

## POLICIES AND PROCEDURES

*Subject:*  
**POLICY MANAGEMENT**

Effective Date:

Policy Number:

Revision Date:

Responsible  
Entity:

### 1. Purpose

The Opioid Abatement Council Act (Tenn. Code Ann. §§ 33-11-101, *et seq.*) provides that the duties and responsibilities of the Tennessee Opioid Abatement Council (also referred to as “the Council” or “OAC”) include developing policies. This policy establishes procedures for the creation, modification, deletion, review, and implementation of policies of the Opioid Abatement Council.

### 2. Policy

This policy will be followed when creating, modifying, deleting, reviewing, and implementing Opioid Abatement Council policies.

### 3. Definitions

- 3.1 Council Chair (or Chair)- Refers to the Chairperson of the Opioid Abatement Council appointed by the Governor.
- 3.2 Executive Director- Refers the Executive Director of the Opioid Abatement Council confirmed by the Council.
- 3.3 The Council- Refers to the Opioid Abatement Council (OAC) established by the Tennessee General Assembly to decide how to best spend dollars received from lawsuits related to the opioid crisis.
- 3.4 OAC Office- Refers to the staff of the Opioid Abatement Council that administers the Council.
- 3.5 Senior Policy Analyst- Refers to the position responsible for creating and maintaining policies related to the Opioid Abatement Council, ensuring the policies and operations are aligned and assisting the Opioid Abatement Council in writing policies.
- 3.6 Policy- Refers to any statement, document, or guideline prepared or issued by any agency pursuant to its delegated authority that merely defines or explains the meaning of a statute or a rule. “Policy” also means any statement, document, or guideline concerning only the internal management of state government that does not affect private rights, privileges, or procedures available to the public. For purposes of this definition, “internal management” means the administration of an agency's internal operations for the purpose of facilitating operational effectiveness and efficiency. See T.C.A. § 4-5-102 (10).

- 3.7 Opioid Settlement Agreements- Refers to the terms of settlements between and among the settling states, the participating subdivisions and the opioid manufacturers and pharmacy chains.

#### **4. Procedures**

##### **4.1 Creating, modifying, and deleting policies**

- 4.1.1 If the Council and/or the OAC Executive Director wish to create, modify, or delete a policy, the request shall be placed on the agenda of the next quarterly Opioid Abatement Council meeting for discussion and vote. If the Council approves the creation, modification, or deletion of a policy, the Senior Policy Analyst shall prepare a draft policy based on the Council's approval.
- 4.1.2 After the policy is created, modified, or deleted, the Senior Policy Analyst shall send the draft policy to the OAC legal Counsel for legal review. After the OAC legal Counsel has approved, the Senior Policy Analyst shall send the draft policy to the OAC Executive Director for review. After review by the OAC Executive Director the policy shall be placed on the next available Council meeting for discussion and vote.
- 4.1.3 Reactions are received back from the Council and the policy is revised to reflect the edits and guidance.
- 4.1.4 The final draft of the creation, modification, deletion, or any other action regarding a policy requires approval from the Opioid Abatement Council.
- 4.1.5 When the proposed modification(s) to an existing policy are purely technical in nature (e.g., updating terminology, making technical or grammatical corrections), said modifications to the policy may be taken directly to the Chair and OAC Executive Director for approval. If circumstances require immediate modification of a policy in which there is not time to discuss the changes during an Opioid Abatement Council meeting, then the modification may be taken directly to the Chair and OAC Executive Director for approval. In those instances, the modification shall be brought to the Council at the next available Council meeting for the Council's discussion and vote.

##### **4.2 Policy Approval**

- 4.2.1 After the policy is approved by the Council, the final version of the policy is returned to the OAC Office for both the Executive Director's and Council Chair's signature.
- 4.2.2 The OAC Executive Director and the Council Chair are the signatories of all policies.

##### **4.3 Implementing and Maintaining Policies**

- 4.3.1 The OAC Executive Director and Senior Policy Analyst shall ensure a policy is fully implemented.

- 4.3.2 The OAC Executive Director and Senior Policy Analyst shall ensure that policies are reviewed annually and that changes are recommended when needed to ensure the effective, efficient, and orderly operation of government to include recommending that the policy be deleted where appropriate.
- 4.3.3 When changes are made, the date of that revision shall be noted in the “Revision Date” section of the policy’s header.

#### **4.4 Policy Document Structuring**

- 4.4.1 Every policy shall be written in the following format and contain at least the following:

- A. Subject heading or title
- B. Division or work unit responsible for maintaining and implementing the policy
- C. Effective and revision dates
- D. Purpose of the policy
- E. Statement of the policy
- F. Definitions (if needed)
- G. Procedures, responsibilities, and implantation instructions
- H. Other considerations (if any); and
- I. Authority
- J. The preferred font to be used is Size 11 Permian Slab Serif Typeface.

#### **5. Policy Custodian**

The Senior Policy Analyst or his or her designee, shall be the policy custodian. The Policy Custodian shall have the following responsibilities:

- A. Maintaining electronic copies of all current policies;
- B. Electronically posting all current policies on the OAC website.
- C. Maintaining records regarding policies;
- D. Providing technical guidance and assistance as to the format of policies;
- E. Ensuring, in conjunction with OAC Legal Counsel and the Attorney General’s Office and
- F. In compliance with all applicable laws and/or Opioid Settlement Agreements, including, but not limited to, the annual reporting requirements of Tenn Code Ann §§ 4-5-230 for the policies covered by this policy.

#### **6. Authority**

Tenn Code Ann §§ 33- 11-105(a)  
Tenn Code Ann §§ 8-44- 101 *et seq*  
Tenn Code Ann §§ 4-5-102(10)  
Tenn Code Ann §§ 4-5-230

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Council Approval Date:

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OAC Executive Director

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Council Chair

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