



## Opioid Response Advisory Committee

### 2024 DRAFT Work Plan

**Purpose Statement:** The purpose of the Opioid Response Advisory Committee is to develop and recommend a comprehensive and effective countywide response to the opioid crisis and to advise the County Board on the use of community designated funds.

| Board Goal            | Committee Goal  | Activity  | Outcome Measure   | Timeline  |
|-----------------------|---|---|---|---|
| A Great Place to Live | Provide recommendations for the allocation of Community Designated Opioid Settlement Funds to effectively address and mitigate the impact of the opioid crisis in Dakota County | <b>Committee of the Whole:</b> <ul style="list-style-type: none"> <li>• Elect officers and adopt bylaws</li> <li>• Gather Stakeholder input</li> <li>• Elect RFP Subcommittee</li> </ul> <b>RFP Subcommittee:</b> <ul style="list-style-type: none"> <li>• Define objectives and scope for RFP</li> <li>• Develop RFP Criteria</li> </ul> | <ul style="list-style-type: none"> <li>• Elections held, bylaws adopted by committee and ratified by County Board</li> <li>• Engage relevant stakeholders and gather input on priorities, needs, and potential projects</li> <li>• Subcommittee elected with regular meeting times set and monthly report to Committee of the Whole</li> <li>• Clearly outlined goals and scope of the RFP process</li> <li>• Established clear and specific criteria for evaluating proposals</li> </ul> | <ul style="list-style-type: none"> <li>• Q1 2024</li> <li>• Ongoing and reiterative</li> <li>• May 2024</li> <li>• June 2024</li> <li>• June and July 2024</li> </ul> |

| Board Goal | Committee Goal | Activity  | Outcome Measure  | Timeline   |
|------------|----------------|---|--|--|
|            |                | <ul style="list-style-type: none"> <li>• Create Draft RFPs with Process Documentation</li> <li>• Present RFP Process Outline to Committee of the Whole for approval</li> </ul> <p><b>Committee of the Whole:</b></p> <ul style="list-style-type: none"> <li>• Set budget and funding parameters</li> <li>• Review and approve staff plan to publicize RFP</li> <li>• Approve RFP(s) with full process documentation</li> <li>• Receive and review proposals</li> <li>• Select grant recipients to submit to County Board for approval</li> <li>• Monitor and evaluate grant projects</li> </ul> | <ul style="list-style-type: none"> <li>• Prepared draft RFP document with written process documentation</li> <li>• Draft documents outlining objectives, scope, selection criteria, proposal evaluation method, transparency and conflict of interest, and sample RFP forms</li> <li>• Determined total budget and funding priorities</li> <li>• Publicized RFP through various channels</li> <li>• Finished RFP and written process documentation approved by Committee of the Whole to send to County Board for approval</li> <li>• Received and objectively assessed proposals</li> <li>• Selected highest scoring proposals aligning with committee goals</li> </ul> | <ul style="list-style-type: none"> <li>• July 2024</li> <li>• July 2024</li> <li>• July 2024</li> <li>• August 2024</li> <li>• September 2024</li> <li>• October-December 2024</li> <li>• January -February 2025</li> <li>• Ongoing</li> </ul> |

| Board Goal                | Committee Goal   | Activity  | Outcome Measure  | Timeline   |
|---------------------------|--|---|--|--|
|                           |  | <ul style="list-style-type: none"> <li>Committee of the Whole/Staff/County Board joint meeting</li> </ul> | <ul style="list-style-type: none"> <li>Monitored progress and evaluated impact of funded projects</li> <li>Review the work and mission of the committee and evaluate processes for possible changes</li> </ul> | <ul style="list-style-type: none"> <li>March 2025</li> </ul> |
| <b>Future Initiatives</b> |  |   |  |  |
| A Great Place to Live     | Develop a comprehensive and effective countywide response to the opioid crisis | Participate in a facilitated Strategic Planning process   | Clearly defined priorities to address the opioid crisis in Dakota County   | <ul style="list-style-type: none"> <li>Q1 2025</li> </ul>    |