



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

Psychiatric Health Facility (PHF) Governing Board Meeting  
August 26, 2020  
3:00 PM – 4:00 PM  
Remote Virtual Participation Only  
<https://sbcbswell.zoom.us/j/95921678458?pwd=UFJPUTc1M1IDS1c2a2ZEOVladUEzQT09>  
Meeting ID 925 7302 5972  
Password 913640

**MEETING MINUTES**

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**Staff:** Alice Gleghorn, Director; Ole Behrendtsen, PHF Medical Director; Laura Zeitz, Division Chief of Housing Placement/PHF; Jennifer Hidrobo, PHF Clinical Director; Jamie Huthsing, Quality Care Management Manager; Sara Sanchez, Quality Care Management Coordinator; Stacey Anderson, Quality Care Management Coordinator; Qiwana Lopez, Policy & Procedures Coordinator; Karen Campos, Administration OPS; Teresa Martinez, Deputy County Counsel.

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**Facilitator:** Vincent Wasilewski, Chief Deputy for Custody Operations, Sheriff’s Department (Vice Chair)

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**Call to Order:** Vice Chair Wasilewski called the meeting to order at 3:05 p.m.

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**Roll Call:**

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**Present**

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

**Supervisor Williams**, Santa Barbara County Board of Supervisors, First District

**Excused**

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

**Supervisor Hart**, Santa Barbara County Board of Supervisors, Second District, Alternate

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

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**Janette Pell**, Director of General Services

**Polly Baldwin**, Public Health Medical Director

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

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**General Public Comment:** No general public comment at this meeting.

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**1. Welcome and Overview:** Vice Chair Wasilewski welcomed everyone.

- **Introduction of New Staff** – Dr. Gleghorn reported that Andra Dillard (not present at this meeting) has accepted the civil service Infection Preventionist position with the PHF.

**Action:** No action.

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

- July 22, 2020 (Exhibit 2a)

**Action:** Ms. Pell made a motion to approve the July 22, 2020 PGB meeting minutes as presented. Ms. Diaz seconded. No objections. No abstentions. Motion carried.

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**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.

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#### **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 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 month of August 2020.

##### **Infection Prevention and Control:**

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

##### **Patient Services, Care and Safety:**

- Report (Quarterly: Feb, May, Aug, Nov) - Ms. Sanchez provided the report for quarter ending June 30, 2020.
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- Patient Injuries (monthly) – Ms. Sanchez provided the report for the month of August 2020.

##### **Social Work Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec)
- Psychosocial Assessment Completion (Quarterly: Jan, Apr, Jul, Oct)
- Recreation Therapy Assessments (Quarterly: Jan, Apr, Jul, Oct)

##### **Restraint / Seclusion:**

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

##### **Medication Use/Pharmacy Services:**

- Report (Quarterly: Feb, May, Aug, Nov) - Ms. Sanchez provided the report for quarter ending June 30, 2020.
- Medication Error Rates (monthly) – Ms. Sanchez provided the report for the month of August 2020.

##### **Significant Adverse Outcomes:**

- Report (monthly) - Ms. Sanchez provided the report for the month of August 2020.

**Food and Nutritional Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec)
- Ice Policy (Quarterly: Jan, Apr, Jul, Oct)
- Handwashing (Quarterly: Jan, Apr, Jul, Oct)
- Request for Additional Food (Quarterly: Jan, Apr, Jul, Oct)

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

- Report (Quarterly: Feb, May, Aug, Nov) - Ms. Sanchez provided the report for quarter ending June 30, 2020.
- Cranial Nerve Exams (Quarterly: Jan, Apr, Jul, Oct)
- Informed Consent (Quarterly: Jan, Apr, Jul, Oct)

**Environmental Services (EVS):**

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

**Environment of Care (Facilities):**

- Report (Quarterly: Feb, May, Aug, Nov) - Ms. Sanchez provided the report for quarter ending June 30, 2020.

**Nursing Services**

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

**Treatment Plans**

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

**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)**

- Review of Complete QAPI Indicator List with Proposed Additions, Deletions and Revisions.

**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 August 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 provided the report for quarter ending June 30, 2020. She reported that there have been issues with menus being correct and consistent and that PHF staff are working with Valle Verde Food Services on a solution. She reported there are no concerns with any of the other vendors.
  - o Mary Sweeney, Psychiatric Nurse
  - o Federal Drug (Pharmaceuticals and Medical Supplies)
  - o Valle Verde Food Services
  - o Maxim Healthcare Services
  - o Southern Coast Janitorial
  - o Mission Linen Service
  - o PHF Psychiatrist, Dr. Edwin Feliciano
  - o Traditions Behavioral Health - Dr. Behrendtsen provided the report for quarter ending June 30, 2020.
  - o Sheriff MOU – Ms. Zeitz provided the report for quarter ending June 30, 2020.
- PHF Electronic Health Records (EHR) Request for Proposals (RFP) Greeley Participation Update

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

- COVID 19 Update – Ms. Hidrobo reported there are no COVID-19 positive cases at the PHF; Under Health Officer Order 2020-11.2, the PHF continues to restrict visitations on the unit and only essential personnel are allowed to enter. The PHF received hand sanitizer and 200 gowns from Public Health.
- Recruitment Update – Ms. Hidrobo reported that newly hired in a civil service position Infection Prevention Nurse, Andra Dillard started end of July; Recruitment for Director of Social Services closed Friday; Nurse recruitment still active.
- State Unusual Occurrence Reporting (UOR) Update – Ms. Hidrobo provided the update and reported that the UORs from 1/20/2018, 1/16/2019, 2/4/2019, 8/20/2019, and 9/19/2019 have all been cleared.

**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)

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

- Report (as needed)

**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)

**Action:** Supervisor Williams made a motion to receive and file the reports presented above. Ms. Pell seconded. No objections. No abstentions. Motion carried.

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

- None at this meeting.

**Action:** No action.

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

- **New Policies**
    - Medication Administration for PHF Patients Enrolled in Opioid Treatment Programs (Exhibit 6a)
  - **Revised Policies**
    - Medication Administration (Exhibit 6b)
      - Attachment A – Discharge Medication Knowledge form
      - Attachment B – PHF Daily Flow Sheet (revised)
  - **Rescinded Policies** – none at this meeting.
  - **Other** – none at this meeting.
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**Action:** Ms. Diaz made a motion to approve the new and revised policies and procedures presented above. Ms. Pell seconded. No abstentions. No objections. Motion carried.

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

- None at this meeting.

**Action:** No action.

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**8. Review of Future Meeting Agenda Items:** Provide direction to Staff regarding items to add for the next PHF Governing Board meeting:

- New items not added.

**Action:** No action.

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**9. Closed Session:** The meeting was recessed to Closed Session.

- **Staff Credentialing/Privileging.** (Government Code section 54957(b)(1).)  
Re-privileging of psychiatrists and internist members of the Medical Staff  
Six-month review of psychiatrist
- **Report from Closed Session** - In closed Session, the PGB considered one matter: Staff re-credentialing and re-privileging of psychiatrists and internist members of the Medical Staff.

**Action:** After PGB review of credential verifications, performance reviews, peer reviews, utilization reviews and PHF staff queries, Ms. Pell made a motion to accept the PHF Medical Director's evaluation of each medical staff member's character, demonstrated professional competence, qualifications, and ethical standards; and to accept the MPC's recommendation to re-credential and re-appraise the following medical staff's privileges at the PHF: Psychiatrists: Dr. Joshua Flatow, Dr. Dyani Loo, Dr. Qyana Griffith, Dr. Ole Behrendtsen, Dr. Edwin Feliciano, Dr. Leslie Lundt, Dr. Daniel Litten and, after his initial six months on the Medical Staff, Dr. Duane McWaine; and Internists: Dr. Salman Haq and Dr. Enrico Cerrato. The PGB provided direction to staff to reappraise and re-credential each medical staff member listed above for MPC and PGB approval within 1 year of the August 2020 meeting of the PGB, as applicable. Dr. Baldwin seconded. No abstentions. No oppositions. Motion carried.

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**10. Adjournment** – Meeting adjourned at 4 p.m. Next Meeting Date, September 23, 2020

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