

Washtenaw County Opioid Steering Committee

Thursday, March 21, 2024

2:00PM-3:00PM

Remote Meeting via Microsoft Teams

Join Meeting: [Microsoft Teams Meeting](#)

Meeting ID: 248 700 315 31

Passcode: EJ4onr

AGENDA

I. Call to Order

II. Roll Call

III. Public Participation

IV. Discussion Items

- Review of Workplan
- [Exhibit E – List of Opioid Remediation Uses](#) Overview
- Discuss Survey Results
- Current Programs
- Data Subcommittee Planning
- Other

V. Adjourn



MAC County Opioid Settlement Work Plan Template

Purpose and Background	Goals, Objectives, and Allowable Uses	Success
Provide background on the opioid settlements in the county and the drivers of this work?	Are there funds allocated to planning for opioid settlement funds? What are these goals? How do these goals with the objectives of the opioid settlements and associated allowable uses? Goal: Distribute funds in a transparent, equitable manner that follows allowable activities and is distributed to activities where it is needed and most impactful * Understand current needs in the county * Understand resources in the county * Engage stakeholders * Propose recommendations that are data driven and incorporate stakeholder perspectives * Develop metrics of success * Mechanism for continued needs assessment	How will you know if efforts are successful? How will success be measured? * Recommendations that are acceptable to stakeholders and board commissioners * Achieve measures of success previously developed
WC is in beginning stages. Driver: transparent, equitable distribution of funds where it is most needed		

Level of Effort		
Summarize the expected level of effort for the project	Include length of time of project, number of internal staff involved and expected time on the project, number of external stakeholders involved and expected time on the project.	
Duration: 6 months		
Sector	Organization	Individual(s)
Government	Washenaw County Board of Commissioners	Commissioner Katie Scott
Government	Washenaw County Administration	Andrew DeLew
Government	Washenaw County Finance	Tina Gavalier
Public Health	Washenaw County Health Department	Jisena Loveluck, Dr. Juan Marquez
Public Safety/Law Enforcement	Washenaw County Sheriff's Office	Dr. Kimberly Jones
Public Safety/Law Enforcement	Washenaw County Prosecuting Attorney	Prosecutor Eli Sawt
Prevention Coalition	Washenaw Health Initiative Opioid Project	Matt Hill
Behavioral Health	Washenaw County Mental Health	Trish Cortes
Substance Use Services/PHP	Community Mental Health Partnership of	Nicole Adelman
Research/Academia	University of Michigan Opioid Research Institute	Gina Dahlem
Medical Examiner	Washenaw County Medical Examiner	Dr. Allecia Wilson
Community Member		Molly Welch-Marshar

Deliverables	Milestones	Date
Phase 1: Stakeholder Engagement	First stakeholder meeting	3/8/2024
Phase 2: Gather Information	Updated Needs Assessment	
Phase 3: Determine Process Moving Forward	BOC recommendations	
Phase 4: Monitor and Accountability		

Deliverables	Deliverable	Date
Project Phase		
Phase 1	Stakeholder Roster (informal & broader groups)	Completed
	Schedule of Meetings	Intensive phase - scheduled (8/1/24-8/1/24)
	Resolution	Continuation phase: 8/1/24 (on-going)
Phase 2	Needs Assessment Data (previous reports, surveys, expert opinions, focus groups/informational meetings)	Completed (Approved 3/21/24 BOC meeting)
	Stakeholder Data	Needs Assessment: 5/1/24 Interviews/Informational Meetings: (TBD) Focus Groups: 8/1/24 - 8/1/24
	Asset Map	5/1/2024
	Landscape Analysis	5/15/2024
	Gap Inventory	5/15/2024
Phase 3	Strategic Plan	Review of Needs: 8/15/24 Draft Strategic Plan: 7/15/24 Final Strategic Plan: 8/15/24
	Action Plan	Draft Recommendations & Metrics: 8/15/24
	Formalized Processes	Deadline for Sep meeting- BOC recommendation
	Evaluation Plan	Draft: 9/1/24
Phase 4	Monitor Investments	9/1/24 (Evaluate annually with 3 or 5 year reassessments)
	Public-facing website, accessible documents, etc.	TBD

Work Structure	Activity
Project Phase	
Phase 1	1.1 Draft and pass resolution
	1.2 Create stakeholder rosters (planning group and broader advisory group)
	1.3 Regular meetings - Intensive phase
Phase 2	1.4 Regular meetings - Continuation phase
	2.1 Create asset map
	2.2 Gather stakeholder data
	2.3 Landscape analysis
	2.4 Individual Interviews
Phase 3	2.5 Focus groups
	2.6 Needs assessment
	3.1 Review needs assessment
	3.2 Draft strategic plan
	3.3 Draft spending plan
Phase 4	3.4 Finalize strategic plan
	3.5 Finalize spending plan
	3.6 Draft recommendations and metrics
Phase 5	4.1 Create dedicated space for publicly-available information on planning and spending
	4.2 Develop evaluation plan
	4.3 Monitor investments

Technical Assistance
MAC to create template.
MAC to develop workshop template; MAC to support as needed with facilitation, ongoing advisement, and administrative tasks
MAC to develop workshop template; MAC to support as needed with facilitation, ongoing advisement, and administrative tasks
MAC to review document
MAC to review document
MAC to review document
MAC to refer to OAC; MAC to refer to MSU; MSU to facilitate and aggregate data
MAC to review document
MAC to develop template
MAC to assist with determination of funding mechanism and associated processes; MAC to develop template; MAC to review document
MAC to review document
MAC to review document
MAC to develop template
MAC to assist with providing content and examples
MAC to refer to Wayne State; MAC to assist with plan (inclusion of V/S metrics document once released); MAC to review document
MAC to assist with transparency planning and process for monitoring; MAC to develop annual report template

Roles and Responsibilities		
What are the roles associated with the work? What are the responsibilities of each role? Who is assigned to each role?		
Name	Role	Responsibilities
Amy Dolny	Technical Assistance Provider- MAC	Assist with steering committee development, advising, facilitation support, administrative support; transparency planning; recommendation report template development; document review; determination of funding mechanism and associated processes, oversight and monitoring

Assumptions and Risks		
What are the assumptions associated with these efforts? What are the external and internal risks that could derail the work?		
Assumptions	External Risks	Internal Risks
Advisory committee and appointment can proceed efficiently	Establishment of committee and appointment process is longer than expected	
Participants for focus group are readily available	Participants are unavailable or unwilling to participate	
Decision makers and external stakeholders agree with process and findings	Decisions makers and external stakeholders decide against recommendations	

MAC Template Documents

Planning
Steering Committee Resolution Template
Steering Committee Development and Tips for Progressing
Requests for Funds Guidance Document
Opioid Settlement Work Plan Template
Spending
Request for Proposals Template
Request for Proposals and Associated Budget Template
Request for Proposals Scoring Template
Vendor/Contractor Agreement
Pass-through Entity Agreement
Transparency
Annual Report Template
Public-Facing Planning Process Document
Not Yet Public MAC Templates
Steering Plan Template (Early Draft)
Recommendation Plan Template (Early Draft)

MAC County Opioid Settlement Work Plan Timeline

#	Activity	Responsible				
			JAN	FEB	MAR	APR
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

Template

[illegible]