

# Mayes County Opioid Abatement Committee

## MEETING MINUTES

Date: January 25, 2024

Time: 10:30 a.m.

Location: Pryor Police Department – Training Room  
502 E. Graham Ave., Pryor, Oklahoma

### 1. Procedural Item

- A. Call to order and welcome:  
*The meeting was called to order by Crystal Stout at 10:36 am.*
- B. Introductions:  
*Crystal Stout, Heather Ramseyer, Misty Russell, Brad Reed, Jeremy Cantrell, Doug Clark, Chris Brown, and Ben Stutzman were present at the meeting and introduced themselves.*

### 2. Consent Agenda

- A. Discuss agreement between Mayes County HOPE and the Board of County Commissioners for Mayes County: *Committee members were presented with a copy of the “Agreement for Services” between Mayes County HOPE and the Board of County Commissioners for Mayes County. Crystal Stout reviewed the agreement along with Attachment A: Scope of Services, with the committee. Paragraph two of Attachment A was discussed in depth, and it was explained that if a committee member’s organization wanted to submit a grant application, they would have to recuse themselves from the application review process.*
- B. Discuss expectations of committee members: *Crystal Stout informed each member of their responsibilities as a committee member. Crystal explained the projected timeline and time commitment it will take to be a part of the committee.*
- C. Discuss suggested members to fill vacant slots: *Each member was provided with a copy of the committee member list showing two vacant slots. It was discussed that having only eight members was okay but if anyone had another person in mind that would benefit the committee, they would reach out to this person. Doug Clark mentioned Bob Rhoades to possibly fill the “Pharmaceutical” area of expertise. Heather Ramseyer said she would also reach out to a few pharmacy contacts she had. At this time the committee remains an eight person committee until further notice.*
- D. Discuss then vote to approve or not approve suggested future meeting dates/times/location: *Crystal Stout informed the committee of the future scheduled*

*meeting dates/times/location and explained what will happen at each meeting. Jeremy Cantrell will reserve the Training Room at the Police Department for future dates. A motion to approve the future meeting dates/times/location was made by Heather Ramseyer, 2<sup>nd</sup> by Ben Stutzman. Motion passed by all members.*

- E.** Discuss then vote to approve or not approve the Mayes County Opioid Abatement Grant (MCOAG) application and all information pertaining to the application: *All members were provided with a copy of the grant application. Crystal Stout reviewed the application page by page. No changes or suggestions were made. Motion to approve the Mayes County Opioid Abatement Grant application was made by Chris Brown, 2<sup>nd</sup> by Doug Clark. Motion passed by all members.*
- F.** Discuss then vote to approve or not approve the MCOAG application scoring sheet: *All members received and reviewed the suggested scoring rubric. It was recommended to remove the bottom portion regarding grant project funded and instead create a cumulative score sheet where project funding would be listed. Crystal Stout recommended a review process where each member reviewed and scored every grant application. Scores from each reviewer will then be entered on a cumulative score sheet with totals for each scoring category. A final score will be determined by averaging each scoring category and then adding those scores together to get the final application score. A motion was made by Heather Ramseyer to approve the scoring rubric with the suggested changes and 2<sup>nd</sup> by Misty Russell. Motion approved by all members.*
- G.** Discuss then vote to approve or not approve the reporting template for approved awardees: *Reporting template was reviewed by committee members. Crystal Stout reviewed the template. It was also noted that grant awardees would be present at future meetings to discuss and answer questions from committee members regarding project reporting. Motion to approve reporting template was made by Chris Brown, 2<sup>nd</sup> by Brad Reed. Motion approved by all members.*

### **3. New Business**

- A.** New Business (“Any matter not known about, or which could not have been reasonably foreseen prior to the time of posting.” 25 O.S. §311): *The question of carry over funds was asked and then discussed by committee members. It was recommended to add verbiage stating carry over funds are limited to 20% for the first year of the project with Mayes County Opioid Abatement Committee approval. Any unspent grant funds after the end of the project period (24 months), would be returned to the county opioid settlement fund account. It was recommended this information be added to a contract between the county and the grant awardee prior to grant funds being distributed.*

### **4. Adjourn**

- A.** Adjourn: *Meeting was adjourned at 11:14 am.*

