

**New Hampshire Opioid Abatement Advisory Commission
Regular Meeting
Department of Justice, 1 Granite Place South, Concord, NH
June 10, 2024 at 1:00 p.m.**

Attending In-person:

Senator Cindy Rosenwald	Commission Chair
Bobbie Bagley	Governor Appointed, City with 75k+
James Boffetti	Attorney General's Designee
Traci Fowler	NH Charitable Foundation
Kathryn Kindopp	Governor Appointed, County Nursing Home Supervisor
Dave Mara	Governor's Designee
Rachel Miller	State Treasury
Bianca Monroe	Attorney General Appointed
David Nagel MD	Representative, NH House of Representatives
Toni Pappas	Governor Appointed, County of +100k
Emily Rice	Governor's Commission on Alcohol & Other Drugs Appointed
Jennifer Sabin	DHHS Commissioner's Designee
Dr. Seddon Savage	Governor's Commission on Alcohol & Other Drugs Appointed
Peter Spanos	Governor Appointed, County of <100k

Attending Virtually:

Jason Henry	Governor Appointed, County Corrections Superintendent
Patrick Tufts	Chair of the Governor's Commission on Alcohol & Other Drugs

Absent:

Patricia Conway	Governor Appointed, County Attorney
Elizabeth Dragon	Governor Appointed, City with <75k
Helen Hanks	Commissioner, Department of Corrections
Ellen Riiska	New Hampshire School Administrators Association Appointed
Kevin Rourke	Governor Appointed, Municipal Police Chief
James Watkins	Governor Appointed, Municipal Fire Chief
VACANT	Governor Appointed, Town with <20k

Welcome and Roll Call

- Senator Rosenwald opened the meeting at 1:00 p.m. with a roll call. A quorum¹ was established at that time.

Adoption of Minutes from March 11, 2024 and May 13, 2024

- Minutes were not available to the Commission at this time and will be added to the July agenda for approval by Commission members.

Open to Public Comment

- Inquiries were made on why the minutes from the March or May meetings were not available - experiencing limited capacity inside of the Department, additional department staff have been added to these meetings in order to aid and expedite these items.
- A comment was made about using Zoom instead of Teams as a virtual platform in order to use the AI feature that could automatically record meeting minutes.

Update on Housing Contract Awards

- Commissioner Sabin shared that both agreements have been advanced as far as they can be without Governor & Council (G&C).
- The Memorandum of Understandings (MOUs) are close to being ready for G&C, and will be on an upcoming meeting agenda with the hope of it being the meeting on 6/26 which will then allow the contracts to be put into place for 7/1.

Update on Settlements and Funds Distribution

- Commissioner Boffetti shared that there has been no update since the May meeting, and with many things that will be coming due in the next few weeks, an update should be forthcoming before the end of this State Fiscal Year (SFY).
- It was asked how much is currently funded - with the housing contracts pending approval from G&C and other estimated future expenditures, the precise amount is unknown at the moment, however a better idea of what this amount is will be shared at the next meeting.

Discussion of Procurement for Facilitating Organization

- Commissioner Sabin reviewed the details that were finalized at the last meeting regarding the procurement for a Facilitating Organization (FO) in administration of smaller grants:
 - Referral For Procurement (RFP) for 5 Million which includes funding for administration of the funds by the FO as well as funding for two grant programs.
 - Program #1 Fast Track
 - Up to \$15,000 annually
 - Intended for quick dispersal of non-operating funds to support immediate community needs
 - Program #2 Biannual Multi-Year Grant
 - \$15,000 to \$75,000 annually
 - Intended for specific organizational or community needs, which could include operating funds
- Now that the two MOUs are in place, more focus can be expended on this undertaking.

¹ Eleven members constitutes a quorum pursuant to RSA 126-A: 85, IV.

- After a robust update and with something to vote on at the next meeting, the goal is to provide something to the Commission by the end of the month, then afterwards it will need to be posted to the public for 30 days.

Discussion of Revising Quorum Requirements

- Commissioner Boffetti motioned to allow remote meetings, and the motion was seconded by Commissioner Spanos:
 - In accordance with RSA 91-A:2, IV, motion to issue a standing authorization that members of the Commission may participate remotely in the following circumstances when their physical attendance is not reasonably practicable:
 - Hazardous weather conditions making it unsafe for the Commissioner to drive to the physical meeting location;
 - Medical condition of the Commissioner or of a member of the Commissioner's immediate family or household that require the Commissioner attend remotely;
 - The Commissioner has childcare responsibilities making it impractical to attend;
 - Lack of transportation to the physical meeting location;
 - The Commissioner is traveling out of state;
 - The Commissioner's drive within state to the meeting location would be excessive; or
 - The Commissioner's job responsibilities make it practically impossible for him/her to attend in person.
 - In order to attend the Commission meeting virtually, the Commission member must:
 - Get approved to attend remotely prior to the meeting;
 - Be able to be seen and heard while virtually participating; and
 - State the reason for the remote attendance during roll call.
 - Reason for this modification is because currently the Commission needs 11 members fully present and in person for a quorum, by passing this, it will be adjusted to needing 8 members fully present and in person and 3 other members virtually participating for a quorum.
 - Comment(s): there was a discussion around concerns for having too many Commission members requiring to participate remotely as well as inadvertently having the same 8 Commission members continuously attending in person.
 - Outcome: Commission members voted unanimously with 16 in favor and 0 opposed, having the motion pass with a roll call vote performed by Senator Rosenwald.

Update on New Position at DHHS

- Commissioner Sabin shared that the position has been approved and will be posted sometime this week, once posted she shall email the information on where to find the posting to Commission members.
- Concern was expressed from Commission members on the current status within the Department for position vacancies, and while vacancy rates are down and improving overall, some divisions are experiencing higher vacancy rates than others.
- Some wondered if vacancy rates were improving due to the recent boost in wages as state employees received a 10% salary increase last SFY, though it should be noted that vacancy rates have been a focal point for the Department and it is yet to be determined if this reflects changes in the workplace climate or due to more competitive wages.

Other Business

- Commissioner Sabin indicated that annual reporting would be due August 1st and asked Commission members to consider if they would like to request more information than what is already required for the report.
- Questioning if this is sufficient information for the 17 reports or does the Commission need additional information, further discussion held around the 19 projects and whether time limited projects should be reported differently than other projects.
- Discussion around who would need to provide more information (based on amount of dollars awarded for example), formatting and length (such as word count versus page count), and the potential of creating an all-purpose template for grant awardees to use to ensure accuracy, consistency, and completeness in reporting.
- The reporting requirements will be sent around to Commission members (along with the G&C packet) so it can be discussed and voted on at the July meeting.
- Current requirements for **1.9. Reporting** are as follows:
 - 1.9.1.** The Grantee must submit an annual report by August 1 of each year, in a format as required by the Commission, to the Department for distribution to the Commission. The annual reports must include at a minimum;
 - 1.9.1.1.** The name, mailing address, and physical address of the Grantee;
 - 1.9.1.2.** The time period covered by the report;
 - 1.9.1.3.** The date the report was prepared;
 - 1.9.1.4.** A detailed account of funding spent on approved uses;
 - 1.9.1.5.** The number of individuals served;
 - 1.9.1.6.** Aggregated and de-identified demographic information for individuals served. Information in the annual report must ensure that no individual can be directly or indirectly identified by the data submitted or the content of the annual report; and
 - 1.9.1.7.** An analysis of the impact(s), successes and challenges of the project(s), program(s), and/or service(s) funded.
 - 1.9.2.** The Grantee may be required to provide other key data and metrics to the Department in a format specified by the Department.

Date of Next Meeting and Discussion Topics

- Next meeting will be 7/08/2024 at 1:00 p.m.
- Focus on the RFP for the FO
- Reporting requirements for Grant from RGA 1.0

Adjournment

- At the call of the Chair, the meeting adjourned at 2:20 p.m.