



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

Psychiatric Health Facility (PHF) Governing Board Meeting

October 28, 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**, PHF CEO; **Ole Behrendtsen**, PHF Medical Director; **Sara Sanchez**, Quality Care Management Coordinator; **Laura Zeitz**, Division Chief of Housing Placement/PHF; **Jamie Huthsing**, Quality Care Manager; **Jennifer Hidrobo**, PHF Clinical Director; **Qiuana Lopez**, Policy & Procedures Coordinator; **Stacey Larsen**, Quality Care Management Coordinator; **Bonnie Zant**, PHF Social Services Director; **Marshall Ramsey**, Division Chief Information Technology; **Lindsay Walter**, Deputy Director of Administration and Operations; **Janal Lopez**, Behavioral Wellness Administration AOP; and **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)

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

Excused

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

Supervisor Williams, Santa Barbara County Board of Supervisors, First District (arrived as item 2 was being discussed)

Van Do-Reynoso, Director of Public Health

Polly Baldwin, Public Health Medical Director

Janette Pell, Director of General Services

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**
 - Jennifer Hidrobo introduced Bonnie Zant as the new PHF Director of Social Services, effective October 19, 2020.

Action: No action.

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

- September 23, 2020 (Exhibit 2a)

Action: Ms. Pell made a motion to approve the September 23, 2020 PGB meeting minutes as presented. Ms. Diaz 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 October 2020 on September 2020 data.

Infection Prevention and Control:

- Report (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.

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 October 2020 on September 2020 data.
- Incident Reports (monthly) - Ms. Sanchez provided the report for the month of October 2020 on September 2020 data and included one missed incident report for August 2020 on July 2020 data.

Social Work Services:

- Report (Quarterly: Mar, Jun, Sept, Dec) – no report at this meeting.
- Psychosocial Assessment Completion (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.
- Recreation Therapy Assessments (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.

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 the month of October 2020 on September 2020 data.

Significant Adverse Outcomes:

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

Food and Nutritional Services:

- Report (Quarterly: Mar, Jun, Sept, Dec) – no report at this meeting.
- Ice Policy (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.
- Handwashing (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.
- Request for Additional Food (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.

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) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.
- Informed Consent (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.

Environmental Services (EVS):

- Report (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.

Environment of Care (Facilities):

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

Nursing Services

- Report (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.

Treatment Plans

- Report (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 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 report for the month of October 2020 which included the following:
 - o New Indicators proposed for PGB review/approval:
G2
 - o Indicators with proposed revision for PGB review/approval:
None at this meeting
 - o Indicators proposed for PGB review/removal:
None at this meeting

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. Larsen provided the report for the month of October 2020 on September 2020 data and highlighted the following: The Administrative Status Non-Bill Type chart has information from January through September rather than only information for the month being reported.

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 and Ms. Walter gave the report: the Bidders' Conference took place on October 6, 2020 with several vendors in attendance. The bid closed on October 26, 2020 and the next step is to evaluate the three responses received. The Notice of Intent is scheduled to be issued on November 12, 2020 with the negotiated contract to go to the Board of Supervisors in January 2021. The target start date for the contract is January 2021.

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

- COVID 19 Related Impacts on PHF - Ms. Hidrobo gave the report on Covid-19 related impacts at the PHF, which were also reported on during Item 4(a). After the initial possible exposure to COVID 19 on the unit, two rounds of testing were conducted and there were no positive results. One staff member reported a possible community

exposure who was given a rapid test, which came back positive. All patients and PHF staff were tested and there were no positive results. PHF staff is working with Andra Dillard, Infection Prevention RN, to finalize a *COVID-19 Preparedness & Response Plan P&P*. PHF staff have submitted a request to receive the Abbott testing BinaxNOW system and are awaiting approval.

- Staff Update - Ms. Hidrobo reported the PHF is recruiting for open nurse positions and to fill a position when a full-time Noc shift (7 p.m. to 7 a.m.) staff member goes on leave. An offer was made for a .6 FTE Registered Nurse. There are three vacant Noc shifts and five vacant shifts altogether. Staff will meet with the CEO's Office to discuss options regarding the recruitments.

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) – 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 the reports as presented above and to approve adding indicator G2 to the QAPI List. 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 – Ms. Lopez provided reports of the new and revised policies listed below for PGB consideration.

- **New Policies**

- Coroner’s Release of Information – Discharged PHF Patients (Exhibit 6a) - Staff recommended adding Section 3.2: “Staff shall not disclose any health information or medical records not related to the patient’s cause of death or other function of the coroner”, and revising Section 4.5.2 to state “Make a copy of the requested health information or medical records that are related to the patient’s cause of death of function of the coroner and forward them to the coroner”.

- **Revised Policies**

- Fire Watch Program (Exhibit 6b) – Staff was directed to remove “or building evacuation” from the first sentence of Section 3.2.
 - o Attachment A - Fire Watch Log

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

- **Other** – none at this meeting.

Action: Ms. Diaz made a motion to approve the new and revised policies and procedures with the changes stated above. Supervisor Williams seconded. No objections. No abstentions. Motion carried.

7. Discuss PHF Governing Board Administrative Items.

- Behavioral and Social Implications of COVID19 – Dr. Gleghorn reported that guidance provided by the State is received on a regular basis. There is nothing to report at this time; however, she can bring additional information to the next meeting.

Action: No action.

8. Review of Future Meeting Agenda Items:

- Behavioral and Social Implications of COVID19

Action: Chair Maus-Nisich directed Staff to add the items listed above to the next meeting agenda of the PHF Governing Board as discussed.

9. Closed Session

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

The PHF's Medical Practice Committee (MPC) has reviewed the credentials of the prospective staff members identified below, and recommends that the PHF Governing Board accept the MPC's recommendation to credential and approve the medical staff's privileges at the PHF as follows:

Privileging:

Psychiatrist

Action: After discussion, Ms. Baldwin made a motion to accept PHF Medical Director's evaluation of each medical staff member's character, demonstrated professional competence, qualifications, and ethical standards. The PGB accepted the MPC's recommendation to credential and approve the following medical staff's privileges at the PHF: Dr. Jill Norman and Dr. Balveen Singh. The PGB provided direction to staff to re-appraise and re-credential each medical staff member listed above for MPC and PGB approval within 6 months of the October 28, 2020 meeting of the PGB. Ms. Do-Reynoso seconded. No abstentions. No oppositions. Motion carried.

10. Adjournment – Ms. Do-Reynoso made a motion to adjourn the meeting. Supervisor Williams seconded. Meeting adjourned at 4:01 p.m. No objections. Motion carried. Next Meeting Date, November 12, 2020 (special meeting).
