

September 18, 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 September 18, 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
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

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 September 18, 2020 Regular Board Meeting. Mr. Sisneros made a motion to approve the agenda as 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
Richard Cardenas- Yes

Motion carried.

Correction/Approval of Minutes

The Board Members present reviewed the minutes of the August 28, 2020 Regular Board meeting. Mr. Sisneros made a motion to approve the minutes as presented. 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

Richard Cardenas- 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 1:03 pm Ms. Jeffrey 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

Gene Sisneros- Yes

Richard Cardenas- Yes

Motion carried.

The Board of Trustees returned to regular session at 1:08 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: Ted Lee, MD (Locum Tenens), for 2 years.

One (1) provider was recommended by the Credentials Committee for new appointment: Douglas Smith, MD (Family Medicine), for 1 year.

Motion: Dr. Belknap 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.

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Roll call vote:

William "Cotton" Jarrell- Yes

Dr. Donald Belknap- Yes

Shawn Jeffrey- Yes

Gene Sisneros- Yes

Richard Cardenas- Yes

Motion carried.

Medical Staff Report

Bo Beames, CEO provided the following report:

Dr. Mary Hoppa with *The Greeley Company*, has completed the initial review of the Medical Staff Bylaws and Rules and Regulations. A follow-up phone call will be made to Dr. Hoppa to discuss the suggested changes. Once completed, the MS Bylaws and Rules and Regulations will be presented at the Medical Staff and Medical Executive Committee meetings, followed by the MCMC Board of Trustees Meeting.

Dr. Douglas Smith will begin working at MCMC at the beginning of October.

Dena Lewis, NP, will begin working as hospitalist at MCMC in the near future.

MCMC continues to work with recruiting firm, *Delta* to fill the vacant Family Practice/Peds position.

The Surgery Department is busy with more cases since the onset of COVID.

Election of Officers

The floor was open for the election of officers for the MCMC Board of Trustees. Chair Jarrell informed the Board that the current officers are:

Chair- William "Cotton" Jarrell

Vice Chair- Dr. Donald Belknap

Secretary/Treasurer- Shawn Jeffrey

The floor was open for nominations for Chair:

Mr. Sisneros nominated William "Cotton" Jarrell. Dr. Belknap made a motion to close nominations. A roll call vote was taken and members present voted to close the nominations and elect the nominee, William "Cotton" Jarrell as Chair of the Board of Trustees.

Roll call vote:

William "Cotton" Jarrell- Yes

Dr. Donald Belknap- Yes

Shawn Jeffrey- Yes

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Gene Sisneros- Yes
Richard Cardenas- Yes
Motion carried.

The floor was open for nominations for Vice Chair:
Mr. Sisneros nominated Dr. Donald Belknap. Ms. Jeffrey made a motion to close nominations. A roll call vote was taken and members present voted to close the nominations and elect the nominee, Dr. Donald Belknap as Vice Chair of the Board of Trustees.

Roll call vote:
William "Cotton" Jarrell- Yes
Dr. Donald Belknap- Yes
Shawn Jeffrey- Yes
Gene Sisneros- Yes
Richard Cardenas- Yes
Motion carried.

The floor was open for nominations for Secretary/Treasurer:
Mr. Sisneros nominated Shawn Jeffrey. Mr. Cardenas made a motion to close nominations. A roll call vote was taken and members present voted to close the nominations and elect the nominee, Shawn Jeffrey as Secretary/Treasurer of the Board of Trustees.

Roll call vote:
William "Cotton" Jarrell- Yes
Dr. Donald Belknap- Yes
Shawn Jeffrey- Yes
Gene Sisneros- Yes
Richard Cardenas- Yes
Motion carried.

FYE 2022 Budget Appropriation (Attachment B)

Lonny Medina, CFO, presented the *FYE 2022 Budget Appropriation*:

At the beginning of September, MCMC was required to submit the Appropriations Budget to the State.

Assumptions for FY22:

- Wages and Benefits
 - Less Agency staff
 - 5.9% increase over FY21 Budget
- Contractual Services
 - Increased cost of Agency, Locum and Professional staff
 - 4.5% increase over FY21 Budget

- Other Expenses
 - Estimated lower medical supply expenditures based on FY20 actual expenditures
 - Majority of Capital Expenditures to be paid out of Miners Trust Fund
 - 2.8% decrease under FY21 Budget
- Total Expenditures
 - 3.8% increase over FY21 Operating Budget
 - 8.2% increase over FY20 actual expenditures

Revenue (Inflows)

Total Revenue Projected	\$35,943,400
Medicare	11,000,000
Medicaid	7,170,000
Commercial	5,735,000
Miners Trust	8,800,000
Other (including Self Pay)	3,238,400

Expenses (Outflows)

Total Expenses	\$35,943,400
Category 200- Personal Services and Benefits	20,912,300
Category 300- Contractual Services	7,956,100
Category 400- Other Expenditures	7,075,000

Net Surplus

Income	\$35,943,400
Expenses	\$35,943,400
Net Surplus	Break Even

The Legislative Finance Committee (LFC), the Capital Outlay Bureau, and DFA will review the proposed budget prior to moving it forward in the legislative process.

Motion: Ms. Jeffrey made a motion to accept the FYE 2022 Budget Appropriation to be approved as 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

Richard Cardenas- Yes

Motion carried.

Manager's Report

Miners Day and Outreach Update (Attachment C)

Charles Pollard, Black Lung and Outreach Manager, provided the following summary:

Miners Day Outline

- Proposed Date: Thursday, December 3, 2020
- Proposed Medium: Live and/or recorded event
- Proposed Time: Live will take place in the early evening
- Proposed Program: Pledge of Allegiance
- Memorial for Miners who passed away this year
- Governor's Proclamation
- City of Raton Proclamation
- History of Miners Day
- History of Dawson
- Black Lung and Outreach- new mobile unit and grants awarded

The Black Lung and Outreach Specialist position has been approved with DFA and the position has been posted to accept applications.

The Mobile Outreach Unit is scheduled for delivery the first week of November and the first possible clinic is anticipated for January 2021.

Quality (Attachment D)

Denise Daves, CNO, provided the following *Quality* report:

MCMC is mandated by Medicare to provide a quality survey for the patient experience. Press Ganey survey results are:

- Emergency Department YTD
 - 153 surveys returned
 - Raw Score- 86.0
 - Top Box- 63.2%
 - Percentile Rank- 30th
 - Target 2021: 25th-50th percentile
- Inpatient Unit Quarter 2 (April-June)
 - 14 surveys returned (30 required for statistical validity)
 - Raw Score- 78.7
 - Top Box- 78.0%
 - Percentile Rank- 79th
 - Target 2021: 50th-75th percentile
- Outpatient Services 2020 YTD
 - 187 surveys returned
 - Raw Score- 90.0
 - Top Box- 70.8%
 - Percentile Rank- 2nd
 - Target 2021: 25th-50th percentile

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- Medical Clinic 2020 YTD
 - 261 surveys returned
 - Raw Score- 91.0
 - Top Box- 73%
 - Percentile Rank- 16th
 - Target 2021: 25th-50th percentile

As a result of decreased patient volumes due to COVID, survey returns are low which reflects lower ratings for all areas of MCMC.

Periodic Quality updates will be made to the Board of Trustees at six month intervals so that it may assist in the improvement of scores.

MCMC 2020 Flu Campaign

The *Mandatory Flu Vaccination* policy was approved by the board last year and remains in effect for the 2020 flu season. The *MCMC United Against the Flu Campaign* will run from September 16 through November 17. During this time, all staff, providers and contractors will be required to receive the vaccine. Board of Trustees members, LTC residents and Auxiliary members will also receive the vaccine. Vendors and students will be required to provide proof of vaccination prior to entering any clinical areas. A status report will be due to the State and Federal Government in November.

Financial Report (Attachment E)

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
- Budget Appropriation Request- FY21
- FY 20 Audit
- Capital Outlay

Cash on hand is currently at \$11.9 million. This is up about \$5 million from this same time last year due to CARES Act money and the Paycheck Protection Plan (PPP) money received.

Days cash on hand is at 131 days.

\$3.6 million from the Safety Net Care Pool (SNCP) was received, however \$1.4 million of it will have to be returned due to an over payment for uncompensated care that occurred in 2018.

Accounts receivable is at \$5.9 million.

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Gross revenue is at \$7.8 million year-to-date. This is up from \$6.4 million from last year.

Emergency Department, and outpatient admissions are down; inpatient admissions and births volumes are up.

The Miners' Trust fund has a balance of \$151.2 million.

The Fiscal Year 20 audit will begin the week of September 21.

Motion: Ms. Jeffrey made a motion to accept the Financial Report to be approved as presented. 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

Gene Sisneros- Yes

Richard Cardenas- Yes

Motion Carried.

Administrator's Report (Attachment F)

Mr. Beames provided the following update to the Board:

Medical Staff-

The Greeley Company has conducted their initial review of the MS By-laws. The assessment findings will be provided to the MEC and follow up plans will be developed accordingly.

MCMC Long Term Care-

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.

Visitation with family/friends is occurring via a dedicated room at rear of facility. The dedicated room allows for visits to occur safely through the room window and includes social distancing and masking practices as part of the visit protocol

Workforce Development/Human Resources-

Current RN Agency Staffing stands at 13 RN (5 ER, 3 Med/Surg, 4 OB, 1 LTC) which is one less than the month prior. Current Radiology Techs Agency Staffing stands at 2, Laboratory at 6 and Respiratory 1.

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

Dena Lewis, CNP has interviewed with MCMC for a position as an inpatient provider that would cover 2 weeks of each month to complement Mark Bayliss, PA. This would reduce the inpatient burden to clinic providers who will still back up the PA and CNP

MCMC has engaged the Delta recruitment firm to search for a Family Practice physician

Quality & Patient Safety-

Update provided as part of the Board Agenda-Manager's Presentation

Facilities & Construction-

Update provided as part of the Board Agenda-Manager's Presentation

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

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, 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 a key part of promoting services and development of program offerings.

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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.

Key Dates-

- September 23-25-National Rural Health Association CAH Conference and Annual Meeting (Virtual attendance)
- NEN-NM Board Meeting-Monday, October 12, hosted at MCMC (Tentative)
- State Land Commission Beneficiary Presentation-Thursday, October 15, 2020
- Friday, October 16, 2020- MCMC Board Meeting

Executive Session

Motion: At 2:48 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

Richard Cardenas

Motion carried.

The Board of Trustees returned to Open Session at 3:58 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 Ms. Jeffrey to adjourn the Board of Trustees Regular Meeting. A roll call vote was taken.

Roll call vote:

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

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

Attest:



William "Cotton" Jarrell, Chair



Date



Shawn Jeffrey, Secretary/Treasurer



Date