

May 25, 2012 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 Chairman Roy Fernandez on May 25, 2012 4:02pm. 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
Kathy McQueary via telephone conference call

Jenny Garcia
Dr. Gordon

Members Absent: Manual Anaya

Staff Present Charles Secora, MD Interim CEO
Shawn Lerch, CEO via telephone conference call
Tom Poteste, CFO
Jamie Marez, HR
Rob Bukovac, Compliance

Recorder Kandace Evans

Visitors Present: Patrick Padilla VA representative

Pledge of Allegiance

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

Correction/Approval of Agenda

Motion: After review of the May 25th, 2012, agenda, Ms. Garcia moved to approve the agenda as presented. With a second from, Dr. Gordon a voice vote was taken and all Board Members present voted in favor: Motion carried.

Correction/Approval of Minutes

April 27, 2012 Regular Meeting

Motion: After reviewing the April 27, 2012 Regular meeting minutes Dr. Gordon moved to accept minutes as presented, with a second from Ms. McQueary, a voice vote was taken and all Board Members present voted in favor: Motion carried.

Recognition of Visitors & Visitors Forum

Mr. Fernandez recognized staff and visitors present. Mr. Padilla attended the Board meeting for an update on the VA clinic progress and offering his assistance in keeping this project going. He has talked with several Representatives and Senator over the last couple of weeks

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pleading the need for the VA clinic project to go forward. Dr. Secora informed the Board and Mr. Padilla that MCMC did submit two different proposals, the first being to use the existing old Acute Care facility and the second using the land adjacent to the new facility to build a new structure. To date there has been no communication since the proposal was sent in. As far as we know they are still looking over all of the proposals and ours is still being considered. We are unsure and unaware of any of the other proposals that may have been submitted. Mr. Padilla stated that he is looking for ways to keep the need for a new VA clinic in the public light. The Board agreed that this is an endeavor that MCMC is very much interested in pursuing and we will keep this as an ongoing agenda item so that the board can keep informed in the progress.

Medical Staff Privileges and Appointments:

Reappointments and appointments to the medical staff were reviewed by the Board of Trustees. Ms. McQueary did have the opportunity to attend the Credentials Committee meeting. Upon the recommendation of the credentials committee for reappointment and appointments of all providers Dr. Gordon made a motion to approve all those who are seeking reappointment to the medical staff, second by Ms. McQueary, voice vote was taken and all Board members present voted in favor: Motion passes.

Medical Staff Reports

Medical Director Report:

Dr. Secora reported that NetMedical Express Specialist installed the telemedicine equipment on Thursday of this week. Because of a grant there is no cost to for the equipment and installation. Every consult will have a cost to the facility of \$504.00. This system is the same system that is used by the Alta Vista Healthcare Systems in Las Vegas, New Mexico and they have seen a significant number of patients that they are able to treat in the facility rather than transferring out because of the consultation they are able to get using this system. Currently the Neurologist is in the credentials process and should be coming to the Board in June for approval. After June we should be ready to start using the system for neurological consulting and with time we will be able to add other components of Cardiology, pediatrics including mental health consults.

We are still actively pursuing some possible medical personnel to join the healthcare team. We have made contact with a part time Internal Medicine Specialist who is interested in working out of Dr. Conders' office and will offer services here at MCMC. The same company who has put us in contact with this individual in also interested in providing some Family Practice physicians. Once we officially receive our HPSA designation we will be able to offer pay back on student loans which will be a huge incentive to bring medical personnel to our area. Right now we really do not need any services in ER that is handled under contract but need services in outpatient/inpatient consults and swing bed. There is a possibility of two Surgeons joining the surgical rotation. This is also in progress.

New Business

Secretary Election: The Board secretary position is vacant due to Mr. Anaya becoming the Vice Chair. Floor was opened for Nominations for the position of Secretary. Nomination of Ms. McQueary for the position of Secretary by Ms. Garcia. Nomination accepted by Ms.

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McQueary. No other nominations. No further discussion. Voice vote was taken, All Board members present voted in favor. Motion passes.

Policy: Review of the policies presented to the Board for Review.

Reconciliation of Cash policy and Electronic Medication Order Entry. Motion by Dr. Gordon to accept the policy as presented, second by Ms. Garcia, Voice vote was taken motion passes.

CCDC Policy presented to the Board. Motion by Ms. Garcia to accept the policy as presented, second by Dr. Gordon, voice vote was taken motion passes.

Administrators Report

Still working with Cardiology group on negotiation of contract. Under the current contract we are providing clinic space and we are able to bill for services. We have never billed for those services because the Cardiology group has failed to give us the information needed in order to bill for those services. The current contract is up now in July.

Mr. Shawn Lerch has been approved by the Governors' office and starting next week we will start having weekly or biweekly meetings so that he can become familiar with operations before his start date of July 9th. If there are any immediate issues we will call him immediately.

Executive Session

Due to the limited time that all Board members are available and personnel situations that require attention the agenda was changed and a motion was made to go into Executive session before the financial report.

Motion: At 4:45pm motion was made by Dr. Gordon 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 Ms. McQueary a roll call vote was taken and all members present voted in favor. The Board went into session at 4:56pm.

Open Session

The Board returned to open session at 6:07pm with the announcement that they directed Dr. Secora to get the current definition of assigned and non-assigned patients. The personnel issue concerning a physician is a medical staff issue and should be reviewed by the medical staff before coming before the Board of Trustees. No other action taken.

Financial Report

Mr. Poteste, CFO presented to the Board of Trustees a revised income statement. Our overall operating expenses are down from last year which shows that we are doing a better job at decreasing our expenses. Our Income has increased due to our Medicare reimbursement adjustment that we received.

Question by Board on Trust Fund. Mr. Poteste explained that we are now doing a month to month activity on the permanent fund rather than yearly that was done by the previous CFO. This will give the Board a better understand of our current financial situation. Ms. McQueary thanked Mr. Poteste for trying to simplify the income statement for their review.

On the LTC stucco project the original transfer for the original amount and contingency was \$150,000.00 with the change order the new cost will be approximately 154,000.00.

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Two additional reports were presented for review which were accounts receivables and cash account reconciliation. Mr. Poteste asked what they wanted to review as part of his financial report in the future.

Adjournment

With no further business the meeting was adjourned at 6:30pm

Attest

Roy Fernandez, Chairman

Date

Kathy McQueary, Secretary

Date