

BRIDGING THE GAP SUB-COMMITTEE

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MEMBERS

J. Van Doren, T. Morgan, M. Hunt, S. Palmani, G. Clift, B. Kahle, T. Collins, T. Bevier, T. Kelly

MEETING LOCATION

Commission Chambers
301 N. Main St.
Adrian MI, 49221

Minutes: Wednesday, May 21, 2025

I. Call to Order

Present: Comm. Van Doren, Terry Collins

Also Sheriff Troy Bevier, Gary Clift, Tim Kelly, Judge Todd Morgan, Monica Hunt,

Present: Sarah Palmani, Bronna Kahle, Brian Vish (WLEN), Francine Zysk, Jen Ambrose, Carissa Zubke

The meeting was called to order at 3:00pm by Comm. Van Doren

Roll call was done (9) present.

II. Approval of Minutes

A. Approval of Minutes: April 16, 2025

Motion by Collins to approve the minutes from April 16th, seconded by Morgan. Motion carried.

III. Old Business

No discussion.

IV. New Business

A. Mock Presentation for RFPs (Francine Zysk)

Community Development Coordinator Francine Zysk discussed the goal of today's meeting; a mock presentation to assist the board members with the process. Requests for Proposals (RFP's) and information were published on the County website in March and the deadline for submitting is June 1st. Zysk has received many phone calls regarding the process and has assisted with answering questions.

Each committee member received an application scoresheet and scoring criteria. Zysk confirmed all criteria is pulled from the State of MI toolkit.

The RFP applicant will be invited to give a presentation to the subcommittee and the members will utilize the scoresheet for the proposal.

During the June meeting, Zysk will provide an overview of the County's Opioid funding timeline and RFP presentations will begin in July.

Within the guidelines from the state, there are categories in which opioid funding may be

awarded. These categories are included in Exhibit E.

Comm. Van Doren questioned, what happens if we do not receive an RFP for every category? Zysk stated that it is not a requirement to receive an RFP for every category, i.e. neonatal category; the funding would instead be spread out to other categories.

Comm. Van Doren asked what happened if the subcommittee was interested in a specific category. However, they did not receive an RFP. Zysk stated that at that point, members could reach out to organizations to discuss possible interests.

Does the subcommittee score need to add up to 100? Zysk reported that no, the score given does not need to add up to 100, it is based on the weight of the criteria.

- 1) Application Score Sheet Review
- 2) Exhibit E Review
- 3) Mock Application: Open Hearts = Open Minds
- 4) Mock Presentation

Community Development Coordinator Zysk provided a mock RFP presentation to familiarize the members with the process.

The RFP application requests the following information: data to support the project, pre- / post-questionnaire, timelines, program goals, measuring tactics, and common questions. Subcommittee members will receive the application prior to the presentation.

Comm. Collins opened the discussion with some mock questions; requesting the supporting materials for the listed data. Zysk stated this was intentional in her presentation and something for the committee members to look for when reviewing real RFP presentations.

Comm. Van Doren asked who is responsible for determining which funding category the RFP falls under. Zysk stated some RFP's will be obvious however others may not be, and the subcommittee will need to utilize the materials provided to verify the funding category.

RFP applications will be submitted to the committee members for review in advance. It is the expectation for the complete scoring sheets to be submitted the same day as the presentation.

Coordinator Zysk will also inform the committee of the dates/time RFP was received, to assist with scoring the "adherence to RFP" category.

V. Public Comment

No comment.

VI. Commissioner Comment

Comm. Van Doren requested volunteers for a subcommittee vice-chair, in case he is unable to attend.

There were no volunteers.

Comm. Van Doren appointed Comm. Collins as the subcommittee vice-chair.

VII. Adjournment

Motion by Bevier to adjourn the meeting at 3:44pm, seconded by Kahle. Motion carried.