

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 July 21, 2017, at 1:00 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 "Cotton" Jarrell
Scott Berry
Donald Belknap, MD

Absent: None

Staff: Bo Beames, Interim CEO
Douglas Schmidt, MD., Medical Director
Peggy Martinez, CFO
Gail Stoecker, 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 June 16, 2017 Agenda, Dr. Belknap made a motion 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

The Board members present reviewed the minutes of the June 16, 2017 Regular Board meeting.
Motion: Mr. Berry made a motion to approve the minutes as presented, with a second from Dr. Belknap, a voice vote was taken and all Board Members present voted in favor: Motion carried.

Recognition of Visitors

Chair McQueary recognized visitors present-Please see list.

A Miner announced the following:

- Donated a total of three mules-2 in Raton and 1 in Ludlow, thanks all involved in the projects of the mules
- Donated Pit cars in Dawson
- Goal to keep history of Miners going for all that Miners gave up
- Museum planned in Whittington Center-Donations from Miners will be greatly appreciated

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)(2) of the Open Meetings Act.

Motion: 1:04 pm., Mr. Rodarte made a motion to go into Executive Session for the purpose of limited personnel matters pursuant to Section 10-15-1 (H)(2) of the Open Meetings Act. With a second from Mr. Jarrell, a roll call vote was taken.

Roll call vote:

William Jarrell –Yes

Raymond Rodarte-Yes

Chair McQueary-Yes

Scott Berry-Yes

Dr. Belknap-Yes

Motion Carried.

The Board of Trustees returned to regular session at 1:21 pm. No action was taken.

Medical Staff Privileges & Appointments (Attachment B)

Dr. Belknap went over the list of providers that have been recommended by the Credentials Committee and reviewed by the Board of Trustees.

Motion: Mr. Berry made a motion to approve the recommendations made by the Credentials Committee for new appointments and re-appointment. With a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor: Motion carried.

Medical Staff Report

Medical Director, Douglas Schmidt, MD reports the following to the Board:

- Dr. Cook will not start until about the First of September
- Plans in place for Dr. Ibrahim, general surgeon to cover for four to six weeks, will be available with warning to fill in as needed
- Dr. Kolb now available in OBGYN to fill in
- Dr. Van Sickle still working on getting an OBGYN clinic going

- Dr. Thaxton also now available to fill in
- Problems identified:
 1. Recruiting ER physicians, would ideally like to have two full time ER physicians
 2. Number of people leaving without being seen
 3. Nursing shortage
- ER being hectic during summer is seasonal with Philmont and travelers
- Population during summer doubles, but will dissipate by late August

Chair McQueary would like to use this opportunity to introduce two new staff members to Miners' Colfax Medical Center:

Amanda Clerkin RN., new CNO reports the following about herself:

- Working mostly on Med Surg, ICU, OB, OB Clinic and Emergency Room
- Has a Masters in Nursing Education
- Has been working at Trinidad State College for 5 years
- Worked PRN out at Denver Health Emergency Room
- Primarily for the last 10 years has been mostly Cardiac, ICU, PCU and Emergency Room

Anna Moore RN., new ICU manager reports the following about herself:

- Came originally from Florida
- Specialty was Long Term Acute Care
- Worked basically with ventilators, patients that are complex with multiple medical problems like pulmonary problems
- Has a Bachelor's of Science in nursing
- Have worked in telemetry ICU units
- Has extensive knowledge in burn care, and intensive care units, cardiac, and pulmonary
- Very strong clinical skills
- Does not have experience in Black Lung, but very familiar with Respiratory Care and COPD

The Board Members welcome both new nurses to the Raton area.

Old Business

Chair McQueary clarifies that 'Policies' in Old Business is for policies that may come up later.

Policies: None

Visitors Forum

Chair McQueary invited comments.

A visitor comments on why he has not seen members come up to the LTC to just speak with residents and to walk around.

Visitors made the following comments on the Wellness Center:

- Wellness Center door does not close properly
- Wellness Center garage door seems to be left open all night
- Ventilation is terrible
- Not certain that guests have been oriented properly on machines
- Would like someone hired to keep watch of the Wellness Center
- Previous administrator had promised more fans, but two fans were taken away

Visitors made the following comments on Long Term Care Staff:

- Notices a shortage of nursing staff
- Sees that LTC is shorthanded as he has noticed one staff member attending to three to five residents
- Frustrated with poor management
- Nurses and staff are either quit or get fired
- A husband of a married nurse couple was released from LTC and resident was given four different explanations from four different staff members, he would like clarity as to what happened to these nurses that he enjoyed

Chair McQueary responds to comments raised: Mr. Beames will take the opportunity to speak with the LTC Administrator, remainder of staff and maintenance team on issues raised. Chair McQueary notes that there is a nursing staff shortage that several facilities within our community that are competing for the same nurses and it is also a nationwide issue. Issues will be followed up on to look to see if there is a pattern or if there is something that can be addressed. Some issues raised are personnel issues that Mr. Beames and Mr. Wheeler will look into and follow up on.

Mr. Beames adds that he plans to be onsite at the Long Term Care Facility at least one day per week, typically Fridays to have a presence. Mr. Beames thanks the visitors for bringing forward issues so that he may take the time to address issues raised. He adds that it will take some time, but that visitors deserves communication on status and that there needs to be a clear plan for improvement and to monitor process. Will start working on it right away, but will take some time. Mr. Beames commits to spending at least half a day a week at the Long Term Care Facility.

New Business

Policies:

The Board was informed that the Rural Health Clinic did not have any updates to the following 9 policies up for approval:

1. **Admin-1 Protection of Record Information on Clinic Premises**

Motion: Mr. Berry moved to approve the Rural Health Clinic policy with changes to spacing from 42CFR491.10(b)(1)(3) to 42 CFR 491.10(b)(1)(3) and to change font style for paragraph 7

under 'procedure.' With a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor: Motion carried.

2. Admin-3 Medical Records and Audits

Motion: Mr. Berry moved to approve the Rural Health Clinic policy with changes to spacing from 42CFR491.10(a) to 42 CFR 491.10(a). With a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor: Motion carried.

3. Admin-4 Contents of the Medical Record

Motion: Mr. Rodarte moved to approve the Rural Health Clinic policy with revisions to spacing from 42CFR491.10 to 42 CFR 491.10 and from 42CFR491.10(a)(3) to 42 CFR 491.10(a)(3). With a second from Dr. Belknap, a voice vote was taken and all Board Members present voted in favor: Motion carried.

4. OPER-9 Handling and Dispensing of Drugs and Biologicals and Authorized Personnel

Motion: Mr. Berry moved to approve the Rural Health Clinic policy with revisions to spacing from 42CFR491.9(3)(iii) to 42 CFR 491.9(3)(iii) and from 42CFR491.9(3)(b)(iii) to 42 CFR 491.9(3)(b)(iii). With a second from Mr. Berry, a voice vote was taken and all Board Members present voted in favor: Motion carried.

5. OPER-10 Removal of Expired Drugs and Biologicals

Motion: Mr. Rodarte moved to approve the Rural Health Clinic policy with revisions to spacing from 42CFR491.6(b)(2) to 42 CFR 491.6(b)(2) and from 42CFR491.9(3)(iii) to 42 CFR 491.9(3)(iii). With a second from Mr. Berry, a voice vote was taken and all Board Members present voted in favor: Motion carried.

6. OPER-12 Medication Recall and Patient Notifications

Motion: Mr. Berry moved to approve the Rural Health Clinic policy with revisions to spacing from 42CFR491.9(3)(iii) to 42 CFR 491.9(3)(iii) and from 42CFR491.6(b)(3)(iii) to 42 CFR 491.6(b)(3)(iii). With a second from Dr. Belknap, a voice vote was taken and all Board Members present voted in favor: Motion carried.

7. OPER-13 Laboratory, CLIA and Laboratory Safety

Motion: Dr. Belknap moved to approve the Rural Health Clinic policy with revisions to spacing from 42CFR491.9(c)(2) to 42 CFR 491.9(c)(2) and the following spelling corrections: keytone to ketones, cloves to gloves and pipette to pipetted. With a second from Mr. Berry, a voice vote was taken and all Board Members present voted in favor: Motion carried.

8. OPER-14 Biomedical Waste Plan

Motion: Mr. Berry moved to approve the Rural Health Clinic policy with revisions to spacing from 42CFR491.6(a)(b)(2)(3) to 42 CFR 491.6(a)(b)(2)(3) and to make the font format the same throughout the entire policy. With a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor: Motion carried.

9. OPER-15 Physician, Physician Extender Absence

Motion: Dr. Belknap moved to approve the Rural Health Clinic policy with revisions to spacing from 42CFR491.8(a)(3) to 42 CFR 491.8(a)(3) and to adjust the font format so the font is the same throughout the entire policy. With a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor: Motion carried.

The Board was informed that Administration updated the following policy based on wording, to keep up with new social media avenues and to add a title:

1. Social Media Use

Motion: Mr. Berry moved to approve the one updated Administration policy as presented. With a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor: Motion carried.

The Board was informed that Medical Staff updated the following policy which was approved by the Committee and signed off by the Chief of Staff:

1. Ongoing Professional Practice Evaluation/Focused Professional Practice Evaluation
OPPE/FPPE

Motion: Dr. Belknap moved to approve the one updated Medical Staff policy as presented. With a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor: Motion carried.

Mr. Berry updates the following to The Board:

- City was successful in its' application to Department of Transportation for funding to reconstruct Hospital Drive
- Anticipate will be in construction by June 2018
- Will be significant impact to traffic, will need good communications
- Construction will involve removal of intersection of Card Avenue and Hospital Drive
- Plans will be made on how to get people to and from hospital
- Will have public meetings in future

Administrator's Report (Attachment C)

Mr. Beames reports the following to The Board:

Physician Recruitment

- Anticipating arrival of Dr. Cook
- Dr. Ibrahim already onsite providing backup
- Making preparations for Dr. Lotoc

Leadership

- Welcomes both Amanda Clerkin RN and Anna Moore RN and thanks them for attending the Board Meeting, both have been very welcome additions

Quality

- Spoke with new Quality Manger, Dee Sheridan RN who will be onsite at MCMC on August 9, 2017 with 29 years of clinical experience
- Quality Director has begun preparations through online resource, Institute of Healthcare Improvement
- Encourages The Board to take a look at IHI
- Testing change to see what we need and what physicians need to diagnose, treat and reassess how we use date in order to improve quality
- Senior Leadership team has been tasked with redesign and rebuilding the Quality Program over the next 3 months

Financial Health

- Major initiative
- Learning State and policies, to which CFO has been helpful
- Working on a couple of things on contracts and RFP along with the Lead Accountant.
- Working on complex Revenue Cycle

A visitor raised a question about Obamacare and what impact it might have on the hospital.

The response was that yes it would. Mr. Beames further explained that Obamacare has increased coverage to many New Mexicans through Medicaid approximately 700,000 New Mexicans currently have Medicaid coverage. Obamacare is struggling in the insurance exchange which provides subsidized coverage for those not eligible for Medicare and that do not have employer sponsored insurance. The Republican plan is to repeal and replace Obamacare with graded reduction in those eligible for Medicaid and to introduce legislation that would create lower cost plans on the individual insurance exchanges.

Question raised by visitor if Obamacare will affect us.

Question raised by visitor:

- Could contract nurses work here all year long or is there a limit
Answered: Depends on whether or not contract is renewed. Problem is that we pay contract nurses 3-4 times more than our staff nurses. Can't seem to recruit nurses as Miners' Colfax pays nurses \$6-7 less than Trinidad.
- If contract is sign can it be terminated or do they have to honor the contract
Answered: MCMC has terminated contracts for various reason. We are contracted through agencies, not specific persons
- Will MCMC still be moving forward with the Behavioral Health Clinic
Answered: There is a need for Behavioral Health. However, can we sustain ourselves financially without being a drain on Acute Care and Long Term Facility. Will need to examine closely, still being evaluated. Priority is to have high quality skilled, trained nurses for Acute Care and Long Term Facility first.

Mr. Beames is appreciative of issues brought fourth. There is a need to create the right environment and create a culture for staff to continue to flourish.

LTC

- Appreciative to Tom Hay for his many contributions and the addition of the Mule to the front of the Long Term Care Facility.
- CEO intends to spend more time at LTC
- Will be putting a plan together for LTC improvements

Facilities construction

- Small team assembled for facilities construction
- Project plans are scoped out
- Primary movement is on Acute Care shell space
- In contact with Design Group
- Projects: Second phase internally around Cardiopulmonary

CEO Search

- Tentative plan and timeline for the permanent CEO search has been prepared for review and consideration by The Board

Visitor raised the following question:

- *Is the Revenue Cycle majored by a Fiscal Year
Revenue Cycle has nothing to do with the budget. Revenue Cycle does effect the fiscal year because that's the amount of monies we bring in so if we are not maximizing that revenue cycle we have a lot of accounts receivables, money waiting for collections. To make sure we are flowing the right amount of cash so we can continue operations. They are separate things, but they all kind of blend together. Budget is not cash flow, budget is a wish list.*

Financial Report (Attachment D)

Peggy Martinez CFO updated the Board on the Financial Report as the FY 17 audit is underway and have begun preparations early this year, estimates to be done on time by December 1, 2017.

Included in the report:

- ✓ FY17 Audit/Cost Report
- ✓ Dashboard analysis for YTD compared to same time last year: Noted 16% average
- ✓ Revenue and expense reports
- ✓ Land Grant Permanent Fund- Balance and Income Distribution Reports

Motion: Dr. Belknap moved to approve the Financial Report, with a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor: Motion carried.

Executive Session

Chair McQueary announced that the Board of Trustees will go into executive session for the purpose of strategic planning pursuant to Section 10-15-1 (H)(9) and for the purpose of the limited personnel matters pursuant to Section 10-15-1 (H)(2)of the Open Meetings Act.

Motion: 2:43 pm., Mr. Berry made a motion to go into Executive Session for the purpose of strategic planning pursuant to Section 10-15-1 (H)(9) and for the purpose of limited personnel matters pursuant to Section 10-15-1 (H)(2)of the Open Meetings Act. With a second from Dr. Belknap, a roll call vote was taken.

Roll call vote:

William Jarrell –Yes

Raymond Rodarte-Yes

Chair McQueary-Yes

Scott Berry-Yes

Dr. Belknap-Yes

Motion Carried.

The Board of Trustees went into session at 2:47 pm.

Open Session/Announcements

Motion: A motion was made by Mr. Berry to return to open session at 3:15 pm. With a second from Dr. Belknap, a voice vote was taken and all Board Members present voted in favor.

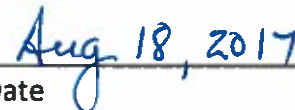
Motion Carried. No action taken and no announcements.

Adjournment

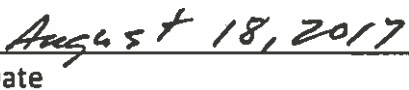
With no further business and no action taken, a motion was made by Mr. Berry, with a second from Mr. Jarrell to adjourn the Board of Trustees meeting at 3:17 pm.

Attest:


Kathy McQueary, Chair


Date


Raymond Rodarte, Secretary/Treasurer


Date