

Opioid Settlement Advisory Committee Public Participation Guidelines

The Connecticut State Opioid Settlement Advisory Committee (OSAC) welcomes interested observers at its meetings. The meetings are open to the public in accordance with the Connecticut Freedom of Information Act, Connecticut General Statutes 1-200, et seq. To make these meetings as productive as possible, the Committee has established certain guidelines as it pertains to public participation.

Meeting Guidelines

1. **Discussion:**

Discussion during the meeting of the full Advisory Committee is limited to the Committee Members and staff. There will be opportunity for public comment during the allotted time on the agenda or through the time limited public portal.

Presentations:

Public Presentations will be scheduled in advance of the meeting by contacting the committee administrator at least 14 days prior to the OSAC meeting and will be limited to the time allotted on the agenda, no more than fifteen (15) minutes. The Committee will have the opportunity for discussion/comment following any presentation.

Public Comment:

Public comment will be limited to the items on the agenda. Individuals who wish to participate during the public comment portion of the meeting shall raise their hand during the allotted time and indicate what agenda item they would like to comment on. Participation will be on a first come first serve basis. Except as otherwise provided in these guidelines or at the discretion of the Co-Chairs' there will be a limit of three (3) minutes for each individual comment. If time is up during the public comment, individuals will be encouraged to submit their comment to the portal or to the Committee Administrator via electronic method.

In the interest of having the meeting progress in a timely manner, one representative of an organization or facility shall be appointed as a spokesperson for that group. Also, it is requested that all members of the public, whether an individual or a representative of a group or facility, comment on new views or ideas on an agenda item, rather than reiterating a thought or position similar to a previous comment.

2. **Written Materials:**

Written materials relevant to those presenting during agenda of the Advisory Committee must be sent, preferably by electronic transmission, to the Opioid Settlement Administrator at least five business days prior to the meeting. Katherine Ramos, Opioid Settlement Administrator Katherine.Ramos@ct.gov. The Opioid Settlement Administrator will share communication with the Advisory Committee Co-Chairs', who in turn will verbally summarize the material for the Advisory Committee members. If the material is not submitted in advance, but is brought to a meeting, it will not be distributed but will instead be considered for a future meeting.

3. **Press Inquiries:**

All Press inquiries concerning the Advisory Committee, or the Department of Mental Health and Addiction Services should be directed to Christopher McClure, Chief of Staff Office of the Commissioner, Christopher.McClure@ct.gov.