



Town of Braintree
Office of the Mayor
Joseph C. Sullivan

Executive Order 17-01

Braintree Community Partnership on Substance Use

- WHEREAS, the Town of Braintree is experiencing a public health crisis due to the alarming rate of deaths caused by drug overdoses;
- WHEREAS, drug overdoses in the Town of Braintree have increased nearly fifty percent (50%) since 2014;
- WHEREAS, the Town of Braintree recognizes that addiction is a disease, and that individuals with substance use disorders come from diverse backgrounds and that recovery from drug and alcohol addiction is possible;
- WHEREAS, the impacts to individuals with substance use disorders, their families and friends, and our community requires us to do all we can to help members of our community lead healthy, successful, and productive lives;
- WHEREAS; we must come together to develop initiatives to combat substance misuse and prevent overdoses;
- WHEREAS, we must contain this epidemic and develop a comprehensive plan to address substance use at all levels, including prevention, intervention, treatment, and recovery;

NOW THEREFORE, I JOSEPH C. SULLIVAN, by virtue of the authority vested in me as Chief Executive Officer of the Town of Braintree by St. 2005, c. 189, § 3, and every other power hereto enabling, I hereby order and direct as follows:

1. Establishment: There shall be established the Braintree Community Partnership on Substance Use (“Partnership” or “Coalition”).

2. Purpose: The purpose of the Partnership is to address substance use and its consequences through community collaboration and coordination of efforts within the areas of prevention, intervention, treatment, and recovery. By bringing together a diverse group of people and seeking input from individuals impacted by substance use in Braintree at various levels, the Partnership will work to promote substance use prevention through awareness, education and deterrence; connect individuals and families to resources and supports; and advocate for effective community programs, services, policies, and practices.
3. The Partnership shall:
 - a. Evaluate existing substance use resources and commissions across the state and country;
 - b. Develop a communication strategy geared toward preventing substance use, raising awareness about the risks of substance use, and in particular, opioid use, and focus on reducing the stigma of addiction. The Partnership shall also work to consider and present options to the Mayor's Office on how to best prevent substance use, opioid misuse, and make recommendations for effective strategies.
 - c. Identify programs that are effective in addressing substance use;
 - d. Hold regular meetings to hear from:
 - i. local government leaders, substance use treatment providers, medical professionals, law enforcement, community leaders and others affected by substance use; and
 - ii. other local and non-local stakeholders and professionals regarding innovative and effective ways of addressing substance use;
 - e. Make recommendations to the Mayor's Office on policies or important operational considerations and assist with fundraising.
 - f. Assist in the development and implementation of a multi-year Strategic Plan and accompanying annual Action Plan to guide the Partnership's priorities, using community assessment data and evidenced-based best practices to inform its strategies. Partnership members will be asked to initially shape the goals, objectives and strategies contained in the plans. Using this information, a more formal Strategic Plan and accompanying Action Plan will be developed by the Steering Committee, in consultation with the Mayor's Office.
 - i. The Steering Committee will consistently review the Strategic Plan for updated evidenced-based best practices and data assessment to ensure that the Strategic Plan evolves with any changes to community needs and/or developments within the fields of substance use prevention, intervention, treatment, and recovery.
4. Organization:

- a. **General Membership:** General membership is open to any person interested in supporting the Partnership. The members of the Partnership shall participate in Partnership meetings, offering opinions on and insight into relevant issues. General members may also volunteer to participate in working committees, offer special skills, and represent the Partnership at other meetings, events, and conferences. General members do not have voting rights.
- b. **Lead Stakeholders:** A Lead Stakeholder is defined as one (1) representative (unless otherwise noted) from each of the 15 stakeholder groups serving Braintree, listed below. As the core membership of the Partnership, they are responsible for attending all coalition meetings possible and representing, as well as communicating with, the institution or constituency to which they belong. Lead Stakeholders are elected to the Partnership's Steering Committee by the collective Lead Stakeholders' group. At times, the Steering Committee may ask the larger Lead Stakeholders' group to vote on selected issues. One vote is permitted per stakeholder.

Stakeholder Groups:

- 1. Business
- 2. Civic or volunteer groups
- 3. Faith or fraternal organizations
- 4. Fire Department
- 5. Healthcare
- 6. Local/State/Tribal government-funded agency involved in reducing substance use
- 7. Media
- 8. Other community members
- 9. Other organizations involved in reducing substance use
- 10. Parents (up to 3 voting members)
- 11. Police Department/Law enforcement agency
- 12. Schools
- 13. Town Council
- 14. Youth
- 15. Youth serving organizations

- c. **Appointments:** The Mayor shall appoint a Chairperson¹ to the Partnership. Lead Stakeholders are appointed by the Mayor through an open application process.
- d. **Steering Committee:** The Steering Committee will be comprised of the Chair plus up to six (6) members representing the Lead Stakeholders' group for a maximum of seven (7) members. One of those individuals will serve as Vice-Chair. Except

¹ The Chair of the Partnership shall be the Substance Abuse Prevention Coordinator who is appointed by the Mayor pursuant to 3-3 of the Town Charter.

for the Chair who will serve indefinitely, all Steering Committee members will serve for one year, with the option to continue for a second-year term. Term continuation thereafter shall require re-election by the Lead Stakeholders' group.

- e. Administration: The Steering Committee shall meet monthly to oversee operating guidelines, plan Partnership meetings, form and dissolve working committees, make recommendations for the hiring of staff, discuss and vote on recommendations provided by the larger Partnership membership and other Partnership-related business, assist with fundraising and the development of an annual Partnership budget, and develop a strategic plan. Steering Committee meetings will be called by the Chair or Vice Chair in his or her absence. Meeting minutes will be taken and posted on the Partnership website by the Secretary². Decisions will be made by majority vote. The Chair will be a non-voting member, unless there is a tie vote. Decisions involving significant matters, as determined by the Chair, shall be made in consultation with the Mayor's Office.
 - f. The Partnership will strive to meet every month, including an annual meeting to be held each January. Meeting dates and agenda items will be determined by the Steering Committee. General Partnership members will be solicited for their suggestions. Meeting minutes will be approved by Steering Committee members and posted on the website by the Secretary. Monthly Partnership meetings are open to the public.
 - g. Donations and grants will be managed by the Chair. An annual budget will be developed by the Chair in collaboration with the Steering Committee. A financial report will be prepared by the Chair and the Steering Committee and presented at the Partnership's annual meeting. Grant proposals must be approved by the Chair prior to submission. The Chair and/or Steering Committee members may be called upon to provide information to the Town Council.
5. Substance Abuse Prevention Coordinator: There shall be a Substance Abuse Prevention Coordinator ("Coordinator") who will be appointed by the Mayor in conformance with Section 3-3 of the Town Charter. The Substance Abuse Prevention Coordinator shall:
- a. Serve as Chair of the Partnership;
 - b. Work directly with the Partnership to:
 - i. apply for the Drug Free Communities (DFC) federal grant
 - ii. develop and deliver substance use-related education and materials
 - iii. identify and implement evidence-based substance use prevention programming

² The Secretary of the Partnership shall be a non-voting designee of the Mayor's Office.

- iv. develop a strategic plan using the SAMHSA's Strategic Prevention Framework (SPF)
- c. Promptly report expenditure, policy, and other Partnership-related decisions and recommendations to the Mayor's Office.
- d. Find, write and manage federal, state and private grants.
- e. Stay current on best practices concerning substance use prevention.
- f. Oversee the implementation of priorities and Action Plans identified by the Partnership.
- g. Coordinate and approve, with the consent of the Mayor's Office, expenditures for the Partnership.
- h. Attend and participate in conferences, regional and state meetings, and committee meetings to facilitate and ensure goals are met.
- i. Prepare and submit an annual report of the Partnership's activities and accomplishments and status of substance use at the local, state, and national levels.