

**BYLAWS OF  
OPIOID SETTLEMENT ADVISORY COUNCIL OF COTTONWOOD AND JACKSON COUNTIES**

**ARTICLE I – GENERAL**

*Section 1 - Name:* The name of the Advisory Council shall be The Opioid Settlement Advisory Council of Cottonwood and Jackson Counties.(Hereinafter called Advisory Council)

*Section 2 - Purpose:* The Advisory Council shall provide information and advise Cottonwood and Jackson County Commissioners on how to most effectively, efficiently and equitably spend the Opioid Settlement funds.

*Section 3 - Jurisdictional Area:* The Advisory Council shall exercise its powers across Cottonwood and Jackson Counties in Minnesota.

*Section 4 - Origination of Advisory Council:* The origination of forming this advisory council is from the Opioid Settlement Memorandum of Agreement.

**ARTICLE II – MEMBERSHIP**

*Section 1 - Members:* The Advisory Council shall consist of up to 15 members. Members have been identified by the Des Moines Valley Health and Human Services - Public Health department and are stakeholders in Cottonwood and Jackson Counties. The members are responsible for gathering information and knowledge about the opioid epidemic and its effects on the communities. Members have a shared commitment to prevent (mis)use, reduce harm, provide enforcement response, treatment and support recovery. Members will provide subject matter expertise in their area of focus. Members will be from across all sectors, including, but not limited to:

- Law Enforcement
- Corrections
- Public Health
- Human Services
- Person(s) with lived experience with addiction
- Healthcare
- Addiction Treatment and Recovery Services
- County Government
- Other

Section 2 - Chief Strategist: Des Moines Valley Health and Human Services (DVHHS) - Public Health shall serve as the lead agency and the Public Health Strategist will serve as Chief Strategist to identify, collaborate, and respond to local issues to assist in determining appropriate ways to leverage and disburse Opioid Settlement Funds. DVHHS Public Health, shall act as facilitator to the Advisory Council. In this role, DVHHS Public Health will assist the Advisory Council by doing, but not limited to, the following;

- a. Gather input from the community
- b. Develop and disseminate agendas
- c. Schedule and facilitate meetings
- d. Prepare and disseminate meeting materials
- e. Record and publish minutes
- f. Manage application materials and repository
- g. Present necessary materials and recommendations to the DVHHS Health Board of Commissioners

Section 3 - Fiscal Host: Cottonwood and Jackson Counties will be the fiscal host of their respective settlement funds.

Section 4 – Participation: As members of the Advisory Council, it is expected to participate during meetings. Professional and/or personal experience is important and should be shared. All members have an equal voice at the table.

Section 5 – Individualism: All members of the Advisory Council shall act as individuals in the deliberation of issues.

Section 6 - Best Practice for Opioid Abatement: Individual members shall be willing to learn and implement best practices related to opioid abatement and prevention.

Section 7 – Representation: In the event other organizations request representation on the Advisory Council, members should be open to such participation to represent the Advisory Council.

Section 8 - Conflict of Interest: Any Advisory Council member with a conflict of interests shall not take part in the decision-making process of any matter before the Council. They shall recuse themselves, meaning to remove or excuse oneself from participating in a specific action or discussion due to any real or perceived conflict of interest. Those who have been recused shall not participate in further discussion unless they clearly state, for the record, that they are doing so only as a general member of the public.

### **ARTICLE III – ADVISORY COUNCIL DUTIES AND POWERS**

Section 1 - Reporting: As the Chief Strategist, DVHHS Public Health will be responsible for reporting components according to the Minnesota Opioids State-Subdivision Memorandum of Agreement Reporting and Compliance Addendum unless otherwise notified by member county.

Section 2 - Local Public Health Act: The Advisory Council is established pursuant to Minnesota Statutes Chapter 145A to assist the Chief Strategist, DVHHS Public Health, in advising the Cottonwood and Jackson County Board of Commissioners on the disbursement of Opioid Settlement Funds in a manner that prevents and addresses addiction across the areas of public health, human services, and public safety.

## ARTICLE IV – MEETINGS

Section 1 - Quorum: A quorum shall consist of a majority of the membership.

Section 2 - Voting: Each member shall have one (1) vote. All business shall be conducted by a majority vote unless otherwise required by law. In the absence of the designated council member, the proxy has the right to vote in all instances. DVHHS Public Health's Strategist shall not be voting members.

Section 3 - Funding: Members of the Advisory Council will also be responsible for advising on the Opioid Settlement fund disbursement.

Section 4 - Conflict of Interest for Funding:

- 1) Definition. A conflict of interest means a financial association that has the potential to bias or have the appearance of biasing a council member's decision related to the Opioid Settlement funds decision process or other council activities under this section.
- 2) Disclosure. Advisory Council members must disclose a conflict of interest to the council, refrain from participating in discussions, shall not take part in the decision-making process and recuse themselves from voting on any matter before the council.
- 3) Decision. All questions regarding actual or potential conflict of interest shall be decided by majority vote of the Funding Subcommittee members who do not, themselves, have a conflict of interest.
- 4) Concerns. Any member of the Council may raise questions of possible conflict of interest by another member.

Section 5 - Advisory Council Meetings: The Advisory Council shall have regular meetings. Alternative meeting dates may occur at the discretion of the Advisory Council members. A proposed agenda for each regular meeting shall be distributed to each Advisory Council member by DVHHS Public Health. All meeting dates, agenda, and minutes shall be published on the DVHHS Public Health website ([www.dvhhs.org/opioid](http://www.dvhhs.org/opioid)).

Section 6 - Absenteeism and Removal: A member may be removed by the appointing authority at any time at the discretion of the appointing authority (DVHHS Public Health).

## ARTICLE V- ADOPTION, REVIEW, AND AMENDMENTS

Section 1 – Adoption: Adoption of the Bylaws shall be considered by majority vote by the DVHHS Board of Commissioners.

Section 2 – Review: The Bylaws of the Advisory Council shall be reviewed at the start of each year.

Section 3 - Amendment. These bylaws may be amended when necessary by two-thirds majority of its members. Proposed amendments must be submitted to and be sent with regular board announcements.

**CERTIFICATION**

These Bylaws were approved at a meeting of the council by two-thirds majority vote on April 9, 2025 .

Accepted by Cottonwood County Board of Commissioners on \_\_\_\_\_

\_\_\_\_\_ Date

Accepted by Jackson County Board of Commissioners on

\_\_\_\_\_ Date