

BARNSTABLE COUNTY REGIONAL SUBSTANCE ADDICTION COUNCIL GOVERNANCE STATEMENT

- I. VISION AND PURPOSE:** Barnstable County will have a coordinated and comprehensive regional approach to substance use disorder across the continuum of prevention, treatment, harm reduction, and recovery. The core functions of the Barnstable County Regional Substance Addiction Council are to:
 - i.** Establish and maintain a Cape-wide Regional Substance Addiction Council
 - ii.** Establish priorities to effect policy change
 - iii.** Facilitate funding and support of identified regional priorities
 - iv.** Establish a communication strategy
 - v.** Support evidence-based and promising practices and programs
 - vi.** Provide surveillance, information management, and technical assistance

- II. STRUCTURE AND ROLES:** The Council is comprised of town and community leaders from across Barnstable County who are working to address the issue of substance use disorder on Cape Cod.
 - i. Leadership:** The RSAC shall have co-chairs. Co-Chairs are responsible for convening and leading meetings for the RSAC, and Leadership Committee, and monitoring progress on implementation of the Action Plan and Work Groups. The convening of the RSAC and Leadership Committee meetings will rotate between the three co-chairs.

 - ii. Nomination Process Through January 2023:** The RSAC shall have three co-chairs. Current co-chairs will continue in their position until the January 2023 RSAC meeting.
 - a.** Nominations will be accepted from the floor at the December 2022 and January 2023 RSAC meetings and via email to the Barnstable County Department of Human Services liaison to the RSAC. Nominations should include stated preference for a one-year, two-year or three-year term.
 - b.** With this initial co-chair turnover, the group will establish staggered terms, including a one-year, two-year, and a three-year term to be voted in by voting leadership members at the January 2023 meeting. All co-chair positions will transition to three-year terms after this, avoiding complete turnover in leadership in the future.

- iii. **Nomination Process after January 2023:** Nominations will be accepted from the floor at the October, November, and December meetings annually and via email to the Barnstable County Department of Human Services liaison to the RSAC during the same time. Election of new co-chair will take place in December annually. Elected co-chair will take office in January.
 - a. One co-chair position will be reserved for a representative from the current convening body for the purpose of consistency and logistical planning.
 - b. If newly voted in co-chairs previously held positions of any Work Group chairs, they will relinquish that title and will solely assume role of RSAC co-chair. New Work Group co-chairs will be nominated and voted in by the relevant Work Group.

- iv. **Leadership Committee:** The Leadership Committee shall meet periodically and is primarily responsible for reviewing progress on the Action Plan, capacity building, and communicating the Council's advocacy agenda. On an annual basis, or as needed to fill a vacancy, the Leadership Committee shall invite new representatives to join the Regional Substance Addiction Council. At a minimum the Leadership Committee shall be comprised of the following:
 - a. Co-Chairs
 - b. Co-chairs of the Work Groups

- v. **Council Representatives:** The Regional Substance Addiction Council official voting membership will be comprised of the three RSAC Co-Chairs and one co-chair from each of the four Work Groups. Each voting member will designate a named alternate to be present and vote in case of an absence. The second Work Group Co-Chair will serve as the alternate for the voting Co-Chair. A multi-sector representation from stakeholders and organizations working on the issue of substance use in Barnstable County will be invited to attend as members of the public. Nominations for all voting members will be submitted to the Barnstable County Commissioners through the Barnstable County Department of Human Services. A list of the voting members' titles can be found in Exhibit A.

Council Representatives:

- a. Support the core functions and principles of the Council
- b. Participate in at least 2/3 of regularly scheduled meetings. If unable to attend, designated alternate will attend.

- c. Share information with the RSAC on topics of interest, resources, trends or research
- d. Act as the point of contact for two- way communication between the town or organization they represent and the Council
- e. Provide guidance and advice on the issues of substance use and addiction
- f. Provide feedback on the Action Plan and deliverables
- g. Assist with implementing the Action Plan and recommendations of the Council by co-chairing one Work Group

vi. Work Groups: The role of the Work Groups is to implement the strategies identified in the Regional Action Plan.

- a. There shall be Work Groups addressing Prevention, Harm Reduction, Treatment, and Recovery. Each Work Group shall have two co- chairs approved by RSAC Leadership.
- b. Work Groups are comprised of Council Representatives, grant funded partners, and other members of the public who are interested in participating and supporting the work of the RSAC.
- c. The Department of Human Services (BCHS) will provide administrative support to the Work Groups. The approved Workgroup Co-chairs will lead and manage the meetings/Group and will work with the BCHS staff to establish agendas. Co-chairs will represent primary and alternate members of the RSAC voting cohort.

III. DECISION MAKING: The Council strives to make decisions by consensus. Consensus is defined as a collective opinion or general accord. In circumstances where consensus is not reached, decisions are made by a simple majority vote when quorum is present. Quorum is defined as: half the voting membership plus one. When primary voting member is unable to attend, the named alternate designee will be allowed to vote in their place.

IV. COMMUNICATION: The Council utilizes several communication tools, including:

- a. Regular Council meetings
- b. Email and E-Newsletters
- c. Website
- d. Publishing reports to community
- e. Database of resources and information
- f. Social media

Adopted 9-3-15
Revised 6-1-17
Revised 3-3-22
Revised 12-1-22

V. **OPEN MEETING LAW:** The Council is subject to Open Meeting Law.

VI. **AMENDMENTS:** This document will be reviewed periodically by RSAC and updated as needed by the Leadership Committee.

Exhibit A

Barnstable County Regional Substance Abuse Council (2022)

Voting Member Structure

RSAC Co-Chair 1

RSAC Co-Chair 2

RSAC Co-Chair 3

Treatment Work Group Co-Chair 1

Harm Reduction Work Group Co-Chair 1

Recovery Work Group Co-Chair 1

Prevention Work Group Co-Chair 1

Alternates

Alternate to RSAC Co-Chair 1

Alternate to RSAC Co-Chair 2

Alternate to RSAC Co-Chair 3

Treatment Work Group Co-Chair 2

Harm Reduction Work Group Co-Chair 2

Recovery Work Group Co-Chair 2

Prevention Work Group Co-Chair 2

Current RSAC Voting Member List

Updated: July 25, 2023

1. **Daniel Rodrigues:** RSAC Co-Chair. Director of Substance Use Disorder Services at Duffy Health Center
 - a. Alternate: Sarah Ducie. Recovery Coach Supervisor at Duffy Health Center
2. **Danielle Alexandrov:** RSAC Co-Chair. Recovery Coach Supervisor/Instructor at Cape Cod Community College.
 - a. Alternate: Vacant
3. **Kate Lena:** RSAC Co-Chair. Substance Use Prevention Program Manager at Barnstable County Department of Human Services
 - a. Alternate: Mandi Speakman. Deputy Director at Barnstable County Department of Human Services
4. **Camilla Wisbauer:** Treatment Work Group Co-Chair. Clinic Director at Acadia Healthcare, Yarmouth Comprehensive Treatment Center.
 - a. Alternate: Shane Coutinho. Treatment Work Group Co-Chair. Director of Outreach and Business Development at Relief Recovery Center.
5. **Alicia Conlon.** Recovery Work Group Co-Chair. Program Director at WellStrong, Inc.
 - a. Alternate: Aubrey Wilsey. Recovery Work Group Co-Chair. Gambling Ambassador/Peer Support Specialist at the Pier Recovery Center of Cape Cod.
6. **Harm Reduction Work Group:** vacant
 - a. Alternate: Tim McNamara. Harm Reduction Work Group Co-Chair. Attorney, Co-founder, and Chief Operations Officer at Holistic Health Group.
7. **Patricia Mitrokostas:** Prevention Work Group Co-Chair. Senior Director of Strategic Funding Initiatives and Foundations Relations at Housing Assistance Corporation
 - a. Alternate: Ruth Provost. Prevention Work Group Co-Chair. Chief Executive Officer at the Boys and Girls Club of Cape Cod