



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

**Psychiatric Health Facility (PHF) Governing Board  
Special Meeting**

Monday, October 17, 2016

2:30 pm – 3:30 pm

BOS Conference Room

105 E. Anapamu St., Santa Barbara

**Minutes**

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**Staff:** Alice Gleghorn, PhD, Behavioral Wellness Director, PHF CEO; Suzanne Grimesey, Chief Strategy Officer; Karen Campos, Office Professional Senior; Rachel Van Mullem, Chief Assistant County Counsel; Aylin Bilir, Deputy County Counsel.

**Also attending:** Janet Wolf, Santa Barbara County Board of Supervisors, Second District, PHF GB Alternate Mary O’Gorman, Chief of Staff, 2<sup>nd</sup> District.

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

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**Roll Call – Supervisor Lavagnino**, Santa Barbara County Board of Supervisors, Fifth District; **Terri Maus-Nisich**, Assistant CEO, Health and Human Services, PHF GB Vice Chair; **Janette Pell**, Assistant Director of Support Services, General Services; **Takashi Wada M.D.**, Director of Public Health, PHF GB Chair.

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**General Public Comment:** no public comment at this meeting.

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**1. Welcome and Overview**

- Introduction of Staff – None.
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**2. Review and Approve Minutes of the PHF Governing Board meeting listed below:**

- September 30, 2016

**Action:** Ms. Pell made a motion to approve meeting minutes for the September 30, 2016 PHF Governing Board Meeting. Supervisor Lavagnino seconded. No abstentions. Motion carried.

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**3. Staff will provide a report on the following Compliance:**

- Staff Credentialing/Privileging –None at this meeting.
  - Patient Complaints and Grievances – no discussion.
  
  - Medical Staff By Laws – no discussion.
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**Action:** No action.

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**4. Staff will report on Infection Prevention and Control**

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

**Action:** No action.

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

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

**Action:** No action.

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

- Significant Areas/Key Events occurring at the Psychiatric Health Facility (PHF) such as patient care– no discussion.
- QAPI Meeting Minutes – none for this agenda

**Action:** No action.

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

- Update on Current contract for pharmacy services
- Consider update on items below:
  - Contents of Medical Emergencies E-Kit

**Action:** Supervisor Lavagnino made a motion to acknowledge the update presented by Dr. Gleghorn and approve the updated *Contents of Medical Emergencies E-Kit* document presented. Ms. Pell seconded. No objections. Motion carried.

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

- Update on current contract for pharmacy services – no update, discussion only.

**Action:** No action.

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

- Report – no report, discussion only.

**Action:** No action.

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

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- Report – Dr. Gleghorn informed the Board that all the requested changes have been taken care of. Ms. Grimmesey shares that the Department has put together a PowerPoint that highlights all the changes made at the PHF and perhaps can present at a future meeting.

**Action:** No action.

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### **11. Budget Development – no discussion.**

**Action:** No action.

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

**New:**

- Sexual Contact Between Patients
- Hospital Construction and Renovation
- Reportable Diseases, Conditions and Occurrences
- Occupational Exposure to Communicable Diseases Other Than Blood borne Pathogens
- Standard Precautions

**Revised:**

- Unusual Occurrence Reporting
- Pharmacy Deliveries

**Action:** Supervisor Lavagnino made a motion to approve the new and revised policies presented above with direction to staff to draft a transgender policy and return to the Board in the future. Ms. Pell seconded. No objections. Motion carried.

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

- Staff was provided direction regarding items to add for next meeting.
  - The Board reviewed the draft Bylaws for PHF Governing Board and discussed setting a monthly meeting time, date and location.

**Action:** Supervisor Lavagnino made a motion to approve the Bylaws and setting the 4<sup>th</sup> Wednesday of every month as the regular monthly meeting day for this Board, at 3:00 pm at the Public Health Department Auditorium (unless otherwise noted in the notice of adjournment). Ms. Maus-Nisich seconded. No objections. Motion carried.

Supervisor Lavagnino made a motion to cancel the October 26, 2016 PHF Governing Board meeting. Ms. Pell seconded. No objections. Motion carried.

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### **14. Adjournment**

- **Next Meeting Date:** November 23, 2016
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