

**NEW MEXICARE, INC. dba Guadalupe County Hospital  
Hospital Conference Room**

**Regular Monthly Board Meeting via Zoom due to Coronavirus Pandemic  
Tuesday, March 23, 2021**

**MINUTES**

**CALL TO ORDER:** The meeting was called to order at 8:00 am by Chairman Keith Ross.

**ROLL CALL:** Other board members present were Lee Vega, Yvette Griego, Erasmo Bravo and Yolanda Tenorio.

**OTHERS PRESENT:** Staff present were Christina Campos, Administrator; Bret Goebel, CFO; Dr. Randal Brown, CMO; Sunshine Zamora, Accounting Manager; Benjamin Arenas, Pharmacy Manager; and Frank Tenorio, Asst. Administrator.

**APPROVAL OF AGENDA:** Lee Vega made a motion to approve the agenda with a correction on the date (from February to March). Yolanda Tenorio seconded the motion. Voting in favor: Keith Ross, Lee Vega, Yvette Griego, Erasmo Bravo, and Yolanda Tenorio. Motion to approve agenda passed.

**APPROVAL OF MINUTES:** Yolanda Tenorio made a motion to approve the minutes of February 23, 2021 as presented. Erasmo Bravo seconded the motion. Voting in favor: Keith Ross, Lee Vega, Yvette Griego, Erasmo Bravo, and Yolanda Tenorio. Motion to approve the minutes as amended passed.

**DEPARTMENT AND OPERATIONAL IMPROVEMENT REPORTS:**

- 1. County Report:** County was not in attendance.
- 2. Accounting Department Report:** Sunshine Zamora, Accounting/HR Manager reported that she has been working at GCH for 8 months now. She overlapped with Colleen Gallegos, her predecessor for 3 months and found it very helpful. Currently GCH has 51 employees (40 full time/11 part time). There are 2 recent part time hires in the lab. Sunshine helps staff with employee benefits through ERISA in partnership with Principal Financial. Currently 19/40 eligible employees participate in the retirement plan. The hospital contributes 3% and employees may contribute from 3% to 90%. Sunshine also tracks employee licenses, immunizations and handles provider credentialing. Payroll is processed biweekly, and A/P is processed biweekly or as needed. Biweekly payroll averages \$91k gross and \$65K net. Monthly A/P averages \$790k. We use Paylocity for payroll process and it still has some glitches. We use Microsoft Dynamics supported by BKD accounting for A/P, general ledger processes, and financial reporting. We have 6 bank accounts and accounts with Moreton Investments, plus accounts with Merrill Lynch for New Mexicare. Goals include expanding knowledge and use of Paylocity and MS Dynamics, increasing employee interaction, updating policies, procedures and forms, participating in trainings and peer interaction, and earning a BA in business. The Board, Bret and Christina commended her work and expressed their pleasure at having her on the GCH team.

3. **Administrator's Report:** Christina presented the Census Report, Balanced Scorecard and Chartis Index Data Review reports (attached). GCH has been informed by the National Rural Health Association that it is ranked in the top 20 rural PPS hospitals in the nation for the 3<sup>rd</sup> year in a row. Christina reviewed the performance pillars that went into the ranking and also reviewed GCH percentile scores as compared to NM and national rural PPS and CAH hospitals. Christina and the board discussed planning a celebration June to mark the 10<sup>th</sup> anniversary in the new hospital, the top 20 ranking, and paying off the hospital mortgage. Christina will reach out to the USDA to arrange pre-payment of the loan balance and will bring it to the Board in April for consideration. Christina also reported that the hospital plans to adopt an online policy and procedure platform and library. This will be a huge time and labor intensive undertaking that is supported by all department heads.
4. **Laboratory, Infection Prevention and Risk Management Report:** Frank reported Patsy Gomez, lab tech, was on leave for surgery. He has since hired 2 part time employees (Kevin Ortiz, phlebotomist and Catherine Nagle, MT). The hospital has performed over 1000 COVID tests with 73+ (other county positives were from DOH). The Biofire analyzer is up and running, pending quality control tests to go live. The CLIA survey (lab inspection) is scheduled for early April. On the vaccine front, the vaccines are slowing down but the Phases were expanded to include anyone over age 60 and all essential workers. GCH is now using the DOH COVID vaccine registry. Erasmo Bravo stated he had recently toured the lab and was impressed by the quality and cleanliness of the lab.
5. **Nursing Report:** Mandy was busy helping the nurses on the floor. We have 2 COVID+ patients and 5 other admissions.
6. **Medical Staff Report:** Dr. Brown reported that the hospital was currently busy with 2 COVID + patients and 5 others on the floor. Currently he is being assisted by one UNMHSC resident and two medical students. The Sunrise Medical Clinic conversion to FQHC lookalike is nearly complete. The clinic has recruited 2 physicians who plan to start in August. The Pain Clinic is slow now that Dr. Calkins has resigned. Marketing efforts should start again soon, now that COVID cases are on the decline. The current goal is 8 procedures per week. 45% of the clinic visits are now telemed visits. Dr. Brown also discussed new technology for Troponin testing in the lab.

Lee Vega had to leave the meeting.

#### **FINANCIAL REPORTS:**

1. **Guadalupe County Hospital:** Bret presented the Guadalupe County Hospital financials for February 2021 (attached). GCH has a total of \$26.5 million in assets and \$2 million in liabilities. The Payroll Protection Program loan was fully forgiven and taken to the bottom line. An additional \$300k in COVID relief funds offset the losses from revenue and increase in expenses. **Erasmo Bravo made a motion to approve the financial reports for Guadalupe County Hospital for February 2021. Yolanda Tenorio seconded the motion. Motion passed.**
2. **New Mexicare Inc.:** Bret presented the New Mexicare Inc. financials for February 2021 (attached). **Erasmo Bravo made a motion to approve the financial reports for New Mexicare Inc. for February 2021. Yolanda Tenorio seconded the motion. Motion passed.**

3. **FY 2020 Audit:** Christina reported that the FY 2020 audit had been finalized and approved by the NM State Auditor's Office and is now posted on their website. No action needed.

**GUADALUPE COUNTY HOSPITAL ACTION ITEMS: None**

**NEW MEXICARE INC. BOARD INITIATIVES AND OTHER ACTION ITEMS:**

1. **Los Amigos Assisted Living Request:** Christina presented a request for \$3000 for 3 new medication carts for the Assisted Living residence. She expressed her support for the approval of funding as this residence offers a much needed service to the community and is a much needed partner with the hospital. **Yvette Griego made a motion to approve the \$3000 donation to the Los Amigos Assisted Living for medication carts. Yolanda Tenorio seconded the motion. Motion passed.**

**EXECUTIVE SESSION: None**

**CREDENTIALS AND PRIVILEGING: None**

**NEXT MEETING – DATE AND TIME:** A regularly scheduled meeting will tentatively be scheduled for Tuesday, April 27, 2021, at 8 am in person or via Zoom as needed. The meeting date and time may change if the meeting is changed to an in person meeting, based on the county's color (COVID) designation.

**MEETING ADJOURNMENT: Having completed the business at hand, Chairman Keith Ross adjourned the meeting at 9:45 am.**

Respectfully submitted:  
Christina Campos, Administrator

\_\_\_\_\_  
Yolanda Tenorio, Board Secretary

\_\_\_\_\_  
Date