

Agenda and Minutes

Washington County Opioid Settlement Council

Meeting Information

- Session #1: March 22 (Friday) from 11:00 am to 12:30 pm
- Session #2: March 27 (Wednesday) from 3:00 pm to 4:30 pm
- Format: Hybrid (remote option: Microsoft Teams, in-person option: Washington County Government Center, Stillwater)

Opioid Settlement Council Members

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Emily Brunner
(Session #1, remote) | <input checked="" type="checkbox"/> Josephine Igwacho
(Session #2, remote) | <input checked="" type="checkbox"/> Jay Pernu (Session #1,
in-person) |
| <input checked="" type="checkbox"/> Jessica Feider (Session
#1, remote) | <input checked="" type="checkbox"/> Lori Kelley (Session
#2, in-person) | <input checked="" type="checkbox"/> Seth Perry (Session
#2, remote) |
| <input checked="" type="checkbox"/> Tara Goebel (Session
#1, remote) | <input checked="" type="checkbox"/> Rose Kosin (Session
#2, in-person) | <input checked="" type="checkbox"/> Carla Schweich
(Session #2, remote) |
| <input checked="" type="checkbox"/> Kristi Gullett (Session
#1, remote) | <input checked="" type="checkbox"/> Denise Lasker (Session
#1, remote) | <input checked="" type="checkbox"/> Jamie Steber (Session
#2, remote) |
| <input checked="" type="checkbox"/> Alicia House (Session
#1, remote) | <input checked="" type="checkbox"/> Suzanne Oswald
(Session #1, remote) | <input checked="" type="checkbox"/> Luke Wendlandt
(Session #2, remote) |

Public Health and Environment (PHE) Chief Strategist Representatives

- Rolando Vera | *Correctional Health Nursing Manager*
- Sean Young-Stephens | *Public Health Program Coordinator*
- Allison Spears | *Office Specialist*

Agenda Items

- Welcome and introductions
- Orientation
 - Current plans and timeline
 - Settlement funding amounts
 - Roles of Council and Public Health and Environment (PHE)
 - Equity-focused public health approach

- Review draft bylaws

Member terms: PHE asked Council members if they were interested in committing to an initial term of one or two years. Almost all Council members preferred a two-year term, but some were willing to start with only one year to support the group. Suggestion to offer two- or three-year initial terms to better support longevity as the team is forming while still staggering terms. Questions about what the process would look like for extending or serving an additional term.

Per diem: Suggestion that a “per hour” format might be better than a “per meeting” format.

Meetings: Question about whether expectations of meeting attendance should be better articulated in the bylaws. Related question about whether absentee voting would be an option.

Officers: PHE suggested beginning the Council without electing officers, since PHE is willing to take responsibility for tasks like organizing and facilitating meetings on behalf of the Council. Council members expressed general agreement with this plan.

PHE will circle back with a revised version of the bylaws to review at the next meeting.

- Schedule and format for Council meetings

Council discussed preferences for meeting format and schedule. Some mixed preferences between remote vs. in-person meetings with general support for alternating formats from meeting to meeting. Wednesdays generally work well for the group. Some mixed preferences between an afternoon time (during the typical work day) vs. an evening time (after typical work hours).

Based on what seems to work best for most of the Council, monthly meetings will be scheduled on the third Wednesday of the month at 4:00 pm alternating between remote and in-person.

- Closing and next steps

Introductions

- **Rolando Vera**
Correctional Health Nursing Manager
- **Sean Young-Stephens**
Public Health Program Coordinator
- **Allison Spears**
Office Specialist



Public Health and Environment
Chief Strategist for Opioid
Settlement Funding

Washington County Opioid Settlement Council Composition

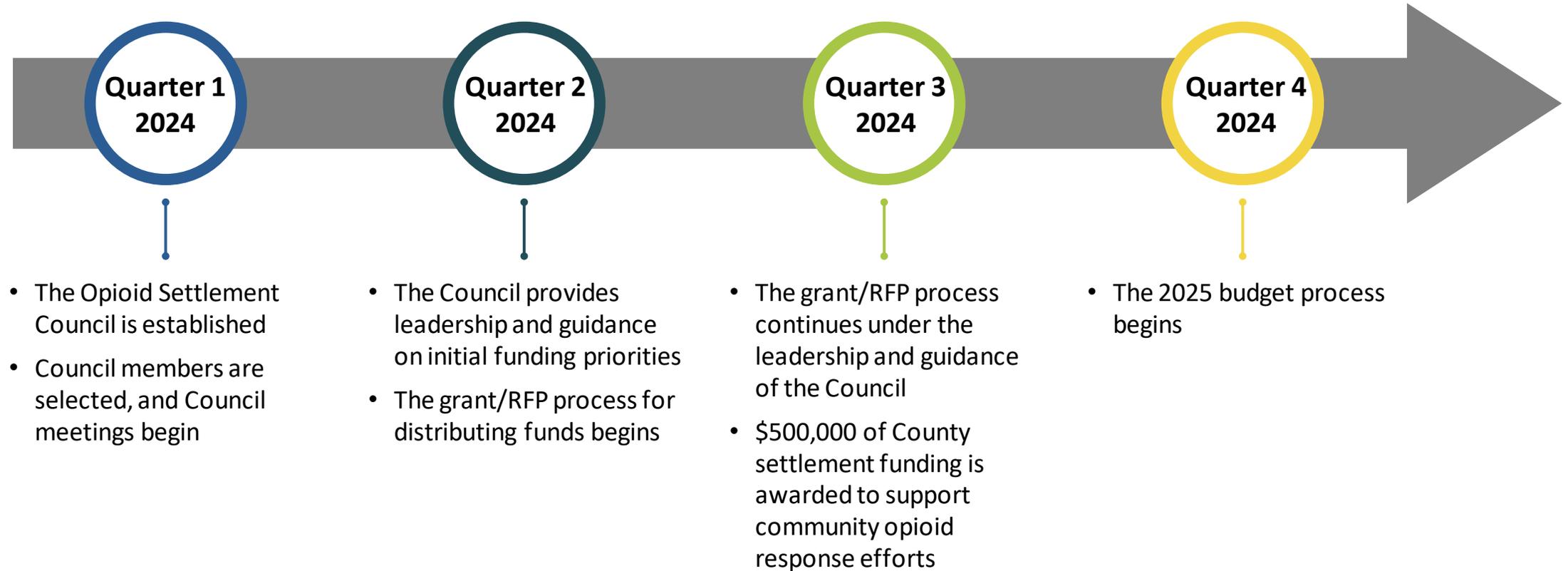
Community members in our county

Professional experts across a wide range of sectors

People with lived expertise



Washington County Opioid Settlement 2024 Timeline



Washington County Opioid Settlement Funding

- Currently estimated to receive: \$11,555,323.52
- Received to date: \$1,672,179.25
- Spent to date: \$657.84
- Allocated for 2024: \$500,000.00

Bylaws

Washington County Opioid Settlement Council

Purpose

The Opioid Settlement Council provides leadership and guidance on Washington County's opioid settlement spending.

Membership

Council members are appointed for a two-year term.

Per Diem

Council members are eligible for a per diem and mileage reimbursement. Council members are considered volunteers, not employees, of Washington County.

Per Diem: \$50 per meeting

Mileage Reimbursement: At the same rate set for county employees

Meetings

Council meetings will occur on a regular schedule. Meeting materials, including agendas and meeting minutes, will be posted publicly on the county website.

Officers

The Council may, but is not required to, elect a chair and vice-chair to preside at meetings. Officers serve for a one-year term of office and may be elected to a subsequent annual term. Officers will not serve more than two consecutive terms. Termination of Council membership results in automatic vacating of any office that the member holds.

Subcommittees

The Council may establish subcommittees to study a special issue or conduct special projects. Subcommittees will have a specific purpose and will sunset at the conclusion of their charge.

Quorum

One-half of Council members, plus one, shall be considered a quorum for meetings. (If the Council has an odd number of members, a meeting is considered to have a quorum when over 50% of Council members are present.) Meetings can proceed without a quorum, but formal action cannot be taken by the Council without a quorum present.

Conflict of Interest

Council members must disclose to the Council, refrain from participating in discussions, and recuse themselves from voting on any matter in which they may have financial, ethical, or other conflicts of interest. A financial conflict of interest includes a financial association that has the potential to bias or have the appearance of biasing a Council member's actions or decisions.

County Board Expectations

Council members will follow the County Board Statement of Expectations in Washington County Policy #6006 Advisory Board, Commissions, and Committees (included as an appendix at the end of this document). Procedures for the removal of members will be followed as outlined in county policy.

Resources

- [The Principles Quick Guide to Creating a Settlement Council](#), National Association of Counties and Johns Hopkins Bloomberg School of Public Health
- [Minnesota Statute 256.042 OPIATE EPIDEMIC RESPONSE ADVISORY COUNCIL](#)

Appendix: County Board Statement of Expectations (from Washington County Policy #6006 Advisory Board, Commissions, and Committees)

The Washington County Board of Commissioners believes a citizen advisory board, commission, or committee will work most productively when its members are committed, knowledgeable, and work together as a team. The County Board expects its citizen advisory board/commission/committee appointees to:

- 1. Attend a new member orientation, if provided.*
- 2. Commit to regularly attend and actively participate in the advisory board/commission/committee work, including substantive participation in meetings and discussions.*
- 3. Notify the staff liaison, in advance, if unable to attend a meeting.*
- 4. Understand the roles and relationships of the advisory board/commission/committee, staff liaison, County staff, and County Board.*
- 5. Become familiar with the County's and the advisory board's/commission's/committee's role and mission.*
- 6. Stay informed about advisory board/commission/committee matters, prepare themselves for meetings, and review and comment on minutes and reports.*
- 7. Get to know other advisory board/commission/committee members and build a working relationship that contributes to consensus.*
- 8. Conduct themselves in a professional manner.*
- 9. Show respect for and tolerance of differing views and opinions.*
- 10. Reflect the perspectives of the County's diverse constituency in discussions and decision-making processes.*
- 11. Foster a committee environment free from violence, discrimination, and offensive or degrading remarks.*
- 12. Refrain from accepting gifts from individuals or organizations that do business with Washington County in accordance with gift ban laws.*