

1st Addendum to 3/7/24 Cass County Opioid Settlement Funding Plan Approved by the BOC on 2/6/2025

1. Background

- a. Cass County's Board of Commissioners established the Cass County Opioid Settlement Advisory Committee on 8/10/23 to plan for spending of the Opioid Settlement Funds directed to Cass County.
- b. Cass County's Board of Commissioners adopted the Cass County Opioid Settlement Funding Plan on 3/7/24 [hereinafter "3/7/24 Cass County Opioid Settlement Funding Plan"].
- c. A goal of the 3/7/24 plan was to allow for agile decision making as well as streamlined application process to effectively respond to the opioid crisis.
- d. Now that the 3/7/24 Cass County Opioid Settlement Funding Plan has been administered for more than 9 months, the Cass County Opioid Settlement Advisory Committee unanimously recommends that the Cass County Board of Commissioners adopts this Addendum to the 3/7/24 Cass County Opioid Settlement Funding Plan to allow for more agile decision making and a more streamlined application approval process for administration of the opioid settlement funds as set forth herein.

2. Addendum Terms

- a. Replace Item **10. Selection and Award Process** in the 3/7/24 Cass County Opioid Settlement Funding Plan with an updated Item 10, as set forth herein (new language is in italics):

10. Selection and Award Process

- a. All funding requests must include:
 - (1) the completed Cass County Opioid Settlement Funds Request for Funding Application document below which includes budgetary details including both itemized financial breakdown as well as narrative details describing all fund usage;
 - (2) additional documentation available to support the funding request

- b. Proposals must be submitted by email to cassopioidsettlementfunds@cassco.org
- c. Proposals for non-emergency and non-crisis response funding are accepted each fiscal year from October 1st through July 1st
- d. Proposals for emergency and crisis response funding are accepted year round
- e. Review of Proposals:
 - (1) Proposals will be reviewed and scored by the *Review/Scoring Sub-Committee comprised of the County Administrator, the Finance Director, the Opioid Settlement Advisory Committee Chair, and the Opioid Settlement Advisory Committee Vice-Chair* within 14 days of submission of a funding application request using a scoring rubric created by the Advisory Committee *with possible decisions as follows: (1) more information is needed in order to make a decision; (2) approval of the proposal; or (3) denial of the proposal. If more information is needed on the proposal or the proposal is denied, the Chair of the Opioid Settlement Advisory Committee shall promptly contact the applicant and advise them of the Review/Scoring Sub-Committee's determination.*
 - 1. *For funding requests up to \$19,999.99*
 - a. *Upon approval by the majority of the Review/Scoring Sub-Committee, the proposal may be formally approved by the County Administrator (in recognition of the authority already granted to the County Administrator in Cass County's Purchasing Policy); and*
 - b. *The County Administrator shall promptly notify the applicant of the approval.*
 - c. *The County Administrator shall promptly notify the Board of Commissioners of the approval.*
 - 2. *For funding requests of \$20,000 or more*
 - a. *The County Administrator shall cause the recommendation to be presented at the next Board of Commissioners' Committee of the Whole Meeting.*
 - b. *The Board of Commissioners shall then either:*
 - i. *Approve the recommended action and schedule a special meeting or move the matter to the next scheduled Board of Commissioners Meeting, as appropriate;*

- ii. Deny the recommended action; or
- iii. Take other action as determined appropriate by the Board of Commissioners.

c. *The County Administrator shall promptly notify the applicant of the Board of Commissioners' decision.*

- (2) If any of the initial reviewers/scorers identified in (1) above have a conflict of interest due to being a part of or affiliated with any funding request, *or if any of them is unavailable for any other reason*, then the following persons shall be contacted to replace such persons as a reviewer/scorer on a rotating basis:

- 1. Cass County Sheriff
- 2. Director, Cass Van Buren Health Department

- (3) In the event that the initial reviewers/scorers determine that the approval process for a funding request should be expedited because the funding request is for emergency or crisis response funding, the initial reviewers may take appropriate steps to expedite consideration by the Board of Commissioners of such a funding request so that the approval process can also be expedited.

f. *Once an award is made, the County Administrator shall take steps to effectuate the award including promptly scheduling a meeting with the applicant as necessary to discuss the specific terms of the funding awarded.*

g. *Annual Report- on an annual basis, the Committee Chair and the County Administrator shall work together to create an annual report to submit to the Board of Commissioners providing an update regarding opioid settlement fund activity for the year including settlement funds on hand, awards made, and impact of awards.*

11. Questions:

- a. Questions regarding Opioid Settlement Funds Requests for Funding may be submitted by email to cassopioidsettlementfunds@cassco.org or by telephone to the County Administrator, 269-445-4420.