

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 August 18, 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
Peggy Martinez, CFO
Eric R. Armstrong, DPT, Ancillary Services Director
Megan C. Moreno, Black Lung Coordinator
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 August 18, 2017 Agenda, Chair McQueary announced an amendment to the agenda to dispense of item Number 6. Executive Session. Dr. Belknap made a motion to approve the amended agenda to reflect the dispensing of item Number 6 Executive Session. 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 July 21, 2017 Regular Board meeting.

Motion: Mr. Berry made a motion to approve the minutes as presented, with a second from Mr. Jarrell, 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.

Chair McQueary introduced two guests from the Legislative Finance Committee:

Eric Chenier who states that MCMC is one of the agencies that he oversees thus wanting to come and visit the hospital.

Jonas Armstrong who states that it was a pleasure to be shown around to see what's ongoing, to better understand what will be asked for, and how to prioritize what was being asked for on budgets.

Chair McQueary further introduced two new staff members to Miners' Colfax Medical Center. Dee Sheridan RN, Quality and Risk Director and Amanda M. Clerkin RN, MSN, Chief Nursing Officer Acute Care as well as two staff members Eric R. Armstrong, DPT, Ancillary Services Director and Megan C. Moreno, Black Lung Coordinator.

Ms. Sheridan shared the following to the Board and visitors:

- Relocated to Trinidad from Boulder Co.
- Previously worked in Boulder and has experience in chronic care, transition care, utilization review
- Enjoys seeing things evolve and get better

Ms. Clerkin shared the following to the Board and visitors:

- Has been the CNO at MCMC since July 11, 2017
- Is experienced in Cardiac, ICU, PCU and Emergency Room
- Is working on getting things going at MCMC

Mr. Armstrong shared the following to the Board and visitors:

- Former owner and Physical Therapist at Rocky Mountain Physical Therapy for 22 years
- Manages Pharmacy, Laboratory, Radiology, Respiratory, and Black Lung

Ms. Moreno shared the following to the Board and visitors:

- Current Black Lung coordinator
- Has been with MCMC for about 2 ½ months
- Runs the outreach program

Board welcomes all visitors, the LFC and staff.

Medical Staff Privileges & Appointments

No action was needed to be taken.

Medical Staff Report

Douglas Schmidt , MD was absent, therefore nothing was presented to the Board.

Visitors Forum

Chair McQueary invited comments.

Visitors announced the following comments to the Board with comments/suggestions/answers relayed back:

- Doors to Wellness Center still not locking
 - Will be doing an assessment on practices. Plans on addressing concerns to the Board at the next meeting
- Strong musty sweat odor in Wellness Center
- Not enough fans in Wellness Center
 - Ancillary Director and the Social Services/Activities Manager assessed the Wellness Center and confirmed four (4) working fans, as well as performing a walk through on at least five (5) different occasions during the past month to make sure fans were operating as normal.
 - Performed temperature check on two (2) occasions to which on one (1) occasion temperature outside was 87 degrees with the temperature indoors read 71 degrees.
 - There is an issue with the HVAC system, already has preliminary bids to repair, currently looking at funding.
- Roof at LTC is leaking
- Pieces of machinery in Wellness Center found on floor
- Staff at LTC seems to spend more time on computers
 - Some of staffs' time needs to be spent on computers to input data for business purposes only
- A specific miner resident is always the last to be picked up and the last to be taken back in, would like this to be adjusted as this miner had previously requested this, not realizing how long it would take

Managers Presentation (Attachment B)

Eric R. Armstrong, DPT, Ancillary Services Director and Megan C. Moreno, Black Lung Coordinator presents on Miners' Colfax Medical Center's Black Lung/Outreach Clinics to the Board and visitors with help from the projector:

- HRSA grant award is now at \$518,000
- Black Lung Program Activities
 - Black Lung Clinic and Black Lung Miners' Outreach Clinic
 - Able to identify, locate and treat miners throughout New Mexico
 - Two programs offer: Diagnostic, educational, rehabilitation, wellness, counseling and legal services to miners
 - Assessment also includes risk factors and comorbidity
- Key Members in Program
 - Black Lung Coordinator-Megan Moreno, NIOSH approved certified in Spirometry
 - Outreach Manager-Roger Karr, X-Ray Technologist, NIOSH approved certified in Spirometry
 - Miners' Representative-Tami Sanchez, NIOSH approved certified in Spirometry
 - Physician Assistant-Lisa Wentling, PAC
 - Advisor-William "Cotton" Jarrell, CMSP Manager of Safety
- Miners' Colfax Medical Center Endowed Chair for Pulmonary Services
 - Pulmonologist is Dr. Sood
 - A permanent fund is being established by MCMC as part of the endowment
- Project Echo for Miners' Wellness
 - Miners' Wellness TeleECHO Clinic was created as a result of a collaboration between Project ECHO at UNM and the Southwest Mining Health Center of Excellence
- Black Lung Outreach program
 - Mobile Clinic travels throughout the State of New Mexico to over 22 different clinic sites
- Miners' Outreach Clinic
- Mobile Outreach Services
 - Held in a semi-tractor trailer
 - Consists of a dedicated x-ray room
 - Soundproof audiometric booth
 - Examination room
 - Pulmonary function area and reception area
- The Process
 - First screened on the mobile unit
 - Dr. Sood reviews the exam and indicates if a further exam is needed
 - Ms. Moreno meets with patient to fill out DOL application
 - Mailed to London, Kentucky, routed to Denver, Colorado
 - Approved/Denied to be examined for a DOL Exam at MCMC
- DOL Clinic at MCMC (2 day test)
 - Complete Pulmonary function test
 - Ambulatory Oximetry
 - Lung volumes
 - ABG on Room Air
 - Chest x-ray 1 view

- **PIMS DATA**
 - FY17 Outreach saw a total of 330 coal miners and a total of 360 miners across the State of New Mexico
 - A total of 86 DOL patients were seen at MCMC in FY 2017
 - In total since the start of this program we have screened 10,000 miners across the State
- **National Attendance**
 - Pipestem, WV National Black Lung Conference
 - National Annual Coalition of Black Lung Disease and Respiratory Conference- MCMC hosting 2017 meeting in Salt Lake City
 - Educational Symposium in Washington, DC to educate law makers
- **Future Plans of MCMC's Mobile Outreach Clinic**
 - John Hopkins University Department of Energy operates a clinic in Espanola screening retired Los Alamos and Sandia National Laboratory employees
 - University of NM uranium Program
 - Rural healthcare in Navajo Nations
 - Future-Consultations with a pulmonary physician specialist are available using satellite real-time telemedicine technology

The Board thanks Mr. Armstrong and Ms. Moreno for their presentation.

Administrator's Report (Attachment C)

Mr. Beames reports the following to The Board:

Physician Recruitment:

- Heather Cook, D.O., General Surgeon on track to being practice as soon as a couple more documents arrive
- Dr. Tariq Ibrahim filling in as Locum Tenens General Surgeon until Dr. Cook is on board
- Family Practice physician, Ronald Lotac, MD., onsite and seeing patients in clinic
- Current priority for provider recruitment is now the Emergency Department Physician
- Welcome Event to introduce new providers to the community is being considered for early Fall

Leadership:

- Dee Sheridan RN, Quality and Risk Manager and Amanda M. Clerkin RN MSN, Chief Nursing Officer will be leading MCMC Quality initiatives and will revitalize and redesign the MCMC Quality program over the next three months
- Miners' Colfax Medical Center will begin searching for a new HR Director as soon as the position is posted

Financial Health:

- Work team being assembled to begin assessing the current MCMC Revenue Cycle
- Identify what processes can be improved to ensure optimal reimbursement and payment for all services rendered by the organization

Long Term Care:

- Identify priorities of improvement within LTC program are currently focused on replacing staff and training of new staff
- Working with LTC Leadership to put together a working plan and communicate out to residents and staff

Facilities Construction:

- Ancillary Director tasked to put together a team that's coordinating
- Kicked off a meeting with team and Design Group
- Priority is to execute contract with Design Group
- Environment of Care Committee to be reconstituted to ensure MCMC is meeting Medicare Conditions of Participation for safety, security, EOC and Life Safety

CEO Search:

- Miners' Colfax Medical Center CEO position posted on the ACHE website early August
- Several candidates have applied for the CEO position
- Interim CEO and Board Chair to review resumes

Mr. Berry raises the following questions:

How many ER Physicians would be ideal?

Dr. Belknap answers: Two full time ER Physicians would be ideal to avoid a possible burn out situation.

How is MCMC's Hospitalist situation?

Dr. Belknap answers: With the arrival of Dr. Lotoc our Hospitalist situation is somewhat stable.

Mr. Rodarte requests to elaborate for the Legislative Finance Committee members that during the summer season Raton gets about 60,000 children within a period of two months from Philmont participants which brings an increase in a number of parent and child patients into MCMC.

Financial Report (Attachment D)

Peggy Martinez CFO updated the Board on the Financial Report.

Included in the report:

- ✓ Dashboard analysis for YTD compared to same time last year: Noted 24% average
- ✓ Revenue and expense reports
- ✓ Land Grant Permanent Fund- Balance and Income Distribution Reports
- ✓ FY 2018 Miners' Trust
- ✓ Department Quantity and Revenue for Period 1

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

Business

Policies:

The Board was informed that the ACF Nursing has two (2) policies with revisions and one (1) policy up for renewal with no changes:

1. Incident Reports
 - 6.4.2: Change from '5 working days' to '72 hours from receipt of report'
2. Compressed Gas and Oxygen Use
 - 5: Deleted '99 Healthcare Facilities, 2005 Edition at 9.4.3' added 'NFPA 1 Uniform Fire Code 2015' and 'USAsafety.com/regulations.php August 4, 2017'
3. Medication Discrepancies and Adverse Reactions
 - No changes

Motion: Mr. Berry made a motion to approve all three (3) policies as advised. With a second from Dr. Belknap, 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: At 2:16 pm., Dr. Belknap 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 Mr. Jarrell, a roll call vote was taken.

Roll call vote:

Raymond Rodarte-Yes

William Jarrell –Yes

Chair McQueary-Yes

Scott Berry-Yes

Dr. Belknap-Yes

Motion Carried.

The Board of Trustees went into session at 2:22 pm.

Open Session/Announcements

Motion: A motion was made by Dr. Belknap to return to open session at 3:45 pm. With a second from Mr. Rodarte, 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 Dr. Belknap to adjourn the Board of Trustees meeting at 3:46 pm.

Attest:


Kathy McQueary, Chair

9/22/2017
Date


Raymond Rodarte, Secretary/Treasurer

9/22/2017
Date