



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

Psychiatric Health Facility (PHF) Governing Board Meeting

October 28, 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; **Qiuana Lopez**, Policy & Procedures Coordinator; **Stacey Larsen**, Quality Care Management Coordinator; **Bonnie Zant**, PHF Social Services Director; **Marshall Ramsey**, Division Chief Information Technology; **Lindsay Walter**, Deputy Director of Administration and Operations; **Janal Lopez**, Behavioral Wellness Administration AOP; 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 3:00 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 Hart, Santa Barbara County Board of Supervisors, Second District, Alternate

Supervisor Williams, Santa Barbara County Board of Supervisors, First District (arrived as item 2 was being discussed)

Van Do-Reynoso, Director of Public Health

Polly Baldwin, Public Health Medical Director

Janette Pell, Director of General Services

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.

- **Introduction of New Staff**
 - Jennifer Hidrobo introduced Bonnie Zant as the new PHF Director of Social Services, effective October 19, 2020.

Action: No action.

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

- September 23, 2020 (Exhibit 2a)

Action: Ms. Pell made a motion to approve the September 23, 2020 PGB meeting minutes as presented. Ms. Diaz 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). 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 reported on at this meeting.

Complaints and Grievances:

- Report (monthly) - Ms. Sanchez provided the report for the month of October 2020.

Infection Prevention and Control:

- Report (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.

Patient Services, Care and Safety:

- Report (Quarterly: Feb, May, Aug, Nov) – no report at this meeting.
- Patient Injuries (monthly) – Ms. Sanchez provided the report for the month of October 2020.
- Incident Reports (monthly) - Ms. Sanchez provided the report for the month of October 2020 and included one missed report for August 2020. Chair Maus-Nisich asked if requiring two staff was added to the policy. Ms. Sanchez confirmed that it is included.

Social Work Services:

- Report (Quarterly: Mar, Jun, Sept, Dec) – no report at this meeting.
- Psychosocial Assessment Completion (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.
- Recreation Therapy Assessments (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.

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) – Ms. Sanchez provided the report for the month of October 2020.

Significant Adverse Outcomes:

- Report (monthly) - Ms. Sanchez provided the report for the month of October 2020.

Food and Nutritional Services:

- Report (Quarterly: Mar, Jun, Sept, Dec) – no report at this meeting.
- Ice Policy (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.
- Handwashing (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.
- Request for Additional Food (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.

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) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.
- Informed Consent (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.

Environmental Services (EVS):

- Report (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.

Environment of Care (Facilities):

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

Nursing Services

- Report (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 2020.

Treatment Plans

- Report (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for the quarter ending September 30, 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) – Ms. Sanchez provided the report for the month of October 2020 which included the proposed addition of item G2.

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 October 2020 and highlighted the following: The Administrative Status Non-Bill Type chart has information from January through September rather than only information for the meeting month.
Chair Maus-Nisich asked for verification that billing cannot occur for those who are discharged to go home. Per DHCS, patients must need a higher level of care, CRT, IMD, SNF, than being discharged to go home, to a shelter, or a non-augmented board and care. Staff need to document that they are looking for care in other facilities in order to bill.

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) Greeley Participation Update – Mr. Ramsey reported the Bidders Conference took place on October 6, 2020 with several vendors in attendance. Responses to vendor questions were submitted by October 14, 2020. The next step is to evaluate the responses received. Mr. Ramsey thanked the Public Health Department for their help with the responses. Ms. Walter reported the tutorial will take place on Friday and the next steps to take will include evaluating/scoring the vendors. Ms. Walter then reported the notice of intent will be going out November 12, 2020. This will be going to the board in January, and the targeting contract start date is January 2021. Mr. Ramsey added there are currently three applicants.

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

- COVID 19 Related Impacts on PHF - Ms. Hidrobo reported that there were two separate incidents who tested positive in the community. The incidents followed through Public Health Department and the persons went through two rounds of testing. An additional two rounds of testing have been completed since the initial testing. AMR completed the

swabs and no additional patients or staff tested positive. The infection preventionist, Andra Dillard, is looking into possible testing solely for the PHF.

Ms. Hidrobo reported they are working with Greely and utilizing points. They created plans to mitigate COVID 19 which were sent to licensing agencies for review. The plans were approved following the review conducted by their infection control.

- Staff Update - Ms. Hidrobo reported they are significantly low on staffing. There are two vacant Senior Nursing positions; one night and one day shift. Interviews were conducted for a .6 RN Noc shift and an offer was made. There is a .6 RA position that is vacant. A full-time Noc shift staff member is going on leave and may not return so they will be requesting to fill behind the position. In total, there are three Noc shifts vacant and five shifts altogether. Ms. Hidrobo expressed that it is difficult to get the Noc shifts covered. Chair Maus-Nisich suggested to have an additional offline discussion regarding options to fill these positions and the option of per diem.

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. Ms. Do-Reynoso 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 reports of the new and revised policies listed below for PGB consideration.

- **New Policies**
 - Coroner’s Release of Information – Discharged PHF Patients (Exhibit 6a)
- **Revised Policies**
 - Fire Watch Program (Exhibit 6b)
 - o Attachment A - Fire Watch Log
- **Rescinded Policies** – none at this meeting.
- **Other** – none at this meeting.

Action: Ms. Diaz made a motion to approve the new and revised policies and procedures listed above as presented. Supervisor Williams seconded. No objections. No abstentions. Motion carried.

7. Discuss PHF Governing Board Administrative Items.

- Behavioral and Social Implications of COVID19 – Dr. Gleghorn reported that guidance provided by the State is received on a regular basis. There is nothing to report at this time; however, she can bring additional information to the next meeting.

Action: No action.

8. Review of Future Meeting Agenda Items:

- Behavioral and Social Implications of COVID19

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
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MPC's recommendation to credential and approve the medical staff's privileges at the PHF as follows:

Privileging:
Psychiatrist

Action: After discussion, Ms. Baldwin 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. Jill Norman and Dr. Balveen Singh. 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 October 28, 2020 meeting of the PGB. Ms. Do-Reynoso seconded. No abstentions. No oppositions. Motion carried.

10. Adjournment – Ms. Do-Reynoso made a motion to adjourn the meeting. Supervisor Williams seconded. Meeting adjourned at 4:01 p.m. No objections. Motion carried. Next Meeting Date, November 12, 2020. (special meeting)
