



**Public Health**  
Prevent. Promote. Protect.  
**Aitkin County**

# Opioid Settlement Toolkit

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## OVERVIEW OF THE TOOLKIT

The purpose of this toolkit is to provide guidance to Aitkin County on how to make the best decisions around their opioid settlement funding by promoting promising and proven practices. This toolkit contains recommendations on implementation, decision rights around opioid settlement (OS) dollars and timelines for implementation.

## TOOLS FOR OPIOID SETTLEMENT SPENDING

Aitkin County will be utilizing the [John Hopkins Guiding Principles](#) and the [Local Public Health Guide to Spending Opioid Settlement Funds](#) to assist with funding strategies. These resources will help us stay on track with developing opioid funding plans.

## IMPLEMENTING A COUNTY STRATEGY PLAN

### Development of a Subcommittee

Aitkin County Health and Human Services (HHS) will develop an opioid subcommittee (OS) comprised of 10-12 community members. Applications ([Subcommittee Application](#)) will be reviewed by the County Administrator, HHS Director, Public Health Supervisor and Opioid Settlement Program Coordinator. Selected members ([Current Subcommittee](#)) will be assigned a two or three year term. It is important to have a wide background of community members on the committee. Aitkin County Public Health will make every effort to reach out to specific demographics or underserved populations. This committee may include but is not limited to:

Legal Professionals	Law Enforcement	Corrections	Public Health
Treatment/Recovery	County Commissioners	Veterans	Youth
Medical Professionals	Education	Cities/Townships	Lived Experience
LGBTQ	BIPOC	Seniors	

The role of the committee will be to screen funding applications using a scorecard to measure specific metrics to insure that the request meets all of the funding requirements ([Funding Application; Scorecard](#)). Final approval on spending will be determined at both the County Board Level and County Administrator Level. Please see Determining Who Will Make Decisions Section on page 4 for further detail. The OS will meet more frequently in the first six months establishing Rules of Engagement, terms for members and meeting cadence.

## **Subcommittee Rules Of Engagement**

### Terms

All terms have a starting date of 09\_26\_23

Five seats are two-year terms.

Six seats are three-year terms.

Members may serve consecutive terms up to six years.

### Meeting Frequency and Attendance

The OS in general, will meet on a quarterly basis.

The committee recognizes that individuals have personal and work commitments that may not make attendance possible for every meeting. Attendance will be reviewed on an annual basis. The opioid coordinator will conduct specific outreach to members that may find it difficult to consistently attend. While in person attendance is preferred, virtual attendance will be provided to manage things like inclement weather or illness.

### Vision Statement, Conflict of Interest Statement, Confidentiality Statement

***Vision Statement:*** Supporting treatment, prevention, harm reduction, research and training in Aitkin County through collaboration and financial oversight, creating safer and healthier communities.

***Confidentiality Statement:*** Members of the Opioid Subcommittee are representing the residents of Aitkin County and should demonstrate professionalism, good judgement and care to avoid unauthorized or inadvertent disclosures of confidential information.

***Conflict of Interest Statement:*** A conflict of interest is created through the existence of circumstances where the actions of a member(s) may have an effect or direct financial benefit or detriment to the member, his or her family, employer, professional or business associate, or a for profit or non-profit entity. A member shall disclose any potential conflict to the Committee as soon as the member(s) are aware and abstain from voting on issues on which a conflict may exist.

## **Determining Who Will Make Decisions**

Final approval on spending will be determined at both the County Board Level and County Administrator Level. There are three possible scenarios that funding requests will follow before final approval.

- Funding requests over \$3,000. These requests will flow through the subcommittee. The committee will review applications using specific metrics and measures to ensure that the request meets all of the funding requirements. The subcommittee will refer recommended applications to be presented to the County Board [consent agenda] on a quarterly basis for final approval.

- If the funding request is \$3,000 or less, the Health & Human Services Director, Public Health Supervisor and Public Health OS Program Coordinator will review applications, as needed, using metrics and measures to ensure that the request meets all of the funding requirements, and refer the recommended requests to the County Administrator for final approval. The approval will be included on the next quarterly metrics report to the Board.
- If a funding application is over \$3,000 and has extenuating circumstances which require an expedited timeline the County Administrator, Health & Human Services Director, Public Health Supervisor, Public Health OS Program Coordinator and a minimum of three subcommittee members will meet, review the application. The OS scorecard will be used to measure specific metrics to ensure that the request meets all of the funding requirements and, if recommended, refer the request to the County Board for final approval at the next Board meeting [consent agenda].

### **Timelines for Initial Implementation in 2023-2024**

Finalize OS and Funding Applications Documents	May 22 <sup>nd</sup> , 2023
OS Application Deadline	July 15, 2023
Screening and Selection of OS	August 1, 2023
First OS meeting	September 26, 2023
Begin accepting applications for funding	October 1, 2023
First Review of applications by OS	November 28, 2023
Funding Awarded by Board	December, 2023
Notification of awards	January 2024

## **REPORTING**

### **Communication with the Aitkin Board of Commissioners**

Public Health will create a one-page quarterly metrics data sheet for the County Board that outlines the current funding proposals, approved proposals and general data related to dollars received. Information for this report is still in development.

A more detailed presentation will be provided to the Board annually

### **Annual Reporting to Minnesota Department of Health**

Counties are required to submit a brief report annually. The report data is used to inform the public and policymakers on the use of opioid settlement funds by participating governments. The annual reporting will encompass a few basic questions on the expenditures funded with the opioid settlement funds, including details on programs or services drawn from the categories of approved uses. Reporting will be

broken down into three parts. Part I (contact information) and Part II (information on funded service/program) will be filled out if counties spend less than \$25,000 of settlement funds on one project in a calendar year. For expenditures of \$25,000 or more on one project in that calendar year, the report must include Parts I and II as well as Part III (outcomes) for that activity or service. These thresholds only apply to settlement funds expended, not additional funding on an activity or program drawn from other funding sources.

### **Consultation and Partnerships**

Each county receiving Opioid Settlement Funds must consult annually with townships and municipalities in the county regarding future use of the settlement funds in the county, by holding an annual meeting in order to receive input as to proposed uses of the Opioid Settlement Funds and to encourage collaboration between Local Governments both within and beyond the county. This meeting will provide an annual report to the board on the current financials of the opioid settlement, use of funds and general updates on the opioid settlement in Aitkin County. A notice of this meeting shall be published in the local paper and other appropriate media outlets one month prior to the March Board Meeting. Townships and municipalities are encouraged to send one representative to this meeting. This meeting is open to the public.