

Agenda and Minutes

Washington County Opioid Settlement Council

Meeting Information

- Date and time: July 17, 2024 (Wednesday) from 4:00 pm to 5:30 pm
- Location: Washington County Government Center, Stillwater
- Regular schedule: Council meetings are held on the third Wednesday of each month from 4:00 pm to 5:30 pm. Format alternates between remote and in-person.

Opioid Settlement Council Members

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Emily Brunner | <input checked="" type="checkbox"/> Josephine Igwacho | <input checked="" type="checkbox"/> Jay Pernu |
| <input checked="" type="checkbox"/> Jessica Feider | <input type="checkbox"/> Lori Kelley | <input checked="" type="checkbox"/> Seth Perry |
| <input checked="" type="checkbox"/> Tara Goebel | <input checked="" type="checkbox"/> Rose Kosin | <input type="checkbox"/> Carla Schweich |
| <input checked="" type="checkbox"/> Kristi Gullett | <input checked="" type="checkbox"/> Denise Lasker | <input type="checkbox"/> Jamie Steber |
| <input checked="" type="checkbox"/> Alicia House | <input type="checkbox"/> Suzy Oswald | <input type="checkbox"/> Luke Wendlandt |

Public Health and Environment (PHE) Chief Strategist Representatives

- Sean Young-Stephens | *Public Health Program Coordinator*
- Allison Spears | *Office Specialist*

Agenda Items

- Welcome and introductions
- Update on application process
 - Refresher on application and selection timeline
 - Communication/promotion
 - Applications received to date

PHE presented updates on communication/promotion efforts for the funding application and results to date. (Presentation materials are included on the following pages.)

The Council provided feedback on communication/promotion efforts and discussed communication strategy for the remainder of the application period. Council members identified some sectors and channels that could be better reached with communication, including faith community leaders, local prisons, and cultural communities. Considering communication for the remainder of the application

period, the Council concluded that it may be helpful to provide some high-level communication toward the end of the application period to remind potential applicants that the deadline is approaching.

- Review/selection process: procedures, conflict of interest, and confidentiality

Washington County and the Council have a shared responsibility to ensure a fair process for review and selection of proposed projects. PHE presented details related to conflict of interest and confidentiality measures during the review and selection process. (Presentation materials are included on the following pages.)

- Open time for topics/questions/feedback from Council

The Council spent some time discussing their upcoming work, including the process of reviewing project applications and the special meeting on September 4 where applicants will present their proposed projects.

- *Council members discussed how it would be helpful to have a written review form or scoring rubric for evaluating proposed projects. This would support consistency across reviewers and document feedback that could potentially be shared with applicants. The reviewing tool could be based on existing resources, perhaps from another county's work.*
- *There was some discussion about the length of time each applicant will have to present their proposed project at the special meeting on September 4. This will partly be determined by the total number of submissions. Council members thought it would be helpful to give applicants as much time as possible while also staying conscious of the Council's time and capacity.*
- *Council members discussed the idea of using a multistep screening process, which would be particularly valuable if there is a large number of submissions.*
- *Council members expressed the importance of vetting applicant organizations to ensure that funding is not accidentally awarded to organizations that have operated irresponsibly. It was also noted that details and timing are important because an organization with past concerns may have corrected issues and become a responsible and valuable organization.*

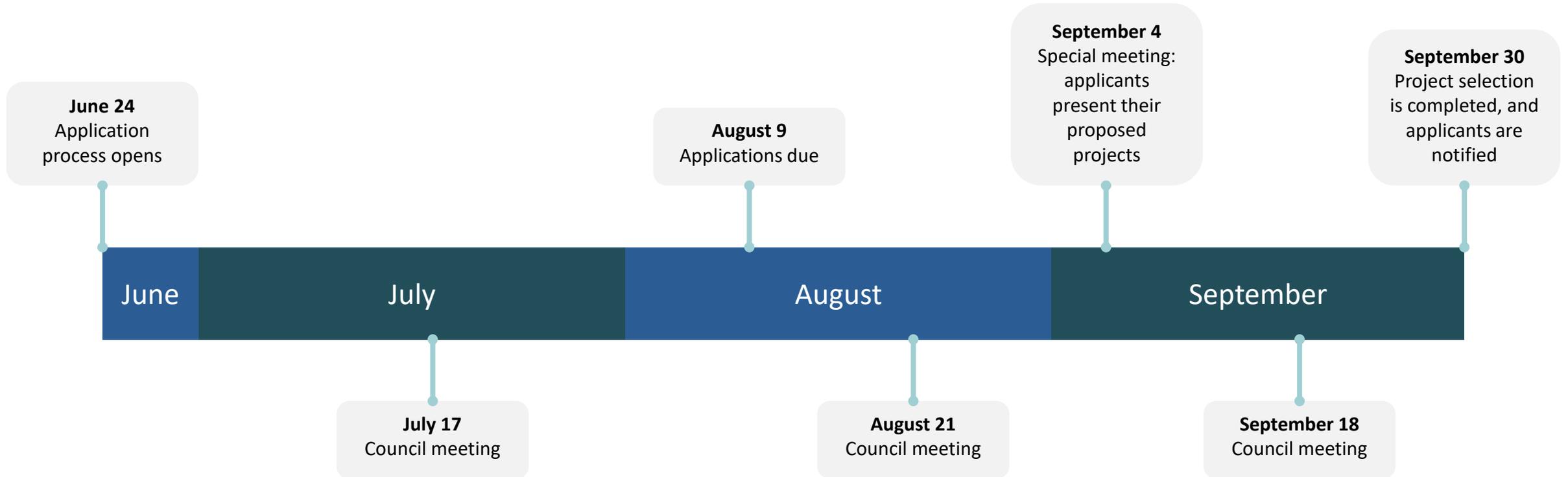
Jay shared about his experience being interviewed for a recent Pioneer Press article: [Stillwater baseball dad tries to turn pain of son's fentanyl death into hope for others](#)

- Closing and next steps

PHE will continue with communication efforts as determined by the Council.

PHE will continue preparation for the upcoming review and selection process based on the Council's discussion at today's meeting. PHE will stay in communication with the Council as plans progress. The next significant step on the timeline will be the due date for applications on August 9.

Application and Selection Timeline



Communication/Promotion

- Formal communication channels:
 - Posted on Opioid Settlement Funding webpage (742 views since publishing)
 - News release
 - News flash (displays on homepage of county website)
 - Social media (721 impressions on Facebook post)
 - Trusted messengers (8 contractors)
- Robust email campaign/networking (estimated about 700 unique contacts reached)
- Total unique views on online application form: 115



Washington County News Release

Our Mission: Providing quality services through responsible leadership, innovation and the cooperation of dedicated people

Date: June 25, 2024
Contact: Tina Elam, Communications Manager
Phone: 651-430-6004 (office), 651-592-5989 (after hours)
E-mail: tina.elam@co.washington.mn.us

FOR IMMEDIATE RELEASE

County accepting funding applications for community-based opioid projects

Washington County is accepting applications to fund community-based projects related to the opioid crisis from June 24 through Aug. 9.

Up to \$500,000 of Washington County opioid settlement funding will be distributed through this round of applications in 2024. This funding opportunity is open to everyone, and applicants can range from organizations to individual community members.



Washington County, MN Government •
June 26 at 7:47 AM · 🌐

Washington County is accepting funding applications for community-based projects that address the opioid crisis. Up to \$500,000 in settlement funding is available.
Apply by August 9: www.co.washington.mn.us/OpioidFundApplication

Opioid Settlement Funding Opportunity

See the application form to learn more and apply.

Applications are due by August 9

👍 2 2 comments 2 shares

Applications Received (as of July 17)

- Number of applications received: **3**
- Funding category (applicant can select more than one):
 - Access: **0**
 - Education/Outreach: **2**
 - Evidence-Based Treatment/Interventions: **2**
 - Primary Prevention: **0**
- Total amount of funding requested: **\$519,000**
 - Lowest amount: **\$9,000**
 - Highest amount: **\$450,000**

Review/Selection Process: Procedures, Conflict of Interest, and Confidentiality

- We're approaching an important and unique period in the Council's work
- We (the County and the Council) have a shared responsibility to ensure a fair process with appropriate measures for conflict of interest and confidentiality

Conflict of Interest

- Council members with a conflict of interest related to any project application will not serve in reviewer/selection role
- At upcoming meetings, Council members with an identified conflict of interest may be asked to step out of the room during certain discussions
- Council members are responsible for self-identifying conflicts of interest – If you have questions about your specific situation, reach out to PHE

Conflict of Interest statement from Bylaws:

“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.”

Confidentiality

- All submissions will be evaluated based on the requirements in the application process. Selected projects will be those that are the best match.
- All submissions are confidential. Nothing can be shared with the public (outside the review/selection team) until an agreement is signed.

Shared Agreements

Washington County Opioid Settlement Council

- Honor confidentiality
- Be present at meetings and participate
- Listen to understand, not respond – we all have something different to offer
- Allow space to ask and receive questions
- Be open and respectful to the ideas of others – use respectful language to talk about those impacted
- Speak from your own experience and speak objectively
- Take space/make space – everyone has an equal voice during the meeting
- Have an agenda and stick to it – be efficient
- Share the role/context you're speaking from
- Only one person speaks at a time