



**Psychiatric Health Facility (PHF) Governing Board Meeting**

September 22, 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**

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**Staff:** Pam Fisher, Acting Director; Ole Behrendtsen, Medical Director; Laura Zeitz, Division Chief of Housing Placement/PHF; Sara Sanchez, Quality Care Management Coordinator; Jamie Huthsing, Quality Care Management Manager; Jennifer Hidrobo, PHF Clinical Director; Qiuana Lopez, Policies and Procedures Coordinator; Karen Campos, Behavioral Wellness Administration OPS; Patricia Gonzalez, Quality Measurement & Improvement Manager; Marshall Ramsey, Chief Information Officer; Lindsay Walter, County Executive Office (CEO) Principal Management Analyst; and Susan McKenzie, Deputy County Counsel.

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

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**Call to Order:** Chair Maus-Nisich called the meeting to order at 3:06 p.m.

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**Roll Call:**

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**Present**

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

**Supervisor Hartman**, Santa Barbara County Board of Supervisors, Third District, Alternate

**Van Do-Reynoso**, Director of Public Health

**Arlene Diaz**, Manager, Public Administrator Guardian

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

**Excused**

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

**Janette Pell**, Director of General Services

**Polly Baldwin**, Public Health Medical Director (resigned as PHD Medical Director)

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

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**1. Welcome and Overview:** Chair Maus-Nisich welcomed everyone in attendance, including public guest Paul Bugnacki, Humboldt County Department of Health and Human Services – Mental Health Division, Deputy Director and Lindsay Walter, Santa Barbara County CEO's Principal Management Analyst.

**Action:** No action.

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

- September 25, 2021 (Exhibit 2a)

**Action:** Chief Wasilewski made a motion to approve the September 25, 2021 PGB meeting minutes as presented. Ms. Diaz seconded. Supervisor Hartman abstained. No objections. Motion carried.

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**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.

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#### **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 August 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 August 2021.
- Incident Reports (monthly) - Ms. Sanchez provided the report for the month of August 2021.

##### **Social Work Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec) - Ms. Sanchez provided the report for quarter ending June 30, 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 June 30, 2021.

##### **Medication Use/Pharmacy Services:**

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

##### **Significant Adverse Outcomes:**

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

**Food and Nutritional Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec) - Ms. Sanchez provided the report for quarter ending June 30, 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)

**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.

- Patient Status (UR) Report (monthly) SEE EXHIBIT 4c POSTED WITH AGENDA - Ms. Sanchez provided the report for the month of 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) – Mr. Ramsey reported that the Cerner contract was under legal review.

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

- COVID 19 Related Impacts on PHF – Ms. Hidrobo reported no related impacts on PHF.
- COVID 19 Testing and Vaccines – Ms. Hidrobo reported that 91.8% of PHF staff are fully vaccinated. The PHF is in full compliance of the State Public Health Officer Order from August 5, 2021 as well as the Board of Supervisors policy adopted on August 31, 2021.
- Staffing Updates
  - Psychiatrist Weekend Coverage
- Update on Pyxis and Technology Issues – Mr. Ramsey reported that a contract with a tele pharmacy vendor is being worked on to manage Pyxis after hours. Pyxis will need to be reintegrated with new EHR.

**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 include under the QAPI report a process that looks at the percentage of medication errors in the past 90 days. Ms. Diaz seconded. No objections. No abstentions. Motion carried.

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**5. Budget Development.** Receive and file a report on Budget Development. Provide direction to Staff as appropriate.

- None at this meeting.

**Action:** No action.

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**6. Policies and Procedures** – Ms. Lopez provided brief update on the Policies and Procedures listed below.

**New Policies** – none at this meeting.

**Revised Policies**

- County Employees and their Immediate Family Requiring Acute Inpatient Psychiatric Care (Exhibit 6a)
- Persons Seeking PHF Admission by Presenting at PHF’s Front or Back Doors (Exhibit 6b)
- Employee Health Program and Infection Control (Exhibit 6c)
  - o Attachment A – Contractor Employee Vaccination Declination Form

**Rescinded Policies**

- Confidentiality Guidelines for Supporting Family/Social Support Network (Exhibit 6e)
- Social Service Records (Exhibit 6e)

**Other** – none at this meeting.

**Action:** Supervisor Hartman made a motion to review and approve the revised and recommended to be rescinded policies and procedures listed above as presented. Chief Wasilewski seconded. No objections. No abstentions. Motion carried.

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**7. Discuss PHF Governing Board Administrative Items.**

- None at this meeting.

**Action:** No action.

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

- Include under the QAPI report a process that looks at the percentage of medication errors in the past 90 days.

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

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**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:

**Privileging:**

Psychiatrist

**Re-privileging:**

Internist

Psychiatrist

Privileging and Re-privileging of psychiatrists and internist members of the Medical Staff

- **Report from Closed Session** – In closed session, the PGB considered one matter: Staff credentialing and re-privileging of psychiatrists and internist members of the Medical Staff.

**Action:** After PGB review of credential verifications, performance reviews, peer reviews, utilization reviews and PHF staff queries, 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; and to accept the MPC's recommendation to credential and appraise Dr. Erin Samplin and re-credential and re-appraise the following medical staff's privileges at the PHF: Psychiatrists: Dr. Joshua Flatow, Dr. Duane McWaine and Internist: Dr. Salman Haq. The PGB provided direction to staff to reappraise and re-credential Dr. Erin Samplin within 6 months of the September 22, 2021 meeting and all other medical staff member listed above for MPC and PGB approval within 1 year of the September 2021 meeting of the PGB, as applicable. Chief Wasilewski seconded. No abstentions. No oppositions. Motion carried.

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**10. Adjournment** – Meeting adjourned at 4:03 p.m. Next Meeting Date, October 27, 2021.

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