



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

Psychiatric Health Facility (PHF) Governing Board Meeting

June 23, 2021

3:00 PM – 4:30 PM

Remote Virtual Participation Only

<https://sbcbswell.zoom.us/j/97333720739?pwd=VmhUU0FlaWRMV0pZZlY0dGIOWGJ6dz09>

Meeting ID 973 3372 0739

Password 98755777

MEETING MINUTES

Staff: Pam Fisher, Acting Director; Laura Zeitz, Division Chief of Housing Placement/PHF; Jamie Huthsing, Quality Care Management Manager; Sara Sanchez, Quality Care Management Coordinator; Jennifer Hidrobo, PHF Clinical Director; Andra Dillard, Infection Preventionist; Qiuana Lopez, Policies & Procedures Coordinator; Karen Campos, Behavioral Wellness Administration OPS; 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)

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

Polly Baldwin, Public Health Medical Director

Janette Pell, Director of General Services

Excused

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

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

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

1. Welcome and Overview: Chair Maus-Nisich welcomed everyone in attendance and welcomed Pam Fisher to her first official meeting as the newly appointed Acting Director of Behavioral Wellness and PHF CEO.

Action: No action.

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

- May 26, 2021 (Exhibit 2a)

Action: Ms. Diaz made a motion to approve the May 26, 2021 PGB meeting minutes as presented. Ms. Do-Reynoso 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 May 2021.

Infection Prevention and Control:

- Report (Quarterly: Jan, Apr, Jul, Oct)

Patient Services, Care and Safety:

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

Social Work Services:

- Report (Quarterly: Mar, Jun, Sept, Dec) – Ms. Sanchez provided the report for quarter ending March 31, 2021.
- Psychosocial Assessment Completion (Quarterly: Jan, Apr, Jul, Oct)
- Recreation Therapy Assessments (Quarterly: Jan, Apr, Jul, Oct)

Restraint / Seclusion:

- Report (Quarterly: Mar, Jun, Sept, Dec) - Ms. Sanchez provided the report for quarter ending March 31, 2021.

Medication Use/Pharmacy Services:

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

Significant Adverse Outcomes:

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

Food and Nutritional Services:

- Report (Quarterly: Mar, Jun, Sept, Dec) - Ms. Sanchez provided the report for quarter ending March 31, 2021.
- 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)
- 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)

Nursing Services

- Report (Quarterly: Jan, Apr, Jul, Oct)

Treatment Plans

- Report (Quarterly: Jan, Apr, Jul, Oct)

The PGB directed staff to add a dashboard to the QAPI Report to track the length of time that similar reported incidents, errors and adverse outcomes have been occurring.

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 May 2021. The PGB directed staff to compile data on how quickly clients are moving to a lower level

bed at the Champion Healing Center to determine whether the beds are serving the intended purpose and to present this data monthly beginning August 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)

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

- COVID 19 Related Impacts on PHF - Ms. Hidrobo reported there have been no significant changes since the last report on the COVID 19 related impacts on the PHF last month's report.
- COVID 19 Testing and Vaccines - Ms. Hidrobo reported that 88% of PHF staff have been fully vaccinated and 3% of staff are partially vaccinated.

Ms. Hidrobo also reported that on June 9th the California Department of Public Health (CDPH) issued an All Facilities Letter recommending that all acute hospitals support clients in receiving COVID 19 vaccinations. Four PHF clients have been able to get vaccinated in collaboration with the County's Public Health Department; however, this is not a collaboration that County Public Health will be able to sustain long term and PHF staff are exploring other options.

- Staffing Updates – Ms. Hidrobo reported that Recreation Therapists and Social Services' weekend coverage is still needed, but PHF staff have managed to continue weekend activity programming. PHF staff submitted the Flex Form to the Department of Health Care Services (DHCS) and are responding to DHCS' requests for clarification. Also, PHF leadership staff have concluded eight interviews for the Recovery Assistant position and will be making offer(s) soon.

Ms. Zeitz reported that the PHF is still recruiting for 4 nursing positions. They are waiting for Human Resources to re-open the recruitment. In the interim, traveling nurses are assisting with coverage.

Appointments of Leaders to the Antimicrobial Stewardship Program (ASP) – Ms. Dillard explained the purpose and benefits of an ASP and reported that CMS now requires in its Infection Prevention Chapter of the Conditions of Participation that the PHF must have an ASP with ASP leaders appointed by the PHF's governing body; the ASP was discussed at the PHF's Medical Practice Committee on 5/26/21 and the MPC recommended that the PHF Medical Director and PHF Pharmacist in Charge co-lead the PHF's ASP.

- Appointment of the PHF Infection Preventions (IP) and ratification of past acts of the PHF IP – Ms. Martinez reported that CMS now requires in its Infection Prevention Chapter of the Conditions of Participation that the hospital's governing body must appoint its Infection Preventionist based upon the recommendation of the medical staff leadership and nursing leadership. PHF medical staff and nursing leadership, through Dr. Ole Behrendtsen, MD, PHF

Medical Director, and Alesha Silva, RN, PHF Psychiatric Nurse Supervisor, recommend that Andra Dillard be formally appointed to serve as the PHF's Infection Preventionist and that her prior acts served in this position be ratified by the PGB. SEE EXHIBIT 4.E (late addition), distributed to the PGB at the meeting and posted online at www.countyofsb.org/behavioral-wellness.

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: After discussion, Ms. Baldwin made a motion to receive and file the reports presented above with direction to staff to add a dashboard to the QAPI Report monthly to track the length of time that similar reported incidents, errors and adverse outcomes have been occurring; compile data on how quickly clients are moving to a lower level bed at the Champion Healing Center to determine whether the beds are serving the intended purpose and include this information in the monthly PHF Status Report beginning in the month of August 2021; accept the recommendation to appoint the Medical Director, Dr. Ole Behrendtsen, MD, and Pharmacist in Charge, Matthew Nguyen, PharmD, to co-lead the PHF's Antimicrobial Stewardship Program; and accept the medical leadership and nursing leadership's recommendation to appoint Andra Dillard to serve as the PHF's Infection Preventionist (IP) and ratify her past acts as the PHF's IP. 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 new, revised and rescinded policies and procedures listed below.

- **New Policies**
 - Antimicrobial Stewardship Program (Exhibit 6a)
 - **Revised Policies**
 - Facility Surveillance and Inspection (Exhibit 6b)
 - **Rescinded Policies**
 - Treatment of Dual Diagnosed Clients (Exhibit 6c)
 - Radio Headphone Use (Exhibit 6d)
 - Chart Storage, Maintenance, & Accessibility (Exhibit 6e)
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- **Other** – none at this meeting.

Action: Ms. Do-Reynoso made a motion to review and approve the new, 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.

- **PHF Emergency Response Plan (Exhibit 7a)** – Receive and file a report on proposed changes to the PHF Emergency Response Plan. SEE EXHIBIT 7a POSTED WITH THE AGENDA.
- **PHF Communication Plan (Exhibit 7b)** – Receive and file a report on proposed changes to the PHF Communication Plan. See Exhibit 7b POSTED WITH THE AGENDA.

Action: Ms. Pell made a motion to review and approve Emergency Response Plan and Communication Plan presented above with direction to staff to correct the numbering on page 15-16 under *Security Responses* of the ERP. Ms. Diaz seconded. No objections. No abstentions. Motion carried.

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

1. QAPI Report Dashboard tracking similar reported incidents, errors and adverse outcomes.
2. Champion Healing Center Beds Monthly Utilization Update beginning in August 2021.

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 4:01 p.m. Next Meeting Date, July 28, 2021.
