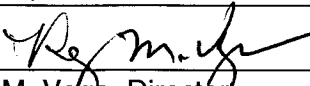


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Committee Meeting Reporting, Review and Approval Process	POLICY NO: AD-32	Page 1 of 2
RESPONSIBILITY: Department Wide		
APPROVED BY:  Rey M. Vega, Director	EFFECTIVE: JAN 24 2017	
	LAST REVIEWED/REVISED:	

PURPOSE:

To standardize the reporting process of committee meetings throughout the Guam Behavioral Health and Wellness Center (GBHWC).

POLICY:

The minutes of all GBHWC committee meetings, including the Professional Support (Psychiatrist and Psychologist) Community Support Services, Team Facilitators, Counseling Division and other Clinical Program shall be prepared using a standardized method as set forth in this policy.

PROCEDURES:

I. PREPARATION OF MINUTES

- A. When preparing minutes for a meeting, the scribe shall use the format in *Attachment I*. The minutes **must** contain the following information;
 1. Name of the organization (Guam Behavioral Health and Wellness Center)
 2. Name of the committee,
 3. Date, time and locations of the meeting and time of adjournment,
 4. A roster which identifies who was and was not present,
 5. Identification of the following;
 - i. The issue, topic or subject discussed
 - ii. A brief summarization of any discussions amongst members,
 - iii. A decision that was made and/or action(s) taken to address or resolve the issue,
 - iv. The responsible person(s)
 - v. The reporting timeframe,
 - vi. The status or progress of addressing or bringing closure to an issue
 6. Updates from previous meetings (if any),
 7. Report of unresolved issues (if any),
 8. The next meeting date, time and location (or indicate TO BE ANNOUNCED)
 9. A space for the scribe’s signature and title and a space for the chairperson’s signature and title.
 10. A copy (cc) list at the bottom of the minutes which tracks who or other committee(s) that regularly reviews the minutes of a respective committee.

II. REVIEW, APPROVAL, AND FILING OF MINUTES

- A. The committee chairperson shall ensure that a draft of the minutes is prepared and distributed to committee members within 2 weeks after the meeting and or a minimum of seven (7) consecutive days prior to the next meeting date.
- B. Minutes are subject to correction, amendment and approval at the following meeting,
- C. The committee chairperson shall ensure that approved minutes are filed accordingly and in compliance to the retention of record(s) as applicable
- D. Only approved minutes shall be made available to the public upon request. A copy of minutes shall not be released unless the request has been approved by the Director or his designee.

RELATED POLICY(IES):

Policy AD-32, *GBHWC Committees and Committee Guideline*

SUPERSEDES:

- A. Title; Policy No.; Effective date/signature date; Approving individual's name

ATTACHMENT:

- I. Minute Report Template

ATTACHMENT I

GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER (Insert committee name here) (Insert date and time) (Insert Venue)		ATTENDANCE			
		<u>Present:</u>		<u>Excused Absent:</u>	
ISSUE/TOPIC/DISCUSSION		DECISION(S)/ACTION(S) MADE	RESPONSIBLE PARTY	TIMEFRAME	STATUS
I.	Called to order				
II.	Approval of previous meeting Minutes				
III.	This column identifies an issue or topic discussed. Each issue/topic must have a separate row and notes in respective columns	This column answers the questions "what" and "why" <u>What</u> is going to be done to resolved/ address the issue? <u>Why</u> does this have to be done	This column identifies "who" is responsible. This person will be held accountable for the success or failure of resolving an issue. This reporter should indicate the responsible person's name or position	This column indicates the target deadline and should never be left blank	* is the item open, closed, tabled, deferred or informational? * who motioned? (optional) Did all agree? (optional)
IV. UPDATES FROM PREVIOUS MEETING					
1	Self explanatory: These rows touch base on issues/topics from the previous meeting. It identifies whether or not the responsible person(s) carried put their task assigned by the committee				
2					
V. UNRESOLVED ISSUES					
1	Self Explanatory. These rows provide updates on issues/topics identified from past meetings. The items in this cell shall carry over to the next meeting minutes until it has been completely resolved and considered CLOSED.				
VI. NEXT MEETING DATE					

Transcribed by: _____
 (Insert Name here)
 (Insert Title here)

Approved by: _____
 (Insert Name here)
 Chairperson, (Insert committee name here)

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

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


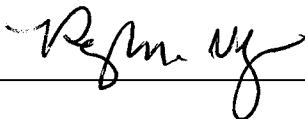
Policies and Procedure

Submitted by: Compliance Officer

Protocol/Form

Policy No: AD – 32

Title: Committee Meeting Reporting, Review and Approval Process

Reviewed/Endorsed Title	Date	Signature
	1/24/17	
	Cydnel Victoria Toledo CARF Compliance Officer	
Reviewed/Endorsed Title	Date	Signature
	1/24/17	
	Rey M. Vega Director	