

August 28, 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 August 28, 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: William "Cotton" Jarrell, Chairman
Donald Belknap, MD, Vice Chairman
Shawn Jeffrey, Secretary/Treasurer
Gene Sisneros

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

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

Visitors: Retha Shiplett

Pledge of Allegiance

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

Correction/Approval of Agenda

Motion: The Board Members reviewed the presented Agenda of the August 28, 2020 Regular Board Meeting. The agenda was amended to strike Item 5, "Business/Action Items". Mr. Sisneros made a motion to approve the agenda as amended. 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

Gene Sisneros- Yes

Motion carried.

Correction/Approval of Minutes

The Board Members present reviewed the minutes of the July 17, 2020 Regular 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.

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Roll call vote:

William "Cotton" Jarrell- Yes

Donald Belknap, MD- Yes

Shawn Jeffrey_ 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 1:05 pm Dr. Belknap 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

Gene Sisneros- Yes

Motion carried.

The Board of Trustees returned to regular session at 1:12 pm.

Medical Staff Privileges and Appointments (Attachment A)

Dr. Belknap informed the Board that one (1) provider was recommended by the Credentials Committee for reappointment: Steven Swanson, CRNA, for 2 years.

Five (5) providers were recommended by the Credentials Committee for new appointment: Lynne Cappellucci, NP Nurse Practitioner, Chad Cole, MD Tele Neurosurgery, Sara Lark, NP Nurse Practitioner, Meic Schmidt, MD Tele Neurosurgery, and Lan Vu, 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

Gene Sisneros- Yes

Motion carried.

Medical Staff Report

Dr. Loretta Conder, Medical Director provided the following report:

- The Incident Command System (ICS) team continues to have weekly meetings to provide hospitalwide and community updates
- There have been a few COVID positives in the Emergency Department, fortunately no staff has been infected at Acute Care or Long Term Care
- Cepheid in-house testing for COVID is done selectively for patients admitted to MCMC and patients who are to be transferred to other facilities. Outpatients will not be tested for COVID
- Turnaround test times with Tricore is now at 72 hours
- COVID positive patients will not be admitted to MCMC. They will be transferred to other facilities to preserve our resources
- Patient volumes are up hospital wide
- Lynne Cappellucci, NP and Sara Lark, NP are now seeing patients in the clinic

Manager's Report

Community Needs Survey (Attachment B)

Retha Shiplett, Consultant, provided the following summary of the *Community Needs Survey*:

Raton is looking for strong strategic partnerships to fill the needs for behavioral and mental health in the community.

This project provided a better understanding of mental and behavioral health on individuals, families and a community. It also revealed the many people currently involved in serving the behavioral health community; and personal missions of striving to make a difference.

MCMC is a key partner to the City of Raton. Its vision/mission is to provide quality acute care and related services, serving Raton, surrounding communities and travelers.

Key Themes Among Interviewees

- Knowledge about mental and behavioral health is vague and fragmented within the community in general , as well as the behavioral health organizations
- Disseminate behavioral health information through a communication advocate
- Unawareness of behavioral health services being provided in the community
- Increase in crime especially from those in homeless situation
- Gaps/needs: transportation , community homeless shelter, transitional housing, shelter for women/children of domestic violence, educating the public, additional support peer workers including certified, protocol for crisis situations

Key Strengths of the Community

- Two (2) behavioral health clinics are established in Raton (Noesis and Valle de Sol)

- Eagerness to link all the behavioral health services of the community together, partner, collaborate
- Organizations implementation of best practices from benchmark industries
- RAIN, the Regional Agency Intervention Network, is established as the behavioral health leadership organization for the community

Key OFIs (Opportunities for Improvement)

- Establish a behavioral health 'HUB' for networking within the behavioral health providers (Attachment A)
- Develop action teams within the HUB to prioritize and address the needs of the community (Attachments B, C)

Recommendations for Proposed Model

- Attachment A is a high-level approach to the model:
 - The organization of RAIN would be the 'HUB'
 - RAIN BOD conducts a session to develop its operating framework inclusive of leadership, vision, mission, core values customers, stakeholders, partners collaborators
- Attachments B and C are suggested Teams for action developed with community vital needs, network participants- recommend four (4) teams each led by BOD members
 - RAIN Network Participants (and others) are invited to be team members, partners, collaborators
 - Benchmark 'best practices' from role model organizations
 - RAIN BOD and Action Team members conduct a planning session, referencing the information in this report, to develop approaches to the gaps/needs with key objectives, goals, desired outcomes, timelines, measures

This actual report has not been released to the interviewees. Once it is, more action can be taken.

Motion: Ms. Jeffrey made a motion to accept and allow the release the *Community Needs Survey* presented. With a second from Dr. Belknap, a roll call vote was taken.

Roll call vote:

William "Cotton" Jarrell- Yes

Dr. Donald Belknap- Yes

Shawn Jeffrey- Yes

Gene Sisneros- Yes

Motion carried.

Long Term Care Census Development Plan (Attachment C)

Jo Greene, LTC Administrator provided the following report of the *Long Term Care Census Development Plan*:

Miner Qualifying Criteria

- Worked in a mine a minimum of 1 year
- Required to have completed at least 125 “Working Days”
- Resident of New Mexico for at least 6 months
- Evidence

Collaterals

- Information booklet for LTC/Black Lung (under construction)
- Admission packet with release forms and business card
- Promotional items

Web & Social Media

- Updated LTC website
- American Miner website with a link to MCMC website
- Dedicated Facebook page for LTC

Networking

- Outreach to VA clinics and social workers
- Contact Tribal Leaders and Pueblo Communities
- Medicaid LTC division leadership
- Network with other Health care facilities
- New Mexico Mining Association Board Chair- Erich Bower

“Miner Care” Database

- Major function of the Outreach Specialist
- Starting a future database for potential residents of LTC and participate in the Black Lung Program
- Prescreen for eligibility

MCMC is looking to add an Outreach Specialist position to the Black Lung and Outreach Program to help support this *Long Term Care Census Development Plan*.

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
- Budget Appropriation Request- FY21
- Capital Outlay

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Cash on hand is currently at \$10.8 million.

Gross revenue is at \$3.9 million. This is up from \$3.6 million at this time last year.

Patient volumes and revenue continues to increase amid the COVID pandemic.

Days cash on hand is currently at 123.8 days.

Federal assistance received is about \$7.5 million.

The Omicell has not been received yet but is estimated to be in service by the beginning of October.

The 30 IV pumps from Baxter should arrive in late September.

The radiology equipment is currently being installed in the Black Lung and Outreach mobile unit.

Motion: Dr. Belknap made a motion to accept the Financial Report to be approved 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

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 has received the final report and no deficiencies were noted from the survey.

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 Nursing has been reduced to a single LPN at this time

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Workforce Development/Human Resources-

Current RN Agency Staffing stands at 16 RN (6 ER, 4 Med/Surg, 5 OB, 0 LTC) which is one less than the month prior. Current Radiology Techs Agency Staffing stands at 1 which is 1 less than the prior month.

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

Lynne Cappellucci, CNP has joined the RHC and is starting to see patients

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)

Press Ganey patient surveys have been revised to decrease the number of questions from 35 plus questions to approximately 15 per survey. It is anticipated that this will help increase the return rate and provide increased amount of patient feedback in the future.

Facilities & Construction-

The Automated Medication Administration System (Omniceil) replacement project is underway as the current system is 10 years old and will no longer be supported after 2020. The cost of the replacement was anticipated to be \$500,000 plus but has been negotiated down to less than \$350,000 with trade in of old cabinets and negotiated discounts. It is anticipated that the full installation and implementation will be completed by end of November.

Emergency Preparedness/Community –

The MCMC Emergency Preparedness Incident Command System (ICS) is still activated and weekly briefings are taking place. As of today, six positive tests have been received from specimens collected at MCMC. MCMC has had no inpatient COVID admissions. All positives have either quarantined at home or been transferred to the regional COVID Hub at Christus St. Vincent in Santa Fe.

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

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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, Utah) and an additional \$100,000 for tele-health and tele-monitoring of former miners with Black Lung.

A new position for an Outreach Specialist for the grants programs has been posted. Interviews for the position will begin in upcoming weeks. The position is funded through the Black Lung HRSA Grants and will be key part of promoting services and development of program offerings. 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 October with the first clinic offering since the start of the global pandemic unknown at this time.

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 5 patients as part of its virtual clinic held on August 19.

Key Dates-

Friday, September 18, 2020- MCMC Board Meeting

September 23-25-National Rural Health Association CAH Conference and Annual Meeting (Virtual attendance)

Executive Session

Motion: At 2:55 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

Dr. Donald Belknap- Yes

Shawn Jeffrey- Yes

Gene Sisneros- Yes

Motion carried.

The Board of Trustees returned to Open Session at 3:57 pm.

Open Session/Announcements

No announcements were made

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Adjournment

With no further business, and no action taken, a motion was made by Mr. Sisneros with a second from Dr. Belknap 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

Gene Sisneros- Yes

Motion carried and the Board of Trustees Regular Meeting was adjourned at 3:59 pm.

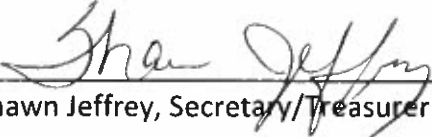
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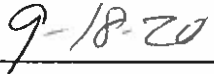
William "Cotton" Jarrell, Chair



Date



Shawn Jeffrey, Secretary/Treasurer



Date