

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

**Regular Monthly Board Meeting
Tuesday, November 23, 2021**

MINUTES

CALL TO ORDER: The meeting was called to order at 8:04 am by Chairman Keith Ross.

ROLL CALL: Other board members present were Yvette Griego, Peter Tormos, and Erasmo Bravo.

OTHERS PRESENT: Staff present were Christina Campos, Administrator; Bret Goebel, CFO; and Frank Tenorio, Asst. Administrator. Guest: Ben Rael, County Emergency Manager, representing Guadalupe County.

APPROVAL OF AGENDA: Erasmo Bravo made a motion to approve the Agenda as presented. Yvette Griego seconded the motion. Motion passed.

APPROVAL OF MINUTES: Yvette Griego made a motion to approve the minutes of Special Meeting on October 21, and Regular Meeting and Board Retreat on October 27-28, 2021, as presented. Erasmo Bravo seconded the motion. Motion passed.

DEPARTMENT AND OPERATIONAL IMPROVEMENT REPORTS:

- 1. County Report:** Ben Rael, County Emergency Manager, reported that the Hospital Management Services Agreement between New Mexicare Inc. and Guadalupe County would be considered formally at the December 16, 2021 County Commission Meeting. A Local Emergency Planning Council composed of 20 members, including hospital safety officer, Daniel Zamora, has been reestablished. And December meeting is being planned. Ben also expressed his gratitude to GCH for leading the effort in Covid mitigation, vaccination, treatment and testing. Christina and Frank expressed their thanks to Ben and Guadalupe County for their collaboration in these efforts.
- 2. Administrator's Report:** Christina presented the Census Report and Balanced Scorecard reports (attached). Christina reported that she and Frank had met with SRCS representatives to develop a hospital based work study program for recruitment. She has been in touch with the CEO of St. Vincent's regarding a potential affiliation. Community Outreach programs are yet to be developed. Medsphere is in the process of updating the patient portal. She also reported that Dr. Brown had not been available to discuss the other Scorecard internal processes and external programs.
- 3. Nursing Report:** Mandy reported ahead of Frank due to other commitments. Currently one RN is on maternity leave so this has put stress on the nursing schedule. Nursing are working on a couple of improvement projects including a medication dispensing unit and improve discharge planning. We are seeing an increase in Covid cases, especially from outside the county. Most vaccinated patient need only outpatient care and monoclonal antibody infusions. Unvaccinated patients are getting more seriously up to and including inpatient care, intubation and transfer to

other hospitals for ICU care. Vaccines are now available for children 5 to 11 years of age. Mandy also expressed the nurses' appreciation for the most recent round of hazard pay.

4. **Laboratory, Infection Prevention and Risk Management Report:** Frank reported that he has one full time staff member out on sick leave. This staffer was previously out for 4 months and then for 2 months, and now for what will probably be a total of 3 months. It's not likely that he/she will return to work and so the position is being advertised with one possible candidate. Frank also reported that year-to-date, net revenue for the BioFire unit has totaled \$187,000 year-to-date, enough to cover expenses and the initial investment. He also reported that laboratory wait times are 96% under 15 minutes, and the remaining 4% under 30 minutes. Regarding Emergency Preparedness, PPE stocks are in good order. There is a low stock of rapid tests from the State, most with short expiration dates. Items that are of a much higher inventory are being shared with other hospitals (free stock). Regarding Safety, a hospital safety inspection by HSC has recently held and revealed 3 minor deficiencies, all of which were immediately remedied (MSDS book, outdoor electrical outlet cover, untethered tank in lab). He and Christina will work with Daniel to identify a landscape maintenance company to perform some clean up and pruning.
5. **Medical Staff Report:** Dr. Brown was not in attendance.

FINANCIAL REPORTS:

1. **Guadalupe County Hospital:** Bret Goebel, CFO presented the Guadalupe County Hospital financials for September 2021 (restated) and October 2021 (attached). Christina also reported that the 2nd PPP loan was forgiven and taken to the bottom line in October. **Erasmio Bravo made a motion to approve the financial reports for Guadalupe County Hospital for September and October 2021. Peter Tormos seconded the motion. Motion passed.**
2. **New Mexicare Inc.:** Bret Goebel, CFO presented the New Mexicare Inc. financials for October 2021 (attached). **Yvette Griego made a motion to approve the financial reports for New Mexicare Inc. for October 2021. Peter Tormos seconded the motion. Motion passed.**
3. **FYE 6/30/2021 Audit Update:** Christina and Bret reported that the audit had been completed and the exit had been held with Chairman Ross in attendance. The audit is now pending review by the State Auditor's Office and will be released for approval and public viewing once it's okayed to print.

GUADALUPE COUNTY HOSPITAL ACTION ITEMS:

1. **Board Officer Election:** The position of Vice-President was vacated due to Board Member Lee Vega's resignation from the Board. **Peter Tormos nominated Erasmo Bravo for the position of Vice-President. Yvette seconded the nomination. Nominations ceased. Erasmo Bravo was elected by acclamation.**
2. **Strategic Plan and Scorecard:** Christina presented the updated Strategic Plan document for 2021 and the corresponding scorecard. Edits are pending for the names of Board Members. **Erasmio Bravo made a motion to approve the Strategic Plan and the Scorecard pending edits. Peter Tormos seconded the motion. Motion passed.**

3. **Blood Bank Analyzer:** Frank presented a request for the capital purchase of a refurbished blood bank analyzer in the amount of \$25,000 plus annual supplies of \$12,000 and annual service warranty (after 6 months free) of \$7900. This would streamline and greatly improve the safety of blood type crossmatching and blood transfusions. **Peter Tormos made a motion to approve the purchase. Yvette Griego seconded the motion. Motion passed.**
4. **Annual Meeting Stipend:** Christina presented a proposal for the annual meeting stipends of \$500 for full time employees and \$250 for part time employees for the December 15, 2021 meeting. **Erasmio Bravo made a motion to approve the stipends. Yvette Griego seconded the motion. Motion passed.**

NEW MEXICARE INC. BOARD INITIATIVES AND OTHER ACTION ITEMS:

1. **Hospital Management Services Agreement** – Christina presented the proposed 2021 Hospital Management Services Agreement with changes to the term dates, property descriptions (add dental/professional services building), current County Commissioners and current Count Clerk. There were no recommendations for any other changes. **Peter Tormos made a motion to approve the Hospital Management Services Agreement as proposed. Erasmio Bravo seconded the motion. Motion passed.** The agreement will now go before the County Commissioners on December 16, 2021 for their approval.
2. **Toys for Joy:** Christina presented a request for a donation for the City sponsored toy drive. **Peter Tormos made a motion to approve \$100 for the Toys for Joy toy drive. Yvette Griego seconded the motion. Motion passed.**

EXECUTIVE SESSION:

Erasmio Bravo made a motion to go into Executive Session for the sole purpose of discussing pending litigation and limited personnel issues. Peter Tormos seconded the motion.

Roll call vote:

Keith Ross – Yes
Erasmio Bravo – Yes
Yvette Griego – Yes
Peter Tormos – Yes

Executive Session was entered at 10:47 am. Others present included Christina Campos, Bret Goebel and Frank Tenorio.

Erasmio Bravo made a motion to exit Executive Session. Yvette Griego seconded the motion.

Roll call vote:

Keith Ross – Yes
Erasmio Bravo – Yes
Yvette Griego – Yes
Peter Tormos – Yes

Executive Session ended at 11:45 am. No action as taken in Executive Session.

CREDENTIALS AND PRIVILEGING: None

NEXT MEETING – DATE AND TIME: The next meeting is scheduled tentatively for January 25, 2022. The annual employee meeting will be held on December 15, 2021.

MEETING ADJOURNMENT: Having completed the business at hand, Chairman Keith Ross adjourned the meeting at 11:50 am.

Respectfully submitted:
Christina Campos, Administrator

Yolanda Tenorio, Board Secretary

Date