



Psychiatric Health Facility (PHF) Governing Board
 Special Meeting
 Monday, September 16, 2019
 11:00 PM – 12:00 PM
 BOS Conference Room
 105 E Anapamu, Santa Barbara
Minutes

Staff: Alice Gleghorn, PHF CEO; Laura Zeitz, Division Chief of Housing Placement/PHF; Sara Sanchez, Quality Care Management Coordinator; Qiuana Lopez, Policy and Procedures Coordinator; Lindsay Walter, Deputy Director of Administration and Operations; 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)

Roll Call:

Present	Excused
Terri Maus-Nisich , Assistant CEO, Health and Human Services (Chair)	Supervisor Hart , Santa Barbara County Board of Supervisors, Second District
Vincent Wasilewski , Chief Deputy for Custody Operations, Sheriff’s Department (Vice Chair) (Recused himself from Item 4(e).)	
Supervisor Williams , Santa Barbara County Board of Supervisors, First District	
Van Do-Reynoso , Director of Public Health	
Polly Baldwin , Public Health Medical Director	

Arlene Diaz, Manager, Public Administrator –
Guardian

Janette Pell, Director of General Services

General Public Comment: none at this meeting.

1. Welcome and Overview:

- Introduction of Staff

Dr. Gleghorn introduced the following Behavioral Wellness staff:

- Lindsay Walter, Deputy Director of Administration and Operations
- Qiuana Lopez, Policy and Procedures Coordinator
- Melanie Johnson, Contracts Manager

Chief Wasilewski introduced the following Sheriff's Office staff:

- Ryan Sullivan, Sheriff's Office Custody Commander

Action: No action.

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

- August 28, 2019 (Exhibit 2a)

Action: Ms. Do-Reynoso made a motion to approve the August 28, 2019 meeting minutes as presented. Ms. Baldwin seconded. Ms. Pell abstained. Supervisor Williams not present. No objections. 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):

- 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):

Supervisor Williams arrived.

PHF Governing Board members Terri Maus-Nisich, Supervisor Das Williams, Polly Baldwin, Arlene Diaz, Van Do-Reynoso, and Janette Pell disclosed that each did not have a conflict of interest, or potential conflict of interest, in the MOU 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 him at a Board of Supervisors meeting.

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.

The PHF Governing Board took the following actions regarding the presence of Santa Barbara County Sheriff's Office staff at the PHF, as follows:

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- i) Received and filed a report by Dr. Gleghorn on the Centers for Medicare and Medicaid (CMS) and California Department of Public Health Audit Reports and Plan of Correction (CMS Audit) regarding Tasers at the PHF (Tag Nos. A043, A083, A115, and A144) (Exhibit 4.e.i);
 - ii) Approved and ratified the PHF Briefing Guidelines which define the roles of and guidelines for deputies who accompany inmates to the PHF (Exhibit 4.e.ii). Custody Commander, Ryan Sullivan, provided an overview of the PHF Briefing Guidelines. The PHF Governing Board directed staff to request that deputies who accompany inmates to the PHF obtain a PHF orientation by the Sheriff's Office in addition to the CIT and taser training that are currently included in the Briefing Guidelines;
 - iii) Reviewed and discussed Exhibit A to the Sheriff MOU regarding the PHF (Exhibit 4.e.iii). The PHF Governing Board directed staff to negotiate the terms of Exhibit A with the Sheriff's Office and add that PHF staff shall be able to obtain the CIT and Taser training records of the deputies who accompany inmates to the PHF. The PHF Governing Board directed staff to return to the October 23, 2019 regular meeting with a draft MOU;
 - iv) Directed staff to add a QAPI indicator for the Sheriff MOU and report compliance with the MOU to the PHF Governing Board quarterly; and
 - v) Authorized Chair Maus-Nisich to execute a letter to CMS which outlines the PHF Governing Board's actions taken regarding the presence of Santa Barbara County Sheriff's Office staff with Tasers at the PHF in response to Tag Nos. A043, A083, A115, and A144.

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: Supervisor Williams made a motion to receive and file the report on the CMS Audit regarding Tag Nos. A043, A083, A115, ad A144 and the PHF Deputy Briefing Guidelines; to approve and ratify the Deputy Briefing Guidelines and direct staff to add that deputies who accompany inmates to the PHF receive a PHF Orientation from the Sheriff's Office; to direct staff to negotiate the terms presented in Exhibit A of the Sheriff MOU with the Sheriff's Office and add that the PHF staff shall be able to obtain the CIT and Taser training records of deputies who accompany inmates to the PHF, and return to the October 23, 2019 regular meeting with a draft MOU; to direct staff to add a QAPI indicator for the Sheriff MOU and report to the PHF Governing Board quarterly on compliance with the Sheriff MOU; to authorize Chair Maus-Nisich to execute and send a letter to CMS outlining the PHF Governing

Board's actions taken regarding the presence of Sheriff's deputies with Tasers at the PHF in response to Tag Nos. A043, A083, A115, and A144. Ms. Do-Reynoso seconded. No abstentions. No objections. Chief Wasilewski was not present for Item 4(e). 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** – none at this meeting.
- **Rescinded** - none at this meeting.
- **Other** – none at this meeting.

Action: No action.

8. PHF Governing Board Administrative Items:

- None at this meeting.

Action: No action

9. Review of Future Meeting Agenda Items: not discussed.

10. Adjournment – Meeting adjourned at 12:00 pm. Next Meeting Date, September 25, 2019