

**Van Buren County Opioid Settlement Steering Committee**  
**Van Buren County Administration Building**  
**219 E Paw Paw Street – 2nd Floor Commission Chambers Paw Paw, MI 49079**

**Meeting Minutes**  
**Monday, June 23, 2025 – 10:00 AM**

- 1. Call to Order and Attendance** The meeting was called to order at 10:00 AM by Danielle Persky. **Present:** Danielle Persky, Dan Abbott, Mike Chappell, Nikki VanSandt, David DiStefano, Cande Rutherford, Brianne Smith, and Lisa Ransler **Absent:** Becky Grabemeyer, Jewel Dailey **Guests:** None
- 2. Approval of Agenda** Mike Chappell, supported by David DiStefano, made a motion to approve the agenda for June 23, 2025. Motion carried unanimously.
- 3. Approval of Minutes** David DiStefano noted a correction regarding his attendance at the June 4, 2025 meeting. The minutes will be updated to reflect this. Dan Abbott, supported by David DiStefano, made a motion to approve the corrected minutes. Motion carried unanimously.
- 4. Financial Report – Opioid Settlement Fund** Lisa Ransler reported no changes to the fund’s financial status over the past two months. The current balance is approximately \$790,000, pending final reconciliation with the national settlement portal. No new expenditures have occurred since the last disbursement to Daily Recovery Zone.
- 5. Public Comment** None.
- 6. Reports / Project-Related Updates** No separate reports were presented. Project updates were incorporated into the Old Business discussion.
- 7. Old Business**
  - a. Final Review and Adoption of Policies** Lisa Ransler presented the final draft of administrative policy revisions based on recommendations from MAC. The updated policies align with Exhibit E and include a 10% administrative expense limit. David DiStefano emphasized the importance of maintaining strong policy language to ensure that all funds are used exclusively for opioid remediation purposes.

David DiStefano, supported by Mike Chappell, made a motion to adopt the final policies as presented, with the policies taking effect immediately and superseding any previously adopted versions or conflicting language in prior meeting minutes. Motion carried unanimously.
  - b. Finalize RFP Release Details** The committee reviewed the final version of the RFP documents, including the budget template with example entries and reporting

expectations. It was clarified that any administrative costs awarded through the grant must be directly tied to opioid-related services, consistent with Exhibit E.

- c. **“How to Apply” One-Pager / FAQ** The committee reviewed the draft FAQ sheet intended to accompany the RFP. Minor clarifying edits were suggested and incorporated. The document was approved for inclusion in the RFP packet.

David DiStefano, supported by Mike Chappell, made a motion to approve the full packet of final documents, including:

- Administrative Expense Policy
- Conflict of Interest Policy
- Future Programming Requirement Policy
- Budget Template
- FAQ Sheet
- Request for Proposal (RFP) Application

The motion carried unanimously. The documents will be released as scheduled on July 1, 2025.

## 8. New Business

- a. **VBC / Grantee Pass-Through Agreement** Lisa Ransler reported that a draft pass-through agreement is in development and will be brought to the committee in August for review. This agreement will serve as the formal contract for grantees accepting funding.

9. **Adjournment** Mike Chappell, supported by David DiStefano, made a motion to adjourn. Motion carried unanimously. The meeting adjourned at 10:58 AM.

**Next Meeting:** Wednesday, August 6, 2025