



VIRGINIA OPIOID ABATEMENT AUTHORITY BOARD OF DIRECTORS AGENDA

701 East Franklin Street, Suite 803, Richmond, Virginia 23219 | info@voaa.us | www.voaa.us

June 5, 2025

2:00 pm

Hotel 24 South

24 S Market Street, Staunton, VA 24401

Virtual link: <https://zoom.us/j/98765988185>

1. Call to order, establish quorum, and recognition of any guests Senator Todd Pillion
Chair
2. Approval of minutes from the November 9, 2024, meeting Senator Todd Pillion
Chair
3. Recognition of new Board member, Hon. Debbie Ritter
Recognition of outgoing Board member, Ms. Sharon Buckman Senator Todd Pillion
Chair
4. Executive Director's report Tony McDowell
Executive Director
 - a) Summary of OAA activities since the last Board meeting
 - b) OAA grants portal and public facing dashboard
 - c) Website overhaul
 - d) Recruitment efforts for an outreach coordinator to serve the central portion of the commonwealth
 - e) Update on the creation of a "Virginia Opioid Settlement Funds Compliance Manual"
 - f) Update on the Substance Use Disorder Abatement (SUDA) data analysis platform
 - g) Establishment of the Virginia Opioid Abatement Foundation (VOAF)
 - h) Proposed updates to OAA bylaws and policies
 - i) Public relations and communications plan
 - j) Trademark protections for OAA
 - k) Calendar of OAA meetings for remainder of 2025
5. Treasurer's Report Adam Rosatelli
Director of Finance
 - a) Status of settlement and bankruptcy payments
 - b) Status of the FY2025 OAA budget
 - c) Proposed FY2026 OAA budget adjustments
 - a. Reductions associated with one-time FY25 software acquisition
 - b. Compensation study and payroll adjustments
 - c. Possible funding agreement between OAA and VOAF
 - d. Professional services contracts
 - e. Legal services – trademark protections
 - d) Update on interest payments achieved within the Opioid Abatement Fund
 - e) Audit of the OAA by the Virginia Auditor of Public Accounts (APA)

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| 6. Legislative Update | Adam Rosatelli
Director of Finance |
| a) Update from the 2025 General Assembly Session | |
| b) State budget allocations from the Commonwealth Opioid Abatement Remediation (COAR) Fund | |
| 7. Grants Committee Report | Dr. Sarah Thomason
Grants Chair |
| a) Summary of Grants Committee activities | |
| b) Discussion of “equitable distribution” goals for the OAA | |
| 8. Operations Report | Charlie Lintecum
Director of
Operations |
| a) Summary of outreach efforts to cities and counties | |
| b) Report on the outcome of implementing the OAA’s new “Salesforce” platform grants and financial management system. | |
| 9. Public comment period (in-person or virtual) | Senator Pillion
Chair |
| 10. New Business | Senator Pillion
Chair |
| a) Election of Treasurer for remainder of calendar year 2025. | |
| b) Announcement of committee openings: Grants Committee, Finance Committee. | |
| c) Bylaws amendment – appeals process for grants to cities and counties. | |
| d) Annual approval of policy for participation in electronic meetings. | |
| e) Policy to provide the executive director authority to approve applicant-requested budget changes, and to modify grant awards when needed to reconcile projected versus actual prior year expenditures. | |
| f) Authorization to upgrade from part-time to new full-time the position of Abatement Resource Coordinator for the central portion of the commonwealth. | |
| g) Authorization for executive director to procure professional services – communications and public relations. | |
| h) Authorization for executive director to procure professional services – audit services. | |
| i) Authorization for executive director to procure legal services to ensure appropriate trademark protections for the OAA. | |
| j) Authorization for executive director to negotiate a contract with the Virginia Opioid Abatement Foundation for shared administrative services and the implementation of a statewide opioid abatement educational conference. | |
| k) Consideration of approval for the FY26 OAA budget | |
| 11. Adjourn | |

Attachment 1:

Bylaws Amendment: Appeals Process for Grants to Cities and Counties.

Section 7.2.1 Grants Committee Action. The Grants Committee shall have the authority to approve funding requests in accordance with the criteria established by the Board, including grants and financial distributions to cities, counties, and state agencies. Any appeals from applicants regarding the decisions of the Grants Committee involving noncompetitive awards shall be directed to the Board. There is no appeal process regarding the decisions of the Grants Committee involving competitive awards.

Attachment 2:

Policy Update: Annual Approval of Policy for Participation in Electronic Meetings

It is the policy of the Board of Directors (the “Board”) of the Opioid Abatement Authority (“OAA”) that individual Board members may participate in meetings of the Board, the Grants Committee, or other committees of the Board by electronic communication means as permitted by § 2.2-3708.3 of the *Code of Virginia*. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Individual participation from a remote location shall be allowed when the member is unable to attend in person due to:

- (i) a temporary or permanent disability or other medical condition that prevents the member’s physical attendance;
- (ii) a family member’s medical condition that requires the member to provide care for such family member, thereby preventing the member’s physical attendance; or
- (iii) the member’s personal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
- (iv) a personal matter, identified by the member with specificity as to the nature of the personal matter. Participation under the “personal matter” provision is limited by law each calendar year to two meetings or 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

Remote participation shall be approved by the Chairperson unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, then the Board or the committee that is meeting shall vote whether to allow such participation. If the Board or committee votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

Whenever an individual member participates from a remote location, the law requires a quorum of the Board or committee to be physically assembled at a primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. The reason that the member is unable to attend the meeting and the remote location from which the member participates must be recorded in the meeting minutes. **Should an individual member participate remotely due to reasons (i) or (ii) above, their remote participation counts toward the quorum as if the individual was physically present.**

During public meetings of the Board, the Board may allow the public to participate remotely and in that case will provide instructions as part of the official meeting notice. Members of the public will not be required

to request to thus participate, but rather will only need to follow the instructions to be connected.

The Board may conduct all-virtual public meetings as permitted by § 2.2-3708.3 of the *Code of Virginia*. The Board will not convene all-virtual public meetings more than two times per calendar year or more than 50 percent of the total number of meetings held per calendar year rounded up to the next whole number, whichever is greater. The Board also shall not convene consecutive all-virtual public meetings of the Board or consecutive meetings of the same committee.

This policy applies to all committees of the Board.

Attachment 3:

Policy Update: Policy to provide the executive director authority to approve applicant-requested budget changes, and to modify grant awards when needed to reconcile projected versus actual prior year expenditures

It is the policy of the Board of Directors (the “Board”) of the Opioid Abatement Authority (“OAA”) to grant the executive director the authority to approve certain budget changes and carryforward reconciliations. This policy and exercise of discretion is intended to apply when applicant cities, counties, or state agencies request modifications to existing OAA awards.

Budget Change Approvals

After the OAA and an awardee have fully executed an award, an awardee may submit a cost-neutral line item change to the approved budget. Rather than seeking Grants Committee approval for such budget changes, the Board grants the executive director authority to approve such cost-neutral line-item budget changes, so long as the change is within the approved scope of the project.

Carryforward Approvals

Recipients of OAA awards frequently do not fully expend all of the approved award amount by the end of the performance period. In these instances the awardee is allowed to request to “carryforward” such unexpended balance of funds into the next performance period. Such a request is made during the project renewal process using an estimated amount of carryforward. As the applicant and the OAA transition from one performance period to the next, there is a process called “carryforward true up,” wherein the awardee must reconcile its actual expenses to determine the exact amount of unspent OAA funds remaining, and to compare that actual amount to what was estimated in the renewal application.

The purpose of this policy is to grant the executive director the authority to modify the OAA award to reflect this reconciliation and true-up amount.

The Board grants authority to the executive director to modify the award amount based on the actual carryforward amount, adjusting the project budget accordingly. The executive director may approve this modification, provided the modification results in no net increase in the total award and that the modification preserves the scope of the awarded program or project.

The executive director shall report all such approved modifications to the Grants Committee no later than its next public meeting.

Attachment 4:**Proposed Amendments to the OAA Fiscal Year 2026 Budget**

	<u>FY 2025</u>	<u>FY 2026</u>
OAA to Cities/Counties (15%)	\$27,828,047	\$29,435,701
OAA to Regions (35%)	\$19,789,915	\$18,297,555
OAA to State Agencies (15%)	\$8,642,368	\$9,427,331
OAA Unrestricted 4 (35%)	<u>\$17,360,726</u>	<u>\$20,667,977</u>
Total	\$73,621,056	\$77,828,565
Administrative (from Unrestricted)	FY 2025	FY 2026
OAA Personnel	\$1,468,712	\$1,635,423
OAA Operating	\$2,633,712	\$2,187,113
OAA Capital	\$25,000	\$25,000
Total Administrative	\$4,127,424	\$3,847,536
Budget/Appropriation Act	\$73,621,057	\$77,828,565
	5.6%	4.9%
% of Budget		
Unallotted (from Unrestricted)	\$13,233,302	\$16,820,441

Proposed Amendments (included in above totals)

Professional Services	\$500,000
Foundation Seed Funding	\$50,000
Additional Portal Customization	\$100,000
Website Redesign, hosting	\$50,000
Interns/Contingency labor costs	\$50,000
OAA logo trademark legal fees	\$5,000
3% merit-based compensation adj. (Ch.2, Ch. 725)*	\$0
Cost to convert Resource Coord position to FT	\$59,799
Other operating costs (RC vehicle costs,etc)	<u>\$31,759</u>
	\$846,558

**Cost included in revised budget adopted at Nov. 9, 2024 Board meeting.*