



Psychiatric Health Facility (PHF) Governing Board
Special Meeting
October 14, 2019
2:00 PM – 3:00 PM
Private BOS Conference Room
105 E Anapamu, Santa Barbara
Minutes

Staff: Alice Gleghorn, PHF CEO; Ole Behrendtsen, Medical Director; Laura Zeitz, Division Chief of Housing Placement/PHF; Jamie Huthsing, Quality Care Management Manager; Sara Sanchez, Quality Care Management Coordinator; Celeste Anderson, Chief Compliance Officer Qiuana Lopez, Policy and Procedures Coordinator; Melanie Johnson, Contracts Manager; Karen Campos, Behavioral Wellness Administration; Ryan Sullivan, Sheriff’s Office Custody Commander; Teresa Martinez, Deputy County Counsel.

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

Call to Order: Chair Maus-Nisich called the meeting to order at 2:05 p.m.

Roll Call:

Present	Excused
Terri Maus-Nisich , Assistant CEO, Health and Human Services (Chair)	Janette Pell , Director of General Services
Supervisor Williams , Santa Barbara County Board of Supervisors, First District	
Vincent Wasilewski , Chief Deputy for Custody Operations, Sheriff’s Department (Vice Chair) (recused himself from Item 4.e)	
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.

1. Welcome and Overview:

- Introduction of Staff
 - Celeste Andersen, Chief of Compliance introduced herself.
- Supervisor Hart was also in attendance in a non-voting capacity.
- Item 4.e. was requested to be presented on first and was heard before Item 2.

Action: No action.

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

- September 16, 2019 (Exhibit 2a)
- October 9, 2019 (Exhibit 2b)

Action: Supervisor Williams made a motion to approve the September 16, 2019 meeting minutes as presented. Ms. Baldwin seconded. No objections. Chief Wasilewski was not present. Motion carried.

Ms. Diaz made a motion to approve the October 9, 2019 meeting minutes as presented. Ms. Do-Reynoso seconded. No objections. Chief Wasilewski was not present. Motion carried.

3. Medical Staff Bylaws: no update at this meeting.

Action: No action.

4. Quality Assessment and Performance Plan and Indicators (QAPI):

4(a) Staff reported on the following Quality Assessment and Performance Plan and Indicators (QAPI). Indicators that are highlighted in grey are reported to the PGB on a quarterly basis, but are not scheduled to be reported at this meeting.

Complaints and Grievances:

- No report at this meeting.

Infection Prevention and Control:

- Report (Quarterly: January, April, July, October) - no report at this meeting.

Patient Services, Care and Safety:

- Report (Quarterly: Feb, May, Aug, Nov) – no report at this meeting.

- Patient Injuries - No report at this meeting.

- Adverse Outcomes in Patient Care - no report at this meeting.

Social Work Services:

- Report (Quarterly: Mar, Jun, Sept, Dec) - no report at this meeting.

Restraint/Seclusion:

- Report (Quarterly: Mar, Jun, Sept, Dec) - no report at this meeting.

Medication Use/Pharmacy Services:

- Report (Quarterly: Feb, May, Aug, Nov) - no report at this meeting.

- Medication Error Rates/Unavailability (monthly) - no report at this meeting.

- Medication Error Rates – (monthly) – no report at this meeting.

Significant Adverse Outcomes:

- No report at this meeting.

Food and Nutritional Services:

- Report (Quarterly: Mar, Jun, Sept, Dec) - no report at this meeting.

Physician and Allied Health Professionals (AHP) Related Services:

- Report (Quarterly: Feb, May, Aug, Nov) - no report at this meeting.

Environmental Services (EVS):

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- Report (Quarterly: Jan, Apr, Jul, Oct) - no report at this meeting.

Environment of Care (Facilities):

- Report (Quarterly: Feb, May, Aug, Nov) - no report at this meeting.

4(b) QAPI Indicator List

- Report (as needed) - no report at this meeting.

4(c) PHF Status Report. Staff reported on the data for the number of acute and administrative days of patients at the PHF.

- Patient Status (UR) Report (monthly) – no report at this meeting.

4(d) Contract Monitoring Report:

- Report (Quarterly: Feb, May, Aug, Nov) – no report at this meeting.

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

PHF Governing Board members Terri Maus-Nisich, Supervisor Das Williams, Supervisor Gregg Hart, Polly Baldwin, Arlene Diaz, and Van Do-Reynoso disclosed that each did not have a conflict of interest, or potential conflict of interest, in the Memorandum of Understanding between Behavioral Wellness and the Sheriff's Office (Sheriff MOU) pursuant to California Government Code sections 1090 and subsequent sections, because the departments by which these members are employed are not directly involved with the Sheriff MOU. Supervisor Williams stated the Sheriff MOU may come before the Board of Supervisors.

PHF Governing Board member Chief Vincent Wasilewski disclosed that he had, or potentially had, a conflict of interest in the Sheriff MOU because the department by which he is employed, the Sheriff's Office, is directly involved with the Sheriff MOU. Chief Wasilewski recused himself from Item 4.e. and stepped out of the room.

- a) The Board received a report on the Centers for Medicare and Medicaid (CMS) and California Department of Public Health Audit Reports and Plan of Correction (CMS Audit).
- b) The Board was presented with recommendations regarding the Second Amendment to the Memorandum of Understanding between the Department of Behavioral Wellness and the Sheriff's Office (Sheriff MOU). Staff requested that the Board approve and

authorize the Chair to execute the Second Amendment to the Sheriff's MOU regarding services to inmates receiving treatment at the PHF, effective upon execution of both Departments and approval of the PHF Governing Board, and which shall continue in effect for subsequent fiscal years until terminated or amended.

- c) The Board authorized the Chair to execute a letter to CMS which outlines the PHF Governing Board's actions taken regarding the Sheriff MOU and/or other responses to the CMS audit, as applicable.

4(f) Process Improvement Projects (PIP)

- Report (Quarterly: Jan, Apr, Jul, Oct) - No report at this meeting.

4(g) PHF Patient Survey

- Report (as needed) - No report at this meeting.

Action: Ms. Diaz made a motion to receive and file a report on the CMS Audit; to approve and authorized the Chair to execute the Second Amendment to the Sheriff MOU regarding services to inmates receiving treatment at the PHF, effective upon execution of both Departments and approval of the PHF Governing Board, and which shall continue in effect for subsequent fiscal years until terminated or amended and to direct Staff to continue discussions with the Sheriff's Office on outstanding items not related to PHF patient rights or patient safety; and to authorize the Chair to execute a letter to CMS which outlines the PHF Governing Board's actions taken regarding the Sheriff MOU and/or other responses to the CMS audit, as applicable. Ms. Do-Reynoso Seconded. No objections. No abstentions. Chief Wasilewski was not present. Motion carried.

5. Staff will provide a report on the following Compliance: The PHF's Medical Practice Committee (MPC) has reviewed the credentials of the staff members identified below, and recommends that the PHF Governing Board accept the MPC's recommendation to credential and approve the medical staff's privileges at the PHF:

Initial Privileging - None at this meeting.

Re-privileging Psychiatrist - None at this meeting.

Internist – None at this meeting.

Action: No action.

6. Budget Development - no report at this meeting.

Action: No action.

7. Policies and Procedures

- **New Policies** – none at this meeting.

- **Revised Policies** – Ms. Lopez provided an overview of amendments made to the policies listed below.
 - o Requests for Additional Food (Exhibit 7a)
 - o Pain Management (Exhibit 7b)
 - Att. A – Wong-Baker FACES Pain Rating Scale-English and Spanish
 - o Washer and Dryer Disinfection and Soiled Laundry Handling (Exhibit 7c)

- **Rescinded** - none at this meeting.

- **Other** – none at this meeting.

Action: Ms. Do-Reynoso made a motion to approve the three revised policies as presented. Supervisor Williams seconded. No objections. Motion carried.

8. PHF Governing Board Administrative Items:

- None at this meeting.

Action: No action

9. Review of Future Meeting Agenda Items: the board discussed bringing back any additional audit items that may arise and Sheriff MOU for further outstanding amendments needed.

10. Adjournment – Ms. Diaz made a motion to adjourn the meeting at 2:27 pm. Ms. Baldwin seconded. No objections. Chief Wasilewski was not present. Motion carried.

Next Meeting Date, October 23, 2019.