



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

Psychiatric Health Facility (PHF) Governing Board Special Meeting
Wednesday November 29, 2017
3:00 PM – 4:00 PM
PHD C101/102
300 N San Antonio Rd, Santa Barbara
Minutes

Staff: Alice Gleghorn, PHF CEO; Marianne Barrinuevo, PHF Director of Nursing; Suzanne Grimesey, Chief Quality Care and Strategy Officer; John Jayasinghe, Deputy Director of Business Services; Morgan Peterson, Pharmacist In-Charge; Mark Lawler, PHF Team Supervisor; Jamie Huthsing, Quality Care Management Coordinator; Alesha Silva, PHF Interim Nurse Supervisor; Yaneris Muñiz, Policy Coordinator; Karen Campos, Administration and County Counsel.

Facilitator: Vincent Wasilewski, Chief Deputy for Custody Operations, Sheriff's Department

Roll Call – Supervisor Lavagnino, Santa Barbara County Board of Supervisors, Fifth District; **Terri Maus-Nisich**, Assistant CEO, Health and Human Services (excused); **Janette Pell**, Director of General Services; **Vincent Wasilewski**, Chief Deputy for Custody Operations, Sheriff's Department; **Van Do-Reynoso**, Director of Public Health; **Polly Baldwin**, Public Health Medical Director; **Arlene Diaz**, Manager, Public Administrator – Guardian.

General Public Comment: none at this meeting.

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- 1. Welcome and Overview** – Chief Wasilewski welcomed everyone and asked new board members and staff to introduce themselves.
- Introduction of New Board Members
 - o Polly Baldwin, Public Health Medical Director
 - o Arlene Diaz, Manager, Public Administrator – Guardian

 - Introduction of New Staff
 - o Mark Lawler, PHF Team Supervisor
 - o John Jayasinghe, interested in PHF Budget items, e.g. restroom renovations.

Action: No action.

2. Review and Approve Minutes:

- October 25, 2017 (Exhibit 2a)
- November 13, 2017 – Special Meeting (Exhibit 2b)

Action: Ms. Pell made a motion to approve meeting minutes as presented for the October 25, 2017 and November 13, 2017 PHF Governing Board meetings. Supervisor Lavagnino seconds. Motion carried.

3. Medical Staff Bylaws

- PHF Organizational Chart (Exhibit 3a) – Ms. Grimmesey presents an updated PHF organizational chart officiating Dr. Behrendtsen as the Clinical Director.

Action: Ms. Pell made a motion to approve the updated PHF Organizational Chart presented. Ms. Do-Reynoso seconds. No objections. Motion carried.

4. Staff will report on the following Quality Assessment and Performance Plan and Indicators (QAPI) (Exhibit 4a):

QAPI November Update

Complaints and Grievances

- Ms. Huthsing provided the report for the month.

Infection Prevention and Control

- No report this month.

Patient Services, Care and Safety

- Report - Ms. Huthsing provided the report for the month.
- Patient Injuries – Ms. Huthsing provided the report for the month.
- Adverse Outcomes in Patient Care - Ms. Huthsing provided the report for the month.
- Suicide Management, Treatment Planning, Consents, Nursing Services – Ms. Huthsing provided the report for the month.

Social Work Services

- No report for the quarter.

Restraint/Seclusion

- No report for the quarter.

Medication Use/Pharmacy Services

- Report – Ms. Huthsing provides the report for the quarter.
- Medication Error Rates/Unavailability – Ms. Huthsing provided the report for the quarter.

Significant Adverse Outcomes

- Ms. Huthsing provided the report for the month.

Food and Nutritional Services

- No report for the quarter.

Physician and Allied Health Professionals Related Services

- Ms. Huthsing provides the report for the quarter.

Environmental Services (EVS)

- No report for the quarter.

Environment of Care (Facilities)

- Ms. Huthsing provided the report for the month.

Laboratory Services

- No report for the quarter.

Process Improvement Projects

- No report for the quarter.

PHF Status Report

- Patient Status (UR) Report (Exhibit 4b) – Ms. Huthsing presents the PHF UR report which goes over acute days, admin days, IST days, Length of Stay Summary days for the month of October including the last two quarters.
- Dr. Baldwin requested that the acute and admin graphs be displayed on the same page on future reports.

Contract Monitoring – Ms. Barrinuevo reports that all contracts met all requirements for documentation and reports last quarter. She explains that a number of indicators are monitored and then reviewed at QAPI meeting. Dr. Gleghorn adds that contract monitoring is something that CMS monitors and requires that the PHF Governing Board is aware of the monitoring

process. Chief Wasilewski would like to see the monitoring outline presented with the next quarterly update.

- Report (Quarterly: Feb, May, Aug, Nov)
 - o Edwin Feliciano, MD Contract
 - o Hometown Pharmacy Contract
 - o Southern Coast Janitorial Contract
 - o Valle Verde Contract
 - o Maxim HealthCare Services Contract
- **Significant Areas/Key Events occurring at the Psychiatric Health Facility (PHF) such as patient care**
 - **Infection Control Program Update** – 0 acquired infections- 0 hospital – 65 flu vaccines offered to staff – TB screenings – 43/45 employees completed.
 - **Recruiting for new Director of Clinical Services** – Dr. Gleghorn reports that they have received two applicants. More details as they develop.
 - **Behavioral Wellness Pharmacy Update** – Ms. Peterson provides status update on the development of the Pharmacy, estimated to be complete by May 2018.
 - **PHF CMS Emergency Preparedness Rule Progress Report** – Ms. Grimmersey provides overview of the final national Emergency Preparedness Rule issued by CMS which includes four core components 1. Emergency Plan and Program based on risk assessment/hazard assessment 2. Policies and Procedures (P&Ps) to be reviewed and updated annually. 3. Communications plan that complies with federal and state laws to be updated annually 4. Training in an exercise program which requires the development of an initial training on P&Ps and annual training with drills and tabletop exercises.

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

5. Staff will provide a report on the following Compliance

- Staff Credentialing /Privileging – none for this meeting.

Action: No action.

6. Budget Development

- **PHF Restroom Update** – Ms. Pell provides an update on the renovation of the PHF restrooms, including project costs and scope. The renovation will bring them into compliance with ADA and follow Psychiatric Clinic design guides, including ligature resistant design, features, and hardware; estimated budget at approximately 250,000 which includes Capital Project's fee for management and work; estimated 8-9 months for completion utilizing County's Job Order method of construction.

Ms. Bilir clarifies that any new budget revisions will need to go through the Board of Supervisors approval process.

Action: no action.

7. New Policies and Procedures – Ms. Muñiz provides overview of new Policies and Procedures listed below related to Emergency Preparedness rule:

1. Emergency Facility Evacuation (Exhibit 7a)
2. Shelter in Place During Emergency (Exhibit 7b)
3. Emergency Subsistence Management (Exhibit 7c)

Action: Supervisor Lavagnino makes a motion to approve the Policies and Procedures listed above as presented. Ms. Pell seconds. No objections. Motion carried.

8. PHF Governing Board Administrative Items

- No report at this meeting

Action: No action.

9. Review of Future Meeting Agenda Items

- Detailed report of Contracts, included in the next period of reporting.
- PHF Governing Board Bylaws

10. Adjournment – Due to the Santa Barbara County Holiday closure, the PHF Governing Board unanimously approved cancelling the regular meeting set for December 27, 2017 and rescheduling for a special meeting on January 3, 2017.