



Colorado Opioid Abatement Council (COAC)

Administrative Committee

Meeting #23

September 3rd, 2024
2:00pm – 3:00pm

Appointees: *David Frank, Nancy Rodgers*

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

Guests: *None*

Welcome and Introductions

The meeting was called to order by ORU staff, who welcomed attendees and initiated a brief check-in regarding the frequency of future Administrative Committee meetings. Members noted that with recent progress and reduced workload, meeting every other month may now be more appropriate. It was also suggested that meetings be scheduled further in advance of full COAC meetings to allow more time for preparation. ORU staff acknowledged these suggestions and agreed to reassess the meeting cadence in coordination with member availability and planning needs.

Administrative Costs

ORU staff presented an overview of how administrative costs are currently reported across various regions. Region 2 had the most comprehensive approach, including expenses like web hosting, conference attendance, and logo design. In contrast, most other regions reported narrower cost categories focused on fiscal management, legal services, and facilitation.

Members emphasized the need for clarity and specificity in expense reporting—flagging terms like "office equipment" as overly broad and potentially problematic. Suggestions were made to require more granular documentation to ensure transparency and to distinguish between allowable administrative costs and costs better suited to other approved purposes.

The committee reviewed overlapping and ambiguous cost items—such as web design, lived experience stipends, and conference travel—and agreed that further guidance is needed. Lived experience stipends were acknowledged as valuable though the Committee agreed they should not be considered administrative costs. The Committee noted that there may be risks of abuse with stipends depending on the context and that it may be valuable to have a larger discussion about stipends with the full COAC.

ORU staff agreed to draft guidance to clarify administrative versus programmatic costs, particularly as they relate to Exhibit E of the MOU. ORU staff shared that there were questions from regions seeking clarification as to how the 10% is applied to Regions funds (is it the total allocation, the annual expenditure amount, the total in the plan, etc.) which requires further discussion for the full COAC.

Input/Feedback/Concerns Receipt Process

ORU staff shared that there are currently multiple ways for members of the public to reach out to the COAC, whether through attending a meeting, emailing the COAC, or reaching out to either an ORU staff member or a COAC member.

The ORU was asked by the COAC to develop a standardized process to document and triage feedback from the public. Under the proposed system, ORU staff would serve as the primary point of intake for all input, whether submitted through email, public comment, or directly to COAC members. ORU staff would document and assess whether the input fell within COAC's scope before referring it to either the Assistance Committee or Review Committee as appropriate.

Committee members supported this approach, emphasizing the importance of offering a "soft touch" resolution from ORU staff when possible before triggering formal remedial procedures. The Committee also agreed that concerns must relate specifically to opioid settlement fund oversight, and not general policy disagreements or allegations better addressed through legal channels.

ORU staff committed to continuing work on the proposed procedures and returning with a more formal draft for review.

COAC Meeting Procedures

ORU staff presented recommendations based on guidance from internal counsel regarding compliance with open meetings laws. Suggestions included:

- Clearly delineating meeting openings and adjournments.
- Incorporating formal roll call votes.
- Including motion language in agendas.
- Differentiating discussion items from action items.

Members were generally supportive and noted that roll call voting and motion language would enhance transparency. A suggestion was made to consider voting software to streamline roll calls. Members also discussed public comment protocols and accessibility requirements, especially for in-person meetings.

The Committee agreed that standardizing meeting procedures would benefit both internal consistency and external accountability. ORU staff will explore these improvements further with legal guidance and bring proposals to the full COAC.

Local Government Allocations & Next Steps Expenditure Reporting

ORU staff and committee members briefly discussed upcoming topics related to local government allocations. Due to time constraints, the committee agreed to table further discussion until the next Administrative Committee meeting scheduled for November 5, 2024.

Opioid Response Unit Updates

ORU staff shared updates on efforts to clarify administrative cost classifications and draft updated guidance for regional reporting, especially around items like conference attendance and facilitation

contracts. They also noted coordination with legal counsel to refine meeting procedures in response to open meeting law considerations, including potential roll call voting and clearer agenda structures.

Finally, ORU staff highlighted preparations for the upcoming in-person COAC meeting at the Colorado Opioid Abatement Conference.

Public Comment

No public comments were made.

Adjourn