

February 21, 2020

MINERS' COLFAX MEDICAL CENTER

REGULAR MEETING OF THE BOARD OF TRUSTEES

Call to Order

Chairman Jarrell called the regular meeting of the Miners' Colfax Medical Center Board of Trustees to order February 21, 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, Chairman
Donald Belknap, MD, Vice Chairman
Shawn Jeffrey, Secretary/Treasurer
Richard Cardenas
Gene Sisneros

Staff: Bo Beames, CEO
Lonny Medina, CFO
Charles Pollard, Black Lung/Outreach Manager
Sarah Zmich, Recorder

Visitors: See Attached list (Attachment A)

Pledge of Allegiance

Chairman Jarrell led Board members, staff and visitors present in reciting the Pledge of Allegiance.

Correction/Approval of Agenda

The Board Members reviewed the amended Agenda of the February 21, 2020 Regular Board Meeting.

Motion: Dr. Belknap made a motion to approve the amended agenda as presented. With a second from Ms. Jeffrey, the motion carried.

Correction/Approval of Minutes

The Board Members present reviewed the minutes of the January 17, 2020 Regular Board meeting. Chairman Jarrell recommended that two corrections be made to the minutes as presented. On Page 8, the first paragraph should read, "Mr. Cardenas inquired if there are still plans to hire another employee for the Black Lung Program" and Page 8, the second paragraph should read, "Mr. Jarrell wanted to recognize the LTC staff for the memorial service that was held for the miners that have recently passed away."

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

Recognition of Visitors & Visitors Forum

Chairman Jarrell recognized visitors present

Executive Session

Chairman Jarrell 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 1:03 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- Yes

Donald Belknap, MD- Yes

Shawn Jeffrey- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

Motion Carried.

The Board of Trustees returned to regular session at 1:28 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: Michael Mandrell, MD Emergency Medicine, Justin Baca, MD Emergency Medicine, and Brad Roberts, MD Emergency Medicine, each for 2 years.

Two (2) providers were recommended by the Credentials Committee for new appointment: Hannah Wolsiefer-Leak, MD Emergency Medicine and Almas Syed, MD Teleradiology, each for 1 year.

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

Medical Staff Report

Dr. Belknap and Mr. Beames informed the Board that:

- Dr. Bringer continues to work well for MCMC. When he is not covering in the OB department, he is helping in the clinic with family practice
- Dr. Sholty was unable to obtain his New Mexico license so he has withdrawn his interest with MCMC

- Recruitment continues to be one of the number one priorities at MCMC. Recruiting firms Delta and Jackson-Coker will each have a site visit during the last week of February to evaluate the needs of the facility

Visitors Forum

Roy Fernandez requested that the Board Members review the Attorney General's opinions when making changes to the LTC Miner Admission Policy in regards to the New Mexico residency requirement. They provide a good guideline for changes that are made to the policy.

Mr. Fernandez also inquired about a previous concern he has had in which MCMC would hire an employee who would help to recruit miners to the long term care facility. Chairman Jarrell stated that there has been prior discussion of strategic planning for that reason.

Leonard Ashbaugh informed the Board that Dr. Damian Castillo of Sound Choice Hearing in Albuquerque is willing to come to Raton two times per month to service the miners in the local communities if he can be provided with a place to practice. Mr. Beames stated that this topic will be discussed and there will be a follow-up report provided during the March Board of Trustees Meeting.

Business/Action Items

LTC Miner Admission Policy (Attachment C)

Jo Greene, LTC Administrator presented changes made to the *LTC Miner Admission Policy*:

- The New Mexico residency requirement was changed from 365 days to 185 days (Section 6.1)
- New regulations require that any applicant must complete a PASRR (mental health and developmental disability questionnaire) to ensure that the facility will be able to provide the level of care that is needed for that applicant. Depending on the answers that are provided, an outside examination of the applicant may be required (Section 6.8)

Motion: Mr. Sisneros made a motion to approve the *LTC Miner Admission Policy* with purposed changes, with a second from Mr. Cardenas. A voice vote was taken and all Board Members present voted in favor. Motion carried.

HR Fitness and Wellness Policy (Attachment D)

Barbara Duran, HR Director presented the *HR Fitness and Wellness Policy*:

This policy is an Executive order of the Governor for all state agencies that will allow all employees of the state two (2) hours per week (paid) to participate in a fitness and wellness activity through means of a modified work schedule for the duration of one (1) year. The employee will be required to turn in a leave slip every week and will not be allowed any

overtime. The requested time off must not interfere with the needs of the facility. MCMC will not be required to provide any fitness and wellness program or the funds for the employee to participate in any activity. The facility will not be liable for injury that may occur during the employee's fitness and wellness activity.

Motion: Dr. Belknap made a motion to approve the *HR Fitness and Wellness Policy* as presented, with a second from Ms. Jeffrey. A voice vote was taken and all Board Members present voted in favor. Motion carried.

HR Parental Leave Policy (Attachment E)

Barbara Duran, HR Director presented the *HR Parental Leave Policy*:

This policy is an Executive order of the Governor for all state agencies that will allow twelve (12) weeks of paid parental leave for both mother and father who are employees of the State of New Mexico. The leave must be requested thirty (30) days in advance and must be used within six (6) months of the birth, adoption or placement of a child within the home. Full-time employees who are not on a probation period are eligible for leave under the policy.

Motion: Mr. Sisneros made a motion to approve the *HR Parental Leave Policy* as presented, with a second from Ms. Jeffrey. A voice vote was taken and all Board Members present voted in favor. Motion carried.

Account Signature Authority

Lonny Medina, CFO informed the Board that bank signature cards need to be updated due to recent changes in the MCMC Governing Board. Recommended changes to the signature card include the removal of Kathy McQueary and Dick Laner and the addition of William "Cotton" Jarrell and Shawn Jeffrey. Final action for the changes is planned for the March Board of Trustees Meeting.

Manager's Report (Attachment F)

Black Lung/Outreach

Charles Pollard, Black Lung/Outreach Manager, presented a proposal for renewal of the HRSA Grant for the Black Lung Clinics Program. The grant will:

- Be a five (5) year grant cycle that will provide \$779,000 per year for the Black Lung and Outreach Program
- Allow for the continuation of current services and to build upon the telemedicine services
- Start-up of a Pulmonary Rehab Program at MCMC

February 21, 2020

- Provide a mobile Department of Labor Clinic that will allow for the resources that MCMC requires to continue with the services that are provided by the program

The grant proposal is due March 6, 2020. If MCMC is awarded the grant, it will be the highest awardee in the history of the grant.

Motion: Mr. Cardenas made a motion to approve the submission of the *HRSA Grant Proposal* as presented, with a second from Dr. Belknap. A voice vote was taken and all Board Members present voted in favor. Motion carried.

Financial Report (Attachment G)

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- New 7/1/19
- Budget Appropriation Request- FY21
- Capital Outlay

MCMC is currently 58.9 days cash on hand.

Patient accounts receivable is currently at \$6 million.

Accounts payable as of January 31, 2020 is \$472,000.

Total gross revenue is \$23.43 million compared to \$26.21 million for the same period last year.

Inpatient admissions, Observation admissions and Outpatient encounters are down compared to the same period YTD for 2019.

The Land Grant Permanent Fund is currently at 2.5 million dollars.

The Gross Receipts Tax audit is still pending since July 1, 2019.

Budget appropriation request for FYE 2021 has been approved for \$34.55 million.

Construction on the LTC courtyard has been halted for 30-35 days to allow for the weather to warm up. The project has a new estimated completion date set end of April/May 1.

The new Outreach van is currently being built with an estimated completion date in April.

The transition from Aris to Concord Radiology will allow MCMC to collect the radiology pro fees that will bring more money to the facility.

Mr. Medina continues to work on Rural Health Clinic status that will allow to collect nearly double for Medicaid patient encounters.

Motion: Mr. Sisneros made a motion to approve the *Financial Report* as presented, with a second from Dr. Belknap. A voice vote was taken and all Board Members present voted in favor. Motion carried.

Administrator's Report (Attachment H)

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 a number of delays the new estimated completion date is mid-May. So that concrete work can be done after the ground has thawed/dried, the contractor has stopped work for 30 days.

Current Census at LTC is 15 Miners and 8 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.

Workforce Development/Human Resources-

Current RN Agency Staffing stands at 17 RN (6 ER, 4 Med/Surg, 5 OB, 2 LTC) which is one more than the month prior. Current Radiology Techs Agency Staffing stands at 3 which is the same as the prior month.

The MCMC transition to a new Radiology Provider Group (Concord, Lubbock, TX) has progressed smoothly thus far.

Professional Recruitment Staff from Jackson-Coker and Delta recruitment firms will be making site visits to MCMC next week.

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).

February 21, 2020

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

The PCPAG (Patient Care Policy Advisory Group) did not meet in February. The next meeting is planned for March.

Patient Survey Data (Press Ganey) Year to Date shows the following:

- Emergency Department-52nd percentile, trending up
- Inpatient Units-88th percentile and holding steady
- Clinic-16th percentile
- Outpatients Services-Not Applicable due to low return rate

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.

Emergency Preparedness/Community -

Due to provider scheduling conflicts, the ReTrac meeting (Regional Trauma Advisory Committee) planned for February 13 is being rescheduled to future date.

Outreach -

HRSA Grant Black Lung Clinics Program Grant application (new 5 year cycle) is due March 6. \$779,694 per year for 5 years to support the MCMC Black Lung/Outreach program.

Mobile Outreach Clinics:

- January 13 – 17, 2020 – Buffalo Thunder, NM (17 Miner screenings completed)
- February 10 – 14, 2020 – Farmington, NM (14 Miner screenings completed)
- March 9 – 13, 2020 – Grants, NM
- April 13 – 17, 2020 – None due to acquisition of new Mobile Unit

The new Mobile Outreach Van has been ordered and is expected to be ready for delivery in mid-April. Lifeline Mobile will fly a driver out and they will drive the semi-unit back to Ohio. All the medical equipment transferred to new unit, and Lifeline Mobile will drive the old semi-unit and it will be disposed/liquidated in accordance with state purchasing rules/regulations. A commissioning ceremony for the new unit is being planned for May or June.

Key Dates –

- Friday, March 20, 2020- MCMC Board Meeting
- Thursday, April 23, 2020-Community Health Fair

Mr. Cardenas inquired if there were any strategies set in place to train and retrain nursing staff. Mr. Beames stated that as MCMC is a state facility, it is not able to uphold nurses to a contract prior to full licensure and employment, however, Barbara Duran, HR Director, stated that the Auxiliary may have scholarships available for new nurses and continuing education.

Jo Greene stated that LTC offers the CNA classes that are a requirement for nursing school. Also, the Raton High School offers the Career Pathway program to help students who are interested in the healthcare industry.

Blood pressure clinics continue to be offered at the Raton Senior Citizen Center on Thursdays at 9:00 am to 11:00.

Executive Session

Motion: At 3:26 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
- Donald Belknap, MD, 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 4:28 pm.

Open Session/Announcements

No announcements were made

Adjournment

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

February 21, 2020

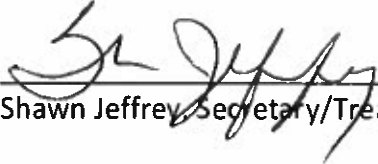
Attest:




William "Cotton" Jarrell, Chair



Date



Shawn Jeffrey, Secretary/Treasurer



Date