



SANTA BARBARA COUNTY  
DEPARTMENT OF  
**Behavioral Wellness**  
A System of Care and Recovery

Psychiatric Health Facility (PHF) Governing Board Meeting  
Wednesday July 26, 2017  
3:00 PM – 4:00 PM  
PHD Auditorium  
300 N San Antonio Rd, Santa Barbara  
**Minutes**

---

**Staff:** Alice Gleghorn, PhD, PHF CEO; Yaneris Muñiz, Policy and Project Development Coordinator; Veronica Heinzlmann, Quality Care Management Coordinator; Gerardo Puga, PHF Program Director; Marianne Barrinuevo, PHF Director of Nursing; Alesha Silva, RN, Interim Nurse Supervisor; Karen Campos, Administration and County Counsel.

---

**Facilitator:** Terri Maus-Nisich, Assistant CEO, Health and Human Services

---

**Roll Call – Supervisor Lavagnino**, Santa Barbara County Board of Supervisors, Fifth District (excused); **Supervisor Janet Wolf**, Santa Barbara County Board of Supervisors, 2<sup>nd</sup> District, Alternate (excused); **Terri Maus-Nisich**, Assistant CEO, Health and Human Services; **Janette Pell**, Director of General Services; **Vincent Wasilewski**, Chief Deputy for Custody Operations, Sheriff's Department; **Carrie Topliffe**, Interim Director of Public Health.

---

**General Public Comment:** none at this meeting.

---

**1. Welcome and Overview**

- Introduction of Staff – no new staff at this meeting.

**Action:** No action.

---

**2. Review and Approve Minutes** (Exhibit 2a)

- June 28, 2017 – Ms. Topliffe made a motion to approve the June 28, 2017 meeting minutes as presented. Chief Wasilewski seconded. No objections. Motion carried.

---

### 3. Staff will report on the following Quality Assessment and Performance Plan and Indicators (QAPI):

#### QAPI July Update (Exhibit 3a)

##### **Compliance:**

- Patient Complaints and Grievances (monthly) - Ms. Heinzelmann provided the report for the month.

##### **Infection Prevention and Control:**

- Report (Quarterly: January, April, July, October) - Ms. Heinzelmann provided the report for the month.

##### **Patient Services, Care and Safety:**

- Patient Injuries (monthly) - Ms. Heinzelmann provided the report for the month.
- Adverse Outcomes in Patient Care (monthly) - Ms. Heinzelmann provided the report for the month.
- Social Work Services (Quarterly: Feb, May, Aug, Nov) - Ms. Heinzelmann provided the report for the month and the last two quarters as well.
- Suicide Management, Treatment Planning, Consents, Nursing Services and dietary needs (Quarterly: Jan, Apr, Jul, Oct) – Ms. Heinzelmann provides report for the month. For the quarters that were reported to be off target, Ms. Heinzelmann explains that there were electronic documentation process changes taking effect which have helped with improvement in this area. Ms. Silva adds that the PHF unit is working on updating their treatment planning template.
- Restraint /Seclusion (Quarterly: Mar, Jun, Sept, Dec) – no discussion.

##### **Medication Use/Pharmacy Services:**

- Medication Error as result of Medication Unavailability (monthly) – no discussion.
- Medication Error Rate/Adverse Drug Reactions /Polypharmacy/Timeliness of Medication Availability (Quarterly: Feb, May, Aug, Nov) - no discussion.

##### **Significant Adverse Outcomes:**

- Report (monthly) - Ms. Heinzelmann provided the report for the month.

##### **Food and Nutritional Services:**

- Update on current contract for food provider (Quarterly: Mar, Jun, Sept, Dec) – no discussion.

##### **Physician and Allied Health Professionals Related Services:**

- 
- Report (Quarterly: Feb, May, Aug, Nov) – no discussion.

#### **Environment/Facilities:**

- Environmental Services (EVS) Report (Quarterly: Jan, Apr, Jul, Oct) – Ms. Heinzlmann provided the report for the month.
- Environment of Care (Facilities) Report (Quarterly: Feb, May, Aug, Nov) – no discussion.

#### **Laboratory Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec) – no discussion.

- **Significant Areas/Key Events occurring at the Psychiatric Health Facility (PHF) such as patient care** (monthly) –
  - Mr. Puga reports that at this point the PHF has 16 hours and 7 points unused with Greeley Consultant services. The team will meet to strategize on how best to utilize the hours/points before end of year.
  - Ms. Heinzlmann reports on the following PHF Performance Improvement Projects
    - Comfort room use began in January 2016 and concluded in March 2017 with positive results.
    - Inventory of PHF Policies and Procedures began on 8-30-2016 and is still in process. Currently focusing on the most critical areas such as admissions, infection control, unit acuity and medications
    - Medical Care Evaluation (MCE) began in January 2017 and will conclude in January 2018. The purpose of this MCE is to study patient engagement in treatment by staff facilitating patient generated treatment plan goals.
  - Ms. Barrinuevo reports that the PHF's Infection Control Consultant, Elise McKee, did not renew her contract; therefore the program will move forward under the direction of the PHF Nursing Supervisor as manager of an internal PHF Infection Control Team. Ms. Maus-Nisich requested an update on Infection Control at the following meeting.
  - Ms. Barrinuevo reports that PHF had a surprise CMS visit on July 3<sup>rd</sup> due to an undisclosed complaint. Formal response with any State findings to come. Ms. Maus-Nisich requested a report at the following meeting if available.
- **Discuss law enforcement functions performed by Sheriff's staff at the PHF-** Ms. Barrinuevo reports on DHCS regulations and requirements for Sheriff's department staff that enter the PHF unit. The Sheriff's department has a few concerns with employees' privacy rights. Ms. Barrinuevo, Chief Wasilewski and County Counsel will meet to discuss next steps and will report back to this Board.

---

**Action:** Ms. Topliffe made a motion to acknowledge that the report was received. Ms. Pell seconded. No objections. Motion carried. Staff directed to include summary of corrective actions in future reports on indicators that were off target.

---

**4. Staff will provide a report on the following Compliance:**

**Staff Credentialing/Privileging:**

- None for this meeting.

**Action:** No action.

---

**5. Budget Development** – Dr. Gleghorn reports that 2<sup>nd</sup> interviews for *PHF Pharmacist In Charge* position will be conducted this afternoon.

**Action:** No action.

---

**6. Policy Revisions - Consider recommendations of the PHF MPC to approve new policies and revisions to existing policies or other items listed below:**

**New**

- **Employee Health Program and Infection Control** – policy in progress, continued to future meeting.
- **Safe Injection Practices Single-Use Devices and Sterile Fluid Management** – Ms. Muñiz provided an overview of new policy.

**Revised**

- **Informed Consent for Psychotropic Medications** – policy in progress, continued to future meeting. Ms. Muñiz to meet with Ms. Barrinuevo to discuss.

**Action:** Chief Wasilewski made a motion to approve the new policy, Safe Injection Practices Single-Use Devices and Sterile Fluid Management as presented. Ms. Pell seconded. No objections. Motion carried.

---

**7. Review of Future Meeting Agenda Items**

**Policies and Procedures**

- Infection Control Physical Environment Policy, continued from May 24<sup>th</sup> meeting - 3.3 information needs to be verified
- Employee Health Program and Infection Control, continued from May 24<sup>th</sup> meeting
- Informed Consent for Psychotropic Medication, continued from today's meeting

- 
- Conflict of Interest Policy to be presented by Aylin Bilir, Deputy County Counsel

**Requested updates**

- Infection Control Program Update from Marianne Barrinuevo
- PHF July 3, 2017 Visit Report from Marianne Barrinuevo
- Law enforcement functions performed by Sheriff's staff at the PHF Update
- Process Improvement Projects Update

**Other**

- Public Health Director Appointment to PHF GB
- PHF GB Annual BOS Report
- Obtain BOS approval for two new Members to be appointed to PHF GB

---

**8. Adjournment** – 3:50 pm. Next Meeting Date, August 23, 2017

DRAFT