

OPIOID AND SUBSTANCE USE DISORDER (OSUD) GRANTS COMMITTEE

Meeting Minutes

December 4, 2023, 2:00 PM

City Hall, 1st Floor, Don Davis Room

Chair: Dr. Lantie Jorandby

Vice-Chair: Dr. Richmond Wynn

Secretary: Antonio Nichols (not present)

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

City Council Liaison:

- City Council President Ronald Salem

I. Call to Order

The meeting was called to order at 2:00 PM by Dr. Jorandby, 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, gave an update from the Office of Opioid Abatement. Ms. Zarou noted that the inaugural Opioid Settlement Proceeds Grants (OSPG) Program application submission period launched on November 1, 2023. She also stated that her office had conducted 11 Courtesy Reviews with applying agencies thus far and had another four scheduled.

City Council President Salem made remarks on some additional program updates related to Ordinance 2023-0836. He stated that he was excited to start getting these monies into the community, and that one change that was made was to raise the threshold for individual grant applications to \$500,000 from \$250,000 for eligible agencies. He had been contacted by entities that wanted to

apply but were concerned about the limit. CP Salem also noted that the budget for the FY 2023-2024 grant cycle was raised from 40% to 70%.

Next, Ms. Zarou gave an update on the amended program timeline as follows:

- December 18, 2023: Application Deadline (extended from November 30)
- December 20 - January 17, 2024: Committee Scoring Period
- January 10, 2024: Optional Interviews with Agencies Conclude
- January 17, 2024: Committee Scoresheets Submission Deadline
- January 19, 2024: Tentative Application Rankings and Funding Allocations Announced
- January 19 - January 26, 2024: Appeals Period
- January 26, 2024: Appeals Board Meeting
- January 29, 2024: Final Application Rankings and Funding Allocations Announced

IV. Public Comment

Dr. Jorandby opened the floor to public comment. There were no public comments.

V. Vote on Minutes from October 2023 Meeting

Dr. Tanner put forth a motion to vote to approve the meeting minutes from the October 30, 2023, meeting. Sarah Smith seconded the motion. The motion passed unanimously.

VI. Vote on Application Scoring Method and Tie Score Procedure

Laura Viafora Ray, Program Coordinator of Opioid Abatement, described the two options for application scoring as laid out in Ordinance 2023-350-E. Option A would involve the creation of three scoring committees, one for each of the funded categories of prevention, treatment, and recovery support. Should the Committee members vote for this option, members would be randomly assigned to scoring committees based on the volume of applications, distribution of the applications within the funded categories, and conflict of interest considerations. This option would result in each Committee member scoring fewer applications compared to Option B. For Option B, Ms. Viafora Ray explained that each OSUD Grants Committee member would score every application with the exception of required recusals.

Next, Ms. Viafora Ray gave a brief presentation on what the scoresheet would look like and what scoring would entail. She presented screenshots of the scoresheet which would be on an Excel spreadsheet, where each application being scored would have its own sheet. Ms. Viafora Ray explained that all of the information (Agency Name, Program Name, etc.) would be filled out ahead of time for the members. Members would only be responsible for filling in the "Awarded Points" in each respective evaluation criteria. She also noted that the scoresheet would automatically add up the total score and members would not need to do this manually. She also explained that the cells where "Awarded

Points” are entered have restrictions on the values that can be input to avoid any errors.

Dr. Jorandby opened up to the Committee to discuss the two options for scoring.

Heather Rios noted that Committee members were selected for their expertise and splitting into subcommittees might split up the expertise.

Dr. Wynn noted that we should do our best to get the most coverage, but he hesitates a little because we do not know how many applications will be submitted. Ms. Zarou noted that we have conducted 11 Courtesy Reviews, and we have four more scheduled. She also noted that agencies can submit more than one application. Ms. Viafora Ray added that the average length of the applications was about 20 to 25 pages each and that eligibility documents would also be provided, although staff would be reviewing prior to scoring in order to determine eligibility status.

Dr. Wynn stated that because agencies can submit multiple applications in multiple categories it would be important for committee members to see all the applications to get an idea of the scope of work they are proposing.

Committee members further discussed the two options.

Ms. Zarou noted that on December 20, 2023, Committee members will receive all applications and the scoresheets and that the scoring would be on the Committee’s own timeline and that it would be over the holiday period. All scoresheets will be due January 17, 2024. She explained that Committee members will receive applications via SharePoint.

Dr. Wynn put forth a motion to vote to approve Option B (no scoring subcommittees). Dr. Tanner seconded. The motion passed 5 to 1 (Dr. Jorandby opposed).

Dr. Jorandby transitioned to the next item to vote on - a tie score procedure. Ms. Viafora Ray gave some background noting that per 2023-350-E: “The OSUD Grants Committee shall establish a uniform procedure for breaking tied scores.” She explained that in implementing the high score model, establishing this procedure will direct them on how to handle a tie score should one come up. Ms. Viafora Ray indicated that they spoke with the Office of General Counsel and came up with an acceptable example procedure that the Committee could vote on to adopt: “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.”

Dr. Jorandby opened the floor to discussion on this tie score procedure. Ms. Viafora Ray clarified that this procedure would be implemented in the event of a tie regardless of where within the rankings the tie scores are, as all applications must be ranked whether funding is anticipated for that application or not.

Dr. Wynn put forth a motion to vote to adopt the tie score procedure as described by Ms. Viafora Ray and as presented on the slide deck. Dr. Tanner seconded. That tie score procedure has been unanimously approved.

VII. Bylaws Discussion

Ms. Zarou summarized a couple of articles from the draft bylaws, drafted by the Office of General Counsel. Under Article 5, she highlighted the guidance that “The Secretary shall sign and certify the minutes of the previous meeting upon board approval at the current meeting.” She also highlighted a portion of Article 6 which states that “Consistent with Florida laws governing local governmental entities, if a physical quorum of the Committee has been met at a meeting, members may participate by telephone, including voting on matters, provided the reason for the member’s physical absence is due to an extraordinary circumstance such as illness, out-of-town trips, an emergency situation or other comparable circumstances.” Ms. Zarou explained that the rest of the articles either came from the ordinance or were consistent with standard bylaws, and she further explained that for today’s meeting the purpose was to introduce the draft bylaws and that it is anticipated that the Committee will vote on whether to adopt these bylaws at the next meeting in January. An electronic copy of these draft bylaws would be sent to Committee members. There were no questions.

VIII. New Business

No new business.

IX. Adjournment

The meeting was adjourned by Dr. Jorandby at 2:23 PM.

Next Meeting Date - Friday, January 19, 2024 at 2:00 PM