Alpena County, Michigan

Opioid Steering Committee

Operating Procedures

INTRODUCTION

The Alpena County Opioid Steering Committee (OSC) is a nonpartisan group of up to six (6) members, selected by the Alpena County Board of Commissioners, currently representing subject matter expertise in the areas of substance use disorder treatment and overdose prevention, mental health care, recovery support, youth prevention, health, the criminal-legal system, first responder work, and those with lived experience.

One member of the Alpena County Commission, or the County Administrator, will also serve as a non-voting member of the OSC.

This committee was established on the recommendation of Michigan Association of Counties (MAC) to guide spending choices and distribution of funds from the Opioid Steering Fund of Alpena County.

MEMBERSHIP

Appointment

- Members are appointed by the Alpena County Commissioners Board
- Members are required to represent the diversity of Alpena County, reflecting diverse genders, races, ages, ethnicities, sexual orientations, gender identities, disability statuses, and socioeconomic statuses.
- Membership must include individuals with lived experience of opioid use disorder and their family members whenever possible.

Terms

- Members shall serve on the Committee for staggered three-year terms. Members may continue to serve after the expiration of a term until the appointing entity appoints a successor
- Members may be reappointed for additional terms.
- If a member resigns or is removed before completing the term, the members' appointed successor shall serve the balance of the remaining term in the same manner as the original appointment.

Officer Positions

- The committee will be comprised of six (6) members with the following positions; Chairperson, Vice-Chairperson, Secretary, and, up to three (3) Members at Large

    - Chairperson- highest-ranking officer
- Chairperson, Vice-Chairperson, and Secretary are nominated and elected to the roles by the Committee. These positions expire after two (2) years.
- At the end of the Chairperson's term, the Vice-Chair will move into the position of Chairperson.
- Vice-Chairperson and Secretary will be nominated at the end of their terms and voted into the positions by the Committee.

Officer Duties

- Chairperson- lead the board, follow the agenda, encourage participation. Chairperson only votes in the event of a tie.
- Vice-Chairperson- fill in for Chairperson in absence
- Secretary- maintain minutes for board, membership lists, etc.

All board members are responsible for reviewing all applications for funding, participating in dialog of meetings, and voting on funding applications.

Removal

- An appointing entity may choose not to reappoint the same Committee member at the end of a term.
- An appointing entity may remove its appointed Committee member for neglect of duty, gross misconduct, conviction of a crime, or inability to perform the responsibilities of the office.
- Violations of Board Member Attendance Policy (after 3 consecutive unexcused absences, seat will be considered *inactive,* and the member to have voluntarily resigned.

Vacancies

Vacancies shall be filled in the same manner as the original appointment for the remainder of the term.

MEETINGS

Open Meeting Law Compliance

- All Committee meetings shall comply with the requirements of Michigan's Open Meeting Act (https://www.michigan.gov/ag/-/media/Project/Websites/AG/open-meetings/OMA-Handbook-October-2022.pdf)

General Meeting Guidelines

- Committee meetings include any gatherings or communications, including emails, where OSC business is discussed among a quorum of Committee members.

- A majority of the Committee's members shall constitute a quorum.
- Committee meetings do not include communications or gatherings among a quorum of Committee members where the only business discussed is routine, administrative, day-to-day Committee tasks, including meeting scheduling, agenda organization, or distribution of materials to discuss at a meeting.
- Meetings are held at least quarterly. The Chair can call an additional meeting with 7 days notice. Notice of the meeting and materials will be sent at a minimum of 1 day in advance.
- The Committee may hold special meetings, but no more than twelve (12) times in a calendar year.
- The Committee may hold Emergency Meetings, but no more than twelve (12) per year
    - Emergency meetings may be held without posting notices or 24-hour notice, as long as some public notice is given as soon as possible before the meeting begins.

Public Comment

The purpose of public comment is to provide an opportunity for input by the community to the Board during a regular OSC meeting, it is not to create a dialog between the public and members of the OSC board.

To permit fair and orderly public expression, the Board shall provide a period for participation at public meetings and publish rules to govern such participation. The presiding officer of each meeting shall administer the rules of conduct:

- Members of the public will be asked to sign in as attendees at the meeting
- Participants will be asked to state their name, county/township of residency, and group affiliation (when appropriate)
- Each statement made by a participant is limited to three (3) minutes duration per person. Time cannot be exchanged between participants
- The board encourages polities and civil discourse and discourages disruptive behavior
- Participants shall direct all comments to the Board's presiding officer, not to staff or other participants.

AGENDA

- At least 24 hours prior to a regular meeting, the Committee shall distribute agenda
- The agenda shall contain sufficient detail concerning the specific matters to be discussed at the meeting, including the general topic and the names of presenters or speakers, if any, as well as a defined space for Public Comment.
- Items can be added or modified in the agenda by a majority vote of the Committee

MINUTES

- The Secretary shall take minutes at all meetings of the Committee.
- The minutes of Committee meetings shall include the following:
    - The names of all members present at the meeting;
    - The topics discussed by the Committee;
        - If the meeting agenda lists all topics discussed by the Committee at the meeting, the agenda, attached to the minutes, fulfills this requirement; The names of all non-members who speak at the meeting;
    - All motions, proposals, and resolutions made, offered, and considered at the meeting, and what disposition is made of the same; and
        - The results of all votes at the meeting, which shall be reflected as
            - For non-roll-call votes, a vote count, including the number of votes in favor, against, and abstaining; or
            - For roll-call votes, a record of the individual vote of each member.
- The Opioid Steering Committee will follow the same guidelines as the County Commissioners Board meeting for the posting of minutes for the public

VOTING

- Committee approval or disapproval of recommendations regarding prioritizing spending from the Opioid Steering Fund must be supported by a majority of all Committee members.
- All other actions of the Committee requiring a vote must be supported by a majority of Committee members either present at the meeting or via poll vote.
- In the event of a tie, the Chairperson will be the deciding vote, otherwise, the Chairperson will abstain from voting.

RECOMMENDATIONS

- The process to collect and review proposals for use of the Opioid Steering Fund shall be reviewed and approved by the Committee for each calendar year. The process may be revised for each calendar year but, except when needed to provide clarification, the process may not be revised after the Committee begins its review of proposals.
- Final votes on approval or disapproval of recommended proposals shall occur during a meeting of the Committee.
- Committee members may review proposals outside of a meeting and may provide feedback and preliminary votes to the Department on the proposals outside of a meeting.

- Such feedback and preliminary votes shall not be shared with a quorum of Committee members until after all feedback and preliminary votes have been collected.
- Further discussion among a quorum of Committee members regarding the Committee members' feedback and preliminary votes on proposals must occur during a meeting.

CONFLICTS OF INTEREST

- No committee member may attempt to influence the outcome of any matter that is likely to have a direct and predictable effect on the member's financial interests or the financial interests of a person closely affiliated with that member.
- For purposes of this Article, such matters include any deliberation, discussion, decision, or vote by the Committee on whether to award funding from the Opioid Steering Fund to an identified candidate or applicant for a grant where the member knows the funding decision is likely to have a direct and predictable effect on the member's financial interests or the financial interests of a person closely affiliated with the member.
    - A close affiliation is a spouse, dependent child, general partner, a member of the Committee member's household, or an organization in which the member is an officer.
- If a member has a conflict of interest, the member shall inform the Committee of the conflict, and the member shall recuse themselves from the matter and shall not participate in any discussion, deliberation, vote, or decision about the matter.
- Members shall also consider whether to recuse themselves from matters where there is potentially the appearance that the matter will likely have a direct and predictable effect on the member's financial interests or the financial interests of a person closely affiliated with that member.
- Members are encouraged to seek advice in the event of any ethical questions or concerns.
- If a member elects to recuse themselves, a vote of the Committee will take place to approve the recusal.