



Opioid Abatement Funding Advisory Board Meeting Minutes

Wednesday, October 26, 2022

10:00am – 11:00am

Lealman Exchange

Facilitator(s): Abigail Stanton

Board Members: Kathleen Beckman – Clearwater, Sandra Bradbury – Pinellas Park, Dr. Ulyee Choe – Department of Health Pinellas County, Chief Ian Womack – City of St. Petersburg, Karen Yatchum – Pinellas County

Attendees: Lourdes Benedict, Linda Chaffin, Sara Gordils, Gayle Guidash, Christy Pemberton, Abigail Stanton, Jane Wallace, Cody Ward

1. Welcome and Instructions – Abigail Stanton, Director of Contracts, Pinellas County Human Services
 - a. Introductions – Five (5) Opioid Abatement Funding Advisory Board (OAFAB) members.
 - b. Clearwater, Pinellas Park, St. Petersburg, Department of Health Pinellas County (DOH) and Pinellas County (County) and their respective attorney’s working together on litigation.
2. Historical Background – Christy Pemberton, Managing County Attorney, Pinellas County
 - a. Still unsure of total amount, 9+% of regional funds that are coming into the State.
 - b. OAFAB is governed by the Florida Plan and the Interlocal Agreement.
 - c. Litigation overview:
 - i. The State of Florida filed suit through the Office of the Attorney General (OAG) in state court in Pasco County.
 - ii. Local governments filed multi-district litigation in Federal court in Ohio.
 - iii. OAG took position that it could settle without local input. Pinellas County disputed this and came to this “Florida Plan” arrangement.
 - iv. The Florida Plan requires that any proceeds from settlement would increase funding that is presently spent on Opioids and Substance Abuse, such as education, treatment and prevention and other related programs.
 - a. County has agreed not to supplant current expenditures from the County.
 - b. Agreement requires Evidence Based Practices.
 - v. Three pots of funding
 1. City/County Fund – those that participated in the litigation get their own money that is controlled outside of OAFAB.
 2. Regional Fund – OAFAB will make allocations and funding recommendations to the Pinellas BCC.
 3. State Fund – State must use for opioid related activities.
 - vi. In Order to become a Qualified County for purposes of overseeing the Regional Funding, Pinellas is required to:
 1. Have over 300K in population.
 2. Have an Opioid Task Force (OTF) that has been in place and has been studying the impact of opioid use.
 3. Have an Abatement Plan that has been adopted by BCC (Plan of OTF).
 4. Be a County which already provides services for substance abuse, prevention, recovery, and treatment.
 5. Enter into an interlocal agreement with the majority municipalities for use of funds (this was accomplished by litigating municipalities and the County coming together).
 - vii. OTF will continue to monitor trends and make recommendations to OAFAB. OAFAB will set priorities and make funding recommendations which will go to the BCC for approval.



- viii. Funding recommendations should be made per the Core Strategies and Approved Purposes in Florida Plan Agreement, which can be amended by the State.
 1. Core Strategies – Exhibit A - Use drugs to reverse opioid overdoses, Medication Assisted Treatment Distribution and other opioid-related treatments, Pregnant and Postpartum Women, Expanding Treatment for Neonatal Abstinence Syndrome, Expansion of Warm Hand-off Programs and Recovery Services, Treatment for Incarcerated Population, Prevention Programs, and Expanding Syringe Service Programs.
 2. Exhibit B Approved Purposes – Covers treatments, prevention, and other strategies for supporting first responders, including leadership planning and coordination, training, and research.
 3. Litigation and Attorney’s fees are the only items that will come directly out of the Regional Fund.
 4. A 5% Administration Fee will go to the County for administration, procurement, reporting, CAO oversight, contract monitoring, and OAFAB administrative support.
 5. Funding is expected for 20 years.
 6. Funding is considered a grant and will have performance metrics that this Board will have to set and closely monitor.
 7. Everything is public record. Agreement must comply with State Ethics Code so no one at Board can be working with providers and need to comply with Pinellas County procurement requirements.
 - ix. Explanation on Pinellas funding.
 1. Discussion on breakdown of funding. Legal fees taken off the top of regional allocation. Remaining will be allocated to OAFAB less 5% administration fee to the County to cover cost associated with procurement, reporting, contracting, and CAO oversight of OAFAB.
 2. Expecting multi-millions over several years.
 - x. Discussion on providing Narcan to first responders and current programs available. Noted that OTF would be able to provide further insight on availability.
 - xi. Noted that there should be legal guidance on who is able to distribute Narcan.
3. By-Laws – Cody Ward, Assistant County Attorney, Pinellas County
 - a. Aligned with State Plan and Interlocal Agreement.
 - b. Meet at least quarterly.
 - c. Need to create an OAFAB Priority List and update it annually.
 - d. Reporting Requirements – prior to July 1st each year, Board to provide information to Department of Children and Families (DCF) on how opioid funds will be spent in upcoming year. Also, no later than August 31st of each year, will need to compile a report of expenditures made during previous year to be submitted to DCF.
 - e. Term of Office is two years – discussion about staggering terms.
 - f. Cody to provide training on Conflicts of Interest and Sunshine Law.
 - g. Must give 30 days’ notice for a resignation unless due to ethical conflict or legal ineligibility.
 - h. Need 72 hours of notice, if possible, for a Special Meeting
 - i. Meetings are open to the Public. County Staff will be taking care of minutes.
 - j. Amendments to the By-Laws need to be ratified by the BCC.
 - k. Program to exist at least 20 years or longer.
 - l. Majority of Members constitutes a quorum
 - i. Clarification on State Board vs. Pinellas Regional Board. This group does not report to the State Board.
 - ii. Discussion on full board to remove a Board member
 1. Change to 4/5ths for removal.
 2. Discussion on quorum concern with 2/3 able to make decision. Two people could make funding determination.
 3. Discussion of Zoom ability to meet quorum – Need to look at State rule, likely an exception if there is a need to quarantine.
 - iii. Timing of meeting for public input needs to be considered as daytime is not always easy for public to attend.
 - iv. Require Chair and Vice Chair – can implement additional positions.
 - v. Discussion on scheduling meetings for a year.



- vi. Discussion on Alternate – the appointing authority would set an alternate and will revise By-Laws to read in conjunction with appointing authority and documentation submitted to Board for noting purposes.
 - vii. Kathleen Beckman – asked about minutes posted on-line to a webpage. No website for minutes but all will be provided minutes
 - 1. Suggestion to add a section to County website to house minutes and information
 - viii. Questions of Article 6, Meeting to coincide with OTF to present data.
 - 1. Discussion on clarifying coincide – OTF needs to be available to present to this group so will change coincide to correlate.
 - 2. Clarified that Chair or designee would report to BCC.
 - 3. Subcommittee appointments – doesn't have to be members of the Board but factfinding committees to supplement task force information. Need to be mindful of ethical constraints. Could also do presentations on expertise. Subgroups can do some research to provide collaborative effort.
 - a. Bring in other county success stories – this can be achieved through procurement tools to provide/share information.
 - 4. Process for set agenda for speakers – Do we just say we want to hear data for next meeting?
 - a. There will be a standard for agenda and then if anything else is wanted to be added, it can be.
 - 5. Structure By-Laws to Chair, Vice Chair and Vice Chair is Chair Elect.
 - a. Positions not staggered so went back to Chair and Vice Chair for a one-year term.
 - 6. Cody will provide update to By-Laws.
 - 4. Nomination of Officers – Abigail Stanton
 - a. Chief Womack appointed as Chair (unanimous).
 - b. Dr. Choe appointed as Vice Chair (unanimous).
 - 5. Next Meeting – Opioid Task Force Training, Funding Priorities – November 30th Deadline to the State of Florida.
 - a. Chief would like to set a meeting to understand current services and trends.
 - i. OTF will be able to inform on broad range of programs in Pinellas. HS could provide overview of programs funded through their department, but programs are also funded outside of HS.
 - b. Meetings will be January, April, July – based off the December 15th OTF meeting.
 - i. Initially, the OAFAB may need to be more meetings than quarterly.
 - ii. January Meeting will be held on January 10th from 10:00 – 12:00 at Lealman or a room at Pinellas Park.
 - c. OTF will present priorities to this Board and this Board will present priorities to BCC.
 - d. Funding Priorities Clarification – State needs to set priorities by November 30th.
- Next meeting will be held on January 10th from 10:00 – 12:00. Location TBD.

| | Action Item | Champion | Date Due |
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| 1 | Inquire on number of regional entities that qualified | Cody Ward | 1/10/23 |
| 2 | Legal guidance on who can distribute Narcan | Cody Ward | 1/10/23 |
| 3 | Review State Rule regarding Zoom meetings | Cody Ward | 1/10/23 |
| 4 | Update By-Laws | Cody Ward | 12/15/22 |