



CITY OF DOVER DELAWARE

MAYOR'S **BLUE-RIBBON** OPIOID USE DISORDER TASFORCE

MEETING MINUTES

MAYOR'S OPIOID USE DISORDER TASFORCE MEETING

The Mayor's **Blue Ribbon Opioid Use Disorder Taskforce Committee** was held on **May 5, 2026**, at **5:45 p.m.** with Chairman Dr. Roy Sudler, Jr. presiding. OUD Taskforce members present were Mr. Benard Pratt Mr. Joseph H. Bedford III, Mrs. Chelle Paul, Mrs. Toni Jordan Honorable Eric L. Buckson, absent was Mr. James Oxford Sr. (Excused) and Brad Owens (Executive Director).

COUNCIL MEMBERS' PRESENT

No additions or deletions were proposed for the meeting.

INVOCATION

The invocation was given by Mrs. Toni Jordan

A brief prayer/reflection urged the group to act with wisdom, honesty, compassion, and to focus on prevention, recovery, and hope for affected people and families.

- The invocation closed with an appeal that small steps move the community forward.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Honorable Eric L. Buckson

AGENDA ITEMS

1. **Mr. Brad Owens** - Executive Director of the Delaware Prescription Opioid Settlement Distribution Commission (POSDC).
Application Process
 - a. Public Interest Form:
 - b. Notification & Portal:
 - c. Review:
2. Discussion concerning **Youth-Focused Campaigns**: Allocate funding for targeted **“Real Cost Media Campaigns and Programs”** aimed at preventing opioid use among youth and other vulnerable demographics. Special attention should be given to the unique needs of communities disproportionately affected by the epidemic, including homeless populations and communities of color, to ensure effective engagement and support.



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3. Discussion regarding partnership with the Delaware Division of Public Health (DPH) Mobil Community Health Service, the Mayor's Blue Ribbon OUD Taskforce (OUD) and Dover Human Relations Commission (DHRC) for Quality of Life and Community Well-being Achievements.
 - This approach prioritizes immediate access to resources over enforcement which aligns with the goals of the Dover Opioid Use Disorder (OUD) Taskforce, which aims to address the high number of individuals panhandling at intersections like **Route 8** and **Route 13** through compassionate intervention rather than criminalization.

AGENDA ADDITIONS/DELETIONS

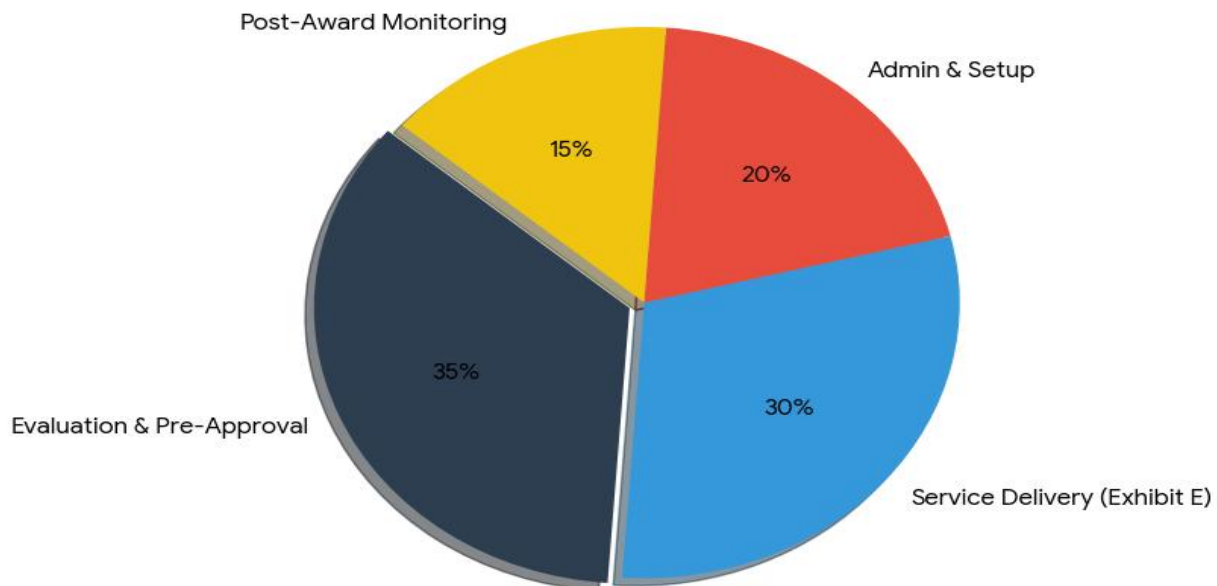
Chairman Sudler reviewed the agenda items and asked for a motion to adopt the agenda. There were no additions or deletions to the agenda.

Chelle Paul moved to adopt the meeting agenda for **May 5, 2026, at 5:45 p.m.** The motion was properly seconded by Mr. Pratt. There was no discussion on the agenda item; hence, the motion was unanimously adopted.

CHAIRMAN SUDLER'S ANALYSIS:

Evaluation Component Distribution (Pie Graph): *the pie chart maps the proportional focus placed on each distinct phase during the evaluation process. Evaluation/Pre-Approval and Service Delivery hold the highest priorities, combining for 65% of the program's overall assessment weight.*

Grant Process Component Weights

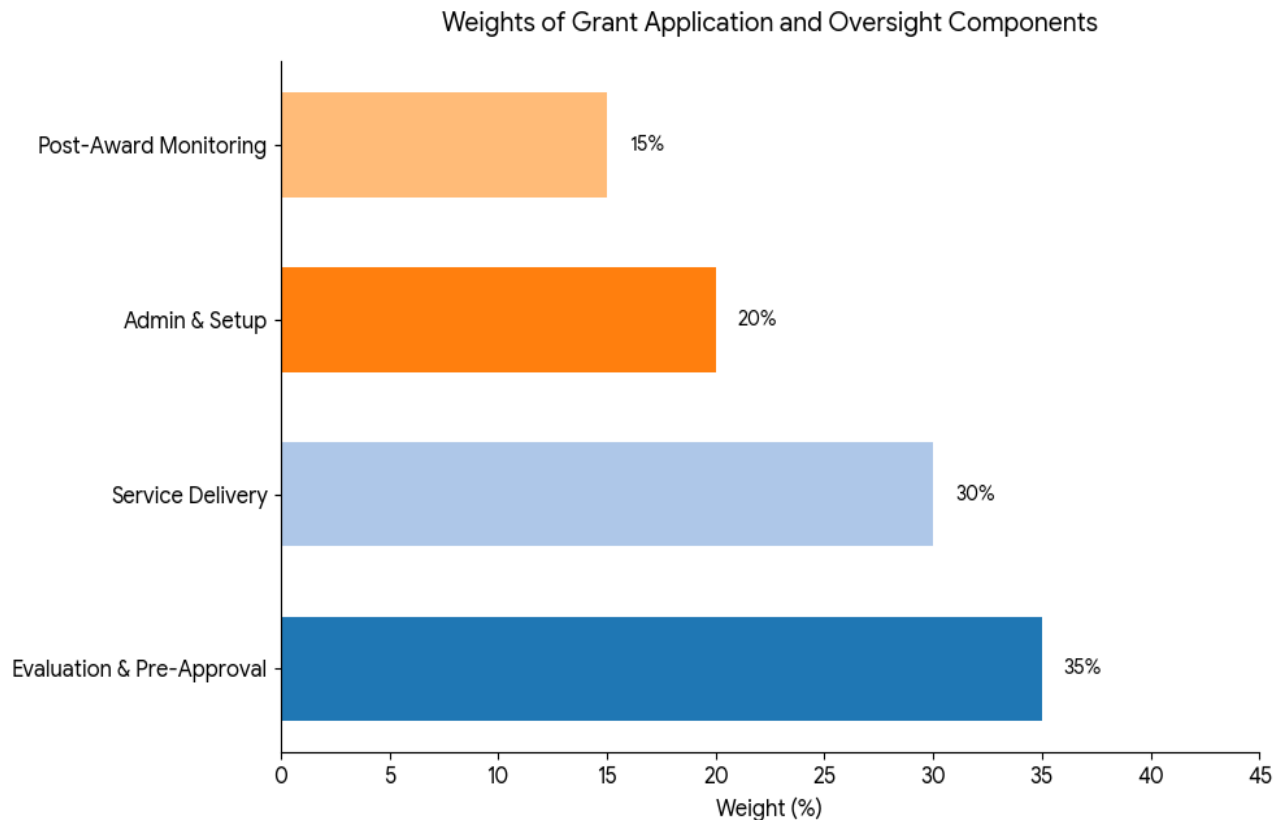




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Relative Weight of Core Components (Bar Graph): *the bar chart illustrates the workload and scoring importance of each individual program component, making it easy to see that the validation of technical medical criteria (Phase 2 and Phase 3) outbalances initial administrative entry and long-term project upkeep.*





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The application framework is divided into four distinct phases, each carrying a relative weight toward final selection and project sustainability:

Phase	Core Metric Description	Operational Requirement	Relative Weight
Phase 1: Admin & Setup	Public Interest Form & Portal Access	Complete conflict-of-interest forms and secure initial system entry.	20%
Phase 2: Evaluation	Pre-Approval & Review Procedure	Technical compliance check by the OUD Taskforce against state criteria.	35%
Phase 3: Service Delivery	Exhibit E Guidelines Execution	Direct alignment of the proposed clinical/community program with OUD rules.	30%
Phase 4: Monitoring	Work Development & Benchmarks	Continuous post-vote timeline adjustments and operational monitoring.	15%

Matrix Breakdown of Meeting Alignment with Exhibit E Rules

The operational workflows discussed by Dr. Roy Sudler, Jr., Brad Hilton, and Greg Hughes align directly with the legal, clinical, and administrative requirements mandated by the National Opioid Settlement's Exhibit E remediation guidelines.

Meeting Workflow Component	Exhibit E / Delaware OARS Requirement	Practical Operational Impact for Dover Applicants
Public Interest Form & Portal Entry	Transparency & Reporting Accountability	Establishes the legally required public trail to prove funds are not diverted to general treasury use.



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State Pre-Approval Verification	Non-Supplantation Provision	Ensuring grant money strictly creates new, supplemental OUD programs rather than replacing existing local budgets.
Exhibit E Guidelines Compliance	85% Core Remediation Mandate	Restricts all funded activities strictly to approved medical, harm-reduction, or clinical recovery strategies.
Taskforce Recommendation Pipeline	Statutory Abatement Commission Oversight	Funnels applications through a rigorous advisory evaluation before local municipal approval by the Capital of Dover.
Conflict-of-Interest Disclosures	Ethical Fund Governance	Guarantees transparent distribution of funds, avoiding clinical, political, or municipal bias.
Work Development Benchmarks	Evidence-Based Tracking Mandate	Conditions ongoing funding payouts on verifiable data, such as patient intake or treatment retention rates.

MEETING MINUTES DIALOGUE:

Chairman Dr. Roy Sudler, Jr. kicked off the meeting with enthusiasm, moving right into the first agenda item. While Mr. Brad Owens was unfortunately absent, Chairman Sudler was excited to introduce his representatives, starting with the knowledgeable Mr. Brad Hilton, a Program Integrity Specialist from the Opioid Commission. He was joined by Mr. Greg Hughes, a program support consultant tasked with outlining actionable steps for the application process. With a warm welcome to the presenting team, Chairman Sudler set the stage for a vital discussion on the application process, which encompasses three key components: A) the submission of the public interest form; B) notification protocols and portal access; and C) the review procedure. Mr. Hilton took center stage to elaborate on the OUD Taskforce's critical oversight role for agencies applying for grants.

He presented a detailed timeline for the disbursement of funds from the OUD State Commission and distributed calendars marking essential benchmark due dates to help everyone stay aligned with state expectations. Mr. Hughes then stepped in to share an exciting update: the application portal is set to open on March 30, 2026. He walked the audience through the online application process, highlighting invitation protocols for eligible entities. With clarity, he explained the



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completion of conflict-of-interest forms and shared a key calendar highlighting important dates. Emphasizing compliance with Exhibit E guidelines for OUD service provision, he stressed that applicants must meet the necessary state pre-approval requirements. The Taskforce's role is pivotal in recommending eligible partners to the Capital of Dover, helping combat the opioid use disorder (OUD) crisis effectively.

After the commission's vote, the next phase unfolds—work development—where engaging discussions with selected entities will set clear timelines and benchmarks for compliance, crucial for continued funding. Expectations are high as contracts between the State and Awarded Entities are set to be executed in June or July, with payments disbursed shortly thereafter. Mr. Hilton focused his remarks on the strategic timeline for distributing grants aimed at enhancing OUD services. As his presentation wrapped up, Mr. Hilton delved into the auditing and compliance process. He emphasized that municipalities could be responsible for ensuring all benchmarks, workshops, and compliance obligations tied to OUD State Commission funding are met. Chairman Sudler highlighted the OUD Task Force's recommendation for six specific funding allocations to the City Council. He advocated for a youth-driven campaign initiative to fill gaps in OUD services.

This initiative especially targets detox facilities that provide comprehensive wraparound services, crucial for addressing adolescent OUD issues that impact family dynamics and involvement with Family Court. Chairman Sudler then asked Mr. Hilton to outline best practices for leveraging the allocated \$248,000. Mr. Hilton made it clear that identifying targeted service areas and aligning strategies with the expectations of the OUD Committee and Guidelines are key. Mr. Hughes suggested innovative outreach tools, such as TikTok and creative educational projects, to engage the community with their initiatives. Raising a relevant point, Committee Member Pratt Bernard inquired about potential changes in allocation costs due to fluctuations in materials, fuel, and operating expenses that could affect budget compliance. Mr. Hilton wisely advised entities to factor these variables into their project cost estimations.

Throughout the discussion, both presenters underscored the importance of consistency and the need for awarded entities to provide data justifying their ongoing funding requests. Mr. Bernard asked whether funds must remain allocated solely to the same groups or if future collaborations could involve different entities based on performance outcomes. Mr. Hilton clarified that municipalities enjoy flexibility in the use of funds and in partner selection. He wrapped up the session by emphasizing recommendations for peer-to-peer initiatives. He excitedly announced the development of a new website designed to enhance accountability and ensure robust compliance frameworks for funded projects. Chairman Sudler opened the meeting by



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acknowledging Committee Member Toni Jordan, who raised a critical question regarding conflicts of interest.

Mr. Hughes clarified that, given Delaware's small size, committee members interested in participating in the application process cannot vote on related matters. However, they can still apply if they are not related to any applicants. Senator Eric Buckson emphasized the paramount importance of maintaining integrity and accountability within the application process. He commended the State Commission for their progress and for implementing quarterly reports, highlighting the need for alignment between what we want to achieve and what we should do. Buckson urged that realistic decisions must be made when benchmarks are not met. He expressed strong support for the state's thorough vetting of applicants as a necessary measure of accountability, which he believes must withstand public scrutiny. He made it clear that performance and fiscal responsibility are vital to the success of the OUD Taskforce over the next twelve years.

Once Senator Buckson concluded, Committee Member Bernard Pratt inquired about the security of funds, particularly any concerns regarding their recall due to the state's non-involvement in service provision. Mr. Hilton assured us that these funds, stemming from a lawsuit settlement, are guaranteed, dispelling any doubts of potential recalls. Committee Member Toni Jordan then sought clarity on the quarterly metrics and monthly performance reports. Mr. Hilton confirmed that metrics are due on the 15th of each month and will be provided by the program specialist along with database access for the OUD Taskforce. Chairman Sudler underscored that the OUD Taskforce will also serve as compliance officers, overseeing metrics and deliverables for the entities receiving funding. Jordan emphasized the importance of fiscal accountability, performance standards, and transparency in the funding structure.

Community member Bonnie Pennington expressed interest in collaborating with agencies as an individual and sought guidance on how to navigate this. Mr. Hilton acknowledged her question, noting that the state is in the early stages of modifying the application process to broaden accessibility for all potential applicants, regardless of affiliation with an organization. Chairman Sudler reiterated the commitment to inclusivity in funding opportunities. Community member Cam Norwood brought attention to the youth campaign initiative, specifically exploring how to leverage platforms like TikTok for outreach. Mr. Hilton shared that successful youth-led Narcan campaigns in other municipalities could serve as a model, fostering creativity and collaboration. Mr. Hughes added that creating TikTok videos not only spreads educational messages but also develops video production and theater skills among youth, which are integral to the OUD-Taskforce Youth Campaign Initiative.



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Another community member, KP, inquired about partnerships for similar projects. Mr. Hilton responded affirmatively, suggesting that separate proposals under a unified organization are highly advantageous for collaborative efforts. Returning to Mrs. Pennington, she advocated extending initiatives to include junior high students. Chairman Sudler acknowledged this valuable recommendation for consideration. Committee Member Chelle Paul addressed the conflict of interest once again, asserting that she would not apply for funding due to integrity concerns. At the same time, Mr. Hilton reiterated the commission's stance that committee members may apply but must abstain from voting on related matters. He stressed the need for collaboration in pursuit of shared goals. Committee Member Bernard Pratt closed the discussion with inquiries about competitive grants, emphasizing that any applications must introduce new initiatives rather than repurpose general fund appropriations. Mr. Hughes reaffirmed the critical nature of meeting all application deadlines.

Chairman Sudler posed a crucial question regarding the number of municipalities actively researching the OUD-Remediation Guidelines. Mr. Hilton confidently asserted that Seaford is partnering with the distinguished University of Delaware, a recognized leader in OUD initiatives. This collaboration positions our OUD-Taskforce to seize a significant advantage in research, equipping us to effectively confront the OUD crisis here in the Capital of Delaware. Given the pressing nature of this issue, we made the decisive choice to suspend the remaining agenda items. As we concluded, committee member Bernard Pratt guided us in a poignant prayer, providing a reflective close to our meeting. We are united in our commitment to make a profound impact on our community.

SYNOPSIS:

Chairman Dr. Roy Sudler, Jr. confidently opened the Capital of Dover's Opioid Use Disorder (OUD) grant session, laying a clear framework for the strategic distribution of state remediation funds. Supported by Commission representatives Brad Hilton and Greg Hughes, the meeting outlined a decisive three-part application process that requires submission of a public interest form, adherence to established portal access protocols, and a thorough evaluation by the OUD Taskforce. This initiative is set to empower qualified local partners to effectively tackle the pressing opioid crisis with robust state oversight. Operational timelines and stringent governance structures are prominently positioned ahead of the official application portal launch on March 30, 2026. To ensure complete transparency and compliance, applicants will follow a well-defined schedule of benchmark deadlines, furnish conflict-of-interest disclosures, and obtain mandatory state pre-approvals.

The OUD Taskforce will oversee this timeline and evaluate submissions against state standards, acting as the primary steering body that endorses viable partners to the Capital of Dover Project sustainability will depend on unwavering adherence to Exhibit E guidelines and ongoing evidence-based tracking. All funded OUD service provisions must align with these state criteria to qualify for the initial disbursement from the OUD State Commission. Following the official commission vote, selected entities will promptly engage in a collaborative work development phase to establish explicit operational benchmarks, linking all long-term funding to demonstrable program compliance and performance.

The meeting was adjourned at **7:13 p.m.**



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Submitted By:

Roy Sudler, Jr. Ph.D.

Chairman of Mayor's

OUD Taskforce Committee

DRAFT