

OPIOID ABATEMENT ADVISORY COMMISSION OPERATING PROCEDURES

Article I Authority

The Opioid Abatement Advisory Commission (Commission) is established by D.C. Code § 7-3212.

Article II Purpose

The purpose of the Commission shall be to:

1. Ensure that the monies the District receives and deposits into the Opioid Abatement Fund (Fund), as established by D.C. Code §1-325.441, are appropriately expended on evidence-based and evidence-informed harm reduction, prevention, recovery, and treatment activities, practices, programs, services, supports, and strategies for opioid use disorder and co-occurring substance use and mental health disorders;
2. Prioritize and facilitate public involvement, accountability, and transparency in allocating and accounting for these monies; and
3. Ensure that the monies the District receives and deposits into the Fund have the effect of preventing, treating, and reducing opioid use disorder and co-occurring substance use and mental health disorders and reducing fatalities.

Article III Membership

Composition

The Commission shall be composed of twenty-one (21) members, or the member's designee as follows:

1. The Director of the Department of Behavioral Health
2. The Director of the Department of Health
3. The Director of the Department of Health Care Finance
4. The Deputy Mayor for Health and Human Services
5. The Deputy Mayor for Public Safety and Justice
6. The Chief Medical Examiner
7. The Attorney General
8. The Chairperson of the District of Columbia Council committee with jurisdiction over health matters
9. Five members appointed by the Mayor, with the following qualifications:
 - (A) One member with experience in providing prevention, recovery, treatment, or harm reduction services for opioid use disorder and co-occurring substance use and mental health disorders;
 - (B) Two members, respectively, with professional expertise and educational backgrounds in:
 - i) Medicine; and
 - ii) Mental health services;
 - (C) One member who has experienced opioid use disorder and co-occurring substance use and mental health disorders and recovery; and

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- (D) One family member of a person or decedent who experienced opioid use disorder and co-occurring substance use and mental health disorders
- 10. One representative each from the:
 - (A) District of Columbia Behavioral Health Association;
 - (B) Medical Society of the District of Columbia;
 - (C) District of Columbia Primary Care Association; and
 - (D) District of Columbia Hospital Association; and
- 11. Four members appointed by the Chairman of the Council, with the following qualifications:
 - (A) Two members with current experience as direct service providers of prevention, recovery, treatment, or harm reduction services for opioid use disorder and co-occurring substance use and mental health disorders;
 - (B) One member with professional expertise and an educational background in public health policy or research; and
 - (C) One member who has experienced opioid use disorder and co-occurring substance use and mental health disorders and recovery.

Terms of Appointment

Each member appointed by the Mayor and the Chairman of the Council shall serve a three (3)-year term; except, that:

1. Of the Mayor's initial appointments, 2 members shall be appointed for terms of one year, and 2 members shall be appointed for terms of 2 years; and
2. Of the Council's initial appointments, one member shall be appointed for a term of one year, and 2 members shall be appointed for terms of 2 years.

Appointed members shall serve:

1. Following the expiration of their terms until their successors have been appointed;
2. For a maximum of 2 full terms, with partial term service not counted toward this maximum; and
3. Without compensation; provided that they shall be reimbursed for necessary expenses incurred in carrying out Commission duties.

The Chair

1. The Commission shall elect a Chair and Vice Chair from among its members.
2. Duties of the Chair
 - a. Facilitate all meetings as the presiding officer
 - b. Serve as the principal liaison with the Office of Opioid Abatement (Office), the Mayor, and the DC Council.
 - c. Act as an agent on behalf of the Commission, as authorized by the Commission.
 - d. Finalize the agenda for full membership meetings.
3. Duties of the Vice-Chair

Act in the absence of the Chair with the duties and responsibilities as defined.

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Vacancies

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

Article IV Meetings

1. Meetings shall be held in accordance with the requirements of the Open Meetings Act (D.C. Official Code § 2-571 *et seq.*).
2. The Commission shall meet a minimum of one (1) time per quarter.
3. All meetings shall be called by the Chair or a majority of the Commission members.
4. A majority of the Commission's members shall constitute a quorum.
5. Actions of the Commission shall be taken by an affirmative vote of a simple majority of the members in attendance at a meeting where a quorum is present.
6. Members may attend in person or remotely through audio or audiovisual means.
7. Meetings shall follow Robert's Rules of Order.
8. Meetings are held at least quarterly starting January 2024. The Chair can call an additional meeting with 14 days notice. Notice of the meeting and any meeting read ahead materials shall be sent to the members by the Office of Abatement at least 14 days before the meeting date to ensure timely publication in the District of Columbia Register.
9. Members should make every effort to inform the Chair prior to a scheduled meeting when the member will be unable to attend and authorize a designee.

Article V Committees

The Commission is empowered to create and disband Standing or Ad Hoc committees, in accordance with these operating procedures.

Article VI Conflicts of Interest

No commission 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 Commission on whether to award funding from the Opioid Abatement 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 Commission 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 Commission 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 from BEGA in the event of any ethical questions or concerns.

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Nothing in this Article prohibits a Commission member from participating in deliberations, discussions, decisions, and votes on the Commission's broad funding recommendations and priorities that do not relate to an identified candidate or applicant for funding from the Opioid Abatement Fund.

Article VII Amendments

These operating procedures may be amended by a simple majority of the members present and voting.

Article VIII Office of Opioid Abatement

The Office shall have the power and duty to:

1. Conduct a District-wide needs assessment to identify structural gaps and needs related to opioid use disorder and co-occurring substance use and mental health disorders;
2. Support the Commission's activities by providing staffing, research and policy expertise, facilities, technical assistance, and other resources;
3. Assist the Commission in preparing its recommendations regarding goals, objectives, and performance indicators pursuant to § 7-3212(h)(2)(A);
4. Integrate the work of the Office and Commission and Fund expenditures with existing District strategic planning related to opioid use disorder and co-occurring substance use and mental health disorders;
5. Develop governing principles, policies, and procedures for the application and awarding of monies and grants from the Fund;
6. Oversee expenditures from the Fund, including by preparing a quarterly accounting of expenditures from the Fund and the Fund balance;
7. Issue, manage, and oversee awards and grants from the Fund, including collecting and publicly reporting data from awardees and grantees concerning the effectiveness of infrastructure, activities, practices, programs, services, supports, and strategies funded;
8. Prepare the annual report required by § 1-325.441(f); and
9. Create and maintain a public website that includes:
 - (A) Commission meeting attendance, agendas, and minutes;
 - (B) The governing principles, policies, and procedures developed pursuant to paragraph (5) of this subsection;
 - (C) The quarterly accountings of Fund expenditures and Fund balance prepared pursuant to paragraph (6) of this subsection;
 - (D) A listing of awards and grants from the Fund and awardee and grantee data collected pursuant to paragraph (7) of this subsection; and
 - (E) The annual reports prepared pursuant to § 1-325.441(f).

Article IX Rules of Decorum

Commission members shall refrain from private discourse during a meeting, or other acts tending to distract the attention of the Commission from the business before it. In debate, a Commission

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member shall confine remarks to the pending question and avoid the use of personalities. It is not the person but the measure that is the subject of debate, and it is not allowable to question or impugn the motives of a Commission member, but the nature or consequences of a measure may be condemned in strong terms.

No person may commit any act tending to distract the attention of the Commission from the business before it. No person may engage in loud, threatening, or abusive language, or disruptive conduct in the during the meeting in person or on any virtual platform with the intent or effect of impeding or disrupting the orderly conduct of business.

Opioid Abatement Advisory Commission Operating Procedures were approved on Friday, December 15, 2023.