

January 17, 2020

MINERS' COLFAX MEDICAL CENTER
REGULAR MEETING OF THE BOARD OF TRUSTEES

Call to Order

Vice Chair Dr. Belknap called the regular meeting of the Miners' Colfax Medical Center Board of Trustees to order January 17, 2020 at 1:00 pm. The meeting was held in the Long Term Care Conference Room at 900 South 6th Street, Raton, NM.

Members: William "Cotton" Jarrell, Chair
Dr. Donald Belknap, Vice Chair
Shawn Jeffrey, Secretary/Treasurer
Richard Cardenas
Gene Sisneros

Staff: Bo Beames, CEO
Lonny Medina, CFO
Denise Daves, CNO
Sarah Zmich, Recorder

Visitors: See Attached list (Attachment A)

Pledge of Allegiance

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

Introduction of New Board Members

Ms. Shawn Jeffrey, newly appointed Board Member and Municipal Clerk for Springer and Maxwell, NM and Administrator for Cimarron, NM for 18 years.

Mr. Gene Sisneros, newly appointed Board Member and retired U.S. Military and coal miner.

Mr. Richard Cardenas, newly appointed Board Member and retired coal miner.

Mr. William "Cotton" Jarrell, reappointed Board Member and active miner, also works with the MCMC Outreach Unit and the American Thoracic Society.

Dr. Donald Belknap, reappointed Board Member and current Emergency Medicine Physician at MCMC.

Election of Officers

The floor was open for the election of officers. Dr. Belknap informed the Board that all positions for officers were open.

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The floor was open for nominations for Chair:

Mr. Sisneros nominated William "Cotton" Jarrell. Dr. Belknap made a motion to close nominations. A voice vote was taken and members present voted to close the nominations. With no further nominations, Mr. Jarrell was elected Chair of the Board of Trustees.

The floor was open for nominations for Vice Chair:

Mr. Sisneros nominated Dr. Donald Belknap. Ms. Jeffrey made a motion to close nominations. A voice vote was taken and members present voted to close the nominations. With no further nominations, Dr. Belknap was elected Vice Chair of the Board of Trustees.

The floor was open for nominations for Secretary/Treasurer:

Mr. Sisneros nominated Ms. Shawn Jeffrey. Dr. Belknap made a motion to close nominations. A voice vote was taken and members present voted to close the nominations. With no further nominations, Ms. Jeffrey was elected Secretary/Treasurer of the Board of Trustees.

The elected officers shall serve a modified term until the Board of Trustees next officer election during the annual meeting in July 2020.

Correction/Approval of Agenda

The Board Members reviewed the proposed Agenda of the January 17, 2020 Regular Board Meeting.

Motion: Mr. Jarrell made a motion to approve the agenda as presented. With a second from Mr. Sisneros, the motion carried.

Correction/Approval of Minutes

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

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

Recognition of Visitors & Visitors Forum

Dr. Belknap recognized visitors present

Executive Session

Vice Chair Dr. Belknap 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 1:08 pm Mr. Cardenas 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. Sisneros, a roll call vote was taken.

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Roll call vote:

William "Cotton" Jarrell- Yes

Dr. Donald Belknap- Yes

Shawn Jeffrey- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

Motion Carried.

The Board of Trustees returned to regular session at 1:52 pm.

Medical Staff Privileges and Appointments (Attachment B)

Dr. Belknap informed the Board that three (3) providers were recommended by the Credentials Committee for reappointment: Vishnunurthy Shushrutha Hedna, MD Teleneurology, Tobias Kulik, MD Teleneurology and Jose Arjona, MC Teleradiology, each for 2 years.

Fifty-two (52) providers were recommended by the Credentials Committee for new appointment: Asif Anwar, MD Teleradiology, Shameem Azizad, MD Teleradiology, Baharak Bagheri, MD Teleradiology, Daniel Baker, MD Teleradiology, Amitabha Banerjee, MD Teleradiology, Troy Belle, MD Teleradiology, John Boardman, MD Teleradiology, James Brull, DVM/DO Teleradiology, Lawrence Bud, MD Teleradiology, Richard Carregal, DO Teleradiology, Courtney Carter, MD Teleradiology, Lillian Cavin, MD Teleradiology, Matthew Freeman, MD Teleradiology, Dhawal Goradia, MD Teleradiology, Todd Greenburg, MD Teleradiology, Kristen Grubb, MD Teleradiology, Morgan Haile, MD Teleradiology, James Haug, DO Teleradiology, Kyle Henneberry, MD Teleradiology, Laura Hotchkiss, MD Teleradiology, Miriam Hulkower, MD Teleradiology, Frederick, Jones, MD Teleradiology, Perry Kaneriya, MD Teleradiology, Margaret Kang, MD Teleradiology, Farhad Keliddari, MD Teleradiology, Russell Kosik, MD Teleradiology, Anthony Minotti, MD Teleradiology, Bao Nguyen, MD Teleradiology, Benjamin Park, DO Teleradiology, William Phillips, MD Teleradiology, Asti Pilika, MD Teleradiology, Teepe Popovich, MD Teleradiology, Anjali Roy, MD Teleradiology, William Rusnak, MD Teleradiology, Faranak Sadri Tafazoli, MD Teleradiology, Shree Shah, MD Teleradiology, Frank Snyder, MD Teleradiology, Kimberly Taylor, DO Teleradiology, Charles Westin, MD Teleradiology, Yuming Yin, MD Teleradiology, Sean Biggs, MD Teleradiology, Lukas Burton, MD Teleradiology, Howard Dai, MD Teleradiology, Richard Hammer, MD Teleradiology, Dustin Nguyen, DO Teleradiology, Harry Parvey, MD Teleradiology, Aemon Techeira, MD Teleradiology, Wendell Wilmoth, MD Teleradiology, Jeffrey Wood, MD Teleradiology, Ernest Autry, MD OB/GYN, Timothy Brininger, MD Family Medicine, and Howard Yonas, MD Teleneurology, each for 1 year.

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

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Medical Staff Report

Dr. Belknap informed the Board that Douglas Schmidt, Medical Director will be retiring as of January 17, 2020. He has relocated to Arizona which makes returning to New Mexico on a regular basis difficult.

Dr. Schmidt updated the Board on the following:

- Dr. Timothy Brininger, Family Medicine and OB/GYN has joined the MCMC Medical Staff
- The OB department has become more stable with the arrival of Dr. Brininger
- The Emergency Room is currently well staffed

Visitors Forum

No comments from visitors

Business/Action Items

MCMC Audit- Clifton Larson Allen (Attachment C)

James Mann, manager of the audit with Clifton Larson Allen, joined the Board of Trustees meeting by telephone to provide the following review:

- This was a clean audit with no findings
- Clifton Larson Allen issued the audit an “Unmodified Opinion” meaning there were no significant issues with the audit
- The balance sheet shows a decrease in patients accounts receivable from the prior year
- Long term liabilities is decreasing as MCMC continues to make outstanding payments
- MCMC has seen a reduction in patient revenue
- Operating expenses has increased due to an increase in wages and salaries

Motion: Mr. Sisneros made a motion to approve the *MCMC Audit- Clifton Larson Allen* as presented, with a second from Mr. Jarrell, the motion carried.

Annual Open Meetings Act Resolution (Attachment D)

Bo Beames presented the *Annual Open Meetings Act Resolution* to the Board:

The Annual Open Meetings Act Resolution needs to be reviewed annually. The purpose of the document is to list time, date, place and frequency of the Board of Trustees meetings to remain in compliance with the New Mexico Open Meetings Act.

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

Motion: Mr. Jarrell made a motion to approve the *Annual Open Meetings Act Resolution* as presented, with a second from Mr. Sisneros, the motion carried.

Manager’s Report (Attachment E)

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PCPAG

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

- The purpose of the PCPAG committee is to oversee the process for review of all patient care policies in accordance with the Medicare Conditions of Participation
- The members of the Committee are to include the MCMC Medical Director, Physician Assistant or Nurse Practitioner, Clinical Educator, Compliance Officer, Chief Executive Officer, Chief Nursing Officer, Administrative Assistant and other members of the MCMC Management team (ad hoc)
- Managers will describe the process that is used for managing the patient care policies within their department
- The committee will meet monthly and will provide a report summary of those meetings during the regular Board Meeting

Financial Report (Attachment F)

Lonny Medina, CFO provided the following Financial Report:

- Financial Results Year-to-date Unaudited
- Gross Revenue by Financial Class
- Revenue Cycle
- Land Grant Permanent Fund
- Safety Net Care Pool- Medicaid 1/1/20 Changes
- Gross Receipts Tax on Hospitals
- Audit & Medicare/Medicaid Cost Reports
- Capital Outlay
- Budget Appropriation Request- FY21

MCMC is currently at 59 days cash on hand.

Patient accounts receivable is currently at about 6.6 million dollars. This is down from about 9 million dollars last year.

Gross revenue is down due to a decrease in patient volumes.

The 2020 Safety Net Care Pool (SNCP) application was submitted at the end of December. MCMC will owe money which will be taken out of the next SNCP payment due to MCMC.

MCMC is still awaiting audit for the Gross Receipts Tax implemented in July 2019.

The Medicare and Medicaid Cost Report Audit was a clean audit with no findings.

The Medicare Cost Report was filed in December 2020. MCMC is expecting a \$450,000 refund.

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The Outreach van continues to be in production with expected completion in April.

Motion: Ms. Jeffrey made a motion to approve the *Financial Report* as presented, with a second from Mr. Sisneros, the motion carried.

Administrator's Report (Attachment G)

Mr. Beames updated the Board on:

MCMC Long Term Care-

Construction on the LTC facility makeover project continues. The project began in early October with estimated completion of the project by mid-December. However, due to several weather delays over the past month the project is now anticipated to continue through the end of February

Current Census at LTC is 14 Miners and 9 Non-Miners for a total census of 23

Agency staff at LTC is currently comprised of 2 RN and 1 LPN. All other clinical positions are filled at this time

Quality & Patient Safety-

Board Quality Scorecard Performance Measures for Calendar Year 2020 have been updated and are aligned with Healthcare Innovation and Improvement Network Measures (HIIN)

A Quality Update for first quarter of 2020 will be provided to the Joint Conference Committee early in Q2 of the calendar year

A Systematic Review of Care and Root Cause Analysis was conducted in mid-December that included key clinical leaders and medical staff. A follow up action plan has been developed and presented to the MEC and Leadership Team. Follow up review and accountability for completion of improvement items has been delegated to the MEC/Medical Staff

Manager and Leadership training and education on use of Press Ganey Patient Survey software and data mining tools will begin later this month. The data gathered from the Press Ganey Patient Surveys will be instrumental in our leadership identifying areas where MCMC is doing well and areas that need focused improvement

Workforce Development/Human Resources-

Current RN Agency Staffing stands at 16 RN (3 ER, 5 Med/Surg, 6 OB, 2 LTC) which is the same as prior month. Current Radiology Techs Agency Staffing stands at 3 which is the same as the prior month

MCMC is in the process of scheduling recruitment phone interviews and site visits for two additional Family Practice providers

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New Operating Room Manager, Maria Gaquing, BSN RN started her new role with MCMC on Monday, January 12

MCMC has implemented a \$9.00 per hour minimum wage

The MCMC Annual Holiday Party and Employee Service Awards was held on Saturday, December 7 with more than 220 persons in attendance

MCMC transitioned to a new Radiology Provider Group (Concord, Lubbock, TX) on January 15. Previously, MCMC utilized Aris Group based in Ohio for Radiology Professional reads

Facilities & Construction-

The LTC Heating/Air Conditioning Control Unit Upgrade by ACS (Automated Control System) is complete. However, for the system to work effectively new heating valves and pumps are needed as the current equipment is no longer working properly. The price quote to replace the pumps and valves is \$67,000

The replacement and upgrade of the medical gas alarm panels at the LTC Nursing Station has been completed by Donner Plumbing of Albuquerque at a cost of \$66,000

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 underway with final report due early in next 30-45 days

Outreach –

The Miners Day Celebration was held on Friday, December 6 with good attendance

Charles Pollard, Black Lung/Outreach Manager attended his first meeting as a member of the Executive Board of the National Coalition of Black Lung and Respiratory Disease to be held in Pittsburgh, PA from December 5-7. 2019

Mobile Outreach Clinic:

- January 13 – 17, 2020 – Buffalo Thunder, NM
- February 10 – 14, 2020 – Farmington, NM
- March 9 – 13, 2020 – Grants, NM
- April 13 – 17, 2020 – None for Mobile Unit Completion

The new Mobile Outreach Van has been ordered and is expected to be ready for delivery in mid-April

Key Dates –

January 17, 2020

Friday, February 21, 2020- MCMC Board Meeting

Mr. Cardenas inquired if there are still plans to hire another employee for the Black Lung Program that will allow Charles Pollard more time at LTC. Mr. Beames stated that it is still in process as the program is currently in the grant renewal cycle, which is to be submitted in March.

Mr. Jarrell wanted to recognize the LTC staff for the memorial service that was held for the miners that have recently passed away.

Executive Session

Motion: At 3:10 pm Mr. Sisneros 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 "Cotton" Jarrell, Chair- Yes
Dr. Donald Belknap, Vice Chair- Yes
Shawn Jeffrey, Secretary/Treasurer- Yes
Richard Cardenas- Yes
Gene Sisneros- Yes

Motion carried.

The Board of Trustees returned to Open Session at 3:25 pm.

Open Session/Announcements

No announcements were made

Adjournment

With no further business, and no action taken, a motion was made by Ms. Jeffrey with a second from Mr. Jarrell to adjourn the Board of Trustees meeting at 3:30 pm.

Attest:



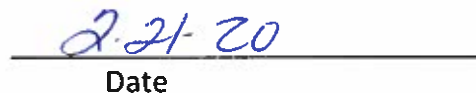
William "Cotton" Jarrell, Chair



Date



Shawn Jeffrey, Secretary/Treasurer



Date