

Meeting of the OSAC Time Limited process Subcommittee
Tuesday, April 18th, 2023
Microsoft Teams
Virtual Meeting
1:00PM

ATTENDANCE

Members present: Russell Melmed, Rudi Marconi, Erica Texeira, Dr. Mehul Dalal, Jeanne Milstein, John Lally, Maureen Nicholson
Members absent: Attorney Timothy Birch, Kyle Zimmer
Visitors/Presenters: Chris McClure, Mary Mason, Katie Ramos
Recorder: Katie Ramos

Topic	Discussion	Action
Welcome & Introductions	Katie Ramos welcomed subcommittee members	Noted
Purpose	Katie Ramos reviewed purpose of time limited subcommittee; develop a process for recommendations	Noted
Reviewed Volunteer list	Katie Ramos reviewed volunteer list, Jeanne Milstein volunteered to chair, members had no objections	Approved
Committee Discussion	Katie Ramos reviewed proposed flowchart, John Lally supportive of overall plan, suggested having some kind of feedback loop if the recommendation required further clarification and send it back to whichever subcommittee that needs to clarify, John suggested being considered for an embedded representative since he sits on the treatment subcommittee for ADPC. Jeanne Milstein proposed having opportunities to meet with the other subcommittees. Rudi Marconi suggested having more information and description regarding the acronyms and information presented in the flow chart. Reviewed the need to propose a subcommittee to assist with referrals and recommendations that are going to be received from stakeholder input and the public portal if the committee votes to incorporate that into the website. Dr. Dalal and Russell Melmed made comment about trying to fast track the process and get the money out as quickly as possible. Rudi suggested bringing in the ADPC and eliminating steps on flowchart. Dr. Dalal suggested having the ADPC as a referral if needed. Committee suggested having executive committee to allow for planning in between meetings. Consensus of committee was to establish a process that could fast track and eliminate steps from proposed process to expedite getting money to the community.	Informational
Other business	Next meeting will be Tuesday May 16 th , 2023, 2:30-4pm via Team, group agreed to meet monthly.	

	Revisions/recommendations will be made to DRAFT process flowchart in addition to a narrative version	
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NEXT MEETING – Tuesday, May 16th 2:30-4pm via Microsoft Teams, virtual meeting

ADJOURNMENT – April 18th meeting of the OSAC Time Limited Process Subcommittee adjourned at 2:00pm

Meeting of the OSAC Time Limited process Subcommittee
Tuesday, May 16th, 2023
Microsoft Teams
Virtual meeting
2:30pm

Attendance:

Members present: Russell Melmed, Rudi Marconi, Erica Teixeira, Jeanne Milstein, John Lally, Maureen Nicholson
Members absent: Attorney Timothy Birch, Kyle Zimmer, Dr. Mehul Dalal
Visitors/Presenters: Chris McClure, Katie Ramos
Recorder: Katie Ramos

Topic	Discussion	Action
Welcome & Introductions	Jeanne Milstein welcomed all in attendance	Noted
Review agenda	Agenda reviewed	Noted
Reviewed Revised Process	Jeanne asked for motion to approve minutes, Erica Teixeira made motion to approve, John Lally seconded, All in favor of meeting minutes from 4/18/23	Approved
Committee Discussion	Committee reviewed revised draft process flowchart. Katie discussed bottom portion of flowchart pertains to the legislation and statutory requirements which limit the OSAC ability to remove steps. Discussed the referral subcommittee being embedded in ADPC subcommittees. John sought clarification regarding role of embedded OSAC referral subcommittee, clarification provided. Referral subcommittee will take summarized recommendation to appropriate ADPC subcommittee and review the recommendation, once ADPC reviews, recommendation would be passed along to research and data evaluation to determine if recommendation is an EBP/promising practice. Katie discussed establishing a recommendation form to present to the OSAC and to track the recommendations received. Discussed having the ADPC subcommittee present recommendation to research and data or if needed, adjust the flow chart to have the Referral subcommittee member report the recommendation to research/data. Russell sought clarification on how the ADPC would report to OSAC and reiterated the focus is to streamline the process and not have recommendation get held up. Clarification provided based on flow chart would appear Finance/Compliance would report recommendation to OSAC; Chris also discussed the probability of this process requiring a few trials before we could establish the most effective process. All in agreement. Chris discussed the OPM and AG's process, provided estimate of timing and reiterated the need to have the right people weighing in on the process to ensure the recommendation moves through the steps most efficiently. Russell noted that the fewer recommendations that get kicked back from OPM the better. Jeanne raised the idea of establishing timeframes for the other subcommittees. Committee agreed, suggestion was made to follow the time frames	Noted

	<p>similar to General Assembly as a start, committee agreed they could be adjusted if needed. John provided insight into the ADPC subcommittees and presented the idea of having the ADPC subcommittees develop a list of areas that might be most important to focus on and could identify recommendations to help fast track the process. Committee in agreement. Committee suggested revising the narrative version of the process to incorporate the step, if OPM rejects the recommendation to identify where the recommendation would go from there.</p>	
Next steps	<p>Revise the process narrative, develop a draft recommendation form to review at next meeting 6/20 2:30-4pm</p>	Noted

NEXT MEETING –Tuesday, June 20, 2023, 2:30-4pm via Microsoft Teams

ADJOURNMENT –Tuesday May 16th_adjourned at 3:20pm

Meeting of the OSAC Time Limited process Subcommittee

Tuesday, June 20th, 2023

Microsoft Teams Virtual meeting

2:30pm

ATTENDANCE

Members present: Russell Melmed, Rudi Marconi, Erica Texeira, Jeanne Milstein, John Lally, Maureen Nicholson, Attorney Timothy Birch, Kyle Zimmer

Members absent: Dr. Mehul Dalal

Visitors/Presenters: Chris McClure, Katie Ramos

Recorder: Katie Ramos

Topic	Discussion	Action
Welcome & Introductions	Jeanne Milstein welcomed all in attendance	Noted
Review agenda	Agenda reviewed	Noted
Review and Approve minutes	Jeanne asked for motion to approve minutes, Tim Birch made motion to accept, Rudy Marconi seconded	Approved
Committee Discussion	Committee reviewed revised draft process flowchart. Committee in agreement to present to OSAC on July 11 th for approval. Reviewed the process narrative and discussed the process if OPM rejects. If OPM rejects, then the recommendation would go back to the necessary subcommittee to reevaluate. Committee reiterated that the idea would be to have minimal rejections since the recommendation would be going through several steps before reaching OPM. Rudy Marconi questioned, if OPM rejects, they recommendation for a specific reason it would illustrate what committee it should back to, confirmation provided that if recommendation is rejected feedback is provided. Reviewed proposed recommendation form with committee. Question was posed regarding the appeal process. Russell asked for clarification regarding OSAC being required to have an appeal process, and proposed having an executive committee that would hear an appeal as opposed to the entire OSAC if necessary. Katie stated that it is not a requirement however all recommendations received need to be tracked, and provide feedback why recommendation was not approved, and the recommendation could be resubmitted. Tim Birch provided clarification surrounding the appeal question posed, referred to the process now where a	Noted

Topic	Discussion	Action
	<p>subcommittee approves a recommendation and it goes to OSAC, OSAC has ability to reject that recommendation or accept it, if they reject it and it goes back to the subcommittee for further review and then the subcommittee pushes it back to OSAC for approval and its rejected again at some point you have to have a non-appealable determination. It could be after the first rejection or the second but at some point, there must be a determination that it is no longer appealable, and decision is final. John Lally questioned if a recommendation meets all proper criteria, but the budget won't allow, what will happen then. Questioned if there is a different process for holding on to next year's budget? Katie discussed needing to utilize the finance and compliance subcommittee to determine the sustainability plan for the budget. Suggestion made to have this subcommittee meet with the finance and compliance subcommittee to discuss questions posed regarding the development of a policy regarding funding and the budget for OSAC. Committee in agreement, Rudy Marconi suggested having a few representatives meet with finance and compliance. Katie agreed to coordinate with finance and compliance and get meeting scheduled.</p> <p>Committee suggested not making changes or approving the process narrative until after meeting with the finance/compliance subcommittee to discuss budget recommendations.</p>	
Next steps	<p>Schedule meeting with finance/compliance to discuss finance process for settlement budget.</p> <p>Next subcommittee meeting 7/18/23, 2:30-4pm via Teams</p>	Noted

NEXT MEETING –Tuesday, July 18, 2023, 2:30-4pm via Microsoft Teams

ADJOURNMENT –Tuesday June 20th adjourned at 3:14pm

Meeting of the OSAC Time Limited process Subcommittee

Tuesday, July 18th, 2023

Microsoft Teams Virtual Meeting

2:30pm

ATTENDANCE

Members present: Russell Melmed, Rudi Marconi, Erica Texeira, Jeanne Milstein, John Lally, Maureen Nicholson, Attorney Timothy Birch

Members absent: Kyle Zimmer

Visitors/Presenters: Chris McClure, Katie Ramos

Recorder: Katie Ramos

Topic	Discussion	Action
Welcome & Introductions	Jeanne Milstein welcomed all in attendance	Noted
Review agenda	Agenda reviewed	Noted
Review and Approve minutes	Jeanne asked for motion to approve minutes, Russell Melmed made motion to accept, Erica Texeira seconded	Approved
Committee Discussion	Jeanne provided a brief overview of the meeting with finance and compliance last week, discussed that the finance and compliance subcommittee will determine how the money will be allocated and how the money will be coming in over the next 18 years. Russell added that it would be important to establish a framework for prioritizing certain recommendations regarding the budget. Russell suggested seeking out the processes that are used in other states that may be further along in the process. Finance and compliance subcommittee meets in August and has the goal to start developing a process for how they will determine the budget priorities. John suggested looking elsewhere as an option, but each subcommittee may have their own internal process for what we are doing and how things will be moved along. Jeanne mentioned public input is where we might see things start to move, there will be tremendous input and a lot of ideas, taking some of these recommendations/ideas and seeing how they fit in the different priorities that have been identified. John proposed running a few things through the system to see how the process works. Rudy agreed and felt this could help identify any issues that the committee has not considered yet. Jeanne agreed and committee discussed submitting a recommendation as a trial. Chris discussed the generic Narcan proposal, and that each state can determine if they will take the kits vs. settlement funds. Discussed the need to incorporate feedback from the Opioid Services Director and	Noted

Topic	Discussion	Action
	<p>unable to determine during meeting if this would be a good recommendation to trial. Russell mentioned considering the proposal if the value is worth more than cash equivalent. Chris discussed getting more information before any final decision. Rudy discussed getting opinion from AG's office to determine if this should be considered from a legal perspective.</p> <p>Jeanne noted the process approval at the July 11th OSAC meeting, discussed importance of having timeframes. Russell highlighted the changes to the OSAC membership following the recent legislative session. Russell inquired about the expansion of the OSAC. Chris provided insight into the addition of 8 new members. Committee discussed some concern with having a large committee and what that would look like with engagement/turnover, Reviewed the attendance requirements outlined in the Bylaws. Discussed having the governance subcommittee look at further down the road. Jeanne discussed the next steps and trialing and having Katie talk with other states to give suggestions on setting up time frames, process for moving the recommendation, reviewed the recommendation form again with group, no issues with the form noted. Katie reviewed the recent changes for municipality reporting and needing to post their reports to the OSAC website. Discussed developing a form for the reporting and getting it out so they can report by Oct 1, 2023. Katie also reported out on Attorney Birches comments that OSAC may need to develop a separate process for victims of the opioid addiction and subject to final settlement of the Sackler litigation however this has not been determined yet. Committee discussed how this sounds like a difficult process and would need guidance on this.</p>	
Next steps	<p>Municipality reporting form.</p> <p>Next subcommittee meeting 8/22/23, 2:30-4pm via Teams</p>	Noted

NEXT MEETING –Tuesday, August 22, 2023, 2:30-4pm via Microsoft Teams

ADJOURNMENT –Tuesday July 18th, 2023, adjourned at 3:28pm

Meeting of the OSAC Time Limited process Subcommittee

Tuesday, August 22, 2023

Microsoft Teams

Virtual meeting

2:30pm

ATTENDANCE

Members present: Russell Melmed, Rudy Marconi, Erica Texeira, Jeanne Milstein, John Lally, Attorney Timothy Birch, Kyle Zimmer

Members absent: Maureen Nicholson

Visitors/Presenters: Chris McClure, Katie Ramos

Recorder: Katie Ramos

Topic	Discussion	Action
Welcome & Introductions	Jeanne Milstein welcomed all in attendance	Noted
Review agenda	Agenda reviewed	Noted
Review and Approve minutes	Jeanne asked for motion to approve minutes, Tim Burch made motion, Kyle Zimmer seconded	Approved
Committee Discussion	<p>Katie reviewed municipal reporting, and committee reviewed/ discussed draft reporting form. Discussed the ability to have electronic link for municipalities to enter information directly on the website and the ability to have the link provide a report after submissions to post on website.</p> <p>Discussed letter that is being drafted to municipalities to inform of the process, target date to get letter sent is Sept 1st.</p> <p>Katie also shared about the NASPH conference and take aways, discussed how committee was complimented for establishing Referral Subcommittee, other states provided feedback that it would be helpful to have a committee review recommendations.</p> <p>Jeanne: discussed for future reporting having municipalities report on their planning process and who was involved, and did it include people with lived experiences.</p>	Informational/discussion

Topic	Discussion	Action
	<p>Tim Birch: these funds are supposed to augment what municipalities are doing currently, is there a way that we understand what they are doing currently so we understand that these funds are not replacing funds they're already spending.</p> <p>Chris: There's not a line item for opioid response, so it would be a little bit of a high demand, but it may not be impossible, we could consider incorporating on this form.</p> <p>Jeanne: Maybe this can be recommended to the Council that they set up a separate fund, I don't imagine this would be difficult for any municipalities because they are going to get audited.</p> <p>Erica: requested question to be repeated.</p> <p>Chris: the settlement agreement prohibits settling parties from using funds to supplant or replace existing spending, but you can use funds to expand programs, services etc. The question that was posed was can we ask towns to report what they spend?</p> <p>Erica: we have set up a separate fund so its easier to run reports for abatement money coming through.</p> <p>John: reported Ellington having separate fund, suggested having a check off on the reporting form, that they testify that these funds are not replacing or supplanting.</p> <p>Russell: sought clarification regarding it being state funds or municipalities and counties, and Tim Birch, states, - municipalities and counties, so this is not just supplanting state funds, it makes it difficult, suggested having a simple attestation.</p> <p>Tim Birch mentioned incorporating Exhibit E into form.</p> <p>Jeanne discussed including a contact if anyone has any questions.</p> <p>Committee discuss capturing co-occurring disorders Jeanne discussed having a timeline for municipalities to report, sending out a reminder email etc.</p> <p>Katie updated committee on the website, survey link for both reporting and public participation framework for receiving public input/ recommendations. Discussed advertising once the survey link is open.</p> <p>Followed up with committee regarding the discussion from last meeting and having a trail run with a recommendation to see if the process will work.</p>	

Topic	Discussion	Action
	<p>Discussed the treatment subcommittee recommending harm reduction supplies. Committee had discussion regarding the recommendation. However, wanted to make sure the process was fair, and if the link is anticipated to open soon felt waiting would be most appropriate and if the process needs to be adjusted after receiving recommendations the committee could re-evaluate.</p> <p>Katie provided a brief update regarding the other subcommittees.</p> <p>Russell inquired about the process to deny the TEVA settlement of generic Narcan vs money and wondering if it required a formal process from OSAC to make the decision, Chris provided feedback that the AG's office had intended to decline the offer, Tim Birch provided information re: the AG's perspective, no settlement that had that as constitute conditional piece of it and it never gets to OSAC because it's never actually a settlement, its a process issue with the lawyers.</p> <p>Russell: I appreciate the response and that its not part of OSAC purview, I wanted to check.</p> <p>Committee discussed scheduling another meeting in September to check in on the municipal reporting.</p>	
Next steps	<p>Finalize Municipality reporting form and send to municipalities by 9/1</p> <p>Next subcommittee meeting 9/19/23, 2:30-4pm via Teams</p>	Noted

NEXT MEETING –Tuesday, September 19, 2023, 2:30-4pm via Microsoft Teams

ADJOURNMENT –Tuesday August 22, 2023, adjourned at 3:28pm

Meeting of the OSAC Time Limited process Subcommittee

Tuesday, September 19th, 2023

Microsoft Teams

Virtual meeting

2:30pm

ATTENDANCE

Members present: Russell Melmed, Rudy Marconi, Erica Texeira, Jeanne Milstein, Attorney Timothy Birch, Kyle Zimmer, Maureen Nicholson

Members absent: John Lally

Visitors/Presenters: Chris McClure, Katie Ramos, Luiza Barnat

Recorder: Katie Ramos

Topic	Discussion	Action
Welcome & Introductions	Jeanne Milstein welcomed all in attendance	Noted
Review agenda	Agenda reviewed	Noted
Review and Approve minutes	Jeanne asked for motion to approve minutes, Kyle made motion to approve, Russell seconded. Minutes approved by all	Approved
Committee Discussion	<p>Jeanne provided update on the OSAC meeting; Jeanne reiterated need to remind the communities to complete the municipal report. Provided update on the CORE report and asked others on the committee to share their thoughts/discuss.</p> <p>Russell commented that one thing that stood out in the report was primary prevention, the evidence behind any primary prevention when it comes to opioid abatement is so limited. The report recommended against funding things like youth substance abuse prevention efforts which to me that was striking only because some towns near where I live, and work have all identified their youth substance abuse prevention coalitions as the administrators of their local opioid settlement funds. I am hoping to get more information from Dr. Fiellin and his team about ongoing efforts to demonstrate any effectiveness of primary prevention. Luiza: it's a good point and doesn't know why the lack of evidence, maybe because finding the data to analyze.</p>	Informational/discussion

Topic	Discussion	Action
	<p>Jeanne commented that prevention is difficult to measure, Russell is hopeful OSAC will get some proposals for funding robust evaluation of prevention efforts, funding can go toward evaluation.</p> <p>Luiza provided update on the ADPC treatment subcommittee and how they have met at least twice regarding OSAC recommendations and created a list of things that they would like to prioritize, one in particular harm reduction supplies. The members of the process subcommittee felt strongly about trialing the process to ensure it is successful. Treatment identified that there is a need to get these supplies out, Russell commented about having a test case.</p> <p>Luiza discussed making the harm reduction supplies the test case.</p> <p>Committee discussed the process and Russell commented that he brought up the need to have a fair process last time and recognizes that something will need to be picked to trial it, harm reduction supplies is allowable and meets the requirements of the settlement.</p> <p>Kyle in agreement that the committee should start with the low hanging fruit and make sure the process works.</p> <p>Luiza commented that the committee doesn't need to feel like its all on them, they created the process now being ready to run something through it, and if we are testing the process others are going to determine if it works. It still must go through the referral subcommittee. Committee discussed being open to trialing the recommendation for harm reduction supplies. Discussed the recommendation form similar to what the ADPC currently uses.</p> <p>Rudy discussed concern with the funds getting delayed at the AG's office and discussed having whatever recommendation that comes forward go through the entire process.</p> <p>Katie provided an update on the public input recommendation link opening for 30 days in October.</p> <p>Tim suggested having a doc stamp for reporting instead of the name of the organization or the individual Katie commented that other states have utilized this process as well.</p> <p>Committee discussed recommendation being very general and having them be more specific.</p> <p>Rudy discussed an example of a program that is designed for distribution of Narcan, and if so, what are they looking for, their saturation point, and if additional money came their way would they be able to achieve</p>	

Topic	Discussion	Action
	<p>another 20% or grow their numbers. Luiza provide information regarding the state exceeding its saturation goals for the second year in a row. Katie reviewed the municipality reporting.</p> <p>Committee discussed scheduling next meeting on 10/24 following the deadline for municipality reporting and the opening of the public input link.</p>	
Next steps	<p>Summarize the municipality reports.</p> <p>Next subcommittee meeting 10/24/23, 2:30-4pm via Teams</p>	Noted

NEXT MEETING –Tuesday, October 24th, 2023, 2:30-4pm via Microsoft Teams

ADJOURNMENT –Tuesday September 19th, 2023, adjourned at 3:15

Meeting of the OSAC Time Limited process Subcommittee

Tuesday, October 24th, 2023

Microsoft Teams

Virtual meeting

2:30pm

ATTENDANCE

Members present: Russell Melmed, Rudy Marconi, Erica Texeira, Jeanne Milstein, Attorney Timothy Birch, Kyle Zimmer, John Lally

Members absent: Maureen Nicholson

Visitors/Presenters: Chris McClure, Katie Ramos, Nita Asani

Recorder: Katie Ramos

Topic	Discussion	Action
Welcome & Introductions	Jeanne Milstein welcomed all in attendance	Noted
Review agenda	Agenda reviewed	Noted
Review and Approve minutes	Jeanne asked for motion to approve minutes, minutes approved by all	Approved
Committee Discussion	<p>Katie provided an update on municipal reporting, shared with the committee that DMHAS allowed for an extension to those towns that have not yet submitted their reports. CCM/COST is assisting with reaching out to municipalities and encouraging them to submit the report by Nov 3rd. Shared with the committee the successes that were highlighted in the reports and that as of 10/17 106 municipalities submitted their reports and an additional 36 have submitted earlier today.</p> <p>Katie also reviewed the public input link and the recommendations received. As of today, the committee has only received 6 recommendations. Committee discussed need to increase public awareness. Discussed reaching out to the RBHAO's for the list of the local contacts. Committee also suggested posting on DMHAS homepage and having a press conference with the Governor and Commissioner of DMHAS to increase awareness.</p>	Informational/discussion

Topic	Discussion	Action
	<p>Committee discussed having a meeting next week to review the process and developing a time frame for the review process. Committee members shared that they have received several inquiries from the community regarding how long it will take for the recommendations to be reviewed and pass through the process. Committee discussed having the chairs of the subcommittees meet.</p> <p>Committee discussed adopting the Governance Bylaws specifically pertaining to the attendance requirement, all in favor. Committee requested this be an agenda item for all other subcommittees to discuss and adopt.</p>	
Next steps	<p>Develop a time frame for the review process.</p> <p>Next subcommittee meeting 10/30/23 2:30-4pm via Teams</p>	Noted

NEXT MEETING – Monday, October 30th, 2023, 2:30-4pm via Microsoft Teams

ADJOURNMENT – Tuesday October 24th, 2023, adjourned at 3:38

Meeting of the OSAC Time Limited process Subcommittee

Monday, October 30th, 2023

Microsoft Teams

Virtual meeting

2:30pm

ATTENDANCE

Members present: Rudy Marconi, Erica Texeira, Jeanne Milstein, Attorney Timothy Birch, Kyle Zimmer, John Lally

Members absent: Maureen Nicholson, Russell Melmed

Visitors/Presenters: Katie Ramos, Nita Asani, Melanie Richard

Recorder: Katie Ramos

Topic	Discussion	Action
Welcome & Introductions	Jeanne Milstein welcomed all in attendance	Noted
Review and Approve minutes	Jeanne asked for motion to approve minutes, minutes approved by all	Approved
Committee Discussion	<p>Katie reviewed last meeting discussion pertaining to subcommittee's meeting more frequently to expedite the process of reviewing recommendations. Katie reviewed the suggested schedule of meetings and discussed being contingent on the other subcommittees agreeing to meet biweekly and the number of recommendations received. Committee discussed seeing if the ADPC would be willing to consent in lieu of meeting since they meet monthly, committee concerned if the ADPC does not meet during a month, it may prolong the OSAC review process and voiced need to expedite the review process.</p> <p>Committee looking to schedule next meeting week of 11/20.</p> <p>Katie also discussed need to increase membership for the referral subcommittee, Jeanne agreed to join the referral subcommittee.</p>	Informational/discussion
Next steps	<p>Discussed time frame and ADPC ability to consent in lieu of meeting to review the recommendations received.</p> <p>Next meeting to be scheduled week of 11/20</p>	Noted

Topic	Discussion	Action

NEXT MEETING – Tuesday November 21st, 2023, 2:30-4pm via Microsoft Teams

ADJOURNMENT –Monday October 30th, 2023, adjourned at 2:57