

September 20, 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 September 20, 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
Lonny Medina, CFO
Denise Daves, CNO
Jo Greene, LTC Administrator
Rhonda Moniot, RHC Director
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

The Board Members present reviewed the Agenda of the September 20, 2019 Regular Board Meeting. Chair McQueary made a correction to the Agenda to include *Adoption of Budget Summary Review* as "Item A" under the Financial Report.

Motion: Mr. Berry made a motion to approve the agenda as corrected. With a second from Mr. Rodarte, the motion carried.

Correction/Approval of Minutes

The Board Members present reviewed the minutes of the August 16, 2019 Regular 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

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 1:04 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. Berry, 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 1:16 pm. Dr. Belknap joined the meeting during Executive Session.

Recognition of Visitors & Visitors Forum

Chair McQueary recognized visitors present

Medical Staff Privileges and Appointments (Attachment B)

Dr. Belknap informed the Board that three (3) providers were recommended by the Credentials Committee for reappointment: Donald Belknap, MD, Emergency Medicine, James Hsu, Teleradiology and Justin Matthew, MD, Emergency Medicine, each for 2 years.

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

Dr. Schmidt provided the Medical Staff Report:

- Dr. Louisa Chavez's last day will be November 31
- Lisa Wentling will be leaving at the end of October
- Dr. Byrch Williams has resigned his position at MCMC
- Dr. Ehab Ali has left the community
- Dr. Ronald Lotoc has left his position at MCMC
- Dr. Rodney Sholty is awaiting his New Mexico licensure
- Administration continues to look for locum tenens to fill in the open OB/Gyn slot
- Dr. Timothy Brininger, Family Practice Medicine OB with C-section privileges has signed an agreement with MCMC and has applied for a New Mexico license
- Dr. Tanja Todd-Kellum, OB locums will start on October 15

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Visitors Forum

Chair McQueary invited comments from visitors present:

Denise Daves, CNO informed visitors present that MCMC will partner with the Raton Senior Citizen Center to provide a free blood pressure clinic on the 2nd, 3rd, and 4th Thursday of every month from 9:00 am to 11:00 am at the center. The event will be open to all members of the public.

One visitor would like to see a walk-in clinic for people who cannot afford to go to the emergency room.

Business (Attachment C)

Miner Admission Policy

Non-Miner Admission Policy

LTC Admission Appeal Policy

Jo Greene, LTC Administrator, presented the Long Term Care policies.

The *Miner Admission Policy* and *Non-Miner Admission Policies* were updated to fit the new regulatory requirements that are being established for all long term care facilities and to clarify what level of care MCMC LTC will be able to provide to its residents. Previously, these were in a single combined policy. The single policy was separated into two separate policies to distinguish more clearly the criteria between miner and non-miner admissions.

The *LTC Admission Appeal Policy* was updated to outline the steps that an applicant can take in the event of denial for admission and the process for reconsideration of an application. The policy continues to state that miners will have priority for admission.

Motion: Mr. Berry made a motion to accept the *Miner Admission Policy*, *Non-Miner Admission Policy* and *LTC Admission Appeal Policy* to be approved as presented, 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.

Manager's Report

Patient Care Policy Advisory Group (Attachment D)

Denise Daves, CNO, updated the Board on the following:

The purpose of the committee is to oversee and design the process for editing all patient care policies and procedures in accordance with the Medicare Conditions of Participation in an accurate and timely manner. Department managers will provide the group with a table of contents of all of the policies for their department and any changes in an existing policy or new policy, as well as the method that is used to keep, monitor and approve the policies annually. The Medical Director will then provide a summary to the Board for approval.

- Policy groups reviewed in August were Pharmacy, ICU and Med/Surg
- Policy groups reviewed in September were Laboratory, Radiology and OB
- Policy groups that will be reviewed in October are the Emergency Department, Respiratory Therapy and the Dietary Department

Motion: Chair McQueary made a motion for the adoption of the *Patient Care Policy Advisory Group* 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.

Clinic Update (Attachment E)

Rhonda Moniot, RHC Director, updated the Board on the following:

- Press Ganey is being used by MCMC to monitor the patient experience through the use of a patient returned survey. The survey results provide information for areas that can be improved upon
- Quality Clinical measures that are currently being monitored are OB Clinic-Ovaries Not Seen, RHC-Clinic Volumes and Informatics-Patient Portal Access
- Workforce Development Desired Provider Staffing
 - 4-5 Full-time Physicians
 - 3 Full-time Advanced Practice Providers
 - 2 OB
 - 2 General Surgeons
- RHC Encounter Expectations
 - Physicians 4,200 visits per year
 - Advanced Practice Providers 2,100 visits per year
- MCMC Encounter Expectations
 - Physicians 2.5 visits per hour
 - Advanced Practice Providers 2 visits per hour
 - Specialty 2 visits per hour
- MCMC will partner with Eide Bailey to provide a financial study (completed), preparation of budget for initial rate setting, a “how-to class” for RHC, billing training and on-going support

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- Operational Effectiveness provides for the following
 - 3 rooms per provider
 - 24 patient rooms
 - 3 patient rooms in Specialty Clinic
 - Outreach area in vestibule
 - Cardiology Clinic 2-3 times per month

Financial Report (Attachment F)

Lonny Medina, CFO provided the following Financial Report:

- Financial Results YTD Unaudited
- Gross Revenue by Financial Class
- Revenue Cycle
- Land Grant Permanent Fund
- Safety Net Care Pool- Medicaid
- Audit & Medicare/Medicaid Cost Reports
- Computer Network Down Time
- Capital Outlay
- Budget Appropriation Request

The cyber attack in August continues to affect the billing process. Billing should be caught up within the next month.

The first Gross Receipt Tax payment has been made and an audit has been requested to ensure the process is being completed correctly.

Clifton Larsen Allen will be on-site at MCMC during the week of September 23-27 to conduct the audit.

The T-system in the Emergency Department is still down.

The Capital Outlay contract has been awarded and signed.

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

Adoption of Budget Summary Review (Attachment G)

Mr. Medina reviewed the S-8 Financial Summary:

The report will be presented to the State Legislature. The report shows the source of revenue and where the revenue is allocated and whether or not the budget will need to be increased for the fiscal year.

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Motion: Mr. Berry made a motion to approve the *S-8 Financial Summary*. With a second from Dr. Belknap, the motion carried.

Administrator's Report (Attachment H)

Mr. Beames updated the Board on:

MCMC Long Term Care-

The LTC facility makeover project to improve the Memory Care Unit, rear exterior courtyard and rear LTC entrance continues to progress. Bids have been reviewed by MCMC staff and the decision to award has been made and now moves along to the contracting phase.

Current Census at LTC is 16 Miners and 10 Non-Miners for a total census of 26

The LTC Activities Staff is preparing to host an *Octoberfest* celebration the first week of October

Quality & Patient Safety-

Rae Hager, RN has accepted the MCMC Quality Manager position. She will also continue nursing/clinical education, staff development, care management, infection control, and employee health

The MCMC Quality Management meeting was held on August 22. The meeting agenda included the following topics:

- Quality Essentials-Brief History of Dr. Edward Deming, Quality Pioneer
- Clinical Measures Scorecard
- Press Ganey Data Review & Data Mining Exercise
- Areas of Focus & Action Plan
- Relias Status

Workforce Development/Human Resources-

Current Agency Staffing stands at 20 RN (6 ER, 5 inpatient, 6 OB, 3 LTC) which is 2 more than the prior month, and 3 Radiology Techs (one less than prior month)

Dr. Rodney Sholty, MD Family Practice is ready to start pending receipt of his NM medical license

Dr. Timothy Brininger, MD interviewed for a Family Practice/Pediatrics position on Monday, August 26. Dr. Brininger currently resides in Colorado Springs but is looking for a rural setting whereby he can continue to practice Obstetrics as well as Family Practice. An offer has been extended to Dr. Brininger to cover the monthly schedule that was previously covered by Dr.

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Chavez. Update, Dr. Bringer accepted the MCMC offer on September 19 and will begin serving MCMC as soon as NM license is granted and MCMC credentialing is completed

Lisa Wentling, PA has accepted a clinic position in Angel Fire, NM and has submitted her resignation. Her last day will be October. MCMC has received interest from a Certified Nurse Practitioner (Lynne Cappellucci, NP) will be interviewing her within the next week

Facilities & Construction-

The LTC Heating/Air Conditioning Control Unit replacement/upgrade is underway by ACS (Automated Control System). The timeline on the project is expected to continue through the month of September

The medical gas panels at nursing station of long-term care are in need of upgrade. Bids for replacement and upgrade of the alarm panels are being solicited

Emergency Preparedness/Community –

MCMC has entered into an agreement with Retha Shiplett, Planning Specialist to conduct an assessment and strategic plan related to Outpatient Behavioral Health Services. Her work is slated to begin in early October and is expected to be completed by end of November

MCMC has entered into a Memorandum of Understanding (MOU) with Noesis for use of community peer support workers in the MCMC Emergency Department

MCMC experienced a Century Link internet outage from Sunday, September 8 to Wednesday, September 11. Some systems were able to continue to function due to back-up through Baca Valley, but high bandwidth, high speed functionality (Radiology/CT capability) was greatly impacted. Century Link has committed to reconfiguring systems to provide more direct route to the net in the future. Baca Valley redundant access has been increased to provide same speed and capability as Century Link through a different net path

Outreach –

September 9-13-Las Cruces, NM

September 24-26, National Coalition of Black Lung and Respiratory Disease Clinics 2019 Conference, Gatlinburg, Tennessee

Key Dates –

- September 24-26, New Mexico Hospital Association Annual Meeting
- October 18 (Friday), MCMC Board Meeting
- October 24-MCMC Leadership Development Day

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Executive Session

Motion: At 2:54 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. Berry, 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 2:55 pm.

Open Session/Announcements

The Board of Trustees returned to open session at 4:20 pm.

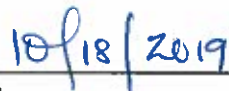
Chair McQueary announced that during Executive Session the Board Members agreed that the October 18th Board of Trustees Regular Meeting will be held in Santa Fe following the State Personnel Office Board Meeting at 10:00 am. Details for the Board of Trustees Meeting will be announced at a later date.

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 4:22 pm.

Attest:


Kathy McQueary, Chair


Date


Raymond Rodarte, Secretary/Treasurer


Date