



Attendees:

Members:

Aiesso Schrage, Catherine Johnson, Molly Paulsrud, Shannon Kronlund, Libby Boucher, Jodi Ramberg, Jacqueline Hanson, Marley Melbye, Andrew Larson, Darin Selzler.

Chief Strategist – Polk County Public Health

Sarah Reese, Eliza Meyer, Kelsey Helgeson.

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1. Welcome (Sarah R.)
 2. Request for Proposal (RFP) Final Review – Sarah R.
 - a. RFP Application
 - i. SR requested members review new language that was inserted on page 3 of the RFP and into the Workplan and Budget Justification documents. The council expressed that they liked the flexibility provided by the updated language as an effort to meet the community where they are at.
 - b. Other Documents
 - i. Council members were encouraged to share the Talking Points PDF as they meet with partners.
 - ii. Sarah R. shared the news release that will go out to community partners, council approved to be shared.
 - c. Website
 - i. The RFP will go directly on the website, along with a pdf of all additional documents, including the workplan and budget justification, along with a link to the W-9 document. There is also a plan to create/add frequently asked questions that arise from the information session and emails received by Sarah S. to create a pdf for future RFP releases.
 - ii. It was asked if we could put the Teams link for the information session directly onto the website for easier access.
 3. Time for council questions about the RFP process
 - a. There was discussion of what to do with leftover funds at the end of this application process. The council has stated that we will release *up to* \$350,000 with this RFP, but decided that if proposed applicants do not meet a certain criteria that we hoped for with the RFP process, we will continue to discuss or decide not to release the leftover funds with this RFP. Sarah R. reiterated that there is more money being allocated to Polk County in the upcoming years, so not all of it must be spent this year. We will fund the needs as requested, and if all the money is not used, that is okay.
 - i. It was suggested that the council be selective about what applications are accepted outside the RFP timeline. The council decided that rather than just accepting all



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applications proposed outside the timeline, look back and see if any proposals fill a gap and work to get through the process.

- b. A question posed was, *is the goal of the RFP to start new projects each year or provide funding on a revolving basis/as needed?* This was discussed at length and the council decided that if there is a community partner that can distribute the resources to utilize them, rather than filling a community need that another entity was prepared to address.
 - c. Sarah R. shared a document in which council members can sign up to review applications and attend presentations when the time comes. Members are supposed to let Sarah R. know their availability so the document can be updated.
 - i. It was decided that council members who's organization is applying for funding should abstain from voting on that application and applications that fall under the same umbrella (i.e. prevention).
4. Reminder – the RFP listening session is April 22 from 4-6pm on Microsoft Teams.
 5. Adjournment at 10:43 am
 6. Next meeting - **there will be no May meeting**; we will plan to meet again June 12, 2024 from 10-12pm on Microsoft Teams.