



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

Psychiatric Health Facility (PHF) Governing Board Meeting

January 27, 2021

3:00 PM – 4:00 PM

Remote Virtual Participation Only

<https://sbcbswell.zoom.us/j/97333720739?pwd=ZzBiaE1WT0wwZUpZaDdzeVlrbkk0Zz09>

Meeting ID 973 3372 0739

Password 987557

**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; **Andra Dillard**, Infection Preventionist; **Marshall Ramsey**, Division Chief Information Technology; **Karen Campos**, Behavioral Wellness Administration OPS; **Quijana Lopez**, Policies & Procedures Coordinator, 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)

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

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

**Excused**

**Supervisor Hartman**, Santa Barbara County Board of Supervisors, Third District, Alternate

---

**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

---

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

---

---

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

- Introduction of New Members
  - Supervisor Bob Nelson, Fourth District, PGB Regular Member
- Introduction of new staff
  - None at this meeting.

**Action:** No action.

---

---

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

- December 10, 2020 (Exhibit 2a)

**Action:** Ms. Pell made a motion to approve the December 10, 2020 PGB special meeting minutes as presented. Ms. Diaz seconded. No objections. Supervisor Nelson abstained. 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.1 and 4a.2 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. Quarterly reports regularly scheduled to be reported on in December were reported on at this meeting along with regularly scheduled January quarterly reports.

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

- Report (monthly) - Ms. Sanchez provided the report for the month of December 2020 and January 2021.

##### **Infection Prevention and Control:**

- Report (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for quarter ending December 31, 2020.

##### **Patient Services, Care and Safety:**

- Report (Quarterly: Feb, May, Aug, Nov)
- Patient Injuries (monthly) – Ms. Sanchez provided the report for the month of December 2020 and January 2021.
- Incident Reports (monthly) - Ms. Sanchez provided the report for the month of December 2020 and January 2021.

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

- Report (Quarterly: Mar, Jun, Sept, Dec) - Ms. Sanchez provided the report for quarter ending September 30, 2020.
- Psychosocial Assessment Completion (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending December 31, 2020.
- Recreation Therapy Assessments (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending December 31, 2020.

##### **Restraint / Seclusion:**

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

##### **Medication Use/Pharmacy Services:**

- Report (Quarterly: Feb, May, Aug, Nov)
- Medication Error Rates (monthly) – Ms. Sanchez provided the report for the month of December 2020 and January 2021.

**Significant Adverse Outcomes:**

- Report (monthly) - Ms. Sanchez provided the report for the month of December 2020 and January 2021.

**Food and Nutritional Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec) - Ms. Sanchez provided the report for quarter ending September 30, 2020.
- Ice Policy (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending December 31, 2020.
- Handwashing (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending December 31, 2020.
- Request for Additional Food (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending December 31, 2020.

**Physician and Allied Health Professionals (AHP) Related Services:**

- Report (Quarterly: Feb, May, Aug, Nov)
- Cranial Nerve Exams (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending December 31, 2020.
- Informed Consent (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending December 31, 2020.

**Environmental Services (EVS):**

- Report (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending December 31, 2020.

**Environment of Care (Facilities):**

- Report (Quarterly: Feb, May, Aug, Nov)

**Nursing Services**

- Report (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending December 31, 2020.

**Treatment Plans**

- Report (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending December 31, 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)
  - o Ms. Sanchez proposed the following changes to the QAPI Indicator List for PGB review/approval:
    - Indicator G2 (Staff Knowledge of Surface Disinfection): The words “*and proper use*” was recommended to be added to the Numerator definition;
    - Indicator J1: The name “*Cleaning/Disinfection Patient Rooms*” was recommended to be changed to “*Room Cleanliness*”, the definition of Indicator J1 was recommended to be changed to read “*Numerator: Number of patient rooms clean without visible dirt, dust. Denominator: Number of patient rooms observed*”, and the Accountability was recommended to be changed from “*EVS Manager*” to “*Infection Control Practitioner*”;
    - Indicators K1-4: The Accountability under Indicators K1-4 was recommended to be changed from “*Plant Operations*” to “*Safety Officer*”.

**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 December 2020 and January 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)
- PHF Electronic Health Records (EHR) Request for Proposals (RFP) Update – Mr. Ramsey reported that the PHF EHR RFP reissue was successful, it closed on January 15<sup>th</sup>. The goal is to award by February 19<sup>th</sup> and take it to the Board of Supervisors in the spring for approval.

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

- COVID 19 Related Impacts on PHF - Ms. Dillard provided 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 – Ms. Zeitz reported that Behavioral Wellness is currently recruiting for 5 FTE positions for the PHF and there are 2 nurses in orientation.
- DHCS Virtual Audit – Ms. Huthsing reported that PHF staff had their entrance meeting this morning with DHCS auditors. The auditors advised a change in the PHF organizational chart so that the PHF’s Clinical Director reports directly to the PHF’s CEO. Ms. Huthsing sought approval from PGB to make the recommended amendment to the PHF’s organizational chart.

**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:** Supervisor Nelson made a motion to receive and file the reports presented above; accept the proposed corrections to the QAPI Indicator list as highlighted above; and approve the proposed amendment to the PHF's Organizational Chart discussed above. Ms. Pell 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** – Consider revised policies listed below.

- **New Policies**

- None at this meeting.

- **Revised Policies**

- Event of Patient Death (Exhibit 6a) – tabled to next meeting.

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

- **Other** – none at this meeting.

**Action:** No action.

---

---

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

- PHF Annual Report to Santa Barbara County Board of Supervisors (BOS) – tabled to next 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:

- Event of Patient Death Policy and Procedure
- BOS Annual Report
- Amended 2021 PGB Meeting Calendar
- Privileging of new Psychiatrist

**Action:** No action.

---

---

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

**Six Month Review:**

-Psychiatrists

- **Report from Closed Session:** In Closed Session, the PGB considered one matter: Staff re-credentialing and re-privileging of psychiatrist members of the Medical Staff.

**Action:** After discussion, Ms. Baldwin made a motion to accept the 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 re-credential and re-appraise the following medical staff's privileges at the PHF after their initial six months on the Medical Staff: Psychiatrists: Dr. Jessica Mosier and Dr. Samuel Viglietta. The PGB provided direction to staff to re-appraise and re-credential each medical staff member listed above for MPC and PGB approval within 1 year of the January 27, 2021 meeting of the PGB. Chief Wasilewski seconded. No abstentions. No oppositions. Motion carried.

---

---

**10. Adjournment** – Meeting adjourned at 4:04 p.m. Next Meeting Date, February 24, 2021.

---