



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

Psychiatric Health Facility (PHF) Governing Board Meeting
February 26, 2020
3:00 PM – 4:00 PM
PHD Auditorium
300 N. San Antonio Rd., Santa Barbara
Minutes

Staff: Alice Gleghorn, Director; Ole Behrendtsen, PHF Medical Director; Michael Tate, Human Resources Manager; Anabel Ceja-Guy, PHF Director of Social Services; Jennifer Hidrobo, PHF Clinical Director; Sara Sanchez, Quality Care Management Coordinator; Stacey Anderson, Quality Care Management Coordinator; Maria Xique, Office Professional Senior, Supervisor; Janal Lopez, Administrative Office Professional I; Teresa Martinez, Deputy County Counsel.

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

Call to Order: Chair Maus-Nisich called the meeting to order at 3:02 p.m.

Roll Call: The meeting was called to order at 3:0? p.m.

Present	Excused
Terri Maus-Nisich , Assistant CEO, Health and Human Services (Chair)	Supervisor Williams , Santa Barbara County Board of Supervisors, First District
Vincent Wasilewski , Chief Deputy for Custody Operations, Sheriff's Department (Vice Chair)	
Supervisor Hart , Santa Barbara County Board of Supervisors, Second District, Alternate (arrived as item 1 was being discussed)	
Van Do-Reynoso , Director of Public Health (arrived as item 4c was being discussed)	
Janette Pell , Director of General Services	
Polly Baldwin , Public Health Medical Director	

Arlene Diaz, Manager, Public Administrator –
Guardian

General Public Comment: No comment at this meeting

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

- **Introduction of New Staff** – Dr. Gleghorn introduced, Michael Tate, Human Resources Manager and Jennifer Hidrobo introduced Anabel Ceja Gay, PHF Director of Social Services. Dr. Gleghorn asked Counsel if for audit purposes a vote from the PGB was needed in order to appoint the PHF Director of Social Services position. Counsel indicated it's not necessary.

Action: No action.

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

- January 22, 2020 (Exhibit 2a)

Action: Chief Wasilewski made a motion to approve the January 22, 2020 PGB Meeting minutes as presented. Janette Pell seconded. No objections. No abstentions. Motion carried.

3. Medical Staff Bylaws. Consider recommendations regarding the Bylaws of the Psychiatric Health Facility Medical Staff & Rules and Regulations (Medical Staff Bylaws) as follows:

- No report at this meeting

Action: No action.

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

4(a) Receive and file a report on the following Quality Assessment and Performance Plan and Indicators (QAPI). SEE EXHIBIT 4a 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 meeting.

Complaints and Grievances:

- Report (monthly) - Ms. Sanchez provided the report for January 2020.

Infection Prevention and Control:

- Report (Quarterly: Jan, Apr, Jul, Oct) – no report at this meeting.

Patient Services, Care and Safety:

- Report (Quarterly: Feb, May, Aug, Nov) - Ms. Sanchez provided the report for the quarter ending January 31, 2020.
- Patient Injuries (monthly) – Ms. Sanchez provided the report for January 2020.

Social Work Services:

- Report (Quarterly: Mar, Jun, Sept, Dec) – no report at this meeting.
- Psychosocial Assessment Completion (Quarterly: Jan, Apr, Jul, Oct) – no report at this meeting.
- Recreation Therapy Assessments (Quarterly: Jan, Apr, Jul, Oct) – no report at this meeting.

Restraint / Seclusion:

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

Medication Use/Pharmacy Services:

- Report (Quarterly: Feb, May, Aug, Nov) - Ms. Sanchez provided the report for the quarter ending January 31, 2020.
- Medication Error Rates (monthly) – Ms. Sanchez provided the report for January 2020.- The PGB directed staff to provide an overtime reporting schedule and consider color coding and strategies implemented at other PHFs in order to reduce medication errors for patients with similar names. Ms. Sanchez to look into those options and return to the next meeting.

Significant Adverse Outcomes:

- Report (monthly) - Ms. Sanchez provided the report for January 2020.
-

Food and Nutritional Services:

- Report (Quarterly: Mar, Jun, Sept, Dec) - no report at this meeting.
- Ice Policy (Quarterly: Jan, Apr, Jul, Oct) - no report at this meeting.
- Handwashing (Quarterly: Jan, Apr, Jul, Oct) - no report at this meeting.
- Request for Additional Food (Quarterly: Jan, Apr, Jul, Oct) - no report at this meeting.

Physician and Allied Health Professionals (AHP) Related Services:

Report (Quarterly: Feb, May, Aug, Nov) - Ms. Sanchez provided the report for the quarter ending January 31, 2020.

Cranial Nerve Exams (Quarterly: Jan, Apr, Jul, Oct) - no report at this meeting.

Informed Consent (Quarterly: Jan, Apr, Jul, Oct) - no report at this meeting.

Environmental Services (EVS):

Report (Quarterly: Jan, Apr, Jul, Oct) - no report at this meeting.

Environment of Care (Facilities):

Report (Quarterly: Feb, May, Aug, Nov) - Ms. Sanchez provided the report for the quarter ending January 31, 2020.

Nursing Services

Report (Quarterly: Jan, Apr, Jul, Oct) - no report at this meeting.

Treatment Plans

Report (Quarterly: Jan, Apr, Jul, Oct) - no report at this meeting.

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) - Ms. Sanchez provided the report for the quarter ending January 31, 2020.- New indicated based on plan of correction A-N
- Review of Complete QAPI Indicator List with Proposed Additions, Deletions and Revisions. – The PGB directed Sara to connect with Humboldt County regarding the number of indicators used at their PHF. Staff to consider indicators that need to be reported on a monthly, quarterly and annually basis and report back.
- New Indicators proposed for PGB review/approval:
 - o N1-6
- Indicators with proposed revision for PGB review/approval:
 - o I4- Continue reporting total number of errors

-
- Indicators proposed for PGB review/removal:
 - o D7- to be removed as is a duplication of D6, as a result D8 becomes D7
 - o H5- to be removed as is a duplication of H6, as a result H6 becomes H5

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. SEE EXHIBIT 4c POSTED WITH AGENDA.

- Patient Status (UR) Report (monthly) - Ms. Anderson provided the report for the month of January 2020.
 - o Corrected AS non-bill type data for December 2019

4(d) Contract Monitoring: Receive and file a report, as applicable, on vendors who contract with the PHF. Provide direction to Staff as appropriate. The PGB directed staff to bring a list of all contracts for revision to the next meeting.

- Report (Quarterly: Feb, May, Aug, Nov) -No significant varies of concern- all positive reports
 - o Mary Sweeney, Psychiatric Nurse
 - o Federal Drug (Pharmaceuticals and Medical Supplies)
 - o Valle Verde Food Services –
 - o Infection Preventionist, Andra Dillard
 - o Maxim Healthcare Services
 - o Southern Coast Janitorial
 - o Mission Linen Service-
 - o PHF Psychiatrist, Dr. Edwin Feliciano

 - o Traditions Behavioral Health

 - o Sheriff MOU- Counsel reported that due to timing there are three outstanding items under their review.

-
- PHF Electronic Health Records (EHR) Request for Proposals (RFP) Greeley Participation Update and appointment of PGB review panel member. - Ms. Hidrobo reported Greeley is not interested of being in the panel; however, offered a project proposal to provide a 1.5 day visit to review and provide RFP recommendations at the cost of two points. Staff recommends using two points for Greeley. The PGB agreed on utilizing the two points.

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

- Recruitment Update on PHF Hard to Fill Positions – Mr. Tate reported a Psych Nurse had been hired, Psych Nurse Senior and Psych Nurse 1 recruitments opened up today and the PHF Director of Social Services position had been filled. The PGB directed Mr. Tate for data of length of period to fill positions to be tracked.
- Department of Health Care Services (DHCS) Unusual Occurrence Report (UOR) Plan of Correction (POC) Update – Ms. Hidrobo reported that PHF is in the clear with DHCS.
- DHCS February Survey Update – Ms. Hidrobo reported the TB Policy and procedure was completed, presented and accepted by DHCS.
- PHF Recognition – Dr. Gleghorn reported the PHF has been selected as the Employee of the month for being amazing and doing so much work over the past years. trying to have the same date of the PHF Annual Date

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

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

- Report (as needed) - no report at this meeting.

Action: Chief Wasilewski made a motion to approve proposed changes/deletions made to the QAPI Indicator List presented above; and provided direction to staff as applicable. Seconded by Ms. Diaz. No objections. Motion carried.

5. Budget Development. Receive and file a report on Budget Development. Provide direction to Staff as appropriate.

- None at this meeting.

Action: No action.

6. Policies and Procedures - Consider new, revised and rescinded policies and other items listed below. SEE CORRESPONDING EXHIBITS POSTED WITH THE AGENDA:

- New Policies – none at this meeting
- Revised Policies – none at this meeting
- Rescinded Policies – none at this meeting.
- Other – none at this meeting.

Action: Review and approve new and revised Policy and Procedures presented or provide direction to staff regarding recommended changes to the Policies and Procedures presented, as applicable.

7. Discuss PHF Governing Board Administrative Items. Provide direction to Staff as appropriate.

- Presentation on LPS Conservatorship- Ms. Diaz provided a PowerPoint presentation on LPS and Murphy.
 - Draft PHF Annual Report to Santa Barbara County Board of Supervisors (BOS) (Exhibit 7a)- Dr. Gleghorn presented the Draft report. The PGB recommended the following to be included: Changes in the PHF, how population is evolving, facility upgrades and photo, information on hard to fill positions, pharmacy staffing and success, last audit success.
 - IST Discussion/Barriers- No discussion at this meeting, tabled to the March PGB agenda.
 - Justice Alliance Team
 - Easy Deposits for Rent
 - Medical Benefits
 - Court Relationship and Other Considerations
-

Action: Dr. Do Reynoso made a motion to docket the PHF Annual Report with the Board of Supervisors with recommendations provided. Second by Ms. Pell. No objections. Motion carried.

8. Review of Future Meeting Agenda Items: The PGB directed staff to return to the March 25, 2020 meeting with the following:

- IST- recommendation on how to restructure the indicators
 - Budget
-

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: Ms. Diaz made a motion to appoint and privilege Dr. Duane McWaine 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. McWayne’s qualifications, peer references, and credentialing files. Seconded by Chief Wasilewski. No objections. Motion carried

10. Adjournment – Meeting adjourned at 4:13 p.m. Next Meeting Date, March 25, 2020
