or attachment that was included in the requesting agency's application submittal and such error was determinative in the requesting agency's inability to receive a funding allocation;
- A minor irregularity in the application contents or requirements which (i) is not prohibited under Section 84.305; (ii) adversely impacts a requesting agency's eligibility or application score and ranking; and (iii) will not result in an unfair competitive advantage to the requesting agency if such irregularity is waived;
- An error made by the Manager of Opioid Abatement in the eligibility determination or disqualification of a requesting agency's application from consideration pursuant to Sections 84.304 and 84.305, respectively; and
- A determination made by the Manager of Opioid Abatement that a requesting agency is deemed ineligible or disqualified due to such agency being on the Council Auditor's Chapter 118 noncompliance list.

Ms. Zarou noted that all applicants would receive a breakdown of how the average scores were calculated as well as copies of all individual scoresheets in a follow up email so that they could determine if they had a valid appeal.

Ms. Viafora Ray concluded this section of the meeting by summarizing the next steps for tentatively awarded agencies. They shared that tentatively awarded agencies have until October 16 to submit amended program budgets to their office, and that budget changes within 10% of a line item require approval from the Contract Administrator and changes that exceed 10% of a line item require Contract Administrator approval and approval by the OSUD Grants Committee via a vote to take place at the next meeting on October 21. They went on to state that their office would be working closely with agencies over the coming weeks regarding these budget changes as well as drafting Quarterly Progress Report templates that will be included in their program contracts.

VIII. Vote: Election of Committee Chair and Vice-Chair

Dr. Jorandby asked if any committee members were interested in the role of Chair or Vice-Chair. Mr. Nichols shared that he was interested in being considered for the role of Vice-Chair. Dr. Wynn made a motion to elect Mr. Nichols as Vice-Chair of the committee. Heather Rios seconded the motion. There was no discussion, and the motion passed unanimously.

Dr. Wynn stated that he was interested in being considered for the role of Chair if Dr. Jorandby was "retiring". Antonio Nichols, Secretary and newly elected Vice-Chair, put forth a motion to elect Dr. Wynn as Chair of the committee. Mr. Rios seconded the motion. There was no discussion, and the motion passed unanimously.

IX. New Business

Dr. Wynn, newly elected Chair, opened the floor for new business.

Councilmember Ron Salem shared that he is working on the interest legislation as referenced by Ms. Zarou earlier in the meeting and he reminded the Committee members that he was available to assist with anything that they may need and that they can get in touch with him by first reaching out to Ms. Zarou.

There was no additional new business.

X. Adjournment

Dr. Wynn put forth a motion to vote to adjourn the meeting. Mr. Nichols seconded the motion. The motion passed unanimously. The meeting was adjourned by Dr. Wynn at 2:27 PM.

Next Meeting Date - Monday, October 21st at 2:00 PM

To be signed by Antonio Nichols, Secretary, certifying approval by the Committee:

Signature: 

Date: 10/21/24