



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

Psychiatric Health Facility (PHF) Governing Board
Special Meeting
Wednesday November 30, 2016
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 and **County Counsel**.

Facilitator: Takashi Wada M.D., Director of Public Health

Roll Call:

Steve Lavagnino, Santa Barbara County Board of Supervisor, Fifth District (excused)
Vincent Wasilewski, Chief Deputy for Custody Operations, Sheriff's Department
Janette Pell, Assistant Director of Support Services, General Services
Terri- Maus-Nisich, Assistant CEO, Health and Human Services (excused)
Takashi Wada M.D., Director of Public Health

Alternate:

Janet Wolf, Santa Barbara County Board of Supervisor, 2nd District

General Public Comment: Dr. Lundt comments that the PHF continues to experience shortage of registered nurses.

1. Welcome and Overview

- Introduction of Staff – none.
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2. Review and Approve Minutes of the PHF Governing Board Meetings listed below:

- October 17, 2016

Action: Ms. Pell made a motion to approve meeting minutes for the October 17, 2016 PHF Governing Board Meeting. Chief Deputy Wasilewski seconded. Ms. Wolf abstained. Motion carried.

Exhibit 2a

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: Robert Irvin, M.D.
- Patient Complaints and Grievances – no discussion.
- Medical Staff By Laws – Dr. Lundt comments that the PHF just had two nurses turn in their resignation letter.
- CMS Five Part Educational Series report – Dr. Lundt reports that the Department purchased an educational five video series on "how to survive Medicare Audit" which will be very helpful for years to come.

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

4. Staff will report on Infection Prevention and Control:

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

Action: No action.

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

- Seclusion and Restraints – no discussion.
- Patient Injuries – Dr. Gleghorn asked how the board would like to be notified when an issue needs to be reported to the State. The Board agreed that a notification by e-mail would do.
- Social Work Services – no discussion.
- Adverse Outcomes in Patient Care – no discussion.
- Nursing Services, Treatment Planning – no discussion.

Action: No action.

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.

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

- Update on current contract for pharmacy services – Dr. Lundt reports that the PHF acting Nurse Supervisor, Quality Care Management Coordinator and herself toured Hometown Pharmacy and as a result they will be making some changes at the PHF in regards to medication orders to make the process more efficient.

Action: No action.

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

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- Update on current contract for food provider – Dr. Lundt reports that the PHF food coordinator hired with Valle Verde is retiring soon and they will need to find a replacement soon.

Action: No action.

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

- Report – no discussion.

Action: No action.

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

- Report – Dr. Gleghorn reports that the PHF’s Medical Practice Committee (MPC) has recommended that the PHF Governing Board accept the MPCs recommendation to remove PHF shower/alarm panic buttons.

Action: Chief Deputy Wasilewski made a motion to acknowledge report was received and approve the removal of the PHF shower/alarm panic buttons. Supervisor Wolf opposed. Motion carried.

11. Budget Development

- Report – Dr. Gleghorn informs the Board of the Department’s plans to fill some vacancies with positions that have already been approved by the Board of Supervisors as permitted.

Action: No action.

12. Policy Revisions as Needed on Existing Policies – Dr. Lundt provided the Board with an overall overview of the new policy listed below:

New

Critical Laboratory Values

Revised

None

Action: Chief Deputy Wasilewski made a motion to approve the new policy presented above. Supervisor Wolf seconded. No objections. Motion carried.

13. Review of Future Meeting Agenda Items - no discussion.

14. Adjournment

Next Meeting Date: December 28, 2016



SANTA BARBARA COUNTY
DEPARTMENT OF
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Psychiatric Health Facility (PHF) Governing Board Special Meeting
Friday, January 13, 2017
3:30 pm - 4:00 pm
PHD Auditorium
300 North San Antonio, Santa Barbara
Minutes

Staff: Ole Behrendtsen, MD, Medical Director; Gerardo Puga, PHF Clinical Director; Suzanne Grimmesey, Chief Strategy Officer; Karen Campos, Office Professional Senior, Administration; Rachel Van Mullem, County Counsel.

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

Roll Call

Carrie Topliffe, Interim Director of Public Health
Terri Maus-Nisich, Assistant CEO, Health and Human Services
Supervisor Wolf, Santa Barbara County Board of Supervisors, Second District
Supervisor Lavagnino, Santa Barbara County Board of Supervisors, Fifth District (excused)
Janette Pell, Assistant Director of Support Services, General Services (excused)
Vincent Wasilewski, Chief Deputy for Custody Operations, Sheriff's Department (excused)

General Public Comment: none at this meeting.

1. Welcome and Overview

- Introduction of Staff – Dr. Behrendtsen, Department of Behavioral Wellness, Medical Director.
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2. Staff will provide a report on the following Compliance:

- Gerardo Puga, PHF Clinical Director presented privilege checklist for Grant Ko, MD, and
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presented recommendation of the PHF Medical Practice Committee to approve credentials and privileges for Dr. Ko.

Action: Ms. Topliffe made a motion to approve credentialing and approve staff privileges listed above. Supervisor Wolf seconded. No objections. Motion carried.

3. Review Future Meeting Agenda Items

- Add update of PHF survey and plan of correction.
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4. Adjournment

Supervisor Wolf made a motion to adjourn the meeting at 3:35 pm. Ms. Topliffe seconded. No objections. Motion carried.

Next Meeting Date: Wednesday, January 25, 2017, 3:00 pm to 4:00 pm.



SANTA BARBARA COUNTY
DEPARTMENT OF
Behavioral Wellness
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Psychiatric Health Facility (PHF) Governing Board Special Meeting
Wednesday March 22, 2017
3:00 PM – 4:00 PM
BOS Conference Room
105 E Anapamu St, Santa Barbara
Minutes

Staff: **Alice Gleghorn**, PhD, PHF CEO; **Ole Behrendtsen**, Interim PHF Medical Director; **Deana Huddleston**, Quality Care Management Manager; **Gerardo Puga**, PHF Program Director; **Yaneri Muñoz**, Policy and Project Development Coordinator; **Karen Campos**, Administration, Office Professional Senior and **County Counsel**.

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

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

General Public Comment: none at this meeting.

1. Welcome and Overview

- **Introduction of Staff** – no new staff at this meeting.

Action: No action.

2. Review and Approve Minutes

- February 22, 2017 (Exhibit 2a)

Action: February 22, 2017 minutes approved as presented by unanimous decision.

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

- QAPI Update (Exhibit 3a)

Compliance:

- **Patient Complaints and Grievances** (monthly) - Ms. Huddleston provided the report for the month.

Patient Services, Care and Safety:

- **Patient Injuries** (monthly) - Ms. Huddleston provided the report for the month.
- **Restraint / Seclusion** (Quarterly: Mar, Jun, Sept, Dec) - Ms. Huddleston provided the report for the quarter.
- **Adverse Outcomes in Patient Care** (monthly) - Ms. Huddleston provided the report for the month.
- **Social Work Services** (Quarterly: Feb, May, Aug, Nov) - no discussion.
- **Suicide Management, Treatment Planning, Consents, Nursing Services** (Quarterly: Jan, Apr, Jul, Oct) - no discussion.

Medication Use/Pharmacy Services:

- **Medication Error as result of Medication Unavailability** (monthly) - Ms. Huddleston provided the report for the month.
- **Medication Error Rate/Adverse Drug Reactions /Polypharmacy/Timeliness of Medication Availability** (Quarterly: Feb, May, Aug, Nov) - NO discussion.

Food and Nutritional Services:

- **Update on current contract for food provider** (Quarterly: Mar, Jun, Sept, Dec) - Ms. Huddleston provided the report for the quarter.
- **Review and Approve Revised Overall PHF Quality Indicators and Priority Indicators** (Exhibit 3b) Ms. Huddleston provided a brief overview of the revisions made to the Overall PHF Quality Indicators and Priority Indicators document
- **Significant Areas/Key Events occurring at the Psychiatric Health Facility (PHF) such as patient care** (monthly) – no report this month.

Action: Ms. Pell made a motion to acknowledge that the report was received and approve the revised Overall PHF Quality Indicators and Priority Indicators. Supervisor Lavagnino seconded.

4. Staff will provide a report on the following Compliance:

- **Staff Credentialing/Privileging:** Daniel Coulter, MD to be added to next month's agenda.

Action: No action.

5. Staff will report on Infection Prevention and Control:

- **Report** (Quarterly: January, April, July, October) - no discussion.

Action: No action.

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

- **Report** (Quarterly: Feb, May, Aug, Nov) - no discussion.

Action: No action.

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

- **Environmental Services (EVS) Report** (Quarterly: Jan, Apr, Jul, Oct) – no discussion.
- **Environment of Care (Facilities) Report** (Quarterly: Feb, May, Aug, Nov) - no discussion.

Action: No action.

8. Budget Development – Dr. Gleghorn and Mr. Puga discussed bathroom renovations, ceiling in PHF Patient Care Areas and HVAC system needs at the PHF.

Action: Ms. Pell made a motion to receive the report and direct staff to include information about mandatory vs. discretionary expenses on future PHF budget reports. Chief Wasilewski seconded. No objections. Motion carried.

9. Policy Revisions as Needed on Existing Policies – Ms. Muñiz provided a brief overview of the new and revised policies and procedures listed below.

New

- Pain Management
 - Wong-Baker Faces Pain Rating Scale

- Denial of Rights
 - Welfare and Institutions Code: Reasons for the Denial of Rights – language amendment requested on this attachment.
 - Denial of Rights form

Revised

- Patient Elopement
 - Elopement Risk Assessment
 - Unusual Occurrence Incident Report
 - PHF 24-Hour Unusual Occurrence Incident Report

- Off-unit Therapeutic Pass
 - Off-unit Therapeutic Pass Risk Assessment

- Stop Orders for Medications

Action: Supervisor Lavagnino made a motion to approve the new and revised policies and procedures listed above with the suggested amendments. Ms. Topliffe seconded. No objections. Motion carried.

10. Review of Future Meeting Agenda Items

- Direction to staff to include monthly and quarterly reports due in April.
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11. Adjournment

Next Meeting Date: April 26, 2017
