

OPIOID SETTLEMENT

STEERING COMMITTEE GUIDELINES

Mission, Vision, Members

- ☐ **1. Mission**
 - ☐ **a.** Allocate opioid settlement dollars to meet the needs of Beltrami County.
- ☐ **2. Members and their alternates:**
 - ☐ **a.** Chief Strategists: Public Health – Amy Bowles and Anne Lindseth
 - ☐ **b.** Members must reside or work in Beltrami County
 - ☐ **c.** County Members: Anne Lindseth, Jason Riggs, Jeff Lind, Carissa Golden, Joe Kleszyk, Amanda Sachau, Assigned County Commissioner, David Hanson
 - ☐ **d.** Community Advisory Members: Dr. Joseph Corser and alternate Dr. Victor Vines, Melinda Broden, Joseph Beaudreau, David LaZella, Joy Johnson, Alyssa Carlson, and Erica Strandlie.

Roles and Responsibilities of Members

- ☐ **1.** Annual review and assessment of community needs.
- ☐ **2.** Team will be visible and create opportunities for transparency to county and stake holders. Will host, minimum of 1 (one) community meeting every year per MOA This will serve to keep the county compliant with outreach to the municipalities.
- ☐ **3.** Each member will read and be familiar with the Opioid Settlement MOA.
- ☐ **4.** Identify community organizations and programs that are successful or need additional support.
- ☐ **5.** Team will review allocation of dollars that ensure sustainability, reflective of community input and needs.
- ☐ **6.** Team will identify and define the following:
 - ☐ **a.** Who is our ideal audience? What is the population size; number of people that will be impacted by allocation of dollars?
 - ☐ **b.** What are the priorities of the community members?
 - ☐ **c.** What will it cost, what training is needed, and who will lead this work?
 - ☐ **d.** How will this project be sustained?
- ☐ **7.** Members have a shared commitment to prevent misuse, reduce harm, support criminal justice system, and identify treatment and recovery options related to the catastrophic effects the opioid epidemic has on the Beltrami communities.

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- ☐ **8.** Committee Members will attend 80% of regular schedule meetings to maintain membership. Steering committee will meet at a minimum of 6 times per year. A majority vote of members present is needed to refill any vacancies (quorum defined below).
 - a.** Advisory Community members Term: members will serve for a minimum of a 2-year term but are allowed to serve beyond a 2-year term.
- ☐ **9.** Keep record of meeting minutes and published on Public Health's website.
- 10.** A quorum (5) is needed for voting purposes.
- ☐ **11.** Steering Committee will make recommendations of funding priorities to the Chief Strategist which will be presented to the Beltrami County Board for final approval.

Role of Public Health Chief Strategists

- ☐ **1.** Serves as the lead agency and Chief Strategists to identify, collaborate, and respond to local issues to determine appropriate ways to leverage and disburse Opioid Settlement Funds.
- ☐ **2.** Shall act as facilitator to the Steering Committee. Health and Human Services Director and Public Health Director will be co-chairs.
- ☐ **3.** Will assist committee by, but not limited to or exclusive of, disseminating agendas, scheduling meetings, disseminating meeting minutes, manage application for Steering Committee, manage applications and materials related to funding and repository, and present and make recommendations to the Beltrami County Board of Commissioners.
- ☐ **4.** Reporting allocation and spending of funds according to the Minnesota Opioids State-Subdivision Memorandum of Agreement Reporting and Compliance Addendum.
- ☐ **5.** Communicate with HHS Finance Manager on allocation of dollars, balance, and confirmation of funds.
- ☐ **6.** Schedule annual community meeting according to the Minnesota Opioids State-Subdivision Memorandum of Agreement.

Amendments and Approval

- ☐ **1.** Amendments of these guidelines can be proposed by any member. Proposed amendments will receive a majority vote of the committee and be presented to Beltrami County Board of Commissioners by Chief Strategist for approval.
- ☐ **2.** Adoption and Review: will be passed by a majority vote and reviewed every other year by the Steering Committee.