

November 20, 2020

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

Call to Order

Vice Chairman Dr. Belknap called the meeting of the Miners' Colfax Medical Center Board of Trustees to order November 20, 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
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 Dr. Belknap 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 November 20, 2020 Regular Board Meeting. Mr. Sisneros made a motion to approve the agenda 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
Gene Sisneros- Yes
Richard Cardenas- Yes

Motion carried.

Correction/Approval of Minutes

The Board Members present reviewed the minutes of the October 16, 2020 Regular Board meeting. Mr. Sisneros made a motion to approve the minutes as presented. With a second from Mr. Cardenas, a roll call vote was taken.

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Roll call vote:

William "Cotton" Jarrell- Yes

Donald Belknap, MD- Yes

Gene Sisneros- Yes

Richard Cardenas- Yes

Motion carried.

Executive Session

Vice Chairman Dr. 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 1:03 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 Mr. Cardenas, a roll call vote was taken.

Roll call vote:

William "Cotton" Jarrell- Yes

Donald Belknap, MD- Yes

Gene Sisneros- Yes

Richard Cardenas- Yes

Motion carried.

The Board of Trustees returned to regular session at 1:22 pm.

Medical Staff Privileges and Appointments (Attachment A)

Dr. Belknap informed the Board that thirty-nine (39) providers were recommended by the Credentials Committee for reappointment: Asif Anwar, MD Teleradiology; Shameem Azizad, MD Teleradiology; Baharak Bagheri, MD Teleradiology; Daniel Baker, MD Teleradiology; Amitabha Banerjee, MD Teleradiology; Troy Belle, MD Teleradiology; John Boardman, MD Teleradiology; Huisa Branko, MD Teleneurology; James Brull, DVM, DO Teleradiology; Courtney Carter, MD Teleradiology; Lillian Cavin, MD Teleradiology; Matthew Freeman, MD Teleradiology; Dhawal Goradia, MD Teleradiology; Todd Greenburg, MD Teleradiology; Kristen Grubb, MD Teleradiology; James Haug, DO Teleradiology; Laura Hotchkiss, MD Teleradiology; Miriam Hulkower, MD Teleradiology; Frederick Jones, MD Teleradiology; Perry Kaneriya, MD Teleradiology; Margaret Kang, MD Teleradiology; Russell Kosik, MD Teleradiology; Anthony Minotti, MD Teleradiology; Bao Nguyen, MD Teleradiology; Benjamin Park, DO Teleradiology; William Phillips, MD Teleradiology; Asti Pilika, MD Teleradiology; Teepe Popovich, MD Teleradiology; Anjali Roy, MD Teleradiology; William Rusnak, MD Teleradiology; Faranak Sadri Tafazoli, MD Teleradiology; Shree Shah, MD Teleradiology; Frank Snyder, MD Teleradiology; Syed Almas, MD Teleradiology; Kimberly Taylor, DO Teleradiology; Alford Vassall, MD OB/GYN;

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Charles Westin, MD Teleradiology; Yuming Yin, MD Teleradiology; Sean Biggs, MD Teleradiology; each for 2 years.

Seven (7) providers were recommended by the Credentials Committee for new appointment: James Cotton, MD Emergency Medicine; Shawn LeDoux, MD Pathology; Dena Lewis NP, Avez Rizvi, MD Teleradiology; Tarek Salem, MD Pathology; Susan Speaks, MD Pathology; Maximus L'Amour, MD General Surgery; 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 Mr. Cardenas, a roll call vote was taken.

Roll call vote:

William "Cotton" Jarrell- Yes

Dr. Donald Belknap- Yes

Gene Sisneros- Yes

Richard Cardenas- Yes

Motion carried.

Medical Staff Report

Dr. Belknap provided the following report:

- COVID19 has affected New Mexico, including our community. MCMC has seen an increase in the number of COVID positive patients. Patients that require a higher level of care are being transferred out to other hospitals, if possible.
- Several MCMC staff members have tested positive for the virus. As a rapid response with the New Mexico Department of Health, all staff members will be required to undergo a COVID test.
- MCMC is registered to become a distribution center for the COVID19 vaccine when it becomes available. It is anticipated that the vaccine will be available first to healthcare workers and the high risk population by late December.

Credentials Committee Reappointment

Dr. Angel Wright has been reappointed to the Credentials Committee. She has accepted the reappointment for 3 years.

Motion: Mr. Sisneros made a motion to approve the reappointment of Dr. Angel Wright to the Credentials Committee. With a second from Mr. Cardenas, a roll call vote was taken.

Roll call vote:

William "Cotton" Jarrell- Yes

Dr. Donald Belknap- Yes

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Gene Sisneros- Yes

Richard Cardenas- Yes

Motion carried.

Manager's Report

Laboratory Survey and Action Plan (Attachment B)

Denise Daves, CNO provided the following summary:

- Joint Commission Accreditation is awarded upon successful completion of an on-site survey. The on-site survey is conducted by a specially trained Joint Commission surveyor or team of surveyors who assess the organization's compliance to Joint Commission standards. Accreditation for most types of organizations is a three year award. The exception is laboratory accreditation, which is a two year award.
- The Joint Commission has developed the "Survey Analysis for Evaluating Risk" (SAFER). This matrix allows for the prioritization of resources for a corrective action plan following survey findings.
 - The Joint Commission completed the Lab Accreditation survey October 6-7, 2020
 - The survey was completed with a few deficiencies. Each requirement for improvement is noted on the attached *MCMC SAFER* report
- Dr. Shawn Ledoux, of Peterson Laboratory Services, will provide medical directorship over the MCMC Laboratory Department.

Long Term Care Survey and Action Plan (Attachment C)

Bo Beames, CEO presented the following summary on behalf of Jo, Greene, LTC Administrator:

- LTC Survey 2020
 - Department of Health (DOH) Survey conducted October 13-15, 2020
 - DOH Survey report received October 29, 2020
 - Plan of Correction (POC) submitted November 8, 2020
 - POC accepted November 16, 2020
- The survey was completed with minimal findings, all of which have been corrected.
- Desk Review
 - All plans submitted as of November 16, 2020 were placed in desk review for final acceptance by DOH

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- DOH notified MCMC Long Term Care that the POC was accepted and survey deficiencies have been cleared on November 19, 2020. A final letter of acceptance should be received within 2-3 weeks.

Black Lung Mobile Unit (Attachment D)

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

- Top Accomplishments of 2020
 - All grants applied for were awarded: Grant money into the program is \$1.12 million
 - The new mobile unit has been delivered
- Facts about the Program
 - July 2019 to March 2020- 5,241.8 miles were logged
 - In the past visited 23 communities in NM and 5 in the states of Montana, Utah and Wyoming
 - Number of days on the road- 66
- Goals for 2021
 - Submit a new grant to continue serving states outside of New Mexico
 - Outfit the new mobile unit to perform Department of Labor Examinations
 - Partner with NIOSH to assist with the Novel Miner Health Branch

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
- FY 20 Audit & Medicare Cost Report
- Budget Appropriation Request- FY22
- Capital Outlay

Cash on hand as of October 31 is at \$9.8 million.

Days cash on hand is currently at 102 days.

Patient accounts receivable is at \$5.45 million.

Gross revenue is \$14.6 million, up about 10%.

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Inpatient volumes are up about 19% and outpatient volumes are down.

Emergency room, clinic and outpatient admissions are all down about 26%.

Births for the year are at 25, this is up from 18 this time last year.

MCMC has received about \$7.8 million in Federal assistance for COVID purposes; \$3.2 million of this is from the Paycheck Protection Program and \$4.5 million from CARES act stimulus money.

Fiscal Year20 audit and Medicare cost report is currently put on hold due to the lack of guidelines of how to report CARES act money. The Medicare Cost Report is being completed by Clifton Larson Allen.

Mr. Beames and Mr. Medina presented the MCMC Budget Appropriation to the Legislative Finance Committee on November 18 by WebEx conference.

Motion: Mr. Sisneros 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

Gene Sisneros- Yes

Richard Cardenas- Yes

Motion carried.

Administrator's Report (Attachment F)

Mr. Beames provided the following update to the Board:

Emergency Preparedness/Community-

The MCMC Emergency Preparedness Incident Command System (ICS) is still activated and weekly briefings are taking place. As of today, twenty-nine positive tests have been received from specimens collected at MCMC (up from report of six last month) with more than 100 cases showing positive in Colfax County from data on the NM Department of Health website. MCMC has had four inpatient COVID admissions. Hospitals across New Mexico are reaching maximum capacity and the transfer of COVID19 patients presents little to no option at this time.

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.

MCMC Clinical Leadership presented its COVID19 Surge Plan to the Medical Executive Committee for review and input. The plan calls for maximum of 4 COVID patients in ICU and up

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to 10 Med Surge patients and 4 Obstetrics patients. More beds are available under the CAH license, but physician and nurse staffing constraints limit the current capacity to 18 staffed beds.

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 early part of 2021.

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. MCMC has submitted its plan of correction and it has been accepted by the Department of Health

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 13 Miners and 5 Non-Miners for a total census of 18.

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 (6 ER, 4 Med/Surg, 4 OB, 0 LTC) which is same as the month prior. Current Radiology Techs Agency Staffing stands at 4, Laboratory at 6 and Respiratory 1.

Dena Lewis, CNP has joined MCMC and will begin as an inpatient provider in December. She will 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. Two candidates have been interviewed but neither possessed the interest in inpatient medicine which is currently needed for the open position.

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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 has been received and Lab Manager Ed Hager, with support from Denise Daves, RN, Director of Nursing, will be preparing the Evidence of Standards Compliance documentation that will be due in mid-December.

Facilities & Construction-

The Automated Medication Administration System (Omnicell) 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.

Medication Infusion Pumps have been received and were put into clinical use on November 17.

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. Interviews for the position of Outreach Specialist for the grant programs have been completed and the position has been filled. 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 arrived on November 16. The next mobile clinic offering is unknown at this time. The 2021 Mobile Outreach Clinic Calendar will be revised pending the ongoing situation related to the COVID19 global pandemic.

Key Dates-

Friday, January 15, 2021- MCMC Board Meeting

Executive Session

Motion: At 3:02 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

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Dr. Donald Belknap- Yes
Gene Sisneros- Yes
Richard Cardenas

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 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:

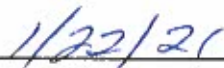
William "Cotton" Jarrell- Yes
Dr. Donald Belknap- Yes
Gene Sisneros- Yes
Richard Cardenas- Yes

Motion carried and the Board of Trustees Regular Meeting was adjourned at 3:45 pm.

Attest:



William "Cotton" Jarrell, Chair



Date



Shawn Jeffrey, Secretary/Treasurer



Date