



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

Psychiatric Health Facility (PHF) Governing Board Meeting

July 28, 2021

3:00 PM – 4:30 PM

Remote Virtual Participation Only

<https://sbcbswell.zoom.us/j/97333720739?pwd=VmhUU0FlZWpZMjY0dG1OWGJ6dz09>

Meeting ID 973 3372 0739

Password 98755777

MEETING MINUTES

Staff: Pam Fisher, Acting Director; Laura Zeitz, Division Chief of Housing Placement/PHF; Sara Sanchez, Quality Care Management Coordinator; Jennifer Hidrobo, PHF Clinical Director; Qiuana Lopez, Policies & Procedures Coordinator; Karen Campos, Behavioral Wellness Administration OPS; Lindsay Walter, Deputy Director of Administration and Operations; 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 3:02 p.m.

Roll Call:

Present

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

Van Do-Reynoso, Director of Public Health

Excused

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

Arlene Diaz, Manager, Public Administrator
Guardian

Polly Baldwin, Public Health Medical Director

Janette Pell, Director of General Services

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

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

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

Action: No action.

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

- June 23, 2021 (Exhibit 2a)

Action: Ms. Pell made a motion to approve the June 23, 2021 PGB meeting minutes as presented. Ms. Do-Reynoso seconded. Supervisor Nelson abstained. 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 June 2021.

Infection Prevention and Control:

- Report (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for quarter ending June 30, 2021.

Patient Services, Care and Safety:

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

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 June 30, 2021.
- Recreation Therapy Assessments (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for quarter ending June 30, 2021.

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 June 2021.

Significant Adverse Outcomes:

- Report (monthly) - Ms. Sanchez provided the report for the month of June 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 June 30, 2021.
- Handwashing (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for quarter ending June 30, 2021.
- Request for Additional Food (Quarterly: Jan, Apr, Jul, Oct) – Ms. Sanchez provided the report for quarter ending June 30, 2021.

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 June 30, 2021.
- Informed Consent (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending June 30, 2021.

Environmental Services (EVS):

- Report (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending June 30, 2021.

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 June 30, 2021.

Treatment Plans

Report (Quarterly: Jan, Apr, Jul, Oct) - Ms. Sanchez provided the report for quarter ending June 30, 2021.

PGB members directed staff to amend the recently added dashboard to the QAPI report to place measures on separate graphs depending on whether the goal is to have a high or low percentage to identify trends.

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 June 2021. Ms. Maus-Nisich informed the PGB that a continuum of care report will be going to the Board of Supervisors soon. Since 2016 when the last capital facilities report was taken to the Board of Supervisors, the County has contracted for many beds.

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)

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

- COVID 19 Related Impacts on PHF – Ms. Hidrobo reported no significant changes since the last report.
- COVID 19 Testing and Vaccines – Ms. Hidrobo reported that the California Department of Public Health (CDPH) issued Behavioral Health Information Notice No. 21-043 (BHIN-21-043), which considers partially vaccinated individuals to be in the same category as unvaccinated individuals and requires that all unvaccinated employees be tested weekly and be offered a respirator. PHF staff have ordered antigen testing kits and all unvaccinated staff have been informed via e-mail of the updated COVID-19 requirements. Ms. Hidrobo reports 84.7% of PHF staff are fully vaccinated. Ms. Do Reynoso will connect the PHF Infection Preventionist with Public Health staff in charge of mask supply and clarified that PHF visitors should undergo temperature checks and be required to wear procedural masks during their visit.
- Staffing Updates
 - o Retirement of Andra Dillard – Ms. Hidrobo reported that Ms. Dillard has formally announced her retirement. A request to fill her position has been submitted to Human Resources. During recruitment, the County may contract with Ms. Dillard to continue as the Infection Preventionist for a minimal amount of hours required by Center for Medicare & Medicaid Services (CMS).

Traveling Nurses - Ms. Hidrobo reported that four traveling nurses continue to assist with coverage, two of whom have expressed interest in becoming employed with the County. Extra help staff are also being used to fill open positions. Ms. Zeitz reported that she will be going before the Board of Supervisors to propose that the extra help pay scale be aligned with the civil service position pay scale for the purpose of retention and recruitment.

PGB members directed staff to present at a future meeting the current PHF staffing pattern and budget vs. an optimal mandated staffing pattern.

4(f) PHF Patient Survey Receive and file a report on the following survey results and approve proposed changes/deletions made to the PHF Patient Survey.

- Report (as needed)

Action: Ms. Do-Reynoso made a motion to receive and file reports presented above with direction to staff to further amend the recently added dashboard to the QAPI report to place measures on separate graphs depending on whether the goal is to have a high or low percentage to identify trends; and to present at a future meeting the current PHF staffing and budget vs. an optimal mandated staffing pattern. 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 - Ms. Lopez provided an overview of revised and rescinded policies and procedures listed below.

- **New Policies**
- **Revised Policies**
 - Patient Exposure to Blood and Body Fluids (Exhibit 6a)
 - Attachment A – Unusual Occurrence Incident Report

Ms. Lopez reported that the Medical Practice Committee proposed the following amendments to this Policy and Procedure:

Section 4.3 has been revised to state: "A physician shall interview the patient and, as indicated, the Source Individual, and shall counsel and seek informed consent for blood to be drawn for testing HIV, HBV, and HCV.

1. The test samples will be sent to the PHF's contracted laboratory and resulted within 24 hours.
2. If the PHF knows that the Source Individual is HIV positive, the PHF will obtain the Source Individual's history of antiviral treatment and report it to the internal medicine physician.

Section 4.4 - The internal medicine physician will:

1. Inform the patient of initial lab results, and
 2. Write an order for future laboratory tests
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- Transportation of Patient (Exhibit 6b)

- **Rescinded Policies**

- Disabled Person Parking Placards (Exhibit 6c)
- Management Authority – Primary Worker (Exhibit 6d)
- Nursing – Vaginal Suppository/Cream/Ointment (Exhibit 6e)
- Policy and Procedure Regarding LPT's (Exhibit 6f)
- Vehicle Maintenance (Exhibit 6g)
- Target Population Definition (Exhibit 6h)

- **Other** – none at this meeting.

Action: Ms. Diaz made a motion to review and approve revised and recommended to be rescinded policies and procedures listed above as presented. Ms. Pell seconded. No objections. No abstentions. Motion carried.

7. Discuss PHF Governing Board Administrative Items. Ms. Hidrobo provided an overview of the revisions made to the plans listed below.

- None at this 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:

- Staff was directed to present current PHF staffing patterns and budget vs. an optimal mandated staffing pattern.

Action: Direct Staff to add items to the next meeting of the PHF Governing Board as discussed.

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 re-credential and approve the medical staff's privileges at the PHF as follows:

Action: No action.

10. Adjournment – Meeting adjourned at 4:05 p.m. Next Meeting Date, August 25, 2021.
