

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 July 20, 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
Scott Berry, Vice Chair
Raymond Rodarte, Secretary/Treasurer
Donald Belknap, MD
William Jarrell- Phone conference

Staff: Bo Beames, CEO
Lonny Medina, CFO
Dr. Schmidt, Medical Director
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 July 20, 2018 Agenda, Dr Belknap made a motion to approve the agenda as presented. With a second from, Scott Berry the motion carried.

Correction/Approval of Minutes

The Board members present reviewed the minutes of the June 15, 2018 Board meeting. Mr. Jarrell recommended that two corrections be made. On Page 1; Motion: Correction/Approval of Minutes: Change Mr. Cotton to Mr. Jarrell; Page 3; Spell out NCBLRC and PMC

Motion: Mr. Jarrell made a motion to approve the minutes as amended. With a second from Dr. Belknap, 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.

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 1.10 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 Dr. Belknap , 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: 38

Medical Staff Privileges & Appointments (Attachment B)

Dr. Belknap provided the update on the providers that were reviewed and recommended for appointment. There are three new appointments: Dr. Michael Becker, Ob/Gyn Locum Tenens, Dr. Aaron Reilly, Emergency Medicine, Dr. Jacob Jensen, Emergency Medicine. Four reappointments: Dr. Ierides, Cardiology, Dr.Lotoc, Family Medicine, Dr. Alan Stransky, Pathology, and Bruce Swanson, CRNA.

Motion: Mr. Berry made a motion to approve the recommendations made by the Credentials Committee. With a second from Mr. Rodarte, a voice vote was taken and the motion carried.

Medical Staff Report

Dr. Schmidt informed the Board that Dr. Renee King has accepted the permanent ER position. Dr. King will start working in August.

Visitors Forum

Ms. McQueary requested that Mr. Beames recognize Mr. Tom Hay and the Plaque that was presented to Mr. Hay from UMWA 9856, recognizing him for his contributions to the mining industry and honoring Mr. Hay for his kindness and generosity.

Mr. Hay expressed his concerns with the nursing staff wages and was assured by Chair McQueary that MCMC is actively working on taking care of this.

Manager's Report

Barbara Duran, HR provided a report on the Workforce Development, which is one of the Strategic Initiatives

The HR Department is working on recruiting full time Emergency Medicine, Family Practice, Pediatric, and a Midlevel to take over the Hospitalist position

There are several Administration/Management positions that need to be filled:

- Black Lung Coordinator: Has been posted and the first list has gone to the manger. Interviews are set up for next week
- LTC Administrator: Have interviewed one and have a second interview scheduled
- Executive Assistant: Screening applicants to set up interviews.
- Housekeeping Manager: Position has been offered twice, both times, candidates have declined. Still recruiting, currently the Assistant Housekeeping manager is acting as interim. She does not have the number of years required.
- ICU Manager: ICU employee has offered to step in as interim manager and possibly take position.
- CNO: Looking at finding an interim until the position can be filled.
- Accountant: Working with Mr. Medina to get the appropriate title and placement for this position. There is a local CPA who has expressed an interest in the position.

Administration/Management position that have been filled:

- Director of Information Technology: Dave Shaver has accepted the position
- Purchasing Supervisor: Pending an approval
- Assistant Housekeeping Manager: Juanita Romero has accepted and is acting as Interim Housekeeping Manager.
- Med/Surge nursing manager: Amy Montoya has accepted the position.
- OB nurse manager: Shelby Wold has accepted this position.

Clinical positions open:

RN: 16 openings, have reduced from 27

Radiology Tech: 2 positions

Laboratory Tech: 1 position

Non-clinical positions open:

Housekeeping/Laundry: 1 position

Laundry LTC: 1 position

Housekeeping: 2 positions

Dietary: 1 vacancy/1 out on workman's comp.

Medical Secretary/Admissions: 1 position

Information Technology: 1 position

Nurse aides: 10 positions

Mrs. Duran informed the Board that HR's priority is to continue recruiting. The HR Department will continue to work with SPO on the Market Study; five sessions have been completed and are hoping to have this completed by November.

State Personnel has recently switched their system for recruiting and Mrs. Duran and Mr. Neurater have attended training. MCMC is the only State agency that had all their postings up by June/July.

The HR department will continue to work on developing creative ways to retain staff and work on how to train and orient staff so they are comfortable when they start working for MCMC.

HR Performance measures:

- Agency reductions
- 100% compliance with employee evaluations.
- July 14 all State employees who met goals on Employee evaluations received a 2% raise
- Leadership development: Will work on how to communicate and build strong teams. Exit interviews are important tools to help identify where departments need to work to strengthen.

Mr. Beames recognized all the work Barbara Duran has done.

Administrator's Report

LTC

- The first of two LTC Administrator candidates was interviewed on July 16. A second candidate will be interviewed on July 27. Jeff Oldroyd continues to serve as Interim Administrator until a permanent replacement is hired.
- The integrated, shared services model for operational support is working well under leadership of Eric Armstrong. Shared staffing between the LTC and Acute Facility for housekeeping, laundry, dietary and plant facilities departments has provided flexibility in staffing and stronger support for workforce shortages within LTC
- The LTC facility re-roofing project has been completed just in time for recent rains

Revenue Cycle Re-Design

- The Revenue Cycle Team within MCMC continues its work on process of revenue cycle improvement with the goal of optimizing MCMC reimbursement for services delivered from all payers (more to come in CFO report)

Workforce Development/Human Resources

- MCMC hired 4 new Nurses during the month of June and has 1 additional offers pending the completion of HR employment processing
- HR has received training the State SHARE System HR module and is working to apply the new system with current and future workforce recruitment efforts
- Resignations-MCMC has received resignations of key staff in the last month. Megan Moreno has resigned as Black Lung Coordinator to pursue other opportunities near Albuquerque. Anna Moore, ICU Manager is relocating back to Florida and the area from whence she came approximately one year ago. Amanda Clerkin, RN, Director of Nursing has resigned to go back to teaching (Otero Junior College in La Junta, CO) and pursue her Doctor of Nursing Practice Degree.

- Healthcare Worker Market Compensation Study-- The broad categories included in the study include: Nursing and Direct Care, Medical Practitioners, Dieticians and Nutritionists, Therapists, Pharmacists and Techs, Psychiatry and Psychology. Representatives in each category have attended meetings in Santa Fe to provide input into the job specifications for the study that will continue through mid-November of 2018.

Quality and Patient Safety

- The second quarter (April-June) Board Quality Scorecard is being finalized and will be presented at the next Joint Conference Committee that is planned for August
- MCMC is re-evaluating the acquisition of an electronic quality reporting and monitoring system known as Action Cue. This system will assist in providing more robust quality monitoring and reporting which will be instrumental in Value Based Purchasing and in meeting compliance with regulatory standards. The expense for this new software tool is being funded by the MCMC auxiliary. This system will be evaluated in comparison to the Centriq Business Intelligence module to determine which system would better suit current needs.

Facility & Construction

- Franken company of Las Vegas has been selected as the contractor for the Clinic expansion project
- Contract for the project is in final approval stages with State GSD prior to execution and signature by MCMC and Franken Construction.

Medical Staff

- Active recruitments are underway for an Emergency Room Provider, Family Practice/Peds provider and for a Mid-Level Hospitalist. Recruitment firms of Fidelis and Delta Recruiting are engaged in assisting with the recruitment process.
- Renee King, MD has declined her previous offer from another hospital and has decided to join the ER staff of MCMC. An employment agreement has been extended to Dr. King and is the final stage of execution.

Key Dates

- | | | |
|-------------------------------|-------|------------|
| • NMHA Value Based Purchasing | ABQ | July 23/24 |
| • SPO Market Study | SF | July 24 |
| • DFA Analyst Visit | Raton | July 25 |

The Clinic went through the licensing survey and passed the licensing and certification requirements and have been designated as a Rural Health Clinic. This designation will increase financial revenue.

Financial Report (Attachment C)

As of June 30 MCMC had 57 days of cash on hand

Pt accounts receivable; 100 days is high need to bring down/ goal to reduce

Update on June 18

- Financial Results – YTD unaudited
- Gross revenue by Financial class YTD
- Audit
- Cost Report
- Revenue Cycle report
- Stats for June
- Land Grant Permanent Fund

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

Business

Policies

Clinical Proctoring policy

Dr. Schmidt updated the Board on the Clinical Proctoring policy and informed them that the policy has been reviewed and approved by the Credentials Committee and the Medical Staff.

Motion: Mr. Berry made a motion to approve the Clinical Proctoring policy. With a second by Mr. Rodarte, the motion carried.

Electrolyte Replacement Protocol policy

Dr. Schmidt updated the Board on the Electrolyte Replacement Protocol policy and informed them that the policy has been reviewed by the Medicine Committee and Medical Staff.

Motion: Dr. Belknap made a motion to approve the Electrolyte Replacement Protocol policy. With a second from Mr. Berry, the motion carried.

MCMC Auxiliary Bylaws.

The Board was informed that the MCMC Auxiliary Bylaws have been updated and amended.

The Auxiliary has become incorporated, and their title has changed from: The Auxiliary to Miners' Colfax Medical Center to: Miners' Colfax Medical Center Auxiliary, Inc. to reflect this.

Article I; Section1, "Its sole purpose and" has been removed.

Motion: Dr. Belknap made a motion to approve the updated MCMC Auxiliary Bylaws. With a second from Mr. Rodarte, the motion carried.

Executive Session

Motion: At 2:44, 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 Dr. Belknap, 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.

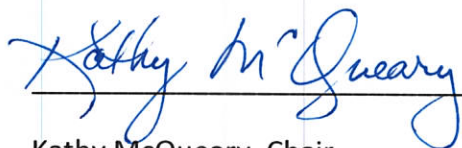
Open Session/Announcements

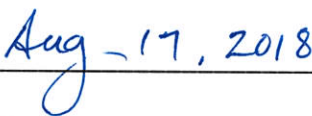
No announcements

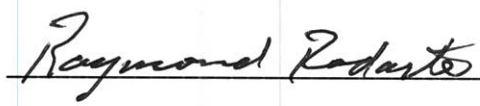
Adjournment

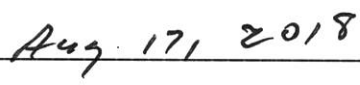
With no further business, the Board of Trustees meeting adjourned at 4:30.

Attest:


Kathy McQueary, Chair


Date


Raymond Rodarte, Secretary/Treasurer


Date