



Colorado Opioid Abatement Council (COAC)

Administrative Committee

Meeting #27

March 4th, 2025
2:00pm – 3:00pm

Appointees: Nancy Rodgers, Dave Drank, Lori Laske, Aaron Miltenberger

DOL Staff Attending: Jamie Feld, Jack Patterson, Christian Dykson, Natalie Sandoval

Guests: Leticia Portillo

Welcome and Introductions

Chair Nancy Rodgers welcomed attendees and conducted introductions.

Nancy Rodgers requested approval of the previous meeting minutes. Dave Frank noted no corrections were needed.

Dave Frank moved to approve the January & February 2025 meeting minutes

Nancy Rodgers seconded

Unanimously approved

Expenditure Report Review Procedures

ORU staff presented the proposed procedures for reviewing expenditure reports. Staff explained that all required reports had been received by the deadline.

The review process would involve:

- Initial review and coding by ORU staff.
- Clarifications sought from submitters where necessary.
- Proposed relabeling or categorization corrections sent for review.
- Finalized data presented to the COAC for publication.

A six-category coding system was outlined (categories A–F) to distinguish between clear expenditures, unclear submissions needing resubmission, expenditures requiring minor edits, and expenditures outside Exhibit E.

ORU staff emphasized the intention to streamline the review process, reduce confusion, and preserve COAC members' time. The committee expressed general support for the proposed procedures.

Concerns about staff workload were discussed. ORU Staff confirmed the process was manageable within current staffing resources, highlighting transparency and efficiency as key goals.

Statewide Data System

ORU Staff provided an update on the statewide data system project. Key points included:

- A data expert had been contracted using State Share funds, rather than Infrastructure Share, to simplify administration.
- The next step would be issuing a funding opportunity for an external vendor to build the system.

The committee discussed concerns about dipping into limited Infrastructure Share resources. Consensus emerged that State Share funds would be more appropriate for the statewide data initiative.

The committee also discussed whether a non-competitive procurement process might be appropriate for small-dollar contracts under \$50,000. Most members agreed that, to protect the integrity of the process and maintain transparency, competitive processes should generally be used unless it involved a true sole-source vendor.

Infrastructure Share Award Extensions

ORU Staff presented three award extension requests:

1. Arapahoe County Public Health

- Requested a 6-month extension due to delays in implementing new staffing and program changes for mobile harm reduction program.

Dave Frank moved to approve the extension

Nancy Rodgers seconded

Unanimously approved

2. Fremont County & Fremont County Boys and Girls Club

- Requested a 12-month extension to accommodate a facility development project.

Nancy Rodgers moved to approve the extension

Lori Laske seconded

Unanimously approved

3. Town of Buena Vista & Chaffee County Boys and Girls Club

- Requested an 18-month extension for a capital campaign and facility project.
- The committee expressed concerns about providing an 18-month extension.

Dave Frank moved to approve a 12-month extension with the option of further review of additional extensions

Nancy Rodgers Seconded

Unanimously approved

The committee emphasized the importance of balancing support for projects with accountability for progress.

Infrastructure Close-Out Procedures

ORU Staff presented draft close-out procedures for infrastructure awards nearing the end of their grant cycle (March 2025). The proposed close-out form would include:

- Final impact statements.
- Completion updates on work plan goals.
- Feedback on administrative support.
- Final expenditure reporting options.
- Story submissions (optional) to highlight successes.

The committee provided positive feedback on the structure and flexibility of the reporting process. ORU Staff will continue refining the materials based on feedback.

Local Government Allocation Policy

ORU Staff noted that discussion of the Local Government Allocation Policy would be deferred to a future meeting.

Opioid Response Unit Updates

ORU Staff noted that upcoming term renewals and appointment letters would be finalized soon for various COAC members who had been appointed to 2-year terms.

Public Comment

Leticia Portillo, a member of the public, indicated she had no comments but appreciated the opportunity to observe the meeting.

Adjourn