

**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 October 20, 2017, at 1:00 pm. The meeting was held in the Long Term Care Conference Room at 900 South 6th Street in Raton, NM.

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

**Absent:** None

**Staff:** Bo Beames, CEO  
Douglas Schmidt, MD, 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 October 20, 2017 Agenda, Chair McQueary announced an amendment to the agenda to dispense of items Number 6. Executive Session and Number 7 Medical Staff Privileges and Appointments, and also to move Number 12 Financial Report under Number 9 Visitors Forum. Dr. Belknap made a motion to approve the amended agenda . 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 September 22, 2017 Regular Board meeting.

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

Chair McQueary announced that Bo Beames, Interim CEO had a discussion with The Board during the BOT meeting held on September 22, 2017 Executive Session, during which Mr. Beames presented a proposal to continue as the permanent CEO. Mr. Beames exited the Executive Session allowing the Board to discuss the proposal. The Board agreed to accept Mr. Beames' proposal to go from Interim to permanent CEO.

### **Recognition of Visitors**

Chair McQueary recognized visitors present-Please see list.

### **Medical Staff Report**

Medical Director, Douglas Schmidt, MD reports that there have been significant improvements in collecting data so that MCMC can accurately evaluate performance and make corrections sooner rather than later.

### **Visitors Forum**

Chair McQueary invited comments.

Marlene Jenkins, Chairperson of Auxiliary House comments on the following:

- First Chairperson of the Auxiliary House since 2007
- Would like clarity on responsibilities on Auxiliary House
- Told previously that the Auxiliary needed to maintain the house.
- Guests of the house has always gotten what was required, needed, asked for
- Ms. Jenkins would like a key to Auxiliary House in order to get in the house to do proper maintenance
- Came in with three other Auxiliary members and worked for four hours on the house to clean, do maintenance, and hang a painting
- Ms. Jenkins requests regular cleaning and maintenance done on the house as Auxiliary has never been expected to clean the house in the past
- New signs have been put up in the kitchen
- Items from house still disappear –has placed 'property of Auxiliary' stickers on items
- Requests that guests to be checked in and checked out properly
- Has never been given a key to help with the house and has never given a reason as to why

The Board acknowledges and appreciates all that the Auxiliary does with the house to help move things forward.

Chair McQueary requests the following:

- Would like Auxiliary, CEO, Ancillary Director, Leadership Team, Maintenance, Housekeeping and others throughout the organization to come up and look at the overall process and come up with some guidelines in order to make things more concrete.
- A policy on how the Auxiliary House is used, maintained and requirements for the use and how that cooperation and the joint partnership with the Auxiliary is going to work for Board to review and take action on

Ancillary Director reports to the Board and visitors present that the Auxiliary house is on the Fall spraying schedule.

Mr. Beames appreciates the awareness that the Auxiliary has brought fourth. Mr. Beames would like to bring back to the Board a summary of progress and changes made.

### **Financial Report (Attachment B)**

Peggy Martinez, CFO updated the Board on the Financial Report.

Included in the report:

- ✓ FY17 Audit/Cost Report
- ✓ Dashboard analysis for YTD compared to same time last year: Noted 26% average
- ✓ Revenue and expense reports
- ✓ Land Grant Permanent Fund

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

### **Managers Presentation (Attachment C)**

Amanda Clerkin, RN, MSN-Chief Nursing Officer and Dee Sheridan, RN-Quality Director presents the following Quality Plan 2018 to the Board and Visitors present:

- MCMC Quality Charter
- Quality Charter Membership
- MCMC Values
- Duties and Responsibilities
- New Mexico Hospital Association Flex
- CMS Core Measures
- Medicare Beneficiary Quality Improvement
- CMS Requirement
- Hospital Improvement Innovation Network, Hospital Quality Improvement Incentive
- Next Steps

**Administrator's Report (Attachment D)**

Bo Beames, CEO reports the following highlights to The Board:

- CEO has temporarily taken over as LTC Administrator
- RN Compensation and Wage Solution
- Revenue Cycle Re-design
- Long Term Care
- Human Resources
- Quality and Patient Safety
- Leadership Development
- Facilities and Construction
- Medical Staff
- Recent Events
  - ✓ Black Lung Conference, Salt Lake City-former MCMC Black Lung Coordinator spoke and was recognized
  - ✓ NMHA Annual Meeting, Albuquerque
  - ✓ Greeley Conference, Colorado Springs

Chair McQueary requests the preliminary Capital Improvements list be brought for the Board to look at and assess so then the team can work on it and come back with information and how to proceed with improvements that are needed throughout the facility.

**Business**

Policies:

No policies to present to the board.

Chair McQueary announced that the Board Meeting scheduled for November 17, 2017 be moved to Wednesday, November 15, 2017 at 1:00 pm.

**Executive Session**

Chair McQueary announced that the Board of Trustees will 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.

*Motion:* At 2:25 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 limited personnel matters pursuant to Section 10-15-1 (H)(2)of the Open Meetings Act. With a second from Dr. Belknap, a roll call vote was taken.

Roll call vote:

William Jarrell-Yes  
Raymond Rodarte-Yes  
Chair McQueary-Yes  
Scott Berry-Yes  
Dr. Belknap-Yes  
Motion Carried.

*The Board of Trustees went into session at 2:26 pm.*

**Open Session/Announcements**


*Motion:* A motion was made by Mr. Jarrell to return to open session at 3:20 pm. With a second from Mr. Berry, a voice vote was taken and all Board Members present voted in favor. Motion Carried. No action taken.

**Adjournment**

With no further business and no action taken, a motion was made by Mr. Rodarte, with a second from Mr. Jarrell to adjourn the Board of Trustees meeting at 3:22 pm.

**Attest:**

  
Kathy McQueary, Chair

  
Date

  
Raymond Rodarte, Secretary/Treasurer

  
Date