



Team Charter
Boulder County Region Opioid Council
Operations Board
Updated: February 26, 2024

Team Purpose/Role

- To make recommendations to the Boulder County Regional Opioid Council (BCROC) on areas to invest.
- To serve as subject matter experts in the allowable funding areas.
- To advocate for underserved populations and populations most impacted by the opioid epidemic..
- To share relevant information with the BCROC to inform their efforts.

Scope of Board's Responsibilities

- A focus on opioid prevention, harm reduction, treatment, recovery and co-occurring or related substance use or mental health disorders.
- The development of funding recommendations based on priority areas rather than recommendations of particular programs.
- The use of evaluation data such as community impact and outcomes to inform funding strategy.

Outside of Scope

- Programs and services that are unrelated to the board's responsibilities.
- Recommendations or advocacy for legislative policy.

Measures of Success

- Group members actively participate in meetings.
- Decisions are informed by the group's diverse representation and perspectives, as outlined in the membership section (below).
- Group aims to build and maintain trust and relationship with community and stakeholders, including BCROC, through representation, effective communication and transparency..
- Decisions are data driven and outcome-focused, with an emphasis on under-represented community members.
- Strategic priorities reflect community needs.

Membership and Representation

The Boulder County Operations Board should be composed of no more than 20 members who collectively represent the following perspectives. Member perspectives assure that decisions are informed by both subject matter expertise and lived experience. One member may represent multiple perspectives. Board members need to self identify *and* be aware of the perspectives that they are representing upon orientation to the Board. Boulder County Community Services (BCCS) staff are responsible for assuring that the Board composition reflects the following perspectives in both administering the Board and in the recruitment and appointment processes.

- Prevention (2)
- Harm reduction (2)
- Treatment (2)
- Recovery (2)
- Healthcare (1)
- Mental health (1)

- Criminal justice (1)
- Public health (1)
- Youth-serving (1)
- Mountain region (Lyons, Nederland, Ward, or Jamestown) (1)
- East Boulder County (Lafayette, Louisville, Superior, or Erie) (1)
- City of Longmont (at least 2)
- City of Boulder (at least 2)
- Boulder County (at least 2)
- Substance Use Advisory Group representative (1)
- Knowledge of other regions and state opioid abatement efforts (1)
- Non-profit (at least 2)
- University system (1)
- Community members with lived experience with the opioid crisis (at least 5 across the perspectives)
 - Youth/young adult (16-24)
 - Family member
 - Adult with lived experience
 - Adult with co-occurring condition(s)
 - Identifies as BIPOC
 - Non-native English speaker or English language learner
 - Identifies as LGBTQ+
 - Person living with disability

Member Recruitment and Appointment

BCCS staff will assure that representation on the Board aligns with the charter guidance presented above. When a perspective is lacking on the Board, BCCS will gather input from the Operations Board on potential candidates and will strategically recruit and appoint members.

Membership Expectations

- All members should participate in an *orientation meeting* that BCCS staff schedule and conduct.
- All members of the group should *attend and participate* in meetings when possible, provide input, and vote as needed.
- Members should seek and maintain a *community--wide perspective* on opioid epidemic and related behavioral health conditions prevention, harm-reduction, treatment and recovery when participating and especially when making decisions.
- Members should *prepare for meetings* by reviewing materials sent in advance.
- Members may *assign a proxy* from their organization who shares a similar perspective, to the extent possible, to attend meetings, provide input, and vote in their absence. Proxy members should be identified and communicated to BCCS staff prior to their active participation in the group. It is expected that members will provide background and updates to the proxy member so that they can effectively participate and provide input. BCCS staff will also communicate to the group about meetings when a vote will be held so that members can make every effort to attend.
- Members will *review the meeting notes* after the meetings and conduct any follow-up action steps.
- Members will *serve for a period of 2 years* from the time of appointment. Members may leave their appointment at any time and will notify BCCS staff with at least 2 weeks notice, whenever possible. Staff will begin the recruitment and appointment process as soon as possible once receiving notice.

Visitors

- The Operations Board meetings are not open to the public. Visitors may, however, be invited and attend meetings, with support from the Board members. Visitors may attend for the purposes of providing information to the members or to observe the meeting for expressed purposes, such as considering or transitioning into a member role. Visitors cannot participate in developing recommendations or making decisions (ie no “vote”).

Group Agreements

- **Decision-making approach:** The team will aim for consensus on group decisions. In the event consensus cannot be achieved, the Operations Board will make decisions by a majority vote of its members. Dissenting members will have an opportunity to voice their reasons for dissent.

Board operations members will make decisions related to strategic priorities, funding recommendations, and what other information should be shared with the BCROC. BCCS staff will make decisions related to administration of the Operations Board including member recruitment, member support, and meeting coordination, with input from the Operations Board.

- **Conflict of Interest**
Members will maintain a community-wide perspective when they vote and make decisions on Board Operation business. Members will also disclose any potential conflicts of interests to the group and will recuse themselves from providing input or voting if there is a conflict of interest with their own agency or program that prevents them being objective and effective, as it relates to Operations Board business.

Meeting Duration and Frequency

- **Meeting frequency:** The operations board meetings will be held monthly with two planning retreats in 2024.
- **Meeting platform:** Monthly meetings will be held virtually. The two planning retreats will be held in person, with a hybrid option as needed. In-person participation is encouraged for the retreats.
- **Agenda:** An agenda will be distributed at least three days in advance of the meetings by Boulder County staff. BCCS staff will communicate to the group about meetings when a vote will be held.
- **Facilitation:** Meetings will be facilitated by Third Horizons Strategies in 2024.

Committee Structure and Duties

- Ad Hoc Committees will be developed, as determined by the Operations Board, to focus on a specific issue and can vary in their duration. Examples of committees include evaluation, community engagement, etc.
- If no Operations Board members volunteer to participate in the ad hoc committees, the BCCS staff will assume responsibility for work efforts and related decisions.