

**Opioid Abatement Funding Advisory
Board Pinellas County
September 20, 2023, Meeting Minutes**

The Opioid Abatement Funding Advisory Board (OAFAB) met in regular session at 9:02 AM on this date at the St. Petersburg College EpiCenter, 13805 58th Street North, Clearwater, Florida.

Present

Chief Ian Womack, Chair, City of St. Petersburg Fire Rescue
Dr. Ulyee Choe, Vice-Chair, Florida Department of Health in Pinellas County Director
Kathleen Beckman, City of Clearwater Councilmember
Sandra Bradbury, City of Pinellas Park Mayor (late arrival) Kathleen
Peters, County Commissioner (late arrival)

Others Present

Sara Gordils, Human Services Planning Section Manager
Abigail Stanton, Human Services Contracts Director Karen
Yatchum, Human Services Director
Cody Ward, Assistant County Attorney Sitara
Coyle, Board Reporter, Deputy Clerk Other
interested individuals

WELCOME AND CALL TO ORDER

Chair Womack called the meeting to order at 9:02 AM and welcomed those in attendance.

MINUTES APPROVAL

Dr. Choe made a motion to approve the meeting minutes of June 7, 2023. The motion was seconded by Ms. Beckman and carried unanimously.

PUBLIC COMMENT

Chair Womack reviewed the procedure for public comment; whereupon, Jim Miller, Pinellas Park, appeared, noted that he is the CEO of Operation PAR, Inc., and expressed his concerns regarding potential program funding requirements.

Mayor Bradbury and Commissioner Peters arrived at 9:12 AM.

STATE GUIDANCE AND REQUIREMENTS

Referring to a document titled *Opioid Abatement Funding State Guidance*, Ms. Gordils provided an overview of guidance received by staff from the State related to capital expenditures, the definition of individuals at-risk of opioid use, syringe exchange programs, and reporting metrics, and noted that the Statewide Council on Opioid Abatement will be meeting to provide further guidance on September 27, 2023.

In response to queries by the members, she provided clarifying comments and indicated that staff received guidance from the Florida Department of Children and Families (DCF) relaying that capital expenditures which align with approved opioid abatement uses are permissible; that staff's recommendation is to allow capital funding requests in program applications during the first round of solicitation; and that while syringe exchange programs are listed as an approved use, there has not been any additional guidance provided by the Florida DCF regarding the programs.

Ms. Yatchum related that Commissioner Peters' seat on the Statewide Council provides an opportunity for a local champion to discuss issues identified by the Board at the state level; and that staff recommends that the Board vote regarding the allowability of capital expenditures; whereupon, discussion ensued regarding syringe exchange programs, funding parameters, collaboration between agencies, individuals at-risk of opioid use, and weighting priorities.

During discussion, Human Services Behavioral Health Data Scientist Joshua Barnett noted that any changes to syringe exchange programs within the county would require amendments to the County ordinance governing them, and he provided brief comments pertaining to the support that staff can provide through researching proposals and answering questions during the rank and review process.

SOLICITATION DISCUSSION

Parameters

Responding to queries by the members, Ms. Gordils, with input from Ms. Yatchum, indicated that there will be separate contracts for programs and capital expenditures; that staff recommends that contract terms be dependent on program needs, with a minimum length of at least 18 months and a maximum length of 36 months, at the discretion of the Board; and that there will be oversight of the programs to ensure contract compliance.

In response to queries by the members, Ms. Yatchum provided brief information regarding the gap analysis of abatement programming in Pinellas County and a strategic plan,

noting that staff is waiting for the Statewide Council on Opioid Abatement's September 27 meeting for additional guidance regarding recommendations for the use of funds; that the previously discussed intentions of the Board were to simultaneously conduct the gap analysis and address emerging needs in the community; and that staff will pay close attention to the Statewide Council meeting to determine whether its deliberations change or enhance the Board's plan for the utilization of abatement funds; whereupon, brief discussion ensued regarding program terms.

During discussion and in response to queries, Ms. Gordils, with input from Ms. Stanton, provided clarifying comments regarding the recommended program term and related that the standard state definition for a capital expenditure refers to a purchase above \$5,000.00.

At the request of Chair Womack, Mr. Miller, Operation PAR, Inc., provided additional comments regarding collaboration and reporting requirements and emphasized avoiding placing additional burdens on providers; whereupon, Ms. Yatchum clarified that the Statewide Council is focused on preventing additional burdens from being placed on providers and aligning the language of the performance metrics with the Substance Abuse and Mental Health Services Administration and Health and Human Services on a national level.

Ms. Gordils provided information regarding administrative costs to hire additional staff that will focus on the abatement funding and summarized the Board's direction to be a proposal term option of 12 to 36 months, maintaining \$3 million as the minimum program amount that can be requested, and allowing capital expenditures in program proposals; whereupon Commissioner Peters made a motion to that effect. The motion was seconded by Mayor Bradbury and carried unanimously.

Scoring and Release Date

Ms. Gordils displayed a document and provided an overview regarding the rank and review process, the scoring matrix, and the information requested from applicants in the solicitation form, including their qualifications, methodology, statement of work, and compensation.

In response to queries by the members, Ms. Gordils related that the statement of work addresses specific tasks that would be completed through a program while the methodology highlights a program's overall approach; that application instructions will be provided to inform applicants of what needs to be submitted; and that proposals for the gap analysis solicitation could be accepted as soon as the reporting measures have been determined by the Statewide Council.

Ms. Gordils indicated that the September 28 OAFAB meeting is cancelled, and a new meeting will be scheduled if there is any pertinent action to be taken following the Statewide Council meeting on September 27.

Ms. Gordils requested that the Board vote to accept the scoring system and determine the release date of the gap analysis. She suggested that the release could be scheduled for as soon as possible following the Statewide Council's September 27 meeting; whereupon Commissioner Peters made a motion to that effect. Chair Womack requested that the proposed scoring system be included in the motion, and Commissioner Peters corrected her motion accordingly, which was seconded by Ms. Beckman.

In response to a query by Dr. Choe, Ms. Gordils related that she could provide an overview of scoring for program applications utilizing a form designed for the Human Services Social Action Grant program.

Following brief discussion and upon Chair Womack's call for the vote, the motion carried unanimously.

NEXT STEPS

Ms. Gordils provided a brief overview of the rank and review process for programs using a document created by Human Services for its Social Action Grant program, highlighting that the Opioid Abatement program application would have a similar structure, however, it would align with the focus points identified by the Board regarding collaboration, scope of work, outcomes, and goals; whereupon, Ms. Stanton, with input from Ms. Gordils, indicated that the members will review applications at home and bring all questions to a Board meeting for discussion and to receive advice from experts within the Human Services Department, at which time scoring and ranking will take place; whereupon, brief discussion ensued regarding staff potentially retooling instructions for the program applications based on findings from the gap analysis and in alignment with guidance provided by the Statewide Council.

Following discussion, Ms. Gordils summarized that the Board had come to a consensus to delegate coordination of dates for the full program solicitation based on information provided by the Statewide Council; whereupon Dr. Choe made a motion to that effect. The motion was seconded by Commissioner Peters and carried unanimously.

NEXT MEETING

Earlier in the meeting, the members agreed to schedule a meeting to conduct rank and review of applications for the gap analysis for November 14, 2023, at 8:00 AM.

ADJOURNMENT

Upon motion by Commissioner Peters, the meeting was adjourned at 10:44 AM.