



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

Psychiatric Health Facility (PHF) Governing Board Meeting  
Wednesday June 28, 2017  
3:00 PM – 4:00 PM  
PHD Auditorium  
300 N San Antonio Rd, Santa Barbara  
**Minutes**

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**Staff:** Alice Gleghorn, PhD, PHF CEO; Yaneris Muñiz, Policy and Project Development Coordinator; Veronica Heinzlmann, Quality Care Management Coordinator; Gerardo Puga, PHF Program Director; Marianne Barrinuevo, PHF Director of Nursing; Elise McKee, Infection Prevention Consultant; Alesha Silva, RN, Interim Nurse Supervisor; Karen Campos, Administration, Office Professional Senior and County Counsel.

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**Facilitator:** Terri Maus-Nisich, Assistant CEO, Health and Human Services

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**Roll Call – Supervisor Lavagnino**, Santa Barbara County Board of Supervisors, Fifth District; **Terri Maus-Nisich**, Assistant CEO, Health and Human Services; **Janette Pell**, Director of General Services; **Vincent Wasilewski**, Chief Deputy for Custody Operations, Sheriff's Department; **Carrie Topliffe**, Interim Director of Public Health.

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**General Public Comment:** none at this meeting.

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**1. Welcome and Overview**

- Introduction of Staff – no new staff at this meeting.

**Action:** No action.

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**2. Review and Approve Minutes (Exhibit 2a)**

- May 24, 2017 – Chief Wasilewski made a motion to approve the May 24, 2017 meeting minutes as presented. Ms. Topliffe seconded. Supervisor Lavagnino abstained. No objections. Motion carried.

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### 3. Staff will report on the following Quality Assessment and Performance Plan and Indicators (QAPI):

- **QAPI June Update** (Exhibit 3a)

#### **Compliance:**

- Patient Complaints and Grievances (monthly) - Ms. Heinzelmann provided the report for the month.

#### **Infection Prevention and Control:**

- Report (Quarterly: January, April, July, October) - no discussion.

#### **Patient Services, Care and Safety:**

- Patient Injuries (monthly) - Ms. Heinzelmann provided the report for the month.
- Adverse Outcomes in Patient Care (monthly) - Ms. Heinzelmann provided the report for the month.
- Restraint /Seclusion (Quarterly: Mar, Jun, Sept, Dec) – Ms. Heinzelmann provided the report for the month.
- Social Work Services (Quarterly: Feb, May, Aug, Nov) - no discussion.
- Suicide Management, Treatment Planning, Consents, Nursing Services (Quarterly: Jan, Apr, Jul, Oct) - no discussion.

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

- Medication Error as result of Medication Unavailability (monthly) – Ms. Heinzelmann provided the report for the month.
- Medication Error Rate/Adverse Drug Reactions /Polypharmacy/Timeliness of Medication Availability (Quarterly: Feb, May, Aug, Nov)
  - o Corrective action plan for medication and controlled substance labeling – Ms. Barrinuevo reported on the PHF’s corrective action plan to improve the medication and controlled substance labeling which includes a review of policies and procedures with staff, and reported that no staff errors have occurred since retraining.

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

- Report (monthly) - Ms. Heinzelmann provided the report for the month.

#### **Food and Nutritional Services:**

- Update on current contract for food provider (Quarterly: Mar, Jun, Sept, Dec) – Mr. Puga provided the report for the month and indicates that they were off target under two measures

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nutritional assessments and food storage/expired food items and comments that since then the issues have been corrected.

**Physician and Allied Health Professionals Related Services:**

- Report (Quarterly: Feb, May, Aug, Nov) – no discussion.

**Environment/Facilities:**

- Environmental Services (EVS) Report (Quarterly: Jan, Apr, Jul, Oct) – no discussion.
- Environment of Care (Facilities) Report (Quarterly: Feb, May, Aug, Nov) – no discussion.

**Laboratory Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec) – Mr. Puga provided the report for the month.

**Significant Areas/Key Events occurring at the Psychiatric Health Facility (PHF) such as patient care (monthly)** – Mr. Puga reports that Greeley Consultants were on site to advise on the PHF's emergency preparedness at PHF's request, and updated emergency preparedness plan is under development.

**Action:** Supervisor Lavagnino made a motion to acknowledge that the report was received. Ms. Topliffe seconded. No objections. Motion carried.

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**4. Staff will provide a report on the following Compliance:**

- Staff Credentialing/Privileging: Ms. Barrinuevo reports that the PHF's Medical Practice Committee (MPC) has reviewed the credentials of the staff member identified below, and recommends that the PHF Governing Board accept the MPC's recommendation to credential and approve the medical staff's privileges at the PHF:

Brandon Schneider, MD

**Action:** Ms. Pell made a motion to approve the credentialing and privileges of candidate listed above. Ms. Topliffe seconded. No objections. Motion carried.

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**5. Budget Development** – No discussion.

**Action:** no action.

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**6. Policy Revisions - Consider recommendations of the PHF MPC to approve new policies and revisions to existing policies or other items listed below:**

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**New**

- **Employee Health and Infection Control Policy** – policy on hold per employee relations.

**Revised**

- **Pharmacy Deliveries (Exhibit 6a)** - Ms. Muñiz presented the revisions made to the policy.
- **Providing Pharmacy Products and Services (Exhibit 6b)** Ms. Muñiz presented the revisions made to the policy.

**Action:** Ms. Topliffe made a motion to approve the revised policies as presented. Ms. Pell seconded. No objections. Motion carried.

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**7. Review of Future Meeting Agenda Items** – Ms. Pell requested PHF staff return to PHF Governing Board with updated Infection Control Physical Environment Policy that was continued from May 24, 2017 meeting.

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**8. Adjournment** – 4:35 pm. Next Meeting Date: July 26, 2017