



Psychiatric Health Facility (PHF) Governing Board Special Meeting  
December 10, 2020  
3:00 PM – 4:00 PM  
Remote Virtual Participation Only

<https://sbcbswell.zoom.us/j/94192283155?pwd=cUJycUE1bXlMdks1RWVMvcjFKSmVFUT09>

Meeting ID 941 9228 3155  
Password 815712

### **SPECIAL MEETING AGENDA**

#### **PHF Governing Board Members:**

Terri Maus-Nisich, Assistant CEO, Health and Human Services, Chair  
Vincent Wasilewski, Chief Deputy for Custody Operations, Sheriff's Department, Vice Chair  
Supervisor Das Williams, Santa Barbara County Board of Supervisors, 1st District  
Supervisor Gregg Hart, Santa Barbara County Board of Supervisors, 2nd District, Alternate  
Van Do-Reynoso, Director of Public Health Department  
Polly Baldwin, Public Health Medical Director  
Janette Pell, Director of General Services  
Arlene Diaz, Manager, Public Administrator – Guardian

**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; Stacey Larsen, Quality Care Management Coordinator; Marshall Ramsey, Division Chief Information Technology; Karen Campos, Behavioral Wellness Administration OPS; Shereen Khatapoush, Research and Evaluation; and Teresa Martinez, Deputy County Counsel.

The Santa Barbara County PHF Governing Board will meet from 3:00 p.m. to 4:00 p.m. on Thursday, December 10, 2020. **Remote Virtual Participation Only.**

**IMPORTANT NOTICE REGARDING PUBLIC PARTICIPATION.** Based on guidance from the California Department of Public Health and the California Governor's Stay at Home Executive Order N-33-20 issued on March 19, 2020 to protect the health and well-being of all Californians and to establish consistency across the state in order to slow the spread of COVID-19, the Behavioral Wellness PHF Governing Board meetings will no longer provide in-person participation until further notice. To participate in this meeting, the public are invited to observe and address the PHF Governing Board telephonically or electronically. Instructions for public participation are below:

The meeting will be hosted through Zoom. Pursuant to the Governor’s Executive Order N-29-20, issued on March 17, 2020, Board members will attend electronically or telephonically; the meeting will have no location to physically attend. The public may observe the meeting online at Zoom.us by going to:

<https://sbcbswell.zoom.us/j/94192283155?pwd=cUJycUE1bXlMdks1RWVMvcjFKSmVFUT09>

The Meeting ID is 941 9228 3155 and the password is 815712. If you are unable to join the online meeting, you may also call in to (213) 338-8477 and when prompted, enter the Meeting ID 941 9228 3155 and the password 815712. Persons desiring to participate in public comment may use one of the options below:

**1. Online via Zoom**

- a. You may ‘raise your hand’ via a hand icon on your screen. The Chair will call on you, open your mic, and let you address the PHF Governing Board for up to 2 minutes.
- b. You may indicate your wish to speak in the chat window. The Chair will call on you, open your mic, and let you address the PHF Governing Board for up to 2 minutes.

**2. By phone** – If you would like to make a comment by phone, please call (805) 681-5221 before 3:00 p.m. the day of the meeting. The Chair will call on you, open your mic, and let you address the PHF Governing Board for up to 2 minutes.

**3. Distribution to the PHF Governing Board** – Submit your comment via email, preferably limited to 250 words or less, to the Program Administrator at [kcampos@sbcbswell.org](mailto:kcampos@sbcbswell.org) prior to noon the day before the meeting. Your comment will be placed into the record and distributed appropriately. To assist staff in identifying the agenda item to which the comment relates, the public is encouraged to indicate the meeting date and agenda item or state “general comment” for items not on the day’s agenda.

**4. Read into the record at the meeting:** Submit your comment via email, preferably limited to 250 words or less, to the Program Administrator at [kcampos@sbcbswell.org](mailto:kcampos@sbcbswell.org) prior to the start of the meeting. To assist staff in identifying the agenda item to which the comment relates, the public is encouraged to indicate the meeting date and agenda item or state “general comment” for public comment for items not on the day’s agenda.

Individuals with disabilities who desire to request a reasonable accommodation or modification to observe or participate in the meeting may make such request by contacting Karen Campos at (805) 681-5221 or by sending an email to [kcampos@sbcbswell.org](mailto:kcampos@sbcbswell.org). The request should be made no later than noon on the day prior to the meeting in order to provide time for the County to address the request.

The PHF Governing Board’s rules on hearings and public comment remain applicable to each of the participation methods listed above. The Chair may set reasonable rules as needed to conduct the meeting in an orderly manner.

**Facilitator: Terri Maus-Nisich**, Assistant CEO, Health and Human Services, Chair

These are regular agenda items. Staff may, or may not have updates in each category at every meeting.  
 Important: **Items in GREY will not be discussed at this meeting.**

AGENDA ITEM	PRESENTER
<p><b>Roll Call</b></p>	<p><b>Karen Campos</b></p>
<p><b>General Public Comment.</b> This is an opportunity for members of the public to speak on items that are not on the agenda for today’s meeting. Public Comment will also be taken following each agenda section. Please see the options above to participate in public comment.</p>	<p><b>Public Members</b></p>
<p><b>1. Welcome and Overview</b></p> <p><b>Action:</b> No action.</p>	<p><b>Terri Maus-Nisich</b></p>
<p><b>2. Review and Approval of Minutes of the PHF Governing Board Special Meeting listed below:</b></p> <ul style="list-style-type: none"> <li>• November 12, 2020 (Exhibit 2a)</li> </ul> <p><b>Action:</b> Receive and approve Meeting Minutes for the November 12, 2020 PGB Special Meeting.</p>	<p><b>All</b></p>
<p><b>3. Medical Staff Bylaws.</b> Consider recommendations regarding the Bylaws of the Psychiatric Health Facility Medical Staff &amp; Rules and Regulations (Medical Staff Bylaws) as follows:</p> <ul style="list-style-type: none"> <li>• No report at this meeting</li> </ul> <p><b>Action:</b> No action.</p>	
<p><b>4. Quality Assessment and Performance Plan and Indicators (QAPI)</b></p> <p><b>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.</b> 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. Quarterly reports regularly scheduled to be reported on in November will be reported on at this meeting. December’s quarterly reports will be reported on at January 2021’s meeting.</p>	

**Complaints and Grievances:**

- Report (monthly)

**Infection Prevention and Control:**

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

**Patient Services, Care and Safety:**

- Report (Quarterly: Feb, May, Aug, Nov)
- Patient Injuries (monthly)
- Incident Reports (monthly)

**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)
- Medication Error Rates (monthly)

**Significant Adverse Outcomes:**

- Report (monthly)

**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)
- 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)

**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)
  - o 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.

- Patient Status (UR) Report (monthly)

**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)
  - 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 Sheriff MOU

**Sara Sanchez**

**Jennifer Hidrobo**

**Laura Zeitz**

<ul style="list-style-type: none"> <li>○ Traditions Behavioral Health</li> <li>- PHF Electronic Health Records (EHR) Request for Proposals (RFP) Update</li> </ul> <p><b><u>4(e) Significant Areas/Key Events occurring at the PHF (monthly):</u></b></p> <ul style="list-style-type: none"> <li>- COVID 19 Related Impacts on PHF</li> <li>- Staff Update</li> <li>- Champion Center Update</li> <li>- COVID-19 Vaccines</li> </ul> <p><b><u>4(f) PHF Medical Care Evaluation Study</u></b> Receive and file a report on the following study results. SEE EXHIBIT 4f POSTED WITH THE AGENDA.</p> <ul style="list-style-type: none"> <li>- Report (Quarterly: Mar, Jun, Sept, Dec)</li> </ul> <p><b><u>4(g) PHF Patient Survey</u></b> Receive and file a report on the following survey results SEE EXHIBIT 4G POSTED WITH THE AGENDA.</p> <ul style="list-style-type: none"> <li>- Report (as needed)</li> </ul> <p><b>Action:</b> Receive and file reports presented above and provide direction to Staff regarding same; approve proposed changes/deletions made to the QAPI Indicator List presented above; and provide direction to staff as applicable.</p>	<p><b>Ole Behrendtsen</b></p> <p><b>Marshall Ramsey</b></p>     <p><b>Jennifer Hidrobo</b></p>   <p><b>Alice Gleghorn</b></p> <p><b>Van Do-Reynoso</b></p>     <p><b>Shereen Khatapoush</b></p>    <p><b>Shereen Khatapoush</b></p>
<p><b>5. Budget Development.</b> Receive and file a report on Budget Development. Provide direction to Staff as appropriate.</p> <ul style="list-style-type: none"> <li>• None at this meeting.</li> </ul> <p><b>Action:</b> No action.</p>	

<p><b>6. Policies and Procedures - Consider new, revised and rescinded policies and other items listed below.</b></p> <ul style="list-style-type: none"> <li>• <b>New Policies</b> <ul style="list-style-type: none"> <li>- COVID 19 Preparedness and Response Plan (Exhibit 6a)</li> </ul> </li> <li>• <b>Revised Policies</b> <ul style="list-style-type: none"> <li>- Medication Prep- Oral, Tablet, Liquid (Exhibit 6b)</li> <li>- Restraint Cleaning and Disinfection (Exhibit 6c)</li> <li>- Patient Person and Property (Exhibit 6d)</li> </ul> </li> <li>• <b>Rescinded Policies</b> – none at this meeting.</li> <li>• <b>Other</b> – none at this meeting.</li> </ul> <p><b>Action:</b> Review and approve, or provide direction to staff regarding recommended changes to, the Policies and Procedures presented, as applicable.</p>	<p><b>Quiana Lopez</b></p>
<p><b>7. Discuss PHF Governing Board Administrative Items.</b> Provide direction to Staff as appropriate.</p> <ul style="list-style-type: none"> <li>- Discussion of Content for the PHF Annual Report to Santa Barbara County Board of Supervisors (BOS)</li> <li>- Adopt PGB 2021 Meeting Calendar (SEE EXHIBIT 7a POSTED WITH THE AGENDA)</li> </ul> <p><b>Action:</b> Receive and file reports presented above; provide direction to staff on items included in the PHF Annual Report to the BOS; and adopt the PGB 2020 meeting calendar.</p>	<p><b>Terri Maus-Nisich</b></p> <p><b>Karen Campos</b></p>
<p><b>8. Review of Future Meeting Agenda Items</b> Provide direction to Staff regarding items to add for the next PHF Governing Board meeting.</p> <p><b>Action:</b> Direct Staff to add items to the next meeting of the PHF Governing Board as discussed.</p>	<p><b>Terri Maus-Nisich</b></p>

<p><b>9. Closed Session</b></p> <ul style="list-style-type: none"> <li>• <b>Staff Credentialing/Privileging.</b> (Government Code section 54957(b)(1).)</li> <li>- None at this meeting.</li> </ul> <p><b>Action:</b> No action.</p>	
<p><b>10. Adjournment</b> - Next Meeting Date, January 27, 2020</p>	<p><b>All</b></p>

Writings that are a public record under Government Code § 54957.5(a) and that relate to an agenda item for open session of a regular meeting of the PHF Governing Board and that are distributed to the majority of the members of the PHF Governing Board less than 72 hours prior to that meeting shall be available for public inspection at Santa Barbara County Administration Building, First Floor Administration Desk, at 105 E. Anapamu Street, Santa Barbara, California, and also on the Behavioral Wellness website at: [www.countyofsb.org/behavioral-wellness](http://www.countyofsb.org/behavioral-wellness). You may also contact Karen Campos at (805) 681-5221 or by sending an email to [kcampos@sbcbswell.org](mailto:kcampos@sbcbswell.org).

The schedule of the PHF Governing Board, meeting agendas, supplemental hearing materials and minutes of the PHF Governing Board meetings are available on the Department of Behavioral Wellness website at [www.countyofsb.org/behavioral-wellness](http://www.countyofsb.org/behavioral-wellness).