



Psychiatric Health Facility (PHF) Governing Board Special Meeting  
Monday, February 4, 2019  
3:30 PM – 4:30 PM  
PHD Auditorium  
300 N San Antonio Rd, Santa Barbara  
**Minutes**

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**Staff:** Alice Gleghorn, PHF CEO; Ole Behrendtsen, PHF Medical Director; Jamie Huthsing, QCM Manager; Sara Sanchez, Quality Care Coordinator; Laura Zeitz, PHF Hospital Administrator; Yaneris Muñiz, Policy Coordinator; Karen Campos, BeWell Administration; Aylin Bilir & Teresa Martinez, County Counsel.

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

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**Roll Call**

**Present**

**Supervisor Lavagnino**, Santa Barbara County Board of Supervisors, Fifth District  
**Terri Maus-Nisich**, Assistant CEO, Health and Human Services (Chair)  
**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**

**Janette Pell**, Director of General Services

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

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**1. Welcome and Overview**

- Ms. Maus-Nisich announced that Supervisor Das Williams is the new BOS PGB Alternate Member.

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- **Introduction of New Staff** – Dr. Gleghorn asked Sara Sanchez, QCM Coordinator to introduce herself. Teresa Martinez was introduced as the new County Counsel representative.

**Action:** No action.

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

- **October 24, 2018** - (Exhibit 2a)
- **December 12, 2018** - (Exhibit 2b)

**Action:** Ms. Do-Reynoso made a motion to approve the October 24, 2018 meeting minutes as presented. Chief Wasilewski seconded. Supervisor Lavagnino, Ms. Baldwin, and Ms. Diaz abstained. Motion carried.

Supervisor Lavagnino made a motion to approve the December 12, 2018 meeting minutes as presented. Ms. Do-Reynoso seconded. Ms. Diaz, Ms. Baldwin and Ms. Maus-Nisich abstained. Motion carried.

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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 December (Exhibit 4a) & January (Exhibit 4b) update** - Indicators that are highlighted in grey are reported to the PGB on a quarterly basis.

Over a few years, the PHF has worked to decrease the hours of restraint usage and the number of seclusion episodes. In FY16/17, the utilization rate has been very low, less than 1% per month for both seclusion and restraints. At this point, the PHF monitors monthly utilization to ensure that the rates do not increase.

### **Complaints and Grievances**

- Ms. Huthsing provided the report for the months of November and December 2018.

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### **Infection Prevention and Control**

- Ms. Huthsing provided the report for the quarter ending December 31, 2018. Hand Hygiene was off target, with corrective actions described at the end of Exhibit 4b.

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

- Patient Injuries – Ms. Huthsing provided the report for the months of November and December 2018.
- Adverse Outcomes in Patient Care – Ms. Huthsing provided the report for the months of November and December.
- Suicide Management, Treatment Planning, Consents, Nursing Services – No report for the quarter.

### **Social Work Services**

- Ms. Huthsing provided the report for the quarter ending September 30, 2018. Social Services Discharge & Aftercare monitoring indicators were off target, with corrective actions described at the end of Exhibit 4a.

### **Restraint/Seclusion**

- Ms. Huthsing provided the report for the quarter ending September 30, 2018.

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

- Report (Quarterly: Feb, May, Aug, Nov) – no report for the quarter.
- Medication Error Rates/Unavailability (monthly) – Ms. Huthsing provided the report for the months of November and December 2018.

### **Significant Adverse Outcomes**

- Ms. Huthsing provided the report for the months of November and December 2018.

### **Food and Nutritional Services**

- Ms. Huthsing provided the report for the quarter ending September 30, 2018.

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

- No report for the quarter.

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

- Ms. Huthsing Provided the report for the quarter ending December 31, 2018.

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

- No report for the quarter.

### **Process Improvement Projects**

- Ms. Huthsing reports that Shereen Khatapoush is on vacation and will report on this next meeting. Item to be added to next month's agenda.

- **PHF Status Report**

- Patient Status (UR) Report (Exhibit 4c) – Ms. Huthsing provided the data for November and December 2018.

- **Contract Monitoring**

- No report for the quarter.

- **Significant Areas/Key Events occurring at the Psychiatric Health Facility (PHF) such as patient care** (monthly). Ms. Zeitz reports on the following:

- PHF Greeley mock audit highlights – unused points were used to have Greeley conduct a mock audit. Findings were highlighted including areas of improvement, which are being addressed or have been completed. Overall Ms. Zeitz reports that Greeley was impressed with the pharmacy and the visual improvements to the PHF unit. Applauded the staff for same.
- Jennifer Hidrobo accepts full time manager position at the PHF
- Director of PHF Social Services position has been posted (position formally known as PHF Program Coordinator)
- PHF nurses update; 1 out on leave and 1 retiring

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- The DHCS preliminary results from annual audit show a 20% decrease in disallowance rate from 58% in 2015 to 38% during the October 2018 audit.
  
  - Medical Director Recruitment Update - Dr. Behrendtsen reports that the Crisis Services Medical Director recruitment brochure has been completed and posted for recruitment. Since initial posting, pay has been increased to encourage more qualified individuals to apply.

**Action:** Supervisor Lavagnino made a motion to acknowledge that the reports were received. Chief Wasilewski seconded. No objections. No abstentions. Motion carried.

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

- **Staff Credentialing/Privileging**
  - **None at 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. Muñiz provided an overview of the revised policies listed below. Additions and/or deletions are highlighted in yellow in the Exhibits.

- **New**
    - None at this meeting.
  
  - **Revised**
    - Glucometer Policy (Exhibit 7a)
    - Tuberculosis (TB) Screening for Patients (Exhibit 7b)
      - Att. A – Tuberculosis Screening form
    - Safe Injection Practices, Single-Use Devices and Sterile Fluid Management (Exhibit 7c)
    - Environmental/Janitorial Services (Exhibit 7d)
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- Occupational Exposure to Communicable Diseases Other Than Blood borne Pathogens (Exhibit 7e)
  - Restraint Cleaning (Exhibit 7f)
  - Transmission-based Precautions (Exhibit 7g)  
Att. A – Cover Your Cough flyer

- **Rescinded**

- None at this meeting.

**Action:** Supervisor Lavagnino made a motion to approve the revised policies and procedures listed above as presented. Ms. Baldwin seconded. No oppositions. No abstention. Motion carried.

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### **8. PHF Governing Board Administrative Items**

- **Pyxis Machine** – Dr. Gleghorn asks if this Board wants a Pyxis Machine Presentation next month. The Board agreed that an in person tour would be better as most were presented a glimpse of it at the annual report presentation to the Board of Supervisors. Dr. Gleghorn instructed the Board to make individual appointments with Morgan Peterson to take a tour at their convenience.

**Action:** No action

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

- Ms. Maus-Nisich asked Dr. Gleghorn to schedule a presentation at a future meeting of the Crisis Triage Hub diagram that outlines how the various services works together.
  - Process Improvement Projects Update to be presented by Shereen Khatapoush at the next meeting.
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**10. Adjournment** – Meeting adjourned at 4:20 pm. Next Meeting Date, February 27, 2019