



Psychiatric Health Facility (PHF) Governing Board Special Meeting  
Wednesday, January 4, 2017  
12:00 PM – 1:00 PM  
PHD Auditorium  
300 North San Antonio Road, Santa Barbara  
**Minutes**

**Staff:** Alice Gleghorn, PhD, PHF CEO; Leslie Lundt M.D, PHF Medical Director; Karen Campos, Office Professional Senior, Administration; County Counsel; Gerardo Puga, PHF Clinical Director; Cheryl Jacobs, Interim PHF Registered Nurse Supervisor; Veronica Heinzelmann, Quality Care Management PHF Coordinator; Polly Baldwin, PHD Medical Director.

---

**Facilitator:** Terri Maus-Nisich, Assistant CEO, Health and Human Services

---

**Roll Call:** Supervisor Lavagnino, Santa Barbara County Board of Supervisors, Fifth District; Vincent Wasilewski, Chief Deputy for Custody Operations, Sheriff's Department; Janette Pell, Director of General Services; Terri Maus-Nisich, Assistant CEO, Health and Human Services; Carrie Topliffe, Interim Director of Public Health.

**General Public Comment** – none at this meeting.

**1. Welcome and Overview**

- Introduction of Staff – Gerardo Puga, PHF Clinical Director; Cheryl Jacobs, Interim PHF Registered Nurse Supervisor; Veronica Heinzelmann, Quality Care Management PHF Coordinator; Polly Baldwin, PHD Medical Director.
- Election of Chair
  - Supervisor Lavagnino made a motion to appoint Terri Maus-Nisich as Chair of the Psychiatric Health Facility (PHF) Governing Board. Ms. Pell seconded. No oppositions. Motion carried.
  - Supervisor Lavagnino made a motion to appoint Vincent Wasilewski as Vice Chair of the Psychiatric Health Facility (PHF) Governing Board. Ms. Pell seconded. No oppositions.

Motion carried.

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

- November 30, 2016 (attachment 2a) – no quorum to approve at this meeting, item to be added to next meeting agenda for approval.

**Action:** No action taken at this meeting.

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

- Staff Credentialing/Privileging: none at this meeting.
- Medical Staff Recruitment Update – Dr. Lundt reports that she has met with Transitions Behavioral Health (TBH) recruiter regarding psychiatrists, which have been a challenge to get to work for Santa Barbara County. In the meantime, Nurse Practitioners and Locum Tenens have been hired in place of psychiatrists.
- Patient Complaints and Grievances – Ms. Grimmesey refers to attachment 3a, *PHF Grievances and Complaints from October 2016 through December 2016* and reports that all grievances and complaints listed have been resolved.
- Medical Staff By Laws – none at this meeting.

**Action:** Supervisor Lavagnino made a motion to acknowledge reports were received and that there was no credentialing of candidates or staff privileges to approve at this meeting. Ms. Topliffe seconded. No objections. Motion carried.

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

- Report – Ms. Jacobs reports that in September, the infection control plan was created and initiated. Dr. Lundt adds that the recent infection control changes were commended by the auditors during their last visit.
- Infection Control Committee meeting minutes – Dr. Lundt presents attachment 6a in the meeting packet.

**Action:** Chief Wasilewski made a motion to acknowledge that the report and minutes were received. Ms. Pell seconded. No objections. Motion carried.

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

- Seclusion/Restraint: Ms. Jacobs reports results from past quarter.
- Patient Injuries – Ms. Jacobs reports results from past quarter.
- Social Work Services – Mr. Puga reports on treatment groups available to PHF patients.

Ms. Maus-Nisich asked for a 1370 (Incompetent to Stand Trial) report. Dr. Lundt agreed to provide at the January 25<sup>th</sup> meeting.

- Adverse Outcomes in Patient Care – no report at this meeting.
- Nursing Services, Treatment Planning – Ms. Jacobs reports that the unit is focusing this month on treatment planning and revisions to the seclusion and restraint forms.

Supervisor Lavagnino requested an update on the recent CMS Audit Survey and Plan of Correction. Dr. Lundt agreed to include a report at the January 25<sup>th</sup> meeting.

**Action:** Supervisor Lavagnino made a motion to acknowledge reports were received. Ms. Pell seconded. No objections Motion carried.

**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 – Ms. Heinzelmann reports that the PHF successfully went through a re-visit site survey from CMS which took place from December 12, 2016 through December 15, 2016. The Plan of Correction will be submitted to CMS on January 11, 2017.  
The board requested a more extensive overview of audit survey and plan of correction at the January 25<sup>th</sup> PHF Governing Board meeting.
- QAPI Meeting Minutes Report – not presented at this meeting.
- PHF MPC Minutes – Dr. Lundt presents PHF MPC minutes, attachment 6a.
- PHF PIP (Process Improvement Project) Update – Dr. April Howard reports on the three current Process Improvement Projects; Comfort Rooms, Policy and Procedure Development and Ligature Risks; during the 4<sup>th</sup> quarter of 2016, Facilities Management has completed nearly all of the identified ligature risk projects.

To ensure a higher level of oversight relating to the health and safety of patients on the PHF, the reporting schedules to QAPI and the Governing Board have been changed to monthly in order to provide data regarding steps taken to successfully complete the PIP. Dr. Howard indicates that she will provide an update on ligature risks every month until project is completed.

**Action:** Ms. Topliffe makes a motion to acknowledge that the reports were received. Supervisor Lavagnino 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 at this meeting.
- Med Error Rate as result of Med Unavailability – Ms. Jacobs reports results from past quarter.
- Med Error Rate/Adverse Drug Reactions /Polypharmacy/timeliness of med availability – Ms. Jacobs reports the PHF did not have any since the last CMS audit. All meds have been delivered on time.

**Action:** Ms. Pell made a motion to acknowledge the reports were received. Ms. Topliffe seconded. No objections. Motion carried.

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

Mr. Puga provides report on current contract for food provider.

**Action:** Supervisor Lavagnino made a motion to acknowledge that the report was received. Ms. Pell seconded. No objections. Motion carried.

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

- Report – Dr. Lundt reports on staffing challenges.

**Action:** No action

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

- Report
  - Contract Providers – Mr. Puga reports that PHF leadership will be working with fiscal and contract managers regarding renegotiation and signing of new and existing contracts.
  - Identification of Needs – Dr. Lundt reports that the ongoing recruitment for psychiatric nurses has been challenging due to a national shortage. PHF will continue to utilize Maxim temp agency for per diem positions.
- General Facilities Update – Mr. Puga reports that the facility is clean and comfortable, with no new findings from CMS auditors, and discusses steps toward additional improvements.

**Action:** Chief Wasilewski made a motion to acknowledge that the reports were received. Ms. Pell seconded. No objections. Motion carried.

**11. Budget Development**

- Dr. Gleghorn and Ms. Maus-Nisich discuss the budget process for new recruitments.

**Action:** No action.

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

**New**

- Care of Suicidal Patient (attachment A)
- Visitors (attachment B)
- Outside Food (attachment C)
- Patient Elopement (attachment D)
- Off – unit Therapeutic Passes (attachment E)
- Medication Administration (attachment F)
- On-Call Administrator (attachment G)

**Revised**

- Access to Medication Storage Areas (attachment H)

- Unusual Occurrence Reporting (attachment I) - amendment requested to specify exactly who the occurrences are being reported to at the beginning of the policy.
- Informed Consent for Psychiatric Medications (attachment J) – amendment requested under section 2.5; change “should” to “shall be noted”.
- Social Services Documentation Standards (attachment K)

**Action:** Ms. Topliffe made a motion to approve the new and revised policies listed above with the noted amendments above on revised policies *Unusual Occurrence Reporting* and *Informed Consent for Psychiatric Medications*. Supervisor Lavagnino seconded. No oppositions. Motion Carried.

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

Provide direction to Staff regarding items to add for the next PHF Board meeting.

- Section 5 - Social Work Services – Dr. Lundt to report on tracking of 1370s requested by Ms. Maus-Nisich
- November 30th PHF GB meeting minutes need to be approved when Supervisor Wolf is present.
- Replace *QAPI Meeting Minutes Update* with *QAPI Update* under section 6. Veronica Heinzelmann to report monthly, with April Howard as backup.
- Overview of CMS audit survey and plan of correction - Veronica Heinzelmann or Gerardo Puga to report at next meeting.

**14. Adjournment** - Ms. Topliffe made a motion to adjourn the meeting at 1:30 pm. Supervisor Lavagnino seconded. No objections. Motion carried.

Next Meeting Date: January 25, 2017