

**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 November 16, 2018 at 1:05 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  
Dr. Donald Belknap

**Staff:** Bo Beames, CEO  
Lonny Medina, CFO  
Dr. Schmidt, Medical Director  
Dick Laner, CSO  
Denise Daves, CNO  
Henrietta Romero, Recorder  
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 November 16, 2018 Agenda, Mr. Jarrell 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 October 18, 2018 Board meeting.

*Motion:* Mr. Rodarte made a motion to approve the minutes as presented. With a second from Mr. Jarrell, 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: 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:

William Jarrell- Yes

Raymond Rodarte-Yes

Kathy McQueary-Yes

Dr. Donald Belknap- Yes

Motion Carried.

*The Board of Trustees returned to regular session at 1:23. Mr. Berry joined the meeting during Executive Session.*

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

Donald Belknap, MD informed the Board that six (6) providers were recommended by the Credentials Committee, two new appointments, Justin Mathew, MD- Emergency Medicine and Qazi Uddin, MD- Teleradiology, each for one year and four reappointments, Byrch Williams, MD- Emergency Medicine, Tropha Wright, MD- General Surgery, David Glass, MD- Emergency Medicine and Branko Huisa-Garate, MD- Teleneurology, each for two years.

*Motion:* Mr. Rodarte 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**

Dr. Schmidt provided the following Medical Staff Report:

- Quality Assurance testing and surveying measures are currently being set up.
- Staffing continues to improve each quarter as contract staff is declining.

**Visitors Forum**

Chair McQueary invited comments from visitors present:

Thomas Hay recognized Mary Lynn Roper, Raton native for her accomplishments as a pioneer in New Mexico broadcasting.

Eric Armstrong, Director of Operations, informed that Board that he checked with the IT Department regarding the phone calls issue that was discussed during the October meeting and it is just a scam.

No other comments

**Manager's Report (Attachment C)**

Dick Laner, CSO provided the Revenue Cycle Update:

- Financial Assistance Policy- an informative brochure will be created for patients.
- Rycan Implementation
- Combined Registration/Medical Necessity
- HIM Manager
- Charge Capture
- Computer Physician Order Entry (CPOE)
- Physician Deficiencies
- MCMC Revenue Cycle Scorecard

The Revenue Cycle Committee meets weekly to discuss these issues.

Administration is actively working to fulfill the HIM Manager position.

Computer Physician Order Entry (CPOE) helps to improve patient safety as physicians will enter computerized orders to prevent handwritten errors and confusion.

Belknap commented that any OB patient that arrives at the ER that is over 20 weeks pregnant should be sent to the OB Department as it may cause issues with orders. Mr. Beames said this issue will be researched to see what can be done.

**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.

The Quality Committee is working on selecting/updating measures for Calendar Year 2019 that will be congruent with performance measures being incorporated into VBP Contracts within the State Medicaid Centennial Care payer agreements. Proposed measures will be presented to the Joint Conference Committee for endorsement

Workforce Development/Human Resources- 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

The Workforce Development Team is working on establishing its Key Performance Indicators (KPIs) for 2019. Tentative measures being considered include:

- % of 90-day initial evaluation completed timely
- Monthly New Staff Hired
- Monthly Terminations/Departures
- Turnover Rate
- % of Exit Interviews completed
- Agency Staff RN
- Agency Staff Non-RN
- Agency Expense

Current Agency Staffing stands at 19 RN, 4LPN, 1 C.N.A, 4 Rad Tech

Dr. Ralph Holsworth, MD will be joining MCMC as an additional ER provider in early 2019.

Active recruitment is underway for a Board Certified Pediatrician and a Family Practice/Internal Medicine Provider. Byrch Williams, MD has returned to MCMC and will be providing care at MCMC on a part time basis.

Revenue Cycle Re-design- The Revenue Cycle Team within MCMC continues it work on process of revenue cycle improvement with the goal of optimizing MCMC reimbursement for services delivered from all payers.

A contract has been executed for the implementation of RYCAN Revenue Cycle Management Software. Initial Training is now underway, and the full training and implementation will continue through the end of January.

Preliminarily, on average MCMC net collections seem to be running about \$100,000 or more per month higher than they were in the prior year.

Interviews are underway for a qualified replacement for the open Health Information Manager position.

Facilities & Construction- Franken Construction is in the final stages of the work on the clinic expansion project. The new entrance and the concrete walkway to the clinic are final items that are left for project completion. 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- Eric Armstrong and Lana Helton, RN participated in a WIPP event (Waste Isolation Pilot Project) emergency preparedness session in conjunction with local and state EP officials to begin efforts to plan for a large scale exercise to be conducted in mid/late 2020 in conjunction with Federal requirements.

The Leadership team participated in an Emergency Preparedness Webinar provided by the American Hospital Association.

MCMC Long Term Care- With input from residents, new premium towels have been acquired for LTC and a new "towel exchange" process is being piloted to better control towel usage and prevent loss. A

set of towels is issued to the resident in a mesh laundry bag and once used, soiled towels are placed in the mesh bag for return and exchanged for a new bag/set of towels

With the completion of the Clinic Project wrapping up, MCMC Leadership will turn its attention to LTC improvements as its next major capital project undertaking. Tentative project scope will include improvements to the Memory Care Unit, the external courtyard and patio area, and addition of air-lock door on the NW entrance to the facility.

**Key Dates-**

- Thursday, December 6, 2018-Miners' Day Town Hall and Panel Discussion (9am to 12pm, Raton Convention Center)
- Saturday, December 8, 2018-MCMC Christmas Party, Raton Convention Center

**Financial Report (Attachment E)**

Mr. Medina provided the following Financial Report:

- Financial Results- YTD Unaudited
- Gross Revenue by Financial Class YTD
- Revenue Cycle
- Land Grant Permanent Fund
- Audit
- Cost Report
- Rural Health Clinic Feasibility Study

The result of the Feasibility Study will determine whether or not the clinic will go to Rural Healthcare billing.

Chair McQueary acknowledged the great work that was done on the clean audit.

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

**Business**

Joint Conference-

Mr. Beames informed the Board the Joint Conference Committee held their quarterly meeting on November 16.

- Action Cue will help staff to see what measures needs to be improved upon.
- The Quality Scorecard was reviewed for Quality measures and the Patient Experience.
- Falls, hand hygiene and patient follow-up after discharge will be closely monitored.
- Quiet time will implemented facility wide.
- After implementation the Mandatory Influenza Vaccination Policy 93% of all staff have been vaccinated.

- Wait times for outpatient procedures, complete paperwork for blood transfusions, term pregnancies, surgery checklists, ER satisfaction portal and diabetes education will all be monitored.

**Business (Attachment E):**

**Policies:**

**Visitation Policy-** Denise Daves, CNO presented the Visitation Policy and stated that the policy was the same policy as before with the addition of "Quiet Time". An overhead page will announce the beginning of quiet time throughout the facility two times a day to all patients time to rest. Procedures that are not necessary to the patient's care regimen will be postponed until after Quiet Time.

Dr. Schmidt noted that in addition to Quiet Time, the policy was changed to clarify that the ER is a secure facility and that the nursing staff will have the authority to decide what visitors can be present within the department.

***Motion:*** Dr. Berry made a motion to adopt the **Visitation Policy** as a replacement to the previous policy, with a second from Dr. Belknap, a voice vote was taken and all Board Members present voted in favor: Motion carried.

**Other**

December 6<sup>th</sup> is National Miners Day. A brief description was given of the MCMC event that will take place on that day.

Denise Daves stated that MCMC participated in the Raton High School Career Day. Pharmacy and Perioperative services were present and well received by the students.

**Executive Session**

***Motion:*** At 2:54 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 2:55 pm.*

**Open Session/Announcements**

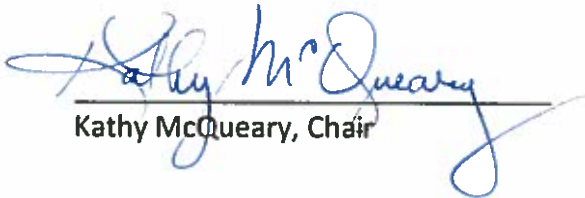
***Motion:*** A motion was made by Mr. Rodarte to return to open session at 3:29 pm. With a second from Mr. Berry, a voice roll call was taken and all Board Members present voted in favor.

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. Jarrell to adjourn the Board of Trustees meeting at 3:30 pm.

**Attest:**

  
Kathy McQueary, Chair

01/18/2019  
Date

  
Raymond Rodarte, Secretary/Treasurer

2/11/19  
Date