



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

Benigno R. Fitial
Governor

Eloy S. Inos
Lt. Governor

EXECUTIVE ORDER NO. 2011 - 02

SUBJECT: Project Brabu Advisory Council as a Strategic Prevention Framework State Incentive Grant (SPF SIG) Requirement

WHEREAS, our community recognizes the need to improve the quality of life of our people; and

WHEREAS, we share a vision that defines who we are as a people and our desired outcome for good health and long life, and a health care system that meets the basic needs of our people, including prevention efforts to create a healthier CNMI; and

WHEREAS, current CNMI data and related information indicate that youth and adults are engaging in behaviors that place them at risk of developing serious health problems as a result of tobacco, alcohol, and illicit drug use, as well as life-threatening behaviors such as suicide and violence against others; and

WHEREAS, The Department of Public Health: Community Guidance Center applied through the Office of the Governor and has received a Strategic Prevention Framework State Incentive Grant (SPF SIG) from the Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP), to fund "Project Brabu" and will comply with CSAP and SAMHSA guidelines, including the following duties:

1. Forming of a SPF SIG Advisory Council appointed by the Governor to advise, develop, and implement the requirements, goals, and objectives of the SPF SIG.
2. Initiating the necessary process for building and strengthening a cohesive substance abuse prevention and early intervention system to better serve the specific needs of the Northern Mariana Island community;
3. Developing a strategic planning process that will be utilized to address the rate of alcohol, tobacco and other drug (ATOD) use and addiction among our community and other Pacific Island community members as well;
4. Identifying substance abuse prevention needs of the CNMI's children, youth, and their families; and
5. Promoting interagency collaboration for the development and implementation of prevention services and programs.

WHEREAS, The Department of Public Health: Community Guidance Center is the lead agency for the administration of the SIG and the implementation of the proposal. In relation to Project Brabu, the CGC Director, also the Project Brabu Director, oversees the SPF SIG requirements, appoints and supervises the State Epidemiological Workgroup (SEW) Lead Coordinator and the Evidence-based Interventions (EBI) Workgroup Coordinator, provides direct supervision of Project Brabu staff, serves as the primary contact of Project Brabu to

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the State Project Officer and the Grants Management Specialist, and directs Project Brabu activities to accomplish the SPF SIG purposes and goals.

WHEREAS, an Advisory Council was established to comply with SPF SIG to provide guidance in the planning and implementation of the primary goals of the Strategic Prevention Framework State Incentive Grant outlined below:

- 1) Build Prevention Capacity and Infrastructure in the CNMI;
- 2) Prevent the Initiation of and Reduce Substance Abuse, including Childhood and Underage Drinking
- 3) Reduce Substance Abuse-related Problems, and
- 4) Evaluate All Project Activities;

WHEREAS, the Advisory Council's duties include the following:

- a) To advise and guide the implementation of Project Brabu at each SPF step throughout the 5-year grant period;
- b) To review and provide final recommendations to the Identified Priority Need(s) that the Project will focus primarily on, the Project Brabu Strategic Plan, the Funding Mechanism, the Funding Allocation, and the Evidence-based Criteria that will be used to approve community implementation plans;
- c) To participate and make final recommendations in the entire selection process of sub grant applications and sub-recipient communities to receive SPF SIG funds;
- d) To prepare an annual report to the Governor regarding Project Brabu's progress towards fulfilling the grant purposes and goals, requirements, and meeting community prevention needs;
- e) To adhere to the following listed Articles and sub sections below:

ARTICLE I MEMBERSHIP

Section 1 – Membership

The Governor shall appoint all members of the SPF SIG Advisory Council, composed of required membership indicated by the SPF SIG and recommended membership from the DPH: CGC, and shall designate one member to serve as the Chairperson. The Chairperson and membership shall work with the SEW and the EBI Workgroup to collaboratively and effectively meet SPF SIG goals, objectives, and requirements.

Membership shall be limited to ten (10). In addition to those agencies and organizations stipulated in the SPF SIG requirements for Advisory Council membership, membership shall also include, by recommendation of the Project Brabu Director, representatives of public and/or private schools, drug-free coalitions, faith-based organizations, and youth organizations.

Section 2 – Term

Members shall serve until the expiration of the SPF SIG Term (five years), until a member voluntarily resigns, or is removed by the Governor, either directly or pursuant to a recommendation by the SPF SIG Advisory Council. The council may make nominations to the Governor's office for consideration in filling any member vacancy. An individual who is appointed to fill a member vacancy serves under the same conditions as set forth herein. Any member who misses two meetings with an unexcused absence shall be removed accordingly. An absence is considered unexcused when a member fails to notify the Chairperson at least a week in advance or at the earliest possible time of an absence. Any emergency situations that arise should be relayed to the Chairperson at the earliest time possible. Members should ensure that for planned absences, assigned proxies are aware of the meeting details.

Section 3 – Duties

Members shall serve on the SPF SIG Advisory Council to fulfill the obligations and terms of the SPF SIG on behalf of the CNMI and the DPH. Members shall attend all regularly scheduled meetings. Members shall serve in other capacities from time to time as detailed herein this Executive Order.

Section 4 – Voting

Each member of the council shall have one (1) vote. A member may designate an individual from the same agency/organization to serve as proxy in the event a member knows he or she will be absent from a meeting in which a vote is taking place. The proxy designation must be submitted to the Chairperson in writing on a form to be provided by assigned Project staff before a formal call to order of a designated meeting. A proxy will be allowed to exercise voting privileges for the member whom they are representing. A proxy will not be permitted to exercise a member's voting privilege when members are required to participate in grant reviews or voting on grant determinations. Members are urged to designate a consistent proxy to ensure that the individual is aware of the SPF Advisory Council functions, duties, and responsibilities. In the event that a member is absent and voting is to be conducted, electronic communication shall be permitted. Members and proxies shall abstain from any vote in which they know that they have a business or personal conflict. Only members or proxies may vote in connection with activities of the SPF SIG Advisory Council, the State Epidemiological Workgroup (SEW), Evidence-based Intervention (EBI) Workgroup, or any other committee. The State Project Officer under the Center for Substance Abuse Prevention (CSAP) shall be a non-voting member.

ARTICLE II MEETINGS

Meetings shall be held every third (3rd) Wednesday of the month every other month for the first six months and quarterly thereafter for the first year unless otherwise called for urgent or specific purposes by the Chairperson. There will be a minimum of four (4) regularly scheduled meetings for subsequent years. An agenda of the meetings will be prepared by the Chairperson and/or assigned Project staff and sent to members at least a week prior to scheduled meetings. Minutes shall be prepared by the assigned Project staff and sent to members at least a week prior to scheduled meetings.

A quorum shall consist of a simple majority of the membership of the SPF SIG Advisory Council. All decisions shall be made by consensus of those members present. Meeting attendance via electronic communication shall be permitted. It shall be noted on official record that the Member is present via electronic communication.

Membership duties and functions, inclusive of voting and decision making, shall apply to the member participating via electronic communication.

Rules and parliamentary procedures according to *Roberts's Rules of Order* shall govern all meetings.

ARTICLE III OFFICERS

Section 1 – Duties of the Chairperson

The Chairperson shall serve at the pleasure of the Governor. A vacancy of the Chairperson shall be filled by the Governor before the next scheduled SPF SIG Advisory Council meeting.

The Chairperson shall preside over all meetings of the SPF SIG Advisory Council. The Chairperson shall also communicate with the Office of the Governor and the DPH regarding the activities of the SPF SIG Advisory Council. An annual report is to be submitted formally to the Governor's Office to reflect progress, accomplishments, barriers, and proposed solutions to overcome such barriers.

Section 2 - Duties of the Vice Chairperson

The Vice Chairperson shall be elected by the Advisory Council. A vacancy of Vice Chairperson shall be filled by the next scheduled Advisory Council meeting through official nomination and voting process among the Advisory Council membership.

The Vice Chairperson shall assume the roles and duties of the Chairperson described herein in the absence of the Chairperson.

ARTICLE IV WORKGROUPS

Section 1 – Workgroups

The SPF SIG Advisory Council shall work collaboratively with the two required workgroups, the Evidence-based Interventions (EBI) Workgroup and the State Epidemiological Workgroup (SEW).

Team Leader for the Evidence-based Practices/Programs (EBP) shall be the Prevention Specialist and/or assigned Project staff. Team Leader for the Epidemiological Workgroup shall be the Epidemiological Lead Coordinator.

The SPF SIG Advisory Council may create additional subcommittee/workgroups to further the purposes of the SPF SIG Advisory Council.

WHEREAS, the successful implementation of the five-year SPF SIG will have a significant impact at the community level, ultimately resulting in sustainable levels of prevention and early intervention services that are relevant and appropriate for the diverse cultural communities in the CNMI.

NOW, THEREFORE, to conduct Council's Duties, it is hereby ordered:

1. The Strategic Prevention Framework State Incentive Grant (SPF SIG) Advisory Council membership shall consist of one (1) ex-officio representing the Center for Substance Abuse Prevention, Federal Government Project Officer and no more than nine (9) members appointed by the Governor, representing the following organizations, with the Chairperson appointed by the Governor:

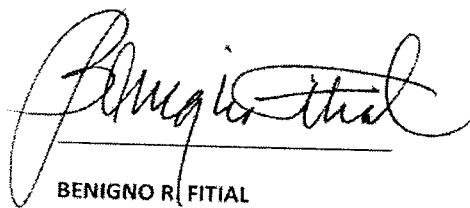
- a. Criminal Justice Planning Agency, Office of the Governor
- b. Department of Public Health
- c. Education Representative
- d. Department of Public Safety
- e. Community Representative
- f. CNMI Legislature
- g. Saipan Chamber of Commerce
- h. Faith-based Organization representative
- i. CNMI Substance Abuse Prevention Coalition
- j. Center for Substance Abuse Prevention (Government Project Officer) – ex-officio role

The original members for the SPF SIG Advisory Council are Jerome Ierome (Chairman), Criminal Justice Planning Agency; Margaret Aidan, Department of Public Health; Jonas Barcinas, Education Representative/Public School System; Jose Saures, Department of Public Safety; Claudio Norita, Community Representative; Senator Ralph Torres (Vice Chairman), CNMI Legislature/Senate; James Arenovski, Saipan Chamber of Commerce; Fr. Jesse Reyes, Faith-based Organization/Diocese of Chalan Kanoa; Crispin Sablan, CNMI Substance Abuse Prevention Coalition; and Damaris Richardson, Center for Substance Abuse Prevention.

2. The Advisory Council shall have a Chairperson, appointed by the CNMI Governor, and a Vice Chairperson, elected by the Advisory Council, on the first official meeting of the council;
3. Subcommittees shall be created as required and necessary to meet the goals of Project Brabu, including chairperson(s) for subcommittees to be appointed by the Chairman as needed.

I, **BENIGNO R. FITIAL, GOVERNOR OF THE CNMI**, by virtue of the authority vested in me by the Constitution and laws of the Commonwealth do hereby order:

SIGNED AND PROMULGATED, THIS 16th day of FEBRUARY, 2011.



**BENIGNO R. FITIAL
GOVERNOR OF THE CNMI**