



City of Augusta Opioid Settlement Funds Task Force

Task Force Purpose and Expectations

Task Force Purpose

The purpose of this ad hoc committee (Opioid Settlement Funds Task Force; OSFTF) is to advise the City Council on the best use of a portion of the City of Augusta's opioid settlement funds in a manner that is transparent, fair, and equitable. The OSFTF will solicit, review, and score grant applications for opioid settlement fund spending based on the grant's alignment with the City's priorities as well as the Opioid Settlement Money Allocation Policy. Upon completion of a round of scoring, the OSFTF will make recommendations for funding to the Augusta City Council for final approval based on scoring results.

In order to capture a wide range of experience and perspectives, the Augusta City Council outlined the following roles within the OSFTF when adopting the Opioid Settlement Money Allocation Policy:

- City Councilor (Chair of the Committee);
- Individual with personal experience of substance use disorder;
- Individual who has lost a partner, spouse, or loved one to an opioid overdose;
- Professional with experience in the treatment of substance use disorder;
- City of Augusta Community Support Specialist (Police Department);
- Individual with experience providing recovery housing;
- Individual with experience in prevention-focused youth programming;
- Individual with experience in harm reduction; and
- City Manager or their designee (ex officio member).

When applying for a position on the OSFTF, you will be asked to indicate which role(s) you fill to ensure the task force encompasses the diversity intended by the Augusta City Council.

Task Force Expectations

- Term of Service
 - Term Length: As this is an ad-hoc committee, task force members serve at the Mayor's discretion.
 - Exit Procedures: A member's service may be terminated due to non-compliance with task force expectations and/or City Council Core Values.
- Time Commitment
 - Meeting Frequency and Duration: The OSFTF will meet for an hour every other week for the duration of the grant scoring period, expected to be no more than three months from the start of the scoring process. Meetings prior to grant scoring and after the dispersal of funds are expected to be fewer in frequency.
 - Additional Activities: OSFTF members may be required to attend Augusta City Council meetings to give periodic updates on the task force's progress.



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- Attendance Requirement: Due to the importance of the work of the task force, we highly encourage all members to attend every meeting.
- Active Participation
 - Engagement in Discussion: OSFTF members are expected to actively contribute to discussions, offer relevant insight, and share suggestions and solutions with the group.
 - Collaboration and Teamwork: The OSFTF is made up of a diverse group of community members with personal and professional experience with substance use within the Augusta community. This task force shall work collaboratively by valuing the diverse perspectives brought to the group and contributing to the group decision making process.
- Professional Conduct/Inclusive and Respectful Environment
 - Punctuality and Preparedness: Members are expected to arrive on time for scheduled meetings, come prepared, and stay for the full duration of meetings.
 - Mutual Respect: Members shall engage with each other and the community in a respectful manner, valuing the diverse opinions, backgrounds, and expertise present.
 - Inclusive Decision Making: All voices of this task force will be recognized and included in OSFTF decisions.
 - Zero Tolerance for Discrimination or Harassment: The OSFTF will not tolerate any discriminatory, harassing, or exclusionary behavior in any form. Such acts will result in immediate membership termination without possibility of renewal and removal from the task force meeting.
- Transparency and Accountability
 - Transparency: This task force will practice transparency in their work by meeting in a time and place that is open for members of the public to be present as observers and by reporting on a regular basis to the Augusta City Council on their progress.
 - Accountability: Members shall hold themselves and other task force members accountable for fulfilling OSFTF responsibilities, completing tasks, and achieving goals.
- Conflict of Interest
 - Disclosure of Conflicts of Interest: OSFTF members are expected to disclose any potential conflicts of interest, as defined in the Opioid Settlement Money Allocation Policy, that may affect their impartiality or objectivity. Failure to disclose conflicts of interest may result in removal from the task force.
 - Recusal from Decisions: If a conflict of interest arises, OSFTF members may be required to recuse themselves from relevant decisions or discussions.



**City of Augusta
Opioid Settlement Funds Task Force**

Opioid Settlement Funds Task Force Application Form

Contact Information

| | | |
|-----------------|--------|-----------|
| Name: | | |
| Street Address: | | |
| City: | State: | Zip Code: |
| Email: | Phone: | |

Professional/Occupational Information

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| Current Occupation/Job Title: |
| Employer (if applicable): |
| Education/Certifications/Training: |
| Relevant Experience: Please list any personal, professional, and/or volunteer experiences that demonstrate your knowledge and connection to substance use prevention, harm reduction, treatment, or recovery. |



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Relevant Experience Continued:

Statement of Interest

Your completed application must include a brief Statement of Interest that discusses your reasons for applying to the task force and the knowledge, assets, and perspectives you will bring to the group. Please indicate which role(s) you are applying to fill on the task force (see Purpose and Expectations for list of roles).