

February 18, 2022

**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 February 18, 2022 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  
Dr. Donald Belknap, Vice Chairman (via telephone)  
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  
Dr. Loretta Conder, CMO  
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 February 18, 2022 Regular Board Meeting.

*Motion:* Mr. Sisneros made a motion to approve the agenda as amended. With a second from Ms. Jeffrey, a roll call vote was taken.

Roll call vote:  
William "Cotton" Jarrell- Yes  
Dr. Belknap- 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 January 21, 2022 Regular Board meeting.

*Motion:* Mr. Sisneros 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

Dr. Belknap- 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 1:05 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. Belknap- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

Shawn Jeffrey- Yes

Motion carried.

*The Board of Trustees returned to regular session at 1:08 pm.*

**Medical Staff Privileges and Appointments (Attachment A)**

Dr. Conder informed the Board that four (4) providers were recommended by the Credentials Committee for reappointment: Scott Butikofer, MD Ophthalmology; Kenneth Lee, CST; Christine Lopez, MD Internal Medicine; Jessica Roberts, DO O/GYN; each for 2 years.

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Dr. Conder informed the Board that two (2) providers were recommended by the Credentials Committee for reappointment: Nicolette Dumas, MD Teleradiology; Katie Gardner, DO 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 Mr. Cardenas, a roll call vote was taken.

Roll call vote:

William "Cotton" Jarrell- Yes

Dr. Belknap- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

Shawn Jeffrey- Yes

Motion carried.

### **Medical Staff Report**

Dr. Conder provided the following update to the Board of Trustees:

- Under the newly revised Medical Staff Bylaws the Medical Staff Committees and Clinical Staff Committees have begun to meet and have had excellent attendance and participation.
- COVID volume have been trending downward and patients are not as sick as they were before.
- Regional Hub and Spoke calls continue twice a week. Surrounding hospitals remain full making transfers, COVID and non-COVID, are still an issue.
- Dr. Heather Krause interviewed at MCMC as an Emergency Department Candidate and has signed a letter of intent. She is currently waiting on credentials and has an estimated start date of July 1, 2020.
- Part-time Emergency Room physician Dr. Karen Benabou will be leaving MCMC. Her current commute from New York City has been difficult. She will be here until April.

### **Recognition**

On behalf of MCMC Management Team, Board of Trustees and the Employee Recognition Committee, Frances Mendez was recognized as the C.A.R.E.S. Champion for February 2022 for her contribution and service to MCMC. Frances has worked at Long Term Care as a Nurse Aide for four years. She is well liked by fellow coworkers and enjoys caring for the residents.

### **Business/Action Items**

#### **FYE 2021 Audit- Clifton Larson Allen (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 2021 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.
- MCMC was required this year to have a single audit this year due to Federal expenditures were above \$750,000.
- Cash continues to increase.
- Receivables have increased over the year due to staffing issues and payors are taking longer to make payments on accounts.
- \$4.4 million in Provider Relief Funds was recognized and \$3.2 million in the Paycheck Protection Loan was forgiven.
- There were no material weaknesses or deficiencies identified in the audit.

*Motion:* Ms. Jeffrey made a motion to accept the *FYE 2021 Audit*. With a second from Mr. Sisneros, a roll call vote was taken.

Roll call vote:

William “Cotton” Jarrell- Yes

Dr. Belknap- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

Shawn Jeffrey- Yes

Motion carried.

### **Manager’s Report**

#### **LTC Admission Process (Attachment C)**

Dr. Barry Singleton and Yolanda Gamboa, Activities Director gave the following update to the Board of Trustees:

#### **Miner Eligibility**

- New Mexico resident for 185 days or greater
- Meets US Department of Labor definition of a miner
- Worked for a mining operation for a minimum of 365 days
- Evidence of employment
  - Employment record
  - Proof of eligibility for mine related benefits
  - US Department of Labor MSHA ID Number
  - Other documentation: notarized letter, union records, employment records

#### **Admission Process**

- All applicants must require a medical need for placement in a long term care facility, ordered by a licensed physician, typically the applicant’s Primary Care Provider
- The admission process is intended to obtain all potential resident information, and to make sure the facility is able to meet resident care needs. All miners applications will take precedence over all non-miner applications

- Step 1: A complete Miners' Colfax Medical Center Long Term Care application is required. Application not fully completed can cause delay and or denial of admission.
- Step 2: Once a complete application is received, Social Services will send a Release of Information request to the resident's primary care provider, and will obtain the necessary medical records of the applicant
- Step 3: Medical records will be reviewed by the Medical Director, LTC Administrator, LTC Director of Nurses or designee, and Social Services. The review is to determine if the facility meets the medical needs of applicant and comply with regulatory mandates.
- Step 4: Once it is determined the facility can meet resident needs, Social Services will contact resident/family to schedule an evaluation by the LTC Medical Director. The DON or designee must also complete an evaluation prior to admission. A Social Services assessment is also required.
- Step 5: Once all clinical evaluation are completed, and the LTC Medical Director has accepted the application, the admission date can be established.

#### **Appeal Process Key Elements**

- Applicant right to appeal within 30 days of denial notice
- Written appeal request must be delivered to MCMC CEO
- CEO may refer back to LTC Facility (Medical Director) if new information not previously provided is presented in the appeal
- LTC Facility shall have up to 90 days to render appeal decision
- If no new decision concerning the appeal is rendered, CEO will transmit the notice of the appeal decision to the Chairman of the Board of Trustees
- Once the Board of Trustees receives the CEO transmittal of appeal denial, the Board of Trustees shall set a date for hearing
- Hearing shall take place within 90 day of CEO referral of the appeal to the Board of Trustees
- Hearing process is held in the manner of a legal hearing with representation allowed by both parties

#### **No Surprise Act (Attachment D)**

Terri Green, Compliance Officer gave the following update to the Board of Trustees:

Provides patient the right to receive an estimate of costs for services before they schedule, as well as protections against balance billing for out of network services.

- Providers and facilities must give consumers upfront information on costs prior to a scheduled service. These estimated costs will help consumers avoid surprise bills and allow patients to shop and price compare before scheduling a service.
- Self-pay/uninsured patients must receive a Good Faith Estimate of the total expected cost for the scheduled primary service prior to receiving that service. Estimates are required to be given orally and in writing, within the timelines defined in the regulation

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- Patients receiving a bill of \$400 or more over the estimated cost have the right to dispute the bill and can ask the facility to match the estimate, negotiate a payment or start a formal dispute resolution process.
- Became effective January 1, 2022 and is a huge undertaking for our hospital.
- Requirements are strict and time sensitive.
- Fines for non-compliance are \$10,000 per incident

Patient protections against balance billing (surprise bills) for out of network services apply to:

- Emergency services at a non-participating facility
- Services provided by an out of network provider at a participating facility
- Air ambulance services from a non-participating facility

MCMC is working diligently to meet all aspects of this regulation and as of today:

- Our process are being reviewed, updated and implemented
- Discussions with TruBridge regarding updates to the Patient Liability Estimator software are in process
- Required disclosures are posted in the main lobby and the clinic lobby as well as on the MCMC website
- Estimates have been implemented in the Primary Care Clinic and the Specialty Clinics
- Outpatient registration currently uses the Patient Liability Estimator to meet the requirements of this regulation
- Future rules have been defined but are not yet required to be implemented; we will update and adjust our processes as those requirements become effective

### **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
- Other Results
- COVID-19
- FY 20 Audit & Medicare Cost Report
- Budget Appropriation Request- FY22
- Capital Outlay

Days cash on hand is at 95.6 day.

Accounts receivable is at \$8.9 million and up from last month.

Emergency Room volumes are up 38% and clinic volumes are up 32%.

Actual cash received is about \$3.3 million and is up from last year.

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Inpatient admissions are 355 for the current month year to date and up 16% and outpatient admissions are up 7%.

Observations admissions are up 21%.

Long Term Care admissions are 11 for the year.

The Land Grant Permanent Fund has increased by over \$7 million last month.

Accounts receivable are about \$7 million.

Senate Bill 12 approved MCMC for \$1 million from medical equipment and \$300,000 for the parking lot project.

*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

Dr. Belknap- Yes

Gene Sisneros- Yes

Richard Cardenas- Yes

Shawn Jeffrey- Yes

Motion carried.

#### **Administrator's Report (Attachment F)**

Mr. Beames provided the following update to the Board:

##### **Emergency Preparedness/Community-**

The COVID19 census for hospitals across the state in aggregate currently is in the range of 450-500 hospitalizations and appears to be declining. The average number of cases per day for the state has decreased over the past month and is averaging over 1500 or less per day. This is a decrease of approximately 4,000 cases per day as compared to the month prior. Colfax County reported 2-4 new cases per day which is almost ten times less than the number being reported one month ago. The MCMC inpatient COVID19 census is seeing 2-4 new cases per week over the last month which is significantly down from mid-January. Employees contracting COVID 19 are down significantly and averaging approximately 1-2 new cases per week

The fully vaccinated rate within Colfax County is currently 70.2%. The rate of residents who have received at least one dose is 77.4% which is an increase over the last month. Within the state of NM, 77.7% are fully vaccinated and 91.6% have received at least one dose of the COVID19 vaccine.

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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. MCMC is in process of implementing an automated screening system "Repticity" that will eliminate manual sign-in processes for staff, contractors and visitors and will help maintain compliance with NM DOH requirements at the same time.

Medical Staff-

A Letter of Intent to employ Heather Krause, MD as an emergency medicine provider has been completed. Dr. Krause is currently completing her residency through the Texas Tech training program in El Paso, TX. Dr. Krause will tentatively join MCMC July 1

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 15 Miners and 7 Non-Miners for a total census of 22, up two from last month. One Miner resident passed away in early February.

Visitors are allowed with COVID19 screening for symptoms.

The Annual Department of Health Long Term Care Healthcare Survey was conducted on January 31 thru February 2 with minimal citations (4). The official report is still pending. The Life Safety portion of the survey was conducted on February 8 with several citations noted, and the final report expected within 10 days from survey.

Workforce Development/Human Resources-

Current RN Agency Staffing stands at 13 RN (6 ER, 3 Med-Surg & ICU, 2 OB, 2 LTC) which is one more than the month prior. Current Radiology Tech Agency Staffing stands at 5, Laboratory at 4 and Respiratory at 1

MCMC will be hosting a new crop of potential nursing graduates from Trinidad State College (25 plus) for their clinical rotations over the next several months

The 2017 Health Care Wage Study has been fully implemented within MCMC

State Legislature action on minimum wage and state appropriations (employee wage increase for upcoming fiscal year) will have impact at MCMC in months/year ahead

Quality & Patient Safety-

MCMC Mandatory Flu vaccination rate stands at 99% of employees vaccinated



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MCMC received notice this past week that it is being recognized by NRHA and Chartis as a TOP 100 Critical Access Hospital in the U.S. There are currently more than 1,350 Critical Hospitals across the U.S.

Facilities & Construction-

Construction work for the finish out of the large atrium to convert it to an Emergency Incident Command Center and COVID19 Overflow area is underway but has been delayed due to a shortage of HVAC components. The project is expected to be completed by end of March 2022.

MCMC is researching options for the replacement of the patient call system for acute care and long-term care. The current system is more than 12 years old and replacement parts are no longer available. Estimated cost for a new system is approximately 300 thousand dollars

Comcast cable has sent written notice that they will be terminating cable service in the Raton area on February 22. MCMC is diligently trying to get Direct TV installed as soon as possible to minimize the gap in TV service

Outreach-

The Black Lung Outpatient Clinic was held on Tuesday, February 15 with Dr. Akshay Sood, UNM Pulmonologist seeing pulmonary patients in the MCMC Clinic.

Key Dates-

Friday, March 18, 2022- MCMC Board Meeting

Executive Session

*Motion:* At 3:10 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

Dr. Belknap- Yes

Richard Cardenas- Yes

Gene Sisneros- Yes

Shawn Jeffrey- Yes

Motion carried.

*The Board of Trustees returned to Open Session at 3:53 pm.*

Open Session/Announcements

No announcements were made

Adjournment

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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. Belknap- Yes  
Richard Cardenas- Yes  
Gene Sisneros- Yes  
Shawn Jeffrey- Yes


Motion carried and the Board of Trustees Regular Meeting was adjourned at 3:57 pm.

**Attest:**

  
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William "Cotton" Jarrell, Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Gene Sisneros, Secretary/Treasurer

  
\_\_\_\_\_  
Date