

11/15/2013 Board of Trustees

**MINERS' COLFAX MEDICAL CENTER
REGULAR 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-Chair McQueary on November 15th, 2013 at 1:01pm. The meeting was held in the Long Term Care Facility Conference Room located at 900 S. Sixth St. in Raton, New Mexico.

Members Present:

Scott Berry
Kathy McQueary
Raymond Rodarte
Donald Belknap

Members Absent
Manuel Anaya

Staff Present:

Shawn Lerch, CEO
Tom Poteste, CFO
Phillip Gonzales, Accountant
Kandace Evans, Recorder

Visitors Present:

(See attached list)

Pledge of Allegiance

Vice Chair Ms. McQueary led Board members, staff, and visitors present in reciting the Pledge of Allegiance.

Correction/Approval of Agenda

Motion: After review of the November 15th, 2013 agenda, Dr. Belknap moved to approve the agenda as presented. With a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor. Motion carried.

Correction/Approval of Minutes

September 20th, 2013

After review of the October 18th, 2013 minutes, Mr. Rodarte made a motion to accept the minutes as amended with changes. With a second from Dr. Belknap, a voice vote was taken and members presented voted in favor. Motion carried.

Recognition of Visitors & Visitors Forum

Recognition of Visitors-Please see list.

Executive Session

Vice Chair McQueary announced that the Board of Trustees will go into Executive Session for the purpose of limited personnel matters pursuant to Section 10-15-1 (H) of the Open Meetings Act to discuss Medical Staff privileges and appointments prior to granting appointment. The Board of Trustees determined that this remain on the agenda.

Motion: At 1:15 Mr. Berry made a motion to go into Executive Session For the purpose of limited personnel matters pursuant to Section 10-15-1 (H) of the Open Meetings Act. With a

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second from Dr. Belknap, Roll call vote was taken and all members present voted in favor. Motion carried.

Motion: A motion was made by Mr. Berry to return to regular session. With a second from Dr. Belknap, the Board of Trustees returned to regular session at 2:07. No action taken.

Medical Staff Privileges & Appointments

New Appointment:

Motion A motion was made by Mr. Berry to approve all credential recommendations for appointment to the medical staff. With a second from Dr. Belknap, a voice vote was taken and members present voted in favor. Motion carried.

Re-appointment:

Motion: A motion was made by Dr. Belknap to approve all credential recommendations for re-appointment to the medical staff. With a second from Mr. Rodarte, a voice vote was taken and members present voted in favor. Motion carried

Medical Staff Report

None

Visitors Forum

No comments from visitors present at this time.

New Business

Policies

They reviewed the new *CPR and Advanced Certification* Medical Staff policy.

Motion A motion was made by Dr. Belknap to approve the new *Prescribers medication order* policy. With a second from Mr. Berry, a voice vote was taken and members present voted in favor. Motion carried

Strategic Development

Mr. Lerch went over with the Board of Trustees the strategic planning session materials from last week. During the session there were eight initiatives developed and champions assigned who will be responsible for the lead of the initiatives. The next steps are to develop an action plan with timelines and measures. These will be presented at the January Board meeting. We will meet before the Board meeting at 11:00am to ensure enough time for review.

Bylaws

The Board of Trustees was presented with the current Board of Trustee Bylaws. During the February board meeting they will decide if they should adopt as standing or if there needs to be some changes made to the current bylaws.

Administrator's report

Mr. Lerch did spend some time last week traveling and meeting with several groups on our behavioral health endeavor. We will still need to meet with Representative Roche and Senator Campos. We have several work groups put together to start working and we will continue to keep the Board of Trustees updated on progress.

Strategic planning sessions went great now we are putting together the Matrix and the real work will begin.

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Todd Wildermuth will be assisting MCMC in putting together a quarterly newsletter that will be mailed out to the community and surrounding area. We are looking at the initial mailing to be around 5000.

Black Lung Clinics are going extremely well. Dr. Sood has conducted his second clinic.

We are continuing to work with Santa Fe on the classification and salary structure for hospital workers. We have the Governors support on this project we are just waiting to hear from the State Personnel Office

Electronic Medical Record is moving forward, we are still working on a few issues. We have been coding some of the bills that have not dropped for some time. We have approximately 1.3 million in non-coded charges. Overtime has been approved for the departments to try and get all of the coding caught up.

Recruitment continues to be a priority. Recently we have had two candidates for Nurse Practitioner positions but they were not able to make it for a site visit. Nursing recruitment continues. Dr. Wright starts here practice this weekend. Recruitment for all positions continues to be a struggle for example recently we had seven opening for nursing and had only one applicant for all seven positions. We will continue to pursue avenues that so that we can staff vacant positions.

Last week the LTC facility enjoyed a catered luncheon provided by Boomers for recognition and congratulations of their recent survey results.

The CFO position has been reclassified to allow for a higher salary base. We will open up recruitment for that position.

We did receive the funds for the Low volume adjustment approved for \$700,000.00. We are anticipating an additional \$400,000.00 for the particle year payment.

Next week we are going to start the designs for the Rural Health Clinic building. The core team will be involved at the initial stages then will open up for more involvement.

The Miner Navigator position is still waiting to be released from Santa Fe for recruitment.

Ethics committee has restarted and has already had a couple of meeting. Margaret Mattorano will chair this committee.

Mr. Poteste has been working on the cost report and the audit

The Healthcare guides have been very active; we are still able to enroll people. It is estimated that there are over 3500 people who would qualify under the Medicaid expansion for benefits.

Mr. Lerch will be meeting with Patricia Gonzales, Colfax County Manager, to see how the hospital and the county can work together to serve the community.

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We will start conducting the community meetings starting in January to report on the overall state of the hospital, Auxiliary and Medical Staff.

Health stream is up and ready and we have two super users who have been trained on that system.

The MCMC Christmas party will be December 14th at the Raton Convention Center

The MCMC Wellness Center grand re-opening is this afternoon from 3-6 to re-introduce it to the community with the upgrades that were done.

Financial Report:

Mr. Poteste informed the Board of Trustees that the Cost report will be presented to them in January. The Trust fund has revenue of 6.8 million. We are looking at a \$26,000 project to allow for access from the Wellness Center to the first floor parking lot. The permanent fund is 121 million.

Income statement is pretty much the same as it was last year at this time. We are still working on the October numbers.

Increase in revenue is due to our upgrade in trauma designation

The decrease in the cash flow on the balance sheet is due to those 1.3 million of unbilled charges which has not dropped yet so we should see an increase in November and December of cash flow once we get those dropped.

After a few questions by the Board a motion was made by Mr. Berry to accept the financial report as presented, second by Mr. Rodarte. Voice vote was taken and motion passes.

Mr. Lerch wanted to take this time to thank Mr. Poteste with for an excellent job he has done as the MCMC CFO. Mr. Poteste will be retiring after this month. We thank him for all of his hard work and dedication to MCMC over the years. The MCMC Board of Trustees echoed Mr. Lerch's comments.

Executive Session

Motion: At 2:47 a motion was made by Dr. Belknap to go into Executive Session for the purpose of limited personnel matters pursuant to Section 10-15-1 (H)(2) and for the purpose of strategic planning pursuant to section 10-15-(H)(9) of the Open Meetings Act. With a second from Dr. Mr. Rodarte, a roll call vote was taken and all members present voted in favor. The Board went into session at 2:49

Open Session/Announcements

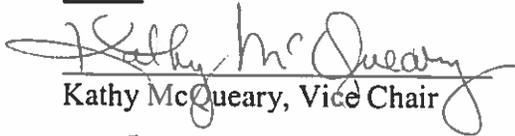
Motion: A motion was made by Mr. Rodarte to return to open session at 3:15. With a second from Dr. Belknap, a voice vote was taken and all members voted in favor. Motion Carried. No action /announcements

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Adjournment

With no further business to discuss, a motion was made by Dr. Belknap to adjourn the Board of Trustees meeting. With a second from Mr. Rodarte the meeting adjourned at. 3:15

Attest


Kathy McQueary, Vice Chair


Raymond Rodarte, Secretary Treasurer

Jan 17, 2014
Date

1/17/14
Date

12/11/2013 Board of Trustees

**MINERS' COLFAX MEDICAL CENTER
SPECIAL 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-Chair McQueary on December 11th, 2013 at 11:36am. The meeting was held in the Long Term Care Facility Conference Room located at 900 S. Sixth St. in Raton, New Mexico.

Members Present:

Scott Berry
Kathy McQueary
Raymond Rodarte-via Telephone
Donald Belknap

Members Absent
Manuel Anaya

Staff Present:

Shawn Lerch, CEO
Phillip Gonzales, Accountant
Jamie Marez, HR
Kandace Evans, Recorder

Visitors Present:

None

Pledge of Allegiance

Vice Chair Ms. McQueary led Board members, staff, and visitors present in reciting the Pledge of Allegiance.

Correction/Approval of Agenda

Motion: After review of the December 11th, 2013 agenda, Mr. Berry moved to approve the agenda as presented. With a second from Dr. Belknap, a voice vote was taken and all Board Members present voted in favor. Motion carried.

Board of Trustee Resolution

The resolution which was drafted after the last meeting was read in whole by Mr. Shawn Lerch to the Board of Trustees. The resolution is in agreement with the effort of Governor Martinez, The State Personnel office and the Department of Finance and Administration in effort to increase the healthcare professional workforce in New Mexico. Mr. Berry made a motion to accept the resolution with changes. Dr. Belknap seconded the motion, a voice vote was taken and all Board Members present voted in favor. Motion carried.

Ms. Marez gave the board an update on the efforts of the State Personnel Office on the classification changes. The State personnel Board requested several items of information from Ms. Marez including a competitive market study to assist them in their efforts. Ms. Marez gave them all of the information that they requested. The physician compensation model has been completed and they are now focused on the Healthcare workers classifications.

12/11/2013 Board of Trustees

Executive Session

Motion: At 12:04 a motion was made by Mr. Berry to go into Executive Session for the purpose of limited personnel matters pursuant to Section 10-15-1 (H)(2) and for the purpose of strategic planning pursuant to section 10-15-(H)(9) of the Open Meetings Act. With a second from Dr. Belknap, a roll call vote was taken and all members present voted in favor. The Board went into session at 12:04

Adjournment

With no further business to discuss, a motion was made by Dr. Belknap to adjourn the Board of Trustees meeting. With a second from Mr. Rodarte the meeting adjourned at.

Attest


Kathy McQueary, Vice Chair

Jan 17, 2014
Date


Raymond Rodarte, Secretary Treasurer

1/17/14
Date