

**MINERS' COLFAX MEDICAL CENTER**  
**MEETING OF THE BOARD OF TRUSTEES**

**Call to Order**

The meeting of the Miners' Colfax Medical Center Board of Trustees was called to order by Vice- Chairman Randy Rubin, on **November 10, 2009 at 1:20 pm**. The meeting was held in the Long Term Care Facility Conference Room located at 900 S. Sixth St. in Raton, New Mexico.

Members Present:                   Randy Rubin, Vice Chairman  
  Jenny Garcia, Secretary Treasurer  
  Mike Colangelo  
  Robert Gordon, MD  
Members Absent                   Roy Fernandez, Chairman

Staff Present:                    Mike Carter, CEO  
  Albino Martinez, CFO  
  Pat Dierking, Care Management  
  Val Ridolfi, DON  
  Henrietta Romero, Recorder

Visitors Present:                Todd Wildermuth, Raton Range

**Pledge of Allegiance**

Vice Chairman Rubin led board members, staff, and visitors present in reciting the Pledge of Allegiance.

**Correction/Approval of Agenda**

*Motion:* After review of the November 10, 2009 agenda, Ms Garcia moved to approve the agenda as presented. With a second from Mr. Colangelo, a voice vote was taken and all Board Members present voted in favor: Motion carried.

**Correction/Approval of Minutes**

October 9, 2009

*Motion:* After review of the October 9, 2009 minutes, Ms Garcia moved to approve the minutes as presented. With a second by Dr. Gordon, a voice vote was taken and all Board Members present voted in favor: Motion carried.

November 4, 2009

*Motion:* After review of the November 4, 2009 Emergency meeting minutes, a motion was made by Mr. Colangelo to approve the minutes as presented. With a second from Dr. Gordon, a voice vote was taken and all Board members present voting in favor. Motion carried.

### **Recognition of Visitors & Visitors Forum**

Mr. Rubin recognized staff present. Visitors in attendance introduced themselves to the Board and stated their names for the record. Visitors present were Todd Wildermuth from the Raton Range.

### **Medical Staff Report**

No report

### **Old Business**

#### **a. Outreach Report**

A report was presented to the Board on the Black Lung Program and the services provided throughout New Mexico. Informed that MCMC is the only Black Lung program in New Mexico and is unique in itself by providing services to miners throughout New Mexico, in a mobile unit covering a geographical service area of 121,666 square miles throughout the year. The Board was informed that the Outreach clinic has screened 380 miners since January which exceeds the 212 screened in 2008. The increase is due to increased efforts to locate miners previously screened for follow up screening, and a more collaborative effort to work with mines to screen employees, and participation in several mining safety meetings and conferences. The Board was informed that the clinics are conducted in three year cycles.

Discussion regarding hiring a part-time person to help marketing to increase outreach.

What happened to the proposed plan to have a Board meeting in Carlsbad. Informed that it was going to cost over \$5,000 for mileage and per diem. Too expensive especially when MCMC is trying to cut costs.

#### **b. Eligibility of Admission to LTC with Miners' Trust Benefits**

Information sent to the Board in Board Packets regarding documentation of the history of Eligibility for Admission to LTC with Miners' Trust Benefits. The Board needs to clearly define the definition of a miner to be eligible for admission to LTC. This needs to be discussed in Executive Session.

### **Administrator's Report**

The Board was informed that MCMC had continued to conduct Town Hall Meetings as a means to reeducate the staff on the Quality Performance Program. Have adopted a Zero Tolerance policy for managers who are not doing the Performance Improvement reports required. Will become an element of their evaluation.

Tour of the old facility by VA- good turnout- shows community members interested in doing something with the building. Have had conversations with Mayor Joe Apache. Are also considering contracting with the VA. Need to determine the most cost effective way to provide services. Need to determine the best arrangement.

Financial auditors are at MCMC this week, have not found any major deficiencies. Have over expended in personnel, which is related to the ER providers that were hired prior to awarding the ER contract. No substantial deficiencies. They reviewed the Compliance Policy and action taken against the embezzlement case.

Board also given a copy of the October 2009 Statistical Summary

**New Business**

a. **Healthcare Reimbursement Solutions update**

An outline of what is being done in the billing department. Given an outline of the Four Functions of Management. The subjects addressed included; Planning, Organizing, Direction and Control.

Planning Goals have been set to address:

- Days outstanding
- Cash Collections
- Accounts Receivable > 120 days
- Bad Debt
- Discharged not Final Billed (DNFB)

Organizing goals include:

- Proper match for the individual and the job function
- One person/one job
- Separate job responsibilities

Direction Goals:

- Provide the leadership
- Provide one on one training
- Provide the tools and resources
- Create an environment to eliminate distractions
- Provide incentives

Control Goals:

- Utilize system reports & other monitoring tools
- Create polices and procedures
- Ensure tasks do not overlap
- Implement or enhance
- Delegate responsibility
- Accountability to management
- 

b. **Policies**

*Motion:* Dr. Gordon made a motion to approve the policies as presented. With a second from Mr. Colangelo, a voice vote was taken and all members presented approved. Motion carried

c. **Quality**

Ms. Dierking updated the Board on Miners' Colfax Medical Center's Quality Assurance.

The Board was given copies of and updated on:

- MCMC Core Measures
- Patient Safety & Clinical Compliance
- 2009 Quarterly Reports for  
Nursing  
Clinical Support Services  
Environment of Care  
Management Performance  
Ancillary & Outpatient Services

The Board was also given copies of the Press Ganey Inpatient Reports which showed a demographic profile of respondents, an overall mean trend analysis, an overall percentile rank trend analysis, State of New Mexico Percentile scores, Hospitals in AHA Region 8 percentile scores and a question analysis.

d. **Disposal of Fixed Assets**

Upon review of the November 9, 2009 Disposal of Assets report, Mr. Colangelo moved to approve the report. With a second from Ms. Garcia, a voice vote was taken and all Board members present voted in favor. Motion carried.

e. **Financial Reports**

Mr. Martinez presented the following financial documents for review.

- Miners' Trust Fund Reconciliation
- The 10/31/09 Income Statement
- Accounts Receivable
- Revenue Detail
- Cash Deposits

*Motion:* Dr. Gordon moved to approve the Financial Statement as presented. With a second from Ms. Garcia, a voice vote was taken and all Board members present voted in favor. Motion carried.

**Executive Session**

*Motion:* At 3:11 Dr. Gordon moved to go into Executive Session at 6:40 pursuant to Section 10-15-1(H)(2),k for the purpose of discussion limited personnel matters and Section 10-15-1(H)(9) for the purpose of strategic planning of the Open Meetings Act. With a second by Ms Garcia, a Roll Call vote as taken and all Board members present voted in favor, and the motion carried.

**Open Session /Announcements**

The Board of Trustees reconvened to regular session at 4:25. The process for admission to the LTC facility will be modified to clearly define the definition of a miner.

**Adjournment**

With no further business to discuss, November 10, 2009 Board meeting was adjourned at 4:30 pm.

**Attest**

  
Randy Rubin, Vice Chairman

1-25-10  
Date

  
Jonny Garcia, Secretary Treasurer

1-22-10  
Date