

May 22, 2013 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 Vice Chair Kathy McQueary on May 22, 2013 at 1:06pm. The meeting was held in the Long Term Care Facility Board Room located at 900 S. Sixth St. in Raton, New Mexico.

Members Present: Manuel Anaya-Chairman –Chair Telephone Conference
 Kathy McQueary, Vice-Chairman
 Kenneth Scott Berry
 Raymond Rodarte

Members Absent

Staff Present Shawn Lerch, CEO
 Tom Poteste, CFO
 Lee Caruana, Chief of Staff

Recorder Kandace Evans

Visitors Present: (SEE ATTACHED LIST)

Pledge of Allegiance

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

Correction/Approval of Agenda

Motion: After review of the May 22, 2013, agenda, Mr. Berry moved to accept 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

April 19, 2013 Regular Meeting

Motion: After reviewing the April 19, 2013 Regular meeting minutes Mr. Berry moved to accept minutes as amended with the changes made to include the postponement of the Medical Staff Bylaws until the next meeting so that the Board of Trustees would have more time to review the Medical Staff Bylaws, the statement made by Mr. Colangelo as to the definition of a miner was amended to state Miner, with a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor: Motion carried.

Recognition of Visitors & Visitors Forum

Please see attached list of visitors present. Introduction of visitors present.

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Medical Staff Privileges and Appointments

Dr. Caruana presented to the Board of Trustees six providers who are seeking credentials through the facility. Dr. Patrick Thompson ER/Hospitalist for reappointment. Dr. Donald Belknap ER/Hospitalist for reappointment, Dr. Mario Marquez Tele Psychologist for appointment to medical staff. Also Dr. Leonardo Lopez is seeking appointment to the medical staff he will be a hospital employee. He will be providing Internal Medicine and Pediatric care and will be working out of Dr. Conder's office. Dr. Jessica Roberts who will be hired by the hospital for the OB/GYN women's services. Dr. Smith who is an Emergency Room hospitalist who has been providing care for one year. Mr. Rodarte asked a question concerning the tele-medicine program as to if there are standards for telemedicine. Dr. Caruana explained that telemedicine is very acceptable in rural areas and there are policies and procedures in place. Mr. Berry made a motion to accept the recommendation with a second from Mr. Anaya, a voice vote was taken and all Board Members present voted in favor to accept the recommendations of the credentials committee: Motion carried.

Medical Staff Report

Dr. Caruana reported that we are welcoming some new members to the medical staff trying to have some continuous care in the Obstetrical department by Dr. Roberts providing approximately 20 days of care and the others being covered by the other physicians that we are already using which will give some stability to the program. Dr. Lopez will be assisting Dr. Caruana in covering some of the pediatric care and seeing Internal Medicine and Pediatric care. Nothing new from any of the committees since last reported.

Old Business

Review of the Medical Staff Bylaws for approval. Once Bylaws are approved the Medical Staff will start updating their policies and procedures. Bylaws were updated as rules and regulations by CMS and other entities changed scope of requirements. Most of the changes were to make Bylaws more focused on disciplines rather than being all inclusive as they were before. Motion made by Mr. Berry, second by Mr. Rodarte. Motion passes.

Visitors Forum

No comments or discussion

New Business

(Please see policy list)

Review of the policies by the Board of Trustees. Discussion of each policy.

Low Volume Physician Policy review- This is a credentialing process that will allow the credentials committee to review physicians who are appointed to the medical staff. This policy is a safeguard to make sure that physicians are competent to perform procedures.

Sliding Fee Scale Policy discussion-Mr. Poteste CFO reviewed the policy with the Board of Trustees. Since the Board was not able to review the policy before the meeting, it was requested that this policy be put on hold until the next meeting after they are able to take a closer look at the policy. Would like to have this policy in place by the next fiscal year starting July 1st.

Nursing Policies reviewed-

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In future in all policies all changes will be noted on policy so that the Board will be able to see what changes were made. Policies changes will be noted in red or blue so that they will be able to identify all changes.

Motion made by Mr. Berry to postpone the sliding fee scale policy second by Mr. Anaya.
Motion passes.

Motion made by Mr. Berry to accept the other policies as presented. Second by Mr. Rodarte.
Motion passes.

Disposal of Equipment

List of equipment that is listed for disposal was reviewed by the Board of Trustees. All equipment is obsolete or in-repairable.

Motion made by Mr. Berry to accept list as presented. Mr. Anaya second. Motion passes.

Administrators Report

Mr. Lerch informed the Board of Trustees that last week the staff attended an educational fair held at the facility. The staff went through 15 educational components to learn everything from HIPPA compliance, to HR policies, safety. There was a great turn out by staff. There were several give-a-ways given out it was a positive manner to give staff the educational requirements that they need but a way to make sure that they are engaged in the learning process. Gloria Neurather and Jeanne Peak spearheaded the event and did a phenomenal job in the education department.

On Friday we had our State Trauma Survey. We had surveyors from Oregon, Department of Health does our trauma survey. Survey process should have taken two days but because of the teams preparedness and everything that was sent beforehand it only took four hours and they were satisfied with the level of preparedness. Hattie Jolly, RN and Val Ridolfi, DON have put a lot of work into this year long process. They did give us unofficial notification that we will be deemed a level four trauma center. We only are the third in the state to receive that designation. We will be seeking a level three trauma designation next year because we are close to that level. The designation is dependent on physician coverage which will be remedied when we bring on the two other surgical physician services.

Electronic Health Record date has been pushed back from May from going live. Some of the issues will affect our collection. We will wait until after our fiscal year before we go live. We are targeting July 29th to go live. We are still working on the build for clinic right now and August we will go live in the clinic and two months later follow Long Term Care.

State Personnel Board did approve the physician classification series as a 99. This is going to help out to address the overtime issues. They are starting on the new healthcare classification and we will continue to work very closely with them on this.

Physician Recruitment- Dr. Lopez and Dr. Roberts are up and running. Dr. Lopez will start his clinic tomorrow afternoon. He has been working on protocols. We have gotten his clinic staffed and one of our nurses from OR will be working in his clinic.

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Meet and Greet went very well and we will continue to market their services.

We are looking at a start date for Dr. Wright of September 1st. Dr. Willet will be coming on the 24th to look at our facility and also Trinidad. We would also share this physician with Trinidad. He is also a trauma surgeon.

We are looking at ways to hire nurses rather than to use contract nursing services. We are looking at other communities where hospitals are downsizing their nursing staff and we will advertise in local newspapers.

Long Term Care Survey results we did get the official letter stating that everything has passed for CMS licensing. They were very complimentary on our service line.

MCMC Auxiliary they provided funding for the new Wellness Center equipment. The Miners resident and community miners have been using it and have had great feedback on the equipment.

LTC projects-floors are complete, and security is almost done just need to do some final installs. Paving project will be done by the 30th.

The 30th of May will be the Auxiliary luncheon as a thank you for them.

We have interviewed for the accountant position. We have interviewed for the CFO position. We want to bring that person on in June so we are bringing them on site so we can make sure that they are the right person for the position.

Clinic billing Services-We are getting some revised quotes because they were a little high from what we can go on site.

Rural Health Clinic RFP will be going out on Tuesday. We will be looking at bringing the architect and general contractor together. The plan is to start design in July.

Health Counsel. We will be working on getting the health council started again to meet the healthcare needs of our community. We are going to work on a strategic vision to meet community and population health to make sure that we are streamlining and duplicating services.

Behavioral Health-This is glaring need in our area. We need to make sure that we find somewhere for these services to be provided. We will be working on this service line. We will be looking at both long term and short term care plans. Geriatric psychology.

We met with the health lodge staff at Philmont to understand over all needs. They are extremely complimentary of the service that they received last year. During the meeting we identified that the health lodge is staffed with residents from Kansas University. This is a great opportunity for us in recruitment. We will be providing some education over the summer so that we can build those relationships.

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ESS we are continuing to build coverage and specifically reviewing observation and proper placement. We will be doing a lot more education with the physicians on this.

Service line development- Derrick in Radiology is getting certified in Cardiac ultrasound so we will be able to increase those services on site.

The Board of Trustees commended administration and staff for all of their hard work in the recruitment of physicians to this area and providing quality healthcare to our community. This is a critical aspect for this community.

Financial Report

April financial outcomes were higher than March's with a net patient revenue of \$1,799,653.16 total revenue of \$2,197,505.89 total expenses with depreciation of \$2,117,984.29 resulting in a net gain of \$79,521.60 for the month and net loss of \$2,652,387.98 for the year. Gross patient revenue was down \$644,579.47 from last year for the month and \$7,240,614.67 for the year. Gross patient revenue saw an increase from the previous month of \$100,310.62, the second consecutive month showing an increase. Total revenue from operations was up \$290,243 or 16% over budget for the month and (\$989,583) or 6% under budget for the year. Expenses (less depr.) were over budget by \$20,603 or 1% for the month and (\$1,682,714) or 8% under budget for the year.

Acute admissions are down by 123 for the year and the average daily census is up one to 7 compared to 8 last year and 8 in 2010. The average length of stay is below the required 4 days at 2.7. Total occupancy rate is 26% based on 25 beds as compared to 32% in 2012. Inpatient surgeries FY 2013 are 7 down from FY 2012 with outpatient surgeries going up by 12. Observation (23), emergency room visits (398) and outpatient visit (664) continue to be down for the month from FY 2012 and year to date totals.

New patient revenue less adjustments for audit AJE's FY 2012 posted in share in April were \$1,510,506 up from the previous month of \$1,185,744. Medicare reimbursement and sole community provider funds were audit adjustments FY 2012 posted April 2013. Bad debit write-off audit adjustment FY 2012 of \$1,430,328 of which \$823,024 has been charged off FY 2013.

Overall, expenses were up \$20,603 for the month compared to budget and actual expenses were up \$443,685 for the month from FY 2012 and up \$332,827 for the year from FY 2012. Personnel services \$117,547 under budget for the month and for the year (\$566,415) under budget or 5%. Contractual allowances \$26,844 over budget for the month, and (\$549,585) under budget or 15% for the year. Other operating expenses were \$111,306 over budget for the month and (\$566,714) for the year or 11%.

The Operating Trust Fund began FY 2013 with a balance of \$8,973,400 and Permanent Fund had a balance of \$106,277,372 through April 30, 2013 the Operating Trust Fund has earned \$5,474,346.68 with a projected earnings for FY 2013 of \$6,571,553.47. Appropriated legislative transfers from the Trust to operations is \$4,863,100 and capital projects totaling \$743,446.71 leaves an anticipated FYE 2013 balance of \$9,938,406.89. Through March 31, 2013 the Permanent Fund has shown an increase of \$10,683,758.82 resulting in a balance of \$116,961,130.91

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Motion: Mr. Rodarte moved to accept the financial report as presented, with a second from Mr. Berry, a voice vote was taken and all Board Members present voted in favor: Motion carried.

Executive Session

Motion:

At 2:25 pm motion was made by Mr. Berry 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 Mr. Rodarte a roll call vote was taken and all members present voted in favor. The Board went into session at 2:25pm.

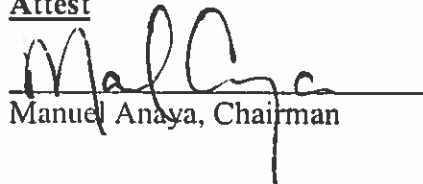
Open Session/Announcements

The Board returned to open session at 3:15pm with a Motion by Mr. Berry second by Chairman Anaya. There were no announcements or actions in Executive session.

Adjournment

Motion made by Mr. Berry with a second by Mr. Rodarte with no further business meeting be adjourned, a voice vote was taken all in favor meeting was adjourned at 3:15pm

Attest


Manuel Anaya, Chairman

6-28-13
Date


Raymond Rodarte, Secretary/Treasurer

6-28-13
Date