

Agenda and Minutes

Washington County Opioid Settlement Council

Meeting Information

- Date and time: June 18, 2025 (Wednesday) from 4:00 pm to 5:30 pm
- Location: Washington County Government Center, Stillwater
- Council meetings are held on the third Wednesday of each month from 4:00 pm to 5:30 pm.
- Members of the public are welcome to attend council meetings as observers and have an opportunity to share comments during the designated period.

Opioid Settlement Council Members

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Emily Brunner | <input checked="" type="checkbox"/> Josephine Igwacho | <input checked="" type="checkbox"/> Jay Pernu |
| <input type="checkbox"/> Deb Chmielewski | <input checked="" type="checkbox"/> Lori Kelley | <input checked="" type="checkbox"/> Seth Perry |
| <input type="checkbox"/> Jessica Feider | <input checked="" type="checkbox"/> Rose Kosin | <input checked="" type="checkbox"/> Carla Schweich |
| <input type="checkbox"/> Kristi Gullett | <input checked="" type="checkbox"/> Denise Lasker | <input checked="" type="checkbox"/> Jamie Steber |
| <input type="checkbox"/> Alicia House | <input checked="" type="checkbox"/> Jess Muszynski | |

Public Health and Environment (PHE) Chief Strategist Representatives

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

Agenda Items

- Public comment period
- Welcome and introductions
- Updates on currently funded projects

PHE provided a brief status update for each project.

- Review draft Q2 reporting template

PHE proposed a draft template for current grantees to use for Quarter 2 reporting. The draft was based on the Quarter 1 template, with the addition of a section for 2026 financial questions. The council reviewed and discussed the draft. Council members approved of the overall format and content of the

draft. One question was added to the template based on feedback from the council: “How can we better support you in addressing any barriers you’re encountering?”

- Open time for topics/questions/feedback from council members

A council member asked about what they should do if colleagues or community partners ask about upcoming opioid settlement funding opportunities. PHE’s answer was that council members are welcome to share public information with their contacts, including the anticipated funding timeline and other information. Council members are also welcome to direct partners to PHE or the [Washington County Opioid Settlement Funding webpage](#).

Council members discussed and brainstormed other ideas, including:

- *Creating a toolkit or hosting a forum to share information and support grantees*
 - *Using a high, medium, or low risk ranking system for considering renewal of existing contracts*
- Closing and next steps

PHE will finalize the quarterly report language and send the template to grantees to complete. At the council’s next meeting in July, council members will review the results of the quarterly reporting process.

In the coming months, the council will continue planning for the next round of funding which is expected to open in Quarter 3.

Shared Agreements

- Honor confidentiality
- Be present at meetings and participate
- Listen to understand, not respond – we all have something different to offer
- 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
- Only one person speaks at a time

Public Comments

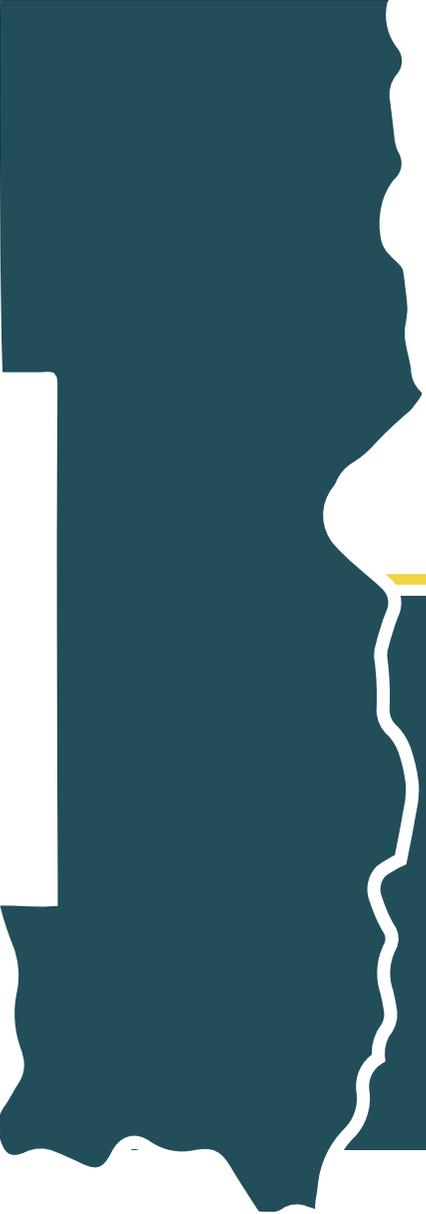
- Welcome!
- Please introduce yourself
- Please limit comments to a maximum of 3 minutes



Quarterly Report Instructions



- Please use this PowerPoint presentation as a template for completing your Opioid Settlement Project Quarterly Report. (We're using a PowerPoint format to make these reports visually engaging and easy to digest.)
- Your report is required to contain the following slides that have been filled in with the relevant information:
 - Summary of Work Completed in Q2 2025
 - Timeline
 - Spending Breakdown
 - Progress on Deliverables
 - Unexpected Hurdles
 - Success Story
 - 2026 Financial Planning (2 slides)
- Beyond these required slides, feel free to be creative and add your own flair to the report. You can add additional stories, highlights, photos, diagrams, charts, or links.
- This report is your opportunity to showcase your outstanding work! As you know, the opioid crisis is profoundly impacting people in Washington County and this funding is an important resource for supporting our communities. In your report, focus on telling the story of how you are using this funding to support those impacted in Washington County.
- The [Opioid Settlement Council](#) is the primary group that will be reviewing these reports. Information from these reports may be shared publicly in county updates.
- Please submit your Quarterly Report as an email attachment to Sean.Young-Stephens@washingtoncountymn.gov no later than **July 3.**

A dark teal silhouette of Washington County with a white, torn-paper-style border on its right side.

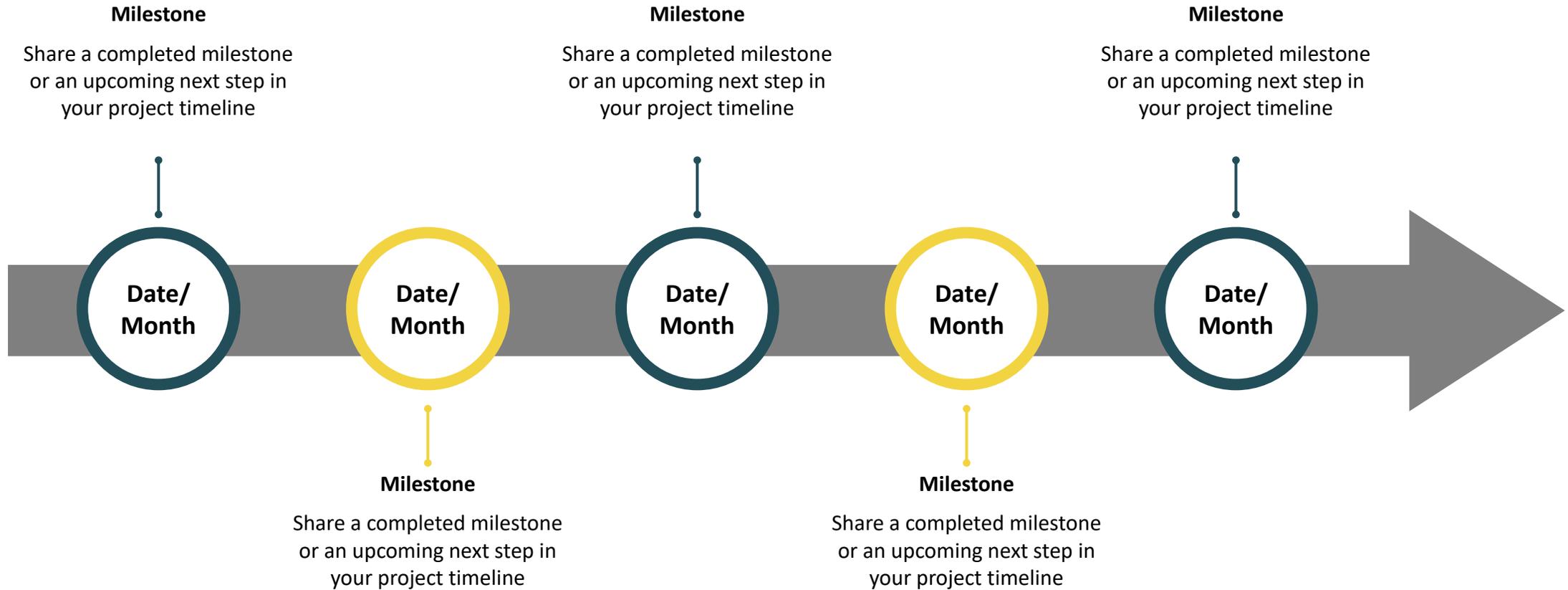
Project Name
Organization Name

Opioid Settlement Project Quarterly Report for Q2 2025

Summary of Work Completed in Q2 2025

In this space, provide a high-level summary of the work you've completed in this reporting period. Include specific details like dates and numbers.

Timeline



Spending Breakdown

- Total funding awarded for this project: \$XX,XXX.XX
- Funding received/invoiced by your organization so far: \$XX,XXX.XX
- Spending breakdown:
 - \$X,XXX.XX spent on... (e.g., staff training)
 - \$X,XXX.XX spent on...
 - \$X,XXX.XX spent on...

Progress on Deliverables

Complete this section based on the “Scope of Services” specified in your contract agreement.

- Deliverable #1
 - Goal: (e.g., reach 500 community members)
 - Progress to date: (e.g., 100 community members reached)
- Deliverable #2
 - Goal:
 - Progress to date:
- Deliverable #3
 - Goal:
 - Progress to date:

Unexpected Hurdles

- Tell us about any unexpected challenges or barriers you've encountered during this reporting period

Success Story

- Share one or more stories that demonstrate successes you've had with your project
- A success story can be a testimonial, statistic, funding success, or something else that demonstrates how your project is making an impact

2026 Financial Planning (slide 1 of 2)

These slides contain questions about 2026 opioid settlement funding. The Opioid Settlement Council will use this information for planning purposes as they anticipate the funding amounts needed for both new and existing projects.

Please be aware that opioid settlement funding is limited and competition is high. As was the case in 2025, we anticipate that only a portion of those who request opioid settlement funding in will be selected in 2026.

- **Question: As stated in your current contract, you may be given the opportunity to automatically renew the current contract terms. Do you anticipate requesting an automatic renewal of your contract for 2026?**
 - Answer: **(yes or no)**

2026 Financial Planning (slide 2 of 2)

If you answered yes on the previous page, please provide details for your 2026 renewal request:

- What funding amount do you anticipate being needed for your project in 2026?
- Is there any other relevant information related to your 2026 project scope that you'd like to share?

(Optional Slide)

- Use this slide if you'd like to share an additional success story or highlight
- You can keep the existing icon or replace it with your own photo, chart, or other graphic



(Optional Slide)



- Use this slide if you'd like to share an additional success story or highlight
- You can keep the existing icon or replace it with your own photo, chart, or other graphic

(Optional Slide) Feedback

- On this slide, you are welcome to share any feedback you have for Washington County and/or the Opioid Settlement Council.
 - What's working well?
 - What could be improved?
 - How can we better support you in addressing any barriers you're encountering?