

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

**Regular Monthly Board Meeting via Zoom due to Coronavirus Pandemic
Monday, September 28, 2020**

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 Yolanda Tenorio, Lee Vega, Yvette Griego, and Erasmo Bravo.

OTHERS PRESENT: Staff present were Christina Campos, Administrator; Bret Goebel, CFO; Mandelyn Cordova, RN/DON; Frank Tenorio, Asst. Admin.; and Randal Brown MD, Chief of Staff.

APPROVAL OF AGENDA: Yolanda Tenorio made a motion to approve the agenda as presented. Erasmo Bravo seconded the motion. Voting in favor: Yolanda Tenorio, Lee Vega, Yvette Griego, Erasmo Bravo and Keith Ross. Motion to approve agenda passed.

APPROVAL OF MINUTES: Erasmo Bravo made a motion to approve the minutes from the meeting of August 27, 2020 as presented. Yvette Griego seconded the motion. Voting in favor: Yolanda Tenorio, Lee Vega, Yvette Griego, Erasmo Bravo and Keith Ross. Motion to approve minutes passed.

DEPARTMENT AND OPERATIONAL IMPROVEMENT REPORTS:

- 1. County Report:** No one was in attendance from the County.
- 2. Administrator's Report:** Christina presented the Census Report and Balanced Scorecard. Census is low across the board, especially inpatient, outpatient and ER. The pain clinic census has increased somewhat. The HHS has issued new guidance on the use and reporting of Covid funds which were issued in May. The auditors are working to find out if we need to restate the FYE June 2020 financials, how to perform the single audit on the Covid federal funds, and if we may need to delay the audit finalization. The transition of accounting manager from Colleen Gallegos to Sunshine Zamora is ongoing. Sunshine is a quick learner and is developing way to streamline processes. Christina also reported on changes to the hospital's professional and general liability insurance. The policies are now \$1mil/\$3mil, plus a \$2mil excess coverage policy. It was agreed that \$1mil/\$3mil was sufficient coverage. The premium is up from \$43k to \$59k due to hardening of the market (due to Covid) and the additional legal fees incurred from one of the case settlements for 2014. The hospital will also be purchasing cybersecurity coverage, and recommends changing the current New Mexicare D & O coverage to a GCH policy which will have New Mexicare Inc. as additional insured. This will cost about \$5k more but will provide much better coverage to the board and executive staff of the hospital.
- 3. Laboratory, Plant Operations and Risk Management Report:** Frank reported on the number of Covid tests collected at the hospital. Currently, Guadalupe County has had 34 positive cases total. Frank has instituted monthly environment of care/safety inspection walk-throughs with Daniel Zamora. Nothing major has been detected thus far. But furniture in patients' rooms is being moved to carefully clean behind and under couches, beds and chairs. The state is

providing the hospital with a new room sterilizer. This will aid in the prevention of Covid spread, as well as preventing the spread of other viruses and microbes. The hospital has ordered a facial recognition screener to screen patients walking into the front lobby for masks and fevers. Alerts will be sent to cell phones if a patient is not cleared to enter the hospital. The BioFire Covid testing equipment is still on back order. A Covid testing drive through is being set up for this morning due to an exposure at the Anton Chico Elementary. A hospital courier will drive the specimens to Tricore immediately after, for quick results.

4. **Nursing Report:** Mandy reported that there were two inpatients (one confirmed and one suspected) on Covid precautions. She expressed her pride in the nursing staff, stating that none had called out during the pandemic. All monthly nurse meetings and trainings are still being held on Zoom or virtually. Flu shots are now available and the hospital is planning a flu outreach event in lieu of the annual health fair. Mandy will be out on medical leave for 2 weeks in late October. The nurses are holding a weight loss contest to promote wellness. Fourteen staff members are participating.
5. **Medical Staff Report:** Dr. Brown reported that the Sunrise Clinic will be having a mock survey in anticipation of the conversion to an FQHC lookalike, not for profit clinic. The goal of the conversion is to provide long term sustainability of primary care services in the community. He reported that two former rural rotation residents are interested in coming to work in Santa Rosa next year and that he has also been talking to Stephanie Flores, MD (Internal Medicine) about joining his practice in the near future. The ER was busy last week while Dr. Brown was on call and recovering from a medical procedure. He had a chance to observe nursing services at Lovelace Hospital and bemoaned the laboriousness of patient data entry, and the time it takes from direct patient care. He stated that GCH staff provided better care. He also reported that the C-Arm in the pain clinic had been down recently forcing cancellations and that he had purchased a replacement, and now once again has a back-up. We are still scheduling and hosting students from Burrell Osteopathic school and UNM residents.

FINANCIAL REPORTS:

1. **Guadalupe County Hospital:** Bret Goebel presented the **preliminary** Guadalupe County Hospital Financial reports for July 2020, pending the outcome of HHS rules on Covid funds reporting. **Lee Vega made a motion to approve the preliminary July 2020 financial reports for Guadalupe County Hospital. Erasmo Bravo seconded the motion. Voting in favor: Lee Vega, Yolanda Tenorio, Yvette Griego, Erasmo Bravo and Keith Ross. Motion passed.**
2. **New Mexicare Inc.:** Bret Goebel presented the New Mexicare Inc. financial reports for August 2020. **Erasmo Bravo made a motion to approve the August 2020 financial reports for New Mexicare Inc.. Yolanda Tenorio seconded the motion. Voting in favor: Keith Ross, Yolanda Tenorio, Yvette Griego, Lee Vega and Erasmo Bravo. Motion passed.** Also, it was noted that the Guadalupe County Fair only billed \$5000 of the approved \$10,000. This was found not to be an error, but they only had enough matching funds for the \$5000.

GUADALUPE COUNTY HOSPITAL ACTION ITEMS:

1. **Dental Clinic Update:** Christina reported that the building had been completed and the HVAC was in good working order. Proposed contracts have been issued to Dr. Ray Collins and for Dr. Randal Brown. The split for the lease and utilities is 65%/35%. Neither lease has been signed yet.

2. **Employee Holiday Pay Policy:** Christina presented a policy that would change the holiday pay from 6am (day of holiday) to 6 am (next day), to from 12 am to 11:59 pm on the holiday itself. This is in line with standard pay policies and is easier to track on the payroll system. **Lee Vega made a motion to approve the proposed Employee Holiday Pay Policy. Yolanda Tenorio seconded the motion. Voting in favor: Keith Ross, Yolanda Tenorio, Lee Vega, Yvette Griego and Erasmo Bravo. Motion passed.**

NEW MEXICARE INC. BOARD INITIATIVES AND OTHER ACTION ITEMS: NONE

EXECUTIVE SESSION: Erasmo made a motion to enter into Executive Session for the purpose of discussing personnel issues. Yvette Griego seconded the motion.

Roll Call:

Keith Ross – Yes

Yolanda Tenorio – Yes

Yvette Griego – Yes

Erasmo Bravo – Yes

Lee Vega – Yes

Bret Goebel excused himself from the meeting. All other staff, with the exception of Christina had already left the meeting.

The board entered into Executive Session at 9:23 am.

Lee Vega left the meeting at 9:48 am.

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

Roll Call:

Keith Ross – Yes

Yolanda Tenorio – Yes

Yvette Griego – Yes

Erasmo Bravo – Yes

The board exited Executive Session at 9:49 am. No action was taken in Executive Session.

CREDENTIALS AND PRIVILEGING: None

NEXT MEETING – DATE AND TIME: A regularly scheduled meeting will be held on Tuesday, October 27, 2020, at 8 am in person or via Zoom as needed.

MEETING ADJOURNMENT: Having completed the business at hand, Chairman Keith Ross adjourned the meeting at 9:51 am.

Respectfully submitted:
Christina Campos, Administrator

Yolanda Tenorio, Board Secretary

Date