



Connecticut State Opioid Settlement Advisory Committee Bylaws

Article I: Purpose, Responsibilities and Duties

Section 1. The Opioid Settlement Advisory Committee (OSAC) is established under the Office of The Department of Mental Health and Addiction Services (DMHAS) pursuant to No. 22-48 of the 2022 Public Acts (P.A. 22-48).

Section 2. Recommendations of the OSAC shall be evidence-based and may take into consideration federal, state or local initiatives and activities that have shown to be effective in preventing and treating substance use disorders, as well as maintaining recovery and assisting with collateral effects of opioid/substance use disorders, specifically opioid misuse/use, i.e. “opioid remediation” for individuals and their families. [Refer to exhibit E for allowable uses of settlement funds]

Section 3. Such recommendations shall take into account any gaps in access to services or programs identified as eligible expenditures and incorporate processes for measurable outcomes to determine the effectiveness of funds expended.

Section 4. Moneys in the fund shall be spent, consistent with the parameters set forth in Section 2 above.

Section 5. The OSAC shall foster inclusion of subject matter experts to inform the process of development of recommendations.

Article II: Membership and Officers of the Opioid Settlement Fund Advisory Committee

Section 1. The Advisory Committee shall consist of forty-five (45) members as follows:

- (a) The Secretary of the Office of Policy and Management, or the secretary’s designee;
- (b) The Attorney General, or the Attorney General’s designee;
- (c) The Commissioners of Children and Families, Mental Health and Addiction Services and Public Health, or said commissioners’ designees, who shall serve as ex-officio members;
- (d) The president pro tempore of the Senate, the speaker of the House of Representatives, the majority leaders of the Senate and House of Representatives, the minority leaders of the Senate and House of Representatives, the Senate and House chairpersons of the joint standing committees of the General Assembly having cognizance of matters relating to the appropriations and the budgets of state agencies and public health, or their designees, provided such persons have experience living with a substance use disorder or are the family member of a person who has experience living with a substance use disorder;
- (e) Twenty-one individuals representing municipalities, who shall be appointed by the Governor.
- (f) The executive director of the Commission on Racial Equity in Public Health, or a representative of the commission designated by the executive director; and
- (g) Eight individuals appointed by the DMHAS Commissioner as follows: (A) a provider of community-based substance use treatment services for adults, who shall be a non-voting member; (B) a provider of community-based substance use treatment services for adolescents, who shall be a non-voting member; (C) an addiction medicine licensed health care professional with prescribing

ability, who shall be a non-voting member, (D) three individuals with experience living with substance use disorder or family members of an individual with experience living with a substance use disorder, and (e) two individuals with experience supporting infants and children affected by the opioid crisis.

Section 2. Each member of the committee, other than the ex-officio members, shall serve for a term of two years, shall serve no more than two consecutive terms and may serve until a successor is appointed, except that in the event of any vacancy, the appointing authority shall fill such vacancy for the unexpired portion of such term. Any member of the committee may be removed by the appointing authority for misfeasance, malfeasance or willful neglect of duty.

Section 3. The DMHAS Commissioner shall be co-chairperson of the committee. The speaker of the House of Representatives and the president pro tempore of the Senate shall appoint a co-chairperson from among the individuals representing municipalities appointed. The co-chairpersons of the committee shall be non-voting members.

Section 4. Notwithstanding any other provision of the general statutes, it shall not be a conflict of interest for a trustee, director, officer or employee of an organization, or for any person having a financial interest in such organization, to serve as a member of the committee, provided such trustee, director, officer or employee or person shall disclose such position or interest to all other members of the committee and abstain from deliberation, action and vote.

Section 5. The committee shall have the following duties and powers (1) Recommend and approve policies and procedures for administration of the committee and criteria for application, awarding and disbursement of moneys from the fund, to be used for the purposes of harm reduction, prevention, treatment, or recovery supports addressing opioid misuse/use [i.e., “opioid remediation”], (2) Recommend and approve goals, objectives, rationales for such goals and objectives, sustainability plans and performance indicators relating to harm reduction, prevention, treatment and recovery supports. [Refer to exhibit E for allowable uses]. (3) reducing disparities in access to prevention, treatment, recovery and harm reduction programs, services, supports and resources and (4) improving health outcomes in traditionally underserved populations, including, but not limited to, persons who live in rural or tribal communities, are members of racial or ethnic minorities or were formerly incarcerated.

Article III: Meetings of the Opioid Settlement Advisory Committee

Section 1. The Committee shall meet at least quarterly in each full calendar year.

- (a) In Compliance with the Connecticut Freedom of Information Act, Connecticut General Statutes 1-200, et seq. (“the FOIA”), it is expected that committee meetings will be planned out at least one quarter in advance in order to accommodate the goal of having a balanced and diverse committee and make it possible for board members to attend the meetings in person.

Section 2. Meetings of the Opioid Settlement Advisory Committee shall be noticed and conducted in accordance with the requirements of the FOIA. Meetings may be virtual and will be recorded and transcribed. Meeting minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formerly voted upon and the vote thereon. At the start of each meeting, the minutes from the previous meeting shall be considered by the committee for formal approval, with corrections and clarifications to be noted and incorporated.

Section 3. A majority of the voting members of the Opioid Settlement Advisory Committee shall constitute a quorum.

Section 4. The Opioid Settlement Administrator shall notify each member of the Committee by sending notice to each member at least ten (10) days before any meeting, if possible. Committee members shall designate a regular mail address and/or electronic mail address for receipt of Committee notices. Materials may include:

- (a) A virtual/video invite to help ensure that all Committee members can attend the meeting consistent with P.A. No. 22-48
- (b) Minutes of the previous committee meeting
- (c) Agenda
- (d) Approved/expected absences will be put in the minutes
- (e) Guests expected to present or take part in the meeting to include but not limited to other officials within organizations
- (f) Designee(s) for officials
- (g) Presentations with included PDF's or PowerPoints of the presentation
- (h) Financial reports
- (i) Other material requested by the Committee

Section 5. Except otherwise provided in these Bylaws, in the event that urgent questions requiring action by the Opioid Settlement Advisory Committee should develop between meetings, such questions shall be transmitted by the Co-Chairs of the Committee to the Committee members for their individual response, and the majority decision shall be formally adopted at the next regular meeting at which a quorum is present.

Section 6. Ad hoc Subcommittees:

Subcommittees and work groups may be created by the Opioid Settlement Advisory Committee or by the Co-Chairs with OSAC approval as needed, to address specific issues, planning or the development of policies and procedures. Membership of the subcommittees must include members from the OSAC, however, may include input from non-OSAC members. Non- OSAC members shall not be a voting member. Members of Subcommittees shall establish their own meeting schedule and the Chair/ Co-Chair of the subcommittee shall report, as necessary to the full OSAC. Chairs/Co-Chairs of the subcommittee will work with the OSAC Administrator in between scheduled meetings for planning purposes and to develop the agenda.

Standing Subcommittees:

- (a) Referral Subcommittee

The Referral Subcommittee shall consist of no more than ten (10) members and must include volunteers from OSAC. Said Subcommittee shall work with the OSAC Administrator on summarizing and prioritizing recommendations received from public input and be embedded in the Alcohol and Drug Policy Council (ADPC) subcommittees; Prevention, Treatment, Recovery Supports and Criminal Justice where they will review the recommendation with subject matter experts.

(b) Research and Data Evaluation Subcommittee

The Research and Data Evaluation Subcommittee shall consist of no more than ten (10) members and must include volunteers from OSAC. Said Subcommittee will receive recommendation from the ADPC Subcommittee and be charged with determining if said recommendation is an evidence-based practice, or promising practice for the abatement of opioid use disorder harm reduction, prevention, treatment, and recovery supports. Said Subcommittee will also be charged with determining if program evaluation is needed.

(c) Finance/Compliance Subcommittee

The Finance/Compliance Subcommittee shall consist of no more than ten (10) members and must include volunteers from OSAC. The Finance/Compliance Subcommittee shall be charged with determining if a recommendation received is an allowable abatement strategy for opioid use disorder abatement infrastructure, programs, services, supports and resources for harm reduction, prevention, treatment, and recovery supports.

Standing subcommittees shall report, as necessary, to the full OSAC.

Section 7. Committee members are expected to attend all Opioid Settlement Advisory Committee Meetings.

- (a) If a member of the Committee is unable to attend a meeting, they shall give the Co-Chairs' or the OSAC Administrator at least twenty-four (24) hours prior notice, except in case of an emergency in which case notice shall be provided as soon as practicable. The OSAC Administrator shall note in the minutes of the meeting all members that are not in attendance at the meeting but have provided proper notice that they would be unable to attend.
- (b) If a member of the Committee fails to attend three (3) consecutive regular meetings of the Committee, unless such absence is for good cause and is excused by the Co-Chairs', the member's seat on the Committee may be deemed vacant for purposes of nomination and appointment of a successor.

Section 8. The Committee shall allow participation of members of the public in Committee meetings during designated public participation portion of the meeting. (See Public Participation Guidelines)

Article IV. Code of Ethics and Conflicts of Interest

Section 1. Code of Ethics

(a) Members of the Committee shall not take any action to recommend funding from the opioid settlement fund to any entity in which they or their family members have any interest, direct or indirect, or receive any commission or profit whatsoever, direct or indirect. Members of the Committee shall recuse themselves from any discussion or vote relating to such interest.

(b) Members should exercise their duties and responsibilities as Committee members in the public interest of the inhabitants of the state, regardless of their affiliation with, or relationship to, any facility, agency or program, category of provider, or interest group.

(c) The standards which should guide the conduct of Committee members are set forth in Connecticut General Statutes 1-79, et seq (“State Codes of Ethics”) Public Act 21-164 State Code of Ethics. If a Committee member is uncertain as to the application of the Codes of Ethics, they should seek advice from the Co-Chairs’ or Settlement Administrator.

Article V. Office of the Committee – Opioid Settlement Advisory Committee Administrator

Section 1. The official headquarters of the Opioid Settlement Advisory Committee, at which the official copy of its minutes, records, documents, and other materials shall be kept at DMHAS.

Section 2. The Opioid Settlement Committee Administrator shall be responsible for maintaining all minutes, records, documents, website, portals, and other materials of the Committee and shall make access available to all materials to all members of the Committee during regular business hours.

Section 3. The Opioid Settlement Committee Administrator shall prepare the minutes of each meeting as soon as practicable following each meeting and shall send a copy of said minutes to each member of the Committee as soon as practicable. The minutes, as approved or corrected by the Committee, shall serve as the legal and public record of a meeting of the Committee

Section 4. Whenever the Opioid Settlement Committee Administrator is absent from DMHAS, another staff member shall be designated to be in charge of all materials of the Committee.

Section 5. In collaboration with the Co-Chairs’, the Opioid Settlement Committee Administrator shall work with the Public Information Officer of DMHAS in making available records requested under the Freedom of Information Law and in making announcements to the media and public of scheduled meetings as required by the Freedom of Information Law and shall otherwise act as the official representative of the Committee.

Article VI. Amendment of the Bylaws

These bylaws may be amended by the majority of the voting members of the Opioid Settlement Advisory Committee attending the meeting at any regular or special meeting, at which a quorum of voting members is present.