

## Van Buren County Opioid Settlement Steering Committee

Van Buren County Administration Building  
219 E Paw Paw Street, Suite 202, Paw Paw MI 49079

Meeting Minutes – May 7, 2025 at 9:00 AM

**A. Call to Order & Attendance** - The meeting was called to order at 9:05 AM.

**Present:** Chairperson Danielle Persky, Health Officer Van Buren/Cass District Health Department, Commissioner Mike Chappell, Commissioner David DiStefano, Sheriff Dan Abbott, Director Recovery Zone Jewel Dailey, VBCMh Substance Use Disorders Services Supervisor Nikki VanSandt, Specialty Courts Program Supervisor Brianne Smith, VBCMh Division Manager of Community Services Cande Rutherford, Finance Director Becky Grabemeyer, Community Services Director Lisa Ransler. **Absent:** None. **Guests:** None.

**B. Approval of Agenda** - Motion by Chappell, supported by Abbott, to approve the agenda for May 7, 2025. Motion approved unanimously.

**C. Approval of Minutes** - Motion by Chappell, supported by DiStefano, to approve the minutes from the April 2, 2025 meeting. Motion approved unanimously.

**D. Financial Report – Opioid Settlement Fund** - The current fund balance is approximately \$730,000, including a recent deposit of \$12,370.99. The Task Force will continue aligning disbursements with long-term settlement guidelines to ensure funding availability through 2038.

**E. Public Comment** - None.

**F. Reports / Project-related Updates** - Lisa Ransler presented a staff report including the following:

1. RFP revisions were highlighted for review and final comment. The final draft will be sent to MAC for technical review, followed by legal review.
2. A biennial grant cycle will begin with applications due August 15, 2025.
3. County administrative costs (15%) and grantee administrative costs (10%) are separate and allowable.
4. State reporting requirements will begin in September, with biannual reports.

**G. Old Business**

1. **Funding Policies Review** - The Committee reviewed and confirmed the following policy clarifications. Revised policies will be reviewed in June.
  - a. Up to 15% of total funds may be used for County administrative expenses (e.g., staffing and financial oversight).
  - b. Grantees may include up to 10% of administrative expenses in proposals directly related to project delivery.

- c. Funds cannot be used to supplant existing funding sources.
- d. Consideration was given to providing 25% of the grant upfront and then the rest on a reimbursable basis.
- e. At least 70% of funding must support new or expanded services not previously available prior to distribution of settlement funding.
- f. The Task Force will adopt a two-year RFP cycle to reduce administrative burden.
- g. The Steering Committee requested the inclusion of a Conflict-of-Interest Policy requiring members to abstain from reviewing proposals where they or their organization have a personal, professional, or financial interest.

**2. RFP Notice / Information** - The draft RFP was reviewed with highlighted questions.

After review, the Committee approved submission to MAC and legal counsel. Discussion included the importance of outreach to eligible sectors and consideration of a one-page FAQ for applicant information/support. Persky will have staff assist in the development of some press for distribution.

**RFP Schedule (Targeted Timeline):**

- **May 27, 2025** – Present to Board of Commissioners
- **June 10, 2025** – Final Commission Approval
- **July 1, 2025** – RFP Issued
- **August 15, 2025** – Application Deadline
- **September 23, 2025** – Grant Awards Announced

**H. New Business**

1. **Grant Review Committee** - Members discussed forming a Grant Review Committee to evaluate proposals in late August/early September. Volunteers for the Grant Review Committee included Becky Grabemeyer, Mike Chappell, Dan Abbott, Nikki VanSandt and Brianne Smith. Ransler will serve as staff.
2. **County Commission Resolution** – Ransler will prepare a resolution for the County Commission to support the established process moving forward.

**I. Adjournment** - Motion by DiStefano, supported by Abbott, to adjourn the meeting at 9:56 AM. Meeting Adjourned.

**Next Meeting – Wednesday, June 4, 2025 at 9:00 AM**

**Submitted by:** Lisa Ransler