



# Meeting Minutes: Dakota County Opioid Response Advisory Committee

Date: Tuesday, December 3, 2024  
Minutes prepared by: Elizabeth Unten  
Location: Dakota County Northern Service Center

## Attendance

- Voting Member
  - Maria Anderson
  - Michael Beltowsky
  - Jennifer Denmark
  - Luke Hellier
  - Hanna Kazempour
  - Dr. Seema Maddali
  - Q Mursal
  - Tiffany Neuharth
  - Bridgette Norring
  - Bryan Schowalter
  - Cara Schulz
  - Jacqueline Young

Absent: Marcus Blue, Nate Burkett, and Terry Johnson

- Non-Voting Members
  - Coral Ripplinger, Director, Public Health
  - Erin Carder, Deputy Director, Public Health
  - James Johnson Jr.
  - Jen Jech
  - Geri Thostenson
  - Elizabeth Unten

## Decisions Made

- The committee voted to affirm the RFP Subcommittee's selection process and agree to submission of the subcommittee's recommendations to the County Board.

## Agenda

- Call to Order

- Approval of the Agenda
- Approval of November Minutes
- Strategic Planning
- RFP Discussion and Approval
- Public Comment
- Adjourn

## Next Meeting

Date: Tuesday, January 7, 2024

Time: 3:00 pm

Location: Dakota County Northern Service Center, Room 520

## Meeting Notes

### Per Diem Requests

Eligible committee members who opted to receive a per diem received request to sign.

### Approval of the Agenda

Motion to approve agenda. Made by: Cara Schulz Seconded by: Bryan Schowalter Result: motion passed approved by unanimous consent.

### Approval of Minutes

Motion to approve the September meeting minutes. Made by: Cara Schulz Seconded by: Bryan Schowalter Result: motion passed approved by unanimous consent.

### Strategic Plan

Matt Giljahn and Jess Luce facilitated a strategic planning exercise with the committee. Each member was asked to develop a list of 8-10 items they would like the Opioid Response Advisory Committee to accomplish over the next two years. From their lists, members identified 3-4 key priorities they felt were most important to achieve. Matt and Jess will compile all submitted ideas on individual cards, which will be used in a clustering activity during the next strategic planning session. This activity will help the committee organize and prioritize goals. The strategic planning process will extend over the next 2-3 meetings.

### RFP Discussion and Approval

Erin Carder opened the discussion on the RFP process followed by the Opioid Response Advisory Committee (ORAC). The RFP proposals selected by the subcommittee were initially planned to be presented at the November CSC agenda but were postponed to January's CSC meeting.

Erin read aloud the conflict-of-interest statement from the ORAC bylaws and provided a summary of the solicitation process. In May 2024, an RFP subcommittee was appointed by ORAC, and the draft RFP was approved in July 2024. The committee has \$390,000 in community-designated funds allocated by the County Board through the 2024 budget process to distribute within Dakota County. A total of 19 proposals were submitted by community partners to address community needs. After careful evaluation, the subcommittee members are recommending five vendors based on their scoring and the variety of services and strategies

outlined in the Memorandum of Agreement (MoA). Erin shared a brief description of the selected vendor recommendations.

The committee discussed various aspects of vendor selection, including a prevention-focused approach, support for both adult and adolescent populations, and gender-specific care providers. Questions were raised regarding the scoring rubric and the method used to score all 19 applications. The subcommittee clarified that one of the evaluation criteria used was whether services would be offered within Dakota County or benefit Dakota County residents and support both adolescents and adults without gender-specific limitations. Additionally, the selected vendors will be required to submit feedback and documentation on the outcomes of their programs funded by the grant.

The committee also expressed interest in holding open discussions about the RFP process for future solicitations. Coral Ripplinger noted that she would follow-up with the County Attorney's Office to receive guidance on what RFP data can be shared in public meetings and whether the committee can hold closed sessions for future RFP discussions. The committee strategic planning process will help align the goals of the whole committee and support ongoing work.

**Motion:**

Affirm the RFP Subcommittee's selection process and agree to submit the subcommittee's recommendations to the County Board.

Made by: Jennifer Denmark

Seconded by: Bryan Schowalter

Result: Motion carried with 6 yes votes, 1 no vote, and 4 abstentions.

Maria Anderson	Abstain
Michael Beltowsky	Abstain
Jennifer Denmark	Yes
Luke Hellier	Absent
Hanna Kazempour	Abstain
Dr. Seema Maddali	Yes

Q Mursal	Yes
Tiffany Neuharth	Abstain
Bridgette Norring	Yes
Bryan Schowalter	Yes
Cara Schulz	No
Jacqueline Young	Yes

**Public Comment**

Two members of the public attended the meeting, no comments.

**Adjourn**

A motion to adjourn the meeting. Made by: Michael Beltowsky Seconded by: Cara Schulz Result: approved by unanimous consent.