

<b>Tennessee Opioid Abatement Council Emergency Meeting</b>		
Date	December 14, 2023	
Time	11:30 a.m.-12:30 p.m. CST	
Location	Microsoft Office Teams (virtual)	
<p><b>Council Members via Microsoft Teams:</b> Stephen Loyd, Mike Flynn, Karen Pershing, Charme Allen, Brian Buuck, Casey Cox, Wayne Wykoff, Shayne Sexton, Lisa Tipton, Armando Fontes, Clay Jackson, Thomas Farmer, Stephanie Vanterpool, Timothy Fournet, Ken Moore</p> <p><b>Guests via Microsoft Teams:</b> Trenton Canada, Will Taylor, Kathleen Collins, Janice Davidson, Lee Dilworth, Priority Health, Bayle Leggett, Channie Cretsinger, Tricia Christensen, Chipper Smith, Monica Kagey, Dale Xie, Michele King, David Connor, Colleen Mall, Tanya McCall, Greg Keeling, Andrea Clements, Jeremy Kourvelas, Mark Cascarelli, Doug Taylor, Orville Campbell, Tammy Grow, Terri Ibarra, Lyn Noland, Laura Brown, Sara Harker, Justin McMillen, Maury Long, Melissa Isbell, Alana McKissack, Nichelle Foster, Elizabeth Millsaps, Danielle Beck, Tonia McDermott, Michael Stahl, Calvin Whitehead, Sara Cooper, Alexa LeBoeuf, Chad Elkin, Kristopher McNeil, Trish Burchette, Courtney Collier, Mitchell Cathy, Jeremy Davis, James Folsom, Pedro Villa, Lisa Rodgers, Ande Hall, Haley Hershey, Rollie Martinson, Kate Durst, Peter Phillips, Romel McMurry, Trevor Henderson, Debbie Hillin, Amy Jordan, Hannah Hinkle, Tina Mitchell, Jennifer Rainwater, Alice McCaffrey, Sarah Cooper, Alicia Zuidema, Sara Long, John Greenwood, Ebony (Delta Recovery), Brand Newland, Holly Kirby, Sasha Henderson (CHI 2.0 RHF), Michael Manning, Lee Dilworth, Alicia Zuidema, Kat Morris, Rachel Craig, Kay Meyer, Deanna Rease,</p> <p><b>Staff:</b> Mary Shelton, Sejal West, Ella Reding, Sam Boukli, Elizabeth Rickman-Vaden, David Sappington, Mark Carrillo, Taryn Sloss, Jessica Youngblom, Wes Geminn</p>		
<b>Presenter</b>	<b>Topic</b>	<b>Discussion</b>
S. Loyd	<b>Welcome, Introductions &amp; Check-in</b>	<p>This meeting was called to order and S. Loyd welcomed guests, presenters, and members.</p> <p>S. Loyd called for a moment of silence for Tennessee families who suffered from addiction and/or opioid use disorder.</p> <p>M. Shelton conducted roll call.</p>
S. Loyd	<b>Emergency Meeting Necessity Statement</b>	<p>S. Loyd read the Emergency Meeting Necessity Statement and noted that the meeting was being held for the following reasons:</p> <ul style="list-style-type: none"> <li>The need to expedite the planning and design of the community grant applications process</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure the needs of the OAC Office are met</li> </ul>
M. Shelton	<b>OAC Performance Audit</b>	<p>M. Shelton noted the following regarding the OAC Performance Audit:</p> <ul style="list-style-type: none"> <li>• OAC is currently under a Performance Audit by the Tennessee Comptroller of the Treasury.</li> <li>• This audit is an independent examination of the extent to which agencies and departments of state government are faithfully carrying out programs.</li> <li>• Ensures OAC complies with the Tennessee Governmental Entity Review Law and to prepare for the Sunset Hearing in Fall 2024</li> <li>• At the November 2022 Sunset Hearing, the OAC was continued for 2 years of operation.</li> </ul>
M. Shelton	<b>Update on Community Grants</b>	<p>M. Shelton informed Council that 396 applications were submitted from approximately 250 agencies.</p> <p><b>Total Funding Request and Applications by Funding Year (includes capital projects):</b></p> <ul style="list-style-type: none"> <li>• Year 1: 76 applications at \$87,206,388</li> <li>• Year 2: 33 applications at \$43,436,995</li> <li>• Year 3: 287 applications at \$624,972,264</li> </ul> <p><b>Applications Received by Strategies:</b></p> <ul style="list-style-type: none"> <li>• Education &amp; Training: 10%</li> <li>• Research: 2%</li> <li>• Primary Prevention: 16%</li> <li>• Harm Reduction: 7%</li> <li>• Treatment: 28%</li> <li>• Recovery Support: 37%</li> </ul>
M. Shelton	<b>Community Grant Timeline</b>	<p>M. Shelton discussed the Community Grants Timeline as seen below:</p> <ul style="list-style-type: none"> <li>• September 1: Portal opened</li> <li>• October 16: Portal closed</li> </ul>

		<ul style="list-style-type: none"> <li>• Apr.-May 2024: Announcement of accepted proposals</li> <li>• TBD: Contracts shall be effective upon all required signatures and approvals from the OAC in accordance with grant contract section D.1. Required Approvals.</li> </ul>
M. Shelton	<b>OAC Members: Application Scoring Assignments</b>	<p>M. Shelton advised the scoring assignments for the OAC members as follows:</p> <ul style="list-style-type: none"> <li>• If Council members have any conflicts-of-interest they are to notify the Council Office</li> <li>• Informed the Council that applications that they will receive have been randomly assigned by using a Random Number Generator.</li> </ul>
M. Shelton	<b>Grants Analyst</b>	<p>M. Shelton introduce the two new Grants Analyst David Sappington and Mark Carrillo.</p>
M. Shelton	<b>OAC Office Data Analytics &amp; Motion</b>	<p>M. Shelton provided an overview of the need of the OAC Office to have administrative assistance with data and information management.</p> <p>M. Shelton highlighted that data analytics would provide the following:</p> <ul style="list-style-type: none"> <li>• Collecting, compiling, and creating visualizations for process data</li> <li>• Collecting, compiling, and creating visualizations for: <ul style="list-style-type: none"> <li>▪ Community Grants &amp; semi-annual reports</li> <li>▪ County Grants and semi-annual reports</li> </ul> </li> <li>• Managing the outcome data from each Community Grant</li> <li>• Evaluating the Community Grants</li> <li>• Looking at outcomes and numbers from across the state, gathering publicly available data, presenting it to the OAC</li> <li>• Assisting the OAC on where to direct funds based on need across the state</li> </ul> <p><b>M. Shelton noted that the OAC Office requested a proposal from SAS and discussed the cost as seen below:</b></p>

		<ul style="list-style-type: none"> <li>▪ <b>Year 1:</b> Design, Implementation &amp; Delivery <b>(\$1,465,805)</b></li> <li>▪ <b>Year 2:</b> Continued Development &amp; Platform &amp; Maintenance Support- <b>\$\$446,050.00</b></li> <li>▪ <b>Year 3:</b> Maintenance Support <b>(\$363,327.63)</b></li> </ul> <p>S. Loyd opened the floor to the Council for discussion.</p> <p>K. Pershing advised this is a proposal the Council should strongly consider.</p> <p>M. Shelton conducted a roll call vote to determine if the Council approved the OAC Office to enter a contract negotiation with SAS.</p> <p><b>Motion carried.</b></p> <p>S. Loyd asked Council if they would consider a motion to approve SAS to begin work.</p> <p>S. Boukli advised that before the Council can approve SAS to begin moving forward with analytics, he will need to have the written contract.</p> <p>C. Jackson asked what the timeline would look like.</p> <p>Jeremy Davis with SAS advised they have already been approved by the State.</p> <p>S. Boukli advised that he still needs to review and then move forward.</p> <p>C. Jackson moved that the Council approve proceeding with SAS as the informatics manager to the proposal that was just voted on and presented by the Council’s Executive Director pending review of contract by legal counsel.</p> <p>If legal counsel has substantive concerns with contracting they will not authorize SAS to begin services but will return to the Council in an</p>
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		<p>emergency meeting or a scheduled meeting for discussion and further action.</p> <p>Motion seconded by K. Moore.</p> <p><b>Motion carried.</b></p>
<p>S. West</p>	<p><b>Expedited Review Process</b></p>	<p>S. West delivered an overview of the results of the Expedited Review Process:</p> <p>At the October 2 meeting the OAC approved the Expedited Review Process (XRP):</p> <ol style="list-style-type: none"> <li>1) Proposal is of an urgent nature in the opinion of the Council</li> <li>2) Proposing agency represents that they can engage patients or clients within 30 days</li> <li>3) Overall score of proposing agencies must be 85% or greater</li> </ol> <p>Such proposal will be nominated for expedited review by any OAC member or member of the OAC staff.</p> <p><b>Expedited Review Process-Caveats</b></p> <ul style="list-style-type: none"> <li>• When the OAC voted and approved the Expedited Review Process, the OAC Office was not fully staffed or trained to score the applications</li> <li>• The OAC Office has not adopted a contract template and is working with State agencies for contract template approvals</li> <li>• As the OAC Office has the resources to move applications forward, we will prioritize the approved Expedited Reviews</li> </ul> <p>S. West further noted that the OAC Council Chair has requested an expedited review of the 29 Harm Reduction applications received which meet these criteria:</p> <ul style="list-style-type: none"> <li>• Naloxone distribution</li> <li>• Statewide project</li> <li>• Linking people to treatment</li> </ul>

		<ul style="list-style-type: none"> <li>• Media component</li> </ul> <p>Of the 29 applications, 3 applications meet these criteria.</p> <p><b>S. West presented the following motion:</b> Does the Council approve the Expedited Review Process for Harm Reduction applications as requested by the OAC?</p> <p>S. Vanterpool wanted to clarify that the Council must vote on whether to fund the applications and that the applications still go into the ‘bucket’ for harm reduction.</p> <p>S. Loyd advised this was correct.</p> <p>K. Moore made a motion.</p> <p>W. Wykoff seconded the motion.</p> <p>M. Shelton proceeded with the roll call vote</p> <p><b>Motion carried.</b></p>
M. Shelton	<b>Policy Analyst Position Request &amp; Motion</b>	<p>M. Shelton advised that the OAC needs assistance with policy creation and management.</p> <p>In addition, this position would provide the following:</p> <ul style="list-style-type: none"> <li>• Meeting Minutes</li> <li>• Ensuring polices are followed and implemented</li> <li>• Annual review and updating of current policies</li> <li>• Researching other states’ settlement work; Reviewing postings about TN</li> <li>• Keeping updated on national settlement events &amp; AG’s Office activities</li> <li>• Resource for OAC and OAC Office on all items related to policy</li> </ul> <p>M. Shelton provided the Council with the current office staff and the three vacant positions that she would be filling.</p> <p><b>Administrative Costs for the OAC Office:</b></p>

		<ul style="list-style-type: none"> <li>▪ Total OAC Office positions (including Policy Analyst) = 10.25 positions -2 report to fiscal and ¼ attorney</li> <li>▪ Total annual cost of salaries and overhead = \$1,205,189.00</li> <li>▪ Administrative Cost = 2.7 %</li> </ul> <p>S. Vanterpool moved for the Executive Director to hire a Policy Analyst.</p> <p>S. Sexton seconded the motion.</p> <p>M. Shelton conducted a roll call vote.</p> <p><b>Motion carried.</b></p>
<p>M. Shelton</p>	<p><b>Community Grant Clinical Review &amp; Motion</b></p>	<p><b>M. Shelton reviewed the clinical review process to confirm that the Council approves the process:</b></p> <ul style="list-style-type: none"> <li>• Applications which meet the criteria for the Clinical Review: <ul style="list-style-type: none"> <li>– Read by Subject Matter Experts and/or clinicians from TDMHSAS and/or TennCare</li> <li>– The SMEs and Clinicians add text to the application for scorers to review and for the OAC members to review at the time of voting</li> <li>– The Clinical Review process does not exclude an application from OAC final review</li> </ul> </li> </ul> <p>K. Pershing questioned if there will be any prevention expertise for those applications.</p> <p>S. West noted that it will also be programmatic expertise as well.</p> <p>C. Jackson made a motion.</p> <p>S. Pershing offered a friendly amendment to the motion to include prevention subject matter experts as well as clinical.</p> <p>C. Cox seconded the motion.</p>

		M. Shelton proceeded with roll call vote. <b>Motion carried.</b>
S. Loyd	<b>Public Comment</b>	S. Loyd opened the floor for public comment and any questions that were presented guests were advised to send an email to the OAC Office.
S. Loyd	<b>Meeting Adjourned</b>	There being no further business the meeting was adjourned at 12:15 p.m.