



Psychiatric Health Facility (PHF) Governing Board Meeting  
November 7, 2019  
1:00 PM – 2:00 PM  
PHD Auditorium  
300 N San Antonio Rd, Santa Barbara

**SPECIAL 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 Director  
Janette Pell, Director of General Services  
Arlene Diaz, Manager, Public Administrator – Guardian

**Staff:** **Ole Behrendtsen**, PHF Medical Director; **Laura Zeitz**, Division Chief of Housing Placement/PHF; **Sara Sanchez**; Quality Care Coordinator; **Jamie Huthsing**, Quality Care Manager; **Jennifer Hidrobo**, PHF Clinical Director; **Quiana 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 Special Meeting.**

AGENDA ITEM	PRESENTER
<b>Roll Call</b>	<b>Karen Campos</b>
<b>General Public Comment</b> 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 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.	<b>Public Members</b>

<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 Meeting listed below:</b></p> <ul style="list-style-type: none"> <li>October 23, 2019 (Exhibit 2a)</li> </ul> <p><b>Action:</b> Receive and approve Meeting Minutes for the October 23, 2019 PHF Governing Board meeting.</p>	<p><b>All</b></p>
<p><b>3. Medical Staff Bylaws.</b> Consider recommendations regarding the Bylaws of the Psychiatric Health Facility Medical Staff &amp; Rules and Regulations(Medical Staff Bylaws) as follows:</p> <ul style="list-style-type: none"> <li>Approve, amend or provide other direction to Staff regarding the proposed revisions to Article III of the Medical Staff Bylaws. SEE EXHIBIT 3a POSTED WITH AGENDA.</li> <li>Request revisions to other Articles of the Medical Staff Bylaws as applicable.</li> </ul> <p><b>Action:</b> Approve, amend or provide other direction to Staff regarding the proposed revisions to Article III of the Medical Staff Bylaws; and provide direction to staff to make requested revisions to other Articles of the Medical Staff Bylaws as applicable.</p>	<p><b>Ole Behrendtsen</b></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). SEE EXHIBIT 4a 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 at this meeting.</b></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>Sara Sanchez</b></p>

**Patient Services, Care and Safety:**

- Report (Quarterly: Feb, May, Aug, Nov)
- Patient Injuries (monthly)
- Adverse Outcomes in Patient Care (monthly)

**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)

**Sara Sanchez**

- Review of Complete QAPI Indicator List with Proposed Revisions (Exhibit 4b)

**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. 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.

- Report (Quarterly: Feb, May, Aug, Nov)
  - Request for Proposals for a PHF Electronic Health Records (EHR) system

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

- Receive and file a report on the Centers for Medicare and Medicaid (CMS) and California Department of Public Health Audit Revisit Reports and Plan of Correction (CMS Audit);

**4(f) Process Improvement Projects (PIP)** Receive and file a report on the following Process Improvement Project. SEE EXHIBIT 4f POSTED WITH AGENDA.

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

**4(g) PHF Patient Survey** Receive and file a report on the following survey results. SEE EXHIBIT 4g POSTED WITH AGENDA.

- Report (as needed)

**Action:** Receive and file a report on the CMS Audit; Receive and file a report on the Request for Proposals for an EHR system for the PHF and provide direction to Staff regarding same.

**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

Lindsay Walter  
Marshall Ramsey  
Melanie Johnson

Jennifer Hidrobo

<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> <li>• Consider recommendations regarding proposed revisions to the Request for Privileges, Delineation and Criteria for both Psychiatric Services (Exhibit 5a.1) and General Medical Services (Exhibit 5a.2) (Privileging Checklists) and updated PHF Medical Staff Appraisal Form (EXHIBIT 5a.3). Approve, amend or provide other direction to Staff regarding the proposed revisions regarding same, as necessary.</li> </ul> <p><b>Action:</b> Receive and file a report on the proposed revisions made to the Privileging Checklists and Appraisal Form; Approve, amend or provide other direction to staff regarding same as applicable.</p>	<p><b>Ole Behrendtsen</b></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. SEE CORRESPONDING EXHIBITS POSTED WITH THE AGENDA:</b></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>○ Credentialing, Appointment, Reappointment, and Appraisal of Medical Staff (Exhibit 7a) <ul style="list-style-type: none"> <li>▪ Att. A - Request for Privileges, Delineation and Criteria for Psychiatric Services</li> <li>▪ Att. B - Request for Privileges, Delineation and Criteria for General Medical Services</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 other changes to the revised Policies and Procedures presented, as applicable.</p>	<p><b>Ole Behrendtsen</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>Action:</b> Direct staff to add items to the next meeting of the PHF Governing Board as discussed.</p>	<b>Terri Maus-Nisich</b>
<p><b>10. Adjournment</b> - Next Meeting Date, December 12, 2019 (Special Meeting)</p>	<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 Karen Campos by 4:00 p.m. three days prior to the meeting date (24 hours prior to a Special Meeting). For information about these services please contact Karen Campos at (805) 681-5220.