

BRIDGING THE GAP SUB-COMMITTEE

301 N. Main St, Adrian, MI 49221
p: 517-264-4508 | f:517-264-4512



MEMBERS

Judge T. Morgan, Monica Hunt, Sarah Palmani, Garry Clift,
Bronna Kahle, Terry Collins, Sheriff Troy Bevier, Jim Van Doren, Tim Kelly

MEETING LOCATION

Commission Chambers

Minutes: Wednesday, June 18, 2025

I. Call to Order

Present: Terry Collins-Vice-Chair

Also Present: District Court Judge Todd Morgan, Community Development Coordinator Francine Zysk, Community Impact/Advocate Bronna Kahle, Medical Examiner Office Manager Sarah Palmani, Health Officer Monica Hunt, Citizen Garry Clift, Mental Health Rep. Tim Kelly, Communications Coordinator; Jen Ambrose, Admin. Coordinator Carissa Zubke

Absent: Jim Van Doren-Chair, Sheriff Troy Bevier

The meeting was called to order by Comm. Terry Collins at 3:01pm.

II. Approval of Minutes

A. Approval of Minutes: May 21, 2025

Motion by Kahle, to approve the minutes of May 21, 2025, seconded by Morgan. Motion carried.

III. Old Business

A. Review of Mock Proposal and Scoring with Discussion

The County has received 28 Requests for Proposals. Next month the subcommittee will begin to hear presentations with the goal of all being presented by the end of the year.

A copy of the RFP will be sent to each committee member prior to the presentation. The scoring sheet should be submitted for each presentation and handed in no later than the next meeting.

If members are unable to attend the meeting, members can view the recorded presentation on the County's website.

A discussion was held regarding the scoring sheet. Some members felt the weight for section "adherence to RFP instructions" was high. Coordinator Francine Zysk stated the scoring directions and guidelines are according to the State of MI guidelines. The County's scoring sheet was simply converted from decimals to whole numbers, instead.

Scoring Discussion:

Last month, Coordinator Zysk provided a mock presentation and gave the subcommittee time

to review and score. Zysk shared that additional information was provided in her RFP, than what was asked for. Zysk noted that just because an application/presentation is shorter and answers the direct questions in the application, does not mean that it has not met the needs of the request.

Discussion was held that the scoring questionnaire asks for data related to Lenawee County, not national levels.

Zysk discussed other areas for the subcommittee to consider when scoring.

- Each applicant is asked to provide goals. Some applicants may expand on the goal and some will not. It is recommended to look back at the goals and outcomes outlined in the RFP.
- Also, consider what is going to be sustainable in Lenawee County. This can be determined by looking at the applicant's goals and outcomes.
- If you are wondering how something is going to be measured, it may be answered in the pre- / post-survey section of the RFP.
- Consider sustainability; how will the applicant sustain the program?
- Zysk provided a very detailed budget summary in her mock RFP. However, it is not required, and some applicants may be less detailed.
- Part of the adherence to RFP instructions is the requirement to submit a resume or biography of the applicant.
- If the RFP states it will benefit an "underserved population"; who exactly is that population?

Discussion was held regarding the need to ask questions and have conversations with the applicant, who will be able to answer questions that may be unclear on the application.

For this round of applications, it is not a requirement to award the full amount.

A question was asked if a certain amount currently available could be set aside to fulfill a possible future project? Administrator Murphy stated the subcommittee will be having a lot of discussions after hearing all the presentations. At the conclusion, the subcommittee is going to make a recommendation to the Board of Commissioners. Should the subcommittee recommend setting aside (x) amount of dollars for the next round, there will need to be a clear explanation of this to the Board of Commissioners.

The subcommittee would like to see a list of the names/dates of the presenters.

IV. New Business

A. Funding to Date

Each request for proposal (RFP) will include a funding amount and occurrence; some may be a one-time fund and others annual.

At the end of 2025, if there are no expenses to the Opioid funds and less Admin fees, the County will have \$1,575,433.00 to award. No more than that will be awarded.

Additional settlements will be received by 2040. It is expected for the next round of RFP's to be 2–3 years from now.

When scoring the RFP, the subcommittee should consider how each proposal will benefit the County.

A question was asked if there was a master plan the subcommittee could use as a reference when scoring the RFPs, to determine if the proposal will fulfill a gap.

The County conducted a Community Needs Assessment, which involved surveys, community town halls, jail interviews, small groups with persons in recovery, and more. Included in the assessment is a section regarding "What are Lenawee County's biggest gaps and/or barriers"? This is located on the County's website and each member is encouraged to review it.

Administrator Murphy discussed the great responsibility of the subcommittee when reviewing those RFP's. The Board of Commissioners has not designated a specific needs "category" they would like to fulfill, but rather is requesting the subcommittee to hear/evaluate the needs being presented in the RFP presentations and make a recommendation to the Board of Commissioners.

Discussion continued regarding available data related to Lenawee County, to assist the members when scoring the proposal.

Coordinator Zysk discussed that data is forever changing due to various drugs and has changed since the Needs Assessment was completed in 2023. However, she will continue to pass data along.

In addition, the applicant is asked to provide relevant data within the proposal.

Comm. Collins discussed the benefits of the request for proposal process. Some of the applicants are experts in the County, seeing things first-hand. Those experts will be coming to us with information about what they are seeing in the field.

B. Additional Meetings for RFP Presentations

Due to the large number of proposals, Coordinator Zysk recommends adding one more meeting per month. The regularly scheduled monthly session will still take place.

The additional meetings for presentations will take place on:

- *August 18th*
- *September 16th*
- *October 14th*
- *November 4th*

V. Public Comment

Comm. Collins opened the discussion regarding keeping a neutral position when hearing the presentation, facts, and scoring each proposal.

VI. Commissioner Comment

No comment.

VII. Adjournment

Motion by Morgan, seconded by Clift to adjourn at 4:18pm. Motion carried.