



Psychiatric Health Facility (PHF) Governing Board Meeting
Friday, September 9, 2016
11:00 AM – 2:30pm
PHD Auditorium
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 Grimesey, Chief Strategy Officer; Celeste Andersen, Chief of Compliance. Laura Zeitz, Housing Coordinator, Rachel Van Mullem, Chief Assistant County Counsel; Aylin Bilir, Deputy County Counsel

Facilitator: Alice Gleghorn, PhD, PHF CEO

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

Roll Call – all board members present.

Revisions: Alice Gleghorn, PhD, Behavioral Wellness Director and PHF CEO informed the board that there are two revisions to meeting handouts which include the most recent *PHF Medical Staff Bylaws* and *Attachment 3*.

1. Welcome and Overview

- Designation of Chair and Vice Chair
Supervisor Lavagnino, Santa Barbara County Fifth District Supervisor made a motion to nominate Dr. Gleghorn as Chair of the PHF Governing Board. Terri Maus-Nisich, Assistant CEO, seconded. No abstentions. Motion carried.

Supervisor Lavagnino made a motion to nominated Takashi Wada M.D., Director of Public Health as Vice Chair of the PHF Governing Board. Dr. Gleghorn seconded. No abstentions. Motion carried.
- Medical Staff Bylaws
Dr. Gleghorn shares that the original PHF Medical Staff bylaws were approved in 2011. The revised bylaws have now been reviewed and approved by PHF Medical Practice Committee.

Dr. Lundt made a motion to approve the PHF Medical Staff bylaws as presented. Supervisor Lavagnino seconded. No abstentions. Motion carried.

- Supervisor Lavagnino asked if there were any plans for this board to tour the PHF unit. After a brief discussion it was decided that the best option would be for individual tours to be arranged with Dr. Lundt.

Action item: Individual visits to the PHF are to be worked out with Dr. Lundt.

2. Significant Areas/Key Events Occurring at the Psychiatric Health Facility

- Ktag Audit closed – Dr. Gleghorn shared that the Life/Safety Audit took place in August – the audit feedback was positive, no significant issues noted.

Action: Dr. Lundt made a motion to acknowledge the verbal report received. Dr. Wada seconded. No abstentions. Motion carried.

3. Compliance

Staff Credentialing/Privileging

The PHF's Medical Practice Committee (MPC) has reviewed the credentials of the staff members identified below, and recommends that the PHF Governing Board accept the MPC's recommendation to credential and approve the medical staff's privileges at the PHF:

- Jessica Curry
- Beaux Baggesen-Jensen

Action: Dr. Lundt made a motion to approve credentialing of two candidates, Jessica Curry and Beaux Baggesen-Jensen. Dr. Gleghorn seconded. No abstentions. Motion Carried.

Supervisor Lavagnino made a motion to acknowledge that the Patient Complaints and Grievances report was received. Dr. Lundt seconded. No abstentions. Motion carried.

4. Infection Prevention and Control

Action: Dr. Lundt made a motion approve the Infection Control and Prevention Plan and Program and acknowledge that the report was received. Dr. Wada seconded. No abstentions. Motion Carried.

5. Patient Services, Care and Safety

- Seclusion and Restraints (please see attachment K in Section 11)
Dr. Lundt reviewed the fundamental changes from previous policy and explained the process of staff training.
- Patient Injuries – Dr. Lundt has no report to give
- Social Work Services – Dr. Lundt has no report to give
- Adverse Outcomes in Patient Care – Dr. Lundt has no report to give
- Nursing Services, Treatment Planning – Dr. Lundt has no report to give

Action: Dr. Lundt made a motion to approve the Seclusion and Restraint Policy (Program) and acknowledge that the reports noted above were received. Ms. Maus-Nisich seconded. No abstentions. Motion carried.

6. Quality Assessment and Performance Plan and Indicators (QAPI)

PHF Governing Board received and reviewed the following documents:

- Approval of QAPI Plan (attachment 6a)
 - Review of Overall PHF Quality Indicators and Priority Indicators (attachment 6b)
 - QAPI Reporting Schedule (attachment 6c)
 - QAPI Meeting Minutes (attachment 6d)
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- PHF Performance Improvement Projects (attachment 6e)

Action: Dr. Lundt made a motion to acknowledge that the report was received and to approve QAPI Plan, Indicator list, QAPI Reporting Schedule (Reporting Format) and PIP's with proviso that some of the times and dates may change. Supervisor Lavagnino seconded. No abstentions. Motion carried.

7. Medication Use/Pharmacy Services

Dr. Lundt reviewed medication error rate, adverse drug reactions, poly pharmacy, timeliness of medication availability and laboratory services. She explained that the formulary (attachment 7a) has been approved by PHF MPC and includes the most common psychiatric and medical prescriptions that the pharmacy has agreed to make available (when needed) in a timely manner.

Dr. Lundt also provided an overview on the following policies; PRN Medications; Medication Disposal and Emergency Medication Kit (E- Kit).

Action: Supervisor Lavagnino made a motion to acknowledge that the report was received. Dr. Lundt seconded. No abstentions. Motion Carried.

8. Food and Nutritional Services

Action: Dr. Gleghorn made a motion to acknowledge that the report was received and to approve the Dietary Manual as presented. Ms. Maus-Nisich seconded. No abstentions. Motion carried.

9. Physician and Allied Health Professionals Related Services

Action: There was no report at this meeting.

10. Environment/Facilities

Action: There was no report at this meeting.

11. Review and Approve

Action: Supervisor Lavagnino made a motion to approve all items listed on the PHF Governing Board Approval Worksheet. Ms. Maus-Nisich seconded. No abstentions. Motion carried.

Items:

6e. Performance Improvement Projects

1. Ligature Risk
2. Comfort Rooms
3. Policy and Procedure Development

1c. Medical Bylaws

4a. Infection Control and Prevention Plan and Program Seclusion and Restraint Program

6a. QAPI Plan

6c. QAPI Reporting Schedule (Reporting Format)

- 6b. QAPI Indicator List
- 8a. Dietary Manual
- 7a. Formulary Review

Policies:

- A. Employee Immunization
- B. Ice Procurement, Storage and Handling
- C. Disaster and Emergency Supplies for Dietary Services (approve contingent on some future changes which will be brought back to this board for approval)
- D. Food Substitutions and Replacement Meals – (they will include a list of replacement meals)
- E. Nutritional Screening and Assessment
- F. Client Problem Resolution Process
- G. PRN Medications
- H. Medication Disposal
- I. Emergency Medication Kit (E- Kit)
- J. Medication Errors and Adverse Drug Reactions
- K. Seclusion and Restraint
- L. Staff Orientation and Training for Seclusion and Restraint
- M. Access to Medication Storage Areas
- N. Facility Surveillance and Inspection
- O. Blood Glucose Monitoring
- P. Therapeutic Diets
- Q. Washer and Dryer Disinfection/Soiled Laundry Handling
- R. Request for Additional Food
- S. Hand Hygiene Compliance
- T. Patient’s Own Medications
- U. Hometown Pharmacy Policies and Procedures Manual

Note was made that modifications may be made on policies A through F and Policies M through U in the future. If so, they will be brought back to this body for final approval.

12. Budget Development

Dr. Gleghorn distributed a handout noting the following special staffing needs to the Board:

- PHF Quality Care Management
- Infection Control Contract
- Psychiatric Nurse
- Practitioner Intern
- PHF Manager- job posted
- Nutritionist/ dietician (PHF) – new staff being hired
- Nurse Practitioner (PHF)
- Janitor (.5)

Action: None. Discussion only.

Adjournment – Dr. Lundt made a motion to adjourn the meeting at 2:30 pm. Supervisor Lavagnino seconded. No objections. Motion carried

Next Meeting Date: September 14, 2016 11:00 am – 1:00 pm, Public Health Conference Room 101 - 102.
