

**MINERS' COLFAX MEDICAL CENTER**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Call to Order**

Chair, Kathy McQueary called the regular meeting of the Miners' Colfax Medical Center Board of Trustees to order on June 16, 2017, at 1:00 pm. The meeting was held in the Long Term Care Facility Conference Room at 900 South 6th Street in Raton, New Mexico.

**Members:** Kathy McQueary, Chair  
Scott Berry  
Donald Belknap, MD.  
William 'Cotton' Jarrell  
Raymond Rodarte, Secretary/Treasurer

**Absent:** None

**Staff:** Shawn Lerch, CEO  
Bo Beames, Interim CEO  
Dr. Schmidt, Medical Director  
Peggy Martinez, CFO  
Gail Stoecker, Recorder

**Visitors:** See Attached list (Attachment A)

**Pledge of Allegiance**

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

**Correction/Approval of Agenda**

*Motion:* After review of the June 16, 2017 Agenda, Mr. Jarrell moved to amend the agenda as presented to reflect the addition of Item 5 Interim CEO. 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**

The Board members present reviewed the minutes of the May 19, 2017 Regular Board meeting  
*Motion:* Mr. Berry made a motion to approve the minutes as presented, with a second from Mr. Jarrell, a voice vote was taken and all Board Members present voted in favor: Motion carried.

The Board members present reviewed the minutes of the May 30, 2017 Special Board meeting  
*Motion: Dr. Belknap* made a motion to approve the minutes as presented, with a second from Mr. Berry, a voice vote was taken and all Board Members present voted in favor: Motion carried.

### **Interim CEO**

Chair McQueary would like to use this opportunity to thank outgoing CEO Shawn Lerch for his vision and goals. The Board wishes Mr. Lerch and his family best of luck in the future.

Chair McQueary announced that the Board met on May 30, 2017 and was authorized by the Board to make an offer to Bo Beames in an interim capacity.

Mr. Beames shares the following:

- Finished term in January as an Interim at Roosevelt General Hospital in Portales, NM
- Prior to Roosevelt, worked for Presbyterian Health Services in Albuquerque
- Originally from Hobbs, NM

Mr. Beames states that he would like to firstly thank the Board. Mr. Beames was on his third day on the job and has had a great three days. Mr. Beames is impressed by what he has seen, Miners' Colfax Medical Center is a gem of a facility with great staff and the commitment of the Board and body, makes him look forward to being part of Miner's Colfax Medical Center. Mr. Beames further states that being an Interim is his purpose in life. He loves regional and rural facilities and loves to assist in transition. Mr. Beames looks forward to working with staff, please feel free to reach out and contact him.

*Motion: Mr. Berry* made a motion to approve the hiring of Bo Beames as Interim CEO, with a second from Dr. Belknap, a voice vote was taken and all Board Members present voted in favor: Motion carried.

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

Chair McQueary recognized visitors present-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)(2) of the Open Meetings Act.

*Motion: At 1:06 pm., Dr. Belknap* made a motion to go into Executive Session for the purpose of limited personnel matters pursuant to Section 10-15-1 (H)(2) of the Open Meetings Act. With a second from Mr. Rodarte, a roll call vote was taken.

Roll call vote:

William Jarrell-Yes

Dr. Belknap-Yes

Chair McQueary-Yes

Scott Berry-Yes

Raymond Rodarte-Yes

Motion Carried.

*The Board of Trustees returned to regular session at 1:13 pm. No action was taken.*

### **Medical Staff Privileges & Appointments (Attachment B)**

Dr. Belknap went over the list of providers that have been recommended by the Credentials Committee.

*Motion:* Mr. Jarrell made a motion to approve the recommendations made by the Credentials Committee for new appointments and re- appointments. With a second from Mr. Rodarte, a voice vote was taken and members present voted in favor. Motion carried.

### **Medical Staff Report**

Medical Director, Douglas Schmidt, MD reports the following to the Board:

- Primary problem with Medical Staffing is the inability to get appropriate help on Medical and Support Staff as in nurses and physicians
- Ongoing reviews are suffering with a resignation in Quality, not severely but not up to standards previously set including review of care of Medical Staff and using it as a teaching time to correct inadequacies.
- Looking to have new procedures and forms instituted by October
- Created new set of bridge orders and new policy of bridge orders to smooth out transition from ER.
- Just created new procedure with a new form for nursing staff on what they need to do immediately so there is no gap with ER and floor
- Ongoing issues with making OBGYN clinic run smoothly and increasing capabilities more than simple GYN
- Identified two factors with personnel issues with Quality Assurance
  1. Little chaos with opening the clinic and get it to function well with a high turnover with staff and having open positions in ER along with training new managers who are doing a good job but will be better next month
  2. Not enough nurses, using travel nurses who are used to different procedures at different hospitals and having to learn new procedures at MCMC and things get missed.

Mr. Berry raises a question in regards to the ER and electronic records. Dr. Schmidt answers that he doesn't want ER Physicians taking care of patients. Better to get Specialty and/or Primary Physician up to speed so there is no gap in care. Dr. Belknap adds that classically ER's most dangerous time is during shift change. A limbo situation happens in every hospital and the goal should be to make transitions as seamless as possible.

Chair McQueary states that Staffing is something that we are working towards.

## Old Business

### Policies

Chair McQueary states that policies need to be seriously discussed on how to move them forward and how to move on with the signing and approving of policies. Some Board Members have had problems electronically. Possible option for signing off and approving policies to email the Board and have them sign off via email in batches.

Mr. Lerch recommends that in order to remain compliant, the administrative assistant should send off the policies to the Board Members for review and have them signed off at the Board Meeting for the best tracking.

Chair McQueary reminds the Board that the Salt Lake City conference for Black Lung and Pulmonary is coming up in September. Also, an Education Conference on Credentialing in Colorado Springs is coming up in October.

Mr. Beames reports to the Board that the Western Regional Trustee Symposium (WRTS) was a good conference mainly for Western States. The Symposium was well attended, with most of the focus about having strategic plan and having scorecard measures to gage performance that flows into quality. Lots of discussion on quality and patient experience and that is where lots of the dialogue should be. Significant change on how we will be paid in the future by value based purchasing incentive programs and quality measure and patient satisfaction. Lots of dialogue on presentation on finance with most focus on strategic and quality. Mr. Beames will get material, a more condensed version, from the Symposium to the Board Members so the Board can go through at leisure.

### Visitors Forum

Chair McQueary invited comments.

The following comments were raised by visitors present:

- Wellness center card won't open outside door to the Long Term Care Facility
- Will close doors to Wellness Center as members are worried about circulation and ventilation, might get stuffy as the weather gets hotter  
*Mr. Lerch answers that there is a plan to upgrade the HVAC system in the interim, MCMC is looking at adding additional fans*
- A visitor was told that the MRI Machine not working right as the MRI Machine get moved around and what is the chance of MCMC getting its own MRI Machine  
*Mr. Lerch answers that he has not gotten any reports but will work with Mr. Beames to check with Medical Imaging. Due to costs and due to our volume, outsourcing is currently our best option with being a rural hospital. Will also check with Radiology Department. Mr. Lerch adds that it is up to the patient, who gets to choose, but the physician recommends where to get the MRI done, ultimately it's up to the patient.*

## New Business

### Policies

No new policies before board today

Chair McQueary announced that before going into Transition Planning, there is a Department of Transportation update.

Mr. Berry updates the following to the Board in regards to previously talked about Hospital Drive:

- When highway was realigned created an alignment and grading issue on 555, tried to address to DOT for funding help and had been turned down twice in the past 3 years
- Application was approved this year receiving \$200,000 part city dollars part DOT
- Hoping this time next year we will be in construction and we will change the situation on 555
- Will pre warn everyone that this is not going to be pleasant process, will be frustrating to people who drive on those roads every day, will do the best to make traffic move efficiently
- Will begin design process, to hold public meetings
- Because of nature, planning to use radio notification as much as possible to update public and staff will not leave much left to chance.
- To work with EMT and making sure a plan is laid out so that we can get to ER
- ER access will always be open but challenging to contractor
- Mr. Berry thanks all of those who wrote letters and submitted to DOT

### Transition Planning

Chair McQueary reports to the board that the Team has been meeting every Tuesday. Transition Team has been productive in trying to keep on track on what has been going on. Has identified areas that need to be followed up on and progressing and has worked well. Mr. Beames will bring guidance and make sure the team keeps on track with how we achieve and keep things going.

Mr. Lerch adds that there is good plans in place with every strategic issues identified along with champions assigned and timelines written to keep things complete. Mr. Lerch advises the administrative assistant to forward transition notes to full Board.

### Administrator's Report

Mr. Lerch reports the following to The Board:

#### Growth Areas at Miners' Colfax Medical Center

- Quality Director position has been filled and due to start August 9, 2017 coming from Boulder, CO

- Wrapped up CNO interviews for Acute Care and will be finalizing an offer by June 19, 2017
- ICU Supervisor position has been open and posted for eight months with an offer being made to a working ICU Supervisor within the next week
- Other position being looked at is the Identification Utilization Review
- Lots of interest for the Identification Utilization Review position, not just RN's within the required qualifications
- Interim CEO is onsite learning and getting engaged with Miners' Colfax Medical Center's learning system, policies and procedures

### Recruitment

- Dr. Lotoc will be here at the end of July to get situated with an August start date
- Dr. Lotoc will start to take over where Dr. Caruana left off
- Working on the design of the Acute shell space walls with Design Group for additional physicians
- Dr. Cook will replace Dr. Chao who is retiring at the end of this month
- Dr. Cook will be in Raton August 15, 2017, just waiting on licensing
- Dr. Wright has been great and doing a good job with working for three weeks straight and Dr. Yeagle has also stepped up
- Dr. Ibrahim expected to be locums general surgeon to be here at the end of July
- Recruiting for two ER physicians and a Hospitalist through Medicus
- CFO is finalizing contracts with Medicus
- Ready to take the next step in looking for a more permanent Hospitalist.

Dr. Belknap comments that the meeting on June 15, 2017 with UNM was solid and is a major provider with outside physicians. UNM has worked well with Miners' Colfax Medical Center and is looking forward to keep relationship going. An issue identified is UNM Residents turnover the first of July which causes a lag of about two to three months and this puts MCMC in a bind. Mr. Lerch adds that compared to other staffing agencies, MCMC is saving significantly with UNM. More volume will be more residual coming to the budget.

### Miners' Services

- Ancillary Director traveled to Pipestem, WV to attend the 2017 West Virginia Black Lung Conference
- Strategic plan made for the Ancillary Director to travel to West Virginia because we are sponsoring the National Conference for Black Lung in September 2017.
- Attended the conference with the intent to learn what they are doing so not to duplicate during our National Conference
- Ancillary Director sat next to on the plane to Dr. Cecile Rose, Pulmonologist out of the National Jewish in Denver.

- Spoke with Dr. Rose about our advancements and Dr. Rose shared that there is no Cardiopulmonary South of Pueblo and currently sees lots of patients that she will refer to us
- Ancillary Director and team has been successful on planning legal, benefits and other educational tracks for the National Conference
- Dr. Sood and program is published nationally, which is partially the reason why we invested in the Endowed Chair
- To be clear MCMC is the leader in Black Lung
- Dr. Sood has high success due to thoroughness and with NIOSH and with workers comp. cases
- Kandace, Dr. Sood and UNM worked hard to get nationally recognized on behalf of Miners' in New Mexico

### **Financial Report (Attachment D)**

Peggy Martinez, CFO updated the Board on the Financial Report as the finance staff is working to prepare for the financial audit which will begin shortly after June 30, 2017.

Included in the report:

- ✓ FY17 Audit/Cost report
- ✓ Revenue and expense reports
- ✓ Dashboard analysis for admissions compared to same time last year: Noted 16% average increase.
- ✓ Land Grant Permanent Fund- balance and income distribution reports

Ms. Martinez announced her thanks to the financial staff that has been working hard and doing a great job with preliminary work to getting input in correctly and keeping track of things.

*Motion:* Mr. Rodarte made a motion to approve the Financial Report, with a second from Dr. Belknap, a voice vote was taken and all Board Members present voted in favor: Motion carried.

### **Executive Session**

*Motion:* At 2:11 pm., Mr. Berry made a motion to go into Executive Session for the purpose of strategic planning pursuant to Section 10-15-1 (H)(9) and for the purpose of the limited personnel matters pursuant to Section 10-15-1 (H)(2) of the Open Meetings Act. With a second from Dr. Belknap, roll call vote was taken.

Roll call vote:

William Jarrell-Yes

Dr. Belknap-Yes

Chair McQueary-Yes

Scott Berry-Yes

Raymond Rodarte-Yes

Motion Carried.

*The Board went into session at 2:16 pm.*

### **Open Session/Announcements**


*Motion:* A motion was made by Mr. Rodarte to return to open session at 2:54 pm. With a second from Mr. Berry, a voice vote was taken and all members present voted in favor. Motion Carried. No action taken and no announcements.

**Adjournment**

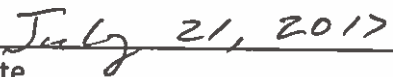
With no further business and no action taken, a motion was made by Mr. Berry, with a second from Mr. Jarrell to adjourn the Board of Trustees meeting at 2:56 pm.

**Attest:**

  
Kathy McQueary, Chair

  
Date

  
Raymond Rodarte, Secretary/Treasurer

  
Date