

Outreach to City Managers

Dear City Managers and Clerks,

Under the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#), X County Public Health has been designated to serve as X County's lead agency and Chief Strategist to identify, collaborate, and respond to local issues as the X County Board of Commissioners decide how to leverage and disburse the County's allocated Opioid Settlement Funds.

As a condition of the MOA, X County must hold an annual, public meeting with municipalities' to consult on the county's future use of the settlement funds. The meeting is intended for municipalities to provide input on proposed uses of the Opioid Settlement Funds and to encourage collaboration between local governments both within and beyond our county.

The focus of this meeting will be to share background on the settlement, data on the impact of the opioid crisis in X County, the eligible uses of the funds, an estimate of the funds X County will receive and ideas on programs and services. We would appreciate each municipality sending at least one representative to the meeting. You are encouraged to share the invitation with Council Members, first responders and members of your staff.

Thank you,

County/Municipalities Opioid Funding First Meeting Sample Agenda

1. Welcome and Introductions
2. State Local Agreement
3. Opioid Settlement Recap
4. Data and Trends
5. Current Opioid Work
 - a. Brainstorming
6. Next Steps
7. Schedule Next Meeting
8. Adjourn

County/Municipalities Opioid Funding First Meeting Sample Agenda w/Notes

1. Welcome and Introductions
2. State Local Agreement
 - a. Include why this meeting is taking place- per MOA requirements: “Each county receiving Opioid Settlement Funds must consult annually with the municipalities in the county regarding future use of the settlement funds in the county, including by holding an annual meeting with all municipalities in the county in order to receive input as to proposed uses of the Opioid Settlement Funds and to encourage collaboration between Local Governments both within and beyond the county. These meetings shall be open to the public.”
 - b. This is a time for collaboration to understand the necessities from communities within the county to best fight the opioid epidemic.
 - c. AG Opioid Settlement site: <https://www.ag.state.mn.us/opioids/>
 - d. MDH Opioid Overdose Data: <https://www.health.state.mn.us/communities/opioids/opioid-dashboard/index.html>
3. Opioid Settlement Recap
 - a. Recap of opioid settlement logistics- how much money the county is receiving, and if cities within the county are receiving any money
4. Data and Trends
 - a. Review opioid overdose data and trends in the county, region, and state
5. Current Opioid Work
 - a. Brainstorming
 - i. Review current opioid work- what is being planned for the settlement funds? What communities are being targeted across the county? How will the funding be dispersed?
 - ii. Review local municipalities’ concerns and ideas for opioid settlement funding, prioritize primary concerns and solutions
6. Next Steps
7. Schedule Next Meeting
8. Adjourn