


Guam Behavioral Health and Wellness Center		
TITLE: Executive Management Council	POLICY NO.: AD-ORG-14	Page 1 of 2
APPLICABILITY: Administration		
APPROVED BY:  THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 10/20/2017	
	LAST REVIEWED/REVISED: 1/7/2021	

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 Division Administrator
7. CARF Compliance Officer/Quality Improvement Coordinator
 - a. Corporate Compliance Officer
 - b. Grant Compliance Officer
 - c. Risk Management Officer
8. Pharmacist-In-Charge (Pharmacy Board Compliance)
9. Contract Administrator
10. Finance Officer

B. Time

The EMC meetings shall be held every other month, six (6) times a year, or at the call of the Chairperson.

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. CARF Accreditation Compliance
 - a. Finance Report
 - b. Performance Improvement Report
 - c. Policy Review and Approval
 - d. Regulatory Compliance Report
 - e. Risk Management Report
 - f. Safety Management Report

- g. Recruitment of Professional Staff
- h. Reporting of Contracts, MOUs and MOAs

EMC agendas, minutes, and attendance shall be filed in the Administration Office (QI/CARF Repository). Records shall be retained in accordance with GBHWC retention record policy.

E. Functions

The EMC shall address the following:

1. The EMC oversees development and revision of the Policy and Procedure; review and adopt program plans, policies, procedures, forms, and other documents relevant to the operation of GBHWC.
 - a. Performance Improvement Plan
 - b. Strategic Plan
 - c. Technology Plan
 - d. Accessibility Plan
 - e. Risk Management Plan
 - f. Cultural Humility Plan
2. EMC will be advised of internal and external significant events and relevant matters that impact the operations of the department; EMC will provide feedback and recommendations on the department's impact and inform stakeholders.

F. Conduct of Meetings

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

1. All meetings are confidential and private, and shall be conducted in accordance with Robert's Rules of Order, current revised edition.
2. A quorum shall equal fifty percent of the membership plus one, or a total of six (6) members present either in a physical location, teleconference or on-line audio or video conference.
3. The concurrence of six (6) members who are present shall constitute an official act of the Council.
4. Minutes shall be kept of the proceedings at all meetings and may not be released to non-EMC members without the permission and approval of the Director, Deputy or designee.

REFERENCES:

SUPERSEDES:

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



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

790 Gov. Carlos G. Camacho Rd, Tamuning, Guam 96913

TEL: (671) 647-5330 FAX: (671) 649-6948

REVIEW AND ENDORSEMENT CERTIFICATION

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

Policy Title: Executive Management Council

Policy No: AD-ORG-13

Initiated by: EMC

Date	Signature
10/9/2020	

Debbie Paulino
Administrative Officer – Financial Management Branch

Date	Signature
10/9/20	

Barsen Adelbai
Risk Management

Date	Signature
10/9/2020	

Cydsel Victoria Toledo
Quality Improvement Coordinator/CARF Compliance Officer

Date	Signature
11/17/20	

Marilyn Atlague
Administrative Service Officer - Patients Affairs Business Office

Date	Signature
10-13-20	

Quenie-Mei Fisher
Pharmacist in Charge – Pharmacy Department

Date	Signature
10-13-20	

Leonora Urbano MSN, RN-BC
Nursing Administrator

Date	Signature
11-23-20	

Ms. Annie Unpingco LCSW,LPC
Child Adolescent Services Division Administrator



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Date	Signature
NOV 17 2020	

Reina Sánchez, M.A.

Clinical Administrator #11720-002-28

Date	Signature
10/20/20	

Dr. Ariel Ismael

Medical Director

Date	Signature
11/27/2020	

Carissa Pangelinan

Deputy Director