

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 April 20, 2018 at 1:03 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 Jarrell,
Scott Berry
Donald Belknap, MD

Staff: Bo Beames, CEO
Dr. Schmidt, Medical Director
Henrietta Romero, 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 April 20, 2018 Agenda, Mr. Berry made a motion to approve the agenda as presented. With a second from Dr. Belknap, the motion carried.

Correction/Approval of Minutes

The Board members reviewed the minutes of the March 16, 2018 Board meeting.

Motion: Mr. Rodarte made a motion to approve the minutes. With a second from Dr. Belknap a voice vote was taken

Roll call vote:

Raymond Rodarte-Yes

William Jarrell- Yes

Kathy McQueary- Yes

Scott Berry- Yes

Dr. Donald Belknap- Yes

Motion carried.

Recognition of Visitors & Visitors Forum

Chair McQueary recognized visitors present

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 1:05 Mr. Jarrell 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. Rodarte, a roll call vote was taken.

Roll call vote:

Raymond Rodarte-Yes

William Jarrell, -Yes

Scott Berry- Yes

Kathy McQueary-Yes

Dr. Donald Belknap- Yes

Motion Carried.

The Board of Trustees returned to regular session at 1:15

Medical Staff Privileges & Appointments (Attachment B)

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

Motion: Mr. Rodarte made a motion to approve the recommendations made by the Credentials Committee for new appointment and re- appointment. With a second from Mr. Jarrell, a roll call vote was taken.

Roll call vote:

Raymond Rodarte-Yes

William Jarrell- Yes

Kathy McQueary- Yes

Scott Berry- Yes

Dr. Donald Belknap- Yes

Motion carried.

Medical Staff Report

- Dr.Schmidt reported: that MCMC is waiting to hear from Dr. King who has been offered a position as ER provider and ER Medical Director.
- Making sure there are enough ER Providers continues to be a challenge.
- The Medical Staff privilege request forms are being reviewed and updated.
- Working on developing a provider performance review process.

Mr. Berry wanted to know if any staff have been contacted from St Mary Corwin, due to their downsizing and was informed that most of the physicians retired and the remainder were hired by Pueblo West to take care of the increased patient volume. Amanda Clerkin, CNO informed

the Board that she has contacted some of their staff members in an attempt to recruit clinical staff members.

Visitors Forum

Chair McQueary invited comments from visitors present.

Ms. Carol Bridge updated the Board on the RAIN (Regional Agency Intervention Network) program. Ms. Bridge expressed her concern regarding the children in the community and the increased substance abuse epidemic in our community. Achievement rates in the Raton Schools are poor. There is a 25% drop out rate. Ms. Bridge feels that an advocate is needed and MCMC has an obligation to get involved. Mr. Beames stated that MCMC is committed to the cause and is involved in the RAIN program. Cindy Johnson, PhD, the MCMC Pharmacy Manager and Dr. Loretta Conder are active members and will continue to be involved with RAIN.

Funding is available on the State and Federal level. Ms. Bridge commented that there is a need for a grant writer within the RAIN group to request and acquire funding to help educate and address substance abuse problems in our community

Manager's Report

Amanda Clerkin, CNO presented a report on the Quality Board Score Card (attachment C)

The Board was informed that the Scorecard is a tool used to track Quality Improvement for all hospital departments based on national standard performance goals.

Administrator's Report

Mr. Beames provided the following report

MCMC Long Term Care

- Continue search for LTC Administrator: Jeff Oldroyd is serving as interim LTC Administrator.
- Have an interview set up on or about May 15 with a potential qualified candidate for the LTC Administrator position.
- DOH deficiencies have been cleared including Emergency Operations plan (reviewed and accepted by the state)

RN Compensation and Wage Solution

- Market Compensation study started April 18. HR and Mr. Beames met with the State consultant to start the process of creating a custom pay band and pay ranges to be industry competitive.
- Help retain and recruit licensed personnel
- Anticipate the Project to continue for several months; looking at completion date in October or November.

Revenue Cycle Re-Design

- Chief Strategy Officer (CSO) position has been filled by Dick Laner. Mr. Laner's IT Director position will be posted
- Reimbursement is being tied to quality measures by both government (Medicare, Medicaid) payers as well as commercial health plans (Value Based Purchasing)
- CSO will work closely with the CFO to improve revenue cycle/reimbursement performance
- Make sure to tie EMR to the financial process as MCMC moves toward Provider Based Purchasing

Human Resources

- OB Manager has been recruited
- Radiology Imaging Manager and Radiology tech have been hired
- Currently interviewing for Housekeeping Supervisor

Quality and Patient Safety

- The Joint Conference meeting was held prior to this Board Meeting. The meeting included the Chief of Staff, Vice- Chief of Staff, Medical Director, Board Chair and Administrator. The meeting provided positive discussion on Quality and Clinical Safety between the Medical Staff, Board, and Administration.

Facility & Construction

- Work on the design phase continues with the architects (The Design Group). Once the design phase is completed, the project will be ready to submit to the contractors for bid.

Medical Staff

- Dr. Renee King is a strong candidate to fill ER physician position. MCMC is one of two hospitals she is choosing from.

Strategic Planning

- Strategic planning draft has been put hold because of unanticipated delays. Hope to have the 1st draft ready for the May 2018 Board meeting.

Black Lung

- Ken Thompson, from the UNM Endowed Chair Committee, came to MCMC for a site visit and tour of the Black Lung unit. Mr. Thompson has expressed an interest in working with MCMC and coordinating visits when the Black Lung Mobile Unit is traveling to other areas within the State.
- Identified a new initiative through UNM Family Medicine program called HERO which stands for Health Education Resource Officer. They work to provide programs in rural communities to help facilitate rural health care and healthcare education.
- UNM looking at the possibility of placing a HERO program in Raton.

- Coordinate a visit with Dr. Andrew who is piloting the HERO program.
- The Board was informed that Dr. Sood has requested that the IT equipment in the Black Lung unit be updated. They were notified that the program is looking into purchasing a new unit and are considering the prospect of an RV because does not require a CDL

Financial Report

Financial Report (Attachment D)

- ✓ Operating Results for February 2018
- ✓ Days Cash on Hand
- ✓ Medicare Cost Report Settlement
- ✓ Medicaid Cost Report Audit
- ✓ Safety Net Care Pool Funding
- ✓ Operating Budget Preparation
- ✓ Miners' Trust Fund Balance
- ✓ Prep FY 2020 budget due May 20, 2018 is the first deadline

CFO interviews: Three applicants have been identified and interviews are underway. One has been ruled out due to the lack of healthcare experience.

Motion: Mr. Jarrell moved to approve the Financial Report. With a second from Dr. Belknap the motion carried.

Business

Policies

The following policies were presented:

Medical Record Documentation Requirements

Rapid Response Team

Sepsis Protocol and Pathway

Chair McQueary requested an update on the policies presented, which was given by Amanda Clerkin, CNO. The Board was informed that the Medical Record Documentation policy has been updated to address EMR requirements. Rapid Response Team policy was created to establish a procedure for a rapid assessment of any adult patient and the Sepsis Protocol and Pathway policy has been created to utilize the 2017 Sepsis-3 definitions as evidence based best practice.

Motion: A motion was made by Dr. Belknap to approve the Medical Record Documentation Requirements, Rapid Response Team, and Sepsis Protocol and Pathway policies. With a second from Mr. Rodarte, the motion carried.

Joint Conference Report-

This was reported under the manager's reports

Chair McQueary wanted to recognize Mr. Jarrell for his contribution in working with Dr. Sood to get **Social Media: A novel engagement tool for miners in rural New Mexico** published. The research was done by Mr. Jarrell.

The Board was informed that Chair McQueary has talked to Dr. Sood about educating miners and the community on the Black Lung Outreach program. Education is a key component to making them aware of how we are making a difference. A suggestion was made to host a Town Hall meeting and invite miners throughout the State as well as Senate and State Representatives.

Anticipate that attendance would be in excess of 200 people. Ms. McQueary has contacted City Hall to see about using the Convention Center and was informed that a \$200.00 deposit is required. Mr. Berry informed the Board that the City will waive this fee and will actively participate in helping host this Town Hall Meeting

December 6th is National Miners' Day and was suggested as the date for this event

Motion: A motion was made by Mr. Berry for Raton to host a Town Hall meeting on December 6, 2018 to educate miners, the Community and State Representatives on the Black Lung Outreach program. With a second from Mr. Jarrell, the motion carried.

The Capital Plan for FY 2019 was presented. The Board was informed that these allocated funds will expire in 2019 and need to be spent so they are not lost

Eric Armstrong met with the department managers to identify areas of need to spend the funds.

Upon review of the Plan, it was noted that the ER department is not represented.

Dr. Belknap expressed that the ER needs to be a priority. He shared that there have been instances when ER providers have had to treat patients in the hallway because the ER does not have enough room. The ER department is the face of the community- This department should be a significant priority.

Mr. Beames responded that this is just a preliminary presentation, for discussion purposes and that the Leadership Team will re- draft the 3year Capital Plan to ensure the ER needs are represented and incorporated.

Executive Session

Motion: At 2:48 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. Rodarte. A vote was taken and members present voted in favor. Motion Carried.

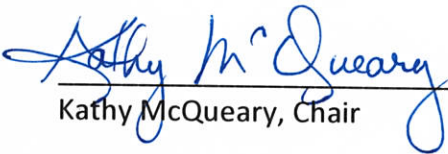
Open Session/Announcements

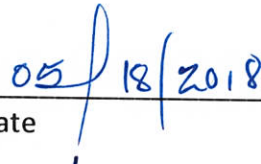
The Board returned to open session at 3:40 pm. No action taken and no announcements.

Adjournment

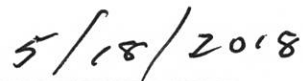
With no further business and no action taken, a motion was made by Mr. Berry , with a second from Dr. Belknap to adjourn the Board of Trustees meeting at 3:45 pm.

Attest:


Kathy McQueary, Chair


Date


Raymond Rodarte, Secretary/Treasurer


Date