

March 19, 2021

**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 March 19, 2021 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, Member
Richard Cardenas, Member

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 March 19, 2021 Regular Board Meeting. Dr. Belknap made a motion to approve the agenda as presented. With a second from Mr. Sisneros, 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.

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Correction/Approval of Minutes

The Board Members present reviewed the minutes of the January 22, 2021 Regular Board meeting. Ms. Jeffrey made a motion to approve the minutes as presented. 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.

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 1:04 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 1:11 pm.

Medical Staff Privileges and Appointments (Attachment A)

Dr. Belknap informed the Board that sixteen (16) providers were recommended by the Credentials Committee for reappointment: Ernest Autry, MD OB/GYN; David Bass, MD Teleradiology; Robert Berger, MD Teleradiology; Michael Berven, MD Teleradiology; Michael Gurule, MD Cardiology; Joshua Kuroiwa, DO Teleradiology; Elizabeth Newman, MD Emergency Medicine; Meic Schmidt, MD Teleneurosurgery; Brent Tilseth, MD Teleradiology; Joseph Trudeau, MD Teleradiology; Aaron Wickley, MD Teleradiology; Timothy Hurley, MD OB/GYN & Maternal Fetal Medicine Telemedicine; Omar Hussein, MD Teleneurology; Michael Lloyd, MD Teleradiology; Andrew Sellers, MD Teleradiology; Tobias Kulik, MD Teleneurology, each for 2 years.

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Dr. Belknap informed the Board that four (4) providers were recommended by the Credentials Committee for new appointment: Aftab Haq, MD Teleradiology; Kevin Taylor, MD Teleradiology; Vinay Saini, MD Internal Medicine; Kristie Harris, DO Teleradiology, each for 1 year.

Motion: Ms. Jeffrey 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

Donald Belknap, MD- Yes

Shawn Jeffrey- Yes

Gene Sisneros- Yes

Richard Cardenas- Yes

Motion carried.

Medical Staff Report

Dr. Conder provided the following report:

- MCMC continues to see few cases of COVID 19
- Plans are being made to get the Black Lung clinic back up and running
- MCMC plans to resume sleep studies, stress tests, pulmonary function tests and other cardio pulmonary procedures soon
- Rhonda Moniot, CNO, is being proactive in the cross-training staff of nursing staff in other departments

Business/Action Items

MCMC 2020 Audit (Attachment B)

James Mann, manager of the audit with Clifton Larson Allen, joined the Board of Trustees meeting by telephone to provide the following *MCMC 2020 Audit* review:

- Clifton Larson Allen issued the audit an "Unmodified Opinion" meaning that there were no significant findings. This is the highest level rating that is issued for an audit.
- Patient revenue accounts receivable reflects the efforts that are being made by the Revenue Cycle team
- As of June 30, 2020, the Paycheck Protection Loan has yet to be forgiven as stated in the liability section. It is shown as a debt on the Financial Statement.
- The HHS Provider Relief Fund in the amount of \$4.4 million has been deferred. This amount is to help with increased costs in response to COVID.
- Overall, cash has increased for the organization.

Motion: Mr. Sisneros made a motion to accept the *MCMC 2020 Audit* to be approved as presented. With a second from Dr. Belknap, 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

Richard Cardenas- Yes

Motion carried.

Manager's Report

Dave Shaver, IT Director provided the following Virtual Desktop Infrastructure (VDI) Update:

MCMC Cyber Security: Keeping Us Safe to Serve (Attachment C)

What is Cyber Security?

- Nearly every aspect of healthcare utilizes computers, playing a role in every department
- Without these systems, we cannot operate properly and cannot meet regulatory guidelines
- Cyber Security is protecting the computers, data and network infrastructure required
- Risks
 - Data Destruction
 - Infrastructure Destruction
 - Identity Theft
 - Recovery Time

How do we protect MCMC?

- Our Approach
 - Every action taken must fall within our security stance...every action
 - Security news is reviewed frequently
 - We are enrolled in several security alert services
 - If a risk is applicable an action is planned and enacted to maintain protection
 - Utilization of Software Tools
- Carbon Black
 - Endpoint protection
 - All Servers and Workstations run Carbon Black
 - Behavior bases
 - Computer actions are analyzed and suspicious behavior is halted
 - IT staff receive an alert and act on severity or risk
 - IT staff also actively review system to remediate other issues

- Arctic Wolf
 - A multi-tiered service that identifies risks in our infrastructure
 - An appliance runs on site constantly scanning the network for security risks
 - An external service scans our outside facing systems to identify risks
 - Reports and alerts are generated so IT can review risks and mitigate

- Initiatives
 - Windows Server 2008 retirement
 - Windows 7 retirement
 - Network Segmentation
 - Mail Server upgrade/mitigation

- Our Recent Incident
 - Our recent experience exercised our investigative skills
 - In this instance we did discover some items of concern, but we did not experience an actual attack
 - Systems were brought down for protection while we continued investigation
 - Once we were confident everything was safe, services were restored
 - Carbon Black was used extensively during this event

- Conclusion
 - We are dedicated to keeping our computer systems safe
 - Patient data is of key concern
 - Business viability
 - Cyber Security continues to be a critical component

Virtual Desktop Infrastructure (VDI) (Attachment D)

- What is Virtual Desktop Infrastructure
 - Servers
 - Workstations
 - Network
 - Software

- Servers
 - 4 servers
 - Powerful
 - Lots of CPU power
 - Lots of RAM
 - Virtualized to run multiple copies of Windows
 - Windows runs here, not at the desk

➤ Workstations

- Workstation towers replaced by thin clients
- Minimal software to install
- Easy to re-image
- Easy to swap out
- Power savings
- Reduced IT workload for rebuilds

➤ Network

- Heavy traffic required major upgrades
- All network switches replaced
- Additional 10G switches added to servers

➤ Software

- VMWare-ESXi
- App Volumes
- Dynamic Environment Manager (DEM)
- Windows 10
- Backend Servers
 - UAG
 - Connection Servers
 - File Storage

➤ Single Sign On

- Put in place a year ago
- Users sign in with their badge
- Passwords are stored for security and speed
- Ties directly into VDI

➤ Progress

- 6 of 160 deployed
- 3 department testing
- Usable but still working out some bugs and performance issues
- Additional testing for workstations with higher technical requirements

➤ Demonstration

- Simple setup
- Easy Sign-On
- Quick replacement
- More efficient for staff
- More data isolation for security
- Easy management for IT

Outreach and Communications Updates March 2021 (Attachment E)

Charles Pollard, Black Lung and Outreach Manager and Karina Dozal, Black Lung Specialist provided the following report to the Board:

- Introduction- Karina Dozal, Black Lung Specialist
 - Background
 - Graphic Design
 - Marketing and Communication
 - Grant Implementation

- Purpose of Position
 - Assist Black Lung and Outreach Manager with HRSA Grant Reports and Organization
 - Learn Benefits Counseling for miners and assist the miners with paperwork
 - As needed, work with Senior Leadership and Black Lung and Outreach Manager in creating collateral materials and graphics for the hospital's LTC and Acute Care
 - Work in conjunction with the Black Lung and Outreach Manager to understand all aspects of the Program

- Website Updates
 - We are currently in the process of updating multiple areas of the MCMC website

- Information Packet
 - Content upgrades
 - Redesigned and reformatted to brochure layout

- Mobile Unit Timeline
 - Expected to begin hosting clinics no later than July 1, 2020
 - Needs to start clinic
 - Reconfigure X-Ray room
 - Unknown until X-Ray Servicing Agent comes to set up the equipment
 - Expected timeframe: 2 weeks from send off
 - Satellite mounted to the roof and wired to the unit
 - Need both Raton Public Service and Mobile Satellite to come on the same day
 - Expected timeframe: First week of April

- Nursing Advertisement
 - Ad designed for *New Mexico Nursing News and Views* printed publication
 - Ad features photo of in-house nurse
 - Designed to appeal and engage potential nursing applicants

➤ Miner Care

Statutory Authority for Free Care to Miners by MCMC: 23-3-1 NMSA 1978

- Definition and Purpose
 - Develop a database of current and former miners in an effort to continuously provide information related to MCMC, the Black Lung Program, Mobile Outreach Clinic, and the Long Term Care Facility
 - Identify the potential miner beneficiaries to the care provided by MCMC and supported by the Miners Hospital Trust Fund
 - Recruit and enroll miners that qualify for benefits through MCMC and promote utilization of MCMC programs
 - Retain participants to promote overall health and wellness of the New Mexico miner population
- Why and How
 - To attempt to reach the miners in the state that are underserved in our vast rural communities
 - Utilize the Outreach Mobile Unit- intake form that gives us the information to enroll
 - Work with UMWA- They keep master lists of miners and we can source any information through them
- Application
 - Send out yearly or biannual newsletters outlining Black Lung, Outreach, LTC and Acute Care matters and accolades as they relate to the mining community
- Why to Enroll
 - Help the miner take advantage of the miner benefits form the state of New Mexico

➤ Future Miner Newsletter

- The Canary Chronicle
- The Rock Runner
- Miner Mail
- The Miner Message
- The Miner Mule

The Board informally provided feedback on the newsletter name and favored “The Miner Mule. “

Financial Report (Attachment F)

Lonny Medina, CFO provided the following Financial Report:

- Financial Results Year-to-date Unaudited
- Gross Revenue by Financial Class
- Revenue Cycle

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- Land Grant Permanent Fund
- Other Results
- COVID-19
- FY 20 Audit & Medicare Cost Report
- Budget Appropriation Request- FY22
- Capital Outlay

Cash on hand as of February is at \$7.4 million.

Days cash on hand is currently 82.7 days.

Patient accounts receivable is at \$5.3 million.

Inpatient admissions are up 17%, outpatient admissions is up by 12% and Emergency Room admissions are down by 29%.

Surgery day cases are down about 12%.

Land Grant Permanent Fund is at \$165 million.

The forgiveness application was completed for the Paycheck Protection Program and MCMC is waiting for a response.

The ultra-low temperature freezer for the COVID vaccine has been certified for use.

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

Donald Belknap, MD- Yes

Shawn Jeffrey- Yes

Gene Sisneros- Yes

Richard Cardenas- Yes

Motion carried.

Administrator's Report (Attachment G)

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. Hospitals across New Mexico are beginning to see the volume of inpatient admissions come down. Currently, New Mexico Hospitals are experiencing less

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than 125 COVID admissions, compared to a high of more than 850 inpatients during the peak of the virus surge.

MCMC will be hosting a vaccine clinics on Fridays for approximately 200 plus persons for an indefinite period of time. To date, MCMC has administered over 2,500 first doses and 1,900 second doses to the community.

Medical Staff-

Maximus L'Amour, MD, General Surgeon will replace Dr. Wright effective April 1.

Dr. Vinay Saini, Internal Medicine will join MCMC in mid-April.

Laurel Laurel, Certified Nurse Practitioner will join MCMC in June replacing the position vacated by Lynne Cappellucci.

The by-laws committee and Medical Executive Committee continue to work to conduct a major overhaul of the Medical Staff by-laws. The goal is to complete the final revisions by June and to present the changes to the Board in July of 2021.

MCMC Long Term Care-

Due to the COVID19 pandemic, The MCMC Wellness Center continues to remain closed at this time.

Additionally, visitor restrictions are still in place within Long Term Care in accordance with State Department of Health regulations. Compassionate Care visits are being offered in the back remodeled patio of the memory unit.

Current Census at LTC is 14 Miners and 7 Non-Miners for a total census of 21.

Workforce Development/Human Resources-

Current RN Agency Staffing stands at 11 RN (4 ER, 3 Med/Surg, 4 OB, 0 LTC) which is one more than the month prior. Current Radiology Tech Agency Staffing stands at 3, Laboratory at 5 (-1) and Respiratory 1.

Rhonda Moniot, MSN, RN has replaced Denise Daves, RN as Chief Nursing Officer.

Evalee Malespini, RN has resigned as OR Manager to take a position at a hospital in Grand Junction, CO.

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MCMC continues to search and recruit for a new ER Manager.

Quality & Patient Safety-

MCMC has received notice from CMS that it has achieved 5-Star rating for quality and it will be noted as such on the CMS Hospital Compare web-site.

The MCMC Long Term Care facility has achieved a 5-Star rating for quality based on care provided in 2020.

Facilities & Construction-

The sewage lift station line connection with the main City Sewer line failed and has undergone repair. The failure was located at the main thoroughfare to MCMC (next to the Miner and the Mule/Coal cart sculpture). The City of Raton came to the rescue and quickly installed a temporary back road from the frontage road behind MCMC to our employee and clinic parking lots.

The MCMC boilers malfunctioned and during the second week of February, MCMC had limited heating capacity. The situation is now remedied and MCMC back to full heating capability.

The CT scanner malfunctioned the same week as the sewer line failure and the boiler failure. The replacement part that was required was delayed in arriving for 5 days as the shipping through the Memphis FedEx hub was stalled due to the "deep freeze" that occurred in our nation during the second week of February. The replacement part has now been received and the CT Scanner is back in operation.

MCMC has received an Ultra-Low Temperature freezer to provide extended ability to store Pfizer vaccine which will make to logistically easier to provide for first and second vaccine clinics in the future.

The main Hot Water Heater tank (600 gallon) at the LTC has a compromised bladder and is now in need of replacement. The preliminary estimate for replacement is 130k and it is estimated it will take 6-8 weeks to custom build the tank system and install a new furnace to heat the water.

Outreach-

Karina Dozal has joined the Black Lung program as Outreach Specialist and will report to Charles Pollard, Black Lung Program Manager. The position is funded through the Black Lung HRSA Grants and will be key part of promoting services and development of program offerings. Karina and Charles will be presenting at the March MCMC Board Meeting.

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MCMC held its monthly Black Lung Clinic on February 23 and March 16, with Dr. Akshay Sood, MD, UNM Pulmonary Specialist on site.

Key Dates-

Friday, April 16, 2021- MCMC Board Meeting

Executive Session

Motion: At 3:23 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

Motion carried.

The Board of Trustees returned to Open Session at 3:53 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 Mr. Sisneros, to adjourn the Board of Trustees Regular Meeting. 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 and the Board of Trustees Regular Meeting was adjourned at 3:53 pm.

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Attest:



William "Cotton" Jarrell, Chair



Date



Shawn Jeffrey, Secretary/Treasurer
Donald Bullock, MD Via Chair



Date