

**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 15, 2018 at 1:02 pm. The meeting was held in the Long Term Care Conference Room at 900 South 6th Street in Raton, NM.

**Members:** Kathy McQueary, Chair  
William Jarrell  
Scott Berry  
Donald Belknap, MD  
**Staff:** Bo Beames, CEO  
Lonny Medina, CFO  
Eric Armstrong, Director of Operations  
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 June 15, 2018 Agenda, Dr. Belknap made a motion to approve the agenda as presented. With a second from Mr. Berry, the motion carried.

**Correction/Approval of Minutes**

The Board members present reviewed the minutes of the May 18, 2018 Board meeting.

*Motion:* Mr. Berry made a motion to approve the minutes. With a second from Mr. Jarrell, a roll call vote was taken.

Roll call vote:

William Jarrell, -Yes

Scott Berry- Yes

Kathy McQueary-Yes

Dr. Donald Belknap- Yes

Raymond Rodarte- Absent

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 Dr. Belknap 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. Berry, a roll call vote was taken.

Roll call vote:

William Jarrell, -Yes

Scott Berry- Yes

Kathy McQueary-Yes

Dr. Donald Belknap- Yes

Raymond Rodarte: Absent

Motion Carried.

*The Board of Trustees returned to regular session at 1:10*

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

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

*Motion:* Mr. Berry made a motion to approve the recommendations made by the Credentials Committee. With a second from Mr. Jarrell, a roll call vote was taken.

Roll call vote:

William Jarrell, -Yes

Scott Berry- Yes

Kathy McQueary-Yes

Dr. Donald Belknap- Yes

Raymond Rodarte: Absent

Motion Carried.

**Medical Staff Report**

Mr. Beames gave the Medical Staff report on behalf of Dr. Schmidt. He informed the Board that MCMC is continuing recruitment for permanent ER and Mid-Level providers.

Dr. Roberts is taking FMLA (Family Medical Leave) through September 1, 2018 and MCMC is looking for OB/Gyn Locum Tenens coverage.

**Visitors Forum**

No report

### **Manager's Report**

Mr. Armstrong informed the Board that the Outreach Program started as a charter member of the Coalition of Black Lung and Respiratory Clinics in 1980. In 1989, using HRSA funding, the current program was established to provide mobile screening clinic services to New Mexico miners. The program has served approximately 7,000 New Mexico miners and was recognized as an innovative model by the Rural Health Information Hub in 2016. Miners' Colfax Medical Center is still an active participant in this Hub with Mr. Armstrong serving as an elected Board member.

Mr. Armstrong informed the Board that he and Ms. Moreno worked with the National Coalition of Black Lung & Respiratory Disease Clinics in March to educate members of the House and Senate appropriations committees on the work the Outreach program does with Miners and the increase in the prevalence of Pulmonary Massive Fibrosis (PMF). In addition Mr. Armstrong wanted the Board to be aware of the following:

- Congress approved an increase for HRSA funding for the coalition, with our portion being increased from \$480,000 to \$517,381 last year and \$715,667 for this grant cycle. Are hoping to use these funds for equipment and upgrades and would like to include additional staff as the Outreach Mobile Unit has increased its clinic volume. In the past 18 months, the Unit has performed 15 clinics. In the past, the unit would perform 5 clinics in 24 months.
- Looking at replacing the current mobile unit with an updated model that is similar to the NIOSH mobile unit based on an RV frame. With this model, the unit can be operated without a CDL license.
- The current mobile unit has updated its satellite capabilities allowing Telehealth communications with Dr. Sood, while the clinics are in session. Six telehealth consultations have been completed since December.
- Ms. Moreno wrote two grants in conjunction with UNM, NowCap, CNS, LLC and MCMC was awarded \$198,000 per year for the next three years. The grant title is: *A Novel Medical Screening Services Outreach Program for Rural Miners in Western United States*. This will allow us to take the Mobile Unit to other states.
- A third grant was received to promote Tele/ Echo education on respiratory disease for miners.

Mr. Armstrong wanted the Board to recognize that the level of grants received warrants that the work we are doing is vital to the health of miners. He informed them that Ms. Moreno, as the HRSA grant writer, received highest scores for grants. Mr. Armstrong would like the medical staff, community, and the State to be made aware of her accomplishments. The State needs to be made aware that all of NM miners' are being served. There is a perception that we don't serve all miners in the state. A recommendation was made to **collate** this information into a brochure for Miners' Day.

Ms. McQueary requested that a letter be drafted to the City requesting that the fee for the Convention Center be waived for the December 6<sup>th</sup> Town Hall meeting. Mr. Armstrong will take care of this



### **Administrator's Report**

Mr. Beames provided the following report:

#### **Long Term Care**

- The search for the LTC Administrator continues. A contingency recruitment firm has been engaged to assist in the recruitment efforts. Five interested prospects have been identified and initial phone interviews are in the process.
- The LTC facility is in the process of having a new roof installed.

#### **Revenue Cycle Re-design**

- The Revenue Cycle Team within MCMC continues to work on revenue cycle improvement with the goal of optimizing MCMC reimbursement for services delivered from all payers.
- Several team meetings have taken place to develop Key Performance Indicators to measure performance in key processes of the revenue cycle.

#### **Workforce Development/Human Resources**

- All MCMC employees will be receiving a 2% wage increase in June. This increase is contingent on the employee receiving a satisfactory rating on their annual evaluation. MCMC managers are at 100% for completion of MEP's by the state deadline.
- MCMC hired four new nurses during the month of May and have four additional offers pending completion of HR employee processing.
- Healthcare Worker Market Compensation- The next step in the process will be to build the specific jobs/titles/descriptions within each Job Category to be used in the market comparison. The broad categories included in the study include: Nursing and Direct Care, Medical Practitioners, Dieticians and Nutritionists, Therapists, Pharmacists and Techs, Psychiatry and Psychology. The next series of meetings to develop the job specifications for the study will occur in late July.

#### **Quality and Patient Safety**

- MCMC is in process of acquiring an electronic quality reporting and monitoring system known as Action Q. This system will assist in providing a more robust quality monitoring and reporting which will be instrumental in Value Based Purchasing and meeting compliance with regulatory standards. The expense for this new software tool is being funded by the MCMC auxiliary.

#### **Facilities & Construction**

- Franken company of Las Vegas, NM has been selected as the contractor for the Clinic expansion. They will be able to start within ten days of signature.

#### **Emergency Preparedness**

- On the morning of June 1, 2018. MCMC set up the Incident Command System (ICS) in response to the Ute Park Fire. The ICS was manned by MCMC Leadership

throughout the weekend in preparation for any significant patient volume increases associated with the fire disaster. Seven of our LTC residents with compromised cardiopulmonary status were transferred to Walsenburg, CO due to the very poor air quality that was created by the fire and winds. The LTC residents returned on Wed. June 6 and were very grateful for the contribution and efforts of staff that traveled with them and stayed with them

- DOH commended MCMC with efficiency that was shown during this time.

### **Financial Report**

Lonny Medina, CFO presented the financial report which included the following:

- Financial results YTD Unaudited
- Revenue by Financial Class
- Audit
- Cost Report
- Revenue Cycle
- Land Grant Permanent fund

Mr. Medina informed the Board that he is working on financial statements and hopes to have balance sheets ready by next meeting.

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

### **Business**

#### *Policies*

The Patient Transportation policy was presented. Mr. Armstrong informed the Board that this policy has been revised to make sure State Statutes are followed.

Motion: Mr. Berry moved to approve the revised Patient Transportation policy as presented. With a second from Mr. Jarrell, the motion carried

### **HERO Meeting**

The Board was informed that Mr. Beames and Mr. Armstrong attended the initial HERO meeting. The HERO (Health Extension Rural Offices) is a model through UNM to facilitate Community Healthcare.

### **Executive Session**

*Motion:* At 2:24, Dr. Belknap 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. Berry, a voice vote taken and members present voted in favor. Motion Carried.

### **Open Session/Announcements**

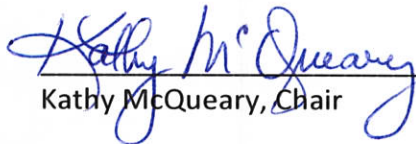
The Board returned to open session at 2:54. No action was taken and no announcements.

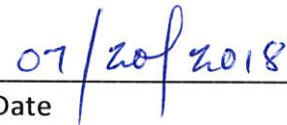
June 15, 2018 Board of Trustees

**Adjournment**

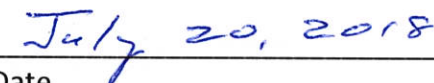
With no further business, the June 15, 2018 Board of Trustees meeting adjourned.

**Attest:**

  
Kathy McQueary, Chair

  
Date

  
Raymond Rodarte, Secretary/Treasurer

  
Date