

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 October 18, 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
Scott Berry, Vice Chair
Raymond Rodarte, Secretary/Treasurer
William Jarrell
Donald Belknap, MD

Staff: Bo Beames, CEO
Lonny Medina, CFO
Eric Armstrong, Operations Director
Denise Daves, CNO
Lana Helton, ER Manager
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 October 18, 2018 Agenda, Dr. Belknap made a motion to approve the agenda as presented. With a second from Mr. Rodarte, the motion carried.

Correction/Approval of Minutes

The Board Members present reviewed the minutes of the September 21, 2018 Board meeting. Chair McQueary recommended that two corrections be made. On Page 2, in the Manager's Report, she would like to add that Roger Karr's services and hard work be acknowledged and to wish him a speedy recovery; On Page 3, in the Administrator's Report, under Workforce Development, remove paragraph about the vacant CNO position.

Motion: Dr. Belknap made a motion to approve the minutes as amended. With a second from Mr. Rodarte, the 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 1:06 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

Kathy McQueary-Yes

Scott Berry- Yes

Dr. Donald Belknap- Yes

Motion Carried.

The Board of Trustees returned to regular session at 1:20. Mr. Jarrell joined the meeting during Executive Session.

Medical Staff Privileges and 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 reported to the Board that there was one (1) appointment requesting an expansion of privileges to include Acupuncture, two (2) new appointments each for a one (1) year term, and three (3) reappointments each for a two (2) year term.

Motion: Mr. Berry made a motion to accept the Credentials Committee's recommendations to be approved 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

- Mr. Beames announced that the Medical Staff Meeting on October 17, 2018 covered the Strategic Plan, Strategic Initiatives and Operational Improvement.
- Dr. Belknap reported that Ralph Holcom was interviewed at MCMC and may fill a position in the Emergency Department.
- Chair McQueary stated that Dr. Renee King attended Medical Staff Meeting and she is thrilled to be at MCMC.

Visitors Forum

Chair McQueary invited comments from visitors present:

- Richard Cardenas expressed his concern that he has received several scam phone calls from a number registered to MCMC. The Board informed him that such calls are used for solicitation but it will be investigated.
- Mr. Cardenas wanted to recognize Black Lung Coordinator, Charles Pollard for his knowledge and willingness to help patients.

No other comments

Manager's Report (Attachment C)

ER Manager, Lana Helton, RN provided the Emergency Department Information Exchange (EDIE) report.

- The program is currently being used by majority of the U.S. and will track emergency room encounters mainly for the continuity of care but also to monitor narcotics prescribed and unnecessary procedures.
- The program will immediately provide only the pertinent information from previous emergency room patient encounters experienced at other hospital emergency rooms.
- EDIE will save the New Mexico Medicaid program money through the use of monitoring unnecessary and multiple procedures of the same type.
- EDIE is endorsed and funded by the New Mexico Hospital Association so at the moment MCMC is not looking at any costs to maintain the program. However, there may be a small charge for the interface that will likely be reimbursed by the NMHA.
- The program will take approximately 12 weeks to implement.

Administrator's Report (Attachment D)

Mr. Beames updated the Board on:

Quality & Patient Safety-The Action Cue software implementation continues 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.

Workforce Development/Human Resources- On October 2, an Octoberfest Employee Appreciation Celebration was held. The Leadership Team (with support from the Dietary Team) hosted an appreciation cookout and served hamburgers/hot dogs to all the employees of MCMC. Many thanks and positive comments have been received from staff related to this event.

Healthcare Worker Market Compensation Study- SPO has announced that the project has been extended and will not be completed until closer to the end of 2018.

October 18, 2018 Board of Trustees

Denise Daves, RN has been promoted from RN Educator to the role of Chief Nursing Officer. With the addition of Denise as well as Jo Greene (LTC Administrator) and Sarah Zmich (Administrative Assistant) the MCMC Leadership is now completely intact and is very strong collectively and individually. MCMC is very fortunate to have a great wealth of talent filling key roles within its current Leadership structure.

Leadership Development Day was held on Thursday, October 11 at the LTC Conference Room. Topics included an update on the MCMC Annual Plan, Board Chartered Teams (Quality, Workforce Development and Financial Health), Operational Improvement Teams and HR Training conducted by SPO staff from Santa Fe.

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.

A new draft Financial Assistance Policy has been developed and is now ready for Board review

A contract has been executed for the implementation of RYCAN Revenue Cycle Management Software.

A kick-off meeting has been conducted and a implementation and staff training plan has been developed with TruBridge RYCAN) representatives

Preliminarily, on average MCMC net collections seem to be running about \$100,000 per month higher than they were in the prior year. More detail on progress and performance will be provided by Dick Laner as part of the November Board Meeting.

Recruitment efforts are underway to search for a qualified replacement for the open Health Information Manager position.

Facilities & Construction- Franken Construction continues work on the clinic expansion project which is anticipated to be complete in late November. The concrete walkway and steps from the upper employee parking lot have been completed and they are a very welcome addition per the staff that routinely park in this lot. Current work has now transitioned to new dedicated clinic entrance. The dedicated clinic entrance will allow for easier access directly into the MCMC Clinic and will make it much easier for patients leaving the facility after 5pm when the main hospital entrance is secured.

Emergency Preparedness- MCMC Staff participated in the Regional Trauma Advisory Council meeting (ReTrAC) on October 4. Tim Reeder with the State of NM Emergency Preparedness Agency facilitated a "Tabletop" exercise that involved a mock mass casualty scenario of a bus and tractor-trailer rig accident occurring on Raton Pass. The event was well attended by MCMC Staff and external agencies (local law enforcement, EMS, Fire, Philmont Staff and County/State EP representatives). Doctors Wright, King, and Cook participated in the exercise on behalf of the MCMC Medical Staff.

MCMC Long Term Care- The shared services model for support services (dietary, housekeeping, laundry-linen, facilities maintenance) continues to work well. Representatives from each area meet weekly with LTC Leadership to go through the following standard agenda items; Resident

October 18, 2018 Board of Trustees

issues/Admissions, Environment of Care Open items, Document and Form revisions, Regulatory & Policy Procedure Updates

Joe Green, LTC Administrator and Audrey Baca, Director of Nursing attended 2-day FEMA (Federal Emergency Management Administration) training in Albuquerque.

LTC staffing is much improved with all support area positions filled and a minimal amount of agency being used in the nursing area.

Key Dates:

- November 16 (Friday, 11 am)-MCMC Joint Conference Committee Meeting
- November 16 (Friday, 1pm)-MCMC Board Meeting
- December 6, 2018-Miners 'Day Town Hall and Panel Discussion (9am to 12pm, Raton Convention Center)

Chair McQueary announced that Mr. Beames and Administrative Assistant, Sarah Zmich, have started the "Miner Minute". It is a real-time hospital communication that is sent via email to keep MCMC staff updated on events within the facility.

Financial Report (Attachment E)

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

Dr. Belknap commented that MCMC cash on hand has significantly improved.

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

Business

Policies:

Financial Assistance Policy: Mr. Beames presented the policy and stated that the purpose of the policy is to provide care for the community who are not able to afford healthcare based of the federal poverty guidelines of income and is beneficial to the MCMC Revenue Cycle. Dr. Belknap wanted to know if it was a new policy and was informed that it is a revised policy. Chair McQueary clarified that the policy helps determine financial need and is strictly for medically necessary procedures. It was noted that the income guidelines change on an annual basis. Mr. Medina stated that the policy is not specific in circumstances and will vary on the applicant's need for assistance. Mr. Berry questioned if individuals should be covered by the Affordable Care Act if they are not covered by private insurance or state programs. Mr.

Medina informed him that many individuals choose to take a penalty on their taxes to avoid having to pay the monthly fee for the Affordable Care Act. The policy will cover out of state patients. It will be implemented during the registration process when the patient is qualified under the policy guidelines. With no further discussion a recommendation was made to approve the policy with an update to the origination and revision dates.

Motion: Mr. Berry made a motion to approve the Financial Assistance Policy with recommended revisions, with a second from Dr. Belknap, a voice vote was taken and all Board Members present voted in favor: Motion carried.

Mandatory Influenza Vaccination Policy for Healthcare Personnel: Mr. Beames presented the policy. All employees are required to receive the vaccination to protect MCMC employees and the community served. There are two exemptions to the policy; medical reasons and religious purpose are the allowable exemptions. Those individuals who opt out of receiving the vaccination are to wear a mask October 1 to April 30. Dr. Belknap expressed concerns about employees who opt out of the vaccination would have a hard time having to comply with wearing a mask. Denise Daves, CNO, responded that MCMC is obligated to provide a safe environment and employees who do not receive the vaccination would be provided with a mask. Deadline to receive the vaccination will be October 31. Mr. Beames informed the Board that the policy has been sent to the MCMC attorney and she approved it. This policy will apply to Long Term Care as well.

Motion: Mr. Berry made a motion to adopt the Mandatory Influenza Vaccination Policy as a replacement to the previous Voluntary Influenza Vaccination Policy, with a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor: Motion carried.

Rapid Response Team Policy: Chair McQueary presented the policy. The purpose of the Rapid Response Team Policy is to establish a procedure for rapid assessment for any adult inpatient or outpatient client with acute changes with the goal being to improve patient outcome by providing a means for rapid and timely interventions of a declining patient or a patient in crisis or cardio pulmonary arrest. Denise Daves, CNO stated that the policy essentially helps MCMC staff to make one call and get the help that is required for a patient in a crisis. Chair McQueary requested clarification about how a DNR patient would be addressed. The Board was informed by Denise Daves that a patient's advanced directives would be honored. With no further discussion a recommendation was made to approve the policy with an update to the origination and revision dates.

Motion: Dr. Belknap made a motion to adopt the Rapid Response Team Policy, with a second from Mr. Rodarte, a voice vote was taken and all Board Members present voted in favor: Motion carried.

Mike Colangelo requested the number of employees and agency staff at MCMC. Mr. Beames reported that currently there is approximately 224 full-time employees and 20 agency staff, four of them in Radiology.

Mr. Colangelo also requested to receive a packet with the Board Meeting Agenda, Minutes and the Land Grant portion of the Financial Report.

Executive Session

Motion: At 2:47 Mr. Rodarte 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. Jarrell, a roll call vote was taken.

Roll call vote:

William Jarrell- Yes

Raymond Rodarte- Yes

Kathy McQueary- Yes

Scott Berry- Yes

Dr. Donald Belknap- Yes

Motion carried.

The Board of Trustees went into Executive Session at 2:48 pm.

Open Session/Announcements

Motion: A motion was made by Mr. Jarrell to return to open session at 3:40 pm. With a second from Mr. Rodarte, a voice roll call was taken and all Board Members present voted in favor.

Motion Carried: No action taken and no announcements.

Adjournment

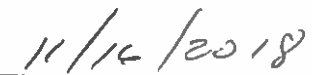
With no further business, and no action taken, a motion was made by Dr. Belknap, with a second from Mr. Berry to adjourn the Board of Trustees meeting at 3:41 pm.

Attest:


Kathy McQueary, Chair


Date


Raymond Rodarte, Secretary/Treasurer


Date