

INTERDEPARTMENTAL COORDINATING COMMITTEE

ON

INDIAN ALCOHOL AND SUBSTANCE ABUSE

CHARTER

In Partnership With

Department of Education

Department of Health and Human Services

Department of the Interior

Department of Justice

July 24, 2012

**INTERDEPARTMENTAL COORDINATING COMMITTEE
ON
INDIAN ALCOHOL AND SUBSTANCE ABUSE**

CHARTER

I. NAME

The name of the Committee shall be the Indian Alcohol and Substance Abuse Interdepartmental Coordinating Committee (IASA Committee).

II. PURPOSE

The IASA Committee is organized for the following purposes:

In keeping with the Tribal Law and Order Act of 2010 (TLOA), Title II: Tribal Law and Order, section 241: Indian Alcohol and Substance Abuse and the Administration's priorities, goals, and objectives as they relate to American Indians/Alaska Natives (AI/ANs), the Indian Alcohol and Substance Abuse Interdepartmental Coordinating Committee, hereinafter referred to as IASA Committee, is established at a senior level that results in the coordination of resources and programs of Department of Health and Human Services' (DHHS) Substance Abuse and Mental Health Services Administration (SAMHSA) and the Indian Health Service (IHS), Department of the Interior's (DOI) Bureau of Indian Affairs (BIA) and Bureau of Indian Education (BIE), and Department of Justice's (DOJ) Office of Justice Programs (OJP) and the Office of Tribal Justice (OTJ) agencies, bureaus and offices that desire to participate on the committee to assist AI/AN communities in achieving their goals in the prevention, intervention, and treatment of alcohol and substance abuse. A wide variety of federal programs and activities currently exist that can support and supplement the efforts of these communities to address alcohol and substance abuse issues affecting their peoples; relevant programs and activities are currently underway across the various components of the MOA partner Departments and elsewhere in the federal government, such as in the Department of Education (ED) and the Department of Housing and Urban Development (HUD).

As a core effort of this collaboration, the federal partners will develop and maintain a sustainable partnership infrastructure that enables these various resources to be more fully engaged and coordinated to offer a truly holistic approach in support of tribal alcohol and substance abuse efforts to AI/ANs.

The IASA Committee will (a) help to identify opportunities and programs relevant to Indian tribes and Native communities, (b) address issues of concern to Indian tribes and Native communities related to alcohol and substance abuse, (c) serve as a focal

point within the federal government for coordination, collaboration and outreach on alcohol and substance abuse issues affecting the American Indian, Alaska Native population nationwide, and (d) serve as a liaison advisory body to the federal partners responsible for providing programs and services in Indian Country relative to alcohol and substance abuse.

To effectuate these goals, the IASA Committee will perform the following activities.

- A. Formalize a structure for interdepartmental coordination and collaborations in responding to the obligations imposed by the TLOA as it relates to Indian alcohol and substance abuse.
- B. Educate committee members and increase awareness of what federal agencies are currently doing to address all AI/AN alcohol and substance abuse issues.
- C. Reaffirm the federal government's recognition of the sovereign status of federally recognized Indian tribes as domestic dependent nations and the adherence to the principles of government-to-government relations.
- D. Promote the federal government's policy to provide greater access and quality services for AI/ANs throughout the federal government and in Indian Country.
- E. Promote the Tribal—Federal government-to-government relationships on a federal-wide basis that builds on the principals of the Indian Alcohol and Substance Abuse Prevention and Treatment Act of 1986 as amended by the Tribal Law and Order Act of 2010.

III. FUNCTIONS

The functions of the IASA Committee may include but are not limited to the following:

- A. Promote the highest quality of services in the prevention, intervention, and treatment of alcohol and substance abuse in Indian Country by enhancing the coordination and collaboration processes among the federal agencies responsible for addressing these issues in Indian Country.
- B. Promote the federal government's strategy to provide a comprehensive service delivery system for all AI/ANs, which identifies and targets priority needs related to Indian alcohol and substance abuse in AI/AN communities and focuses on interdepartmental coordination with other departments and non-federal organizations to meet these needs, in accordance with the Indian Alcohol and Substance Abuse Prevention and Treatment Act of 1986 as amended by the Tribal Law and Order Act of 2010.

- C. Provide recommendations for developing short, intermediate, and long-range solutions to improve the federal government's substance abuse prevention policy and programs that target AI/AN communities.
- D. Distribute information that accurately describes the challenges faced by AI/AN communities as a result of alcohol and substance abuse and the federal government's resources expended to meet these needs. This report will include Indian alcohol and substance abuse projects and programs determined to be exemplary and provide sufficient information to enable interested persons to obtain further information about such programs.
- E. Advise and provide input to the respective federal partner agencies and departments on policy in furtherance of the Tribal Law and Order Act of 2010, Title II: Tribal Law and Order, Section 241: Indian Alcohol and Substance abuse which reiterates the government-to-government relationship and the requirement that each department develop a mechanism to coordinate and consult with Tribal governments. It is the policy of the federal government to consult with all AI/AN people to the greatest practicable extent and to the extent permitted by law before taking actions that affect these governments and people.

IV. AUTHORITY

The IASA Committee, which will be responsible for achieving the purposes set forth in this Charter, is coordinated by the Office of Indian Alcohol and Substance Abuse within SAMHSA, as required in TLOA, and is chaired by SAMHSA. The IASA Committee will be co-chaired by senior level representatives from IHS, OJP, OTJ, BIA, BIE and ED. This Charter is established for the IASA Committee to reflect the responsibilities conferred on the IASA Committee by the Indian Alcohol and Substance Abuse Prevention and Treatment Act of 1986 as amended by the Tribal Law and Order Act of 2010.

V. ORGANIZATION

- A. The Indian Alcohol and Substance Abuse Interdepartmental Coordinating Committee
 - 1. Committee: The IASA Committee will serve as an interagency body representing federal agencies whose responsibility is to address issues of alcohol and substance abuse in Indian Country. The authority exercised by the IASA Committee to implement its various actions is the authority of the IASA Committee and not the individual authority of its respective members. This authority shall always rest within the IASA Committee, but may be delegated

with the approval of the MOA federal partners to committees, workgroups, officers, or representatives as determined by the IASA Committee

2. Chair: The Director of the Office of Indian Alcohol and Substance Abuse (OIASA), SAMHSA, will serve as the Committee Chair and the Senior Advisor for Tribal Affairs for SAMHSA will serve as the alternate.
3. Co-chairs: Senior level representative from IHS, OJP, OTJ, BIA, BIE, and ED will serve as the Committee Co-chairs.
4. Executive Steering Committee: The Co-chairs of the IASA Interdepartmental Coordinating Committee will coordinate the federal response in cooperating with a tribe's Tribal Coordinating Committee in the development of a TAP, providing final guidance, direction, coordination, and securing the appropriate federal efforts in assisting tribes to implement their Tribal Action Plan as it relates to alcohol and substance abuse prevention and treatment.
5. Members: The IASA Committee membership shall be recommended by departments and appointed by the Chair. The Chair may also appoint other federal agency, bureau, or office heads or their designees who wish to participate.

Each IASA Committee member shall also serve as a liaison to his or her respective agency, bureau, or office's programs. The Committee Liaisons must be knowledgeable about their respective agency, bureau, or office's programs and budgets, and have ready access to senior program leadership and be empowered to speak on behalf of their respective agency, bureau, or office. Members may identify additional agency, bureau, or office staff members they believe are necessary to perform the IASA Committee Liaison functions.

6. Workgroups and Advisory Groups: The IASA Committee shall create workgroups and advisory groups as necessary to carry out the work of the IASA Committee. Each workgroup shall have a chair and co-chair to coordinate efforts of the group in overseeing progress to meet goals and objectives set forth by the group. Workgroup Chairs/Co-chairs shall coordinate meetings, prepare agendas, distribute minutes including action items, and make assignments as deemed appropriate. Workgroup Chairs/Co-chairs or their designees will report on progress regularly to the IASA full committee. As new resources become available, Workgroup Chairs/Co-chairs will submit copies of products produced by the workgroup to OIASA to place on the TLOA website in order to disseminate broadly to the public. Each of the three partner departments (DOJ, DOI, DHHS) will be represented on every workgroup. Members may identify staff experts they believe are necessary to perform the IASA Committee workgroup or advisory group activities. The Chair of the IASA Committee will recommend which agency

will serve as Workgroup Chair and will seek concurrence from the applicable agency, bureau, or office head who also will identify the individual.

- a) The *Tribal Coordinating Committee* is a locally determined body, under the chairmanship of a tribal representative and has primary responsibility for the implementation of a tribe's Tribal Action Plan (TAP). The IASA Committee will, at the request of any Tribal Coordinating Committee, coordinate the federal response in cooperating with the tribe in the development of a TAP and coordinating resources and programs relevant to alcohol and substance abuse prevention and treatment. Upon the completion of a TAP, the IASA Committee will also respond to the request of a tribe to enter into an agreement to assist with the implementation of the TAP.
- b) The *MOA Workgroup*, comprised of IASA Coordinating Committee members, will oversee the annual review of the IASA Memorandum of Agreement, coordinate the IASA Committee consideration of any proposed changes, and develop the annual MOA Review Report to be submitted to the Secretary of Health and Human Services, Secretary of the Interior, and the Attorney General. The MOA Workgroup will coordinate obtaining advice and guidance from their respective legal counsel as appropriate on the review of the MOA. Legal counsel from the three departments will serve in an advisory role to the workgroup in relation to technical/legal writing, legal review of the document, and policy aspects of the MOA. Should changes to the MOA be necessary, the MOA Workgroup will, with OIASA's logistical support and coordination, establish and manage the overall coordination of comments from the various federal departments and other entities; shepherd the MOA through the MOA partner department clearance processes; secure final signatures; and coordinate the submission of the revised MOA to Congress, its dissemination to Indian tribes, and its publication in the *Federal Register*.
- c) The *TAP Workgroup* will establish the operating framework of the TAP, develop an inventory of current proven strategies to recommend to tribes utilizing practice based evidence models, manage the overall coordination of tribal requests for assistance in the development of a TAP, coordinate assistance and support to tribes as deemed feasible, and collaborate with the Inventory Workgroup in developing an appropriate response back to tribal entities seeking assistance.
- d) The *Inventory/Resource Workgroup* will establish an operating model, by which it gathers, maintains and updates the current federal effort /capacity including but not limited to technical assistance contracts and services, grants, contracts, and cooperative agreements that address alcohol and substance abuse, and manage the overall coordination of

these efforts and collaborate with the TAP Workgroup in developing an appropriate response back to the Tribal entity seeking assistance.

- e) The *Newsletter Workgroup* will establish the operating protocol and procedures in order to publish an alcohol and substance abuse newsletter in cooperation with the Secretary of Health and Human Services and the Secretary of Education to report on Indian alcohol and substance abuse projects and programs. The newsletter shall be published once in each calendar quarter, and include reviews of programs determined by the Secretary of the Interior to be exemplary and provide sufficient information to enable interested persons to obtain further information about such programs.
- f) The *Educational Services Workgroup* will establish an operating model by which it gathers, maintains, and updates the current federal effort/capacity with respect to federal programs providing education services or benefits to Indian children, tribal, state, local, and private educational resources and programs. This will be accomplished by the Secretary of the Interior, the Attorney General, and the Secretary of Health and Human Services, in cooperation with the Secretary of Education. Publication: The results of the review conducted under subsection (a) of this section shall be provided to each Indian tribe as soon as possible for their consideration and use in the development or modification of a Tribal Action Plan under section 2412 of this title.

B. Responsibilities of the IASA Committee Chair

The Chair of the IASA Committee is charged with the overall direction of the IASA Committee. The Chair shall preside over all IASA Committee meetings or activities. The IASA Committee Chair will be responsible for the flow of information between and among participating IASA Committee members, federal agencies, and other interested parties. The Chair may make all other appointments, officers, representatives, and staff, as may be considered necessary and appropriate to accomplish the functions of the IASA Committee.

VI. COMMITTEE ADMINISTRATION

A. Management and Administrative Staff

The Chair of the IASA Committee is responsible for the management and administration of the IASA Committee activities; preparation of agendas for meetings, and maintaining the records of all IASA Committee business, including the preparation and dissemination of minutes from IASA Committee meetings. The IASA Committee shall be directly responsible to the Executive Steering Committee. Staff support for the IASA Committee may come through

personnel details. Staff identified as potential details to the IASA Committee should be highly qualified with knowledge and/or experience in AI/AN issues. Employees detailed to the IASA Committee will be selected by the Chair in consultation with the Executive Steering Committee. When necessary, the Committee Liaisons will be assigned to assist the Committee Chair on special projects, with the concurrence of the applicable agency, bureau, or office head.

B. Meetings

The IASA Committee meetings shall be chaired by the Committee Chair, the Alternate Chair, or a member of the Executive Steering Committee. The chair and co-chair of each workgroup shall report out on progress of set goals and objectives for their respective groups. The IASA Committee shall meet at such places (to include the option of participating via conference call) it considers appropriate. In order to ensure that these cooperative efforts are pursued in a continuing and timely fashion, the IASA Committee representatives will meet on a regular basis, not less than quarterly, to review the activities supported by this MOA and will share information, report on progress, and explore new areas for cooperation. In addition, other meetings may be arranged to discuss specific projects. The Chair shall make every effort to provide IASA Committee members as much advance notice of IASA Committee meetings as feasible. The OIASA office shall coordinate meetings, prepare agendas, distribute minutes including action items, and make assignments as deemed appropriate.

C. Quorum

A representative from a majority of the workgroups and federal representation from each of DOI, DHHS, and DOJ shall constitute a quorum for the transaction of official business.

D. Issue Resolution

The IASA Committee will make every effort to resolve issues by developing a consensus among the members. In the event a consensus cannot be reached, the IASA Committee will resolve issues based on a vote of the members present at the meeting by a simple majority, conducted through a show of hands.

VII. REPORTS

An annual progress report and a summary of meetings and activities conducted by the IASA Committee will be prepared and submitted by the Committee to designated DHHS, DOI, and DOJ Officials at the completion of each fiscal year, beginning with fiscal year 2012. Each annual progress report will cover the preceding year August 1 – July 31.

The IASA Committee will share the annual progress report and a summary of meetings and activities conducted under the IASA Committee regarding activities with AI/ANs, or other appropriate public information venues.

VIII. SPECIAL PROJECTS

The IASA Committee may make recommendations to the Chair regarding special studies, research and development activities or demonstrations to improve the delivery of IASA services and benefits to all AI/AN people, consistent with the purposes of the IASA Committee.

IX. REVIEW OF THE CHARTER

The Chair of the IASA Committee, in consultation with SAMHSA’s Center for Substance Abuse Prevention (CSAP) and the full IASA Committee, will review this Charter as needed or at a minimum, annually within the month of the anniversary of the signing of this Charter.

X. CHARTER ADOPTION

This Charter will become operational upon the review and recommendation of the IASA Committee, concurrence from CSAP, SAMHSA, and the signatures of the IASA Committee Chair and Director of the Center for Substance Abuse Prevention.

Virginia Mackay-Smith	Date
Director (Acting), Office of Indian Alcohol and Substance Abuse	
Substance Abuse and Mental Health Services Administration	

Frances M. Harding	Date
Director, Center for Substance Abuse Prevention	
Substance Abuse and Mental Health Services Administration	