



## Governance Guidelines

### Article I. Name

The name of this organization shall be Napa Opioid Safety Coalition (NOSC).

### Article II. Coalition Mission, Vision, and Values

**Mission:** We are a local collaboration transforming the health of the Napa Community by leveraging partnerships to prevent opioid misuse and support substance use treatment through safe opioid prescribing, harm reduction, education, and easy access to treatment.

**Vision:** A community free of opioid misuse, where opioid deaths are a thing of the past.

#### Values:

- Compassion: We care and want to do the most good for the most people
- Inclusion: We consider diverse needs of the community and believe every life matters
- Dedication: We are committed to improving opioid safety and treatment access in the community
- Collaboration: We welcome expanding partnerships to achieve our goals

### Article III. Strategic Priorities and Objectives

The strategic priorities and objectives stated within the 2023 – 2026 NOSC Strategic Plan are as follows:

#### Strategic Priorities:

##### 1. Prevent Opioid Addiction

**Objective 1:** Educate youth, parents, and the community on the risks and dangers of substance use and available prevention resources

**Objective 2:** Broaden prevention outreach campaign

##### 2. Increase Access to Treatment

**Objective 1:** Expand Medication Assisted Treatment (MAT) services

**Objective 2:** Develop materials to inform community of the variety of resources

##### 3. Enhance Harm Reduction Opportunities

**Objective 1:** Promote harm reduction resources (e.g., naloxone, test strips) through education on administration and procurement

**Objective 2:** Provide access to harm reduction resources (e.g., naloxone, test strips) in strategically planned locations

##### 4. Develop Safe Practices for Opioid Prescribing and Patient Use

**Objective 1:** Create a provider informed Safer Prescribing campaign for the healthcare community

**Objective 2:** Foster safe medication storage and disposal through resource development and community education

##### 5. Strengthen NOSC Infrastructure

**Objective 1:** Establish a Steering Committee to provide guidance and oversight toward goal completion

**Objective 2:** Enhance the effectiveness of NOSC through dedicated support that coordinates efforts and communication through meetings, task forces, and community outreach

**Objective 3:** Develop data coordination and use



## **Article IV. NOSC Structure**

### **Section 1. General Membership**

Membership of NOSC is voluntary with members originating from the following sectors: Health Care, Government, Community (including individuals with lived experience), Behavioral Health, First Responders, Payors, Pharmacies, Criminal Justice, Schools and Academia, Faith, Businesses, and Public Health.

### **Section 2. Administrative Support**

Napa County Health & Human Services Agency provides administrative staff resources to support the work of the NOSC Strategic Plan through:

- Meeting development and facilitation
- Task force development and facilitation
- Development of health education and media materials
- Providing education and outreach in the community

### **Section 3. Co-Chairs**

NOSC incorporates two Co-Chairs to provide operational guidance and leadership in collaboration with the administrative staff. Co-Chairs also sit on the Steering Committee. Responsibilities include approving meeting agendas, resolving operational issues, and representing the Steering Committee at General Membership Meetings.

### **Section 4. Steering Committee**

Purpose and Function: The Napa Opioid Safety Coalition Steering Committee furthers the goals of NOSC through providing strategic direction, oversight, and support for the coalition's activities to combat the opioid crisis.

### **Section 5. Task Forces**

Task forces are formed to carry out a specific task or project within a timeframe to drive forward NOSC's strategic goals. Participation in a task force is voluntary, and task forces will meet and work outside of the General Membership Meeting. Task force leads will be solicited from general membership and will work with administrative staff to recruit volunteers, develop a project plan, coordinate meetings, address operational issues, and ensure forward movement of the project. Task force members will work cooperatively to ensure appropriate coordination, collaboration, and information sharing takes place.

Task force project updates will be shared during the general membership meeting. Task force project proposals will be presented to the Steering Committee for approval when appropriate.

### **Section 6. Meetings**

- **General Membership Meetings** are held monthly and are open to NOSC membership; facilitation is provided by administrative staff.

Agenda items include:

- Updates on recent activities
- Task force project updates
- Presentations by partners to increase awareness of community resources
- Planned activities for the following month(s)



- **Steering Committee Meetings** are held monthly and are open to Steering Committee members; facilitation is provided by administrative staff. A quorum for the purpose of holding a meeting shall consist of not less than two thirds of the Steering Committee members. Members are expected to not miss more than 2 meetings per year.
  - Agenda items include:
    - Task force project updates and presentation of items for approval
    - Quarterly review of data to discover if a shift in strategic direction is needed
    - Quarterly review of NOSC General Membership meeting attendance to gauge participation per sector
  - Voting process:
    - All items presented for vote will include background information to provide context
    - Approval by two thirds of the entire Steering Committee is required for an item to pass (e.g., 6 out of 9)
    - To the degree possible, the voting process will take place during the Steering Committee meeting
      - If not, all members are present, and approval by absent members could produce a two thirds majority result, the proposal will be sent to the absent Steering Committee members via email
      - If the vote isn't completed during the meeting due to time constraints, the proposal will be sent to the entire Steering Committee via email
    - Urgent items that cannot wait for the next Steering Committee meeting will be sent to the Steering Committee via email
- **NOSC Check-Ins** are held three times per month and are attended by Co-Chairs and administrative staff; facilitation is provided by administrative staff.

Agenda items include:

  - Operational updates and guidance
  - Agenda development and review for General Membership and Steering Committee meetings

## **Article VI. Amendments**

These Guidelines shall be approved by the Steering Committee, signed by the Co-Chairs, and will remain in effect for the duration of the current Strategic Plan.



## Addendum I - Steering Committee Nomination and Selection Process

This Addendum outlines the process for the nomination and selection of members to the Napa Opioid Safety Coalition (NOSC) Steering Committee.

### I. Steering Committee Composition and Terms:

- **Co-Chairs:** Indefinite term, subject to annual review.
- **HHS Representative:** Indefinite term, subject to annual renewal.
- **Sector Representatives:** Three (3) year term, with the option for extension.

**Staggered Terms:** To ensure continuity and prevent complete turnover, terms will be staggered. Initial appointments will be determined by lot or other equitable method to establish staggered terms. Subsequent appointments will follow the standard three-year term with the option for extension.

### II. Nomination Process:

- Any Steering Committee member may nominate an individual for a position.
- General members may express their interest in a position to a current Steering Committee member, who may then submit a nomination on their behalf.

### III. Application:

- Nominees must submit a completed application form with responses to the following questions:
  - Why are you interested in this work and what is your connection to the Napa county community?
  - What sector(s) do you represent (if applicable)? Select all that apply.
  - Briefly state your experience that qualifies you to represent the sector(s) indicated above (if applicable)?
  - What is your NOSC involvement to date (if applicable)?

### IV. Selection Process:

- The Steering Committee will review all applications and select new members based on the submitted materials and the need to maintain a balanced representation of sectors and expertise.
- Applicants will be notified of the outcome of their application.

Approved:

Colleen  
Townsend, MD

Digitally signed by  
Colleen Townsend, MD  
Date: 2025.03.15  
09:01:56 -07'00'

Co-Chair: Dr. Colleen Townsend / Date

03/04/2025

Co-Chair: Dr. Christine Wu / Date