



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

Psychiatric Health Facility (PHF) Governing Board Special Meeting

December 10, 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

SPECIAL 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; **Shereen Khatapoush**, Research and Evaluation; **Quiana Lopez**, Policies & Procedures Coordinator; **Patricia Gonzalez**, Research & Evaluation Manager 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

Excused

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

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

Supervisor Williams, Santa Barbara County Board of Supervisors, First District (arrived during item 4)

Supervisor Hart, Santa Barbara County Board of Supervisors, Second District, Alternate (departed during item 6)

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.

- Patricia Gonzalez, Research & Evaluation Manager was introduced.

Action: No action.

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

- November 12, 2020 (Exhibit 2a)

Action: Ms. Do-Reynoso made a motion to approve the November 12, 2020 PGB special 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 are not scheduled to be reported on at this meeting. Quarterly reports regularly scheduled to be reported on in November will be reported on at this meeting. December's quarterly reports will be reported on at January 2021's meeting.

Complaints and Grievances:

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

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 September 30, 2020.
- Patient Injuries (monthly) – Ms. Sanchez provided the report for the month of November 2020.
- Incident Reports (monthly) - Ms. Sanchez provided the report for the month of November 2020.

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 September 30, 2020.
- Medication Error Rates (monthly) – Ms. Sanchez provided the report for the month of November 2020.

Significant Adverse Outcomes:

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

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 September 30, 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 September 30, 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. SEE EXHIBIT 4b POSTED WITH AGENDA.

Report (as needed)

- Ms. Sanchez proposed one correction to the QAPI Indicator List for PGB review/approval – The target for Item G2 (Staff Knowledge of Surface Disinfection) was recommended to be changed from 100% to 85%.

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.

- Patient Status (UR) Report (monthly)

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) – Ms. Hidrobo provided the report for quarter ending September 30, 2020. She reported that there was a contract adjustment made with Mission Linen Service. She reported there are no concerns with any of the other vendors.
 - 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 PHF Psychiatrist, Dr. Edwin Feliciano
 - o Traditions Behavioral Health - Dr. Behrendtsen provided the report for quarter ending September 30, 2020.
 - o Sheriff MOU – Ms. Zeitz provided the report for quarter ending September 30, 2020. Sheriff's Office is reviewing proposed language to the MOU regarding billing for inmates who receive PHF services and transportation services.
- PHF Electronic Health Records (EHR) Request for Proposals (RFP) Update – Mr. Ramsey reported that the Bidders' Conference is scheduled for December 17th with a submittal deadline of mid-January. Staff intends to issue the Intent to Award Letter by the end of February and take the contract with the successful bidder to the BOS in April 2021.

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

- COVID 19 Update – Ms. Zeitz provided the COVID-19 Update.
- Staff Update – Ms. Zeitz provided the staff update.
- Champion Center Update – Dr. Gleghorn reported that 11 clients have been placed at the Champion Center thus far with a total capacity to admit 34 Santa Barbara County clients.
- COVID-19 Vaccines – Ms. Do-Reynoso reported that the County expects to receive 3,900 COVID-19 vaccine doses as early as next week. PHF staff are to be scheduled to receive the vaccine in 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) – Ms. Khatapoush provided the report for quarter ending September 30, 2020.

4(g) PHF Patient Survey Receive and file a report on the following survey results. SEE EXHIBIT 4g POSTED WITH AGENDA.

- Report (as needed) – Ms. Khatapoush provided the survey results for quarter ending September 30, 2020.

Action: Ms. Pell made a motion to receive and file the reports presented above and to accept the proposed correction to Item G2 (Staff Knowledge of Surface Disinfection) of the QAPI Indicator List to correct the target from 100% to 85%. Chief Wasilewski 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 new and revised Policies and Procedures listed below.

- **New Policies**
 - COVID 19 Preparedness and Response Plan (Exhibit 6a)
- **Revised Policies**
 - Medication Prep-Oral, Tablet, Liquid (Exhibit 6b)
 - Restraint Cleaning and Disinfection (Exhibit 6c)
 - Patient Person and Property (Exhibit 6d)
- **Rescinded Policies** – none at this meeting.
- **Other** – none at this meeting.

Action: Ms. Do Reynoso made a motion to approve the new and revised policies and procedures presented above. Ms. Pell seconded. No abstentions. No objections. Motion carried.

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

- Discussion of Content for the PHF Annual Report to Santa Barbara County Board of Supervisors (BOS) – the Board directed staff to provide a general fiscal overview; highlight capital improvements made, if any; the impact of COVID-19 on the functioning of the PHF; the EHR RFP; audit highlights; and difficult to fill positions.

- Adopt PGB 2021 Meeting Calendar (SEE EXHIBIT 7a POSTED WITH THE AGENDA)

Action: Chief Wasilewski made a motion to receive and file the reports presented above; staff was directed to meet with Assistant CEO of Health and Human Services to prepare this year’s annual report to the BOS including the items listed above and bring it back to PGB for further review; and adopt the PGB 2021 meeting calendar. 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:

- Budget Development
- BOS Annual Report

Action: No action.

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

- **Staff Credentialing/Privileging.** (Government Code section 54957(b)(1).)

- None at this meeting.

Action: No action.

10. Adjournment – Meeting adjourned at 4:12 p.m. Next Meeting Date, February 24, 2021.
