



Attendees:

Members:

Andrew Larson, Catherine Johnson, Marley Melbye, Kelsey Helgeson, Aeiiso Schrage, Shannon Kronlund, Libby Boucher, Greg Widseth, James Tadman, Abdirisak Duale, Malissa Burnette, Jaqueline Hanson

Chief Strategist – Polk County Public Health

Sarah Shimek, Sarah Reese, Eliza Meyer, Kirsten Fagerlund, Taylor Lang

1. Welcome and Introductions (Sarah R.)
2. Review and Approval of 10/11/2023 Meeting Minutes (Sarah R.) - Reviewed and no recommended changes. These will be posted on the Polk County Opioid Advisory Council Meeting webpage.
 - a. <https://www.co.polk.mn.us/546/Opioid-Settlement-Advisory-Council>
3. Request for Proposal (RFP) Discussion and Work
 - a. Members decided there will be one application available to applicants regardless of the dollar amount requested. There was also a recommendation to ensure that the language used in the RFP is simplified to ensure that applicants can understand what is being asked of them.
 - b. The current amount of funds decided to give is \$350,000 for the grant year. SR mentioned that more money may be released to our funds before the application is released to the public, so the council will review this number in January.
 - c. It was decided that matching funds will not be required to apply as it could be a potential deterrent to applicants.
 - d. SR proposed a question over language as to whether applicants may be or will be expected to present to the OSAC at a meeting. After much discussion it was decided that the phrase “will be” should be used and those presentations will be given to a small group from the council. That group will then come back with recommendations to the larger group.
 - e. It was decided that for sections A and C of the RFP application, applicants will be given a 500-word maximum.
 - f. Members discussed the point system in the RFP, deciding it was necessary to have some sort of threshold to remove applications that don’t meet the basic requirements. The following weighting was decided:
 - i. Organization and Overview – 5 points
 - ii. Category/Strategy Selection and Target Population – 5 points
 - iii. Project Narrative and Evaluation – 25 points
 - iv. Work Plan – 25 points
 - v. Budget/Budget Justification – 15 points
 - vi. Overall Reviewer Assessment – 25 points



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- g. It was recommended that there be some sort of process for sending rejection letters to those applicants who did not qualify for that round.
- h. Action Steps:
 - i. SR will send out a follow-up email for members to continue to review the RFP and submit their recommendations.
- 4. Other:
 - a. NO December 2023 meeting.
 - b. SR will bring the RFP to the Polk County board in January.
 - c. At the January meeting we will revisit the term conversation, as well as further the discussion about the activity of the council.
- 5. Next meeting January 2024 from 10-12, Virtual
- 6. Adjournment at 10:50 am