

04/22/2016 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 Chair McQueary on April 22, 2016 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
Scott Berry
William "Cotton" Jarrell
Raymond Rodarte
Dr. Belknap by phone only during Medical Staff Privileges & Appointments Presentation

Staff Present:

Shawn Lerch, CEO
Marin Wamsley, Recorder
Peggy Martinez, CFO
Dr. Caruana
Anna Caruana

Visitors Present:

(See attached list)

Pledge of Allegiance

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

Correction/Approval of Agenda

Chair McQueary noticed the Administration Report was placed under New Business rather than being a separate numbered item. With this correction she asked for a motion to approve.

Motion: After review of the April 22, 2016 agenda, Mr. Jarrell made a motion to accept 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

After review of the March 18, 2016 minutes, Mr. Jarrell made a motion to accept as presented. 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

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.

Motion: At 1:03 Mr. Berry made a motion to go 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. Jarrell, Roll call vote was taken and all members present voted in favor. Motion carried.

Motion: A motion was made by Mr. Berry to return to regular session. With a second from Mr. Jarrell, the Board of Trustees returned to regular session at 1:13 pm. No action taken.

Medical Staff Privileges & Appointments (Please see attached list)

New Appointment: Dr. Belknap reviewed on the phone the Credential files with the Board of Trustees

Motion: A motion was made by Mr. Jarrell to approve all credential recommendations for appointment to the medical staff. With a second from Mr. Rodarte, a voice vote was taken and members present voted in favor. Motion carried.

Re-appointment:

Motion: A motion was made by Mr. Berry to approve all credential recommendations for re-appointment to the medical staff. With a second from Mr. Jarrell, a voice vote was taken and members present voted in favor. Motion carried.

Medical Staff Report

Dr. Caruana presented the medical staff report to the Board.

He explained there were no new additions or subtractions of employees on our medical staff.

He hopes two cardiologists will begin working soon at Miners' Colfax Medical Center rotating every other week.

He explained the Oncology Clinic has a routine now.

We have more contact with UNM and they are interested in sending more specialty clinics to us, maybe orthopedic. Las Vegas has cut back providing doctors. This may have a negative or positive impact on Miners' Colfax Medical Center.

Chair McQueary asked Dr. Caruana if more equipment is needed for Oncology. None is needed at this time.

Old Business

None

Visitors Forum

Diane Dixon-Grant explained to the Board employees are overlooked for their great work. Since, Dr. Newman saved her husband's life, she asked the Board to please acknowledge Dr.

Newman. She added Dr. Newman is a very special person on your staff. Mr. Jarrell responded he appreciates hearing the positive about employees.

Richard Cardenas asked if the helicopter we have takes patients to Albuquerque. Mr. Lerch responded MedFlight does costing \$50,000.

Felix Petterlin asked if Med Flight is still here. Chair McQueary told him yes.

Richard Cardenas told Mr. Lerch the new elliptical machines in the Wellness Center are nice.

New Business

Chair McQueary discussed some concerns about a few of the policies.

She mentioned the policies are not tagged on a cycle. Mr. Lerch explained managers are working on them.

Regarding the Procurement policy, Chair McQueary also mentioned the authority levels for procurement need to be looked at. Mr. Lerch said he would send the authority levels when the information is ready.

She emphasized the Medicaid reimbursement rules need to be double checked, because they do not match the IRS rules regarding dependents who are not family members. Mr. Lerch will have Peggy look at those rules.

Chair McQueary wants this policy to state conflict of interest, collections, and deposit requirements are within the guidelines.

The Crisis Communications Department policy needs to include who is in authority and what the department is made up of. She wants to know if this policy is using VP of Finance or CFO, so she would like a language cleanup.

Chair McQueary is concerned about liability regarding the CMS rule about patients bringing in their own over the counter medicine into nursing facilities and self-administering over the counter medicine at nursing facilities. OSHA wants to limit exposure and liability regarding this issue.

Chair McQueary asked for these few policies to be fixed. Otherwise the other policies are moving along.

Administrator's Report

Mr. Lerch explained how MCMC rates on quality compared to the national average for inpatient care based on data from HCAHPS. The national average is 73% and Miners' Colfax Medical Center is at 88%. Discharge information provided to patients and other providers has dipped down to 73%. He explained this information is important for transitions to patients' homes, another nursing home, or to a higher level of care.

In March, HRSA visited our Outreach mobile unit in Grants. They were impressed. The Telehealth program with Dr. Sood means advancement of the Outreach program. Outreach will visit Utah soon. The Outreach team recently finished up screening at the coal mine in Grants seeing over 386 patients this was a great screening.

Mr. Lerch also explained The Foundation, another donor, promotes research for miners' health, other diseases besides black lung. National group is impressed with Dr. Sood.

Mr. Lerch mentioned the Auxiliary is looking at providing additional equipment for the Wellness Center.

Mr. Lerch would like to acknowledge Tom Hay during a ribbon cutting ceremony the 2nd or 3rd week in May for providing the statue of the new mule standing in front of our Acute Care facility in front of the coal cart.

UNM residency programs are committed to PA's and NP's. Dr. Belknap says the 3rd year residents sent by UNM to Miners' Colfax Medical Center are great. Because, Miners' Colfax Medical Center is slower paced, these residents can use their critical thinking skills better Mr. Lerch explained.

Mr. Lerch expressed to the board that he is hoping Dr. Khoo, a cardiology doctor, will begin by June after the credentialing process and enrolling in insurance plans.

Mr. Lerch gave the Board an update on CLA. The FY15 Audit should be finished by the early part of May.

The Clinical Model for the Primary Care Clinic shows access to primary care has improved. There are two openings every day, wait time is decreasing, and 58 patients are seen a day.

Mr. Lerch explained Service Lines are two groups who provide a pain clinic. CRNA groups submit for credentialing and process

Alta Vista Regional Hospital is closing its OB department. Dr. Van Sickle has advanced skills for performing OB/GYN surgeries. She will be here once a month to screen patients and set up surgeries. These surgeries typically require 1 to 2 day stays.

MCMC has responded to the school based RFP for services in Des Moines. The RFP reimbursement is \$60,000.00 a year through the DOH.

Santa Fe Community College is looking at providing students for clinical rotation in lab, radiology, and respiratory. Due to this, teaching and workforce opportunities will arise.

Miners' Colfax Medical Center's Emergency Room received its trauma recertification. We are now a Level 4 trauma center. The Surveyors come once every three years. They said everyone's trained. They were extremely complimentary. Lana Helton and Janine Frederickson will have more trauma training. Mr. Lerch explained this means an additional \$130,000 in equipment and trauma preparedness.

Mr. Lerch explained Centriq's 11.0 Version will enhance physician notes, auto dictation, ER electronic systems. It will be operational in three weeks.

He informed the Board of the good news from the recent job fair. Six candidates are qualified to work at Miners' Colfax Medical Center. And a certified coder is applying.

A community meeting in July will take place for the community to be informed of Miners' Colfax Medical Center's financial standing at the end of our fiscal year.

The State was satisfied with the LTC Survey regarding installing pull cords in all of the LTC bathrooms.

Janet Trammel, our LTC Director of Nursing is stepping down on May 15th. We have a candidate with 30 plus years of experience who will join our team at the end of May.

Northeastern NM Foundation will assist in recruiting a family medicine physician due to the upcoming retirement of some of our current physicians. Mr. Lerch explained a recruiting firm will help to bring practitioners in. Medicus and others can assist also in the endeavor.

The UNM production office is assisting us to a marketing campaign both radio/print and web based with marketing the exceptional services we provide. We are expecting this campaign to cost \$20,000 and will be funded by the NENM Foundation.

Mr. Lerch explained the new CT machine placement will begin in May and will be in operation by July.

Telemetry provided to OB patients will be a \$140,000 investment with a time frame in July. MJ Saunders will be trained in echo and advanced diagnostics and will work with the cardiologist. This process will take 3 to 6 months.

Chair McQueary mentioned Auxiliary will host their district meeting on May 19th. Mr. Lerch added Auxiliary has contributed \$800,000 during their existence.

Financial Report (SEE ATTACHED)

Mr. Lerch explained why we want the Primary Care Clinic to be the Rural Health Clinic. As a Rural Health Clinic it financially benefits us with a higher reimbursement from Medicare and Medicaid. The top 2/3 of our patients have Medicare and Medicaid. The application and survey for becoming a Rural Health Clinic takes 6 months.

Ms. Martinez explained we have a great growth in patients and finances compared to last year. Admissions have increased from 499 to 547. The Primary Care Clinic has increased to 9528 from 6850. ER has increased to 4362 from 4225. Mr. Lerch emphasized we want to see a decrease in ER visits because it benefits our Primary Care Clinic and patient care being cost effective and a better quality of care. Inpatient days have increased from 1494 days to 1721. Observation hours have increased from 10,550 to 13,710 hours. Receivables for the first time ever has gone over 2 million for cash coming in for the month. The total increase for the year so far is 13.7 million compared to 9 million last year.

Chair McQueary stressed with improved coding more bills have been dropped. Outgoing amount for this year is \$24.6 million compare to last year's amount of \$18.7 million. Another first is swing bed has gone over \$500,000.

Expenses show AP-\$14.3 million, AR-\$16.2 million in cash, CFR-year-end adjustments on payroll, \$216,000, Miners' Trust-\$5.6 million, Payroll-\$5.7 million, showing a \$1.6 million positive amount.

Last year Mr. Lerch explained we had a \$1 million loss when building the Primary Care Clinic last year. This year's forecast is a \$2 million dollar profit.

AR is showing \$2.2 million this year compared to 1.3 million last year. We want to allow between 0 to 60 days for collecting payments after sending out bills. 45 days are allowed from insurance finishing paying their part for the customer to pay their co-pays. After 120 days with no payment from the customer, the customer is sent to collections. We allow 3 years to receive the payment. We have 5,000 accounts now that fall into this category.

Miners' Trust has \$13.1 million in operating.
The Land Grant Trust decreased to \$124,000,339.

The contract nurses have decreased some to \$1.7 million. We want to change recruiting focus, since pay is low here by providing why they want to be a team member through marketing. One of these reasons is we offer a steady paycheck. No one's sent home just because there are a reduced number of patients. We want a qualified and committed nursing staff.

Motion by Mr. Berry to accept the financial report as presented to the BOT with a second by Mr. Rodarte. Voice vote was taken and motion passes.

Executive Session

Motion: At 2:56 Mr. Rodarte made a motion 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. Jarrell, Roll call vote was taken and all members present voted in favor. Motion carried.

Adjournment ALL OF THE INFORMATION

With no further business to discuss, a motion was made by Mr. Berry to adjourn the Board of Trustees meeting. With a second from Mr. Jarell the meeting adjourned at. 5:00 pm.

Attest


Kathy McQueary, Chair

June 17, 2016
Date


Raymond Rodarte, Secretary Treasurer

June 17, 2016
Date