

July 17, 2020

MINERS' COLFAX MEDICAL CENTER
MEETING OF THE BOARD OF TRUSTEES

Call to Order

Vice Chairman Belknap called the meeting of the Miners' Colfax Medical Center Board of Trustees to order July 17, 2020 at 1:00 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: 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
Sarah Zmich, Recorder

Visitors: No visitors present

Pledge of Allegiance

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

Correction/Approval of Agenda

Motion: After review of the July 17, 2020 Agenda, Mr. Sisneros made a motion to approve the agenda as presented. With a second from, Ms. Jeffrey, a roll call vote was taken.

Roll call vote:

Dr. Donald Belknap- Yes
Shawn Jeffrey- Yes
Richard Cardenas- Yes
Gene Sisneros- Yes
Motion Carried.

Correction/Approval of Minutes

The Board Members present reviewed the minutes of the June 19, 2020 Regular Board meeting. Ms. Jeffrey made a motion to approve the minutes as presented. With a second from Mr. Sisneros, a roll call vote was taken.

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Roll call vote:

Donald Belknap, MD- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

Motion Carried.

Executive Session

Vice Chairman 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 1:01 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 Mr. Cardenas, a roll call vote was taken.

Roll call vote:

Donald Belknap, MD- Yes

Shawn Jeffrey- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

Motion Carried.

The Board of Trustees returned to regular session at 1:26 pm.

Medical Staff Privileges and Appointments (Attachment A)

Dr. Belknap informed the Board that three (3) providers were recommended by the Credentials Committee for reappointment: Loretta Conder, MD Internal/Emergency Medicine, Heather Cook, DO General Surgery and George Dresden, NP Nurse Practitioner, each for 2 years.

Motion: Ms. Jeffrey made a motion to accept the Credentials Committee's recommendations to be approved as presented. With a second from Mr. Sisneros, a roll call vote was taken.

Roll call vote:

Dr. Donald Belknap- Yes

Shawn Jeffrey- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

Motion Carried.

Medical Staff Report

Mr. Beames provided the following report:

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Dr. Loretta Conder, Medical Director and Lacey Robinson, RN, Infection Prevention, have created a protocol for the return to work process for employees at MCMC who may have been exposed to COVID-19.

- The employee will have a COVID test 5 days after the possible exposure
- If the initial COVID test returns negative results, the employee may return to work
- The employee may have an optional second COVID test done 5 days after the first test was completed

A protocol has been developed regarding the resumption of elective procedures such as eye surgeries and colonoscopies.

Test turnaround time with Tricore has increased due to more testing being done throughout the state.

In-house testing supplies are not being received as expected so in-house testing is being provided on a prioritized basis.

MCMC has an adequate supply of PPE for a short period of time. In the event that there is an influx of COVID patients, MCMC would ask the State for assistance.

Lynne Cappellucci will be working at MCMC within the next couple of weeks and Dr. Douglas Smith will begin in September.

Administration is currently recruiting for an Internal Medicine provider.

Dr. Timothy Bringer, Dr. Jessica Roberts, Rhonda Moniot, RN, Shelby Wold RN, and Michelle Heck, RN have formed an OB Excellence workgroup that will discuss ways to expand the OB Department with the help of grant funding from the Rural OB Access and Maternal Services Program (ROAMS).

Business Action Items

5 Year Capital Plan (Attachment B)

Lonny Medina, CFO presented the 5 Year Capital Plan:

Every year funds are requested from the Miner's Trust Fund and surplus from operations from the Legislature. MCMC was approved a total of \$3.5 million for fiscal years 2019-2024.

Spending is subject to availability of funds every year.

- FYE 2021- Omnicell, Infusion Pumps, Security Cameras, Mobile Unit (HRSA Funded) and IC Briefing & Multi EOC Room (COVID and CARES Act Funding 2020)
- FYE 2022- Medical Equipment and beds, Expanded Parking Area and IC Briefing-Multi EOC Room (if not completed with COVID and CARES Act Funding in 2021)

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- FYE 2024 and 2025- ER Makeover/Expansion

Motion: Ms. Jeffrey made a motion to accept the 5 Year Capital Plan to be approved as presented. With a second from Mr. Sisneros, a roll call vote was taken.

Roll call vote:

Dr. Donald Belknap- Yes

Shawn Jeffrey- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

Motion Carried.

Manager's Report

Quality Update (Attachment C)

Denise Daves, RN, CNO provided the following report:

The following clinical quality measures are tracked for patient safety and daily practices. MCMC is doing well in these areas:

- Flu Vaccine Compliance
- Hand Hygiene
- C-diff Infection Rate
- CAUTI rate
- Surgical Site Infection Rate
- Use of Safe Surgical Checklist
- MRSA Infection Rate
- Medication Variance Rate
- Fall Injury Rate
- Adverse Drug Effects
- Blood Transfusions
- Readmission Rate (30 day)
- Rapid Response and Code Drills
- Sepsis Management
- Birth Rate- Cesarean Section
- Refrigerator Log Documentation

The following measures are tracked for patient experience using Press Ganey surveys that are returned by patients:

- Overall Rating 0-10
- Doctor Communication- Inpatient
- Nurse Communication- Inpatient
- Medication Communication
- Discharge Information

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- Staff Responsiveness
- Quietness of Hospital Environment
- Care Transitions

All scores are down nationwide due to the COVID pandemic. The Centers for Medicare & Medicaid Services (CMS) will not count first half of year against the facility.

The current number of Press Ganey survey questions will be reduced to more focused questions to allow for a better response from patients. This will provide more reliable feedback.

Financial Report (Attachment D)

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- NM Medicaid
- Gross Receipts Tax on Hospitals- New 7/1/19
- Budget Appropriation Request- FY21
- Capital Outlay

Cash in the bank June 2020 is \$11.16 million. This is up about \$4 million dollars from last year.

Days cash on hand is at 122.6 days due to Paycheck Protection Program and stimulus money that was received.

Accounts receivable is up about \$750,000 from last month due to an increase in patient volumes.

Inpatient admissions are down 26% and outpatient encounters are down about 15% from this time last year. This has been primarily attributed to the COVID19 global pandemic.

MCMC has received about \$7.5 million in Federal assistance during the COVID pandemic.

MCMC still has not received the Hospital Access Payments (HAP) from the Safety Net Care Pool program (SNCP). The revised state Medicaid SNCP program is awaiting approval from CMS.

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

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Roll call vote:

Dr. Donald Belknap- Yes

Shawn Jeffrey- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

Motion Carried.

Administrator's Report (Attachment E)

Mr. Beames provided the following update to the Board:

MCMC Long Term Care-

The Department of Health conducted its Annual Long-Term Care Facility Survey during the first week of July. The survey went very well and no deficiencies were noted by the survey team at the exit interview. MCMC should be receiving the final formal report from the DOH Survey team within the next several weeks.

Due to the COVID19 pandemic, the Wellness Center continues to remain closed at this time. Additionally, visitor restrictions have been implemented within Long Term Care in accordance with State Department of Health regulations.

Current Census at LTC is 15 Miners and 6 Non-Miners for a total census of 21.

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

Workforce Development/Human Resources-

Current RN Agency Staffing stands at 16 RN (6 ER, 4 Med/Surg, 5 OB, 1 LTC) which is one less than the month prior. Current Radiology Techs Agency Staffing stands at 2 which is the same as the prior month.

Douglas Smith, MD of Dallas, Texas has relocated to Raton and will be starting with MCMC in early September.

Lynn Cappellucci, CNP will be joining the Rural Health Clinic as a provider in late July. After a short stint within an urgent care clinic in Oklahoma, Ms. Cappellucci is returning to the area a member of the MCMC team.

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).

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Press Ganey patient surveys have been revised to decrease the number of questions from 35 plus questions to approximately 15 per survey.

Facilities & Construction-

The Automated Medication Administration System (Omnicell) is in need of replacement as the current system is 10 years old and will no longer be supported after 2020. The cost of the replacement is anticipated to be \$500,000 plus and was previously approved as a capital project by the legislature and MCMC Board.

Emergency Preparedness/Community –

The MCMC Emergency Preparedness Incident Command System (ICS) is still activated and weekly briefings are taking place. As of today, two positive tests have been received from specimens collected at MCMC. Both of the positive tests were from out of state and both were discharged with directions to quarantine.

Patient and employee screening for COVID19 is ongoing, and currently hospital visitors are limited to one for end of life and for beginning of life situations.

Outreach –

HRSA Grant Black Lung Clinics Program Grant application (new 5-year cycle) has received approval. The Grant is for \$824,024 per year for 5 years to support the MCMC Black Lung/Outreach program. Additionally, MCMC has received approval for \$199,000 to take the Black Lung Outreach Program to out-of-state areas (Montana, Wyoming, and Utah) and an additional \$100,000 for tele-health and tele-monitoring of former miners with Black Lung.

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 and is now in process of receiving new medical equipment for installation. Delivery of new mobile unit is expected in late September with the first clinic offering since the global pandemic targeted for October.

Tele-medicine visits for Black Lung patients and miners are ongoing using the Qliqsoft telemedicine software. Qliqsoft is a product of CPSI which also serves our Electronic Medical Record vendor. The Black Lung and Pulmonary clinic treated 6 patients as part of its virtual clinic held on July 14.

A new position for an Outreach Specialist for the grants programs is under development. The position duties and responsibilities have been drafted and the pay range is in the process of being established by Human Resources.

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Key Dates-

- Friday, August 21, 2020- MCMC Board Meeting

Executive Session

Motion: At 2:43 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:

Dr. Donald Belknap- Yes

Shawn Jeffrey- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

Motion carried.

The Board of Trustees returned to Open Session at 3:21 pm.

Open Session/Announcements

No announcements were made

Adjournment

With no further business, and no action taken, a motion was made by Mr. Sisneros with a second from Mr. Cardenas to adjourn the Board of Trustees Regular Meeting. A roll call vote was taken.

Roll call vote:

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 3:22 pm.

Attest:




William "Cotton" Jarrell, Chair



Date



Shawn Jeffrey, Secretary/Treasurer



Date