

January 18, 2019

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 January 18, 2019 at 1:07 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
Dr. Donald Belknap
Raymond Rodarte, Secretary/Treasurer- Conference Call
William Jarrell- Conference call

Staff: Bo Beames, CEO
Lonny Medina, CFO
Dee Sheridan, Quality Manager
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 January 18, 2019 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 November 16, 2019 Board meeting.

Motion: Mr. Berry made a motion to approve the minutes as presented. With a second from Dr. Belknap, the motion carried.

Recognition of Visitors & Visitors Forum

Chair McQueary recognized visitors present

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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 1:11 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

Raymond Rodarte-Yes

Kathy McQueary-Yes

Dr. Donald Belknap- Yes

Scott Berry- Yes

Motion Carried.

The Board of Trustees returned to regular session at 1:23.

Medical Staff Privileges and Appointments (Attachment B)

Donald Belknap, MD informed the Board that four (4) providers were recommended by the Credential Committee: one new appointment, Ralph Holsworth, DO for one year, two new appointments, Christopher Bossart, MD and Tobias Kulik, MD, each for two years and one increase in privileges, Leonardo Lopez, MD to include acupuncture for pain management.

Ralph Holsworth, DO will be coming to MCMC full time in February.

Motion: Mr. Berry made a motion to accept the Credentials Committee's recommendations to be approved as presented, with a second from Mr. Rodarte. A voice vote was taken and all Board Members present voted in favor. Motion carried.

Medical Staff Report (Attachment C)

Henrietta Romero updated the Board on changes in the *Medical Staff Rules and Regulations*:

- Identification of the EMR
- T-System is being used in the Emergency Department
- Admissions are done with bridge orders
- Rules and Regulations refer to MCMC Policies
- Established time frames that providers will have to complete H&Ps
- Quality standards updated
- Medical Records Policy was updated
- Updated to meet the Conditions of Participation

Motion: Dr. Belknap made a motion to accept the *Medical Staff Rules and Regulations* 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.

Visitors Forum

Chair McQueary invited comments from visitors present:

Richard Cardenas addressed his concern about the pay scale locally. Kathy McQueary informed him of prior discussions with the state personnel board to keep and retain and hire local staff for better wages. Agency staff has been reduced and continues to be improved upon.

No other comments

Business

MCMC 2018 Audit- Clifton Larson Allen (Attachment D)

James Mann, manager on audit, joined the Board of Trustees meeting by telephone and Megan Sitek was present to provide the following highlights:

- Management Discussion and Analysis
- Combined Financial Statements
 - Combined Statements of Net Position
 - Combined Statements of Revenues, Expenses, and changes in Net Position
 - Combined Statements of Cash Flows
 - Notes to Combined Financial Statements
- Schedule of Revenues and Expenses- Budget and Actual
- Independent Auditors' Report on Internal Controls

It was addressed that this was a very clean audit with no material weakness and very clean internal control.

Motion: Dr. Belknap made a motion to accept the *MCMC 2018 Audit* to be approved as presented, with a second from Mr. Berry. A voice vote was taken and all Board Members present voted in favor. Motion carried.

Annual Open Meetings Act Resolution (Attachment E)

No changes were made to the *2018 Annual Open Meetings Act Resolution*.

Motion: Mr. Berry made a motion to accept the *Annual Open Meetings Act Resolution* to be approved as presented with correction made to the date of the document to reflect 2019, with a second from Mr. Jarrell. A voice vote was taken and all Board Members present voted in favor. Motion carried.

Policies (Attachment F)

Credentialing Healthcare Providers Policy: Henrietta Romero presented the Credentialing Healthcare Providers Policy as a revised policy with the following updates:

- There is no longer a processing fee as providers are MCMC employees
- Liability insurance will be compliant to the Medical Staff Bylaws

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Motion: Dr. Belknap made a motion to adopt the *Credentialing Healthcare Providers Policy* as presented with updates, with a second from Mr. Jarrell. A voice vote was taken and all Board Members present voted in favor. Motion carried.

Financial Disclosure Statement (Attachment G)

The *2019 Financial Disclosure Statement* was provided to each Board Member and must be filed by the end of January 2019.

Manager's Report (Attachment C)

Dee Sheridan provided the following update on the Joint Conference Committee Meeting that was held January 18, 2019:

- Revised draft for 2019 MCMC Quality Charter will be reviewed with the Leadership Committee before being submitted for final approval to the Board
- Quality scorecard for 2018 is being wrapped up
- Flu vaccination is at 98%
- Quiet Time is well accepted throughout the facility
- 2019 focus will be on Patient Satisfaction and Patient Safety
- Press Ganey (patient survey provider) contract is currently being reviewed by the MCMC attorney

Mr. Berry commented on the excellent reviews that he has heard about MCMC in the community.

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
- FY18 Audit
- FY18 Medicare Cost Report
- Rural Health Clinic Billing Feasibility Study
- CMS Transparency Requirement
- Legislative Session
- Centennial Care 2.0 Payer Agreement Renewal

Mr. Beames and Mr. Medina will travel to Santa Fe on Monday, January 21 to present the budget to legislature.

New Mexico State Senator George Munoz is proposing legislation that will create a Miners license plate. MCMC will get 10 dollars per license plate sold.

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Centennial Care 2.0 is currently being put in place with new contracts with Presbyterian, BCBS and Western Sky.

Barbra Gonzales, CPA has been hired at MCMC.

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

Administrator's Report (Attachment D)

Mr. Beames updated the Board on:

Quality & Patient Safety- The Joint Conference Committee is meeting on January 18 and will be discussing the following items:

- Update of the Quality Charter
- Review of the 2018 Quarter 4 Quality Scorecard Results
- Proposed 2019 Board Scorecard Measures
- Press Ganey -Patient Satisfaction Survey Provider

Denise Daves, RN and Dee Sheridan, RN will provide a summary of the Joint Conference Committee as part of the January 18 Board of Trustees Meeting

Workforce Development/Human Resources-

Current Agency Staffing stands at 24 RN, 3LPN, 1 C.N.A, 4 Rad Tech

Effective January 14, the operational leadership of our specialty clinics (General Surgery, Obstetrics & Gynecology) transitioned from Tammy Fernandez, RN, our OR Manager to Rhonda Moniot, RN, who currently serves as the Director of Clinic Operations.

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.

Revenue Cycle Redesign-

MCMC has fully executed agreements in place with Blue Cross/Blue Shield and Western Sky for the State Medicaid Centennial Care 2.0 that went into effect on January 1, 2019. The agreement with the 3rd State Medicaid Managed Care Organization, Presbyterian Health Plan, is still being negotiated by our legal counsel and is pending. It is expected to be finalized and executed by no later than January 30, 2019.

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TruBridge/Rycan Module training is now underway, and the full training and implementation will continue through the end of January.

Henrietta Romero has been selected as the new Health Information Manager position. A large number of applicants have applied for the Medical Staff/Credentialing Specialist position that Ms. Romero previously held. It is anticipated interviews will begin within the next 2 weeks and that a selection will be made within the next 30 days. The Credentialing Specialist, once hired, will report directly to Ms. Romero as part of her new and expanded role as HIM Manager.

Facilities & Construction-

The Clinic project has been finalized and MCMC has received many favorable comments regarding the new entrance, clinic registration area and expanded treatment room.

With the Clinic project completed, time energy and effort is now being directed to clearing the "Old Hospital (OH)" and the MCMC Warehouse. Due to the current state of the building, all salvageable supplies and records are being moved to the Warehouse from the OH. Plans to clear the OH are necessary for safety reasons. Due to the dilapidated state and the cost of rehabilitation for the OH, MCMC is beginning the process of emptying the building and in researching cost for demolition. MCMC will be working with State General Services and Risk Management to this regard. It is anticipated the preparation will occur in 2019-2020 and demolition is proposed to be carried out in 2020-2021.

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.

MCMC Long Term Care-

The Scope of Work for conceptual design of the LTC Improvements is being drafted. It is anticipated the design and architectural work will begin sometime toward the end of March.

Community-

The Miners Day Event was held on December 6, 2018 and many favorable comments were received from those who attended.

MCMC was well represented in a Town Hall meeting hosted by Senator Pete Campos and by Representative Jack Chatfield. Dr. Loretta Conder, Cindy Johnson, Lonny Medina and Board Chair Kathy McQueary attended the Town Hall along with myself.

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Key Dates-

- January 21, 2019-MCMC Presentation of 2020 Budget to Legislature
- February 11, 2019-MCMC Board Meeting

Other

Raymond Rodarte and Dr. Donald Belknap were recognized for 5 years of service with MCMC.

Mark Rosenfield requested a copy of the Tobacco Free Policy.

Executive Session

Motion: At 3:05 pm 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 went into Executive Session at 3:05 pm.

Open Session/Announcements

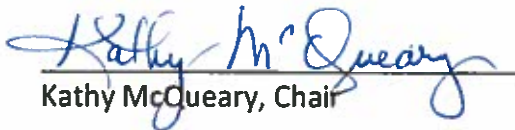
Motion: A motion was made by Mr. Rodarte to return to open session at 3:55 pm. With a second from Dr. Belknap, a voice roll call was taken and all Board Members present voted in favor.


Motion Carried: No action taken and no announcements.

Adjournment


With no further business, and no action taken, a motion was made by Mr. Berry, with a second from Mr. Rodarte to adjourn the Board of Trustees meeting at 3:56 pm.

Attest:


Kathy McQueary, Chair


Date


Raymond Rodarte, Secretary/Treasurer


Date