

WEST VIRGINIA FIRST FOUNDATION, INC.

EXPERT PANEL POLICY

The purpose of this policy is to outline the establishment of the State Expert Panel in accordance with Article C (9) of the Memorandum of Understanding. Under that provision, the Board of Directors of the West Virginia First Foundation, Inc. must appoint an Expert Panel to assist the Board in making decisions regarding strategies for abating the opioid epidemic in local communities around the State of West Virginia.

I. Creation of Panels.

- A. Under Article C (9) of the Memorandum of Understanding (“MOU”), the Board of Directors (the “Board”) of the West Virginia First Foundation, Inc. (the “Foundation”), must appoint an Expert Panel to assist the Board in making decisions regarding strategies for abating the opioid epidemic in local communities around the State of West Virginia.
- B. The MOU describes broad areas of expertise for members of the Expert Panel: substance abuse treatment, mental health, law enforcement, pharmacology, finance, and healthcare policy and management. These areas of expertise may be further described to include: (i) treatment (including mental health and pharmacology), (ii) prevention, (iii) recovery / lived experience, (iv) systems of care, health policy, and management (including finance), (v) law enforcement and judicial systems, and (vi) first responders (individually an “Area of Expertise” and collectively “Areas of Expertise”).
- C. The Foundation hereby establishes a State Expert Panel (“State Panel”) and six (6) Regional Panels (“Regional Panels”).
- D. The State Panel and the Regional Panels are collectively herein referred to as the “Panels”).
- E. This Policy sets forth the procedures and duties of the State Panel and the Regional Panels.
- F. Unless otherwise defined by this Policy, all capitalized terms herein shall have the meaning ascribed to them in the MOU.

II. Qualifications.

- A. The Panels shall include experts in the Areas of Expertise.
- B. Members of the Panels shall be experts and leaders in their respective fields, not only with leadership experience, but with vision on how the Opioid Funds should be spent to achieve the goals of the Foundation as set forth in the MOU and fulfill its mission in perpetuity.
- C. Each member of the Panels shall have multiple years of work experience or an advanced degree in their respective fields. Members of the State Panel are preferred to have multiple years of work experience or an advanced degree or combination thereof.

- D. The Panels should be representative, not only of the key areas of expertise, but also of the characteristics, demographics, and individualized needs of each region. The Board, or the regional members of the Board (as the case may be), shall appoint members to the Panels that meet these qualifications.
- E. In addition to the general qualifications described in Section II(A), the regional members of the Board or the Board, as the case may be, shall consider the following additional qualifications and experience in making their respective appointments:
1. Experience developing and implementing evidence-based prevention programming with youth required;
 2. Experience in treatment systems development, including inpatient and outpatient, treatment of dual diagnosis, working across and linking the continuum of care required;
 3. Experience with addiction disparities and highly impacted populations highly desired, including criminal justice involved populations, people experiencing homelessness, etc.;
 4. Experience in recovery support services and engagement of people in active addiction, including personal lived experience in addiction highly preferred;
 5. Experience working across the care continuum (prevention→early intervention→treatment→recovery→reentry) to improve interplay between each system and build regional models that support linking data systems, coordinating referrals, assessing outcomes, and de-siloing across the whole care continuum;
 6. Experience addressing the impact of addiction in West Virginia, reducing recidivism among offenders, supporting first responders, and linking law enforcement court systems with addiction care continuum systems;
 7. Experience working with drug courts, law enforcement assisted diversion programs, first responder mental health, and wellness programs;
 8. Demonstrated ability to work across and coordinate between law enforcement, courts, and mental health fields;
 9. Experience in management of medical first responder programs including designing programs to link individuals with addiction to care and creating follow-up programming to reduce the burden of addiction on first responders;
 10. Experience working to address mental health issues and wellness issues; and
 11. Other criteria the Board may deem relevant.
- F. The additional qualifications and experience described in Section II(E) shall be applied to the representatives of each Area of Expertise as may be applicable.
- G. No member of a Regional Panel may serve on the State Panel. No member of a Regional Panel may be nominated to the State Panel.
- H. Regional Panel members shall submit nominations, for their respective fields, to the Board for consideration on the State Panel.

III. Regional Panels.

- A. Each Regional Panel shall be comprised of six members representing each of the Areas of Expertise.
- B. The members of each Regional Panel shall be nominated by the Board member representing that Region and approved by the Board. The initial members of each Regional Panel shall be appointed at the same time and draw lots for staggered terms from 1-3 years. Thereafter, members of the Regional Panels shall serve for three-year terms. Members of the Regional Panels shall be permitted to be reappointed.
- C. Regional Panels shall, at minimum, engage with the public of their Region quarterly to identify concerns and funding priorities. All identified needs shall be vetted by the Regional Panel and shall then be submitted to the State Panel.
- D. Regional Panels shall conduct a needs assessment in their Region every fiscal year to aid the Board in formulating the annual budgeted amount of disbursements. Such assessments shall be submitted to the State Panel for review before submission to the Board.
- E. Regional Panels shall convey Regional needs to the State Panel. Thereafter, the State Panel shall convey such needs to the Board to determine funding priorities.
- F. The Regional Panels shall review applications received by each Region to ensure that the proposals meet the stated need, are approved purpose(s) as defined in the MOU, and are submitted by reputable and capable entities.
- G. Regional Panels shall review all grant applications originating from their Region and submit their findings and recommendations to the State Panel.
- H. The Executive Director of the Foundation shall assist
- I. The Regional Panels shall not have the authority to bind the State Panel or the Board.

IV. State Panel.

- A. The State Panel shall be comprised of six members representing each of the Areas of Expertise.
- B. The initial members of the State Panel shall be nominated by the Expert Panel Subcommittee to the Board for review and approval by the Board. Thereafter, the members of the State Panel for each Area of Expertise shall be nominated by the Regional Panel members representing each Area of Expertise and approved by the Board. The initial members of the State Panel shall be appointed at the same time and draw lots for staggered terms from 1-3 years. Thereafter, members of the State Panel shall serve for three-year terms.
- C. All Regions must consult with the State Panel to receive the disbursement of their Regional Share Allocation.

- D. The State Panel shall formulate a process for Regions to submit proposals on the use of non-discretionary distributions, and shall provide recommendations to Regions regarding projects, services, or expenses to be funded.
- E. The State Panel shall review all grant applications received from Regional Panels to ensure compliance with the Approved Purposes defined in the MOU.
- F. The State Panel shall review and evaluate the recommendations and information from the Regional Panels to determine strategy and funding recommendations for submission to the Board.
- G. The State Panel, after consultation with the Regional Panels, shall assist the Board in making decisions about strategies for abating the opioid epidemic in West Virginia.
- H. The State Panel shall not have the authority to bind the Board.

V. The Board of Directors; Executive Director.

- A. The Board shall review and evaluate the recommendations for funding and needs from the State Panel.
- B. The Board shall determine annual funding arrangements and available funds for distribution.
- C. After the Regional Panel and the State Panel reviews and approves an application, the Board shall review the application and determine whether to allocate funds to the project.
- D. As may be directed by the Board from time to time, the Executive Director of the Foundation shall assist the Regional Panels, the State Panel, and the Board in performing their respective duties and obligations described in this Policy.