

# OPIOID SETTLEMENT

## STEERING COMMITTEE GUIDELINES

### Mission, Vision, Members

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- 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 Monica Thul
  - b.** Members must reside or work in Beltrami County
  - c.** County Members: Anne Lindseth, Jason Riggs, Jeff Lind, Carissa Golden, Joe Kleszyk, Amanda Sachau, County Commissioner Tim Sumner, David Hanson
  - d.** Community Advisory Members: Dr. Joseph Corser, Selena Beasley, Melinda Broden, Joseph Beaudreau, Jennifer Greenleaf, David LaZella, Jenny Vance,

### Roles and Responsibilities of Members

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- 1.** Conduct a SWOT analysis to identify your strengths, weaknesses, opportunities, and threats. 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.
- 3.** Each member will read and be familiar with the Opioid Settlement MOA, Johns Hopkins Application of the Principles of Spending, and Colorado Opioid Crisis Response Blueprint.
- 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.
- 6.** Team will identify and define the following:

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- 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.
- 8.** County members will attend 80% of regular schedule meetings to maintain membership. Steering committee will meet monthly (12 times per year) unless otherwise determined by a majority vote of the committee. A majority vote is needed to refill any vacancies.
  - a. Advisory Community members will attend 80% of the 6 (six) of bi-monthly meetings: February, April, June, August, October, and December serving for a minimum of a 2 year term.
- 9.** Keep record of meeting minutes and a quorum (5) is needed for voting purposes.
- 10.** Steering Committee will make recommendations of funding priorities to the Chief Strategists.

## Role of Public Health Chief Strategists

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- 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. Public Health director and Family Health Manger will be co-chairs.
- 3.** Will assist committees 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, present and make recommendations to the Beltrami County Board of Commissioners.

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- 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 Manger on allocation of dollars, balance, and confirmation of funds.
- 6.** Make meeting minutes available to the public.

## Amendments and Approval

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- 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 Strategists for approval.
- 2.** Adoption and Review: will be passed by a majority vote and reviewed every other year by the Steering Committee.