



Psychiatric Health Facility (PHF) Governing Board Meeting  
 January 22, 2020  
 3:00 PM – 4:00 PM  
 PHD Auditorium  
 300 N. San Antonio Rd, Santa Barbara

**Meeting Minutes**

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**Staff:** **Ole Behrendtsen**, PHF Medical Director; **Jennifer Hidrobo**, PHF Clinical Director; **Laura Zeitz**, Division Chief of Housing Placement/PHF; **Sara Sanchez**, Quality Care Management Coordinator; **Stacey Anderson**, Quality Care Management Coordinator; **Jamie Huthsing**, Quality Care Management Manager; **Qiuana Lopez**, Policy and Procedures Coordinator; **Shereen Khatapoush**, Research & Program Evaluation; **Chris Ribeiro**, Chief Financial Officer; **Lindsay Walter**, Deputy Director of Administration & Operations; **Marshall Ramsey**, Division Chief for Information Technology; **Karen Campos**, Behavioral Wellness Administration; **Maria Xique**, Behavioral Wellness Administration, Supervisor; **Teresa Martinez**, Deputy County Counsel.

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**Facilitator:** **Terri Maus-Nisich**, Assistant CEO, Health and Human Services (Chair).

**Call to Order:** Chair Maus-Nisich called the meeting to order at 3:00 p.m.

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**Roll Call:** The meeting was called to order at 3:05 p.m.

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<b>Present</b>	<b>Excused</b>
<b>Terri Maus-Nisich</b> , Assistant CEO, Health and Human Services (Chair)	<b>Supervisor Williams</b> , Santa Barbara County Board of Supervisors, First District
<b>Vincent Wasilewski</b> , Chief Deputy for Custody Operations, Sheriff’s Department (Vice Chair)	<b>Polly Baldwin</b> , Public Health Medical Director
<b>Supervisor Hart</b> , Santa Barbara County Board of Supervisors, Second District, Alternate	

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**Van Do-Reynoso**, Director of Public Health

**Janette Pell**, Director of General Services

**Arlene Diaz**, Manager, Public Administrator –  
Guardian

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**General Public Comment:** One member of the public shared concern with the level of care being provided to her neighbor who is believed to be a Behavioral Wellness client.

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**1. Welcome and Overview:** Chair Maus-Nisich welcomed everyone.

- **Introduction of New Staff** – none at this meeting.

**Action:** No action.

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**2. Review and Approve Minutes of the PHF Governing Board (PGB) Special Meeting listed below:**

- December 12, 2019 (Exhibit 2a)

**Action:** Supervisor Hart made a motion to approve the December 12, 2019 PGB Special Meeting minutes as presented. Ms. Do-Reynoso seconded. No objections. Motion carried.

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**3. Medical Staff Bylaws**

- No report at this meeting.

**Action:** No action.

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**4. Quality Assessment and Performance Plan and Indicators (QAPI):**

**4(a) Indicators that are highlighted in grey are reported to the PGB on a quarterly basis, but are not scheduled to be reported at this meeting.**

**Complaints and Grievances:**

- Report (monthly) – Ms. Sanchez provided the report for December 2019.

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**Infection Prevention and Control:**

Report (Quarterly: January, April, July, October) – Ms. Sanchez provided the report for the quarter ending December 31, 2019.

**Patient Services, Care and Safety:**

- Report (Quarterly: Feb, May, Aug, Nov) – no report at this meeting.
- Patient Injuries (monthly) – Ms. Sanchez provided the report for December 2019.

**Social Work Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec) – no report at this meeting.
- Psychosocial Assessment Completion - Ms. Sanchez provided the report for the quarter ending December 31, 2019.
- Recreation Therapy Assessments - Ms. Sanchez provided the report for the quarter ending December 31, 2019.

**Restraint/Seclusion:**

Report (Quarterly: Mar, Jun, Sept, Dec) - no report at this meeting.

**Medication Use/Pharmacy Services:**

- Report (Quarterly: Feb, May, Aug, Nov) - no report at this meeting.
- Medication Error Rates – (monthly) – Ms. Sanchez provided the report for December 2019.

**Significant Adverse Outcomes:**

- Report (monthly) - Ms. Sanchez provided the report for December 2019.

**Food and Nutritional Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec) - no report at this meeting.
- Ice Policy - Ms. Sanchez provided the report for December 2019.
- Handwashing - Ms. Sanchez provided the report for the month December 2019.

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- Request for Additional Food - Ms. Sanchez provided the report for December 2019.

**Physician and Allied Health Professionals (AHP) Related Services:**

- Report (Quarterly: Feb, May, Aug, Nov) - no report at this meeting.
- Cranial Nerve Exams - Ms. Sanchez provided the report for December 2019.
- Informed Consent - Ms. Sanchez provided the report for the quarter ending December 31, 2019.

**Environmental Services (EVS):**

- Report (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for the quarter ending December 31, 2019.

**Environment of Care (Facilities):**

- Report (Quarterly: Feb, May, Aug, Nov) - no report at this meeting.

**Nursing Services:**

- Report - Ms. Sanchez provided the report for the quarter ending December 31, 2019.

**Treatment Plans:**

- Report - Ms. Sanchez provided the report for the quarter ending December 31, 2019.

**4(b) QAPI Indicator List**

- Report (as needed) – No report at this meeting.
  - Review of Complete QAPI Indicator List with Proposed Revisions (Exhibit 4b) review and approve

**4(c) PHF Status Report**

- Patient Status (UR) Report (monthly) – Ms. Anderson provided the report for the month of December 2019. The PGB directed Staff to explore interventions with IST felony offenders at the Department of State Hospitals to be better prepared for their return to the County and in order to reduce IST's length of stay at the PHF.

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#### 4(d) Contract Monitoring Report:

- Report (Quarterly: Feb, May, Aug, Nov) – No report for the quarter.
- PHF Electronic Health Records (EHR) Request for Proposals (RFP) – Ms. Walter and Mr. Ramsey provided an update on the EHR RFP. The PGB suggested that someone from Public Health’s EHR team join the review panel or a consultant from Greeley and directed Ms. Do-Reynoso and Ms. Zeitz to look into those options, respectively, and return to the next meeting.

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

- Recruitment Update
  - PHF Nurses are being actively recruited; Ms. Walter was directed to follow up with Behavioral Wellness’ Human Resources (HR) Manager, Michael Tate, on potential new hire incentives for hard to fill positions and provide an update at the February 2020 meeting.
  - PHF Director of Social Services has been hired. The target start date is January 27, 2020.
- PHF Social Workers are not being actively recruited at this time; one PHF Social Worker is out on leave.

#### 4(f) Process Improvement Projects (PIP) (Exhibit 4f)

- Report (Quarterly: Mar, Jun, Sept, Dec) – No report at this meeting.

#### 4(g) PHF Patient Survey (Exhibit 4g)

- Report (as needed) - Ms. Khatapoush provided survey results for July 1, 2018 through December 31, 2019.

**Action:** Ms. Do-Reynoso made a motion to receive and file reports presented above with direction to staff to reference the Social Services Director as *PHF Director of Social Services* in documentation presented; explore interventions with IST felony offenders at the Department of State Hospitals to be better prepared for their return to the County and in order to reduce IST’s length of stay at the PHF; to return to the next PGB meeting for appointment of a review panel member for the EHR RFP; and receive update from Human Resources on potential new hire incentives for hard to fill positions at the PHF. Ms. Pell seconded. No objections. Motion carried.

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**5. Budget Development** – Mr. Ribeiro provided a report on the PHF’s Operating Budget and Capital Expenditures for FY 20 - 21.

**Action:** Supervisor Hart made a motion to receive the report. Ms. Pell seconded. No objection. No abstentions. Motion carried.

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**6. Policies and Procedures (P&P)** – Ms. Lopez provided an overview of the new and revised Policies and Procedures listed below.

- **New Policies**

Nursing Procedures (Exhibit 6a) – Upon recommendation from the Medical Practice Committee, staff suggested adding the position of Administrative Liaison to the definition of PHF Leadership in Section 2.1.

- **Revised Policies**

1. Discharge and Aftercare Planning (Exhibit 6b) - Upon recommendation from the Medical Practice Committee, staff recommended revising Section 6.6 to read as follows: *Social Services staff will contact outpatient providers to schedule a follow-up mental health appointment(s) to occur within seven (7) days of discharge or as soon as appointments are available.*
2. Tuberculosis for Patients (Exhibit 6c)

➤ Attachment A – Tuberculosis Screening Form

- **Rescinded** - none at this meeting.

- **Other** – none at this meeting.

**Action:** Chief Wasilewski made a motion to approve the new and revised P&Ps presented with the above-mentioned amendments. Ms. Do-Reynoso seconded. No objections. Motion carried.

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**7. Discuss PHF Governing Board Administrative Items:**

- Draft PHF Annual Report to Santa Barbara County Board of Supervisors (BOS) – no report provided at this meeting, tabled to the February PGB agenda.

**Action:** No action.

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**8. Review of Future Meeting Agenda Items:** The PGB directed staff to return to the February 26, 2020 meeting with the following:

- PHF Annual Report to Santa Barbara County Board of Supervisors;
- Report on possible interventions with IST felony offenders at the Department of State Hospitals to be better prepared for their return to the County and to reduce IST's length of stay;
- Report from Behavioral Wellness HR on potential new hire incentive for hard to fill positions;
- Receive recommendations for a PGB-appointed panel-review member for the EHR RFP.

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**9. Closed Session**

- **Staff Credentialing/Privileging.** (Government Code section 54957(b) (1).)

New members to the Medical Staff

- **Report from Closed Session** - In closed Session, the PGB considered one matter: Staff Credentialing and Privileging – appointment of one proposed new member to the Medical Staff.

**Action:** The PGB voted unanimously to appoint and privilege Dr. Amy Woods to provide psychiatric services to patients at the PHF based on the PHF Medical Director's and MPC's recommendation, and on the PGB's review of Dr. Woods's qualifications, peer references, and credentialing files.

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**10. Adjournment** – meeting adjourned at 4:18 p.m. Next Meeting Date, February 26, 2020.