



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

Psychiatric Health Facility (PHF) Governing Board Special Meeting

May 13, 2021

1:00 PM – 2:30 PM

Remote Virtual Participation Only

<https://sbcbswell.zoom.us/j/91408101060?pwd=VVprTIRlQXBHRk1tdi9JWjQxWUhDdz09>

Meeting ID 914 0810 1060

Password 9842573

MEETING MINUTES

Staff: **Alice Gleghorn**, PHF CEO; **Ole Behrendtsen**, PHF Medical Director; **Lindsay Walter**, Deputy Director of Administration and Operations; **Laura Zeitz**, Division Chief of Housing Placement/PHF; **Jamie Huthsing**, Quality Care Manager; **Sara Sanchez**, Quality Care Management Coordinator; **Jennifer Hidrobo**, PHF Clinical Director; **Marshall Ramsey**, Division Chief Information Technology; **Karen Campos**, Behavioral Wellness Administration OPS; **Quiana Lopez**, Policies & Procedures Coordinator; **Matthew Nguyen**, Pharmacist in Charge; 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 1:01 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 Nelson, Santa Barbara County Board of Supervisors, Fourth District

Polly Baldwin, Public Health Medical Director

Supervisor Joan Hartman, Santa Barbara County
Board of Supervisor, 3rd District, Alternate

Van Do-Reynoso, Director of Public Health

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 in attendance and announced that this may be Dr. Gleghorn’s last PGB meeting. Dr. Gleghorn was thanked for her accomplishments during her tenure with the County.

- Matthew Nguyen, Pharm. D, Pharmacist in Charge was introduced by Dr. Gleghorn.

Action: No action.

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

- March 24, 2021 (Exhibit 2a)

Action: Ms. Pell made a motion to approve the March 24, 2021 PGB meeting minutes as presented. Ms. Diaz seconded. No abstentions. No objections. 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 scheduled to be reported on at this meeting.

Complaints and Grievances:

- Report (monthly) - Ms. Sanchez provided the report for the month of March 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 March 2021.
- Incident Reports (monthly) - Ms. Sanchez provided the report for the month of March 2021. Ms. Pell stated she would follow up on the elevator issues at 315 Camino Del Remedio with the General Services team.

Social Work Services:

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

Medication Use/Pharmacy Services:

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

Significant Adverse Outcomes:

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

Food and Nutritional Services:

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

- 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. Sanchez provided the report for the month of March 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 Cerner has been selected through the RFP process and Behavioral Wellness is in the process of negotiating contract details with Cerner. The goal is to present the contract to the Board of Supervisors in July and kickstart the project by the end of the year. Mr. Ramsey also reported that he expects Pyxis will be able to operate in profile mode by the end of 2021.

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

- COVID 19 Related Impacts on PHF - Ms. Hidrobo provided the update on the current Health Officer Orders effects at the PHF. It was reported that they have slowly begun to allow visitors, treatment providers and non- PHF staff back into the unit to work with clients.
- COVID 19 Testing and Vaccines - Ms. Hidrobo provided an update on the PHF's current COVID-19 testing protocol and overview of COVID -19 vaccines received by staff. It was highlighted that 84.6% of PHF staff have been fully vaccinated and 4.6% of staff are partially vaccinated. The Infection Preventionist continues to provide education and information to staff regarding Covid-19 vaccines.
- Staffing Updates - Ms. Hidrobo reported that the Social Services team lost its weekend coverage, which is required to be staffed 7-days per week. PHF staff will be requesting waivers from the Department of Health Care Services (DHCS) to waive the Live-Scan clearance to expediate coverage, extend documentation timeliness, and allow for Qualified Mental Health Workers (QMHW) to serve as temporary staff coverage. PHF staff are also consulting with Greeley on other possible waiver requests to DHCS.

Ms. Hidrobo also reported that Behavioral Wellness continues to conduct interviews for nursing positions. Employment positions were offered to applicants; however, the offers were declined for various reasons including pay rate. The PHF is still recruiting for several Registered Nurse positions, daytime Recovery Assistants, and an offer was just submitted for a 1414 Licensed Psych Technician (LPT). Three traveling nurses have been retained through a staffing

agency to maintain required staffing ratios. Two nurses are in orientation and the third will start within the next week. Additional interviews are being scheduled to assist the day nurse staffing with another traveling nurse while the County recruitment efforts continue. PHF staff is coordinating with County Human Resources for ways to enhance extra help and special duty pay.

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)

4(g) PHF Patient Survey Receive and file a report on the following survey results and approve proposed changes/deletions made to the PHF Patient Survey. SEE EXHIBIT 4g.1 and 4g.2 POSTED WITH THE AGENDA.

- Report (as needed)

Action: Ms. Do-Reynoso made a motion to receive and file the reports presented above, and the PGB directed staff to circle back with Human Resources to let them know the impact the staffing shortages are having on the operations of the PHF. Ms. Diaz 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 an overview of the revised policies listed below.

- **New Policies**

- None at this meeting.

- **Revised Policies**

- Level of Observation (Exhibit 6a)
 - Attachment A – Q15 Patient Rounds Day Shift
 - Attachment B – Q15 Patient Rounds Night Shift
 - Attachment C – Patient Observation Record
 - Hand Hygiene (Exhibit 6b)
 - Plastic Safety Scissors (Exhibit 6c) – Ms. Lopez reported that the Medical Practice Committee made the recommendation described below which is not reflected in the version provided in the meeting packet:
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Section 3.2.4.a.i – change “attempt to detain” to “attempt to prevent”

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

- **Other** – none at this meeting.

Action: Supervisor Hartman made a motion to approve the Policies and Procedures listed above as presented and to incorporate the recommended change to the Plastic Safety Scissors policy as described above. Ms. Diaz seconded. No abstentions. No objections. Motion carried.

7. Discuss PHF Governing Board Administrative Items.

- PHF Annual Report Submitted to the Santa Barbara County Board of Supervisors (BOS) on April 6, 2021 (SEE EXHIBIT 7a POSTED WITH THE AGENDA) – Dr. Gleghorn reported that Behavioral Wellness provided The PHF Annual Report to the Board of Supervisors in the form of a Board Agenda Letter and briefly went over what was submitted.

Action: Ms. Pell made a motion to receive and file the report presented above. Ms. Diaz seconded. No abstentions. No objections. Motion carried.

8. Review of Future Meeting Agenda Items: Provide direction to Staff regarding items to add for the next PHF Governing Board meeting:

- Appoint Pamela Fisher as PHF CEO upon her appointment by the Board of Supervisors as Acting Behavioral Wellness Director.

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

Action: After discussion, Ms. Diaz made a motion to accept the PHF Medical Director's evaluation of the medical staff member's character, demonstrated professional competence, qualifications, and ethical standards. The PGB accepted the MPC's recommendation to credential and appraise the following medical staff's privileges at the PHF: Psychiatrist: Dr. Jerrell Meier. The PGB provided direction to staff to re-appraise and re-credential medical staff member listed above for MPC and PGB approval within 6 months of the May 13, 2021 meeting of the PGB. Ms. Do-Reynoso seconded. No abstentions. No oppositions. Motion carried.

10. Adjournment – Meeting adjourned at 2:19 p.m. Next Meeting Date, May 26, 2021.
