



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

Psychiatric Health Facility (PHF) Governing Board Meeting
Wednesday February 28, 2018
3:00 PM – 4:00 PM
PHD Auditorium
300 N San Antonio Rd, Santa Barbara
Minutes

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; Alesha Silva, PHF Nurse Supervisor; Mark Lawler, PHF Team Supervisor; Hannah Atkinson, Department Business Specialist; Karen Campos, Administration and County Counsel.

Facilitator: Vincent Wasilewski, Chief Deputy for Custody Operations

Roll Call – Supervisor Lavagnino, Santa Barbara County Board of Supervisors, Fifth District; **Supervisor Wolf**, Santa Barbara County Board of Supervisors, Second District (alternate, excused); **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 (excused).

General Public Comment: none at this meeting.

1. Welcome and Overview

- Dr. Gleghorn introduced the following new staff:
 - o Laura Zeitz, PHF Program Manager/ Hospital Administrator filling in an interim basis for Program Manager October vacancy and Director of Nursing who recently resigned. The State has been notified of this modification.
 - o Hannah Atkinson, Department Business Specialist, filling in today for Yaneris Muñiz as she works closely with her on Policies & Procedures.

Action: No action.

2. Review and Approve Minutes

- January 3, 2018 Special Meeting (Exhibit 2a)

Action: Ms. Pell made a motion to approve the January 3, 2018 PHF Governing Board Meeting minutes as presented. Ms. Baldwin seconded. Supervisor Lavagnino abstained. Motion carried.

3. Medical Staff Bylaws

- Dr. Gleghorn goes over amendments made to the PHF Organizational Chart on the PHF Governing Board Bylaws. She explains that Laura Zeitz is currently covering in an interim basis as PHF Program Manager/Hospital Administrator.

Action: Supervisor Lavagnino made a motion to approve the revised PHF Governing Board Bylaws as presented. Ms. Do-Reynoso seconded. No objections. Motion carried.

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

QAPI January (Exhibit 4a) and February (Exhibit 4b) Update:

Complaints and Grievances

- Ms. Huthsing provided report for the months of January and February.

Infection Prevention and Control

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

Patient Services, Care and Safety

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

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 February.
- Medication Error Rates/Unavailability – Ms. Huthsing provided the report for the months of January and February.

Significant Adverse Outcomes

- Ms. Huthsing provided the report for the months of January and February.

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 February.

Environmental Services (EVS)

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

Environment of Care (Facilities)

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

Laboratory Services:

- No report for the quarter.

Process Improvement Projects

- Ms. Huthsing to report at the March meeting.

PHF Status Report

- Patient Status (UR) Report - Ms. Huthsing provided the January monthly report (Exhibit 4c). Dr. Behrendtsen recommended having administrative and acute days separate from Incompetent to Stand Trial data. Ms. Huthsing agreed to make modification.

Contract Monitoring

- Report - Ms. Huthsing presents handout (exhibit 4d) highlighting a list of contract key performance indicators requested the last time this was reported on and provided the quarterly update for the month of February:
 - o Edwin Feliciano, MD Contract - in compliance.
 - o Hometown Pharmacy Contract – in compliance, however PHF pharmacist has found

some discrepancies with invoices which will be addressed.

- Southern Coast Janitorial Contract – some issues have been identified with services not always available. Ms. Zeitz adds that she has met with them and they have agreed to receive Environmental Health requirements training in Spanish to address the issues.
 - Valle Verde Contract – in compliance.
 - Maxim HealthCare Services Contract – in compliance.
- **Significant Areas/Key Events occurring at the Psychiatric Health Facility (PHF) such as patient care (monthly).**
 - Infection Control Program Update – Ms. Zeitz reports the following:
 - Tuberculosis screenings conducted in 2017 4th quarter: 25/28 employees were due, 3 of which were non-compliant; infection prevention environmental safety rounds conducted twice a month; hand hygiene program is ongoing; 2016 - 2017 influenza rates: 71 employees vaccinated, 11 medical staff. Health Care Workers must have documented receipt of the flu vaccine or wear a mask.

Action: Supervisor Lavagnino made motion to acknowledge report was received. Ms. Do- Reynoso 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

- No report at this meeting.

Action: No action.

7. Policies and Procedures – Ms. Atkinson provides overview of new policies and procedures listed below:

New Policies

- Emergency Staffing (Exhibit 7a)
 - PHF Staffing Decision Tree - Attachment A
- Emergency Medical Documentation Management (Exhibit 7b) – Ms. Pell recommended that on page 3, section 6.1, second paragraph be taken out as there is no longer a secondary data center. Ms. Atkinson agreed to make the modification.

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- Patient Critical Information Form - Attachment A

Other

- Emergency Response Plan (ERP) for the PHF – Mr. Lawler provides overview of the ERP along with the Facility Safety Inspection Report which were added as late additions to meeting packet.

Action: Supervisor Lavagnino made motion to approve the Emergency Response Plan handouts and the new policies and procedures with the noted amendment above. Ms. Pell seconded. No objections. Motion carried.

8. PHF Governing Board Administrative Items

Positions needed for effective operations

- Update on PHF Manager/ Backfilling Marianne Barrinuevo, Director of Nursing - Dr. Gleghorn reports that the Department is considering retitling/upgrading the Program Manager position to Enterprise Leader to fill PHF Manager Duties along with some of the allowed Director of Nursing Duties. External recruiting agency is being considered to fill position as there has been a low level of qualified applicants for program manager.
- Covering Infection Control and MA level Nurse – Although the considered enterprise leader position mentioned above can cover most Director of Nursing duties, there are some duties that require Master Level Nurse consultation as well as Infection Control Officer expertise which Greeley Group is considering filling in on a temporary basis.
- Medical Oversight of Crisis System – Contract with TBH has provided contracted psychiatrists to cover 16 hour shifts at the PHF, Monday through Friday; however this requires civil service oversight which Medical Director, Ole Behrendtsen has been providing and recently Dr. Lundt has agreed to handle triage.

Action: No action.

9. Review of Future Meeting Agenda Items

- Process Improvement Project – Ms. Huthsing to provide update at the March meeting.

10. Adjournment – Next Meeting Date, March 28, 2018