

Tennessee Opioid Abatement Council Quarterly Meeting		
Date	April 25, 2024	
Time	12:30pm-1:30 pm CDT	
Location	Microsoft Teams Virtual Meeting	
<p>Council Members Attending via Microsoft Teams: Brian Buuck, Charme Allen, Clay Jackson, Karen Pershing, Ken Moore, Lisa Tipton, Mike Flynn, Shayne Sexton, Stephanie Vanterpool, Stephen Loyd, Timothy Fournet, Thomas Farmer, Wayne Wykoff</p> <p>Staff Attending via Microsoft Teams: Marie Williams, Mary Shelton, Sejal West, Elizabeth Rickman-Vaden, David Sappington, Sam Boukli, Andrew Coulam, Debbie Bresee</p> <p>Guest Attending via Microsoft Teams: Numerous members of the public also joined the meeting via Microsoft Teams and were asked to keep their cameras off and microphones muted until the public comment period.</p>		
Presenter	Topic	Discussion
S. Loyd	Welcome and Introductions	S. Loyd called the meeting to order, welcomed everyone, and introduced himself and Executive Director M. Shelton.
M. Shelton	Roll Call, Agenda, and Updates	<p>M. Shelton conducted roll call of council members, and Commissioner M. Williams introduced herself. M. Shelton also introduced staff members S. West and S. Boukli.</p> <p>She then introduced Andrew C. from the Attorney General’s Office and announced that Mike Stahl will no longer represent the Attorney General’s Office during Council business.</p> <p>M. Shelton read the OAC Emergency Meeting Necessity Statement.</p> <p>M. Shelton next provided a brief staff update and presented the agenda for the meeting.</p>
M. Shelton	Update on Comptroller performance audit	M. Shelton provided update on the ongoing performance audit from the Comptroller’s office, sharing that the OAC office has received and complied with document requests from the Comptroller and has provided more than 45 documents to the auditors, along with 3 meetings to explain Opioid Abatement Council processes.

<p>M. Shelton</p>	<p>Community Grants and Transparency</p>	<p>M. Shelton presented information regarding the culture of transparency and plans to continue sharing information.</p> <p>M. Shelton shared that the OAC staff propose publishing abbreviated information for each awarded grant, to include agency name, strategy, and project narrative, but not the full application.</p> <p>M. Shelton asked S. Loyd if a quorum had been established, and S. Loyd confirmed that it had.</p> <p>M. Shelton shared that Opioid Abatement Council staff have begun receiving questions and requests for information regarding the Community Grant applications.</p> <p>M. Shelton asked for discussion about the possibility of publishing individual grantee information on the OAC website.</p>
<p>M. Shelton</p>	<p>Motion, Discussion, and Vote on publishing grant info including summaries</p>	<p>S. Vanterpool asked if award amounts would be published. M. Shelton responded that award amounts have already been published but can also be added to the proposed publication.</p> <p>S. Vanterpool entered a motion to approve the publication of agency name, strategy, brief project summary, and award amount.</p> <p>K. Pershing seconded the motion.</p> <p>C. Jackson expressed concern regarding confidentiality, and asked if we need permission from grantees to publish their information.</p> <p>S. Loyd deferred to attending counsel.</p> <p>S. Boukli shared that he was not aware of any confidentiality issues, that this is all public information, and that this falls in line with the Council’s desire for transparency.</p> <p>C. Jackson shared concern that publishing the project description could be perceived as a competitive advantage or trade secret. He suggested asking each grantee via email for their permission to publish this information.</p>

		<p>S. Boukli stated he had no objection to this approach and would defer to the Council.</p> <p>K. Pershing shared that in her experience working with grants, there is often an abbreviated abstract for the project. She asked if we should ask grantees to provide this.</p> <p>M. Shelton clarified that what she is proposing to publish is, in effect, an abstract as it is the brief project summary pulled from the application. She clarified that they would not be publishing the full project narrative.</p> <p>S. Vanterpool clarified that they were talking about the Project Summary from the beginning of the application, and M. Shelton concurred.</p> <p>S. Vanterpool also agreed with C. Jackson that we should ask permission before publishing this information, and if a grantee does not give permission, then their published data would be annotated to note that the grantee did not give this permission.</p> <p>S. Vanterpool then asked if we need to enter an amendment to the motion on the floor.</p> <p>S. Loyd commented that in his opinion a friendly amendment to the motion would be appropriate, barring objection from legal counsel. S. Boukli concurred.</p> <p>C. Jackson then offered the amendment to the motion that the project summary would be published with the grantee’s permission, and if the grantee denies permission their information would be annotated to reflect this.</p> <p>S. Loyd asked S. Vanterpool and K. Pershing if they agree with the friendly amendment.</p> <p>Both agreed.</p>
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S. West	Community Grant Overview	<p>Deputy Director S. West presented an overview of the Community Grant contracting, payment, and monitoring process.</p> <p>She first displayed a slide showing the distribution of Tennessee’s opioid settlement funds and reiterated that the community grants encompass 65% of the funds governed by the OAC.</p> <p>Next she presented a summary of the Community Grant awards, as voted on and approved by the Council on March 18, 2024.</p>
S. West	Community Grant Contract Process	<p>S. West presented information on the Community Grant contracting process. She shared that:</p> <ul style="list-style-type: none"> OAC sought consultation from various departments including the AG office, Comptroller office, F&A, and CPO; OAC proposes to use a modified version of the existing state contract template; Grant contracts will be entered into the state Edison system; and Staff will use the TDMHSAS Budget, Contracts, and Monitoring System (BCMS) for contract and payment management. <p>S. West shared that TDMHSAS manages over 1,000 contracts annually with community providers and organizations statewide.</p> <p>S. West stated that staff propose that legal review will be handled by S. Boukli, program review will be handled by M. Shelton and S. West, and fiscal review will be handled by the TDMHSAS budget office to ensure a system of checks and balances.</p> <p>S. West shared that the contract will be between the OAC and the grantee with a target start date</p>

		<p>of July 1, 2024. She added that the draft contract is posted on the OAC website, and each council member has received a copy.</p>
S. West	Community Grant Contract Details	<p>S. West next shared an overview of the contract details, to include:</p> <ul style="list-style-type: none"> • Section A – Scope of Service and Deliverables • Section B – Term of Grant Contract • Section C – Payment Terms and Conditions • Section D – Standard Terms and Conditions • Section E – Special Terms and Conditions <p>S. West shared that the grant application as submitted by the grantee will be included as part of the contract.</p> <p>She also shared that 3 of the capital projects would include restrictive covenants and grant notes for property purchases and proposed a 15-year term on these covenants instead of the usual TDMHSAS 20-year term.</p> <p>She clarified that the OAC is expected to manage settlement funds for 18 years, and we are now moving into year 3.</p>
S. West	Community Grant Payments	<p>S. West shared the plan to use a cost-based reimbursement contract, with invoicing to be submitted to OAC office. She discussed the timeline for invoice review, approval, and payment, and shared that pre-payment exceptions will be available on a very limited basis with Executive Director approval.</p> <p>She stated this was to address concerns about some of the smaller grantee agencies who may have limited resources.</p> <p>S. West shared that of the 85 grantee organizations, 47 have existing contracts with the State and therefore will already have some familiarity with the process. Of the remaining 38</p>

		awardee organizations, 11 are small cap agencies.
S. West	Community Grant Monitoring	<p>S. West presented information on the contract monitoring process and began by displaying a section of the contract language stating that programmatic and fiscal monitoring will be conducted at least annually, with results shared with the Council during quarterly open meetings.</p> <p>S. West next shared the preliminary details of the monitoring plan and stated OAC staff hope to have this process finalized by the next quarterly Council meeting.</p> <p>She discussed the monitoring team, to include 2 program monitors and 2 fiscal monitors, risk assessment of grantees, the physical monitoring process itself, and the sharing of results with the Council.</p>
M. Shelton	Motion, discussion, and vote on contract approval	<p>M. Shelton shared that each Council member met with staff prior to the meeting to review the contracting process and asked for questions from the Council. There were no questions from the Council at this time.</p> <p>S. Loyd asked for a motion to approve the contract.</p> <p>K. Moore made the motion to approve and B. Buuck seconded.</p> <p>S. Loyd opened the floor for discussion. There being none, he asked for roll call vote.</p> <p>M. Shelton conducted roll call vote and the motion to approve the contract passed.</p>
M. Shelton	Motion, discussion, and vote on authorization to amend and negotiate	<p>M. Shelton brought to the Council a discussion and decision point to authorize the Executive Director to amend and negotiate contracts in consultation with legal without further approval by the Council, with exception of material or funding changes.</p> <p>She further added that while we don't expect any changes, there could be a situation where</p>

		<p>new laws or other circumstances necessitate new language being inserted into existing contracts.</p> <p>S. Loyd added that approving this would relieve the Council of some administrative functions that could be handled by OAC staff without the need for a full Council meeting, so long as there is no material change or change to funding amount.</p> <p>He recommended that the Council authorize this.</p> <p>S. Loyd asked for a motion to approve and a second. K. Moore offered the motion to approve, and Tim F. seconded.</p> <p>S. Loyd asked for any discussion, and as there was none a roll call vote was requested.</p> <p>M. Shelton conducted roll call vote and the motion was passed.</p>
S. Loyd	Update on Rx Summit	<p>S. Loyd shared that he, along with OAC staff and some council members, attended the Rx Summit in Atlanta recently.</p> <p>He shared his gratitude to Council and staff for the work that has been done and the opportunity to share that work with other states.</p>
M. Shelton	Public Comment	<p>M. Shelton asked that those wishing to comment turn camera and microphone on when recognized.</p> <p>M. Shelton recognized the following persons for brief public comment: Chad Elkin, Dean Graber, Brian Edens, Deanna Wood, and Antoinette Giedzinska.</p> <p>All commenters shared their appreciation for the work of the Council and several had specific questions about their grant and/or the contracting process.</p> <p>S. Loyd commented and directed those with questions to reach out directly to OAC staff as needed.</p>

		<p>M. Shelton commented that the two Grants Analysts will be reaching out directly to each of the grantee contact persons starting next week. She asked for patience as Opioid Abatement Council staff work through this process and shared that Grant Analysts and OAC staff will work individually with each grantee to ensure all questions are answered.</p>
S. Loyd	Adjournment	<p>S. Loyd thanked the council for their work and asked for a motion to adjourn.</p> <p>W. Wykoff submitted motion to adjourn, and K. Pershing seconded.</p> <p>Motion carried.</p> <p>There being no further discussion he asked for a roll call vote to adjourn.</p> <p>M. Shelton conducted roll call vote, motion carried, and meeting was adjourned.</p>

