



Psychiatric Health Facility (PHF) Governing Board Meeting  
January 22, 2020  
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 Director  
Janette Pell, Director of General Services  
Arlene Diaz, Manager, Public Administrator – Guardian

**Staff:** Alice Gleghorn, PHF CEO; Ole Behrendtsen, PHF Medical Director; Sara Sanchez; Quality Care Management Coordinator; Jamie Huthsing, Quality Care Manager; Jennifer Hidrobo, PHF Clinical Director; Qiuana Lopez, Policy & Procedures Coordinator; Stacey Anderson, Quality Care Management Coordinator; Shereen Khatapoush, Research & Program Evaluation; Karen Campos; Behavioral Wellness Administration; Chris Ribeiro, Chief Financial Officer; Lindsay Walter, Deputy Director of Administration & Operations; Marshall Ramsey, Division Chief for Information Technology; Maria Xique, Behavioral Wellness Administration Supervisor; 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
Roll Call	Karen Campos

<p><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.</p>	<p><b>Public Members</b></p>
<p><b>1. Welcome and Overview</b></p> <ul style="list-style-type: none"> <li>• <b>Introduction of New Staff</b> – none at this meeting</li> </ul> <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>• December 12, 2019 (Exhibit 2a)</li> </ul> <p><b>Action:</b> Receive and approve Meeting Minutes for the December 12, 2019 PHF Governing Board Special 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>• No report at this meeting.</li> </ul> <p><b>Action:</b> No action.</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).</b> 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 on at this meeting.</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>

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**Patient Services, Care and Safety:**

- Report (Quarterly: Feb, May, Aug, Nov)
- Patient Injuries (monthly)

**Social Work Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec)
- Psychosocial Assessment Completion
- Recreation Therapy Assessments

**Restraint / Seclusion:**

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

**Medication Use/Pharmacy Services:**

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

**Significant Adverse Outcomes:**

- Report (monthly)

**Food and Nutritional Services:**

- Report (Quarterly: Mar, Jun, Sept, Dec)
- Ice Policy
- Handwashing
- Request for Additional Food

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

- Report (Quarterly: Feb, May, Aug, Nov)
- Cranial Nerve Exams
- Informed Consent

**Environmental Services (EVS):**

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

**Environment of Care (Facilities):**

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

**Nursing Services**

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- Report

**Treatment Plans**

- Report

**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 (Exhibit 4b) review and approve

**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)

- PHF Electronic Health Records (EHR) Request for Proposals (RFP) Update and request appointment of a PGB member to the EHR RFP review panel.

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

- Recruitment Update
  - o Nurse
  - o Social Worker
  - o Director of Social Services

**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: Mar, Jun, Sept, Dec)

**Stacey Anderson**

**Jennifer Hidrobo**

**Lindsay Walter  
Marshall Ramsey**

**Jennifer Hidrobo**

**Sheereen Khatapoush**

<p><b>4(g) PHF Patient Survey</b> Receive and file a report on the following survey results. <u>SEE EXHIBIT 4g POSTED WITH AGENDA.</u></p> <ul style="list-style-type: none"> <li>- Report (as needed)</li> </ul> <p><b>Action:</b> Receive and file reports presented above and provide direction to Staff regarding same and appoint a member to the EHR RFP review panel.</p>	<p><b>Sheereen Khatapoush</b></p>
<p><b>5. 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>• Budget Discussion on –FY 20-21 &amp; Capital Needs for the PHF</li> </ul> <p><b>Action:</b> Provide direction to staff regarding the PHF’s Operating Budget and Capital Expenditures for FY 20-21.</p>	<p><b>Chris Ribeiro</b></p>
<p><b>6. 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> <ol style="list-style-type: none"> <li>1. Nursing Procedures (Exhibit 6a)</li> </ol> </li> <li>• <b>Revised Policies</b> <ol style="list-style-type: none"> <li>1. Discharge and Aftercare Planing (Exhibit 6b)</li> <li>2. Tuberculosis for Patients (Exhibit 6c) Attachment A – Tuberculosis Screening form</li> </ol> </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 new and revised Policy and Procedures presented or provide direction to staff regarding other changes to the Policies and Procedures presented, as applicable.</p>	<p><b>Qiwana Lopez</b></p>
<p><b>7. Discuss PHF Governing Board Administrative Items.</b> Provide direction to Staff as appropriate <u>SEE EXHIBIT 4g POSTED WITH AGENDA.</u></p> <ul style="list-style-type: none"> <li>• Draft PHF Annual Report to Santa Barbara County Board of Supervisors (BOS)</li> </ul>	<p><b>Laura Zeitz</b></p>

<p><b>Action:</b> Receive report and direct staff to docket the report with the Board of Supervisors as presented, or provide other direction to Staff regarding the PHF Annual Report to the BOS.</p>	
<p><b>8. 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>	<p><b>Terri Maus-Nisich</b></p>
<p><b>9. Closed Session</b></p> <ul style="list-style-type: none"> <li>• <b>Staff Credentialing/Privileging.</b> (Government Code section 54957(b)(1).) New members to the Medical Staff</li> <li>• <b>Report from Closed Session</b></li> </ul> <p><b>Action:</b> Approve, reject, or continue, as applicable, the appointment and privileging of new candidate members to the PHF Medical Staff.</p>	<p><b>Terri Maus-Nisich</b></p>
<p><b>10. Adjournment</b> - Next Meeting Date, February 26, 2020</p>	<p><b>All</b></p>

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.