

May 15, 2020

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

**Call to Order**

Chairman Jarrell called the meeting of the Miners' Colfax Medical Center Board of Trustees to order May 15, 2020 at 1:03 pm. The meeting was held virtually in the Acute Care IT Training Room at 203 Hospital Drive in Raton, NM due to the COVID-19 pandemic.

**Members:** William "Cotton" Jarrell, Chairman  
Donald Belknap, MD, Vice Chairman  
Shawn Jeffrey, Secretary/Treasurer  
Gene Sisneros  
Richard Cardenas

A roll call vote was taken to acknowledge all Board Members present.

**Staff:** Bo Beames, CEO  
Lonny Medina, CFO  
Henrietta Romero, Recorder

**Visitors:** No visitors present

**Pledge of Allegiance**

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

**Correction/Approval of Agenda**

*Motion:* After review of the May 15, 2020 Agenda, Dr. Belknap wanted to clarify under Agenda Item #3, *Medical Staff Privileges and Appointments*, there are 3 months of files to review. Mr. Beames informed the Board that Agenda Item #5, *Business/Action Items*, there are no Business/Action Items; request to strike from agenda. Dr. Belknap- made a motion to approve the agenda as amended. With a second from, Mr. Cardenas, a roll call vote was taken.

Roll call vote:

William "Cotton" Jarrell- Yes

Dr. Donald Belknap- Yes

Shawn Jeffrey- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

Motion Carried.

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**Correction/Approval of Minutes**

The Board Members present reviewed the minutes of the February 21, 2020 Regular Board meeting. Ms. Jeffrey made a motion to approve the minutes as presented. 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.

*Motion:* The Board Members present reviewed the minutes of the May 5, 2020 Special Board meeting. Dr. Belknap made a motion to approve the minutes as presented. With a second from Mr. Sisneros, 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.

**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 1:11pm 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 Ms. Jeffrey, 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 1:18 pm.*

**Medical Staff Privileges and Appointments (Attachment A)**

Dr. Belknap informed the Board that six (6) providers were recommended by the Credentials Committee for reappointment: Jose Padin-Rosado, MD Teleneurology, Christine Lopez, MD Internal Medicine, Leonardo Lopez, MD Internal Medicine/Peds/Acupuncture, Jessica Roberts, DO OB/Gyn, Akshay Sood, MD Pulmonary Medicine, Mark Bayliss, PA Allied Health, each for 2 years.

Eight (8) providers were recommended by the Credentials Committee for new appointment: Joshua Kuroiwa, DO Teleradiology, Andrew Sellers, MD Teleradiology, Brent Tilseth, MD Teleradiology, Joseph Trudeau, MD Teleradiology, Aaron Wickley, MD Teleradiology, Omar Hussein, MD Teleneurology, Elizabeth Macri, MD Teleneurology and Michael Lloyd, MD Teleradiology, 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 roll call vote was taken.

Roll call vote:

William “Cotton” Jarrell- Yes

Dr. Donald Belknap- Yes

Shawn Jeffrey- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

Motion Carried.

**Medical Staff Report**

Bo Beames, CEO informed the Board that Loretta Conder, MD has accepted the position as Medical Director/Chief Medical Officer for MCMC. In her role, Dr. Conder will provide oversight of MCMC Medical Staff processes and procedures related to Medical Staff Governance (By-laws), Privileging and Credentialing best practices and Medical Staff Quality/Patient Safety Improvements. She will also represent MCMC with regard to networking with other Hospital CMO’s as the opportunity arises.

**Manager’s Report**

***Mobile Unit Update***

Charles Pollard, Black Lung/Outreach Manager presented an update on the Outreach program:

HRSA Grant Black Lung Clinics Program Grant application (new 5-year cycle) was submitted on March 4. The grant would award \$779,694 per year, for 5 years to support the MCMC Black Lung/Outreach program. Will be notified June 1 if it will be re-awarded.

Applied for the “Rural Health Program Outreach Grant” for Miner Outreach in the states of Utah, Wyoming and Montana and were awarded \$199,000.

MCMC received notice that its application for HRSA Grant funding for “Rural Health Network Planning” received a perfect score of 100 and will receive funding in the amount of \$100,000. The grant will be funded for one year to develop a long term plan for Tele-health and Tele-monitoring related to Miner Outreach in the states of Utah, Wyoming and Montana.

The 2020 Mobile Outreach Clinic Calendar will be revised pending the ongoing situation related to the COVID-19 global pandemic.

The new Mobile Outreach Van has been ordered. The old unit encountered a mishap as it was being driven back to Ohio in late February. The semi-unit caught on fire and was taken out of commission in Elk City, Oklahoma while in transit. All the diagnostic medical equipment suffered fire damage and is no longer useable, and therefore plans are being made to acquire new testing equipment to be installed in the new van. Plans have been delayed pending a formal police report from Elk City Police Department and direction from the State Risk Management Division.

#### **COVID-19 Preparedness (Attachment B)**

The Board was presented with MCMC’s COVID-19 Hospital Plan of Preparedness:

- ❖ Staff have been trained to identify and isolate possible COVID-19 positive patients
- ❖ Monitor and manage healthcare personnel that may be exposed
- ❖ Communicate effectively with appropriate internal and external entities
- ❖ Encourage environmental cleaning and disinfection protocol throughout the facility
- ❖ Monitor personal protective equipment (PPE) daily for usage and supply and to provide a report to the New Mexico Department of Health
- ❖ Limit access to facility
- ❖ Perform screening and temperature check on all patients, visitors and staff
- ❖ Facial covering required to enter building
- ❖ Provide patients the option to be seen via telemedicine
- ❖ Altered the ICU unit as the space for COVID-19 positive patients
- ❖ Utilizing partnership with Cristus St Vincent for transfers and critically ill patients
- ❖ Laboratory Department is collecting COVID-19 specimens which are being sent to TriCore that has a 48-hour turnaround time for results. Laboratory is working on providing in- house testing that will provide 45 minute turnaround time
- ❖ MCMC participated in the drive through screening at the Raton High School parking lot on March 31. There were 65 participants and all were negative.
- ❖ Colfax County has reported five (5) positive COVID-19 cases, four (4) from Angel Fire and one (1) was a Raton resident who was exposed at a nursing home in Albuquerque.
- ❖ A plan was presented to and approved by the Medical Executive Committee to resume low risk, medically necessary surgical procedures
- ❖ LTC has implemented a “No Visitation” policy and requires a facial covering for all residents and staff

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- ❖ Surveillance sampling for COVID-19 for both LTC staff and residents has occurred on 2 occasions. Fifteen tests performed each time
- ❖ The State of New Mexico will provide a cleaning service that will be going to every Long Term Care Facility in the state to perform a thorough cleaning

The Board was informed that MCMC has collaborated with the Rural Health Association to purchase PPE.

The Board was informed that the MCMC Pharmacy received approval from the NM Board of Pharmacy to compound their own hand sanitizer.

### **Financial Report (Attachment C)**

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
- COVID-19
- Hospital Access Payments
- Gross Receipts Tax on Hospitals- New 7/1/19
- Budget Appropriation Request- FY21
- Budget- Employee Full Time Equivalent (FTE)
- Capital Outlay

MCMC has received \$416,000 from the first wave of stimulus funding which was distributed as part of the Federal CARES Act. In addition, \$3.16 million was received in the second wave of stimulus funding that provided 10 billion dollars for rural hospitals throughout the nation. Finally, the Paycheck Protection Program (PPP) Loan distribution has been received in the amount of \$3.2 million.

Because of the dramatic effect on the volumes of admissions, tests, surgical procedures, emergency visits and clinic visits since COVID-19, MCMC has started looking at areas that have seen the largest decline in volume. One of the first priorities for MCMC is to reduce agency staffing. Additionally, financial staff is working to develop a hospital wide budget.

*Motion:* Dr. Belknap made a motion to approve the *Financial Report* as presented. With a second from Mr. Sisneros, a roll call vote was taken.

Roll call vote:

William "Cotton" Jarrell- Yes

Dr. Donald Belknap- Yes

Shawn Jeffrey- Yes

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Richard Cardenas- Yes  
Gene Sisneros- Yes  
Motion Carried.

#### **Administrator's Report (Attachment D)**

Mr. Beames updated the Board on:

#### **MCMC Long Term Care-**

Due to the COVID19 pandemic, The Wellness Center has been closed since early March. Additionally, Visitor restrictions have been implemented within Long Term Care in accordance with State Department of Health regulations.

Construction on the LTC facility by Stoven Construction is 85% complete. The project began in early October with estimated completion of the project by mid-December. However, due to a number of delays (including the global COVID 19 Pandemic) the new estimated completion date is late May. The only portion of the work that is still needed for project completion is for the installation of roof (Kalwall System) in the outdoor area of the memory care unit.

Current Census at LTC is 15 Miners and 8 Non-Miners for a total census of 23.

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

Surveillance sampling for COVID19 for both staff and residents has occurred on 2 occasions (total sample of 30) and thus far all tests have been returned as negative.

#### **Workforce Development/Human Resources-**

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

Douglas Smith, MD of Dallas, Texas has signed a letter of intent to join MCMC starting in early September. Dr. Smith has approximately 30 years of private practice experience and is relocating from the Dallas, TX metropolitan area. Family Practice specialty.

Tanya Bryndzia, CNP (Certified Nurse Practitioner) has rescinded her acceptance of offer of employment with MCMC for personal reasons.

Sara Lark, RN, CNP has accepted a position with MCMC as a nurse practitioner. Sara previously worked as an RN in the Rural Health Clinic before achieving her Certified Nurse Practitioner (CNP) status.

MCMC continues to recruit for an additional physician and an additional nurse practitioner.

#### 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 later in Q2 of the calendar year.

The PCPAG (Patient Care Policy Advisory Group) did not meet in March. The next meeting is planned for June. The Medicare Conditions of Participation have changed the requirement for review of Patient Care Policies to biennially (every two years) from annually (every year).

Follow up contact was made with Sound Choice Hearing that is based in Albuquerque. In discussion, there was lukewarm interest in conducting outreach to MCMC and services would be limited to hearing aid screening and device cleanings. Device fittings, adjustments and technical service would still be required to be performed in Albuquerque. Further pursuit of a service relationship has been table pending the COVID global pandemic.

Loretta Conder, MD has accepted the position as Medical Director/Chief Medical Officer for MCMC. In her role, Dr. Conder will provide oversight of MCMC Medical Staff processes and procedures related to Medical Staff Governance (By-laws), Privileging and Credentialing best practices and Medical Staff Quality/Patient Safety Improvements. She will also represent MCMC with regard to networking with other Hospital CMO's as the opportunity arises.

#### Facilities & Construction-

The LTC Heating/Air Conditioning Control Unit Upgrade by ACS (Automated Control System) is complete. The valves and pumps that were needed for the system to regulate the internal temperature properly have been received and are in process of being installed within LTC.

Temporary walls have been installed in the MCMC ER, ICU and LTC so as to be able to care for any COVID19 patients separately from Non-COVID patient. The walls provide for improved viral containment and improved changing areas for donning and doffing of PPE by clinical staff.

#### Emergency Preparedness/Community –

With the advent of the COVID19 Pandemic, the MCMC Emergency Preparedness Incident Command System (ICS) was activated. ICS briefings are conducted daily and Section Chiefs

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for Logistics, Operations, Staging, Medical and Public Information all give a daily report as part of the morning briefing.

Periodic **Clinical Operations Bulletins** are published and sent out to keep employees, board members, auxiliaries and key community groups apprised of MCMC preparation efforts and activities related to the COVID19 pandemic.

As of today, no positive tests have been received from specimens that have been sent to Tri-Core Labs or State Testing Facilities by MCMC.

#### Outreach -

HRSA Grant Black Lung Clinics Program Grant application (new 5-year cycle) was submitted March 4. \$779,694 per year for 5 years to support the MCMC Black Lung/Outreach program.

The 2020 Mobile Outreach Clinic Calendar will be revised pending the ongoing situation related to the COVID19 global pandemic.

The new Mobile Outreach Van has been ordered. The old unit encountered a mishap as it was being driven back to Ohio in late February. The semi-unit caught on fire and was taken out of commission in Elk City, Oklahoma on the trip. All the diagnostic medical equipment suffered fire damage and is no longer useable, and therefore plans are being made to acquire new testing equipment to be installed in the new van. Plans have been delayed pending a formal police report from Elk City PD and direction from the State Risk Management Division.

MCMC received notice that its application for HRSA Grant funding for "Rural Health Network Planning" received a perfect score of 100 and will receive funding in the amount of \$100,000. The grant will be funded for one year to develop a long term plan for Tele-health and Tele-monitoring related to Miner Outreach in the states of Utah, Wyoming and Montana.

#### Financial Health -

The COVID19 situation has resulted in a dramatic effect on the volumes of admissions, tests, surgical procedures, emergency visits and clinic visits since it began approximately six weeks ago. With this in mind, we have begun to focus management time and attention on developing plans to minimize the impending decline in volume and revenue.

The first phase of our plan is to reduce agency staffing in areas that have seen the biggest decline in volumes. This initial phase will focus on the MCMC Emergency Room as well as Radiology and Clinical Laboratory as volumes are down as much as 50-60% in these areas. These



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reductions will not have an impact on service delivery and will have no impact on our current permanent staff.

The second phase will be development of a more detailed hospital wide departmental staff budget and plan as we move into next fiscal year. In areas that may currently have staffing levels that are higher than target levels, we will look at reductions by attrition until departments reach budget/target level.

Thirdly, a programmatic look at services and programs from a financial contribution standpoint will be taken as we engage our Medical Staff and Board in strategic discussions as to what programs are viable and sustainable going into the coming years.

On a positive note, MCMC has received \$416,000 from the first wave of stimulus funding which was distributed as part of the Federal CARES Act. In addition, \$3.16 million was received in the second wave of stimulus funding that provided 10 billion dollars for rural hospitals throughout the nation. Finally, the Paycheck Protection Program (PPP) Loan distribution has been received in the amount of \$3.2 million. The collective total will be instrumental in offsetting the volume and revenue reductions that have resulted since the start of the COVID10 global pandemic.

Key Dates-

- National Nurses Week-May 6-12, ends day of Florence Nightingale's Birthday
- National Hospital Week –“A Week of Thanks”, May 11-15
- Friday, June 19, 2020- MCMC Board Meeting

Special Announcement-

- The Chartis Group and the National Rural Health Association announced in April that MCMC has been selected as a Top 20 Critical Access Hospital in the U.S.
- Approximately 1,350 Medicare Certified CAHs exist in the U.S.
- MCMC was the only hospital in NM selected for this distinguished honor.

**Executive Session**

*Motion:* At 3: 08 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 Ms. Jeffrey, 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

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Richard Cardenas- Yes  
Gene Sisneros- Yes  
Motion carried.

*The Board of Trustees returned to Open Session at 3:44 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 Regular Meeting. A roll call vote was taken.


Roll call vote:

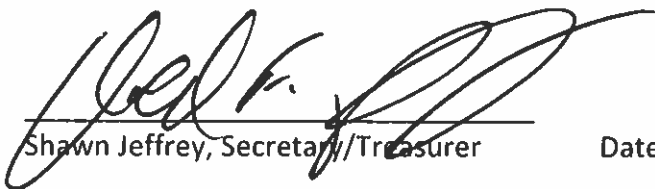
William "Cotton" Jarrell- Yes  
Dr. Donald Belknap- Yes  
Shawn Jeffrey- Yes  
Richard Cardenas- Yes  
Gene Sisneros- Yes


Motion carried and the Board of Trustees Regular Meeting was adjourned at 3:46 pm.

**Attest:**

  
\_\_\_\_\_  
William "Cotton" Jarrell, Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Shawn Jeffrey, Secretary/Treasurer

  
\_\_\_\_\_  
Date