



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

Psychiatric Health Facility (PHF) Governing Board Meeting  
September 23, 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**

---

**Staff:** **Alice Gleghorn**, Director; **Ole Behrendtsen**, PHF Medical Director; **Laura Zeitz**, Division Chief of Housing Placement/PHF; **Lindsay Walter**, Deputy Director of Administration and Operations; **Jennifer Hidrobo**, PHF Clinical Director; **Jamie Huthsing**, Quality Care Management Manager; **Sara Sanchez**, Quality Care Management Coordinator; **Marshall Ramsey**, Division Chief Information Technology; **Shereen Khatapoush**, Research & Evaluation; **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 3:00 p.m.

---

**Roll Call:**

---

**Present**

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

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

**Excused**

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

---

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

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

**Janette Pell**, Director of General Services

**Polly Baldwin**, Public Health Medical Director

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

---

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

---

---

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

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

**Action:** No action.

---

---

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

- August 26, 2020 (Exhibit 2a)

**Action:** Supervisor Hart made a motion to approve the August 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 4a 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 September 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) – no report at this meeting.
- Patient Injuries (monthly) – Ms. Sanchez provided the report for the month of September 2020.
- Incident Reports (monthly) - Ms. Sanchez provided the report for the month of September 2020.

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

- Report (Quarterly: Mar, Jun, Sept, Dec) - Ms. Sanchez provided the report for quarter ending June 30, 2020.
- 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) - Ms. Sanchez provided the report for quarter ending June 30, 2020.

##### **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 the month of September 2020.

**Significant Adverse Outcomes:**

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

**Food and Nutritional Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec) - Ms. Sanchez provided the report for quarter ending June 30, 2020.
- 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) – no report at this meeting.
- 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) – no report at this meeting.

**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.

**QAPI Data Smartsheet Transition**

- Ms. Sanchez reported that the QAPI report presented above will soon transition to be created via Smartsheet, a web-based program, which will cause the format of the report to change. However, the Board can decide if they want to continue to receive the report as they have been.

**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. Sanchez provided the report for the month of September 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) – no report at this meeting.
- PHF Electronic Health Records (EHR) Request for Proposals (RFP) Greeley Participation Update - Mr. Ramsey reported that the RFP should be out next week, and has an internal panel lined up who will be in charge of reviewing and scoring the submissions to come up with a final recommendation. They are hoping to have a contract in place during the third quarter of Fiscal Year 20-21.

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

- COVID 19 Related Impacts on PHF - Ms. Hidrobo reported that the PHF recently received notice of a possible COVID 19 exposure, however all patients and staff who were identified as potentially exposed were tested with no positive results; such patients and staff will also be retested.
- Recruitment Update - Ms. Zeitz reported that the PHF is currently facing staffing challenges with the recent passing of two staff members and one out ill. They have submitted requests to fill positions to Human Resources and are looking at ways to diversify the nursing pool.
- Staff Update - update provided above.

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

- Report (Quarterly: Mar, Jun, Sept, Dec) – Ms. Khatapoush provided an overview of the study.

**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 June 30, 2020.

**Action:** Chief Wasilewski made a motion to receive and file the reports presented above with direction to staff to add the previous months' data on page 3 of the PHF Status Report starting with *Administrative Status (AS) Non-Bill Type (# of notes)* through *What type of conservatees were at the PHF this month* for comparison purposes. Ms. Do-Reynoso seconded. 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 - none at this meeting.**

- **New Policies**
- **Revised Policies**
- **Rescinded Policies**
- **Other**

**Action:** No action.

---

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

- None at this meeting.

**Action:** No action.

---

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

---

- 
- Behavioral and Social Implications of COVID19

**Action:** No action.

---

---

### **9. Closed Session**

- **Staff Credentialing/Privileging.** (Government Code section 54957(b)(1).)
- None at this meeting.

**Action:** No action.

---

---

**10. Adjournment** – Meeting adjourned at 3:54 p.m. Next Meeting Date, October 28, 2020

---

DRAFT