

# Prescription Opioid Settlement Distribution Commission (POSDC)

## Meeting Minutes for Budget Reporting Committee Quarterly Commission Meeting

Meeting Information	
<b>Date:</b> July 14, 2025	<b>Location:</b> DSAMH Springer Bldg. (Anchor)
<b>Time:</b> 2 PM – 3 PM	<b>ID:</b> 837 6475 4967
<b>Website:</b> <a href="https://deopiodsettlementfunds.org/">https://deopiodsettlementfunds.org/</a>	<b>PC:</b> 320740

Meeting Attendee Information	
<b>POSDC Members in Attendance</b>	Rita Landgraf, Michael Jackson, Cliffvon Howell, Marlene Saunders, Chris Locke, Domenica Personti
<b>POSDC Members Absent</b>	Trippi Congo, Kevin Spence, Ph.D.
<b>POSDC Member at Anchor Location</b>	Rita Landgraf
<b>POSDC Staff Present</b>	Bradley Owens
<b>Meeting Presenters</b>	Rita Landgraf, Bradley Owens

### Meeting Overview

- The Budget and Reporting Committee reviewed April meeting minutes and discussed various grant programs, including Phase 1A and 1B, bridge funding, and the opioid abatement program, with updates on funding distributions and application processes. The committee examined Round 3's grant program, which received numerous applications requesting significant funding, and discussed the allocation process across different categories while addressing concerns about Medicaid cuts and funding reductions. The conversation ended with discussions about transitioning responsibilities, implementing a new grants management system, and exploring website/branding enhancements, along with updates on staffing recruitment and future financial planning.

#### Topic 1: Welcome, Roll Call & Meeting Overview

- Chairperson Rita Landgraf called the meeting to order after quorum was confirmed.
- Minutes from the April 14, 2025, meeting was approved.

#### Topic 2: Prescription Opioid Settlement Distribution Commission Update

- The committee discussed the status of Phase 1A and 1B grants, bridge funding, staffing recruitment, and the round 3 Grant distribution for the opioid abatement program. Brad provided an update on the opioid grant program, noting that \$13.1 million was released for the 2025 Grant cycle, with additional grant screeners used in the new process.
- Round 3's grant program, which was launched in April and received 122 applications requesting over \$47 million in funding. The application review team, composed of 10-11 diverse members, scored the applications between March and June, after which Brad created a funding portfolio to help the Commission make informed decisions. While grant scores were a factor, the final recommendations considered various other factors including geographic balance, service types, and prior performance of grantees.

The Commission approved approximately \$13 million for funding, with an additional \$950,000 expected from leftover funds from previous phases, and the team is now working on developing scopes of work with grantees to align with budgetary requirements and priorities.

- All micro grant applicants were approved, with a total of \$14 million proposed for community investment. The mini grants awarded approximately \$500,000 to 20 organizations, while the general grants were still under review. Dr. Saunders requested a breakdown of Sussex County organizations receiving grants, which Brad agreed to provide. The discussion also touched on the diversity of grant recipients and the need for technical assistance to support smaller organizations.

### **Topic 3: Chartered Business from Rita Landgraf, Chairperson discussion and potential vote on the following items.**

- Two major budget items were discussed: a new integrated grants management system with Salesforce, which would replace their current fragmented system, and website/branding enhancements with ABC marketing. Cliffvon suggested exploring Delaware Criminal Justice Council's existing federal government grants platform as a more cost-effective alternative, though it was explained they are already far along in negotiations with Salesforce due to existing state contracts. The conversation ended with a brief update on grant distribution processes and plans for future financial reporting and budget development.
- Rita and Domenica discussed the status of grant distribution and funding processes, noting that Brad's team is still in the early stages of grant discussions with general funds. They agreed to maintain the general micro and mini grants as one cycle while establishing a separate cycle for local governments, with a proposed timeline for the 2026 grant solicitation in the second quarter. It was emphasized the need to reconcile existing funds from the Settlement Fund, Opioid Impact Fee Fund, and Administrative Fund be made before making further distributions. Chris commended Brad's team for their hard work in processing numerous grant applications.
- Rita discussed the allocation process for competitive grant-making and local government funding, suggesting an 85-15 split as a potential model, with 85% going to the state and 15% to local governments. She noted that Delaware currently manages all funds, and the committee is still determining specific percentages and timelines. It was also mentioned that some local governments, like New Castle County, applied for competitive grants, which adds complexity to the funding process. The committee is working to co-create a funding formula with local governments and is considering a fall distribution timeline. Additionally, Rita reported that the current balance in the Settlement Fund is around \$57 million, which includes both impact fee and settlement funds, and DHSS is still learning how to properly categorize and manage these funds.

### **Topic 4: Next Steps**

- Brad to develop scopes of work and contracts with current grantees under round 3 by September.
- Brad to finalize hiring process for 4 new staff members by early August.
- Brad to implement new Salesforce grants management system.
- Brad to work with ABC marketing to enhance the Commission's website, branding, and public image.

- Brad to develop a budget for the administration of the Commission.
- Brad and Rita to reconcile all accounts and provide additional financial information to the committee.
- Brad to provide feedback on the grant distribution process and scope development at the next meeting.
- Commission to establish a separate grant cycle for local governments.
- Commission to determine the percentage split of funds between competitive grants and local government funding.
- Commission to prepare and distribute the annual report to required entities, including the Delaware General Assembly.

#### **Topic 6: Public Comment**

- None.

**Meeting Adjourned: 3:18 pm**