

**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 September 20, 2013 at 1:00 pm. The meeting was held in the Long Term Care Facility Conference Room located at 900 S. Sixth St. in Raton, New Mexico.

**Members Present:**

Kathy McQueary  
Raymond Rodarde  
Donald Belknap  
Scott Berry (via telephone)

**Members Absent**

Manuel Anaya

**Staff Present:**

Tom Poteste, CFO  
Phillip Gonzales, Accountant  
Henrietta Romero, Recorder

**Staff Absent**

Shawn Lerch, CEO

**Visitors Present:**

(See attached list)

**Pledge of Allegiance**

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

**Correction/Approval of Agenda**

*Motion:* After review of the September 20, 2013 agenda, Dr. Belknap moved 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**

**August 30, 2013**

After review of the August 30, 2013 minutes, Vice-Chair McQueary commented on the Agenda Item; Old Business, the discussion regarding the Non-Miner admission is repeated three times. A request was made to check into this and remove the redundancy.

*Motion:* A motion was made by Dr. Belknap to accept the minutes. With a second from Mr. Rodarte, a voice vote was taken and members present voted in favor. Motion carried.

**Recognition of Visitors & Visitors Forum**

Recognition of Visitors-Please see list.

**Executive Session**

Vice-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) of the Open Meetings Act to discuss Medical Staff privileges and appointments prior to granting appointment. The Board of Trustees determined that this remain on the agenda.

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*Motion:* At 1:05 Dr. Belknap made a motion to into Executive Session For the purpose of limited personnel matters pursuant to Section 10-15-1 (H) of the Open Meetings Act. With a second from Mr. Rodarte, Roll call vote was taken and all members present voted in favor. Motion carried.

*Motion:* A motion was made by Dr. Belknap to return to regular session. With a second from Mr. Rodarte, the Board of Trustees returned to regular session at 1:15. No action taken.

### **Medical Staff Privileges & Appointments**

#### **New Appointment:**

*Motion* A motion was made by Dr. Belknap to appoint Locum Tenens Privileges, as recommended by the Credentials Committee, to Chrisman Scherf, MD in General Surgery and Allied Health privileges to Deborah Anaya, NP as a Nurse Practitioner for the Outreach clinic. With a second from Mr. Rodarte, a voice vote was taken and members present voted in favor. Motion carried.

#### **Reappointment:**

*Motion:* A motion was made by Dr. Belknap to reappoint Active Staff privileges, as recommended by the Credentials Committee, to Lee Caruana, MD in Family Medicine and Julene Moore, MD in Pathology; Locum Tenens privileges in General Surgery to Norman Sorgen, MD, Limited Active staff privileges to Elin Ritchie MD in Family Medicine, Consulting Staff privileges to David McCraney, MD in Telemedicine/Neurology, Allied Health privileges to Ron Cochran, CRNA as a Nurse Anesthetist and increase Leonardo Lopez, MD's privileges to include Pediatric Medicine. With a second from Mr. Rodarte, a voice vote was taken and members present voted in favor. Motion carried.

### **Medical Staff Report**

No Report

### **Old Business**

The Board was asked by one of the guests what the status is of Mr. Roy Fernandez being appointed to sit on the Admission's Committee and was informed that the Policy determining membership needs to be reviewed and amended to allow an at large member. No action has been taken.

### **Feasibility Survey**

A proposal has been presented to contract with Dekker/Perich/Sabitini Ltd. to perform a Feasibility Survey to determine the need for behavioral health services in this area. The Board wanted to know the status of a meeting scheduled with the Behavioral Health Institute in Las Vegas, NM and were informed that this meeting was cancelled by them and administration is actively attempting to reschedule another meeting

Discussion determined that as there is a necessity for this service in our community, therefore the Board would like to move forward with this contract. It was pointed out that the scope of work provided by this contractor is only to analyze the needs, not develop the program. The findings that come out of this survey will help establish a model for a Behavior Health program.

Vice Chair McQueary invited a motion to approve moving forward with the Feasibility Survey. Board member, Mr. Scott Berry, informed the members present that his company is actively contracted with this company therefore he will abstain from voting.

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*Motion:* A motion was made by Dr. Belknap to accept the Feasibility Study with Dekker/Perich/Sabitini Ltd. for \$45,000.00. With a second from Mr. Rodarte a voice vote was taken. Mr. Berry abstained from voting and the remaining members present voted in favor. Motion carried.

*Disposal of Equipment*

Upon review of the September 1, 2013 Disposal of Assets report, Mr. Rodarte moved to approve the report. With a second from Dr. Belknap a voice vote was taken and all Board members present voted in favor. Motion carried.

*Policies*

The reviewed the revised *Contrast and Medication Administration* Radiology Department policy.

*Motion* A motion was made by Dr. Belknap to approve the revised *Contrast and Medication Administration* policy. With a second from Mr. Rodarte, a voice vote was taken and members present voted in favor. Motion carried

*Administrator's report*

Mr. Poteste presented the Administrator's report in Mr. Lerch's absence. Mr. Lerch is attending the Black Lung conference in Montana.

The New Mexico Hospital Association's annual conference is scheduled to be held next week in Albuquerque, NM.

The Rural Health grant is not part of the Trust Fund therefore, the financial office needs to determine how to categorize expenditures from this funding.

Administration will schedule a meeting to begin Strategic Planning.

Six MCMC staff members are scheduled to attend the Centriq conference at the end of September 2013. Administration is hopeful that this will help clear up issues with the conversion.

The candidate that has applied for the CFO position is scheduled to be here September 27, 2013. Will contact board members to schedule a meeting,

Administration is actively working on recruiting healthcare providers. Are hoping that Dr. Angel Wright will be able to complete the credentialing process and be ready to start providing General Surgery coverage by the middle of October, 2013.

A new position has been developed for an Insurance Navigator. This person will assist people in finding the right insurance plan.

The conversion from ICD-9 to ICD-10 will go into effect October 2015.

The Budget hearing in Santa Fe for FY15 is scheduled to be held September 26, 2013.

*Motion* :A motion was made by Dr. Belknap to accept the Administrator's report. With a second from Mr. Rodarte, a voice vote was taken and members presented voted in favor. Motion carried.

**Financial Report:**

Mr. Poteste informed the Board that the Auditors were at MCMC the second week of September and hope to finish the week of October 7, 2013. The Board was also informed that the Income Statement has additional breakdowns to include the Trauma and Disaster grants; the Disaster grant is listed under Education and the Rent of Quarters which is the income received for the Auxiliary House. Revenue has increased for July 2013.

The following financial documents were presented for review:

- Miners' Trust Fund FY13 Actuals
- Miners' Trust Fund FY14 Reconciliation/Projections
- FY14 Income Statement
- Balance Sheet
- Dashboard

*Motion:* A motion was made by Dr. Belknap to accept the Financial Report as presented. With a second from Mr. Rodarte, a voice vote was taken and members present voted in favor. Motion carried.

The Board discussed issues regarding the lack of consistent payment plans for patients who need procedures performed at the hospital. The Board was informed that the current hospital policy states that the patient is responsible for 50% of the co-pay or deductible over \$150.00 but has the option to set up a payment plan. The Board stated that hospital staff needs to be educated on the policy and trained on how to work out a payment plan that is feasible for patients.

**Executive Session**

*Motion:* At 2:01 a motion was made by Mr. Rodarte 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 Dr. Belknap, a roll call vote was taken and all members present voted in favor. The Board went into session at 2:02

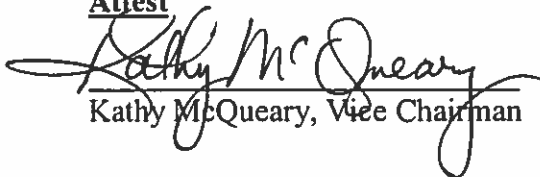
**Open Session/Announcements**

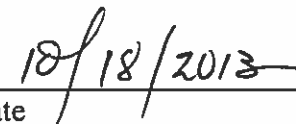
*Motion:* A motion was made by Mr. Rodarte to return to open session at 2:18. With a second from Dr. Belknap, a voice vote was taken and all members voted in favor. Motion Carried. No action /announcements

**Adjournment**

With no further business to discuss, a motion was made by Dr. Belknap to adjourn the Board of Trustees meeting. With a second from Mr. Rodarte the meeting adjourned at. 2:19

**Attest**

  
Kathy McQueary, Vice Chairman

  
Date

\_\_\_\_\_  
Raymond Rodarte, Secretary Treasurer

\_\_\_\_\_  
Date