

May 17, 2019

MINERS' COLFAX MEDICAL CENTER

REGULAR MEETING OF THE BOARD OF TRUSTEES

Call to Order

Vice Chair Scott Berry called the regular meeting of the Miners' Colfax Medical Center Board of Trustees to order May 17, 2019 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 (via telephone)
Scott Berry, Vice Chair
Raymond Rodarte, Secretary/Treasurer
Dr. Donald Belknap
William Jarrell

Staff: Bo Beames, CEO
Sarah Zmich, Recorder
Regina Lucero, Administrative Services Coordinator
Henrietta Romero, HIM Manager

Visitors: See Attached list (Attachment A)

Pledge of Allegiance

Vice Chair Berry led Board members, staff and visitors present in reciting the Pledge of Allegiance.

Correction/Approval of Agenda

Motion: After review of the May 17, 2019 Agenda, Dr. Belknap 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 April 11, 2019 Regular Board meeting.

Motion: Chair McQueary made a motion to approve the minutes as presented, with a second from Mr. Rodarte, the motion carried.

The Board Members present reviewed the minutes of the April 23, 2019 Special Board meeting.

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

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Executive Session

Vice Chair Berry 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 1:07 pm 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:

William Jarrell- Yes

Raymond Rodarte-Yes

Scott Berry- Yes

Dr. Donald Belknap- Yes

Kathy McQueary- Yes

Motion Carried.

The Board of Trustees returned to regular session at 1:17 pm.

Recognition of Visitors & Visitors Forum

Vice Chair Berry recognized visitors present

Medical Staff Privileges and Appointments (Attachment B)

Dr. Belknap informed the Board that four (4) providers were recommended by the Credentials Committee for reappointment: Muhammad Chohan, MD Telemed Neurosurgery, Tran Huy, MD Neurology, Jacob Jensen, DO Emergency Medicine and Patricia Johnson, LSW, each for 2 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. Belknap reported to the Board that everything is going well in the Emergency Department and there are no issues to report.

Mr. Beames informed the Board that:

- Dr. Laith Salih has signed an agreement with MCMC for a half-time pediatrician. He is currently waiting on New Mexico licensure and to be credentialed before he can begin working.
- Family Practitioner, Rodney Sholty will interview at MCMC on Tuesday, May 21st.

Visitors Forum

Vice Chair Mr. Berry invited comments from visitors present:

No comments from visitors.

Business

MCMC Scope of Services (Attachment C)

Shows the array of services that are offered through MCMC, as well as the purpose, criteria and population served. Any Addition or deletion of services will be taken to board for approval. This document has been approved by the MCMC Leadership Team.

Dr. Belknap recommended that ENT Services be removed from the Scope of Services

Motion: Dr. Belknap made a motion to accept the *MCMC Scope of Services* as revised, with a second from Mr. Rodarte. A voice vote was taken and all Board Members present voted in favor. Motion carried.

Notification of Property Disposal (Attachment D)

Lonny Medina, CFO stated that the State of New Mexico requires a formal Board resolution to dispose of MCMC property from the fixed asset list that is under \$5,000. For audit purposes on June 30, he is requesting that 2,481 items be removed from that list that do not meet these state guidelines.

Motion: Dr. Belknap made a motion to accept the *Notification of Property Disposal* as presented, with a second from Mr. Jarrell. A voice vote was taken and all Board Members present voted in favor. Motion carried.

Support to Participate in OB Grant

Holy Cross Medical Center in Taos, New Mexico has requested that MCMC participate in a HRSA four year grant that will improve access and continuity to OB care to women in rural communities. Most details are still pending. In the meantime, Holy Cross Medical Center would like to collaborate with MCMC and Union County to get the grant written, in which the cost would be split among facilities.

The goals of the grant are:

- To develop a sustainable network approach
- Coordinate maternal and obstetrics care within a rural region
- Increase delivery of and access to preconception, pregnancy, labor and delivery and postpartum services
- Develop a sustainable financing models for provision of maternal and obstetrics care
- Improve the maternal and neonatal outcome

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Motion: Dr. Belknap made a motion that would allow MCMC to participate in the OB Grant, with a second from Mr. Jarrell. A voice vote was taken and all Board Members present voted in favor. Motion carried.

Manager's Report (Attachments E and F)

Denise Daves, CNO reviewed the Quality Scorecard with the Board:

- 40 days without a fall and no patient injuries associated with a fall
- Patient satisfaction survey volume and returns are low with new Press Ganey
- Ongoing efforts to monitor sepsis infection
- Infection control survey was completed through a grant from the New Mexico Hospital Association that helped identify areas for improvement throughout the facility. The MCMC Infection Control Committee will use this report as a guideline for improvement.

Dick Laner, CSO explained the Revenue Cycle Process to the Board (Attachment F).

Veronica Sanchez, Business Office Manager, updated the Board on TruBridge modules:

- Eligibility Verification
- Electronic Remittance Advice (ERA)
- Claims Scrubbing and Submission
- Data Direct Entry for Medicare
- Denial and Audit Management
- Contract Management
- Patient Liability Estimator

The MCMC Financial Assistance Policy is currently being worked on for patients who are not able afford medications or services.

No action needed.

Financial Report (Attachment G)

Lonny Medina, CFO provided the following Financial Report:

- Financial Results YTD Unaudited
- Gross Revenue by Financial Class
- Revenue Cycle
- Land Grant Permanent Fund
- State Compensation and Pension Benefits Increase
- FY20 Operating Budget
- Safety Net Care Pool- Medicaid
- Gross Receipts Tax on Hospitals
- Capital Outlay Reauthorizations

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➤ Charge Master

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

Administrator's Report (Attachment H)

Mr. Beames updated the Board on:

MCMC Long Term Care-

Living Design of Taos has been awarded the bid for the design architecture and conceptual drawings to improve the Memory Care Unit, rear exterior courtyard and rear LTC entrance

The conceptual design work began on Wednesday, May 14

Current Census at LTC is 15 Miners and 10 Non-Miners for a total census of 25

The LTC Department of Health Improvement (DHI) regulatory survey was conducted on April 28-May 1. The final written report is still forthcoming, but the survey team was very complimentary and has only a few low-level findings that will need to be addressed through submission of a standard Corrective Action Plan to DHI. The entire report will be shared with the Board of Trustees once it is received from the DHI

Quality & Patient Safety-

An "Essentials of Press Ganey" meeting was conducted on May 15 for the entire management team that included the following topics

- 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 (6 ER, 4 inpatient, 7 OB, 3 LTC), and 4 Radiology Techs (no change from prior month)

Laith Salih, MD board certified pediatrician has signed an agreement to provide care on a half-time basis. Dr. Salih resides with his family in Denver, CO and will be providing clinic care and call coverage on a one week on, one week off basis once he receives his NM Medical License

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Leadership Development Day (LDD) was held on Friday, April 26 at Vermejo Park Ranch. The agenda included skill building presentations from Marybeth Bohley of The Solutions Group (“How to have Difficult and Crucial Conversations”, “Not My Generation”, and “Laughter is the Best Medicine”)

Revenue Cycle Re-design-

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 Patient Financial Services 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-

It is anticipated the preparation for the “Old Hospital” demolition will occur in 2019-2020 and actual demolition is proposed to be carried out in 2020-2021. To date, all supplies and medical records have been relocated out of the Old Hospital to the MCMC warehouse. The next phase will focus on separation and inventory of salvageable and non-salvageable equipment for future sale or disposal

The LTC Heating/Air Conditioning Control Unit replacement/upgrade is in progress. MCMC has received two bids on the project and ACS (Automated Control System) has been selected to perform the upgrade at cost of \$198,000. The timeline on the project is expected to take 8-12 weeks once the final contractor agreement is signed

With the completion of the relocation of the Cardio-Pulmonary Testing and Diagnostics, Respiratory Therapy is working with Eric Armstrong to devise a plan and approach to future development of a Cardio-Pulmonary Rehabilitation Program

Emergency Preparedness-

The Department of Health program survey of the MCMC Level IV Trauma designation was conducted on April 18. Two DOH surveyors reviewed the program documentation and audited the trauma program for compliance with program standards. Though the final report has not yet been received, the surveyors did share that they would be recommending a “pass” outcome and MCMC would maintain its Level IV designation with a follow up survey in one year’s time.

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Loretta Conder, MD, Angel Wright, MD, Eric Armstrong, DPT and I participated in the ReTrac (Regional Trauma Activation Committee) that was held on May 9

Community –

Preliminary discussions continue with Retha Shiplett, Planning Specialist to conduct an assessment and strategic plan related to Behavioral Health

MCMC participated in the Community Health Fair held on April 25 at the Raton Convention Center

Outreach -

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-

- Saturday, June 7-NM Mining Museum Gala, Grants, NM
- Friday, June 21, 2019-MCMC Board Meeting

Other

Dick Laner, CSO was recognized for his many contributions and 33 years of services with MCMC.

Executive Session

Motion: At 2:40 pm 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

Scott Berry- Yes

Dr. Donald Belknap- Yes

Kathy McQueary- Yes

Motion carried.

The Board of Trustees went into Executive Session at 2:40 pm.

Open Session/Announcements

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No action taken and no announcements.

Adjournment

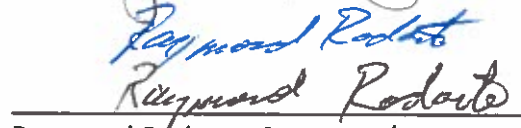
With no further business, and no action taken, a motion was made by Mr. Rodarte, with a second from Dr. Belknap to adjourn the Board of Trustees meeting at 3:37 pm.

Attest:



Kathy McQueary, Chair

July 19, 2019
Date



Raymond Rodarte, Secretary/Treasurer

July 19, 2019
Date