



Psychiatric Health Facility (PHF) Governing Body Meeting  
Wednesday, September 14, 2016  
11:00 AM – 1:00pm  
PHD Conference Room 101- 102  
300 North San Antonio Road, Santa Barbara

## Minutes

### PHF Governing Board Members:

Supervisor Lavagnino, Santa Barbara County Board of Supervisors, Fifth District  
Terri Maus-Nisich, Assistant CEO, Health and Human Services  
Alice Gleghorn, PhD, PHF CEO  
Leslie Lundt M.D, PHF Medical Director  
Takashi Wada M.D., Director of Public Health

**Staff:** Karen Campos, Administrative Office Professional Senior; Suzanne Grimmese, Chief Strategy Officer; Celeste Andersen, Chief of Compliance; Rachel Van Mullem, Chief Assistant County Counsel; Aylin Bilir, Deputy County Counsel; Yaneris Muniz,

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**Facilitator:** Alice Gleghorn, PhD, PHF CEO

**General Public Comment** (15 minutes) – no public comment.

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**Roll Call** – all Governing Board members present.

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### 1. Welcome and Overview

- The Board discussed the Bylaws Rules and Regulations of the PHF Governing Body. Ms. Maus-Nisich made a brief announcement that a proposed restructuring of the PHF Governing Board will be considered by the County Board of Supervisors on September 20, 2016. The proposed structure changes are to add two new members added to the Board; Janette Pell, Assistant Director of Support Services, General Services and Vincent Wasilewski, Chief Deputy for Custody Operations, Sheriff's Department. Dr. Lundt and Dr. Gleghorn will no longer be PHF Governing Board members, but will be the designated staff who are able to make recommendations to the PHF Governing Board. There was no action or discussion.

Ernest Thomas, Facilities Manager and Charlotte Balzer-Gott, PHF Nursing Supervisor stopped by and introduced themselves to the Governing Board.

Aylin Bilir, Deputy County Counsel, recommended that this body adopt its own bylaws.

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## 2. Policy Revision as Needed on Existing Policies

- The Governing Board reviewed revisions made to the policies and other items which were approved by the PHF Governing Body on September 9<sup>th</sup>, 2016. Yeneris Muñiz, Policy and Procedure Coordinator, presented the changes made to the following policies:.
  - Employee Immunization
  - Disaster and Emergency Supplies for Dietary Services
  - Medication Disposal
  - Nutritional Screening and Assessment
  - Patients' Own Medications

Hometown Pharmacy policies that are part of Policy Manual:

- Pharmacy Deliveries
- Emergency Drugs and Supplies (E-Kit)
- Medication Disposal and Destruction

Additional policy related items:

- Quality Assessment and Performance Improvement Indicators

**Action:** Supervisor Lavagnino made a motion to approve all the revised policies listed above except for Medication Disposal Policy as it is missing Attachment A. Dr. Wada seconded. No abstentions. Motion Carried.

Suzanne Grimmese presented the revisions/additions to the Quality Assessment and Performance Improvement Indicators.

**Action:** Ms. Maus-Nisich made a motion to approve the revisions/additions to the Quality Assessment and Performance Improvement Indicators. Dr. Lundt seconded. No abstentions. Motion carried.

Yaneri Muñiz presented copies of Attachment A initially missing in the *Medication Disposal Policy*.

**Action:** Dr. Lundt made a motion to approve the PHF's Medication Disposal policy with the added Attachment A. Supervisor Lavagnino seconded. No abstentions. Motion carried.

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## 3. Continued Discussion of Budget Development

Dr. Gleghorn shared a handout that identified staff and facility needs for the PHF. She explained areas that are a concern which include furniture and fixtures, janitorial, sprinkler system, miscellaneous, flooring and ceiling, anti-ligature fixtures, painting, capital expenditures and additional staffing/clinical administration. Ms. Maus-Nisich discussed the need for additional consulting professionals.

No action. Discussion only.

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## 4. Discussion on Future Meeting Schedule

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The Governing Board agreed to meet again on September 22, 2016, 12:00 pm – 2:00 pm

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### **Review of Future Meeting Agenda Items**

The Governing Board discussed adding all the regular standing agenda items listed on the September 9, 2016 agenda to all future meeting agendas in addition to the following; *Approval of Minutes; Introduction of Staff* to be added under *Welcome and Overview* and move *Public Comment* after *Roll Call*.

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**Adjournment:** Dr. Lundt made a motion to adjourn the meeting at 12:25 pm. Supervisor Lavagnino seconded. No objections. Motion carried.

Next Meeting Date: September 22, 2016 12:00 pm – 2:00 pm, Public Health Auditorium

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