



SANTA BARBARA COUNTY
DEPARTMENT OF
Behavioral Wellness
A System of Care and Recovery

Psychiatric Health Facility (PHF) Governing Board Meeting

Friday, September 30, 2016

1:00 pm – 2:00 pm

PHD Conference Rm CI01/102

300 North San Antonio Rd., Santa Barbara

Minutes

Staff: Alice Gleghorn, PhD, Behavioral Wellness Director, PHF CEO; Yeneris Muñiz, Policy and Procedures Coordinator; April Howard, Epidemiologist; Karen Campos, Office Professional Senior; Rachel Van Mullem, Chief Assistant County Counsel; Aylin Bilir, Deputy County Counsel.

Facilitator: Takashi Wada M.D., PHF GB Chair

Roll Call – All board members present. Supervisor Lavagnino, Santa Barbara County Board of Supervisors, Fifth District; Terri Maus-Nisich, Assistant CEO, Health and Human Services; Janette Pell, Assistant Director of Support Services, General Services; Vincent Wasilewski, Chief Deputy for Custody Operations, Sheriff's Department; Takashi Wada M.D., Director of Public Health.

General Public Comment: no public comment at this meeting.

I. Welcome and Overview

- Introduction of Staff – Yeneris Muñiz, Policy and Procedures Coordinator and Dr. April Howard, Epidemiologist.
- Election of Chair and Vice Chair
- Review and distribution of PHF Governing Board responsibilities – handouts provided in meeting packet. No update at this meeting.

Action: Supervisor Lavagnino made a motion to appoint Dr. Wada as Chair of the Psychiatric Health Facility (PHF) Governing Board. Ms. Pell seconded. No oppositions. Motion carried.

Supervisor Lavagnino made a motion to appoint Ms. Maus-Nisich as Vice Chair of the PHF Governing Board. Ms. Pell seconded. No oppositions. Motion carried.

2. Review and Approve Minutes of the PHF Governing Board meetings listed below:

- September 23, 2016

Action: Ms. Pell made a motion to approve meeting minutes for the September 23, 2016 PHF Governing Board

Meeting. Chief Deputy Wasilewski seconded. Supervisor Lavagnino abstained. Motion carried.

3. Staff will provide a report on the following 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: Leslie Lundt, MD; Ole Behrendtsen, MD; Enrico Cerrato, MD; Daniel Litten, MD; Muhammad Salman ul Haq, MD. Psychologist: Cecile Lyons, PHD.
- Patient Complaints and Grievances – no report.
- Medical Staff By Laws – no report .

Action: Ms. Maus-Nisich made a motion to acknowledge reports were received and approve credentialing and privileges of candidates listed above. Ms. Pell seconded. No objections. Motion carried.

4. Staff will report on Infection Prevention and Control

- Report – no report.
- Infection Control Committee meeting minutes – none for this agenda.

Action: There was no report and no minutes to approve. No action.

5. Staff will report on the following Patient Services, Care and Safety:

- **Seclusion and Restraints** – no report.
- **Patient Injuries** – no report.
- **Social Work Services** – no report.
- **Adverse Outcomes in Patient Care** – no report.
- **Nursing Services, Treatment Planning** – no report.

Action: There were no reports at this meeting. No action.

6. Staff will report on the following Quality Assessment and Performance Plan and Indicators (QAPI):

- Significant Areas/Key Events, such as patient care occurring at the PHF – no report .
- Consider revisions to the *Overall PHF Quality Indicators and Benchmarks* – Dr. April Howard explains the modifications made to some of the performance measure targets listed on the document.
- QAPI Meeting Minutes – none for this agenda

Action: Ms. Maus-Nisich made a motion to acknowledge that reports were received and approve revisions presented by Dr. Howard on the *Overall PHF Quality Indicators and Benchmarks*. Ms. Pell seconded. No objections. Motion carried.

7. Staff will report on the following Medication Use/Pharmacy Services:

- Update on Current contract for pharmacy services – no update.

Action: There was no update at this meeting. No action.

8. Staff will report on the following Food and Nutritional Services:

- Update on current contract for pharmacy services – no report.

Action: There was no report at this meeting. No action.

9. Staff will report on Physician and Allied Health Professionals Related Services:

- Report – no report.

Action: There was no report at this meeting. No action.

10. Staff will report on the following Environment/Facilities:

- Report – no report.

Action: There was no report at this meeting. No action.

11. Budget Development – no update/report.

Action: No report/update at this meeting. No action.

12. Policy Revisions as Needed on Existing Policies – Ms. Muñiz provided the Board with an overall overview of the new and revised policies listed below:

New:

- Glucometer Policy
- Unusual Occurrence and Incident Report Policy
- Transcribing New Medication Orders Policy
- Stop Orders for Medications Policy
- Controlled Substance Management Policy
- Sample Medications Policy

Revised:

- Patients' Own Medications Policy
- Emergency Medication Kit (E-Kit) Policy
- Emergency Supplies and Drugs (E-Kit) Policy
- Pharmacy Deliveries

Action: Chief Deputy Wasilewski made a motion to approve the new and revised policies listed above and other items presented. Ms. Pell seconded. No objections. Motion carried.

13. Review of Future Meeting Agenda Items

- Staff was provided direction regarding items to add for next meeting.

Action: No action.

14. Adjournment

- **Next Meeting Date: To be determined**

Action: Ms. Maus-Nisich made a motion to adjourn the meeting at 1:47 pm. Chief Deputy Wasilewski seconded. No objections. Motion carried.
