

April 19, 2024

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

Call to Order

Chairman Shawn Jeffrey called the meeting of the Miners' Colfax Medical Center Board of Trustees to order on April 19, 2024, at 1:00 p.m. The meeting was held in person at the Miners Colfax Medical Center Acute Conference Room at 203 Hospital Dr., Raton, NM, with the option of virtually attending via Facebook.

Members: Shawn Jeffrey, Chairman
Loretta Conder, MD, Vice Chairman
Roy Fernandez, Secretary/Treasurer (via phone)
Jolene "Jo" Greene, Member (not present)
David Ortiz, member

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

Staff: Bo Beames, CEO
Lonny Medina, CFO
Jessica Roberts, DO, COS
Keitha Leonard, Legal Counsel
Jayna Saiz, Recorder

Pledge of Allegiance & State Flag Pledge

Chairman Shawn Jeffrey, led Board Members, staff, and visitors present in reciting the Pledge of Allegiance and the State of New Mexico Pledge.

Correction/Approval of Agenda

The Board Members reviewed the Agenda for April 19, 2024.

Motion: Loretta Conder, MD, made a motion to approve the agenda as presented. With a second from, David Ortiz, a roll call was taken, and the motion carried.

Correction/Approval of Minutes

Minutes from the BOT Meeting on March 15, 2024, were read and approved. A roll call vote was taken.

Motion: Loretta Conder, MD, made a motion to approve the minutes, with a second from David Ortiz, a roll call was taken, and the motion carried.

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Recognition of Visitors

Visitors: Barbara Duran, HR Manager, Rhonda Moniot, CNO, Elizabeth Newman, MD, Steve Kelley, LTC Administrator, Keitha Leonard, Attorney, Tim Owen, Cook-LTC, Victor Cruz, MD, CMO, Sally Hoger, The Ratonian, and Darrell Segura, Dietary Director.

Recognition of Cares Champion

Tim Owen has been employed with MCMC for the past 2 years. When Tim started, he was hired as a food aide and promoted to a Cook position.

MCMC CEO Bo Beames presented the "C.A.R.E.S. Champion" certificate to Tim Owen during the MCMC monthly Board of Trustees meeting on Friday, April 19, 2024, after an introduction by Barbara Duran, HR Manager. He will also receive a \$100.00 gift card from the MCMC Auxiliary.

Mrs. Duran presented Tim to the Board of Trustees. Tim was born and raised in Raton and is married with 4 stepchildren and 12 grandchildren.

Executive Session

Chairman Shawn Jeffrey, 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. This is a closed session for matters pertaining to Medical Staff Credentialing.

Motion: At 1:08 pm Loretta Conder, MD, 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 David Ortiz, a roll call was taken, and the motion carried.

The Board of Trustees returned to regular open session at 1:15 pm.

Motion: At 1:15 pm Roy Fernandez, 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 Loretta Conder, MD, a roll call was taken, and the motion carried.

It is affirmed that the matters discussed in the closed session were limited to those matters stated in the previous motion. (10-15-1(J)).

Medical Staff Privileges and Appointments

Jessica Roberts, DO, Chief Of Staff, informed the Board that eight (8) providers are recommended by the Credentials Committee for re-appointment in April: Mark Bayliss, PA, Physician Assistant, Sreechandra Donepudi, MD, TeleRadiology, Daniel Harwood, MD, TeleRadiology, Christine Lopez, MD, Internal Medicine, Leonardo Lopez, MD, Internal/Pediatric Medicine Acupuncture, Brad Roberts, MD, Emergency Medicine, Jessica Roberts, DO, OB/GYN, Satyam Vean, MD, TeleRadiology,.

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Jessica Roberts, DO, Chief Of Staff, informed the Board that one (1) provider was recommended by the Credentials Committee for appointment in April: Morgan Shier, MD, FP/OB,.

Motion: Loretta Conder, MD made a motion to accept the Credentials Committee's recommendations as presented. With a second from David Ortiz, a roll call was taken, and the motion carried.

***Medical Staff Report**

Dr. Roberts shared, that the Medical Staff is currently operating at full capacity, with all departments adequately staffed, including the Emergency Room.

The Medical-Surgical unit, is currently accommodating 8 patients, reflecting a steady increase in the census. The clinic is maintaining a busy schedule, and closely monitoring physician numbers. The Medical Staff continues to seek additional Family Practice physicians to meet the community demand. MCMC has received interest from a Nurse Practitioner from Pueblo who will be interviewing on May 1st.

Dena Lewis, has transitioned to working alongside Dr. Gurule in the Cardiology department. Given her background in Cardiology, this pairing should be beneficial to our local residents in need of Cardiology services.

The Obstetrics department, has experienced a significant increase in prenatal visits over the last two months, ranging between 80 to 100 visits. Presently, there are 50 pregnancies in Colfax County, underscoring the importance of the need for women's health services in the North East New Mexico region.

Policies

Roles and Responsibilities of the Board of Trustees was presented to the Board of Trustees for final review, approval, and signature, by CEO Bo Beames. The policy was reviewed and approved with the edits made.

Motion: Loretta Conder, MD made a motion to accept the Roles and Responsibilities of the Board of Trustees policy as presented. With a second from David Ortiz, a roll call was taken, and the motion carried.

Presentations:

Strategic Initiative-Workforce Development

Barbara Duran, HR Director, provided an overview of MCMC Provider vacancies, reduction of agency staff, Employee Activities & Communication, and Leadership Development Education.

- **Fill All Medical Provider Vacancies:** MCMC currently has vacancies for a Nurse Practitioner and/or Family Practice physician. To assist in filling these positions, MCMC has engaged the services of Delta Recruiting from Dallas, TX, as an external recruiter. Additionally, MCMC may now promote the HRSA Loan Forgiveness Program to prospective candidates.
- **Reduction in use of Agency:** HR staff has actively participated in multiple Health Career Fairs, resulting in the acquisition of 9 new applications from interested candidates. By focusing on hiring permanent staff, the hospital aims to eliminate the need for high-paid travel nurses within the hospital.

MCMC Management monitors and reviews the market trends in compensation to ensure that we offer competitive wages to our employees.

- **Plan and Implement Employee Activities: Plan and Implement Employee Activities:** The whole Human Resources Department has gone out of its way to boost employee morale and make employees excited to come to work. Birthday celebrations monthly, usually include a free snack or lunch once a month, and activities employees can participate in and feel a part of the MCMC family.
- **Conduct Leadership Development Education and Training:** As MCMC has transitioned to the State of New Mexico system, employees now have access to a wide range of free courses provided by SPO (State Personnel Office). Additionally, they are required to complete annual training through Relias. These courses cover topics ranging from TEAMSTEPPS to Performance Management, making education with the new system more accessible. All that is required from the employee is the desire to learn.

Financial Health Report

The Board of Trustees was presented with an update from Lonny Medina, CFO of Financial Health. The following updates were given as follows:

- CERNER/ Revenue Cycle Optimization
- Multi-view Implementation (Budgeting and Financial Reporting Module)
- Clifton Larson Allen (CLA) Recommendations
- Capital Equipment and Projects
- Revenue Expense Plan

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\$906,706 in cash
8.7 days of cash on hand
Net patient revenue \$21,912,732. previous year \$20,550,926.
Total gross revenue \$45,643,287.
Actual cash received from patient services Y.T.D. \$22,088,084.
Surgical Cases this month Y.T.D. 228
LTC admissions this month Y.T.D. 6
Observations this month Y.T.D. 212
Clinic admissions this month Y.T.D. 9,280
ER admissions this month Y.T.D. 3,912
MCMC Land Grant Permanent Fund Balance \$182,081,764

Administrator's Report

Mr. Beames, CEO provided the following update to the Board as follows:

Governance

- Local resident David Ortiz has been appointed to the open "Miner Seat" on the Board of Trustees
- NMHA is offering a Board Education session at "The Blake" at Taos Ski Area as part of its annual NMHA Strategic Planning Event. Jayna Saiz has registered 3 members of the Board to attend the educational session.

Medical Staff

- MCMC has active searches underway for Family Practice (or Internal Medicine) and for Family Practice Nurse Practitioner/Physician Assistant. MCMC has a recruitment agreement in place with Delta Recruiting based in Dallas, TX. Our candidate for the open Certified Nurse Practitioner position canceled her interview on March 27. A new candidate who resides in Pueblo, CO has been identified and we hope to conduct an on-site interview with her within the next 1-2 weeks.

Workforce Development /Human Resources

- Current RN Agency Staffing stands at 12RN (4 ER, 2 Med-Surg & 4 OB, 0 OR and 4 LTC which is 3 more as the month prior. Current Radiology Tech Agency Staffing stands at 5(+1), Laboratory at 4(+1) and Respiratory at 1 (same)
- MCMC celebrated "Doctor's Day" on March 30 and each provider was provided an MCMC Journal and card of gratitude from our Senior Leadership Team.

Quality & Patient Safety

- MCMC Quality and Clinical Staff participated in the required training sessions for the State Medicaid Program VBP (Value Based Purchasing) payment model which provided more detail on the SBIRT Model being implemented for New Mexico Frontier Hospitals (the category that MCMC falls into).
- MCMC Quality Director, Rae Hager, RN led the MCMC Quality Committee which was held March 28. Topics covered included the updates and edits to the MCMC Quality Plan, Quality Charter and schedule for department manager presentations and education. The next MCMC Quality Committee meeting will be held Thursday, April 25.
- The Medical Staff PPEC committee continues to meet monthly to conduct case reviews. Currently, the committee is working to define prioritization criteria and refine case review processes.

Facilities, Equipment & Construction

- Automatic Transfer switches for the MCMC acute care generators are in the process of being repaired/upgraded with a cost of approximately \$28,000.
- The electrical breaker system for the ACF continues to malfunction and is recommended for repair/replacement at an approximate cost of \$55,000.
- Updated cost estimates for the refurbishment of the LTC elevator system put the cost in the range of \$115,00-\$120,000. The work on the elevator is tentatively planned for Q3 of 2024.
- Quotes and estimates for a new LTC Transportation Van are placing the cost at \$125,000-\$145,000 with a wheelchair lift system.
- The HVAC replacement project is on track and vendor Western Mechanical has delivered the rooftop curbing for placement of the new unit. It is anticipated the new HVAC unit will be delivered within the next 1-2 weeks.
- An Emergency Room parking barrier utilizing a combination of concrete bumpers and landscaping boulders is being researched to create a protective barrier to the ER waiting room.
- The main MCMC Boiler (Hot Water) is out of commission and awaiting parts for repair. Currently, MCMC is operating off a single small boiler to provide all the hot water needs for the entire hospital. Related to this, a water system assessment showed the presence of Legionella Pneumophila bacteria in the system. Given the levels are still low at this time, it is recommended that the boiler be repaired as soon as possible so that hot water treatment and chemical treatment (chlorination) can occur to eradicate the bacteria completely. The delay in boiler repair stems from the delay in the custom manufacture of the replacement parts needed for the 1995 model boiler. Our Plant/Facilities Manager has been directed to research the cost and timeline for replacing the aging boiler.

MCMC Long-Term Care

- Current Census at LTC is 20 Miners and 5 Non-Miners for a total census of 25 with an additional 2 residents out on pass.
- LTC is well within its “Open Survey” window is anxiously awaiting the arrival of the DOH Survey Team

Outreach & Community

- The Black Lung Mobile staff members are meeting weekly to continue to work on planning and preparation for the DOL mobile exams/clinic that are required to be conducted over the course of the current & future grant year. A “mock” mobile DOL exam is planned for mid-April and early May of 2024
- MCMC participated in the local Community Health Fair held at the Convention Center on Thursday, April 18. MCMC staff hosted booths and educational tables that provided information on the Black Lung program and MCMC Trauma Designation. The Auxiliary also participated in the community fair.
- MCMC Staff participated in a local “Mental Health Brunch” event held on April 2 at the local Senior Center with local behavioral health providers (Crossroads, Pinwheel) presenting.
- MCMC will be hosting a COVID-19 Omicron Booster vaccination in combination with the NM Department of Health on Tuesday, April 30, 2024.

Emergency Preparedness

- Emergency Preparedness Tabletop Drill is being planned tentatively for June/July of 2024.
- Emergency Preparedness Actual Drill is being planned tentatively for Thursday, September 12, 2024.

Key Dates

- MCMC Board Meeting TBD

(Planning and discussion for May & possibly June Board meetings need to be conducted due to conflicts by Trustee Conder and CEO Beames with the regularly scheduled Board date of May 17. Possible dates for a May meeting are May 23 or May 24 or meeting could be cancelled with next meeting to be held Friday, June 21)

Executive Session

Chairman Shawn Jeffrey, announced that the Board of Trustees will go into Executive Session. Pursuant to Section 10-15-1 (H) (2) of the Open Meetings Act-Succession Planning. For the purpose of limited personnel matters. Section 10-15-1 (H) (7) meetings subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant;- So the Board can be informed of any pending litigation.

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Section 10-15-1 (H) (9) those portions of meetings of committees or boards of public hospitals where strategic and long-range business plans or trade secrets are discussed; For any strategic planning items we need to discuss.

Motion: At 3:12 pm Loretta Conder, MD, made a motion to go into Executive Session Pursuant to Section 10-15-1 (H) (2) of the Open Meetings Act-Succession Planning. For the purpose of limited personnel matters.

Section 10-15-1 (H) (7) meetings subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant;- So the Board can be informed of any pending litigation.

Section 10-15-1 (H) (9) those portions of meetings of committees or boards of public hospitals where strategic and long-range business plans or trade secrets are discussed; For any strategic planning items we need to discuss. for the purpose of limited Open Meetings Act.

With a second from David Ortiz, a roll call was taken, and the motion carried.

Open Session/Announcements

Chairman Shawn Jeffrey, announced that the Board of Trustees will come out of Executive Session. For the purpose of coming back to open session pursuant to Section 10-15-1 (I) of the Open Meetings Act. This was a closed session for matters pertaining to the sections mentioned in the previous motion to enter a closed session.

Motion: At 4:53 pm Loretta Conder, MD, made a motion to come out of the Executive Session for the purpose of coming back to open session pursuant to Section 10-15-1 (I) of the Open Meetings Act; With a second from David Ortiz, a roll call was taken, and the motion carried.

It is affirmed that the matters discussed in the closed session were limited to those matters stated in the previous motion. (10-15-1(J)).

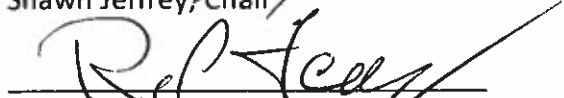
The Board of Trustees returned to regular open session at 4:53 pm.

Adjournment


With no further business and no action taken, a motion was made by Loretta Conder, MD, with a second from Roy Fernandez, to adjourn the Board of Trustees Regular Meeting. The motion carried, and the Board of Trustees Regular Meeting adjourned at 4:54 pm.

Attest:


Shawn Jeffrey, Chair


Roy Fernandez, Secretary/Treasurer


Date


Date