



Psychiatric Health Facility (PHF) Governing Board Meeting
 December 12, 2019
 2:00 PM – 3:00 PM
 PHD C101/102
 300 N. San Antonio Rd, Santa Barbara

Special Meeting Minutes

Staff: Alice Gleghorn, PHF CEO; Ole Behrendtsen, PHF Medical Director; Jennifer Hidrobo, PHF Clinical Director; Sara Sanchez, Quality Care Management Coordinator; Stacey Anderson, Quality Care Management Coordinator; Joshua Woody, Quality Care Management Manager; Qiuana Lopez, Policy and Procedures Coordinator; Shereen Khatapoush, Research & Program Evaluation; Karen Campos, Behavioral Wellness Administration; Teresa Martinez, Deputy County Counsel.

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

Call to Order: Chair Maus-Nisich called the meeting to order at 2:02 p.m.

Roll Call:

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

(arrived as Item 4.a was being discussed and was excused prior to the vote in Item 8.)

Polly Baldwin, Public Health Medical Director

Janette Pell, Director of General Services
(Ms. Pell was excused prior to the start of Item 9.)

Arlene Diaz, Manager, Public Administrator –
Guardian

General Public Comment: none at this meeting.

1. Welcome and Overview: Chair Maus-Nisich welcomed everyone.

- **Introduction of New Staff** – Dr. Gleghorn introduced Joshua Woody, newly appointed QCM Manager who will be working alongside Jamie Huthsing, QCM Manager.

Action: No action.

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

- November 7, 2019 (Exhibit 2a)

Action: Ms. Diaz made a motion to approve the November 7, 2019 Meeting minutes as presented. Ms. Pell seconded. No objections. Motion carried.

3. Medical Staff Bylaws

- No report at this meeting.

Action: No action.

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:

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- Report (monthly) – Ms. Sanchez provided the November and December reports on October and November 2019 data.

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) – Ms. Sanchez provided the report for the quarter ending September 30, 2019.
- Patient Injuries (monthly) – Ms. Sanchez provided the report for the months of October and November 2019.
- Adverse Outcomes in Patient Care - (monthly) – Ms. Sanchez provided the report for the months of October and November 2019.

Social Work Services:

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

Restraint/Seclusion:

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

Medication Use/Pharmacy Services:

- Report (Quarterly: Feb, May, Aug, Nov) - Ms. Sanchez provided the report for the quarter ending September 30, 2019.
- Medication Error Rates/Unavailability (monthly) - Ms. Sanchez provided the report for the months of October and November 2019.
- Medication Error Rates – (monthly) – Ms. Sanchez provided the report for the months of October and November 2019.

Significant Adverse Outcomes:

- Report (monthly) - Ms. Sanchez provided the report for the months of October and November 2019.

Food and Nutritional Services:

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

Physician and Allied Health Professionals (AHP) Related Services:

- Report (Quarterly: Feb, May, Aug, Nov) - Ms. Sanchez provided the report for the quarter ending September 30, 2019.

Environmental Services (EVS):

Report (Quarterly: Jan, Apr, Jul, Oct) - no report at this meeting.

Environment of Care (Facilities):

- Report (Quarterly: Feb, May, Aug, Nov) - Ms. Sanchez provided the report for the quarter ending September 30, 2019.

4(b) QAPI Indicator List (Exhibit 4b)

- Report (as needed) - Ms. Sanchez provided an overview of new, revised and proposed for removal indicators listed below:
- New Indicator proposed for PGB review/approval:
 - o A) 3 D) 8 F) 1,2,3 L) 1, 2, 3, 4 M) 1, 2, 3, 4
- Indicators with proposed revision for PGB review/approval:
 - o A) 1 and 2, D) 2, I) 5, H) 6 F) 2, 3

Indicators proposed for PGB review/removal:

- o C) 9 H) 3, 4 I) 1

4(c) PHF Status Report

- Patient Status (UR) Report (monthly) – Ms. Anderson provided the report for the months of November and December (October and November data).

4(d) Contract Monitoring Report:

- Report (Quarterly: Feb, May, Aug, Nov) - Ms. Hidrobo reported that there have been no major concerns with any of the vendors who contract with the PHF listed below:
 - o Sheriff MOU

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- Mary Sweeney, Psychiatric Nurse
 - Federal Drug (Pharmaceuticals and Medical Supplies)
 - Valle Verde Food Services
 - Infection Preventionist
 - Maxim Healthcare Services
 - Southern Coast Janitorial
 - Mission Linen Service
 - Dr. Edwin Feliciano
 - Traditions Behavioral Health

- Request for Proposals for a PHF Electronic Health Records (EHR) system – no report at this meeting.

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

- Dr. Gleghorn reports that the PHF received a surprise investigation visit from Centers for Medicare and Medicaid (CMS) and California Department of Public Health on November 27, 2019 due to a client complaint that has been cleared as unfounded.

4(f) Process Improvement Projects (PIP) (Exhibit 4f)

- Report (Quarterly: Jan, Apr, Jul, Oct) – Ms. Khatapoush provided report for the quarter.

4(g) PHF Patient Survey (Exhibit 4g)

- Report (as needed) - Ms. Khatapoush provided the report with information on Q1 data.

Action: Ms. Do-Reynoso made a motion to receive and file reports presented above; to adopt the State’s list for unusual occurrences as the definition for sentinel events; to continue gathering data on patients who have a significant weight gain after implementation of the requests for additional food policy changes due to CMS 2019 survey; get clarification from CMS regarding the discrepancy between the last two audits regarding the diet and additional food policy; and accept the new, revised and proposed for removal QAPI indicators listed above as presented. Ms. Diaz seconded. No objections. Mr. Williams was not present for the vote. 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.

Action: No action.

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 Policies and Procedure listed below.

- **New Policies** – none at this meeting.

- **Revised Policies**

1. Admissions Criteria and Conditions (Exhibit 7a)
2. Care of Suicidal Patients (Exhibit 7b)
 - Att. A – Hermes Deakins Suicide Risk Assessment
 - Att. B – Q15 Minute Patient Rounds Day Shift
 - Att. C – Q15 Minute Patient Rounds Night Shift
 - Att. D – Level of Observation Checklist
3. Medication Wasting and Destruction (Exhibit 7c)
 - Att. A – Controlled Medication Wasting Log
 - Att. B – Non-Controlled Medication Wasting Log
 - Att. C – PHF Medication Wasting Chart
 - Att. D – Controlled Destruction Log
 - Att. E – Non-Controlled Destruction Log

- **Rescinded** - none at this meeting.

- **Other** – none at this meeting.

Action: Chief Wasilewski made a motion to approve the revised P&Ps with a language amendment to Section 8.2 of the Admissions Criteria and Conditions (Exhibit 7a) to read “Physicians or physician-supervised licensed practitioners may be granted admitting privileges” and to make the same revision to the Medical Practice Committee Bylaws as applicable. Ms. Pell seconded. No objections. Mr. Williams was not present for the vote. Motion carried.

8. PHF Governing Board Administrative Items:

- **Conflict of Interest Reporting Reminder** – Ms. Campos reminded the PHF Governing Board members to complete the Assuming Office and Annual Form comply with the Conflict of Interest Policy.
- **Discussion of Content for the PHF Annual Report to Santa Barbara County Board of Supervisors (BOS)** – the Board discussed items to be included in the PHF annual report to the BOS.
- **Adopt the 2020 Meeting Calendar (Exhibit 8a)** – Ms. Campos presented the 2020 PGB meeting calendar for Board review and approval.

Action: Chief Wasilewski made a motion to receive reports presented above with direction to staff to include the following items in the PHF Annual Report to the BOS: Acute v. Administrative days at the PHF (including new beds coming on-line and new staff at the Public Guardians Office), 2. CMS Audit, 3. Ongoing Capital changes, and 3. Snapshot of PGB level of review (QAPI and Policies and Procedures) and to return to the PHF Governing Board with the draft Annual Report on January 22, 2020; and to adopt the 2020 meeting calendar as presented. Ms. Pell seconded. No abstentions. No objections. Ms. Van Do Reynoso and Supervisor Williams were not present for the vote. Motion carried.

9. Review of Future Meeting Agenda Items: The PHF Governing Board directed staff to come back to the January 22, 2020 meeting to have a brainstorming session regarding the capital needs of the PHF and to discuss budget.

10. Adjournment – meeting adjourned at 3:28 p.m. Next Meeting Date, January 22, 2020.