



Psychiatric Health Facility (PHF) Governing Board Meeting
December 12, 2019
2:00 PM – 3:00 PM
PHD C101/102
300 N San Antonio Rd, Santa Barbara

SPECIAL MEETING AGENDA

PHF Governing Board Members:

Terri Maus-Nisich, Assistant CEO, Health and Human Services, Chair
Vincent Wasilewski, Chief Deputy for Custody Operations, Sheriff’s Department, Vice Chair
Supervisor Das Williams, Santa Barbara County Board of Supervisors, 1st District
Supervisor Gregg Hart, Santa Barbara County Board of Supervisors, 2nd District, Alternate
Van Do-Reynoso, Director of Public Health Department
Polly Baldwin, Public Health Medical Director
Janette Pell, Director of General Services
Arlene Diaz, Manager, Public Administrator – Guardian

Staff: Alice Gleghorn, PHF CEO; Ole Behrendtsen, PHF Medical Director; Sara Sanchez; Quality Care Coordinator; Joshua Woody, Quality Care Manager; Jennifer Hidrobo, PHF Clinical Director; Qiuana Lopez, Policy & Procedures Coordinator; Stacey Anderson, Quality Care Management Coordinator; Shereen Khatapoush, Research & Program Evaluation; Karen Campos; Behavioral Wellness Administration; and Teresa Martinez, Deputy County Counsel.

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

These are regular agenda items. Staff may, or may not have updates in each category at every meeting. Important: Items in GREY will not be discussed at this Special Meeting.

AGENDA ITEM	PRESENTER
Roll Call	Karen Campos
General Public Comment 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	Public Members

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.

<p>1. Welcome and Overview</p> <ul style="list-style-type: none">• Introduction of New Staff – Joshua Woody, QCM Manager <p>Action: No action.</p>	<p>Terri Maus-Nisich</p> <p>Alice Gleghorn</p>
<p>2. Review and Approval of Minutes of the PHF Governing Board Special Meeting listed below:</p> <ul style="list-style-type: none">• November 7, 2019 (Exhibit 2a) <p>Action: Receive and approve Meeting Minutes for the November 7, 2019 PHF Governing Board special meeting.</p>	<p>All</p>
<p>3. Medical Staff Bylaws. Consider recommendations regarding the Bylaws of the Psychiatric Health Facility Medical Staff & Rules and Regulations(Medical Staff Bylaws) as follows:</p> <ul style="list-style-type: none">• No report at this meeting. <p>Action: No action.</p>	<p>Ole Behrendtsen</p>
<p>4. Quality Assessment and Performance Plan and Indicators (QAPI)</p> <p>4(a) Receive and file a report on the following Quality Assessment and Performance Plan and Indicators (QAPI). SEE EXHIBIT 4a.1 and 4a.2 POSTED WITH THE AGENDA. Indicators that are highlighted in grey are reported to the PGB on a quarterly basis, but are not scheduled to be reported on at this Special Meeting.</p> <p><u>Complaints and Grievances:</u></p> <ul style="list-style-type: none">- Report (monthly) <p><u>Infection Prevention and Control:</u></p> <ul style="list-style-type: none">- Report (Quarterly: January, April, July, October) <p><u>Patient Services, Care and Safety:</u></p> <ul style="list-style-type: none">- Report (Quarterly: Feb, May, Aug, Nov)- Patient Injuries (monthly)- Adverse Outcomes in Patient Care (monthly)	<p>Sara Sanchez</p>

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)
- Medication Error Rates (monthly)

Significant Adverse Outcomes:

- **Report** (monthly)

Food and Nutritional Services:

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

Physician and Allied Health Professionals (AHP) 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)

4(b) QAPI Indicator List. Receive and file a report on proposed changes to the QAPI Indicator List. Provide direction to Staff to amend or delete QAPI Indicators as proposed. SEE EXHIBIT 4b POSTED WITH AGENDA.

- Report (as needed)
 - o Review of Complete QAPI Indicator List with Proposed Revisions (Exhibit 4b)

Sara Sanchez

4(c) PHF Status Report. Receive and file a report on the data for the number of acute and administrative days of patients at the PHF in October and November 2019. SEE EXHIBIT 4c POSTED WITH AGENDA.

- Patient Status (UR) Report (monthly)

4(d) Contract Monitoring: Receive and file a report, as applicable, on vendors who contract with the PHF. Provide direction to Staff as appropriate.

- Report (Quarterly: Feb, May, Aug, Nov)
 - o Sheriff MOU
 - o Mary Sweeney, Psychiatric Nurse
 - o Federal Drug (Pharmaceuticals and Medical Supplies)
 - o Valle Verde Food Services
 - o Infection Preventionist
 - o Maxim Healthcare Services
 - o Southern Coast Janitorial
 - o Mission Linen Service

 - o Dr. Edwin Feliciano
 - o Traditions Behavioral Health

- Request for Proposals for a PHF Electronic Health Records (EHR) system

4(e) Significant Areas/Key Events occurring at the PHF (monthly).

- Receive and file a report on the Centers for Medicare and Medicaid (CMS) and California Department of Public Health Investigation Visit on November 27, 2019.

4(f) Process Improvement Projects (PIP) Receive and file a report on the following Process Improvement Project. SEE EXHIBIT 4f POSTED WITH AGENDA.

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

4(g) PHF Patient Survey Receive and file a report on the following survey results. SEE EXHIBIT 4g POSTED WITH AGENDA.

- Report (as needed)

Action: Receive and file reports presented above and provide direction to Staff regarding same.

Stacey Anderson

Jennifer Hidrobo

Ole Behrendtsen

Alice Gleghorn

Sheereen Khatapoush

Sheereen Khatapoush

<p>5. Receive and file a report on the following Compliance matters:</p> <ul style="list-style-type: none"> • Staff Credentialing/Privileging. The PHF’s Medical Practice Committee (MPC) has reviewed the credentials of the staff members identified below, and recommends that the PHF Governing Board accept the MPC’s recommendation to credential and approve the medical staff’s privileges at the PHF: <ul style="list-style-type: none"> ○ None at this meeting. <p>Action: No action.</p>	
<p>6. Budget Development. Receive and file a report on Budget Development. Provide direction to Staff as appropriate.</p> <ul style="list-style-type: none"> • None at this meeting. <p>Action: No action.</p>	
<p>7. Policies and Procedures - Consider new, revised and rescinded policies and other items listed below. SEE CORRESPONDING EXHIBITS POSTED WITH THE AGENDA:</p> <ul style="list-style-type: none"> • New Policies – none at this meeting. • Revised Policies <ol style="list-style-type: none"> 1. Admissions Criteria and Conditions (Exhibit 7a) 2. Care of Suicidal Patients (Exhibit 7b) <ul style="list-style-type: none"> ▪ Attachment A: Hermes Deakins Suicide Risk Assessment ▪ Attachment B: Q15 Minute Patient Rounds Day Shift ▪ Attachment C: Q15 Minute Patient Rounds Night Shift ▪ Attachment D: Level of Observation Checklist 3. Medication Wasting and Destruction (Exhibit 7c) <ul style="list-style-type: none"> ▪ Attachment A: Controlled Medication Wasting Log ▪ Attachment B: Non-Controlled Medication Wasting Log ▪ Attachment C: PHF Medication Wasting Chart ▪ Attachment D: Controlled Destruction Log ▪ Attachment E: Non-Controlled Destruction Log • Rescinded Policies – none at this meeting. 	<p>Quiana Lopez</p>

<ul style="list-style-type: none"> • Other – none at this meeting. <p>Action: Review and approve amendments made to the revised Policy and Procedures presented or provide direction to Staff regarding other changes to the revised Policies and Procedures presented, as applicable.</p>	
<p>8. Discuss PHF Governing Board Administrative Items. Provide direction to Staff as appropriate.</p> <ul style="list-style-type: none"> • Conflicts of Interest Reporting Reminder • Discussion of Content for the PHF Annual Report to Santa Barbara County Board Of Supervisors (BOS) • Adopt the PGB 2020 Meeting Calendar (Exhibit 8a) <p>Action: Receive reports presented above; provide direction to staff on items to be included in the PHF Annual Report to the BOS; and adopt the PGB 2020 meeting calendar.</p>	Karen Campos
<p>9. Review of Future Meeting Agenda Items Provide direction to staff regarding items to add for the next PHF Governing Board meeting.</p> <ul style="list-style-type: none"> • PHF Governing Board Review of PHF Annual Budget and Capital Expenditures (March 25, 2020) <p>Action: Direct staff to add items to the next meeting of the PHF Governing Board as discussed.</p>	Terri Maus-Nisich
<p>10. Adjournment - Next Meeting Date, January 22, 2020</p>	All

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 Administration Building at 105 E. Anapamu Street, Santa Barbara, California, 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 Karen Campos by 4:00 p.m. three days prior to the meeting date (24 hours prior to a Special Meeting). For information about these services please contact Karen Campos at (805) 681-5220.