



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

Psychiatric Health Facility (PHF) Governing Board Meeting

June 24, 2020

3:00 PM – 4:30 PM

Remote Virtual Participation Only

<https://sbcbswell.zoom.us/j/95567030759?pwd=ZDhpdjNnSzhUaHRoZEE2WEEdVnFFLdz09>

Meeting ID 955 6703 0759

Password 610 624

MEETING MINUTES

Staff: Alice Gleghorn, Director; Ole Behrendtsen, PHF Medical Director; Laura Zeitz, Division Chief of Housing Placement/PHF; Suzanne Grimesey, Chief Strategy Officer/PIO; Jennifer Hidrobo, PHF Clinical Director; Jamie Huthsing, Quality Care Management Manager; Sara Sanchez, Quality Care Management Coordinator; Stacey Anderson, Quality Care Management Coordinator; Shereen Khatapoush, Research and Program Evaluator; Karen Campos, Administration OPS; 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 3:03 p.m.

Roll Call:

Present

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

Supervisor Williams, Santa Barbara County Board of Supervisors, First District (departed as item 4 was being discussed)

Excused

Vincent Wasilewski, Chief Deputy for Custody Operations, Sheriff's Department (Vice Chair)

Van Do-Reynoso, Director of Public Health
(arrived as item 7 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.

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- **Welcome and Overview:** Chair Maus-Nisich welcomed everyone.
 - **Introduction of New Staff** – none at this meeting.
 - Supervisor Hart was also in attendance in a non-voting capacity.
 - Item 7 was requested to be presented on first and was heard before Item 2.

Action: No action.

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

- February 26, 2020 (Exhibit 2a)

Action: Ms. Pell made a motion to approve the February 26, 2020 PGB Meeting minutes as presented. Ms. Do-Reynoso 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 4.a.1., 4a.2., 4.a.3., 4a.4. POSTED WITH THE AGENDA. Indicators that are highlighted in grey are reported to the PGB on a quarterly basis, but were not reported on at this meeting.

Complaints and Grievances:

- Report (monthly) - Ms. Sanchez provided the report for the months of March, April, May and June 2020.

Infection Prevention and Control:

- Report (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for quarter ending March 31, 2020.

Patient Services, Care and Safety:

- Report (Quarterly: Feb, May, Aug, Nov) - Ms. Sanchez provided the report for the quarter ending March 31, 2020.
- Patient Injuries (monthly) – Ms. Sanchez provided the report for the months of March, April, May and June 2020.

Social Work Services:

- Report (Quarterly: Mar, Jun, Sept, Dec) – Ms. Sanchez provided the report for quarters ending in December 31, 2019 and March 31 2020.
- Psychosocial Assessment Completion (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for quarter ending March 31, 2020.
- Recreation Therapy Assessments (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for quarter ending March 31, 2020.

Restraint / Seclusion:

- Report (Quarterly: Mar, Jun, Sept, Dec) - Ms. Sanchez provided the report for quarters ending in December 31, 2019 and March 31, 2020.

Medication Use/Pharmacy Services:

- Report (Quarterly: Feb, May, Aug, Nov) - Ms. Sanchez provided the report for the quarter ending March 31, 2020.
 - Medication Error Rates (monthly) – Ms. Sanchez provided the report for the months of March, April, May and June 2020.
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Significant Adverse Outcomes:

- Report (monthly) - Ms. Sanchez provided the report for the months of March, April, May and June 2020.

Food and Nutritional Services:

- Report (Quarterly: Mar, Jun, Sept, Dec) - Ms. Sanchez provided the report for quarters ending in December 31, 2019 and March 31 2020.
- Ice Policy (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending March 31, 2020.
- Handwashing (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending March 31, 2020.
- Request for Additional Food (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending March 31, 2020.

Physician and Allied Health Professionals (AHP) Related Services:

- Report (Quarterly: Feb, May, Aug, Nov) - Ms. Sanchez provided the report for the quarter ending March 31, 2020.
- Cranial Nerve Exams (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending March 31, 2020.
- Informed Consent (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending March 31, 2020.

Environmental Services (EVS):

- Report (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending March 31, 2020.

Environment of Care (Facilities):

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

Nursing Services

- Report (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending March 31, 2020.

Treatment Plans

- Report (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending March 31, 2020.

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 update;

- New Indicators proposed for PGB review/approval:
 - o None at this meeting.
- Indicators with proposed revision for PGB review/approval:
 - o Renumbering of C indicators
 - o Renumbering of D indicators
 - o Renumbering of K indicators
- Indicators proposed for PGB review/removal:
 - o C, 2, 4, 5, 6, 8
 - o D, 1, 5
 - o E 1 (E category will be retained)
 - o K 1, 5, 6

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 months of February, March, April and May 2020.

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) - Ms. Hidrobo and Dr. Behrendtsen gave the report. They reported there are no significant areas of concern regarding the vendors below; all reports were positive.
 - o Mary Sweeney, Psychiatric Nurse
 - o Federal Drug (Pharmaceuticals and Medical Supplies)
 - o Valle Verde Food Services
 - o Infection Preventionist, Andra Dillard

- Maxim Healthcare Services
- Southern Coast Janitorial – Ms. Hidrobo reported that Southern Coast Janitorial has been providing 2 extra cleanings per day due to the current COVID 19 pandemic.
- Mission Linen Service
- PHF Psychiatrist, Dr. Edwin Feliciano
- Traditions Behavioral Health – Dr. Behrendtsen reported that Dr. Qyana Griffith is on maternity leave through October 2020. Dr. Duane McWaine, credentialed and privileged by the PHF Governing Board in February 2020, is providing coverage during Dr. Griffith’s maternity leave. He is doing very well.
- Sheriff MOU - Ms. Zeitz reported that most issues related to the PHF have been addressed; however, there are a few outstanding items that need to be resolved, discussions on which have been put on hold due to the COVID-19 pandemic.
- PHF Electronic Health Records (EHR) Request for Proposals (RFP) – Ms. Zeitz reported that the contract with Greeley has been renewed. Greeley has agreed to help with the implementation of the EHR.

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

- COVID 19 Update – Ms. Zeitz provided the update and discussed testing protocols for admitted patients and patients discharging to other facilities.
- PHF Director of Social Services Update – Ms. Zeitz reported that the PHF Director of Social Services returned to her previous position within the County. The PHF has a new candidate for this position and staff may have more details to share at the next meeting.

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) – Ms. Khatapoush provided an overview of survey results, July 1, 2019 to March 31, 2020.

4(h) PHF Medical Care Evaluation Study Receive and file a report on the following study results. SEE EXHIBIT 4h POSTED WITH AGENDA.

- Report (as needed) – Ms. Khatapoush provided an overview of the study.

Action: Ms. Diaz made a motion to receive and file the reports presented above and approve the proposed changes/deletions made to the QAPI Indicator List presented above. Ms. Pell seconded. Supervisors Hart and Williams were not present for the vote. No objections. No abstentions. 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
 - Medication Administration for Patients Enrolled in Opioid Treatment Programs – tabled to a future meeting.
- Revised Policies – none at this meeting
- Rescinded Policies – none at this meeting.
- Other – none at this meeting.

Action: No action.

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

- **Emergency Response Plan (Exhibit 7a)** – Ms. Hidrobo provided an overview of updates made to the plan and Attachment A.1 – Attachment A.4; all other Attachments remain as previously presented.
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- Attachment A.1 Events Involving Hazardous Material
 - Attachment A.2 Human Related Events
 - Attachment A.3 Naturally Occurring Events
 - Attachment A.4 Technologic Events
 - Attachment B Emergency Facility Evacuation Policy
 - Attachment C Emergency Medical Condition Policy
 - Attachment D Emergency Patient, Staff, and Visitor Tracking Policy
 - Attachment E Emergency Staffing Policy
 - Attachment F Emergency Subsistence Management Policy
 - Attachment G Emergency Transfer Agreements with Other Facilities Policy
 - Attachment H Emergency Medical Documentation Management Policy
 - Attachment I Shelter in Place During Emergency Policy
 - Attachment J Unusual Occurrence Incident Report Policy
 - Attachment K Seclusion & Restraint Policy
 - Attachment L Standard Precautions Policy

- **Emergency Preparedness Communications Plan (Exhibit 7b)** – Ms. Grimmesey provided an overview of the changes made to the Emergency Preparedness Communications Plan.

Action: Ms. Diaz made a motion to review and approve Emergency Response Plan and Emergency Preparedness Plan presented above. Ms. Pell seconded. No objections. No abstentions. Motion carried.

8. Review of Future Meeting Agenda Items: The PGB directed staff to return to a future meeting with the following

- Medication Administration for Patients Enrolled in Opioid Treatment Programs
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9. Closed Session: The meeting was recessed to 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 three proposed new members to the Medical Staff.
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Action: Ms. Do-Reynoso made a motion to appoint and privilege Dr. Jessica Mosier, Dr. Samuel Viglietta and Dr. Mounir to provide psychiatric services to patients at the PHF based on the PHF Medical Director and MPC’s recommendations, and on the PGB’s review of Dr. Jessica Mosier, Dr. Samuel Viglietta and Dr. Mounir’s qualifications, peer references, and credentialing files. Seconded by Ms. Baldwin. No objections. No abstentions. Motion carried. Supervisors Hart and Williams were not present for the vote.

10. Adjournment – Meeting adjourned at 4:35 p.m. Next Meeting Date, July 22, 2020

DRAFT