



Psychiatric Health Facility (PHF) Governing Board Special Meeting
Wednesday December 12, 2018
3:00 PM – 4:00 PM
PHD Auditorium
300 N San Antonio Rd, Santa Barbara

AGENDA

PHF Governing Board Members:

Supervisor Lavagnino, Santa Barbara County Board of Supervisors, 5th District
Supervisor Wolf, Santa Barbara County Board of Supervisors, 2nd District, Alternate
Vincent Wasilewski, Chief Deputy for Custody Operations, Sheriff’s Department
Terri Maus-Nisich, Assistant CEO, Health and Human Services
Van Do-Reynoso, Director of Public Health Department
Polly Baldwin, Public Health Medical Doctor
Janette Pell, Director of General Services
Arlene Diaz, Manager, Public Administrator – Guardian

Staff: Alice Gleghorn, PHF CEO; Laura Zeitz, PHF Hospital Administrator; Alesha Silva; Nursing Supervisor; Susan Soderman, Quality Care Coordinator; Sara Sanchez, Quality Care Coordinator; Ole Behrendtsen, PHF Medical Director; Dalila Brown, Administration; Karen Campos, Administration, Yaneris Muniz, Policy and Project Development Coordinator; Melanie Johnson, Contracts Manager; Morgan Peterson, Pharmacist in Charge; and Aylin Bilir, County Counsel.

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

Persons desiring to address the meeting participants can complete and deliver to the staff the form which is available at the room entrance prior to the commencement of this comment period. This is an opportunity for members of the public to speak on items that are not on the agenda for today’s meeting. Public Comment will also be taken following each agenda section.

These are regular agenda items. Staff may, or may not have updates in each category at every meeting.
Important: GREY = Quarterly Update – no report due this month.

AGENDA ITEM	PRESENTER
Roll Call	Karen Campos
General Public Comment	Public
1. Welcome and Overview New staff introductions Updates Action: No action.	Terri Maus-Nisich
2. Review and Approve Minutes of the PHF Governing Board Meeting listed below:	All

- October 24, 2018 – (Exhibit 2a)

Action: Receive and Approve Meeting Minutes for the October 24, 2018 PHF Governing Board Meeting.

3. Medical Staff Bylaws

- No update at this meeting.

Action: No action.

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

Susan Soderman

- **QAPI November (Exhibit 4a) Update** - Indicators that are highlighted in grey are reported to the PGB on a quarterly basis.

Over a few years, the PHF has worked to decrease the hours of restraint usage and the number of seclusion episodes. In FY16/17, the utilization rate has been very low, less than 1% per month for both seclusion and restraints. At this point, the PHF monitors monthly utilization to ensure that the rates do not increase.

Complaints and Grievances:

- Report (monthly)

Infection Prevention and Control:

- Report (Quarterly: January, April, July, October)

Patient Services, Care and Safety:

- Report (Quarterly: Feb, May, Aug, Nov)
- Patient Injuries (monthly)
- Adverse Outcomes in Patient Care (monthly)
- Suicide Management, Treatment Planning, Consents, Nursing Services (Quarterly: Feb, May, Aug, Nov)

Social Work Services:

- Report (Quarterly: Mar, Jun, Sept, Dec)

Restraint / Seclusion:

- Report (Quarterly: Mar, Jun, Sept, Dec)

Medication Use/Pharmacy Services:

- Report (Quarterly: Feb, May, Aug, Nov)
- Medication Error Rates/Unavailability (monthly)

Significant Adverse Outcomes:

- Report (monthly)

Food and Nutritional Services:

- Report (Quarterly: Mar, Jun, Sept, Dec)

Physician and Allied Health Professionals Related Services:

- Report (Quarterly: Feb, May, Aug, Nov)

Environmental Services(EVS):

- Report (Quarterly: Jan, Apr, Jul, Oct)

Environment of Care (Facilities):

- Report (Quarterly: Feb, May, Aug, Nov)

Laboratory Services:

- Report (Quarterly: Mar, Jun, Sept, Dec)

QAPI Indicator List

- No changes at this meeting

Process Improvement Project(s):

- Report (Quarterly: Jan, Apr, Jul, Oct)

- **PHF Status Report:**

- Patient Status (UR) Report (monthly) November (Exhibit 4b).

- **Contract Monitoring**

- Report (Quarterly: Feb, May, Aug, Nov)

- **Significant Areas/Key Events occurring at the Psychiatric Health Facility (PHF) such as patient care (monthly)**

- Infection Control Program Update

Action: Receive report.

5. Staff will provide a report on the following Compliance:

Staff Credentialing/Privileging. No credentialing this quarter

Action: Approve credentialing of candidates and approve staff privileges listed above.

6. Budget Development

- No report

Action: No action

7. Policies and Procedures - consider new and revised policies and other items listed below:

- **New Policies and Procedures**
 - Medication Administration Schedule (Exhibit 7a)
- **Revised Policies and Procedures**
 - Transcribing New Medication Orders (Exhibit 7b)
 - Access to Medication Storage Areas (Exhibit 7c)

Susan Soderman

Laura Zeitz

Yaneri Muniz

<ul style="list-style-type: none"> ○ Medication Keys Shift Change Tracking Sheet – Attachment A - Medication Labeling and Storage (Exhibit 7d) - Emergency Medications (Exhibit 7e) - Controlled Substance Management (Exhibit 7f) <ul style="list-style-type: none"> ○ Drug Count Sheet- Attachment A ○ Discrepancy Resolution Report- Attachment B - Ordering Medications-Patient Supply and Remote Stock (Exhibit 7g) - Medication Disposal and Destruction (Exhibit 7h) <ul style="list-style-type: none"> ○ Medication Disposal-Controls-Attachment A ○ Medication Disposal and Destruction-Attachment B ○ PHF Medication Disposal Chart-Attachment C - Discharge Medications (Exhibit 7i) • Policies to be rescinded <ul style="list-style-type: none"> - Telephone Orders (Exhibit 7j) - Schedule Hours for Medication (Exhibit 7k) - Narcotic County/Key (Exhibit 7l) - Sample Medications (Exhibit 7m) - Emergency Prescription Coverage (Exhibit 7n) - Controlled Substance Delivery Log (Exhibit 7o) <p>Action: Review and approve the new, revised, and rescinded Policies and Procedures presented above.</p>	
<p>8. PHF Governing Board Administrative Items</p> <ul style="list-style-type: none"> • Review Draft PHF Annual Update to Board of Supervisors • Pyxis Machine Presentation <p>Action: No action.</p>	<p>Melanie Johnson Morgan Peterson</p>
<p>9. Review of Future Meeting Agenda Items Provide direction to staff regarding items to add for the next PHF Board meeting.</p>	<p>Terri Maus-Nisich</p>
<p>10. Adjournment - Next Meeting Date, January 23, 2019</p>	<p>All</p>

Writings that are a public record under Government Code § 54957.5(a) and that relate to an agenda item for open session of a regular meeting of the PHF Governing Board and that are distributed to the majority of the members of the PHF Governing Board less than 72 hours prior to that meeting shall be available for public inspection at Santa Barbara County Clerk of the Board at 105 E. Anapamu Street, 4th Floor in Santa Barbara, and also on the Behavioral Wellness website at: www.countyofsb.org/behavioral-wellness

Further Information Regarding Meetings:

Meeting Procedures

Members of the public are encouraged to attend and testify before the meeting participants on any matter appearing on the agenda.

Correspondence to the PHF Governing Board regarding items appearing on the agenda should be directed to Karen Campos, Department of Behavioral Wellness, 315 Camino Del Remedio, Santa Barbara CA 93110.

The schedule of the PHF Governing Board, meeting agendas, supplemental hearing materials and minutes of the Board meetings are available on the Department of Behavioral Wellness website at www.countyofsb.org/behavioral-wellness

Disability Access

The location for this meeting is the Santa Barbara County Public Health Department Building located at 300 N San Antonio Rd, Santa Barbara, CA. The meeting room is wheelchair accessible. Accessible public parking is available. American Sign Language interpreters, Spanish language interpretation and sound enhancement equipment may be arranged by contacting the Clerk of the Board of Supervisors by 4:00 p.m. three days prior to the meeting date. For information about these services please contact the Clerk of the Board at (805) 568-2240.