



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

Psychiatric Health Facility (PHF) Governing Board Special Meeting

November 12, 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; Stacey Larsen, Quality Care Management Coordinator; Marshall Ramsey, Division Chief Information Technology; Karen Campos, Behavioral Wellness Administration OPS; 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 3:04 p.m.

Roll Call:

Present

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

Excused

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

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

Janette Pell, Director of General Services

Supervisor Williams, Santa Barbara County Board of Supervisors, First District (departed as item 9 was being discussed)

Van Do-Reynoso, Director of Public Health

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.

Action: No action.

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

- October 28, 2020 (Exhibit 2a)

Action: Ms. Do-Reynoso made a motion to approve the October 28, 2020 PGB meeting minutes as presented. Chief Wasilewski 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). 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) - no report at this meeting.

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) – no report at this meeting.
- Incident Reports (monthly) - no report at this meeting.

Social Work Services:

- Report (Quarterly: Mar, Jun, Sept, Dec) – no report at this meeting.
- 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) – no report at this meeting.

Medication Use/Pharmacy Services:

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

Significant Adverse Outcomes:

- Report (monthly) - no report at this meeting.

Food and Nutritional Services:

- Report (Quarterly: Mar, Jun, Sept, Dec) – no report at this meeting.

- 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.

4(b) QAPI Indicator List. Receive and file a report on proposed changes to the QAPI Indicator List.

- Report (as needed) – Ms. Sanchez gave the report and proposed conducting a random audit of 10 charts for Physician Notification of Medications Refused or not Given, starting December 2020, as the current practice of auditing all charts has resulted in very few instances.

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 November 2020.

The PHF Governing Board directed staff to add data for 2019 to the *PHF Administrative days - % Billable* chart in order to get a sense of the impact COVID-19 is having on placement.

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) Update – Mr. Ramsey reported that none of the responses received from vendors met the initial requirement to move on to the evaluation phase. The Behavioral Wellness Contracts team is working on modifying the RFP and will reissue once ready.

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

- COVID 19 Related Impacts on PHF - Ms. Hidrobo reported another staff member loss at the PHF.
- Staff Update - Ms. Hidrobo reported that two employment offers have been made; =: one for an extra help Recovery Assistant and another for a Psychiatric Nurse.
- Virtual Audit DHCS Survey – Ms. Hidrobo reported that DHCS has postponed its virtual audit to the end of January 2021.

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 with direction to staff to audit 10 random charts, instead of auditing all charts, for Physical Notification not Given and Physical Notification Refused starting December 2020; add 2019 data to the Patient Status (UR) Report under the *PHF Administrative days - % Billable* chart; and approved proposed changes made to the QAPI Indicator list presented above. Ms. Baldwin 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 –

- **New Policies** – none at this 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.

- Behavioral and Social Implications of COVID19 – Dr. Gleghorn discussed current PHF visitation restrictions related to COVID-19 with the Board.

Action: Ms. Do-Reynoso made a motion to receive and file the verbal report presented above and provided direction to staff to create a policy and procedure outlining visitation restrictions at the PHF due to COVID-19. Ms. Baldwin seconded. No objections. No abstentions. Motion carried.

8. Review of Future Meeting Agenda Items:

- PHF Visitation Policy
- PHF Status Report with 2019 data related to PHF Administrative days - % Billable

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:

Psychiatrists

Action: After discussion, Ms. Diaz 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. Deniz Doruk Camsari and Dr. Brian Penny. 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 November 12, 2020 meeting of the PGB. Chief Wasilewski seconded. No abstentions. No oppositions. Supervisor Williams was not present. Motion carried.

10. Adjournment – Ms. Baldwin made a motion to adjourn the meeting at 3:57 pm. Ms. Diaz seconded. No objections. Motion carried.

Next Meeting Date, December 10, 2020. (Special meeting)
