

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 January 26, 2018, 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
Peggy Martinez, CFO
Leonardo Lopez, MD, Chief of Staff
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 January 26, 2018 Agenda, Mr. Rodarte made a motion to approve the agenda as presented. With a second from Dr. Belknap, 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 November 15, 2017 Regular Board meeting.

Motion: Mr. Berry made a motion to approve the November 15, 2017 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 December 13, 2017 Special Board meeting.

Motion: Dr. Belknap made a motion to approve the December 13, 2017 minutes as presented, with a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor: Motion carried.

Recognition of Visitors

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 1:02 pm., Mr. Berry 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

Raymond Rodarte-Yes

Chair McQueary-Yes

Scott Berry-Yes

Dr. Belknap-Yes

Motion Carried.

The Board of Trustees returned to regular session at 1:16 pm. No action was taken.

Medical Staff Privileges & Appointments (Attachment B)

Donald Belknap, MD went over the list of providers that have been recommended by the Credentials Committee and reviewed by the Board of Trustees.

Dr. Belknap reports to the Board that there were four (4) new appointments and twelve (12) reappointments in front of the Credentials Committee for January 2018.

Motion: Mr. Berry made a motion to accept the Credentials Committees recommendations as presented, with a second from Mr. Jarrell, a voice vote was taken and all Board Members present voted in favor: Motion carried.

Medical Staff Report

Chief of Staff, Leonardo Lopez, MD reports the following to the Board:

- Medical staff is undergoing significant changes utilizing Ongoing Professional Practice Evaluation/Focused Professional Practice Evaluation (OPPE/FPPE), targeting a March 2018 start date

Dr. L Lopez presents the Miners' Colfax Medical Center Medical Staff Bylaws revision Article X, Section 1. Medical Executive Committee, A. Composition-to be revised from one year term to two year term in order to allow for more time to work with the Executive Committee.

Motion: Dr. Belknap made a motion to accept the Medical Staff bylaws revision to extend to a two (2) year term, with a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor: Motion carried.

Dr. L Lopez presents to the Board the Medical Staff Department/Committee Meeting Schedule to give providers a better idea as to when meetings are to take place, but subject to change dependent on availability of providers.

Visitors Forum

Chair McQueary invited the following comments from visitors present:

Nurse Nancy Passikoff introduced herself and presents the following to the Board and visitors present:

- Has performed home health and school health locally
- Currently on Behavioral Health Planning Council for the State
- Previously worked with Shawn and Kathy on Behavioral Health hospital committee along with others
- Worked on the clinical part of the Health Career Program
- On RAIN committee

Administrator's Report

Bo Beames, CEO reports on the following to the Board and visitors present:

RN Compensation and Wage Solution

- Received approval via SPO Board to move pay ranges up to higher level
- Anticipates implementing market increases within the next 30-60 days
- Ms. Duran, HR Director and Ms. Clerkin, CNO visited the SPO Board-approved moving Nurse Tech positions up a pay grade
- State and SPO supporting Miners' Colfax Medical Center with a Market Survey that will encompass all licensed personnel including Pharmacists, Physicians, Nurse Practitioners-anticipates Market Survey to be completed by the first part of 2018 with pay bands anticipated to go into effect at the start of the FY, July 01, 2018

Revenue Cycle Re-design

- MModal has completed an overall review and assessment

Long Term Care

- Mr. Jeff Oldroyd has come onboard and serving as Interim Licensed Nursing Home Administrator while a search continues for a permanent LTC Administrator
- Department of Health Surveyors arrived at the Long Term Care Facility on January 07, 2018-promptly left on January 08, 2018 due to influenza in the facility-anticipating return of the DOH Surveyors within the next couple of weeks

Human Resources

- A new member has been hired to fill the open HR position previously occupied by Ms. Duran

Quality & Patient Safety

- Quality Team meeting monthly-key Quality dates for Board are April 1 Q, July, October and January 2018

Facilities & Construction

- Final plan for finish out of clinic completion by end of first quarter 2018
- Dr. Belknap would like dialysis to be moved to the atrium area of Miners' Colfax Medical Center Acute Care Facility so patients won't need to be transferred

A question was raised by Chair McQueary if there are any plans to repair parking lot/driving area around the Acute Care Facility?

- Mr. Beames answers: We do, through appropriated funds within capital expenditures there is enough flexibility to authorize and reauthorize those funds for improvements-part of cycle we are currently in
- Chair McQueary comments that in the interim to at least fill in the holes with gravel
- Mr. Berry encourages that priority be attached to fix the holes for a short (City can bring gravel for a short term fix) and long term fix
- Mr. Berry adds that the City will have a contractor that will have an ability to fix the parking lot, along with an engineer who might also be able to assist with the parking lot that the City and MCMC would be able to sync up with

Mr. Berry reports the following regarding Hospital Drive

- Will be finishing up final design then bid the project as soon as it get warm
- Construction will significantly disrupt Hospital Drive
- Chair McQueary would like MCMC to look into expanding the parking situation possibly to tie in and utilize the City's Hospital Drive construction resources
- Chair McQueary feels it is key to keep the public informed of the Hospital Drive construction
- Dr. Belknap suggests looking to expand the parking lot towards the Holiday Inn

Medical Staff

- Performing great work with Quality
- Medical Executive Committee approved a change to the Medical Staff By-laws

Financial

- Audit finalizing and approved by State
- Ms. Martinez has finalized implementation of re-alignment of duties for her Department

Financial Report (Attachment C)

Peggy Martinez, CFO updated the Board on the Financial Report as the FY 17 audit has been approved at the State Auditors Office.

Included in the report:

- ✓ FY17 Audit/Cost Report
- ✓ Days Cash on Hand
- ✓ Gross Days in Accounts Receivable
- ✓ Dashboard analysis for YTD compared to same time last year
- ✓ Revenue and expense reports
- ✓ A/R Aging and unbilled for FY18
- ✓ Land Grant Permanent Fund- Balance and Income Distribution Reports

Chair McQueary thanks Mr. Bret Goebel for the work he's put in on the amendment cost report.

Mr. Beames thanks Mr. Goebel and Mr. Laner for working together on identifying some significant cost that are allowable on the cost report. Three things that were captured, not on original cost report were as follows:

- ✓ ER Standby time
- ✓ Medicare bad debt
- ✓ Overhead cost from being part of the State

Motion: Mr. Rodarte moved 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.

Business (Attachment D)

Policies-Long Term Care:

Mr. Beames shared and passed around the Long Term Care Administration policies-no changes warranted from previous reviews to have Chair McQueary approve via signature. Medical Director, Christine Lopez, MD has read through all policies but still pending her final review.

Chair McQueary encourages Managers to not hesitate to bring fourth policies during the Board of Trustees Meeting that need immediate attention for the Board to take action on in approving so that they will be addressed timely.

Chair McQueary clarifies that the Board will be attesting that a review has been made of the following Long Term Care Policies but no changes are necessary to come to the Board for acceptance of changes:

Long Term Care Administration

- Auxiliary House for Temporary Guest Accommodations
- Bed Hold for LTC Resident Personal/Medical Leave
- Corrective Action Procedure for LTC Residents, Families and Visitors
- Freedom from Abuse, Neglect and/or Exploitation for LTC Residents
- Freedom from information Release of Public Records
- LTC Internal Admission Process
- LTC Patient Care Monitoring
- LTC Parking Policy
- LTC Resident Council Policy
- LTC Visitation Policy
- New Mexico Resident Miners Admission to Miners' Colfax Medical Center Long Term Care Facility with Miners' Trust Benefits
- Non New Mexico Resident Miners Admission to Miners' Colfax Medical Center Long Term Care Facility
- Non-Miner Admission to Miners' Colfax Medical Center Long Term Care Facility
- Passenger Assistance Training
- Policy Approval Procedure
- Resident Room Searches
- Security of Resident Personal Funds and Valuables

Motion: Mr. Jarrell made a motion that the policies have been reviewed and no revisions have been submitted for 2018, with a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor: Motion carried.

Annual Open Meetings Act Resolution (Attachment E)

Ms. Danelle Smith reviewed and approved the drafted Annual Open Meetings Act Resolution 2018.

Ms. Carole Bridge, World Journal encourages MCMC to bring fourth notices to the World Journal to be printed in the Legal Section of the paper please send it directly to events.

Motion: Dr. Belknap made a motion to approve the Open Meetings Act Resolution as presented, with a second from Mr. Jarrell, a voice vote was taken and all Board Members present voted in favor: Motion carried.

Joint Conference Committee

Chair McQueary announced that the Joint Conference Committee will be reinstated and the language on Medical Staff Bylaws and Board Bylaws do indeed mirror each other. JCC will be occurring quarterly as needed for the Joint Conference, which will be tying into Quality.

Mr. Beames commented that the Joint Conference Committee will be coming fourth starting in April then every three months thereafter.

Chair McQueary announced that Akshay Sood, MD will be recognized on February 8, 2018 at the University of New Mexico for the Endowed Chair, scheduled for 4:30 pm. Chair McQueary further states that Ken Thompson is asking if anyone would like to attend a dinner following the reception. Please reach out to Mr. Armstrong to RSVP. On the same day, Chair McQueary and Mr. Jarrell will be attending a strategic planning meeting and research portfolio, SOMHCEX along with Dr. Sood, Ms. Moreno and Mr. Armstrong

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 2:18 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 Mr. Rodarte, 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 2:20 pm.

Open Session/Announcements

Motion: A motion was made by Mr. Berry to return to open session at 3:51 pm. With a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor.

Motion Carried. No action taken and no announcements.

Adjournment

January 26, 2018 Board of Trustees

With no further business and no action taken, a motion was made by Mr. Berry, with a second from Mr. Rodarte to adjourn the Board of Trustees meeting at 3:51 pm.

Attest:


Kathy McQueary, Chair


Date


Raymond Rodarte, Secretary/Treasurer


Date