

**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 September 21, 2018 at 1:01 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  
Donald Belknap, MD

**Absent:** Scott Berry, Vice Chair

**Staff:** Bo Beames, CEO  
Lonny Medina, CFO  
Sarah Zmich, 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 September 21, 2018 Agenda, Mr. Rodarte made a motion to approve the agenda as presented. With a second from Mr. Jarrell, the motion carried.

**Correction/Approval of Minutes**

The Board members present reviewed the minutes of the August 17, 2018 Board meeting. Chair McQueary recommended that two corrections be made. On Page 1, Correction/Approval of Minutes is a normal vote not a roll call vote; Page 4, first paragraph, last sentence the typo "twill" to be corrected to "will".

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

**Recognition of Visitors & Visitors Forum**

Chair McQueary recognized visitors present

### **Medical Staff Report**

Mr. Beames provided the following Medical Staff Report:

- Administration is currently working on the recruitment of providers for the areas of family practice and the emergency department with the assistance of recruiting firms Fidelis and Delta.
- A local provider has expressed an interest in filling a position at MCMC. Administration is actively working with this provider.
- Dr. Byrch Williams has expressed an interest in working in the clinic on a part-time basis. Administration will continue to work on an employment agreement with Dr. Williams.
- Medical Staff is reviewing the Influenza Vaccination Policy regarding mandatory vaccination for all healthcare providers. The proposed policy should be ready to be presented at the October Board Meeting.
- Dr. Belknap recognized Dr. Renee King on the excellent service she has provided to the emergency department since her arrival at MCMC.

### **Visitors Forum**

No comment made by visitors.

Mr. Beames introduced new employees at MCMC:

- Sarah Zmich- Administrative Assistant at Acute Care
- Jo Green – Long Term Care Administrator
- Denise Daves- CNO effective Monday, September 24.

### **Manager's Report**

Mr. Armstrong provided the following updates to the Board:

The Clinic expansion project is going well and is about two weeks ahead of schedule. There is a team that meets every morning as well as every Thursday to discuss any issues.

Construction cones were set up and road construction began on Hospital Drive September 20.

Chair McQueary informed the board that Roger Karr would no longer be able to provide his services with the Black Lung Outreach Program due to health related issues. She acknowledged all of the hard work and services that he has provided to MCMC and wishes him a speedy recovery.

### **Administrator's Report (Attachment B)**

Mr. Beames updated the Board on:

**LTC:** New LTC Administrator, Jo Greene, LNHA is On-Board and is spending much of her time getting to know the staff and residents.

**Revenue Cycle Redesign:** 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. A draft proposal for implementation of Revenue Cycle Software (RYCAN) has been reviewed and recommended for acquisition by the Leadership Team. A more comprehensive update and presentation is planned for the October Board meeting.

The HIM Manager has resigned, and recruitment efforts are underway to begin the search for a qualified replacement.

*Workforce Development/Human Resources:* Healthcare Worker Market Compensation Study— An initial draft of the specific Job Categories has been released by SPO for review and feedback. Once Job Categories are defined and finalized, the process of assigning market ranges (pay bands) will take place as well as allocating the specific healthcare positions within each Job Category. SPO has announced that the project has been extended and not expected to be complete until closer to the end of 2018.

Leadership Development Day is planned for Thursday, October 11 and will be held at the LTC Conference Room. Tentative Topics include update on MCMC Annual Plan and Chartered Teams as well as Regulatory Readiness and HR Training (topic TBD).

*Quality & Patient Safety:* The Action Cue software implementation is underway and all MCMC Managers have completed initial training in how to access and navigate the system. The Management team will be educated on three primary functions of the system which include 1. Safety & Risk Event reporting, 2. Quality Measurement and 3. Performance Improvement.

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 initial expense for this new web-based software program is being funded by the MCMC Auxiliary.

*Facilities & Construction:* Franken Construction has begun work on the clinic expansion project which will continue through end of November. Significant progress has been made on the steps from the upper employee lot and in the finish out of the clinic shelled space, which will add 3 new treatment rooms. Once treatment rooms are finished, work will shift to the reception area and to the new dedicated, clinic entrance.

*Emergency Preparedness:* MCMC Staff will participate in the next ReTrAC meeting planned for October 4 which will include a Table Top EP exercise. The LTC facility will be included in the exercise as well, though the exercise scenario has yet to be determined.

*Key Dates:*

September 25-28 New Mexico Hospital Association Meeting, Albuquerque, NM

October 2, Octoberfest Employee Celebration (11:30 am to 1pm and 6:30pm to 8:00pm)

October 4, Regional Trauma Advisory Council (ReTrAC)

Thursday, October 11- Leadership Development Day, LTC Conference Room

Wednesday, October 17- Medical Staff Meeting and Dinner, LTC Conference Room (time TBD)

October 18 (Thursday, 1pm)- MCMC Board Meeting

Chair McQueary informed the Board that on August 22, Congressman Steve Pierce and on September 2, Congresswoman Michelle Lujan Grisham both toured Acute Care and Long Term Care Facilities.

### **Financial Report (Attachment C)**

Mr. Medina provided the following Financial Report:

- Financial Results- YTD Unaudited
- Gross Revenue by Financial Class YTD
- Audit
- Cost Report
- Revenue Cycle
- Land Grant Permanent Fund

Mr. Medina informed the Board that a feasibility study is being conducted to determine if it will be beneficial for the clinic to change its designation to RHC (Rural Health Clinic).

Chair McQueary recognized Mr. Medina on all his hard work since he came to MCMC.

Mr. Beames informed the Board that there is an open position for an additional accountant pending approval from DFA and SPO.

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

### **Business**

No business to discuss

Kathy McQueary informed the Board that December 6 is National Miners' Day. A meeting was held on September 18 in which plans were made for programming and speakers. More information will follow at a later date.

### **Executive Session**

*Motion:* At 1:45 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. Rodarte, a roll call vote was taken.

Roll call vote:

Raymond Rodarte-Yes

William Jarrell- Yes

Kathy McQueary- Yes

Dr. Donald Belknap- Yes

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William Jarrell- Yes  
Kathy McQueary- Yes  
Dr. Donald Belknp- Yes  
Scott Berry- Absent  
Motion carried.

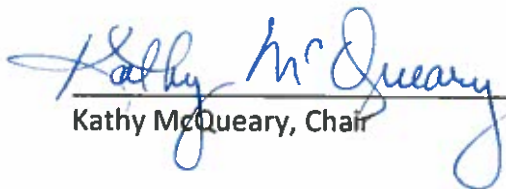
**Open Session/Announcements**


No announcements

**Adjournment**

With no further business, the Board of Trustees meeting adjourned at 3:11.

**Attest:**

  
Kathy McQueary, Chair

  
Date

  
Raymond Rodarte, Secretary/Treasurer

  
Date