

June 18, 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 June 18, 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
Richard Cardenas, Member
Gene Sisneros, Member

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

Absent: Shawn Jeffrey, Secretary/Treasurer

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 June 18, 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
Richard Cardenas- Yes
Gene Sisneros- Yes

Motion carried.

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Correction/Approval of Minutes

The Board Members present reviewed the minutes of the May 21, 2021 Regular Board meeting. Dr. Belknap made a motion to approve the minutes 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

Richard Cardenas- 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 1:03 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 Mr. Cardenas, a roll call vote was taken.

Roll call vote:

William "Cotton" Jarrell- Yes

Donald Belknap, MD- Yes

Richard Cardenas- Yes

Gene Sisneros

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 two (2) providers were recommended by the Credentials Committee for reappointment: Christian Bowers, MD Teleneurosurgery; Craig Shapiro, MD Sleep Medicine; each for 2 years.

Dr. Belknap informed the Board that three (3) providers were recommended by the Credentials Committee for new appointment: Karen Benabou, MD Emergency Medicine; Scott Butikofer, MD Ophthalmology; Daniel Harwood, 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 Dr. Belknap, a roll call vote was taken.

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Roll call vote:

William "Cotton" Jarrell- Yes

Donald Belknap, MD- Yes

Richard Cardenas- Yes

Gene Sisneros

Motion carried.

Medical Staff Report

Mr. Beames provided the following update:

Dr. Renee King has turned in her resignation as Emergency Room Physician and Medical Director and will be leaving MCMC in late August. Administration is actively seeking a replacement for her position.

Dr. Maximus L'Amour has begun practicing at MCMC and is staying busy in the Operating Room.

Administration continues to look for a replacement for Dr. Heather Cook in the Operating Room.

Business/Action Items (Attachment B)

COVID19 Construction Project

Lonny Medina, CFO present the plan for the COVID 19 Overflow Room:

During the COVID19 global pandemic there was not enough clinical space in the hospital to accommodate an influx of COVID19 patients. The open solarium by the MCMC Cafeteria is a suitable area but is in need of some upgrades, such as an HVAC system and thicker walls to support the system. The total cost of the project is approximately \$400,000 and will be completed with the use of COVID funding.

Motion: Dr. Belknap made a motion for final approval of the *COVID19 Construction Project* 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

Richard Cardenas- Yes

Gene Sisneros- Yes

Motion carried.

Manager's Report

Outreach and Communications Update (Attachment C)

Charles Pollard, Black Lung and Outreach Manager gave the following update:

Mobile Unit Updates

- The Mobile Unit is in Ohio for reconfiguration; expected back next week.
- The Satellite has been placed on the unit.
- A draft schedule has been completed.

Draft Schedule (Subject to Change)

- July 12-16, 2021 Raton, NM
- August 9-13, 2021 Grants, NM
- September 13-17, 2021 Gallup, NM
- October 18-22, 2021 Deming, NM
- November 15-19, 2021 Laguna, NM
- December 6-10, 2021 Raton, NM

Website Updates

Physician Directory and Leadership page have been updated to reflect most up to date information.

BillBoard

A billboard has been designed to advertise MCMC 5 Star overall rating from CMS for Acute Care and Long Term Care Facilities.

Long Term Care/Memory Care Unit (Attachment D)

Jo Greene, Long Term Care Administrator made the following presentation:

How do you determine who gets into Long Term Care?

- Our facility admits residents whose medical and nursing needs can be met.
- Upon assessment, prospective Miner residents must meet the following criteria for admission to the MCMC Long Term Care Facility:

Demonstrated need for 2 or more ADLS:

- Feeding/Meal Preparation/Nourishment
- Shopping
- Grooming/Bathing/Hygiene/Toileting
- Socialization
- Transportation
- Medication and O2 Administration
- Mobility
- Low Level Medical/Disease Management:
 - Diabetes

- COPD
- Memory Loss
- Dementia
- Wound Management
- Malnourishment/Failure to Thrive

Examples of who we cannot take care of at a Long Term Care?

- Does not have medical need outside of the LTC Nursing Scope of Care
- IV Fluids/IV Antibiotics
- Psychiatric Diagnosis with current or past history of uncontrolled behavior or demonstrated risk for harm to self and others (not a mental health facility)
- Past criminal history related to a psychiatric disorder or diagnosis
- No active or recent history (2 years) of substance or alcohol abuse

Are there different procedures and/or charges for Miners and Non-Miners?

- Daily room rates for all admissions are in our Admission Application. That rate is the same for everyone (\$433.45 daily).
- We cannot charge different amounts for different pay sources.

Who makes the admission decision?

- All information is gathered and reviewed. All medical information is reviewed by the Director of Nursing along with the Medical Director, in collaboration with the Admitting Physician. The LTC Administrator will ensure that documentation that must accompany the admission is completed.

Does MCMC assist applicants with the paperwork?

- The Social Services Manager and LTC administrator have and continue to ensure the application, documentation gathering and Medicare Application processes are being completed to assist anyone through the process. We have arranged phone calls with family and contacted the Medicaid office on their behalf, as a courtesy. The Medicaid process is not an easy one to navigate, and we are aware of that.

What is the appeals process if an applicant is denied admission?

- An applicant denied admission has the right to appeal such decision to the appropriate party, by the appropriate time frame.
- If an applicant wants to appeal the denial, a written request must be delivered to the CEO within 30 days of the date noted on the written notification to the applicant.
- An applicant who has additional information that can be provided for review that was not previously provided can offer that information at the time of appeal.

Is the secure/memory care unit open?

- Yes the memory care unit is open, we currently do not have anyone housed in that area as of this moment.

- What are the criteria for deciding when a unit is open or closed? That is the decision of the CEO, any unit being closed for business will be discussed with them.
- Does MCMC have adequate staffing to operate the memory care unit? The Memory Care Area requires one direct care staff member, with the nurse providing medications and assessments, as needed.
- Do the staff have adequate training for memory care patients? There is a required “Hand & Hand” training for all Dementia Care Areas. All current staff have completed this training. There is an annual refresher that we are required to complete as well.

What is being done to grow the LTC census and admit more residents?

- Raton Nursing & Rehab was met with and LTC has accepted local residents for admission. Many of the residents they had were brought in from other communities and they were sent back to those areas.

Current Department of Health Restrictions

- Long Term Care facilities continue to be in Lock Down Status.
- Secretary of Health, Dr. Traci C. Collins and Secretary of Aging and Long Term Services, Katrina Hotrum-Lopez, continue to provide the “Letter of Direction for Nursing Homes” regarding admission processes, quarantine recommendations, visitation guidance, activity guidance and testing guidance.
- Vaccinated resident have a variety of eased restrictions. The facility still has the burden of determining the risk for each resident. We are still required to screen all visitors and gather their contact information. Highly encouraged outside visitations and of course we provide what is considered a “compassionate/or end-of-life visit” where screened family members can go to a room to be with that resident.
- We are one of thirty-nine Long Term Care facilities who did not have a positive resident.

Medical Staff By-Laws Update (Attachment E)

Henrietta Romero, HIM Manager, provided the following update *By-Laws Transformation Summary*:

Purpose

- External Assessment in comparison to most current practices
- Regulatory Compliance
- Clearly define Purpose, Duties and Responsibilities related to both Provider and Hospital Quality
- Simplify and Streamline
- Update to most current “Leading Practices” related to investigations, hearings and corrective actions processes

Re-structure of Content Four Section

- **Part I:** Governance
- **Part II:** Investigations, Corrective Actions, Hearing and Appeal Plan
- **Part III:** Credentials Procedures Manual

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➤ **Part IV: Organizations and Functions Manual**

Timeline

➤ Project Launched	June 2020
➤ Greeley Assessment completed	August 2020
➤ Section Drafts	October 2020 – March 2021
➤ By-Laws Committee Review	April 24, 2021
➤ MEC Review	May 6, 2021
➤ By-Laws Final Review	May 24, 2021
➤ Medical Staff	June 16, 2021
➤ Board of Trustees- distributed for review	June 18, 2021
➤ Board of Trustees- final approval	July 16, 2021

The Board Members were provided a copy of the Medical Staff By-Laws for review and to be approved at the July 16, 2021 Board Meeting.

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

Cash is at \$10.3 million dollars at this time

Patient accounts receivable is at \$6.7 million.

Gross revenue is up 9% from last year.

Inpatient admissions are at 482. This is up 10.3%.

Outpatient admissions are at 8,337.

Day surgery cases have increased by 23% and births are down by about 7%

Clinic admissions are down by about 3.54% and ER admissions are down 21%.

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MCMC received a payment in the amount of \$100,000 for RHC COVID testing. A total of \$4.76 million has been received in CARES Act money.

Loan forgiveness has not yet been received from the Paycheck Protection Program (PPP).

Clifton Larson Allen has been retained for an additional two years to complete the financial audit.

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

Donald Belknap, MD- Yes

Richard Cardenas- Yes

Gene Sisneros- 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 monthly briefings are taking place. Hospitals across New Mexico are beginning to see the volume of inpatient admissions come down with the average COVID19 census for the entire state at less than 100. The average number of cases per day for the state has dipped below 150 over recent days.

Due a precipitous drop in demand, MCMC is no longer hosting vaccine clinics and local DOH has taken on responsibility for providing community vaccination from this point forward. Through May 30, MCMC has administered over 3,063 first doses and 3,225 second doses for a total of 6,288 doses.

Entry Control Point Screening for Visitors and Patients is still in effect with screening that includes sign-in of visitor/patient with contact info (phone), body temperature check and attestation that they are symptom free logged at entry.

Medical Staff-

Renee King, MD has resigned her position as Emergency Department Physician and Medical Director. Dr. King joined MCMC in August of 2018 and her last day at MCMC will occur in early August of 2021.

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Donald Primer, MD of Aguilar, CO has accepted an offer for part-time employment as Hospitalist/Family Practice provider starting on or about July 15, 2021.

The Medical Staff By-laws Committee and Medical Executive Committee has completed its revision of the Medical Staff By-laws and they have been presented to the full Medical Staff for review. At the regular meeting of the Medical Staff held on June 16, the Medical Staff unanimously approved the newly revised Medical Staff by-laws and are recommending approval by the Board of Trustees.

MCMC Long Term Care-

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

Current Census at LTC is 14 Miners and 6 Non-Miners for a total census of 20.

Workforce Development/Human Resources-

Current RN Agency Staffing stands at 12 RN (5 ER, 3 Med-Surg & ICU, 4 OB, 0 LTC) which is same as the month prior. Current Radiology Tech Agency Staffing stands at 3, Laboratory at 5 and Respiratory at 1 (no changes from last month).

The Human Resources Department has added Brenda Armijo to its staff. Ms. Armijo will work closely with Education Specialist, Gloria Neurauter to track employee training, competency, and certification in accordance with CMS and DOH regulations.

Quality & Patient Safety-

MCMC underwent a Department of Health Survey on March 24-25. DOH followed up with a Life Safety Survey on March 31-April 1. Final survey findings and CMS 2567 report from DOH is due any day now.

Facilities & Construction-

The Omnicell automated medication dispensing system upgrade has been completed by the Pharmacy Team, led by Cindy Johnson, Pharm D.

The video surveillance security system is currently delayed due to shortage of key components that comprise the system.

MCMC has received preliminary plans for finish out of the large atrium to convert it to an Emergency Incident Command Center and COVID19 Overflow area. Anticipated cost is between 350 to 400 thousand dollars. Plans will be presented to the Board in June for approval.

Auxiliary-

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The Auxiliary re-opened the gift shop on June 1, 2021. All Auxilians working in the store have been vaccinated and they will continue to require COVID19 Safe Practices. Hours will be limited to 10am-1pm Monday through Friday.

Outreach-

MCMC held its monthly Black Lung Clinic on June 15 with Dr. Akshay Sood, MD, UNM Pulmonary Specialist on site.

The MCMC Mobile Unit will be traveling to Peabody Energy in Grants, NM in the near future to conduct approximately 250 audiometric screenings for Peabody employees.

Key Dates-

- Friday, July 16, 2021- MCMC Board Meeting with election of Board Officers and Annual CEO evaluation planned for 10:00 am
- Friday, July 16, 2021-MCMC Board Meeting and Strategic Planning Retreat during Executive Session at the LTC Conference room at 1:00 pm

Executive Session

Motion: At 2:51 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
Richard Cardenas- Yes
Gene Sisneros- Yes

Motion carried.

The Board of Trustees returned to Open Session at 3:15 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 Dr. Belknap, 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

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Richard Cardenas- Yes

Gene Sisneros- Yes

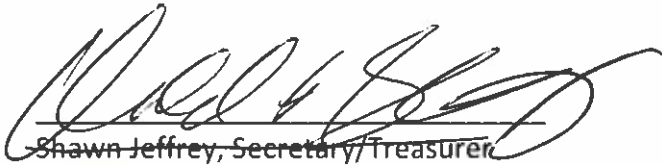
Motion carried and the Board of Trustees Regular Meeting was adjourned at 3:15 pm.

Attest:



William "Cotton" Jarrell, Chair

7/16/21
Date



Shawn Jeffrey, Secretary/Treasurer

8/20/21
Date

Donald Buknap, MD
Vice Chair