

October 22, 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 October 22, 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
Gene Sisneros, Secretary/Treasurer
Shawn Jeffrey, 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

The Board Members reviewed the presented Agenda of the October 22, 2021 Regular Board Meeting. Mr. Beames stated that the Auxiliary House Policy was not yet ready for Board approval and requested to have it removed from the Business/Actions Item of the presented agenda.

Motion: Mr. Sisneros made a motion to approve the agenda as amended. 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
Shawn Jeffrey- Yes
Motion carried.

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Correction/Approval of Minutes

The Board Members present reviewed the minutes of the September 24, 2021 Regular Board meeting.

Motion: 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

Richard Cardenas- Yes

Gene Sisneros- Yes

Shawn Jeffrey- 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 1:02 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 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

Shawn Jeffrey- Yes

Motion carried.

The Board of Trustees returned to regular session at 1:06 pm.

Medical Staff Privileges and Appointments (Attachment A)

Dr. Belknap informed the Board that four (4) providers were recommended by the Credentials Committee for reappointment: Neeraj Dubey, MD Teleneurology; Aftab Haq, MD Teleradiology; Kristie Harris, DO Teleradiology; Elizabeth Macri, MD Teleneurology; each for 2 years.

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.

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Roll call vote:

William "Cotton" Jarrell- Yes

Donald Belknap, MD- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

Shawn Jeffrey- Yes

Motion carried.

Medical Staff Report

Dr. Conder provided the following update:

- During the month of September there was a surge in COVID and non-COVID patients that caused a strain on staffing and space, however MCMC nurses and Medical Professionals were able to avoid a Crisis Standard of Care.
- COVID patient volumes have decreased during the month of October
- The monoclonal antibodies continue to be administered with 33 doses in September and 13 thus far in October
- The New Mexico Department of Health issued a statement that COVID and non-COVID patients are causing a strain in the healthcare system throughout the state. As a result, any hospital in the state would be allowed to declare a crisis standard of care. As of today, none of the hospitals in New Mexico have made that declaration.
- The transferring of non-COVID patients continues to be an issue as they are now being placed on a waiting list.
- PPE and supplies remain good standing at the moment.

Introductions

Bobbi Gore, Black Lung and Outreach Manager

Bobbi Gore comes to MCMC from the Colorado and Montana area. She has already received a warm welcome from MCMC staff and the community. Her primary background was working with senior citizens to provide services that would allow for them to stay in their homes in rural areas through the use of grants and Human Services. She began her work at MCMC last week and had her first Black Lung Clinic on site this week with Dr. Sood, in which she stated she has already gained a mountain of information.

Some of the main challenges she sees in the future is working out the issues that COVID has placed on the program, the revision of the program grants and establishing networks and building connections with patients.

Dr. Barry Singleton, LTC Administrator

Dr. Singleton comes to MCMC with four university degrees in Business Administration, Business Economics, Hospital & Healthcare Administration, and Healthcare Administration. Dr. Singleton is also a licensed Principal and a licensed Special Education teacher. He is an avid outdoorsman and is excited to work in our community and at the MCMC LTC facility.

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The challenges at the LTC facility he sees going forward is the difficulty COVID has placed on finding and retaining licensed nursing staff and regulatory compliance around nursing homes.

Business/Action Items

Appointment of LTC Administrator

As a requirement of the Medicare Conditions of Participation, the Board of Trustees needs to approve the appointment of a Long Term Care Administrator.

Mr. Beames requested Board approval of Dr. Barry Singleton as the MCMC LTC Administrator.

Motion: Dr. Belknap made a motion to accept the appointment of Dr. Barry Singleton as the MCMC Long Term Care Administrator. 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

Shawn Jeffrey- Yes

Motion carried.

Manager's Report

Workforce Development Update (Attachment B)

Barbara Duran, HR Director gave the following update to the Board:

Workforce Development- Recruitment, Retention and Engagement Plan: Fall 2021

What Are We Trying to Accomplish

- Review of MCMC current approaches to Employee Retention, Recognition and Engagement
- Present new ideas for future implementation
- Garnish Board ideas and input to enhance and optimize our current plan

Workforce Development Strategies

- Compensation and Financial Rewards
- Behavioral Interviewing & Hire Right Practices
- Exit Interviews
- Leader Rounding
- Focus Groups
- Board Recognition

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HR continues to brainstorm ways to reward staff and to keep them engaged.

Financial Report (Attachment C)

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

Days cash on hand is at 106 days.

Patient accounts receivable is at \$7.9 million due to COVID.

Accounts payable has dropped from \$500,000 last month to \$300,000 this month.

Inpatient days are up about 5% and outpatient visits are up about 8%.

LTC admissions are at 5 for this year.

Observation admissions up 20% for the year.

Clinic admissions are up 6.3% and Emergency Room admissions are up 30% from last year.

Births are down by 32%.

The Land Grant Permanent Fund currently has a balance of \$180 million.

The application to apply for more funds from the American Rescue Plan is due next Tuesday.

The audit and the Medicare Cost Report is currently being working on by.

The audit was initially due on October 31 and an extension has been requested to extend that date to December 15.

The solarium renovation project has begun and it is estimated to take 3-4 months for completion.

The electronic medical record migration project is estimated to begin in February 2022.

Motion: Mr. Sisneros made a motion to accept the Financial Report to be approved 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

Richard Cardenas- Yes

Gene Sisneros- Yes

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Shawn Jeffrey- Yes

Motion carried.

Administrator's Report (Attachment D)

Mr. Beames provided the following update to the Board:

Emergency Preparedness/Community-

The MCMC Emergency Preparedness Incident Command System (ICS) has been re-established. The COVID19 census for hospitals across the state in aggregate currently is in the range of 300-350 cases. The average number of cases per day for the state is averaging around 750-850 which is essentially no change over the past month. Colfax County reported 3-5 new cases per day over the past week. The MCMC inpatient COVID19 census is averaging from 1-3 cases per day over the last several weeks which is down slightly from peak.

The fully vaccinated rate within Colfax County is currently 66.5%. The rate of residents who have received at least one dose is 72.3% which is a minimal increase over the last month. Within the state of NM, 81.4% are fully vaccinated and 71.9% have received at least one dose of the COVID19 vaccine.

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-

Laurel Laurel, Certified Nurse Practitioner has resigned to take a position as a traveling agency nurse.

The first series of meetings of the Clinical Service Committees that were established underneath the newly revised Medical Staff By-Laws have been tentatively scheduled to take place within the last quarter of 2021.

The MCMC Crisis Standards of Care policy is being review and edited by members of the MEC/Medical Staff.

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 13 Miners and 7 Non-Miners for a total census of 20.

Visitor restrictions are still in place.

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Dr. Barry Singleton, PhD has joined MCMC as the Long-Term Care Administrator. Dr. Singleton has extensive experience as a Long-Term Care Administrator (both permanent and interim) and is an avid outdoorsman.

Workforce Development/Human Resources-

Current RN Agency Staffing stands at 8 RN (4 ER, 0 Med-Surg & ICU, 4 OB, 0 LTC) which is same as the month prior. Current Radiology Tech Agency Staffing stands at 5 Laboratory, 5 Radiology and 3 Respiratory.

Linda Hogg, RN has joined MCMC as Emergency Room Nurse Manager. Linda has local connections to family in Raton and comes to us from Lovelace Healthcare in Albuquerque, NM.

Quality & Patient Safety-

MCMC Nursing staff has begun administering the flu vaccine to employees and auxiliary members. The COVID19 booster is also being administered for healthcare workers and the public that sign up through the NMDOH website.

Facilities & Construction-

The installation of the video surveillance security system is more than 90% complete within the acute care and long-term care facilities.

Construction work for the finish out of the large atrium to convert it to an Emergency Incident Command Center and COVID19 Overflow area has begun. The project is expected to take 3-4 months to complete.

Outreach-

The search for a new Black Lung Outreach Program Manager has concluded with the hiring of Bobbi Gore as the new Program Manager.

The Black Lung Outpatient Clinic was held on Tuesday, October 19 with Dr. Akshay Sood, UNM Pulmonologist onsite to evaluate and treat patients.

Key Dates-

Friday, November 19, 2021- 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 Ms. Jeffrey, a roll call vote was taken.

Roll call vote:

William "Cotton" Jarrell- Yes

Donald Belknap, MD- Yes

Richard Cardenas- Yes

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Gene Sisneros- Yes

Shawn Jeffrey- Yes

Motion carried.

The Board of Trustees returned to Open Session at 4:53 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

Donald Belknap, MD- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

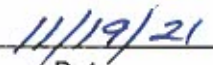
Shawn Jeffrey- Yes

Motion carried and the Board of Trustees Regular Meeting was adjourned at 4:54 pm.

Attest:



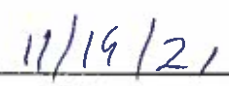
William "Cotton" Jarrell, Chair



Date



Gene Sisneros, Secretary/Treasurer



Date