

**EXECUTIVE BOARD POLICY DEVELOPMENT
AND MANAGEMENT**
Direct Care and Treatment
Executive Board

Issue Date: 12/08/2025 Effective Date: 12/08/2025 DCT Executive Board Policy Number: 100-1001

POLICY:

Direct Care and Treatment (DCT) Executive Board follows a standard process for the development, review, implementation and maintenance of Executive Board policies.

AUTHORITY:

[Minn. Stat. § 246C.07, Subd. 3\(a\)\(2\)](#)

APPLICABILITY:

DCT Executive Board Members

PURPOSE:

To establish a policy process that complies with applicable licensing, accreditation, regulatory and legal standards and guides conduct reflecting the mission, vision, and values of DCT. To enhance transparency, accountability and consistency in policy development while fostering a culture of continuous improvement and responsiveness.

DEFINITIONS:

None

PROCEDURES:

- A. Executive Board Policy System
 1. DCT policies applicable exclusively to the DCT Executive Board are posted electronically on the Executive Board Policies web page.
 2. Policies remain in effect until superseded or rescinded.
 3. Unless specifically identified as security information pursuant to [Minn. Stat. § 13.37](#), all policies are public data.
- B. Executive Board Members Responsibilities
 1. Executive Board Members:
 - a) must know how to access all DCT Executive Board policies;
 - b) must agree to comply with approved policies, and
 - c) will forward any suggested policy changes or requests for new policies to the DCT General Counsel.
 2. Failure to comply with policies may result in disciplinary action, up to and including removal from the Executive Board.
- C. Policy Process

The DCT General Counsel serves as the subject matter expert for policy content and is responsible to oversee the Executive Board policy process.

 1. The Policy Department and Data Privacy Office will collaborate and coordinate policy reviews

and revisions.

2. All policies must be sent to DCT Legal, Quality and Compliance for review before being submitted to the Executive Board.
3. The Executive Board reviews and approves all policies.
4. The Executive Board Chair is the designated policy signatory.
5. Policies will be issued and effective on the date signed by the Executive Board Chair.
6. The DCT Communications Office will ensure all signed policies are posted electronically on the Executive Board Policies web page.
7. The Policy Department will maintain an electronic policy archive according to the designated records retention schedule.

D. Policy Reviews and Revisions

1. All Executive Board policies will be reviewed biennially, January 1 to June 30, during odd calendar years unless otherwise required by licensing, statutes or other regulatory agencies.
2. At-need policy revisions can be requested at any time outside the designated review period.

E. Policy Format

1. Policies requiring Executive Board members to use an attachment must mention the attachment within the body of the policy and list under the attachments section.
2. All listed definitions must be used in the body of the policy or on an attachment.

REVIEW:

Biennially

REFERENCES:

None

ATTACHMENTS:

None

SUPERSESSION:

All DCT Executive Board policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

Carol Olson

/s/ Carol Olson

DCT Executive Board

Executive Board Chair

Direct Care and Treatment