



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  
**Minutes**

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**Staff:** **Ole Behrendtsen**, PHF Medical Director; **Suzanne Grimesey**, PIO/Chief Quality Care and Strategy Officer; **Laura Zeitz**, Division Chief of Housing Placement/PHF; **Jennifer Hidrobo**, PHF Clinical Director; **Jamie Huthsing**, Quality Care Management Manager; **Sara Sanchez**, Quality Care Management Coordinator; **Stacey Anderson**, Quality Care Management Coordinator; **Quiana Lopez**, Policy and Procedures Coordinator; **Karen Campos**, Behavioral Wellness Administration; **Teresa Martinez**, Deputy County Counsel.

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

**Call to Order:** Chair Maus-Nisich called the meeting to order at 3:05 p.m.

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**Roll Call:**

Present	Excused
<b>Terri Maus-Nisich</b> , Assistant CEO, Health and Human Services (Chair)	<b>Supervisor Williams</b> , Santa Barbara County Board of Supervisors, First District
<b>Supervisor Hart</b> , Santa Barbara County Board of Supervisors, Second District, Alternate	<b>Janette Pell</b> , Director of General Services
<b>Vincent Wasilewski</b> , Chief Deputy for Custody Operations, Sheriff’s Department (Vice Chair)	<b>Van Do-Reynoso</b> , Director of Public Health
<b>Arlene Diaz</b> , Manager, Public Administrator – Guardian	<b>Polly Baldwin</b> , Public Health Medical Director

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

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**1. Welcome and Overview:**

**Action:** No action.

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**2. Review and Approve Minutes of the PHF Governing Board (PGB) Special Meeting listed below:**

- October 14, 2019 (Exhibit 2a)

**Action:** Ms. Diaz made a motion to approve the October 14, 2019 meeting minutes as presented. Supervisor Hart seconded. No objections. Motion carried.

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

**Action:** No action.

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

**4(a) Ms. Sanchez 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 in the month of September or October. (Exhibits Revised 4a.1 and 4a.2)**

**Complaints and Grievances:**

- Ms. Sanchez provided the report for the months of August and September 2019.

**Infection Prevention and Control:**

- Report (Quarterly: January, April, July, October) – Ms. Sanchez provided the report for the quarter ending September 30, 2019.

**Patient Services, Care and Safety:**

- Report (Quarterly: Feb, May, Aug, Nov) – no report at this meeting.
- Patient Injuries (monthly) – Ms. Sanchez provided the report for the months of August and September 2019.

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- Adverse Outcomes in Patient Care - (monthly) – Ms. Sanchez provided the report for the months of August and September 2019.

**Social Work Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec) – Ms. Sanchez provided the report for quarter ending August 31, 2019.

**Restraint/Seclusion:**

- Report (Quarterly: Mar, Jun, Sept, Dec) - Ms. Sanchez provided the report for quarter ending June 30, 2019.

**Medication Use/Pharmacy Services:**

- Report (Quarterly: Feb, May, Aug, Nov) - no report at this meeting.
- Medication Error Rates/Unavailability (monthly) - Ms. Sanchez provided the report for the months of August and September 2019.
- Medication Error Rates – (monthly) – Ms. Sanchez provided the report for the months of August and September 2019.

**Significant Adverse Outcomes:**

- Report (monthly) - Ms. Sanchez provided the report for the months of August and September 2019. With a correction to Exhibit 4a.1: Event Reporting is 1 instead of 2 under the Data column.

**Food and Nutritional Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec) - Ms. Sanchez provided the report for quarter ending June 30, 2019.

**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) - Ms. Sanchez provided the report for the quarter ending September 30, 2019.

**Environment of Care (Facilities):**

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

#### **4(b) QAPI Indicator List**

- Report (as needed) - Ms. Sanchez provided an overview of the proposed changes to the QAPI Indicator list (Exhibit 4b) as follows:

##### **New Indicator proposed for PGB review/approval:**

- o None at this meeting.

##### **Indicators with proposed revision for PGB review/approval:**

- o H5 & H8 - add 'monthly' reporting to QAPI

##### **Indicators proposed for PGB review/removal:**

- o E2, F1, F4, F5, G2, G3, I1, and J1. Staff reported that these indicators have been monitored and on target for the past 18 or 24 months. PGB directed Staff to have the QAPI committee continue review compliance of these indicators and report to PGB and/or include any off target incidents under Significant Events in the QAPI monthly report to PGB.

#### **4(c) PHF Status Report**

- Patient Status (UR) Report (monthly) – Ms. Anderson reported on the data for the number of acute and administrative days of patients at the PHF for the months of August and September 2019. PGB directed Staff to present on requested additional data to be presented at a future meeting highlighting the amount of time conserved clients remain at the PHF and data indicating where they get placed once discharged. In addition, same data was requested for clients 55 years of age and older.

#### **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):**

- Ms. Zeitz provided an update on the Centers for Medicare and Medicaid (CMS) and California Department of Public Health Audit Reports and Plan of Correction (POC) (CMS Audit), including the following:
  - 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)

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- POC Reporting Informed Consents
  - POC Reporting on Annual Staff Credentialing/Privileging
  - CMS September 23, 2019 Revisit Findings and Request for POC

#### **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 reports presented above; approve proposed revisions made to the QAPI Indicator List presented above with the contingency that the QAPI committee continues to review compliance of these indicators and report to PGB and/or include any off target incidents under Significant Events in the QAPI monthly report to PGB; direct staff to present additional data on the PHF Status (UR) Report to be presented at a future meeting highlighting the amount of time conserved clients remain at the PHF and data indicating where they get placed once discharged. In addition, same data was requested for clients 55 years of age and older. Chief Wasilewski seconded. No objections. Motion carried.

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**5. Staff will provide a report on the following Compliance matters:** The PHF's Medical Practice Committee (MPC) has reviewed the credentials of the staff members identified below, and recommends that the PGB 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.

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**6. Budget Development** - no report at this meeting.

**Action:** No action.

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**7. Policies and Procedures (P&P) – Ms. Lopez provided an overview of the revised Policies and Procedures listed below.**

- **New Policies** – none at this meeting.
- **Revised Policies**
  - o Infection Control in the Kitchen (Exhibit 7a): Ms. Lopez recommended making the following additional amendments to this P&P as proposed by the Medical Practice Committee (See Revised Exhibit 7a):
    - Under 1.1: replace the words “one evening” with “all”; and replace the word “snack” with “snacks”.
    - Under 2.2: fourth bullet point down, delete the word “steam”; under 15<sup>th</sup> bullet point down, replace the word “second” with “additional”.
  - o Food Service Contract and Meal Orders (Exhibit 7b)
  - o Meal Pickup and Service (Exhibit 7c)
    - Att. A – PHF Daily Temperature Log: Ms. Lopez recommended making the following additional amendments to attachment A as proposed by the Medical Practice Committee (See Revised Exhibit 7c):
      - Under the handout heading, remove comma and add the word “and”; remove wording “and milk in fridge before meal service”; add “between 6:30 am – 7:00 am” after the word “freezer” in the same sentence.
      - Under Proper Temps; remove “/MILK” attached to the word “FRIDGE”; and replace “Dietary Supervisor” with “Registered Dietician”.
- **Rescinded** - none at this meeting.
- **Other** – none at this meeting.

**Action:** Chief Wasilewski made a motion to approve the three revised policies with the additional amendments mentioned above. Ms. Diaz seconded. No objections. Motion carried.

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

- None at this meeting.

**Action:** No action

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**9. Review of Future Meeting Agenda Items:** the PGB directed Staff to return with additional audit items that may arise from an audit revisit, conservatorship data requested under agenda item 4c, and the Electronic Health Record (EHR) Request for Proposals for PGB input.

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**10. Adjournment** – Chief Wasilewski made a motion to adjourn the meeting at 4:00 pm. Ms. Diaz seconded. No objections. Motion carried.

Next Meeting Date, November 27, 2019. However, this regular meeting may need to be rescheduled to address the Plan of Correction for the CMS revisit and the Thanksgiving Holiday.

DRAFT