



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

Psychiatric Health Facility (PHF) Governing Board Meeting  
February 24, 2021  
3:00 PM – 4:30 PM

Remote Virtual Participation Only

<https://sbcbwell.zoom.us/j/97333720739?pwd=ZzBiaE1WT0wwZUpZaDdZeVlrbkk0Zz09>

Meeting ID 973 3372 0739

Password 987557

**MEETING MINUTES**

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**Staff:** Alice Gleghorn, PHF CEO; Sara Sanchez, Quality Care Management Coordinator; Jamie Huthsing, Quality Care Manager; Stacey Larsen, Quality Care Management Coordinator; Andra Dillard, Infection Preventionist; Marshall Ramsey, Division Chief Information Technology; Karen Campos, Behavioral Wellness Administration OPS; Qiuana Lopez, Policies & Procedures Coordinator; and Teresa Martinez, Deputy County Counsel.

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

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**Call to Order:** Chair Maus-Nisich called the meeting to order at 3:04 p.m.

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**Roll Call:**

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**Present**

**Excused**

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

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

**Supervisor Nelson**, Santa Barbara County Board of Supervisors, Fourth District

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

**Polly Baldwin**, Public Health Medical Director

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

**Janette Pell**, Director of General Services

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

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

- Introduction of new staff
  - None at this meeting.

**Action:** No action.

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

- January 27, 2021 (Exhibit 2a)

**Action:** Ms. Do-Reynoso made a motion to approve the January 27, 2021 PGB meeting minutes with direction to Staff to remove Third District Supervisor, Joan Hartman under Excused as she is an alternate member. Supervisor Nelson seconded. No abstentions. No objections. 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 4a POSTED WITH THE AGENDA.** Indicators that are highlighted in grey are reported to the PGB on a quarterly basis, but were not scheduled to be reported on at this meeting.

##### **Complaints and Grievances:**

- Report (monthly) - Ms. Sanchez provided the report for the month of February 2021.

##### **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 December 31, 2020.
- Patient Injuries (monthly) – Ms. Sanchez provided the report for the month of February 2021.
- Incident Reports (monthly) - Ms. Sanchez provided the report for the month of February 2021.

##### **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 December 31, 2020.
- Medication Error Rates (monthly) – Ms. Sanchez provided the report for the month of February 2021. Ms. Sanchez clarified that the direction to “See medication errors below” stated under Indicator Category for Patient Services, Care and Safety in the Description of Incident Reports, Medication Errors, Adverse Outcomes section of Exhibit 4a was not in reference to Incident Report #5.

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

- Report (monthly) - Ms. Sanchez provided the report for the month of February 2021.

**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 December 31, 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 December 31, 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.

- Report (as needed)

**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 February 2021.

**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) – Dr. Gleghorn provided the report for quarter ending December 31, 2020. She reported there are no concerns with any of the vendors and added that staff will bring the contracts which are up for renewal to the PHF Governing Board next month for discussion and recommendation for approval by the County of Santa Barbara Board of Supervisors.
  - 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 Dr. Edwin Feliciano, PHF Psychiatrist
- o Sheriff MOU - Dr. Gleghorn provided the report for quarter ending December 31, 2020.
- o Traditions Behavioral Health – Ms. Sanchez provided the report for quarter ending December 31, 2021.
- PHF Electronic Health Records (EHR) Request for Proposals (RFP) Update – Mr. Ramsey reported that four vendors responded to the PHF EHR RFP and scoring is in process. The goal is to issue the Intent to Award letter by the end of March and have a contract in place by July.

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

- COVID 19 Related Impacts on PHF - Ms. Dillard provided the update on the current Health Officer Orders and how they affect the PHF.
- COVID 19 Testing and Vaccines - Ms. Dillard provided an update on the PHF's current COVID-19 testing protocol and overview of COVID -19 vaccines received by staff.
- Staff Updates – Dr. Gleghorn reported that the PHF continues to face staffing challenges, especially with the night shifts. However, they are working closely with Human Resources in the recruitment process.
- DHCS Virtual Audit – Ms. Huthsing reported that last month the Department of Health Care Services (DHCS) conducted a virtual audit which went very well based on the exit interview feedback. The Department is now waiting for the final report.

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

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

**4(g) PHF Patient Survey** Receive and file a report on the following survey results.

- Report (as needed)

**Action:** Ms. Do-Reynoso made a motion to receive and file the reports presented above. Ms. Diaz 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 a brief overview of the revised policies listed below.

- **New Policies**

- None at this meeting.

- **Revised Policies**

- Event of Patient Death (Exhibit 6a)
  - Attachment A – PHF 24-Hour Unusual Occurrence
- Infection Control Physical Environment (Exhibit 6b)
- Prevention of Construction Related Infection (Exhibit 6c)
  - Attachment A – Infection Control Risk Assessment
  - Attachment B – Infection Control Construction Permit

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

- **Other** – none at this meeting.

**Action:** Chief Wasilewski made a motion to review and approve the Policies and Procedures listed above. Ms. Do-Reynoso seconded. No objections. No abstentions. Motion carried.

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

- PHF Annual Report to Santa Barbara County Board of Supervisors (BOS) (SEE EXHIBIT 7A POSTED WITH THE AGENDA) – Dr. Gleghorn provided overview of PowerPoint presentation content.
- Adopt the amended 2021 Meeting Calendar (SEE EXHIBIT 7b POSTED WITH THE AGENDA)

**Action:** Chief Wasilewski made a motion to receive and file reports presented above and provided direction to staff to present the PHF Annual Report to the Santa Barbara County Board of Supervisors as an administrative item in the form of a Board Letter and summary attached including audits; and adopt the amended PGB 2021 meeting calendar as presented. Ms. Baldwin seconded. No abstentions. No objections. Motion carried.

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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:

- Budget Development Update (March or April meeting)
- PHF contracts up for renewal

**Action:** No action.

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

- **Staff Credentialing/Privileging** - none at this meeting.

**Action:** No action.

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**10. Adjournment** – Meeting adjourned at 4:18 p.m. Next Meeting Date, March 24, 2021.

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