

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

Call to Order

Chair, Kathy McQueary called the regular meeting of the Miners' Colfax Medical Center Board of Trustees to order on February, 17, 2017, at 1:03 pm. The meeting was held in the Long Term Care Conference Room at 900 South 6th Street in Raton, NM.

Members: Kathy McQueary, Chair
Raymond Rodarte, Secretary/Treasurer
William Jarrell
Scot Berry

Absent Donald Belknap, MD

Staff: Shawn Lerch, CEO
Peggy Martinez, CFO
Dee Burks, HR
Gail Stoecker, Recorder
Henrietta Romero, Recorder

Visitors: See Attached list (Attachment A)

Pledge of Allegiance

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

Correction/Approval of Agenda

Motion: After review of the February 17, 2017 Agenda, Mr. Berry made a motion to approve the agenda as presented. With a second from Mr. Jarrell, the motion carried.

Correction/Approval of Minutes

The Board members present reviewed the minutes of the January 20, 2017 Board meeting.

Motion: Mr. Jarrell made a motion to approve the minutes. With a second from Mr. Rodarte, a voice vote was taken and the motion carried.

Recognition of Visitors & Visitors Forum

Chair McQueary recognized visitors present

Executive Session

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.

Motion: Mr. Rodarte 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 second from Mr. Berry, a roll call vote was taken.

Roll call vote:

Raymond Rodarte-Yes

William Jarrell-Yes

Scott Berry- Yes

Kathy McQueary-Yes

Dr. Donald Belknap- Absent

Motion carried.

The Board of Trustees returned to regular session at 1:29

Medical Staff Privileges & Appointments (Attachment B)

Dr. Schmidt, Medical Director, went over the list of providers that have been recommended by the Credentials Committee and reviewed by the Board of Trustees. The Board wanted to clarify that new appointments are for one (1) year and re- appointments are for two (2) years.

Motion: Mr. Berry made a motion to approve the recommendations made by the Credentials for new appointments and re- appointments. With a second from Mr. Jarrell, a voice vote was taken.

Roll call vote:

Raymond Rodarte-Yes

William Jarrell- Yes

Kathy McQueary- Yes

Scott Berry- Yes

Dr. Donald Belknap- Absent

Motion carried.

Medical Staff Report

Chief of Staff, Lee Caruana, MD does not have anything to report to the Board.

Old Business

Policies

The Board was informed that in order to ensure compliance to Federal and State guidelines, the HR department has updated the following policies:

Attendance and Punctuality

Harassment

Time Recording

Motion: Mr. Berry made a motion to approve the updated policies as presented. With a second from Mr. Rodarte, a voice vote was taken and members present voted in favor. Motion carried
New Policies

The Board was informed that the HR Department has developed two new policies regarding Media & Release of Information Protocol.

- 1) *Routing medial calls*
- 2) *Protect confidentiality of patients*

Motion: Mr. Rodarte moved to approve the two HR polices. With a second from Mr. Jarrell, the motion carried.

Medical Staff Bylaws:

The Medical Staff Bylaws have been updated and approved by the Medical Staff to reflect the recommendation made by the Board of Trustees. The Board of Trustees recommended that the Medical Executive Committee membership be increased from three members to seven.

Motion: Mr. Rodarte made a motion to approve the updated Medical Staff Bylaws. With a second from Mr. Berry, a roll call vote was taken:

Roll Call vote:

Raymond Rodarte- Yes

William Jarrell-Yes

Kathy McQueary- Yes

Scot Berry-Yes

Donald Belknap- Absent

Motion carried.

Board of Trustees Bylaws

The following amendments were made to ARTICLE VII; Section A (2) Committees of the Board

Joint Conference Committee shall consist of the Chair and Secretary Treasurer of the Board, or designee; the Chief and Vice-Chief of the Medical Staff, or designee and the CEO. The Medical Director shall be an Ex-officio member.

Motion: Mr. Berry moved to approve the amendment to the Board of Trustees Bylaws. With a second from Mr. Jarrell, a roll call vote was taken:

Roll call vote:

Mr. Rodarte- Yes

Mr. Jarrell- Yeas

Ms. McQueary- Yes

Mr. Berry-Yes

Dr. Belknap- Absent

Motion carried.

Visitors Forum

Chair McQueary invited comments. No comments.

New Business

Quarterly Compliance Report

The Board was reminded that the Joint Conference Committee shall serve as a liaison between the Board, the Medical Staff, and the CEO. The Committee shall provide a forum for effective communication regarding Medical Center policy and operation; institutional/program planning and goal setting; accrediting and licensing requirements and inspections; requests and recommendations from the Medical Staff; quality assurance; matters related to the Medical Staff Bylaws, Rules and Regulations, and other matters of mutual concern to the Medical Staff, the CEO, and the Board, which may be referred to this Committee by the Board.

The following Compliance reports were presented at the Quarterly Joint Conference Committee meeting:

Summary review (see attached reports)

- Bedside rounding to increase Patients satisfaction and communication
- Chart audits to decrease error in the 24 hour chart check
- Holter Monitors to improve overall experience for patients and better clinical data for providers.
- Increase Trauma activation documentation to include local and regional EMS
- Medication Educations- specific target medication reconciliation in the ED
- Clinic- NRC quality and service surveys
- Documentation in ER departments- for appropriate transfers
- Patient Days Statistics Report
- Admission/Discharge report
- Admission Within 30 days report
- Review 4th Qtr. NM Medical Board actions
- Trend line Annalise for clinic and ER

Administrator's Report

The Board was informed that due to the large shortage in the State of NM for nursing staff, administration is actively working on recruitment and retention strategies

- Work with Department of Health and State Personnel on rapid hire process to bring nursing staff
- HR Department is working on different methods/use INDEAD has success
- MCMC is the host for the National Black Lung Conference to be held in September in Salt Lake City, UT
- Awarded on the PILAR Grant : \$50,000
- Eligible for the Federal HRSA Grant which supports Black Lung
- The Annual Black Lung Conference is scheduled for March 5,
- Dr. Lotoc is scheduled to start working in the MCMC Clinic in June/July
- Dr. Conder has joined the clinic and continues to work in the ER
- Lisa Wentling, PA has joined the clinic
- The Recruiting contract has been awarded to Medicus

- Have been awarded the School Based Health Center contract for the Des Moines schools. Alison Gagnon, NP will be covering this clinic. Are still finalizing recruitment for the clinic coordinator.
- Continue to look for a Quality Director.
- The Acute Care DON position remains open.
- Are experiencing a national epidemic influenza outbreaks– Continue to monitor and are working on an effective triage process.
- Cardiology Clinic is doing well. Schedule clinic twice a month. Looking at adding an additional date. Also adding Cardiac ECHO twice a month on an interim basis.
- The MCMC Auxiliary has approved purchasing two of the four ICU beds needed. They also donated to help purchase the OB Central Monitoring system.
- IT /ER going to electronic T-sheet system. Three super users have been identified and sent to training.
- M-Modell installed last month; Is going very well in HIM.
- Springer Corrections has started to bring in pregnant inmates. Have met to coordinate healthcare.
- Colfax County Detention Center is looking at an August completion date. Expanding behavior health.
- Updated on the Trail Alliance, which is a community collaborative to bring awareness of available trails in surrounding areas to providers. Providers can write an order for their patients to utilize these trails for healthcare.
- Currently working with State Personnel to update the FTE's.
- Board of Trustee Symposium scheduled to be held June 7-9 at Buffalo Thunder. Educational event supported by MCMC.

Visitors present ask about Oncology and were informed that due to a shortage of Oncology providers, MCMC has lost this service.

Have reached out to 8 different Oncology groups- no replies.

Financial Report

Peggy Martinez, CFO updated the Board on the Financial Report (Attachment C)

Included in the report:

- ✓ FY 16 Audit
- ✓ FY15 LTC Credit Balance Audit
- ✓ Dashboard mid-year analysis for admission fro same time last year: Noted 16% average increase.
- ✓ Revenue and expense reports
- ✓ Land Grant Permanent Fund- balance and income distribution reports
- ✓ Income statement through December 2016

With the budget shortfalls, the State of NM is looking at State agencies. Want to take \$3.3 million from MCMC operations- Not the Trust Fund.

February 17, 2017 Board of Trustees

Motion: Mr. Berry moved to approve the Financial Report. With a second from Mr. Rodarte the motion carried.


Executive Session

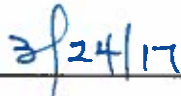
Motion: At 2:35 Mr. Rodarte made a motion to go into Executive Session for the purpose of limited personnel matters pursuant to Section 10-15-1 (H) of the Open Meetings Act. With a second from Mr. Berry. Vote was taken and members present voted in favor. Motion carried.

Adjournment


With no further business, a motion was made to adjourn the Board of Trustees meeting.

Attest:


Kathy McQueary, Chair


Date


Raymond Rodarte, Secretary/Treasurer


Date

Kenneth S. Berry Vice Chair