

**Tennessee Opioid Abatement Council
Emergency Meeting #3**

Date	May 24th, 2023
Time	1:30 pm - 2:30 pm CT
Location	Microsoft Teams

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

Guests: Chad Elkin, Tricia Christensen, Anidolee Melville-Chester, Jill Rathburn, Wendy Boles, Rebecca Martin, Sascha Henderson, Elliot Pinsly, Rachel Morris, Myra Miller, Mindy Grimm, Mary Linden, Kevin J. Allen, Elizabeth Crawford, Beth Lentchner, Katherine Denney, Jennifer Tourville, Laura Brown, Terri Timberlake-Briscoe, Joe Hardwicke, Katie Ashley, Todd Nisbet, Adul Sawas, Charlie Sagona, Ashley Clinard, Gill Wright, Keith Gamble, Amy Murawski, Antwaine Pride, Deanne Rease, Ginger Hausser, Will Taylor, Charlie Sagona, Melissa Isbell, Paula Shoup, Kristi McCaleb (ICARE Union County), Jason Cody, Kristina Peters, John Hughes, Holly Kirby, Erin Trowbridge, Dottie Green, Becca Martin, Danielle Anneler

Staff: Mary Shelton, Elizabeth Rickman-Vaden, Ella Reding, Matt Yancey, Marie Williams, Taryn Sloss, Jessica Youngblom, Matthew Parriott, Wesley Geminn, Sam Boukli

Presenter	Topic	Discussion
S. Loyd M. Shelton	Welcome, Introductions & Check-in	<p>The meeting was called to order by S. Loyd, and he welcomed guests, presenters, and members.</p> <p>S. Loyd called for a moment of silence for Tennessee families who suffered a loss from addiction and/or opioid use disorder and those who are still suffering.</p> <p>S. Loyd explained the reason for the meeting being moved from May 22nd, 2023 to May 24th virtually was due to him being scheduled to be at a conference at the American Psychiatric Association in San Francisco.</p> <p>M. Shelton conducted roll call for attendance of Council members.</p>

S. Loyd	Emergency Meeting Necessity Statement	<p>S. Loyd read the Emergency Meeting Necessity Statement as seen below:</p> <p>The Opioid Abatement Council is holding this 100% virtual emergency meeting to expedite the planning and design of the community grant applications process and to ensure that the</p>
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		Opioid Abatement Council Office is properly staffed to meet the expected tasks and activities.
S. Loyd M. Shelton	Agenda Topics	<p>S. Loyd read the agenda topics for this meeting which were as follows:</p> <ul style="list-style-type: none"> • Small cap/large cap definition for community-based applications (motion and vote needed) • Update on the Sub-Recipient Grant Management Enterprise Solution, development of the community-based application • Approval to develop a Transparency Policy for the OAC and OAC Office (motion and vote needed) • Approval of the Semi-Annual Report for Counties (motion and vote needed) • Town Hall meetings • Recovery Housing Research: Standards & Metrics Committee • Proposed positions for the OAC Office (motion and vote needed)
S. Loyd K. Pershing	Community Based Applications: Small & Large Cap Discussion, Motion & Vote	<p>K. Pershing explained that the purpose of having small and large caps is to even the playing field for smaller organizations to be considered for abatement funds.</p> <p>The subcommittee ask that the Council create a distinction between small and large cap and suggested the following:</p> <ul style="list-style-type: none"> • Small cap: under \$1 million annual revenue • Large cap: over \$1 million annual revenue <p>S. Loyd wanted to confirm that \$1 million was a good cut off or should it be increased.</p> <p>K. Moore agreed with the proposed caps and noted that the Council could always make changes to the amounts if needed.</p> <p>T. Farmer noted that the funding amount could change, and this should be considered as well.</p> <p>S. Loyd noted that the General Assembly and the Governor directed approximately \$400M from</p>

		<p>Walgreens, Walmart & CVS, so these funds will be factored in as well.</p> <p>S. Loyd requested for a motion to be made to approve creating a distinction between having a small cap under \$1 million and large cap over \$1 million.</p> <p>K. Moore made a motion for approval. A. Fontes seconded the motion.</p> <p>M. Shelton conducted a roll call vote for members.</p> <p>Motion carried.</p>
<p>S. Loyd M. Shelton</p>	<p>Sub-Recipient Grant Management Enterprise Solution (SR-GMES) for Community Grant Applications & Timeline Discussion</p>	<p>M. Shelton presented the Council with the timeline for SR-GMES Community Grant Application.</p> <p>The following was highlighted:</p> <ul style="list-style-type: none"> <p>Current Status</p> <ul style="list-style-type: none"> • STS is customizing the portal and OAC office is meeting with STS 1-2 times per week and receives ad hoc requests • OAC office is receiving use cases for testing • OAC office is creating use cases for testing the system, training manual for members and staff, Announcement of Funding, Implementation Plan & Timeline <p>Mid-July</p> <ul style="list-style-type: none"> • Posting Announcement of Funding on OAC website so that potential proposers will have their information ready when portal open

		<p>August</p> <ul style="list-style-type: none"> • Training Opioid Abatement Council members, staff and testing of the platform <p>September</p> <ul style="list-style-type: none"> • Anticipating GO LIVE in early September <p>M. Shelton advised once STS gives an updated completion timeline, she will notify the Council.</p> <p>C. Jackson asked if S. Loyd felt this was a realistic timeline.</p> <p>S. Loyd advised he felt that the timeline was realistic considering the application platform approval was delayed for further review in the beginning.</p>
<p>S. Loyd M. Shelton</p>	<p>Transparency Policy Motion & Council Vote</p>	<p>S. Loyd gave an overview of the need for a Transparency Policy as noted below:</p> <p>To ensure that all relevant information and data is posted on the Opioid Abatement Council’s website, the Office is asking the Council to approve the development of a Transparency Policy.</p> <p>M. Williams requested S. Loyd, M. Shelton, and the Attorney General meet with her to discuss the development of a Transparency Policy prior to a motion being made.</p> <p>No motion was made on this agenda item.</p>
<p>S. Loyd M. Shelton</p>	<p>Semi-Annual Report for Counties Motion & Council Vote</p>	<p>M. Shelton noted that before the Counties received abatement funding, they had to sign a Letter of Agreement (LOA), which listed the requirements i.e., stating they would spend money on items in the Remediation List, allocating the funds within two years, spending the funding within four years and reporting what funds were spent on each area of the Remediation List.</p> <p>M. Shelton presented the design of the Semi-Annual Report for the Council to see.</p>

		<p>She noted the following:</p> <ul style="list-style-type: none"> • Semi-annual report has been created in Formstack, making it user friendly for counties and for the Opioid Abatement Council Office to retrieve reports. • Since the Counties did not receive funding for administrative costs and some counties received around \$25,000, the report was developed to require minimal administrative time to complete. • Counties will complete this report twice per year. • Counties will submit their first report in September 2023 for funds spent Feb. 1-Aug 31. <p>C. Allen made a motion to approve the proposed form for the Semi-Annual Report for the Counties.</p> <p>K. Pershing seconded the motion.</p> <p>M. Shelton conducted a roll call vote for members.</p> <p>Motion carried.</p>
S. Loyd	Town Hall Meetings Discussion	<p>S. Loyd discussed the need to hold Town Hall meetings across the state to give us better insight as to what local communities are experiencing, see the gaps in the service delivery system, and to create a better networking opportunity for the community.</p> <p>S. Loyd informed the Council that the meetings would begin in the three grand regions on the dates listed below:</p> <ul style="list-style-type: none"> • July 26th Murfreesboro (Middle) • July 27th Cleveland (East) • July 28th Dyersburg (West)

<p>S. Loyd M. Shelton</p>	<p>Recovery Housing Criteria</p>	<p>S. Loyd requested M. Shelton to send a 2019 article to Council members on recovery housing to read.</p> <p>S. Loyd selected the following Council members to serve on the Standards and Metrics Committee:</p> <ul style="list-style-type: none"> • Ken Moore • Charme Allen • Lisa Tipton • Armando Fontes <p>S. Loyd noted that these members will be charged with looking into housing criteria in the State of Tennessee and decide what the Council will be comfortable with as far as oversight.</p> <p>S. Loyd advised these members will research existing definitions, licensure and certification requirements for recovery housing which would be applicable to the whole state of Tennessee.</p> <p>S. Loyd requested for the committee to develop language recommendation for the 'Qualified Applicant' list for the June 23rd Opioid Abatement Council quarterly meeting.</p> <p>A. Fontes advised that this committee could develop language and then present their plan to the legislature to possibly adopt and give a new TCA to govern the criteria.</p> <p>S. Loyd suggested this committee consult with Alex King, J.D., TDMHSAS with licensure questions.</p> <p>M. Williams questioned S. Loyd on the reasoning behind solely focusing on only the recovery housing criteria as opposed to other services and programs for the Standards and Metrics Committee.</p> <p>S. Loyd explained that this committee will be reviewing any programs that standards and metrics are discussed.</p>
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<p>S. Loyd M. Shelton M. Yancey</p>	<p>Proposed Positions for Opioid Abatement Council Office</p>	<p>M. Shelton presented the following positions for approval from the Council:</p> <ul style="list-style-type: none"> • 6 new positions • 1 ¼ position • 1 reclass <p>M. Shelton advised that the new annual cost of salaries for the 9.25 proposed positions would be \$767,427.</p> <p>The total annual cost of salaries was estimated at \$1,104,037, which was a 2.4% administrative cost.</p> <p>M. Shelton informed the Council that the proposal is based off the following:</p> <ul style="list-style-type: none"> • assuming \$1.140 billion total payments over 18 years, even though settlement

		<p>payments are disbursed on their own schedule.</p> <ul style="list-style-type: none"> • Distributor and J&J settlements totaled \$650 million • Five new settlements totaling approximately \$490 million • 70% of funding will be sent to Opioid Abatement Trust Fund totaling to approximately \$798,000,000, averaging \$44,333,333 annually <p>M. Shelton advised the Council of the current office staff:</p> <ul style="list-style-type: none"> • Mary Shelton-Executive Director • Ella Reding- Project Administrator • Elizabeth Rickman-Vaden-Program Manager <p>M. Shelton further noted that the current office staff has been covering areas, such as travel, preparing for the meetings, and all other administrative duties as needed.</p> <p>M. Shelton expressed her appreciation for the support from the Tennessee Department of Mental Services and Substance Abuse Services.</p> <p>They have been assisting in the following areas:</p> <ul style="list-style-type: none"> • Legal, Fiscal, Grants Management • Administrative, Policy, Clinical • Information Technology, Human Resources, Operations • Legislative and Communications <p>M. Yancey spoke on behalf of the Tennessee Department of Mental Health & Substance Abuse Services.</p> <p>He stated that TDMHSAS staff has been very involved in supporting the efforts of the Opioid Abatement Council Office, but as the Council grows in scope there will be a need for additional full-time staff members.</p>
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<p>M. Shelton</p>	<p>New Responsibilities of Opioid Abatement Council Office & Timelines</p>	<p>M. Shelton presented the Council with the new responsibilities of the OAC Office as seen below:</p> <p>County Monitoring:</p> <ul style="list-style-type: none"> Ensuring the counties meet the deadlines for allocating and spending funds, that the Remediation List activities are funded, people impacted. <p>Community Application & Monitoring:</p> <ul style="list-style-type: none"> Operations of the application process, reviewing applications, managing the scoring and review of all applications, technical assistance with applicants, ensuring the grant contracts are executed, grants are paid via Edison, fiscal monitoring, semi-annual reports that grantees will be submitting to the OAC Office. <p>Town Hall Meetings:</p> <ul style="list-style-type: none"> Scheduling, securing a location and publicizing Town Hall meetings, attending the meetings, posting minutes, any follow-up activities from the meetings. <p>Data Management:</p> <ul style="list-style-type: none"> Compiling raw data, working with staff to create visualizations which are informative and easy for the public to understand. <p>Sub-Recipient Grant Management Enterprise Solution Management:</p> <ul style="list-style-type: none"> Designing customizations of SmartSimple platform, creating training manual, training OAC members, maintaining communication with STS to resolve

		<p>problems, technical assistance to OAC members</p> <p>M. Shelton also discussed the timeline for executing the new responsibilities:</p> <p>Current:</p> <ul style="list-style-type: none"> • Development of Sub-Recipient Grants Solution • Town Hall Meetings <p>Fall 2023:</p> <ul style="list-style-type: none"> • Processing community applications • 95 county reports and monitoring <p>Winter 2024:</p> <ul style="list-style-type: none"> • Processing community grants • Statewide Town Hall meetings • Compiling and visualizing data <p>Spring 2024:</p> <ul style="list-style-type: none"> • 2nd round of county LOA's and payments • 95 county reports and monitoring • Compiling and visualizing data <p>Summer 2024:</p> <ul style="list-style-type: none"> • Fiscal monitoring of community grants • Community semi-annual reports • Preparing for 2nd round of community applications • Compiling and visualizing data
M. Shelton	Staffing of Peer States	<p>M. Shelton presented findings of peer state staffing:</p> <p>Peer State Findings:</p> <ul style="list-style-type: none"> • Nevada <ul style="list-style-type: none"> ➤ does accept/process applications ➤ \$329 million expected funding ➤ current staffing of 7 ➤ requesting 7 additional positions • Virginia <ul style="list-style-type: none"> ➤ does not currently accept/process grant applications ➤ \$532.9 million expected funding

		<ul style="list-style-type: none"> ➤ current staffing of 5 ➤ requesting additional 5 positions this year <ul style="list-style-type: none"> • Colorado <ul style="list-style-type: none"> ➤ does accept/process grant applications ➤ \$700 million expected funding ➤ current staffing of 4 ➤ requesting additional 5 positions this year • Kentucky <ul style="list-style-type: none"> ➤ does accept/process grant applications ➤ \$842 million expected funding ➤ current staffing of 4 ➤ requesting 1-2 additional positions this year
M. Shelton	<p>Requested Positions for Opioid Abatement Council Office, Motion & Vote</p>	<p>M. Shelton gave an overview of the requested positions for the Opioid Abatement Council Office:</p> <p>Deputy Director: Oversee operations, lead initiatives, manage vendors, strategic planning, supervising grant staff, staff Council sub-committees</p> <p>Executive Assistant: Provide administrative support to the office, travel claims, Edison, appointments, order supplies, email communications with OAC & public</p> <p>Grants Program Director: Manage the community grant application process, develop policies and documents</p> <p>Grants Analyst (2 positions): Process community grant applications, communicate with applicants, review grant applications, delegate applications to OAC members for scoring</p>

	<p>Accountant 3 (2 positions): Provide fiscal monitoring of the community grantees (will be hired later 2023/ early 2024)</p> <p>Attorney 3: (.25 time): Advise on legal issues, create legal documents, research legal issues, attend the OAC meetings</p> <p>C. Jackson noted that the Council members are volunteers and will need staff in the administrative office to assist with monitoring the funds.</p> <p>He commended M. Shelton for taking initiative to begin staffing the OAC Office early and felt that staffing protects the Council from charges of wrongful spending or allocation.</p> <p>A. Fontes questioned M. Shelton on how salaries were determined for positions.</p> <p>M. Shelton responded that she used the mid-point for the state salary, worked with the state fiscal staff for benefits and overhead.</p> <p>T. Farmer agreed the positions are needed, but recommended researching contract positions, specifically for Grants Analysts.</p> <p>W. Wykoff commented that he agreed with properly staffing the OAC Office.</p> <p>M. Shelton advised that she would need to consult the Human Resources Department and follow-up with the Council on contracted positions.</p> <p>C. Jackson made a motion that the Council approve the staffing positions M. Shelton has proposed with the understanding that she will explore the options of contracted versus full-time state positions to increase expediency of efficiency and potentially cost savings.</p> <p>Motion was seconded by W. Wykoff.</p>
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		<p>M. Shelton conducted roll call vote for members.</p> <p>Motion carried.</p>
<p>S. Loyd</p>	<p>Public Comments</p>	<p>S. Loyd reminded Council and those attending to inform the public that OAC meetings are open to the public to attend.</p> <p>Public Comment Speakers:</p> <ul style="list-style-type: none"> • Chad Elkin, M.D., and President Elect for the Tennessee Society of Addiction Medicine asked if small and large cap organizations will be treated differently based on classifications. <p>S. Loyd advised that small and large cap will not be treated differently. He stated that the reasoning for this is to even the playing field. The grants will be evaluated upon their merits equally.</p> <ul style="list-style-type: none"> • Tricia Christensen with Community Education Group commented they have been monitoring how the 13 Appalachian states are managing and spending their funds and she has an interest in Tennessee as well. • She asked when the details of the Town Hall meetings would be available. <p>M. Shelton advised that the information would be posted by the end of the week.</p> <ul style="list-style-type: none"> • Tricia Christensen suggested the Council setup an incentive fund, similar to Virginia to encourage counties to spend funds certain ways. • She discussed possibly adding a section to encourage the community to share details on how funds were spent or hold press releases to encourage best practices.

		<p>S. Loyd advised the Council would take the recommendations into consideration.</p> <ul style="list-style-type: none"> • Anidolee Melville-Chester, PhD, Behavioral Health Metro Nashville asked what the plan is for inclusivity as it relates to diversity with work and staffing. <p>S. Loyd advised that this is on the list to discuss and is on the agenda. He noted he is working with advocates in D.C. and Memphis on the matter.</p> <p>S. Vanterpool added that it was discussed with the subcommittee and there is a question on the grant application that ask how inequities in care will be remediated.</p> <p>She further stated that this was to give applicants an opportunity to intentionally address how they planned to advocate for those individuals who have been affected by an inequity in care.</p> <p>S. Loyd advised that he would be attending a conference the following week on this topic and would be educating the Council.</p>
S. Loyd	Meeting Adjourned	There being no further business, the meeting was adjourned at 2:53 p.m. CT.