

**BOARD OF UNION COUNTY COMMISSION
REGULAR MEETING
October 10, 2017**

BOARD MEMBERS PRESENT:

Vice Chairman Hall Commissioner W. Carr Vincent

ABSENT:

Chairman Justin Bennett

OTHERS PRESENT:

Clerk Mary Lou Harkins Assessor Frank Aragon Sheriff James Lobb
Mgr. Angie Gonzales Admin. Asst. Cheryl Garcia Superintendent Russell Kear
Emergency Mgr. Dusty Russell

GUESTS:

Sue Richardson, Reporter - Union County Leader
Terri Martinez, CFO - Union County General Hospital

At 9:00 a.m., Commissioner Hall called the meeting to order, in the Union County Commissioner's Office, located in the Union County Courthouse. The Pledge of Allegiance was recited.

Commissioner Vincent moved to approve the agenda and the regular meeting minutes of September 12, 2017. Vice Chairman Hall seconded. Vote: All YES. Motion carried. Agenda approved. Minutes signed.

Vice Chairman Hall moved to suspend the Rules of Order to commence the meeting due to Chairman Bennett's vacant chair. Commissioner Vincent seconded. Vote: All YES. Motion carried.

HOSPITAL REPORT

Terri Martinez, CFO, distributed copies of the "Clayton Health Systems, September 21, 2017, Notes to Financial Statements, Period Ending August 31, 2017", and "Clayton Health Systems, Inc., Union County General Consolidated Executive Financial Summary - 2 Months FY 2018". Martinez reported on the following but not limited to the following: income statement, balances, statistics, revenues and expenses year to date, balances, cash on hand, and CD balances. Dr. Wassner's (UCGH surgeon) contract has been cancelled due to financials issues until further notice and this will be advertised.

Tammie Stump, CEO, not present, e-mailed for distribution the "County Commissioner Monthly Hospital Report, Union County General Hospital, October 10, 2017. The report (attached as an exhibit) included the following: USP Battery Back-up Bid; Physician Recruitment; Dr. Van Wormer's Recertification; and Revenue Cycle Corrective Action Plan.

DISCUSSION/POSSIBLE ACTION ITEMS

BID #17/18-08 UCGH SCAN UPGRADE BID AWARD

The only bid received was from C&J Heating and Cooling, Albuquerque, NM in the amount of \$34,500.00. The bid was opened in the presence of Mgr. Gonzales and Administrative Assistant Cheryl Garcia on September 28, 2017, at 3:00 p.m. A copy of a Memorandum from EMC Engineers dated September 30, 2017, was included in

the packet. The memorandum was from Andy Cook, and included language recommending that the bid be awarded to C&J Heating and Cooling, LLC and that the bid amount was acceptable.

Commissioner Vincent moved to approve Bid #17/18-08 for the Union County General Hospital CT Scan upgrade bid award, for Phase I. Vice Chairman Hall seconded. There being no further discussion. Vote: All YES. Motion carried.

RESOLUTION #106-13 CAPITAL IMPROVEMENT BUDGET INCREASE

A proposed resolution authorizing an increase to the Capital Improvement/Emergency Fund (DFA #300) to accommodate additional expense for the repair project on the courthouse and annex building roof and HVAC system for the annex was discussed.

Commissioner Vincent moved to approve Resolution #106-13 Capital Improvement Budget Increase authorizing an increase to the Capital Improvement/Emergency Fund. Vice Chairman Hall seconded. There being no further discussion. Vote: All YES. Motion carried.

ECONOMIC DEVELOPMENT DIRECTION FOR LEGISLATIVE LUNCHEON

Mgr. Gonzales reported to the Board that she and Administrative Assistant Cheryl Garcia recently met with Renee Valdez, Town of Clayton Clerk/Treasurer, Union County Community Development Commission, and the Chamber of Commerce for a legislative luncheon organizational meeting. Gonzales reported that the meeting resulted in each entity having designated assignments through joint efforts. Elected officials will be involved in the process. Gonzales asked that all ideas be considered and discussed between now and the luncheon on January 29, 2018. The luncheon will take place at the Inn at Loretto in Santa Fe.

Acting Chairman Hall asked that the New Mexico Construction Industry Division rules and regulations be a focus of Union County.

PURCHASE OF SHERIFF'S OFFICE TRUCK FOR COUNTY USE

Sheriff Lobb discussed the sale of one of his departments used trucks. Sheriff Lobb and Clerk Harkins have agreed to the sale of the used vehicle in the amount of \$6,000. Installments will be made at the end of this fiscal year and the following fiscal year. Sheriff Lobb will provide an invoice/bill of sale. Clerk Harkins stated that this will not be solely used as a "Clerks" vehicle. The vehicle will be purchased with clerk's funds and is for use by all county departments as needed. Assessor Aragon offered to contribute funds if his budget allowed so at the end of the fiscal year.

APPROVAL OF BILLS

The Board reviewed and discussed bills in the amount of \$127,110.58.

Commissioner Vincent moved to approve the payment of bills in the amount of \$127,110.58. Vice Chairman Hall seconded. There being no further discussion. Vote: All YES. Motion carried.

ROAD CROSSING PERMITS

The following permits were discussed: Permit No. 256, with attached map, for Gardner Rd (Co64); Permit No. 257, with attached map, for Clapham Rd (Co43); and Permit No. 258 for Holland Rd (Co45), all for the purpose

of allowing Permittee (ENMR Telephone Cooperative) to lay pipe or cable for the purpose of laying fiber optic telecommunication lines across respectively named roads.

Commissioner Vincent moved to approve Permit No.s 256, 257 and 258. Vice Chairman Hall seconded. There being no further discussion. Vote: All YES. Motion carried. Permits signed.

INVENTORY ITEMS DISPOSITION

No items considered for disposition.

HEALTH CARE ASSISTANCE PROGRAM - Approval of Claims

Claims for the Health Care Assistance Program were reviewed. A total of eleven (11) claims were considered in the amount of \$844.15. Discussion followed.

Commissioner Vincent moved to approve the payment of eleven (11) claims in the amount of \$844.15. Vice Chairman Hall seconded. There being no further discussion. Vote: All Yes. Motion carried.

COUNTY TRAVEL REQUESTS

The following employees reported/requested travel approval: **Vice Chairman Hall** attended a Northeast Regional Transportation and Planning Organization (NERTPO) meeting in Harding County on September 27th; **Chairman Bennett** and **Sheriff Lobb** attended a State Armory Board meeting in Albuquerque on September 21st; **Clerk Harkins** and **Chief Deputy Clerk Brenda Green** will be traveling to Tucumcari for election training on November 1-3; **Undersheriff Shumate** will be attending a training at the Federal Law Enforcement Training Center in Artesia; **Mgr. Gonzales** volunteered to go to the NERTPO meeting on October 18th in Las Vegas; she may attend the manager's retreat on November 2-3 in Ruidoso and lastly a budget workshop on November 16-17 in Albuquerque; **Assessor Aragon** will be traveling to Silver City for the Assessor's Affiliate meeting on October 25-27; and to Santa Fe on November the 3rd for an Oxy hearing; **Deputy Sheriff Reeser** will be attending a Clandestine Laboratory/Investigator's Conference in Omaha, Nebraska. All requests noted and approved.

ORDINANCE REVIEW - Ordinance #1995-17 Interim Land Use Plan, Ordinance #21-1997 Subdivision and Ordinance #30 Local Economic Development Planning

Copies of Ordinance #1995-17 and Ordinance No. 30 were contained in the meeting packet. Ordinance #21-1997 is available on the county web-site and made available on request. In an effort to update county ordinances, Mgr. Gonzales asked that the Board review the documents so that they can be updated by the county attorney.

CITIZEN'S FORUM

Judy Steen inquired about the status of the Stephen M. Bush Memorial Shooting Range. The Claim of Exemption was previously approved at the regular board meeting on August 8, 2017. Steen reported that she has been in contact with Jessica Fischer, Shooting Program Coordinator - New Mexico Game and Fish who is anxious to begin work on the range. Discussion followed. The county has no further role in the matter.

ROAD SUPERINTENDENT'S REPORT

and equipment maintenance updates. Additionally, the county road department blade men recently assisted with a fire on the TO ranch. Commissioner Vincent thanked the road department for their assistance.

FIRE COORDINATOR - No report

EMERGENCY MANAGER REPORT

Manager Russell submitted a copy of the “Emergency Manager’s Report – September 2017”, updated on October 5, 2017 (report attached as an exhibit). Russell reported on the following: LEPC (Local Emergency Planning Committee), SHSGP (State Homeland Security Grant Program), EMPG (Emergency Management Performance Grant - Salary Grant, Severe Weather Plan, EOC (Emergency Operations Center) Activation Plan, Hazard Mitigation, and Incident Command Classes (IC) (requirement for elected officials). Russell briefly discussed the recent prison incident and active shooter response training last week with Clayton Municipal Schools. Follow-up drill will take place in the spring for both the Des Moines and Clayton School Districts.

ELECTED OFFICIAL’S REPORTS

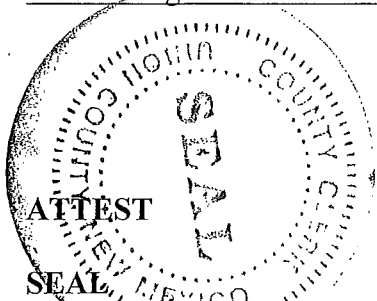
Sheriff Lobb reported on the following: transports, travel, citations, civil services, offense incidents/crash/accident reports and arrests; Lobb reported that Sheriff’s Office Deputy/Executive Secretary Callis has been trained and certified as a property and evidence custodian. Callis also completed Sex Offender Training and is compliant with the state; Sheriff’s deputies recently traveled to Barstow, California to pick up a military surplus van which is to be used to pick up stranded motorists; Lobb reported that he and Chairman Bennett attended that State Armory Board meeting. The lease for the local armory building was signed by Chairman Bennett. Sheriff Lobb will begin moving his department to the armory.

Clerk Harkins reported on staff attendance of the clerk’s affiliate meeting in Ruidoso. The 2018 Candidate Information Guide is now available and will be published on the county website. Harkins thanked Assessor Aragon for allowing his staff member Hollie Cruz to assist the clerk’s office during the past year.

Vice Chairman Hall reported on his attendance at the Annual Ports-to-Plains conference. Hall commented that he acquired a book titled “13 ways to Kill your Community”. Hall gave the book to the local economic development commission in hopes that they will purchase copies for their board members. Hall also reported on his attendance at the NERTPO meeting.

The next regular meeting will be held on Tuesday, November 14, 2017, at 9:00 a.m. The next Joint Communications meeting will be on Tuesday, December 12, 2017, at 9:30 a.m.

ADJOURN: At 11:00 a.m., Commissioner Vincent moved to adjourn the meeting. Vice Chairman Hall seconded. There being no further discussion. Vote: All YES. Motion carried. Meeting adjourned.



Mary Lou Harkins
Mary Lou Harkins - Clerk

**Board of County Commission
Union County, New Mexico**

NOT PRESENT

Justin K. Bennett - Chairman

Walter C. Hall
Walter C. Hall - Vice Chairman

W. Carr Vincent
W. Carr Vincent - Member

**County Commissioner Monthly Hospital Report
Union County General Hospital
Tammie Stump, CEO/CNO
October 10, 2017**

USP Battery Back-up Bid:

C&J Plumbing submitted bid for Battery back-up construction. Andy Cook is putting together the documentation to put the bid for the actual Battery specific to UCGH's Cat Scan.

Currently we are having critical difficulties secondary to a transfer station on the Nara Visa highway. PNM is working on the situation, but is stating that it will be approximately 1 ½ weeks before corrected. At this time, we are keeping our CT Scan turned off and when we have a patient need, we will power up the generator, then turn the CT Scanner on, provide the necessary testing, then shut the CT Scanner down and then shut the generator down. We are taking these steps with each of the CT Scan orders, day and night. The Battery back-up will eliminate surges from hitting the CT Scanner with our fluctuations in electricity.

Physician Recruitment:

Dr. Adams: See Resume

Dr. Aballay: See Resume

Dr. Medina: See Resume; Dr. Medina has signed a two-year commitment to UCGH. He does not have a NM Medical License and will be in the process of filing an application for one. He also is reviewing his current contract for his required out-clause, we believe it is a 90-day out.

The recruitment process:

- 1) **Make certain you know precisely what you are offering** in the way of an opportunity, i.e., job description, approximate level of compensation, etc. before you begin to source potential candidates.
- 2) **Call the candidate for a telephone interview as soon as possible (within 5 business days)** following receipt of his/her curriculum vitae and expression of interest in a position with UCGH. The candidate will feel there is no interest in him/her if they do not receive a call in a timely fashion.
- 3) **If there is going to be an onsite visit and interview schedule it quickly.** The sooner a potential candidate is contacted and scheduled for an interview, the better your chance of bringing the recruitment process to a successful conclusion. If too much time is involved until the site visit you risk losing the candidate to another institution or opportunity who has proceeded in a timely fashion.
- 4) **Establish an itinerary and keep the candidate informed at each step.** If there is to be a dinner the candidate should be informed in plenty of time relative to appropriate dress for the occasion, how he/she will get to the restaurant, etc. Attention to detail is critical.
- 5) **During the site visit and interviews the candidate should be assisted in every way possible.** Candidates unfamiliar with the UCGH should be escorted for their interview appointments, this lets the candidate know you are interested and provides a personal touch. Other community professionals can be a great resource for local connections, (i.e. banks, schools and other medical providers). Community "meet & greets" provide for time to see how the candidate socializes with others, gives them a chance to meet community members who would

assist them with purchasing of a home or the enrollment of their children into school. It also portrays a community bond and support for UCGH.

6) **Before the candidate leaves** he/she should have some idea of the approximate level of compensation, and the appropriate benefit package as well as the anticipated time frame with respect to your final selection process.

7) **Second site visit and interviews should be done as quickly as possible.** Again, personal attention, speed and accuracy of the overall process, and attention to the needs and interests of the spouse or significant other are key.

8) In bringing the recruitment process to a successful conclusion **time is of the essence and is the best tool you have available to you.** Make every effort to devote the time necessary to make your final selection and so inform the candidate in a timely fashion. Taking too much time to interview and/or extend an offer of employment, a cumbersome or inept decision-making process, or lack of attention to detail are deal breakers.

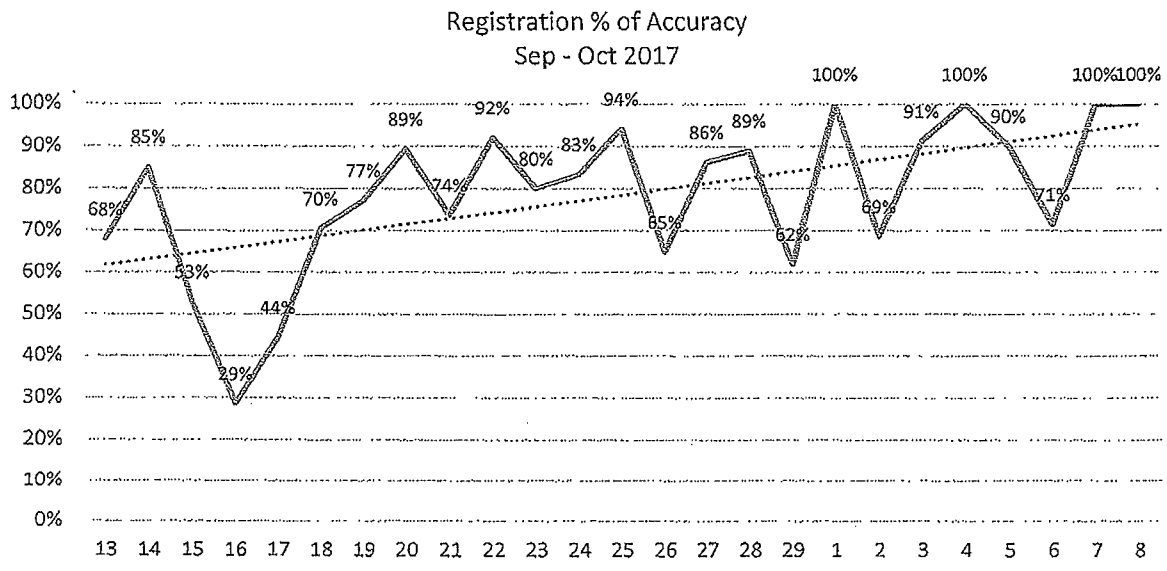
9) **Follow-up completely and communicate, communicate, communicate at all times throughout the process.** Once you have selected the candidate you should be working with him/her on a regular basis in terms of the New Mexico Medical Licensure process, their move to the Clayton area both in terms of house hunting and the physical move, and completion of the credentialing applications necessary for staff privileges.

10) **This process is not complete until the physician has been on board at least six months.**

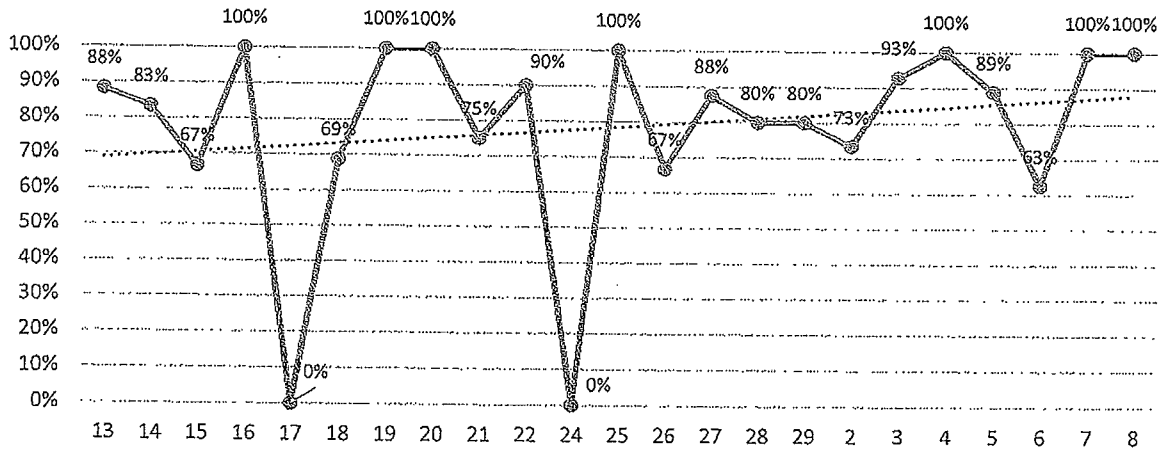
Dr. Van Wormer Recertification:

Dr. Van Wormer's recertification was submitted on July 10. We continue to call CMS for updates on the progress. I have contacted our attorney to assist us with CMS. I have also contacted CHC who suggested we use an attorney out of Washington that works with CMS on a daily basis to assist us.

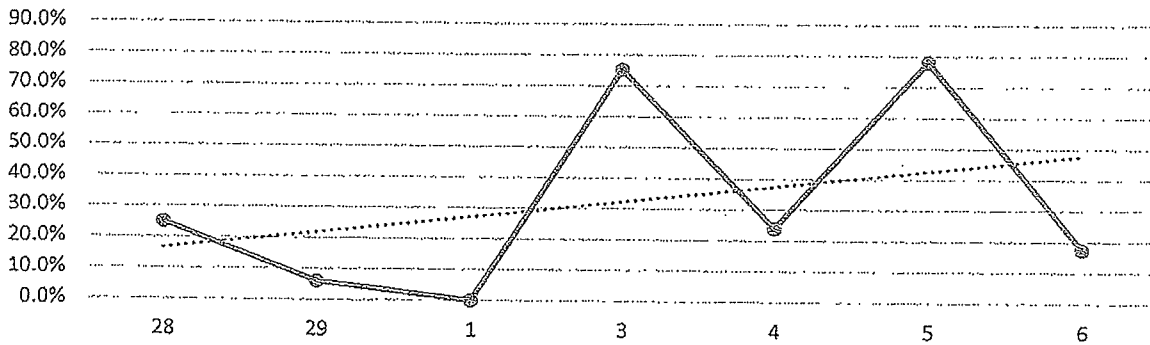
Revenue Cycle Corrective Action Plan:



Medicare Primary Payer (MPP) Questionnaire % of Accuracy Sep - Oct 2017



SSI Clean Claim Percentage Sep - Oct 2017



Emergency Managers Report September 2017



↪ **LEPC (Local Emergency Planning Committee):**

- Next meeting is in October 18th - 10:00 am at Clayton Fire Department.

↪ **SHSGP (State Homeland Security Grant Program):**

- **2016:** Batteries for the repeaters at Clayton PD dispatch have been ordered and Scotty Burmeister will install them.
- **2017:** The grant has come out and was given less than 30 days to get it turned in, it's due on Friday October 6th. We do not qualify for a lot from this grant this year. Homeland Security has turned their focus on to terrorism with typed resource teams. We do qualify for communications and training/exercise money this year but it is also focused around terrorism classes. This year we are not going with communications because the project that we need, we need more information to move forward and 30 days was not enough time to get the information needed. We are putting in for a "bomb recognition class" for the Law Enforcement and Fire & EMS Departments. We have a two (2) to three (3) year goal. This will give us a project for the next couple of grant cycles as well as other projects such as the communications. The next year would be sending a couple of officers off to be trained in becoming a bomb tech and following up the next year with actually developing a team. We will have to talk with the FBI and get approval/clearance to actually setup a typed resource team in Union County.

↪ **EMPG (Emergency Management Performance Grant - Salary Grant):**

- **2016** – Payment for the last quarter has been received!
- **2017** – Grant approval has come in and we are now working the first quarter reports...July through September.

↪ **Severe Weather Plan:**

- I have followed up with the committee and there was no response from anyone and I let them know if I did not hear a response back from them that I will take it as it was fine. I am now going to be taking it back to the LEPC committee for approval following up with the County Commissioner's in November.

↪ **EOC (Emergency Operations Center) Activation Plan:**

- This plan is being reviewed and will have some revisions. It will then go back to LEPC for approval and then take it to the Commissioners for approval.

↪ **Hazard Mitigation:**

- The grant was submitted on September 29th and I hope to hear back on it the first of the year but was told that it will more likely be March before we hear back from them.

Emergency Managers Report
September 2017



☞ **Incident Command Classes (IC):**

- We are having an IC 300/400 class on November 14th running through November 17th. We have to have 10 people signed up for the state to come up and do the class for free. With the prison, hospital and our Law Enforcement and Fire/EMS departments and the prison, we will have enough to have the class. It has also been opened up to outside departments such as Colfax Counties and anyone around the area that is interested in taking the class.
- The Elected Officials and the County and Town managers will have to have the IC courses as well. I will get with everyone and see what they have and what they still need. The link is provided here and you can go to the site and look at the independent studies and it will show a list of the IC classes. We for sure need everyone to take ICS 100, 200, 700 and 800. I will verify and see if there are any other classes that will have to be taken. There is a class that is for the Public Information Officer (PIO) and it would be something that the chairmen/mayor and the county/town managers should take. We do have a PIO in place for the LEPC and for when we open up the EOC and that is Judith Cooper. I need to get with her and verify that she is still willing to take on that role. I will have an answer by our next LEPC meeting and I will let everyone know the status of her decision.

If you need **anything**, please don't hesitate to call or email.