

April 11, 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 April 11, 2019 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  
Dr. Donald Belknap  
William Jarrell

**Staff:** Bo Beames, CEO  
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 April 11, 2019 Agenda, Chair McQueary announced an amendment to the agenda to dispense of item Number 6, Executive Session and item Number 7, Medical Staff Privileges and Appointments. Mr. Rodarte made a motion to approve the agenda as corrected. With a second from, Dr. Belknap, the motion carried.

**Correction/Approval of Minutes**

The Board Members present reviewed the minutes of the March 15, 2019 Regular Board meeting.

*Motion:* After review of the March 15, 2019 minutes, Mr. Berry announced a correction to Page 2, under Executive Session to correct the name of Dr. Donald Belknap and Page 2, under Medical Staff Report, first bulleted item, to correct the spelling of TruBridge; Mr. Jarrell announced a correction to Page 3, the first sentence under Manager's Report, to correct Charles Pollard, Black Lung Coordinator. Mr. Berry made a motion to approve the minutes as corrected, with a second from Dr. Belknap the motion carried.

**Recognition of Visitors & Visitors Forum**

Chair McQueary recognized visitors present

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### **Medical Staff Report**

Dr. Schmidt reported to the Board:

- Medical Staff is continuing to improve and recruitment is still ongoing for a pediatrician for the clinic.
- The Emergency Department is now well staffed.

### **Visitors Forum**

Chair McQueary invited comments from visitors present:

No comments from visitors.

### **Business**

#### ***Contracted Services Summary (Attachment B)***

This document focuses on the oversight of treatment and care provided through contractual agreements. It identifies the risk or vulnerability of caregivers who are not employees of MCMC. The Conditions of Participation, Joint Commission Standards and Accrediting Body Standards all state that there must be a mechanism in place for those contracted arrangements. Medical Staff participated in the Contract Performance Review process that will ensure that all criteria are met.

The Board was provided with a list of contracts that are in place with MCMC along with the scope of service for each of the patient contracted services.

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

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

Henrietta Romero, HIM Manager updated the Board on the three components of the Administrative Services Coordinator position:

- Credentialing
- Provider Enrollment
- Medical Staff Coordinator

Regina Lucero was introduced as the new Administrative Services Coordinator.

No action needed.

**Financial Report (Attachment D)**

Mr. Beames provided the following Financial Report in Lonny Medina's, CFO, absence:

- Financial Results YTD Unaudited
- Gross Revenue by Financial Class YTD
- Revenue Cycle
- Land Grant Permanent Fund
- Legislative Session

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

**Administrator's Report (Attachment E)**

Mr. Beames updated the Board on:

**Quality & Patient Safety-**

- MCMC has gone live with its new patient survey provider (Press Ganey) effective April 1.
- MCMC will be surveying patients in separate service lines that include our ER, Inpatient Acute Units, Outpatient Services and Clinic Services. Additionally, survey performance data and feedback will be received at the individual provider level.
- Patients will have the option of completing the survey via email or regular "snail" mail
- An "Essentials of Press Ganey" meeting to include all MCMC Management is tentatively being planned for early May
  - Survey Process
  - Survey Metrics
  - Press Ganey Resources
  - Press Ganey Transformational Principles™
  - Where to Start: Talking About the Survey

**Workforce Development/Human Resources-**

- Current Agency Staffing stands at 20 RN (5 ER, 7 inpatient, 5 OB, 3 LTC), and 4 Radiology Techs (no change from prior month)
- Laith Salih, MD expressed interest in joining as a part-time Pediatrician, A preliminary interview was held on March 28.
- Leadership Development Day (LDD) will be held on Friday, April 26 at Vermejo Park Ranch. A tentative agenda for the day has been planned to include the Strategic Plan Update, skill building presentations from The Solutions Group ("How to Have Difficult and Crucial Conversations", "Not My Generation", and "Laughter is the Best Medicine")

**Revenue Cycle Redesign-**

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- Training on the TruBridge Revenue Cycle software system has entered its final phase. Modules covering eligibility verification, claims submission, remittance advice, and denial management have been completed. Training for the TrueBridge modules for *contract management* and for *patient liability estimator* are in process with a target date of end of June for complete implementation
- With Dick Laner's retirement effective June 1, a replacement position for a Director of Revenue Cycle Management has been approved and will report to Lonny Medina once it is filled. Current positions reporting to the Director position will be the HIM Manager, Billing Office Manager and the Patient Registration Manager

#### Facilities & Construction-

- Capital outlay submitted for the demolition of the "Old Hospital" did not receive necessary approval by the 2019 Legislature. However, preparations to empty the building for future demolition will continue
- It is anticipated the preparation for demolition will occur in 2019-2020 and actual demolition is proposed to be carried out in 2020-2021
- The MCMC Capital Re-authorizations requests were approved by the legislature
- The Heating/Air Conditioning Control Unit is need of replacement/upgrade. MCMC has received two bids on the project and is in process of making final selection of vendor. Both vendors are on the state approved list of contractors. Estimated cost of the new system is anticipated to be between \$200,000 and \$300,000. The timeline on the project is expected to take 8-12 weeks once the final agreement is signed
- The Cardio-Pulmonary Testing and Diagnostics areas has been relocate from a room in the Specialty Clinic to a room proximal to other hospital diagnostics areas ( Imaging, Laboratory) The move creates additional space for clinic provider and increase the Cardio-Pulmonary square footage significantly

#### Emergency Preparedness-

- The Department of Health program survey of the MCMC Level IV Trauma designation will take place on April 18. Two DOH surveyors will be on-site for the day to review program documentation and audit the trauma program

#### MCMC Long Term Care-

- The Design Group has been awarded the bid for the design and architectural to improve the Memory Care Unit, rear exterior courtyard and rear LTC entrance.
- Work is anticipated to begin sometime in early May
- Current Census at LTC is 14 miners and 10 Non-Miners for a total census of 24
- The LTC Department of Health Survey window is open, and we are expecting the survey team to show any day now

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### Community-

- Preliminary discussions have been held with Retha Shiplett, Planning Specialist to conduct an assessment and strategic plan related to Behavioral Health
- Ms. Shiplett is a native of Springer and Raton and has most recently completed Strategic Planning work for the Raton Public Schools and for the City of Raton. She also has a wealth of expertise related to the Malcom Baldrige Quality Award principles through her past experience with Quality New Mexico (QNM)

### Outreach-

April 8-12—Gallup, NM

May 8 -10 – Isleta Resort (NM Mine Health & Safety Conference)

May 13 -25 – Western Excursion (Montana & Wyoming)

14 & 15 – Montana 1 (Columbus)

17 & 18 – Montana 2 (Roundup)

20 & 21 – Wyoming 1 (Rock Springs)

23 & 24 – Wyoming 2 (Douglas)

### Key Dates-

- April 25-Community Health Fair, Raton Convention Center
- April 26-Leadership Development Day to be held at Vermejo Park Ranch
- May 17, 2019-MCMC Board Meeting

### Other

Greeley training is currently at MCMC for Credentialing and Privileging Education. A report will be produced that will address the areas in the process that need improvement.

Several visitors present expressed concern over two recent denials of admission to LTC for former miners. Mr. Beames reviewed the admission process and explained that because the level of care that those individuals required are beyond what the staff at LTC are able to provide at the moment, the denial decisions were made considering what is in the best interest of the patient, however, one of those denials was currently being reviewed again.

Visitors then expressed further concerns that there would eventually be more non-miner residents than miner residents at LTC if they continue to be denied and it needs to be addressed. The Board and MCMC staff present all assured visitors that it will be made a priority to see what can be done to expand the services and care that is offered at LTC to accept those applicants who require a higher need for medical care.

Jo Greene, LTC Administrator stated that they are trying to make the application and admission process as easy as possible and are encouraging younger miners to get all of their information together for when the time comes that they do wish to apply for admission to the facility.

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Mr. Jarrell agrees that there is a need to expand what care can be provided to care for retired miners and he is currently working with the New Mexico Safety Committee, New Mexico Safety Conference, New Mexico Mining Museum and American Thoracic, along with the help of Dr. Sood at UNM to help educate medical providers and facilities how to take care of miners and their health issues.

**Executive Session**

*Motion:* At 2:41 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:

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 2:42 pm.*

**Open Session/Announcements**

*Motion:* A motion was made by Mr. Jarrell to return to open session at 3:35 pm. With a second from Mr. Berry, a voice roll call was taken and all Board Members present voted in favor.


Motion Carried: It was announced that the open meeting would go into a recess until 5:00 pm to attend the Greely Education and dinner at MCMC Long Term Care Conference Room.

The Board resumed open session at 5:07 pm. Members present were Kathy McQueary, Scott Berry, William Jarrell and Dr. Belknap.

**Adjournment**

With no further business, and no action taken, a motion was made by Mr. Jarrell, with a second from Dr. Belknap to adjourn the Board of Trustees meeting at 7:30 pm.

**Attest:**



Kathy McQueary, Chair

Scott Berry  
Acting Chair

May 17, 2019  
Date

  
Raymond Rodarte, Secretary/Treasurer

May 17, 2019  
Date