

Opioid Settlement Advisory Committee

Agenda

4/22/2024

10 a.m. – noon

- 1) Committee recommendation letter to the legislature discussion and vote.
- 2) Shayne Spence agenda item (below).
- 3) Discussion of Committee processes, including but not limited to:
 - a) Code of Ethics and formal recusal process.
 - b) Setting 2024 agenda and actively soliciting testimony on appropriate topics and initiatives
 - c) Better incorporate committee and DSU input on system redesigns into our deliberations
 - d) Role of funding going into the future: start up versus maintenance or both
 - e) Establish a clear and standardized process for inviting applications, applying for settlement dollars, establish a formal application review process, clear timelines. See VDH Proposal and Scott Pavék's email re: Connecticut OSAC's public input portal (below)
- 4) Monica Hutt – reminder regarding prevention as part of this effort.
- 5) Public Comment

From: [Shayne Spence](#)
To: [Hutt, Monica](#); [Dane Whitman <DWhitman@leg.state.vt.us>](#); [Ruth Hardy](#); [Heather Stein <hstein@chcb.org>](#); [Stacey Sigmon](#); [jesskirby84@gmail.com](#); [caroline@a3b.health](#); [Madeline.Motta@vtcourts.gov](#); [safetyguaranteed@hotmail.com](#); [Burke, Shawn](#); [scooney@hartford-vt.org](#); [mdoenges](#); [Scott Pavek](#); [Levine, Mark](#); [Gregorek, Sarah](#)
Subject: Proposed Agenda Item for 4/22 Meeting
Date: Wednesday, April 10, 2024 3:34:19 PM

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Good afternoon everyone,

I would like to ask that discussion and potential action on the following proposed language be placed on the agenda for the upcoming 4/22 meeting.

"As members of the Overdose Settlement Advisory Committee, we formally call upon Commissioner Mark Levine to release his full, unredacted communications with other members of the Scott Administration regarding the Overdose Settlement Advisory Committee's recommendations and overdose prevention sites.

We believe that government work is best accomplished in the light of day, with all stakeholders given a seat at the table. Decisions made behind a curtain of secrecy can never be allowed to supersede those made in open, public meetings, or the will of a minority to supersede those of the clear majority. This is not just a matter of philosophy, but of state law, enshrined in Vermont's Open Meeting Law.

It is for these reasons that we, as members of the Overdose Settlement Advisory Committee, call upon Commissioner Levine to release the full, unredacted communications concerning our FY25 recommendations and overdose prevention sites."

I would also ask that other members consider any potential edits they would make and bring them to the meeting.

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Shayne Spence
802-585-8591

Proposal for the Opioid Settlement Advisory Committee (OSAC) Funding Decision Making Process

PURPOSE

- Increase transparency into the availability of opioid settlement funds to a broader audience of potential recipients
- Establish a clear and standardized process for applying for settlement dollars
- Establish a formal application review process
- Provide clear and transparent timeline for the submission and review of applications for funding
- Establish OSAC voting process for making funding recommendations
- Increase transparency into how final funding recommendations were made

PROCESS SUMMARY

Each funding cycle will begin with the Department issuing a request for applications (RFA) for settlement funding. Written applications will be submitted in which the applicant will describe their project, the need it addresses and a proposed budget. Applications will be brief and may be collected via an online survey or form.

Submitted applications will then be provided to the OSAC for review. Applicants will be invited to attend an OSAC meeting to present their proposal in more detail thereby allowing OSAC members to ask questions and/or get more information. (QUESTION: Do we invite all applicants to an OSAC meeting or insert a narrowing down process at this stage?)

After all applicants have presented at an OSAC meeting, OSAC members will be asked to vote on each proposal as to whether they strongly support, somewhat support, do not support or recuse. This can be done via Microsoft Forms, thereby easily aggregating, and presenting, the response data. OSAC members affiliated with an organization applying for funding must recuse themselves from voting on that proposal.

PROPOSED TIMELINE

September 1	Request for applications released
September 23	Applications due
September 25	Send applications to OSAC for review
October 2	Votes due from OSAC as to which applications to further consider/not
October 4	Extend invitations to applicants to attend future meeting to present
October meeting	Applicant presentations
November meeting	Applicant presentations
December meeting	Applicant presentations
December/January	Votes due from OSAC on which proposals to fund
January ?	Final recommendations decided, communication to OSAC
January ?	All applicants notified as to whether their application is being recommended for funding or not
January	Memo to House/Senate Appropriations containing VDH recommendations

From: [Levine, Mark](#)
To: [Gregorek, Sarah](#)
Subject: FW: Insight on Connecticut OSAC's public input portal
Date: Monday, April 15, 2024 11:00:43 AM

From: Scott Pavek <spavek@burlingtonvt.gov>
Sent: Monday, April 15, 2024 11:00:35 AM (UTC-05:00) Eastern Time (US & Canada)
To: Hutt, Monica <Monica.Hutt@vermont.gov>; Dane Whitman <DWhitman@leg.state.vt.us>
<DWhitman@leg.state.vt.us>; Ruth Hardy <rhardy@leg.state.vt.us>; Heather Stein <hstein@chcb.org>
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<mdoenges@rutlandcity.org>
Cc: Levine, Mark <Mark.Levine@vermont.gov>
Subject: Insight on Connecticut OSAC's public input portal

EXTERNAL SENDER: Do not open attachments or click on links unless you recognize and trust the sender.

Hi all,

As we discussed at our last meeting, a few state OSACs have implemented public input portals – at least Connecticut and New Jersey.

I reached out to CT and NJ groups for more information on their processes. Luiza Barnat, Director of Opioid Services for CT's Department of Mental Health and Addiction Services, answers my questions below:

- What software was used for the public input portal (e.g., SharePoint, Google Forms)?
[We used Survey Monkey for the public input portal. We already have a license and did not have to make any purchase.](#)
- Who developed the portal – a contracted company, a government department/team, other?
[Our Opioid Services team \(part of the Department of Mental Health and Addiction Services\) worked with our EQMI \(evaluation, quality management and improvement\) division to come up with the prompts and the form to be used. EQMI staff were able to create the form on Survey Monkey and then create excel sheet reports once the portal closed. So it was an internal governmental department effort.](#)
- What resources were required to maintain the portal after launch – significant IT support?
[None, really. As Opioid Services Director I had access to the survey at all times and could see what was coming in. We opened it for 30 days and I received support from EQMI division to sort the recommendations for me into a spreadsheet. No other IT needs.](#)
- How much did portal development/maintenance cost?
[No additional cost to our regular operations. As I mentioned above we had the license for Survey monkey – there could be a cost associated with that if you do not have it.](#)
- Did CT OSAC members have access to view submissions as they were received (independently, in real-time)?
[I had access but not the OSAC members independently. I was able to present to them](#)

in meetings as proposals were coming in and start strategizing before the portal closed.

I haven't received a response from NJ OSAC reps yet. Please let me know if you have more questions for Luiza about the CT process/portal.

Best,

Scott Pavek, MPA

Substance Use Policy Analyst

Please note that this communication and any response to it will be maintained as a public record and may be subject to disclosure under the Vermont Public Records Act.