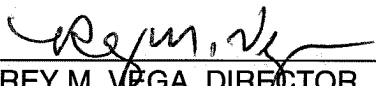


Guam Behavioral Health and Wellness Center		
TITLE: Executive Management Council	POLICY NO.: AD-04	Page 1 of 2
APPLICABILITY: Administration		
APPROVED BY:  REY M. VEGA, DIRECTOR	EFFECTIVE: 10/20/17	LAST REVIEWED/REVISED:

PURPOSE:

The Executive Management Council is formed to provide a forum for the routine exchange of information, participation in the performance improvement program, problem-solving, and executive direction for Guam Behavioral Health and Wellness Center (GBHWC).

POLICY:

A. Composition

The Executive Management Council (EMC) shall consist of the following executive management staff:

1. Director
2. Deputy Director
3. Nurse Administrator
4. Clinical Administrator
5. Medical Director
6. Child-Adolescent Services Department Administrator
7. CARF Compliance Officer
8. Program Coordinator IV- Grants and Compliance Office

B. Time/Place

The EMC meetings shall be held quarterly and as needed. The meeting shall be held in the Directors Office Conference Room.

C. Chairperson

The Chairperson shall be the Director and Co-Chair shall be the Deputy Director.

D. Recordkeeping

An agenda shall be formulated by the Director and minutes shall be recorded. All EMC members are encouraged to place items on the agenda prior to each scheduled meeting. Standing Agenda items shall include:

1. Amended Permanent Injunction Report
2. Accreditation Compliance Activities
3. Finance Report
4. Performance Improvement Report
5. Policy Review and Approval
6. Regulatory Compliance Report
7. Risk Management
8. Safety Management Report
9. Contracts, MOU's and MOA's

EMC agendas, minutes, and attendance shall be filed in the Administration Office. Records shall be retained in accordance with GBHWC retention record policy.

E. Functions

The EMC shall address the following:

1. Review and adopt policies, procedures, forms, and other documents relevant to the operation of GBHWC. The EMC oversee development and revision of the Administrative Manual.
2. Participate in the leadership activities of continuous improvement by periodically evaluating the Performance Improvement (PI) Plan, by initiating multidisciplinary quality improvement studies, and by following through with middle management on corrective actions.
3. Collaborate in the development, review, and revision of the Center's mission statement, vision statement, strategic plans, budget(s), and basis for resource allocation, operational plans, and general policies.
4. Communicate pertinent findings of external agencies, customer complaints, goals progress, and other operational issues; devise corrective action plans as necessary.
5. Provide an opportunity for problem solving among the Executive Management Council members.
6. Educate the members of new issues in behavioral health care administration and changing trends and issues.
7. Communicate extraordinary events and issues requiring administrative action.
8. Review matters to be presented to the advisory council and its committees.
9. Review any public policy matter involving GBHWC.

F. Conduct of Meetings:

The meetings of the EMC shall be conducted in the following manner:

1. Fifty percent of member and Chairperson shall constitute a quorum for the transaction of business.
2. The concurrence of at least five (5) members present shall constitute an official act of the Council.
3. All meetings shall be conducted in accordance with Robert's Rules of Order.
4. Minutes shall be kept of the proceedings at all meetings.
5. Voting shall be by voice unless a member shall demand a roll call, in which case the Chairperson shall call the roll and the vote of each member will be entered in the minutes.

ATTACHMENTS:

Committee Meeting Agenda Reporting Flow Chart

Committee Meeting Agenda Reporting Flow Chart

Executive Management Council Meeting: (Quarterly Meeting)

I. Approval of Meeting Minutes

II. Policies

- a. Review and approval

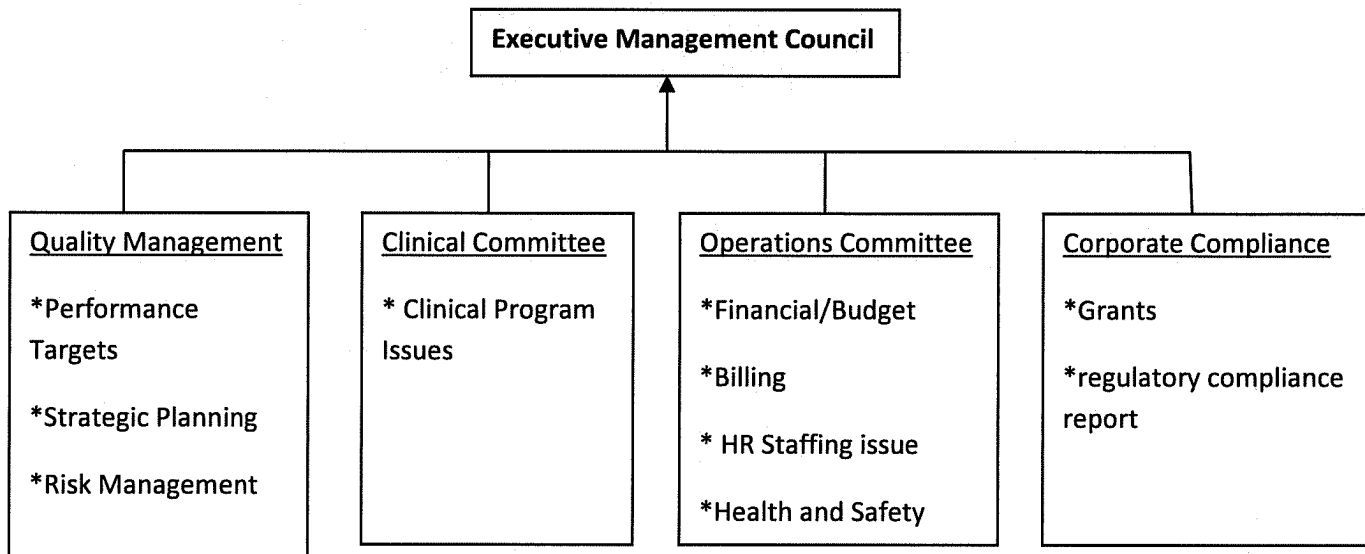
III. Strategic Plan

- a. Annual review by leadership

IV. Reports: quarterly reports from other Committees

- a. QI Committee
- b. Operations
- c. Clinical Committee
- d. Environments of Care

V. Other Business



**GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

Policies and Procedure

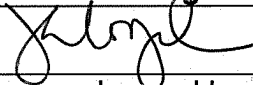
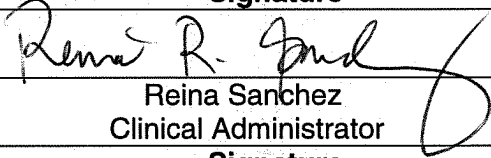
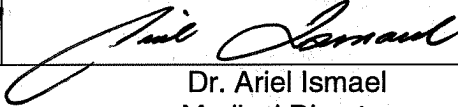



Submitted by: Cydsel V. Toledo

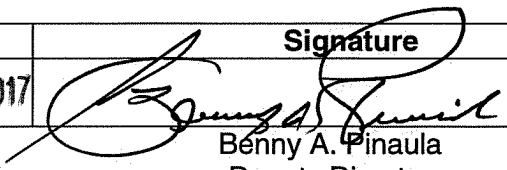
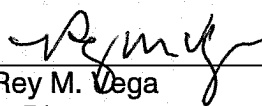
Protocol/Form

Policy No: AD-04

Bylaws

Title: Executive Management Council

Reviewed/Endorsed	Date	Signature
	10/24/17	
Title	Name Title Jeremy Lloyd Nurse Administrator	
Reviewed/Endorsed	Date	Signature
	OCT 21 2017	
Title	Name Title Reina Sanchez Clinical Administrator	
Reviewed/Endorsed	Date	Signature
	OCT 21 2017	
Title	Name Title Dr. Ariel Ismael Medical Director	
Reviewed/Endorsed	Date	Signature
	OCT 21 2017	
Title	Name Title Annie Unpingco Child – Adolescent Services Department Administrator	
Reviewed/Endorsed	Date	Signature
	10/20/17	
Title	Name Title Cydsel V. Toledo CARF Compliance Officer	
Reviewed/Endorsed	Date	Signature
	10/20/17	
Title	Name Title Michelle Sasamoto Grants and Compliance Officer	

Reviewed/Endorsed Title	Date	Signature
	OCT 21 2017	
	Name Title	Benny A. Pinula Deputy Director
Reviewed/Endorsed Title	Date	Signature
	OCT 21 2017	
	Name Title	Rey M. Vega Director