

**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 Chairman Roy Fernandez, on March 12, 2010 at 9:10 am. The meeting was held in the Long Term Care Facility Conference Room located at 900 S. Sixth St. in Raton, New Mexico.

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

Staff Present:                Mike Carter, CEO  
                                      Albino Martinez, CFO  
                                      Charles Secora, MD Medical Director  
                                      Julene Moore, MD, Pathology  
                                      Rob Bukovac, Compliance  
                                      Val Ridolfi, DON  
                                      Jamie Marez, HR  
                                      Pat Dierking, Care Management  
                                      MAM, LTC Admin  
                                      Suraj Agboke, Rev Cycle Officer  
  
                                      Henrietta Romero, Recorder

Visitors Present:            Misbah Zmily, MD, Chief of Staff  
                                      Loretta Conder, MD, ER Medical Director  
                                      Catherine DePari, Union Rep.

**Pledge of Allegiance**

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

**Correction/Approval of Agenda**

*Motion:* After review of the March 12, 2010 agenda, Mr. Rubin 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**

**January 22, 2010**

*Motion:* After reviewing the January 22, 2010 minutes, Mr. Colangelo moved to approve the minutes as presented. With a second from Ms. Garcia, a voice vote was taken and all Board Members present voted in favor. Motion carried.

## **February 4, 2010, Special Meeting**

*Motion:* After reviewing the February 4, 2010 Special meeting minutes, Mr. Colangelo made a motion, to approve the minutes as presented. With a second from Mr. Rubin, a voice vote was taken and all Board members present voted in favor. Motion carried.

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

Chairman Fernandez recognized staff present. Visitors in attendance introduced themselves to the Board and stated their names for the record. Visitors present were; Loretta Conder, MD, ER Medical Director, Misbah Zmily, MD, Chief of Medical Staff, and Catherine DePari, union rep. The Board was informed that Ms. DePari and Lucille Gabol are the new CWA Local 776 union stewards. The Board was informed that the union bulletin boards are being updated.

### **Strategic Plan**

Mr. Laner updated the Board on the initiatives and objectives that have been implemented to allow Miners' Colfax Medical Center to achieve goals set in the 2009-2010 Strategic Plan. The Board was informed that information will be categorized and formatted to allow each manager to track individual initiatives. This will also provide the Board the opportunity to view how initiatives are being addressed. The Strategic Plan incentives were presented as follows:

### **Rob Bukovac, Ancillary Department Manager**

Mr. Bukovac informed the Board that he is responsible for four departments, which include Radiology, Laboratory, Respiratory, and Pharmacy. The Ancillary departments are actively working on:

- Charge capture/order entry menus
- Pharmacy inventory management/ formulary
- Preparing for Critical Access
- Updating policies to ensure all departments are compliant with Conditions of Participation
- Remain complaint with EOC Conditions
- Deep cleaning schedule
- Performing physician office visits
- Maintain CEU/ licensure requirements.
- Integrate fully with Health land software
- Telemedicine in Respiratory
- Ancillary support of Outreach

### **Jamie Marez, HR**

- Maintaining personnel files, resumes, and licenses
- Positive marketing
- Facts, Objectives & Solutions (FOS) and Managing Employee Performance (MEP) state training for management
- Human Rights training
- Recruiting key personnel.

The Board wanted to know why Miners' Colfax Medical Center is not exempt from the furlough plan and were informed that the furlough was mandated by the Governor. With a budget deficit, Miners' Colfax Medical Center is placed in a difficult position to request to be

exempt. The furlough impacts all employees, yet allows Miners' Colfax Medical Center to avoid layoffs. The CWA Local 776 union is currently reimbursing union members who make under \$10.00/hr \$50.00 for each furlough day.

The Board wanted to know how many positions have been frozen and were informed that there are approximately eleven. It was clarified that these positions are non-direct patient care positions. Direct patient care needs to be filled when necessary.

The Board was informed that \$250,000 was saved by Miners' Colfax Medical Center with the furlough days implemented.

#### Val Ridolfi, DON: Acute Care Nursing

- Accomplish furloughs without compromising patient care
- Encourage staff to communicate with Legislature
- Ask Legislature to assess healthcare salaries
- Study recruitment & salary trends in region
- Educate on billing & charging cycle
- Observation Patient analysis
- Update charge sheets & dropdown menu
- Charge additions to emergency department
- Assessment of surgical charges
- Support Critical access
- Nursing TSJC Advisory Committee/ nursing students from TSJC, Alamosa, and Luna
- Nursing staff training- ongoing
- Expand Services to patients and public
- Sustain Core Services
- Support the HIE and IT
- Support Telemedicine initiatives
- Initiatives to obtain Trauma Designation Status
- Train personnel on ramification of Trauma Designation
- Initiate and review Level III & IV Trauma Designation requirements

#### Suraj Agboke, Chief Revenue Cycle Officer

Informed that the success of the revenue cycle requires Discipline, Measurement and Accountability.

- Scheduling of Patients
- Pre-Registration of patients
- Charge master CDM Review
- Charge Capturing
- Business Office hours of operations
- Mass claims appeals
- Managed care contracts

#### Pat Dierking/ Care Management

- Concurrent review of charts
- Assuring compliance
- Coding class for HIM, Care Management & Rev. Cycle dept
- Report hospital Quality measures to CMS
- Improve rates within the four different measures

Margaret Ann Mattorano

Community Service/ Public Relations, LTC Nursing, Outreach, Maintenance

- Community Service
  - ❖ Creating publications and brochures
  - ❖ Annual report produced in house
  - ❖ Grant writing for more grants
  - ❖ Community education on CAH
  - ❖ Miners Day April 1<sup>st</sup>, lunch with miners at LTC/ Dedication at ACF afterwards
  - ❖ Participation in Health fair
  - ❖ Participation in Colfax County Health Council
  - ❖ Press release on services offered
- Outreach
  - ❖ Enhance outreach van
  - ❖ Have hired a mid level provider
  - ❖ Bring needed services to miners throughout the state
  - ❖ Secure additional funding for outreach program
  - ❖ Participate in Health fair, Mine Safety and NM State Fair (outreach)
  - ❖ Attend the annual Black Lung Conference
- Maintain five star rating
- Staff training
- Patient/public education
- Sustain core services
- Provide 24 hour ARSH and LNF levels of care
- Art project going on upstairs emphasizing mining industry
- Community cultural celebrations

A meeting with UMWA will be scheduled to provide education to miners, who may be eligible for admission to LTC in the future, on the documentation required when applying for admission to LTC.

Are also planning to meeting with NMHU to develop a strategic plan to actively address Miners' Colfax Medical Center's future requirements regarding staff education.

The Board was informed that the Strategic Plan process would be presented to them every fourth month.

**Medical Staff Privileges & Appointments**

Reappointment:

*Motion:* A motion was made by Dr. Gordon to reappoint Allied Health privileges, as recommended by the Credentials Committee, to Marsha "Mimi" Moore, NP as a Nurse Practitioner. With a second from Mr. Colangelo, a voice vote was taken, and members present voted in favor. Motion carried.

New Appointment:

*Motion:* A motion was made by Dr. Gordon to appoint Consulting Staff privileges, as recommended by the Credentials Committee, to Pradheep Shanker, MD, Jason Grennan, MD, Vincent Lombardi, MD and Faisai Sami, MD in Teleradiology. With a second from Mr. Colangelo, a voice vote was taken and members present voted in favor. Motion carried.

Noted that Dr. S. Kothalanka has resigned his privileges at Miners' Colfax Medical Center.

*Motion:* A motion was made by Dr. Gordon to accept Dr. Kothalanka's resignation of medical staff privileges with Miners' Colfax Medical Center. With a second from Mr. Colangelo, a voice vote was taken and members present voted in favor. Motion carried

### **Medical Staff Report**

#### **a. Chief of Staff**

Dr. Misbah Zmily affirmed that Miners' Colfax Medical Center has accomplished a great deal in a short period of time. Miners' Colfax Medical Center is moving forward at a fast pace and the medical staff needs to catch up. Dr. M. Zmily suggested that Miners' Colfax Medical Center provide an evaluation performance for physicians.

The Board was also informed that Dr. Secora, as the Medical Director, and Dr. M Zmily, as the Chief of Staff, have developed a method to address and educated physicians when issues are presented.

Dr. M. Zmily pointed out that people will pay for good service. Need to increase our performance to include more services to the community.

Need to include individual physician performance to the strategic plan.

Recess at 11:17

Reconvene; 11:32

#### **b. Medical Director**

Dr. Secora wanted to clarify that the recruitment of Dr. Carlisle, a Family Practitioner from Trinidad, is being done in conjunction with Dr's Caruana and Aragon. The main advantage to recruiting Dr. Carlisle is that he has several patients who are miners and will utilize Miners' Colfax Medical Center's facility. This will allow Miners' Colfax Medical Center to maintain its mission to serve miners in our community.

The contracts for on call services are due for renewal. Miners' Colfax Medical Center is changing the requirements to allow providers to bestow services as employees instead of contractors. As an employee they become part of the hospital, which allows them to take ownership.

A process has been developed to ensure that physicians are completing required paperwork. When physicians provide the required demographics, Miners' Colfax Medical Center can correctly bill for services performed.

Actively looking at implementing electronic medical records (EMO), which will be required by CMS in the future.

Medical Director report (cont.)

The Board was also informed that at Dr. M. Zmily's suggestion, Dr. M. Zmily and Dr. Secora will provide concurrent chart review for patients whose length of stay (LOS) exceeds seven (7) days. This will provide the supporting documentation to justify the LOS over the Critical Access Hospital (CAH) required 92 hours.

Miners' Colfax Medical Center is actively seeking Level IV Trauma Designation. This will provide funding for education and updated equipment. Training will be provided. Raton is the ideal location for a trauma center, with the interstate so close

Because of our rural location, Miners' Colfax Medical Center is not able to provide the level of specialties that we would like. Are looking into utilizing Telemedicine.

**Old Business**

No old business

**New Business**

**a. Policies**

Annual Review

The Board was given a list of policies due for annual review. They were informed that there are no changes to the policies from last year.

CMS Conditions of Participation (CoP) requires that all policies be reviewed annually.

*Motion:* Mr. Rubin made a motion to approve the list of policies presented, with a second from Ms. Garcia, a voice vote was taken and all members voted in favor. Motion carried.

Disruptive Medical Staff

*Motion:* Motion by Dr. Gordon to approve the policy, with a second by Ms. Garcia, a voice vote was taken. All members present voted in favor. Motion Carried

Emergency Room Department Protocols:

*Motion:* motion by Mr. Colangelo to approve the policy. With a second from Mr. Rubin, a voice vote was taken and all members voted in favor. Motion carried.

Employee Evaluation

The Board was informed that the policy has been amended to reflect recommendations made by Mr. Colangelo at the January 22, 2010 board meeting to include due process and collective bargaining. The policy will act as a guideline for managers.

*Motion:* Motion by Dr. Gordon to approve the policy. With a second from Mr. Rubin, a voice vote was taken. Mr. Colangelo voted no. The remaining board members voted yes. Motion Carried.

### New Mexico Miner Eligibility for Admission to LTC

Chairman Fernandez informed the board that the policy has been amended to more clearly define a "miner" and have also eliminated "all quarries"

*Motion:* Motion made by Mr. Rubin to approve the amended policy. With a second from Dr. Gordon, a voice vote was taken. Mr. Colangelo voted no. The remaining Board members voted yes. Motion carried.

### Establishing Billing Guidelines for In-Patient/Outpatient services at Miners' Colfax Medical Center

A request was made that the Board allow these two policies be discussed in executive session.

#### **b. Quality/ UR**

Pat Dierking updated the Board on the Quality Measures & Utilization Review, which included:

- New Mexico Medical Review Association " Measure of Health Care Quality" in-service outline
- Miners' Colfax Medical Center Core measures
- Performance Indicators
  - Core measures
  - Patient Safety & clinical compliance
  - Nursing Services
  - Clinical Ancillary Services
  - Outpatient Services
  - Clinical Support Services
  - Environment of care
  - Management Performance
- Outpatient Satisfaction Questionnaire
- ER Patient Satisfaction Questionnaire
- PRESS GANEY Report
- Quality Measures Data Report

#### **c. Trauma Center Designation**

This was discussed under the Medical Director Report. Reiterate that Miners' Colfax Medical Center has the ability to become Trauma Center certified. This will solidify to the community and surrounding areas that Miners' Colfax Medical Center has attained a certain level of service. Ensures 24/7 surgical coverage and that staff are qualified to provide this level of care.

#### **d. Disposal of Fixed Assets**

*Motion:* Motion made by Mr. Rubin to approve the Disposal of Fixed Assets presented. With a second by Ms. Garcia, a voice vote was taken and all members voted to approve. Motion carried.

#### **e. Financial Reports**

Mr. Martinez presented the following financial documents for review:

- Miners' Trust Fund Reconciliation
- Income Statement
- Accounts Receivable

- Cash Deposits

*Motion:* Motion made by Mr. Rubin to approve the Financial Report. With a second made by Ms. Garcia, a voice vote was taken and all members present voted in favor. Motion carried.

**f. Board Bylaws Review**

The Board was informed that an amendment has been proposed to ARTICLE IV;(B) of their Bylaws. The amendment is to change "Joint Commission Accreditation of Healthcare Organizations" to "Centers for Medicare and Medicaid Services (CMS) Conditions of Participation."

*Motion:* Motion made by Dr. Gordon to approve the Board of Trustees Bylaws with the amendment. With a second from Mr. Rubin, a voice vote was taken and all members voted in favor. Motion carried

Suggestion to continue to have access to the Joint Commission Accreditation of Healthcare Organizations manual

**Administrator's Report**

Miners' Colfax Medical Center is actively working as a group to achieve goals and sustain our mission.

Still working on the Health Information Exchange (HIE) Network . Waiting for information from the Lovelace Clinical Foundation.

The Northeastern New Mexico Medical Foundation has been established. This will allow funding for recruiting and retaining clinical professionals.

Are working on a project involving the Raton High School, NMHU, Luna Vocational Tech., and Miners' Colfax Medical Center to develop the concept of a Healthcare Career Pathway for high school students. This will allow students to gain experience in a hospital setting while taking college credit courses related to the healthcare field.

Appreciate Dr. Zmily's idea to develop a physician's report card for core measures.

**Executive Session**

*Motion:* At 1:12 pm, Mr. Rubin moved to go into Executive Session pursuant to Section 10-15-1(H)(2) 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 Dr. Gordon, 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 2:12 pm.

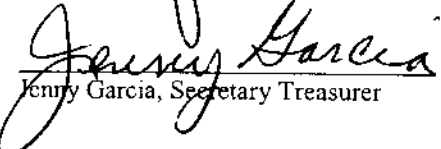
**Adjournment**

With no further business to discuss, Mr. Colangelo made a motion to adjourn the Board meeting at 2:13 pm. With a second from Dr. Gordon, the meeting adjourned.

**Attest**

  
Randy Rubin, Vice Chairman

  
Date

  
Jenny Garcia, Secretary Treasurer

  
Date