



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 Minutes

Staff: **Ole Behrendtsen**, PHF Medical Director; **Laura Zeitz**, Division Chief of Housing Placement/PHF; **Lindsay Walter**, Deputy Director of Administration and Operations; **Marshall Ramsey**, Division Chief of Information Technology; **Jennifer Hidrobo**, PHF Clinical Director; **Jamie Huthsing**, Quality Care Management Manager; **Sara Sanchez**, Quality Care Management Coordinator; **Stacey Anderson**, Quality Care Management Coordinator; **Melanie Johnson**, Contracts Manager; **Qiwana Lopez**, Policy and Procedures Coordinator; **Karen Campos**, Behavioral Wellness Administration; **Teresa Martinez**, Deputy County Counsel.

Facilitator: **Vincent Wasilewski**, Chief Deputy for Custody Operations, Sheriff’s Department, Vice Chair

Call to Order: Vice Chair Wasilewski called the meeting to order at 1:05 p.m.

Roll Call:

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

General Public Comment: none at this meeting.

1. Welcome and Overview: Vice Chair Wasilewski welcomed everyone.

Action: No action.

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

- October 23, 2019 (Exhibit 2a)

Action: Ms. Diaz made a motion to approve the October 23, 2019 meeting minutes as presented. Ms. Do – Reynoso seconded. No objections. Motion carried.

3. Medical Staff Bylaws: Dr. Behrendtsen provided an overview of the recommended revisions to Article III in the Bylaws of the Psychiatric Health Facility Medical Staff & Rules and Regulations (Medical Staff Bylaws), as highlighted in yellow under Exhibit 3a posted with the following revision:

- Article III, Section 4.a should state “from” instead of “form” and “Medicla” should state “Medical”.
- The highlighting in other Articles of the Medical Staff Bylaws should be disregarded.

Action: Ms. Do-Reynoso made a motion to approve the recommended revisions to Article III of the Medical Staff Bylaws with the above revisions. Ms. Pell seconded. No objections. Motion carried.

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

4(a) 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 (monthly) – no report at this meeting.

- Adverse Outcomes in Patient Care - (monthly) – 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:

- Report (monthly) - 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.

- New Indicator proposed for PGB review/approval:

- None at this meeting.

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- Indicators with proposed revision for PGB review/approval:
 - o None at this meeting.

Indicators proposed for PGB review/removal:

- o None at this meeting.

4(c) PHF Status Report

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

4(d) Contract Monitoring Report:

- Report (Quarterly: Feb, May, Aug, Nov) – Ms. Walter and Ms. Johnson provided an update on the status of the Request for Proposals (RFP) for an Electronic Health Record (EHR) system for the PHF. They reported that Behavioral Wellness recently obtained bidding software to streamline the bidding process. Mr. Ramsey provided an overview of the ideal features they are looking for in a vendor. PHF Governing Board members recommended that the PHF’s EHR be able to communicate with the local hospitals and the EHR used in the County jail. Staff stated that the RFP should be ready for posting in early 2020 and suggested the PHF Governing Board appoint a member to sit on the RFP review panel.

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 Second revisit was conducted on 10/31/2019 resulting in POC approval on 11/1/2019.

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 report on the CMS audit and the RFP for the EHR system for the PHF with direction to staff to return to the PHF Governing Board for future updates. Ms. Do-Reynoso seconded. No objections. Motion carried.

5. Staff will provide a report on the following Compliance matters:

- **Initial Privileging** - none at this meeting.
- **Re-privileging Psychiatrist** - none at this meeting.
- **Internist – none at this meeting.**
- **Proposed Revisions to Privileging Checklists and Appraisal Form** - Dr. Behrendtsen provided an overview of proposed revisions to the Request for Privileges, Delineation and Criteria for both Psychiatric Services (Exhibit 5a.1), General Medical Services (Exhibit 5a.2) (Privileging Checklists) and the updated PHF Medical Staff Appraisal Form (Exhibit 5a.3).

Action: Ms. Diaz made a motion to receive and file report on proposed revisions to the Privileging Checklists and Appraisal Form as presented. Ms. Do-Reynoso seconded. No objections. Motion carried.

6. Budget Development - no report at this meeting.

Action: No action.

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

- **New Policies** – none at this meeting.
- **Revised Policies**
 - o Credentialing, Appointment, Reappointment, and Appraisal of Medical Staff (Exhibit 7a):
 - Att. A – Request for Privileges, Delineation and Criteria for Psychiatric Services
 - Att. B – Request for Privileges, Delineation and Criteria for General Medical Services
- **Rescinded** - none at this meeting.
- **Other** – none at this meeting.

Action: Ms. Do-Reynoso made a motion to approve the revised policy as presented. Ms. Pell 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 PHF Governing Board directed staff to return with updates on the EHR RFP process.

10. Adjournment – meeting adjourned at 1:38 p.m. Next Meeting Date, December 12, 2019 (Special Meeting).