



Psychiatric Health Facility (PHF) Governing Board Meeting  
October 23, 2019  
3:00 PM – 4:00 PM  
PHD Auditorium  
300 N San Antonio Rd, Santa Barbara

**MEETING AGENDA**

**PHF Governing Board Members:**

Terri Maus-Nisich, Assistant CEO, Health and Human Services, Chair  
Vincent Wasilewski, Chief Deputy for Custody Operations, Sheriff’s Department, Vice Chair  
Supervisor Das Williams, Santa Barbara County Board of Supervisors, 1st District  
Supervisor Gregg Hart, Santa Barbara County Board of Supervisors, 2nd District, Alternate  
Van Do-Reynoso, Director of Public Health Department  
Polly Baldwin, Public Health Medical Doctor  
Janette Pell, Director of General Services  
Arlene Diaz, Manager, Public Administrator – Guardian

**Staff:** Alice Gleghorn, PHF CEO; Laura Zeitz, Division Chief of Housing Placement/PHF; Sara Sanchez; Quality Care Coordinator; Jamie Huthsing, Quality Care Manager; Ole Behrendtsen, PHF Medical Director; Jennifer Hidrobo, PHF Clinical Director; Qiuana Lopez, Policy & Procedures Coordinator; Karen Campos; Behavioral Wellness Administration; and Teresa Martinez, Deputy County Counsel.

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

These are regular agenda items. Staff may, or may not have updates in each category at every meeting. Important: Items in GREY will not be discussed at this month’s meeting.

AGENDA ITEM	PRESENTER
Roll Call	Karen Campos
General Public Comment Persons desiring to address the meeting participants can complete and deliver to the staff the form which is available at the room entrance prior to the commencement of this comment period. This is an opportunity for	Public Members

members of the public to speak on items that are not on the agenda for today's meeting. Public Comment will also be taken following each agenda section.

<p><b>1. Welcome and Overview</b></p> <p><b>Action:</b> No action.</p>	<p><b>Terri Maus-Nisich</b></p>
<p><b>2. Review and Approval of Minutes of the PHF Governing Board Special Meeting listed below:</b></p> <ul style="list-style-type: none"><li>• October 14, 2019 (Exhibit 2a)</li></ul> <p><b>Action:</b> Receive and Approve Meeting Minutes for the October 14, 2019 PHF Governing Board Special Meeting.</p>	<p><b>All</b></p>
<p><b>3. Medical Staff Bylaws.</b> Receive and file a report, as applicable, on the Medical Staff Bylaws. Provide direction to Staff to amend or delete Bylaws as set forth below:</p> <ul style="list-style-type: none"><li>• No update at this meeting.</li></ul> <p><b>Action:</b> No action.</p>	
<p><b>4. Quality Assessment and Performance Plan and Indicators (QAPI)</b></p> <p><b>4(a) Receive and file a report on the following Quality Assessment and Performance Plan and Indicators (QAPI).</b> SEE EXHIBIT 4a.1 and 4a.2 POSTED WITH THE AGENDA. Indicators that are highlighted in grey are reported to the PGB on a quarterly basis, but are not scheduled to be reported in the month of September (Exhibit 4a.1) or October (Exhibit 4a.2).</p> <p><b><u>Complaints and Grievances:</u></b></p> <ul style="list-style-type: none"><li>- Report (monthly)</li></ul> <p><b><u>Infection Prevention and Control:</u></b></p> <ul style="list-style-type: none"><li>- Report (Quarterly: January, April, July, October)</li></ul> <p><b><u>Patient Services, Care and Safety:</u></b></p> <ul style="list-style-type: none"><li>- Report (Quarterly: Feb, May, Aug, Nov)</li><li>- Patient Injuries (monthly)</li><li>- Adverse Outcomes in Patient Care (monthly)</li></ul>	<p><b>Sara Sanchez</b></p>

**Social Work Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec)

**Restraint / Seclusion:**

- Report (Quarterly: Mar, Jun, Sept, Dec)

**Medication Use/Pharmacy Services:**

- Report (Quarterly: Feb, May, Aug, Nov)
- Medication Error Rates/Unavailability (monthly)
- Medication Error Rates (monthly)

**Significant Adverse Outcomes:**

- Report (monthly)

**Food and Nutritional Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec)

**Physician and Allied Health Professionals (AHP) Related Services:**

- Report (Quarterly: Feb, May, Aug, Nov)

**Environmental Services (EVS):**

- Report (Quarterly: Jan, Apr, Jul, Oct)

**Environment of Care (Facilities):**

- Report (Quarterly: Feb, May, Aug, Nov)

**4(b) QAPI Indicator List.** Receive and file a report on proposed changes to the QAPI Indicator List. Provide direction to Staff to amend or delete QAPI Indicators as proposed. SEE EXHIBIT 4b POSTED WITH AGENDA.

- Report (as needed)
  - o Review of Complete QAPI Indicator List with Proposed Revisions

Sara Sanchez

Sara Sanchez

**4(c) PHF Status Report.** Receive and file a report on the data for the number of acute and administrative days of patients at the PHF for the months of September and October. SEE EXHIBIT 4c POSTED WITH AGENDA.

- Patient Status (UR) Report (monthly)

**4(d) Contract Monitoring:** Receive and file a report, as applicable, on vendors who contract with the PHF. Provide direction to Staff as appropriate.

- o Report (Quarterly: Feb, May, Aug, Nov)

**4(e) Significant Areas/Key Events occurring at the PHF (monthly).**

- Receive and file an update on the Centers for Medicare and Medicaid (CMS) and California Department of Public Health Audit Reports and Plan of Correction (CMS Audit)
  - o Plan of Correction (POC) Reporting on Sheriff's Office adherence to the MOU between the Department of Behavioral Wellness and the Sheriff's Office (Sheriff MOU) and the Deputy Briefing Guidelines
  - o POC Reporting on Maintenance of Physical Plant (doors)
  - o POC Reporting Informed Consents
  - o CMS September 23, 2019 Revisit Findings and Request for POC

**4(f) Process Improvement Projects (PIP)** Receive and file a report on the following Process Improvement Project.

- Report (Quarterly: Jan, Apr, Jul, Oct) – to be reported in November.

**4(g) PHF Patient Survey** Receive and file a report on the following survey results.

- Report (as needed)

**Action:** Receive and file reports presented above; approve proposed changes/deletions made to the QAPI Indicator List presented above; and provide direction to staff as applicable.

**5. Receive and file a report on the following Compliance matters:**

- **Staff Credentialing/Privileging.** The PHF's Medical Practice Committee (MPC) has reviewed the credentials of the staff members identified below,

Sara Sanchez  
Laura Zeitz

<p>and recommends that the PHF Governing Board accept the MPC’s recommendation to credential and approve the medical staff’s privileges at the PHF:</p> <ul style="list-style-type: none"> <li>○ None at this meeting.</li> </ul> <p><b>Action:</b> No action.</p>	
<p><b>6. Budget Development.</b> Receive and file a report on Budget Development. Provide direction to Staff as appropriate.</p> <ul style="list-style-type: none"> <li>• None at this meeting.</li> </ul> <p><b>Action:</b> No action.</p>	
<p><b>7. Policies and Procedures - Consider new, revised and rescinded policies and other items listed below.</b> SEE CORRESPONDING EXHIBITS POSTED WITH THE AGENDA:</p> <ul style="list-style-type: none"> <li>• <b>New Policies</b> – none at this meeting.</li> <li>• <b>Revised Policies</b> <ul style="list-style-type: none"> <li>○ Infection Control in the Kitchen (Exhibit 7a)</li> <li>○ Food Service Contract and Meal Orders (Exhibit 7b)</li> <li>○ Meal Pick-Up and Service (Exhibit 7c) <ul style="list-style-type: none"> <li>▪ Att. A - PHF Daily Temperature Log</li> </ul> </li> </ul> </li> <li>• <b>Rescinded Policies</b> – none at this meeting</li> <li>• <b>Other</b> – none at this meeting</li> </ul> <p><b>Action:</b> Review and approve amendments made to the revised Policy and Procedures presented or provide direction to Staff regarding changes to the revised Policies and Procedures presented, as applicable.</p>	<p><b>Qiuana Lopez</b></p>
<p><b>8. Discuss PHF Governing Board Administrative Items.</b> Provide direction to Staff as appropriate.</p> <ul style="list-style-type: none"> <li>• None at this meeting.</li> </ul> <p><b>Action:</b> No action.</p>	
<p><b>9. Review of Future Meeting Agenda Items</b> Provide direction to staff regarding items to add for the next PHF Governing Board meeting.</p>	<p><b>Terri Maus-Nisich</b></p>

<b>Action:</b> Direct staff to add items to the next meeting of the PHF Governing Board as discussed.	
<b>10. Adjournment</b> - Next Meeting Date, November 27, 2019	<b>All</b>

Writings that are a public record under Government Code § 54957.5(a) and that relate to an agenda item for open session of a regular meeting of the PHF Governing Board and that are distributed to the majority of the members of the PHF Governing Board less than 72 hours prior to that meeting shall be available for public inspection at Santa Barbara County Administration Building at 105 E. Anapamu Street, Santa Barbara, California, and also on the Behavioral Wellness website at: [www.countyofsb.org/behavioral-wellness](http://www.countyofsb.org/behavioral-wellness)

**Further Information Regarding Meetings:**

Meeting Procedures Members of the public are encouraged to attend and testify before the meeting participants on any matter appearing on the agenda. Correspondence to the PHF Governing Board regarding items appearing on the agenda should be directed to Karen Campos, Department of Behavioral Wellness, 315 Camino Del Remedio, Santa Barbara CA 93110.

The schedule of the PHF Governing Board, meeting agendas, supplemental hearing materials and minutes of the Board meetings are available on the Department of Behavioral Wellness website at [www.countyofsb.org/behavioral-wellness](http://www.countyofsb.org/behavioral-wellness).

Disability Access The location for this meeting is the Santa Barbara County Public Health Department Building located at 300 N San Antonio Rd, Santa Barbara, CA. The meeting room is wheelchair accessible. Accessible public parking is available. American Sign Language interpreters, Spanish language interpretation and sound enhancement equipment may be arranged by contacting the Clerk of the Board of Supervisors by 4:00 p.m. three days prior to the meeting date. For information about these services please contact the Clerk of the Board at (805) 568-2240.