	Tennessee Opioid Abatement Council 2nd Emergency Meeting	
Date	April 3rd, 2023	
Time	2:00 p.m.-3:00 p.m. CST	
Location	Microsoft Teams	

Council Members Present via Microsoft Teams: Stephen Loyd, Armando Fontes, Mike Flynn, Clay Jackson, Karen Pershing, Tommy Farmer, Charme Allen, Brian Buuck, Stephanie Vanterpool, Wayne Wykoff, Timothy Fournet, Ken Moore, Shayne Sexton

Guests Present via Microsoft Teams: Jane Hamrick, Ann Hamlin, Francois D. Aze, Wendy Boles, Agatha Nolen, Will Taylor, April Clark, Laura Brown, Jeremy Davis, Alex C. Moritz, Beth Lentchner, Zoe Sams, Andrew Kellar, Troy (Hustle Recovery)

Staff: Mary Shelton, Ella Reding, Elizabeth Rickman-Vaden, Sam Boukli, Heather Gunderson

Presenter	Topic	Discussion
S. Loyd M. Shelton	**Introduction & Roll Call**	The meeting was called to order by S. Loyd at 2:04 p.m. M. Shelton conducted roll call for attendance of members. M. Shelton informed the Council and guest of the *Emergency Meeting Necessity Statement.* S. Loyd explained the virtual emergency meeting is being held to better understand what the Council's commitment would be to SmartSimple and to expedite the planning design and community grant application process. M. Shelton noted that Deputy Commissioner M. Yancey is in another meeting but may be able to join. M. Shelton advised she briefed Commissioner M. Williams on the details of this meeting.
S. Loyd	**Agenda Topics**	S. Loyd briefed the Council and guests on the agenda topics below: • Overview of Strategic Technology Solutions (STS), which is the State of Tennessee department that manages SmartSimple by Deputy Commissioner Heather Gundersen with the TDMHSAS.

		• Overview of TDMHSAS Contracting and Grants Process by Deputy Commissioner Matt Yancey. • Review and discussion of the SmartSimple platform.
S. Loyd	**TN Opioid Abatement Funding Updates**	S. Loyd noted that approximately $32 million dollars has been disbursed to all 95 counties with the exception of Stewart County due to their request to better understand the funding process prior to signing. Stewart has since signed and will be paid this week per M. Shelton. S. Loyd noted that Tennessee is 1 of 4 states currently that has begun sending out payments from the settlement.
M. Shelton H. Gunderson	**Review of SmartSimple**	M. Shelton introduced H. Gundersen and highlighted that H. Gundersen previously worked for Strategic Technology Solutions (STS), which is a division within Finance and Administration that oversees the SmartSimple application. H. Gundersen advised the Council that the state needed a grant application management system, so they contracted with SmartSimple to provide the service. H. Gundersen noted the following points: • No agreement to be signed • No software fee to the Council because it is already available to the state • Information technology staffing is available to take guide approved by the Council and implement it into an electronic system to allow for routing, scoring and review • Vendor will need approximately four months of preparation time once given the final software specifications from the Council H. Gundersen recommended the Council try SmartSimple since there is no cost and they will be provided technical support. She reminded the Council that they have the option to move to

| | | another vendor if this service does not provide the desired outcome without any commitment. S. Loyd opened for discussion from any Council members.

S. Vanterpool wanted to confirm if there would be a 4-month implementation timeframe if the Council voted to use SmartSimple.

H. Gundersen confirmed that SmartSimple is asking for the 4-month timeframe to build the database since there has not been a commitment by the Council as of this date.

M. Shelton shared a document that highlighted some of the attributes of SmartSimple listed below:
- 'Off the shelf' product
- Customizable
- Tech support provided
- All actions and statuses of the grant process are tracked and operationalized within SmartSimple

M. Shelton also listed state departments using SmartSimple:
- Department of Health
- Department of Labor and Workforce
- Department of Environment and Conservation
- Office of Criminal Justice Programs (Finance & Administration)

H. Gundersen informed the Council that from her experience she has seen a significant volume of applications submitted and that it takes time to accept, score and track funding.

She felt that this is the best option in terms of speed.

H. Gundersen mentioned that the $30.00 application fee previously discussed could |
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		potentially be waived if the state decides to use the application system for other areas.
		W. Wykoff wanted clarification on the 'off the shelf' concept and to see if this is how others are using this platform.
		H. Gundersen explained that 'off the shelf' means that this is a commercial product that you purchase but will take 4-months to customize. This includes testing the product, conducting user training,
		She explained that the Council will be able to set up rules, routing preferences and steps to take.
		M. Shelton mentioned that what SmartSimple will be customizing for the Council is the scoring rubric, weighing the scores and delegating applications to the Council members to name a few examples.
		S. Loyd advised he felt that 4-months seems to be a longer wait period than expected but feels if they had to find a different vendor it would be extended even longer.
		S. Loyd noted that SmartSimple seems to be an equitable way to begin the application process.
		H. Gundersen advised that if the Council decided to engage with a different vendor, they would have to conduct a gap analysis, and this would take time.
		M. Shelton advised that one significant part to using SmartSimple is that it can connect to BCMS, which is what the state department uses for their grants management. This is then connected to Edison that will pay the grantee.
		S. Vanterpool questioned if SmartSimple was able to export and/or analyze data from the

		application. For example, would SmartSimple be able to run reports on different types of applications received. H. Gundersen advised she would follow-up after discussing the concern with SmartSimple. T. Fournet questioned if the tech support was online or a live person. S. Loyd advised there is no public comment. C. Jackson moved to close discussion and call for a vote to move forward with SmartSimple. K. Moore seconded the motion. M. Shelton proceeded with a roll call. Motion carried.
S. Loyd	**Meeting Adjourned**	The meeting was adjourned at 2:40 p.m.