

October 16, 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 October 16, 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 October 16, 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.

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Correction/Approval of Minutes

The Board Members present reviewed the minutes of the September 18, 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 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

Gene Sisneros- Yes

Richard Cardenas- Yes

Motion carried.

The Board of Trustees returned to regular session at 1:16 pm.

Medical Staff Privileges and Appointments (Attachment A)

Dr. Belknap informed the Board that ten (10) providers were recommended by the Credentials Committee for reappointment: Benjamin Belknap, MD Emergency Medicine; Lukas Burton, MD Teleradiology; David Glass, MD Emergency Medicine; Diana Green-Chandos, MD Teleneurology; Richard Hammer, MD Teleradiology; Dustin Nguyen, MD Teleradiology; Harry Parvey, MD Teleradiology; Jeffrey Wood, MD Teleradiology; Thomas Wright, MD Emergency Medicine; Tropha Wright, MD General Surgery, each for 2 years.

Twelve (12) providers were recommended by the Credentials Committee for new appointment: Syed Akbar, MD Teleradiology; Patrick Burke, MD Teleradiology; Dennis Burton, MD

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Teleradiology; Francis Cloran, MD Teleradiology, Justin Day, DO Teleradiology; Steven DiLeo, MD Teleradiology; Lisa Hughes, MD Teleradiology; Allen Nawrocki, MD Teleradiology; Dishant Shah, MD Teleradiology; Peter Shin, MD Teleneurology; Ammar Taha, MD Teleradiology; Qazi Uddin, 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

Richard Cardenas- Yes

Motion carried.

Medical Staff Report

Dr. Conder provided the following report:

Dr. Mary Hoppa with *The Greeley Company* continues to work with MCMC to review the Medical Staff Bylaws.

Peterson Laboratory Services has agreed to take Medical Directorship over the Laboratory Department.

Long Term Care may begin to accept new residents one at a time as there is adequate staffing in the facility. The new admission would have to be quarantined for a 14 day period.

With the increase of COVID cases throughout the state, area hospitals are beginning to fill up with patients. As a result, MCMC may have to admit any COVID patients that present in need of care.

Weekly Regional Hub and Spoke hospital meetings have resumed.

Manager's Report

Workforce Development (Attachment C)

Barbara Duran, HR Manager, provided the following summary:

WF Development Team Charter

➤ **Membership**

Chair: Chief Executive Office

Co-Chair: Director of Human Resources

- MCMC Team Members
- Chief Financial Officer
- RHC Director of Operations
- LTC Administrator
- HR Associate
- Other members of the MCMC Management Team as needed

Duties and Responsibilities

- Supports overall vision and mission of Miners' Colfax Medical Center and LTC Leadership Development and training
- Develop and monitor Key Performance Indicators (KPIs) for Workforce Development
- Develop, monitor and report of status of MCMC Recruitment and Retention Plan by clinical profession area
- Oversee the development and implementation MCMC New Employee On-Boarding process
- Plan and implement recognition and service events, activities and awards
- Review and revise MCMC HR policies and review SPO policies and procedures, as needed
- Develop and implement MCMC Annual Required Training to ensure compliance with regulatory standards in conjunction with MCMC Education Department
- Oversee Employee evaluation completion and provide periodic reporting of MEP completion by leader
- Share and troubleshoot employee concerns that emerge through the leader rounding process
- Review, discuss and plan other critical HR activities, as needed

Active Recruitment Efforts

- Continue recruitment communications and student agreements for clinical requirements
- Advertisement of positions and recruitment partners

HR Challenges

- COVID19
 - Clinical staff are going to areas that are offering high dollar wages to treat COVID patients
 - Limited face to face recruitment
- State of New Mexico Hiring Freeze
- Workforce
 - Lack of candidates applying for vacant positions both clinical and non-clinical
 - Housing availability
 - Wages

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Continued HR Obstacles Recruitment Process

- Start to finish on actions can take up to 4 weeks to receive approvals. Most cases require MCMC Human Resources to continuously follow up. Once approval to post is received, all non-management positions must post for 10 days per the union agreement adding additional time to process.

Compensation and Wages

- Increase in wages
- Minimum wage set to increase
- Market Wage Study

HR Success

- Placement of one Family Practice Physician and two Mid-Level Providers
- Reduction of agency
- Update of Provider Agreements
- Strengthening our hiring process

Workforce Development

- Impacts Finance
- Impacts Quality and Service
- Impacts ability to meet MCMC Vision and Mission

Agenda FYE 2021-2022

- Ongoing recruitment
- Facilitate SPO Market Study Implementation
- Leadership Development Planning
- Employee Engagement & Celebration Planning
- Re-invent On Boarding and Recruitment process
- Complete update of all MCMC Provider Agreements
- Review and update all MCMC HR policies and procedures

HR Key Performance Measures

- Agency reduction
- Completion of Employee Evaluations (MEP)
- Reduction in Turnover Rate (Retention)
- Leadership Development Events/Days Conducted
- New Hires/Departures/Net Gain- Monthly Communication

The Healthcare Study has a projected date of implementation for November 1, 2020.

The deadline to use any annual leave over 240 hours has been extended to July 9, 2021.

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Two personal days for employees will be accrued in 2020 as long as the employee is not on probation.

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 \$9.8 million.

Days cash on hand is 103 days.

Patient accounts receivable is \$5.89 million.

Gross revenue is at \$11.5 million year-to-date. This is up from \$9.6 million from this time last year.

Outpatient, clinic and emergency room admissions are all down.

OB admissions has increased during the COVID pandemic.

The Land Grant Permanent Fund has increased to \$154 million.

Fiscal year audit is due on November 1, however, the regulations on how to report the CARES Act money is not clear so the State has granted an extension on the audit until that information is received.

The Medicare Cost Report is due November 30.

Mr. Beames and Mr. Medina will present the Budget Appropriations Request 2022 for fiscal year to the Legislative Finance Committee on October 28 for approval.

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

Roll call vote:

William "Cotton" Jarrell- Yes

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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 were provided to the MEC and follow up plans have been developed. An extended summary presentation will be provided to the BOT in the near future.

MCMC Long Term Care-

The NM Department of Health conducted its annual regulatory survey of MCMC Long Term care on October 13-14. The preliminary report found no significant deficiencies in the areas of resident treatment/care, life safety and care environment. The final report is pending and anticipated to be available within the next 2 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 14 Miners and 6 Non-Miners for a total census of 20. 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 14 RN (5 ER, 3 Med/Surg, 5 OB, 1 LTC) which is one more (OB) than the month prior. Current Radiology Techs Agency Staffing stands at 2, Laboratory at 6 and Respiratory 1.

Douglas Smith, MD of Dallas, Texas has relocated to Raton and has begun the MCMC Orientation and EMR training process.

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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-

The Clinical Laboratory underwent its 2-day biannual accreditation survey by The Joint Commission (TJC) on October 8-9. The final report from The Joint Commission is due anytime now. The preliminary found a variety of standards which are not being met. MCMC Lab leadership will be required to submit online the MCMC corrective action plan addressing the standards that did not show evidence of compliance at the time of the survey.

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. 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 (no change from last month). 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, and 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. Initial applicants are being screened at this time and interviews are anticipated to begin within the

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next 1-2 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 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 early November with the first clinic offering since the start of the global pandemic unknown at this time. The 2020 Mobile Outreach Clinic Calendar will be revised pending the ongoing situation related to the COVID19 global pandemic

Key Dates-

Friday, November 20, 2020- MCMC Board Meeting

Monday, October 28, 2020- Legislative Financial Committee Presentation

Executive Session

Motion: At 2:30 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:

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 3:48 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 Ms. Jeffrey 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

Richard Cardenas- Yes


Motion carried and the Board of Trustees Regular Meeting was adjourned at 3:48 pm.

Attest:



William "Cotton" Jarrell, Chair
Donald Belknap, Vice chair

10/20/20
Date



Shawn Jeffrey, Secretary/Treasurer
WILLIAM JARRELL

11/20/20
Date