



Psychiatric Health Facility (PHF) Governing Board Meeting  
Wednesday May 23, 2018  
3:00 PM – 4:00 PM  
PHD Auditorium  
300 N San Antonio Rd, Santa Barbara  
**Minutes**

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**Staff:** Alice Gleghorn, PHF CEO; Laura Zeitz, RN, PHF Program Manager/Hospital Administrator; Ole Behrendtsen, M.D, Medical Director; Jamie Huthsing, Quality Care Management Interim Manager; Yaneris Muñiz, Project & Policy coordinator; Hannah Atkinson, Department Business Specialist; Karen Campos, Administration and County Counsel.

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

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**Roll Call – Supervisor Lavagnino**, Santa Barbara County Board of Supervisors, Fifth District (excused); **Supervisor Wolf**, Santa Barbara County Board of Supervisors, Second District (alternate, excused); **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; **Van Do-Reynoso**, Director of Public Health (excused); **Polly Baldwin**, Public Health Medical Director; **Arlene Diaz**, Manager, Public Administrator – Guardian.

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

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**1. Welcome and Overview** - Ms. Maus-Nisich welcomes everyone.

**Action:** No action.

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**2. Review and Approve Minutes**

- March 28, 2018 – (Exhibit 2a) - no quorum to approve at this meeting as Ms. Diaz and Ms. Maus-Nisich abstained.

**Action:** No action.

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**3. Medical Staff Bylaws**

- No update at this meeting.

**Action:** No action.

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

- **QAPI April (Exhibit 4a) and May (Exhibit 4b) Update:**

##### **Complaints and Grievances**

- Ms. Huthsing provided the monthly report for April and May.

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

- Ms. Huthsing provided the quarterly report for the month of April.

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

- Report – Ms. Huthsing provided the quarterly report for the month of May.
- Patient Injuries – Ms. Huthsing provided the report for the months of April and May.
- Adverse Outcomes in Patient Care - Ms. Huthsing provided the monthly report for April and May.
- Suicide Management, Treatment Planning, Consents, Nursing Services - Ms. Huthsing provided the quarterly report for the month of May.

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

- No report for the quarter.

##### **Restraint/Seclusion**

- No report for the quarter.

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

- Report - Ms. Huthsing provided the quarterly report for the month of May.
- Medication Error Rates/Unavailability – Ms. Huthsing provided the report for the months of April and May.
- Board directed staff to draft revised Medication policies to extend signature timeframe and expand authorized signatories, to improve this outcome measure while remaining in compliance with regulatory requirements.

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

- Ms. Huthsing provided the monthly report for April and May.

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

- No the report for the quarter.

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

- Ms. Huthsing provided the quarterly report for the month of May.

##### **Environmental Services (EVS)**

- Ms. Huthsing provided the quarterly report for the month of April.

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### **Environment of Care (Facilities)**

- Ms. Huthsing provided the quarterly report for the month of May.

### **Laboratory Services:**

- No report for the quarter.

- **Process Improvement Projects**

- Ms. Huthsing provides quarterly report for the month of April (Exhibit 4c).

### **PHF Status Report**

- Patient Status (UR) Report (Exhibit 4d) - Ms. Huthsing provides the March monthly report and has agreed to present the April report at the next meeting.

### **Contract Monitoring**

- Report – Ms. Zeitz reports that they are in the process of going through all the contracts to make sure that the requirements match the monitoring tools in use. She reports that all contracts listed below are in compliance for the quarter.

- Edwin Feliciano, MD Contract
- Hometown Pharmacy Contract
- Southern Coast Janitorial Contract
- Valle Verde Contract
- Maxim HealthCare Services Contract
- Greeley Contract

- **Significant Areas/Key Events occurring at the Psychiatric Health Facility (PHF) such as patient care (monthly).**

- Recruitment Update – Ms. Zeitz reports that they have two new Registered Nurse applicants. She will report at the next meeting once they have more details.

- Infection Control Program Update – Ms. Zeitz reports that an infection Control Specialist has been hired, Andra Dillard, who has a start date of June 6<sup>th</sup>. She will be invited to meet this Board after she starts work for the County.

**Action:** Chief Wasilewski made a motion to acknowledge report was received. Ms. Diaz seconded. No objections. Motion carried.

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#### 5. Staff will provide a report on the following Compliance

- Staff Credentialing /Privileging – None for this meeting.

**Action:** No action.

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#### 6. Budget Development

- No report at this meeting.

**Action:** No action.

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**7. Policies and Procedures** – Ms. Atkinson provides overview of new and revised policies and procedures listed below, unless otherwise noted:

- **New Policies**
  - Communication with Officials Under an 1135 Waiver (Exhibit 7a)
  - TB Screening for Patients (Exhibit 7b)
  - Employee Health Program and Infection Control – held to next month’s meeting.
- **Revised**
  - Medication Labeling and Storage (Exhibit 7c)  
Attachment A – PHF Medication Room – Climate Log

**Action:** Ms. Diaz made a motion to approve the new and revised Policies and Procedures presented above with the exception of Employee Health Program and Infection Control. Ms. Pell seconded. No objections. Motion carried.

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#### 8. PHF Governing Board Administrative Items

- None at this meeting.

**Action:** No action.

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#### 9. Review of Future Meeting Agenda Items

- Introduction of New Staff – Andra Dillard, Infection Control Specialist – Laura Zeitz
- Review and Approve PGB Minutes of March 28, 2018 and May 23, 2018 – All
- PHF Status UR Report – provide April and May report at the June meeting – Jamie Huthsing
- PHF Governing Board Administrative Item - Court Orders Discussion - Dr. Gleghorn
- New Policy - Employee Health Program and Infection Control – Hannah Atkinson
- Revised Policy – Medication orders

10. Adjournment – Meeting adjourned at 3:40 pm. Next Meeting Date, June 27, 2018.
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