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Board of Directors Minutes

Carrie Tingley Hospital

1968

Carrie Tingley Hospital Board of Directors Meeting Minutes 1966-1968

Board of Directors, Carrie Tingley Hospital, New Mexico

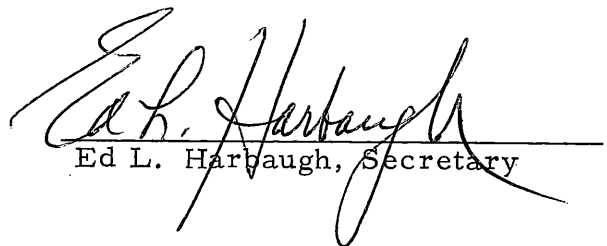
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He noted that the request, as initially placed, was for \$87,500 but that due to the fact that funds previously earmarked for transfer from the Investment Fund to the Operating Fund had not been required for that purpose it would be possible to increase the request, since funds were available in excess of \$100,000. Considering the recent experience with construction costs and a possibility that they will continue to rise, it was moved by Mr. Harbaugh, seconded by Mr. Traub, that our request to the Hospital Advisory Council be increased to \$101,000; motion passed.

The administrator presented his recommended budget for the 56th fiscal year (a copy of the budget as presented is attached). Discussion followed. It was moved by Mr. Kailey, seconded by Mr. Harbaugh, to approve a total expense budget for the 56th fiscal year of \$793,019.00 which included provision for renewal of the administrator's contract for a two-year period beginning November 1, 1966 at an annual salary of \$13,200.00 per year plus full maintenance; motion passed unanimously.

The meeting adjourned at 12:05 P.M.


Robert L. Beckett, Chairman


Ed L. Harbaugh, Secretary

The board received the bids of the Water Tank Service Co. of Dallas, Texas and Mr. B. H. Mcilhanney of Tatum, New Mexico. The bids were as follows:

Water Tank Service Co., Dallas, Texas		B. H. Mcilhanney, Tatum, N. M.	
Repair Work	\$ 3,975.00	Repair Work	\$ 1,000.00
Interior Tank Wk.	3,700.00	Interior Tank Wk.	2,393.00
Exterior Tank Wk.	<u>1,250.00</u>	Exterior Tank Wk.	<u>1,500.00</u>
Total Bid	\$ 8,925.00	Total Bid	\$ 4,893.00

It was noted by Mr. Glass that the Mcilhanney bid, as received by the hospital, did not meet the specifications in that they did not contain a Statement of Warranty, manufacturer's specifications for application of the epoxy coating, or a list of five jobs where the contractor had applied a similar coating in the past five years. On the basis of these deficiencies it was moved by Mr. Kailey, seconded by Mr. Traub, that the bid of Mr. Mcilhanney be rejected as not meeting the specifications and that the State Purchasing Agent be so notified, with a letter of explanation as to the reasons for rejecting the Mcilhanney bid, and that award of the bid be made to Water Tank Service Co. of Dallas, Texas; motion passed. It was noted by the administrator that he anticipated being able to accomplish the water tank job through transfers within the current year's budget and that a budget increase should not be required.

The board reviewed correspondence from the architect, the general contractor, and the A-One Mechanical Contractors indicating that all work on the project had been completed with the exception of the replacement of two unit cooler motors to be furnished by the Trane Co. It was further noted that the replacement of these motors could be considered a warranty problem. Correspondence from the Trane Co. was also noted wherein they were committed to replacing these motors and would do so as soon as the necessary motors and additional parts were received; the maximum value of these items was noted as \$200. It was moved by Mr. Costello, seconded by Mr. Kailey, that payment of the remaining \$5,000 due the general contractor on the surgical suite-acute care ward Hill-Burton project be made; motion passed.

The administrator informed the board that the Hill-Burton hearing on the hospital fund request for the improvement of the Rehabilitation Wards and the Physical Therapy area would be held on Tuesday, October 25 in Santa Fe.

who explained the criteria for allowing Educational Leave With Pay. This criteria included the obtaining of an out-of-state travel approval from the Department of Finance and Administration (even though travel pay was not involved), and a written agreement with the individual granted Educational Leave regarding their future commitment to the institution.

The board received a memorandum request from Dr. McKay regarding the consultation services of Dr. Nickey and Dr. Huchton, pediatricians from El Paso. Dr. McKay noted that the consultants had lost money because of their visits to the hospital, yet both wished to continue their consulting trips because of the academic stimulation. Dr. McKay noted the invaluable support they had rendered to him and recommended that the hospital retain these consultants, but on a reduced visitation schedule of a monthly visit at an increased reimbursement of \$150 per visit. Motion was made by Mr. Harbaugh, seconded by Mr. Traub, to approve up to two visits per month, if deemed necessary by the Chief Surgeon, at a fee of \$150 per visit. Motion passed.

The board reviewed a letter from Dr. H. B. Johnson, Chief of Staff at St. Ann's Hospital, requesting that the high school football players who suffer injury during games be permitted to report directly to Carrie Tingley Hospital for diagnosis and treatment of their injuries. It was moved by Mr. Costello, seconded by Mr. Kailey, that the hospital agree to handle football injuries as requested by Dr. Johnson until some other arrangement could be made by the local school system; motion passed. Copies of letters on the subject become a part of these minutes and are attached. ✓✓

The administrator reviewed with the board financial reports for the month of September including a Summary of Income, Expense and Cash; a Summary of Earnings, Reductions from Earnings, and Payments Received; an Analysis of Accounts Receivable; and a List of Direct Purchases.

Mr. Glass reported to the board on the October 6-7 meeting of the Institutional Council, including such areas as consideration of a total new salary classification plan for state jobs (reducing the number of ranges from 63 to 25); a recommendation for possible use of the proposed branch of Eastern New Mexico University at the Walker Air Force Base site by institutional personnel; legal problems involved in transfer of patients between state institutions; conversion of accounting for state hospitals from the State Chart of Accounts to the American Hospital Association Chart of Accounts; and the future task of a unified planning approach to the health needs of the state, considering the coming impact of Title XIX of Medicare in New Mexico.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

October 21, 1966

A meeting of the Board of Directors of Carrie Tingley Hospital was held at 9:00 A. M. on October 21, 1966 in the Board Room of the Department of Public Welfare Building in Santa Fe. Board members present included Mr. Robert L. Beckett, Chairman, Mr. L. E. Costello, Vice-Chairman, Mr. Ed L. Harbaugh, Secretary, Mr. Richard B. Traub, Member, and Mr. Ross Kailey, Member. Also in attendance was Mr. Glass, Administrator.

Minutes of the September meeting were approved as distributed.

The board reviewed a statistical summary of the hospital's activity during the month of September.

The board received a request from Dr. MacPhail, with an endorsement from Dr. McKay, that he be permitted to accept an invitation from the Albuquerque Veterans Administration Hospital to serve in an honorary teaching capacity to the staff there on a one day per month basis, to be coupled with the Bernalillo County-Indian Hospital Orthopaedic Clinic. Dr. MacPhail noted that this relationship would further the cooperative relationship between the various Albuquerque orthopaedists and hospitals and the Carrie Tingley Hospital; that the orthopaedic residents at the V. A. Hospital-University Medical School Program would ultimately be coming to Carrie Tingley and that this relationship would further the tie-in with this program; that the opportunity to keep in touch with adult orthopaedics would be of educational value to him and thus of benefit to Carrie Tingley Hospital. Approval of the request was moved by Mr. Traub, seconded by Mr. Costello, and passed.

The board discussed the previous month's request of Dr. McKay to be granted an Educational Leave With Pay in order that he might apply for a six-weeks Exchange Fellowship to tour orthopaedic hospitals in England and Scotland in the spring of 1967. Following discussion it was moved by Mr. Costello, seconded by Mr. Kailey, that action on the request be postponed until the November meeting and that Dr. McKay be requested to provide an itinerary for himself and Dr. MacPhail for the calendar year 1967 indicating the dates during the year when each would be absent from the hospital on vacation, at meetings, or institutes and the proposed Exchange Fellowship; motion passed.

The board received Mr. Joe Dominguez from the State Personnel Office

A motion was made by Mr. Harbaugh, seconded by Mr. Kailey, that a plaque be ordered for presentation to Dr. Hubble, a past member of the Board of Directors, in appreciation for his services as a hospital director; plaque to be presented at the Annual Employee Award Dinner. Motion passed unanimously.

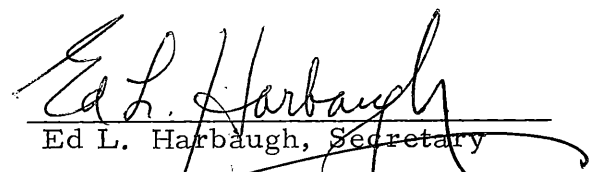
A memorandum regarding acceptance of Donna Faust, a six-year old paraplegic who has received in-patient and out-patient services at the hospital, to the Carrie Tingley Hospital School as a day-student was discussed. It was noted that Donna's physical condition prohibits her attending public school since nursing attention is required. The question of the legal responsibility involved for a child receiving hospital services who is not a patient of the hospital was raised; also noted was the question of whether or not the child should be admitted as a CCS Out-Patient so that billing for services rendered could be made. After discussion the board authorized the Administrator to accept Donna Faust to the Carrie Tingley Hospital School as a "Day School Patient" and provide limited nursing services, food, and bed, upon receipt of a written statement from the Truth or Consequences Municipal Schools requesting such admission due to the inability of the local schools to provide the necessary nursing care for the child; the patient to be admitted as a CCS patient on a Day School Patient basis and services billed accordingly. By accepting Donna the board has not adopted a general policy covering the admission of day students in the future. Any other such cases, before admission, are to be referred to the Board of Directors for individual action and determined on their own merit.

Minor building revisions planned were discussed by Mr. Glass, which included: converting the alcove in front of the administrative offices into an office for Mrs. Phillips; installation of a door in the corridor of the Acute Care Ward; and installation of a metal door with a panic bar at the west end of the corridor going to the brace shop. The administrator noted that the cost of such building revisions had been included in the current year's budget.

Date for the October board meeting in Santa Fe was set for October 21. The November meeting will be held on November 15, the day following the Annual Employee Award Dinner which will be held on the evening of November 14.

The meeting adjourned at 3:30 P. M.


Robert L. Beckett, Chairman


Ed L. Harbaugh, Secretary

Compensation insurance. He stated that a time element of three to four weeks would be required to do the job and suggested late fall or early spring as the best time to perform such work.

The expense of purchasing a new tank was discussed by the board and a comparison of maintenance cost, per day, for a 20-year period, based on cost of a new tank and reconditioning the present tank was noted. Motion was made by Mr. Kailey, seconded by Mr. Traub, that Mr. Glass contact the Department of Finance and Administration to obtain approval for a budget transfer of funds for reconditioning the tank; then prepare specifications and submit them to the Purchasing Agent for reconditioning of the present tank by the process outlined by Mr. Opeil. Motion passed unanimously.

Mr. Glass reported that all phases of the U.S.P.H.S. contract had been agreed upon, however the contract document had not been received. The Chief Surgeon reported that four USPHS Field Clinics had been conducted during the week of September 12-17 in Winslow, Tuba City, Keyenta, and Chinle, Arizona.

A memorandum was reviewed regarding possible conversion of the hospital heating to natural gas and the anticipated availability of such fuel after October 25 of this year. The administrator noted that a proposal would be submitted to the hospital by Southern Union Gas Co. giving the cost of such conversion and the anticipated annual savings which would result from the use of the cheaper fuel.

Mr. Glass noted that one deficiency still remains on the Hill-Burton construction project and that final payment to the contractor is still being held.

A letter from Mrs. Louise Masters was reviewed wherein the hospital was advised that, as a result of a visit on August 10, 1966 by Mr. Tom Seltzer and Mrs. Masters, the present wards (Boys and Girls) and the Physical Therapy areas were found to be acceptable for remodeling under the Hill-Burton criteria. Six areas were listed as major needs for correction. The administrator stated that he would attend the meeting of the Advisory Hospital Council to make formal request for Hill-Burton participation in the Ward-P.T. remodeling project.

The Administrator informed the board of the hiring of Miss Patricia Taylor as Activity Therapist to head the Recreational Department on September 11. He noted that she held a Bachelor's Degree in Education with a major in Recreation and that he felt the recreational program of the hospital would be greatly improved under her direction.

A memorandum regarding the proposed Carrie Tingley Hospital Title III Project was noted by the board, which outlined actions being taken by Mr. Burks, School Superintendent, in the matter.

Mr. Glass informed the board that the budget for the 56th fiscal year was being prepared and asked for any suggestions the board might have regarding projects or items to be incorporated in it.

services can be obtained, the Board of Directors of Carrie Tingley Hospital would then consider the matter, providing that a written statement requesting these services be obtained from the local physicians.

The following financial reports for the month of August were reviewed by the Administrator: Summary of Income, Expense and Cash, Summary of Earnings, Reductions and Payments, Analysis of Accounts Receivable, and a List of Direct Purchases.

Upon recommendation by the Administrator, a motion was made by Mr. Traub, seconded by Mr. Kailey, that an investment of \$30,000 in 90-day U.S. Treasury Bills be made from the Operating Fund. Motion passed unanimously.

Discussion was held regarding the billing for services rendered to a Full-Pay patient, Lee Henderson, whose hospitalization period exceeded that which would have normally been required due to a delay in performing surgery. The Administrator noted that allowances have only been made, in the past, on patients with C. C. S. sponsorship - and that patients without this sponsorship have agreed to make full payment; he requested guidance from the board on the handling of the billing. It was the consensus of the board that some cases must be considered on their individual merit. MOTION WAS MADE BY MR. TRAUB, SECONDED BY MR. KAILEY, THAT AN ADDITIONAL CATEGORY BE ADDED TO "REDUCTION OF EARNINGS FROM PATIENTS" DESIGNATED AS "ALLOWANCES ON FULL PAY ACCOUNTS"; THAT ANY SUCH ALLOWANCES BE MADE BY BOARD ACTION. MOTION PASSED UNANIMOUSLY. The administrator was asked to submit an itemized bill to Mr. Henderson for the period the child would have been in the hospital, had the delay in surgery not occurred, and commend the parent for his wish to pay in full for services received. Discussion ensued as to whether a different admission procedure should be followed on Full-Pay patients, involving a medical conference to determine the estimated approximate cost of hospitalization and services to be received, a report of such estimate to be submitted to the business office.

Mr. Charles Opeil, Vice-President of the Water Tank Service Co. of Dallas, and Mr. Bob Anderson, Hospital Engineer, appeared before the board to discuss the water tank problem. Mr. Opeil stated that he had examined the tank carefully on Monday and felt that its condition warranted the expense of reconditioning it. Mr. Opeil's proposal for reconditioning included the application of a catalyzed epoxy based resin coating system to the interior of the tank after sand blasting the area to be refinished (3400 sq. ft.); 570 linear feet of seam welding; new interior ladder; new spider rods and hub; and repair and application of a coat of aluminum paint to the outside of the tank. A quotation of \$4,950 for refinishing and \$3,975 for repair, totaling \$8,925, was given the board by Mr. Opeil; included in his contract would be a 20-year warranty of materials and workmanship subject to three inspections by the Water Tank Service Co. at five-year intervals; Payment Bond, Performance Bond, and Workmen's

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

September 20, 1966

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room, following a 7:30 A. M. breakfast, on Tuesday, September 20, 1966. Board members present included Mr. L. E. Costello, Vice-Chairman, Mr. Ed L. Harbaugh, Secretary, Mr. Richard B. Traub, Member, and Mr. Ross Kailey, Member. Also in attendance were Mrs. Phillips, Dr. McKay, Chief Surgeon, and Mr. Glass, Administrator.

Minutes of the August meeting were approved as distributed.

Statistics for the month of August were reviewed by the Chief Surgeon.

Dr. McKay advised the board of his opportunity to apply for a fellowship through the Exchange Fellowship Program of the American Orthopedic Association which would include a six-weeks tour of orthopedic hospitals in England and Scotland in the spring of 1967, application for which must be submitted by December 19. He explained that the fellowship would include cost of transportation and board but that it would be necessary for the board to grant him an Educational Leave With Pay before he could consider applying for the fellowship. Decision regarding the matter was postponed until the October meeting.

Dr. McKay noted that Dr. MacPhail planned to attend the Western Orthopedic Association meeting in Tucson, Arizona October 2 through October 6, and that he would attend the Clinical Orthopedic Society Meeting in Chicago October 5, 6, and 7.


The problem of provision of hospital and medical services for local student football players injured in games at Truth or Consequences was discussed. Dr. McKay stated that he had been approached by the high school football coach regarding their problem and had been advised that local physicians were not available for such medical care. The Administrator noted that in discussing the problem with the school superintendent he had stated that coverage was needed only for home games and that an understanding that patients injured could be taken directly to Carrie Tingley Hospital for medical and hospital services would be very satisfactory. After discussion the Administrator was requested to contact the Superintendent of the T. or C. Schools and suggest that he consult with the Sierra County Medical Society to determine if they could meet this need. If the need cannot be met by the Society, and if no other local physician's

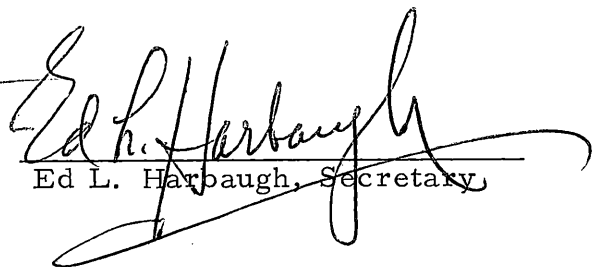
Mr. Glass noted that preparation of the 56th fiscal year budget would begin the first of September, with possible delivery of the budget to Mr. Mason by October 15. He requested that board members contact either Mr. Beckett or himself if they wished any projects, other than those previously discussed by the board, included in the budget.

The date of September 20 was agreed upon for the next regular board meeting; the possibility of holding the October meeting in Santa Fe was discussed.

Mr. Glass stated that he would be away from the hospital August 27 through September 1 attending the national convention of the American Hospital Association in Chicago, Illinois.

The meeting adjourned at 12:00 noon.


Robert L. Beckett, Chairman


Ed L. Harbaugh, Secretary

at the \$23.05 per diem. These figures cover medical, hospital, and prosthetic-orthotic services. Mr. Glass noted that he had not as yet received the final contract form from the U. S. P. H. S.; that the term of the contract would be for a one-year period.

Dr. McKay, in discussing procedural matters pertaining to the contract, stated that field clinics would be held in Arizona on a quarterly basis; that final decisions would be reached at these clinics by the Chief Surgeon or Associate Surgeon as to patients to be scheduled for admission to Carrie Tingley Hospital. He noted that an attempt would be made to schedule surgery so that the minimal period of hospitalization would be required; patients will be taken to Zuni or Gallup for convalescence.

A letter from Robert H. Krueger was reviewed regarding the five existing deficiencies in the Hill-Burton construction project. The administrator noted that only two deficiencies have been corrected, however progress was being made on the remaining three. Final payment to the contractor, in the amount of \$5000, will be held until remaining deficiencies are removed.

Mr. Harbaugh stated that he had obtained addresses of additional companies to contact regarding a plaque for the remodeling project but as yet had received no firm quotations.

The board was advised of a visit to the hospital on August 10 by Mrs. Masters, Chief of Health Facilities, Department of Public Health, and Mr. Seltzer, Construction Engineer of the Dallas office, to evaluate existing facilities to determine if current Hill-Burton standards are met, in contemplation of the proposed remodeling on Girls and Boys Wards and the Physical Therapy Department; a report of the evaluation has not yet been received.

Mr. Anderson, Chief Engineer, met with the board to discuss a reappraisal of water tank project alternatives. The administrator noted that four alternatives had been considered which consisted of: (1) reconditioning of the present tank; (2) moving and reinstalling the tank at Domingo which will be given to the hospital by the Santa Fe Railway; (3) installing a new steel tank at ground level; (4) installing a new concrete tank; and (5) direct pumping from the river pump. After discussion of the four alternatives the administrator was requested to contact Mr. Chas. Opeil of Water Tank Service Co., Inc., Dallas, Texas and obtain his opinion as to the value of the present tank and the feasibility of renovating it; also, if possible, to request that he attend the next board meeting to discuss the matter with the board. Mr. Kailey stated that he would contact Gunite firms in Albuquerque and obtain information and approximate cost of using their product for such a tank; Mr. Harbaugh noted that he would contact Gunite firms in Roswell and also obtain quotations as to the cost of installation of a steel tank. The administrator stated that he had received a call from Mr. Pat Hill of the Santa Fe Railway confirming the availability of the tank at Domingo at no cost to the hospital. A decision on the matter was tabled until the next board meeting.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

August 23, 1966

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room, following a 7:30 A. M. breakfast, on Tuesday, August 23, 1966. Board members present included Mr. Robert L. Beckett, Chairman, Mr. Ed L. Harbaugh, Secretary, Mr. Richard B. Traub, Member, and Mr. Ross Kailey, Member. Also in attendance were Mrs. Phillips, Dr. McKay, Chief Surgeon, and Mr. Glass, Administrator.

Minutes of the July meeting were approved as distributed.

Statistics for the month of July were reviewed by the Chief Surgeon.

Prior to the administrator reviewing financial reports for the month of July Mr. Don Penn, Accountant-Auditor, reviewed for the board guide lines governing the state accounting system and state accounting reports; also reviewed were new hospital accounting procedures. The administrator requested that the board make any suggestions regarding additions, deletions, or changes which they felt would provide them with more meaningful information or aid them in interpretation of the monthly financial reports to the board. With the exception of minor revisions it was the consensus of the board that the financial reports were satisfactory as presented.

Also reviewed was a list of direct purchases made during the month of July and a Five-Year Summary of Receipts and Disbursements of the Investment Fund.

A letter from the administrator to Dr. Zobel was noted wherein the proposed rate of reimbursement for care provided to patients under the U. S. P. H. S. contract was outlined. Mr. Glass stated that the total hospital expenses for the 55th fiscal year had been certified by the State Auditor prior to his letter to Dr. Zobel; that in a telephone conversation with Dr. Zobel and Mr. Anderson, on the rate of reimbursement, two concessions were allowed: (1) the administrator agreed to exclude the hospital roof repair expense in figuring the contract per diem rate, which resulted in a per diem rate approximately \$1 lower than it would have been had the roof expense been included; (2) he also agreed to revise the % figures from 150% to 155% for patients with lengths of stay of 1 to 15 days of care. The agreed upon reimbursement provides that the U. S. P. H. S. be billed for patients provided 1 to 15 days of care at 155% of the average per diem of \$23.05; patients in the hospital 16 through 30 days at 120% of the average per diem of \$23.05; and patients in the hospital 31 days and over

BEQUESTS RECEIVED 7/1/61 to 7/1/66, DEPOSITED TO OTHER
THAN INVESTMENT FUND

Date	Name of Donor	Receipts	Disbursements
	Henry Carter Fund		
5/1/61	Henry Carter	\$ 5000.00	
7/1/63	Henry Carter	2000.00	
	To General Fund		4,116.00
	To Capital Outlay		2,884.00
9/11/62	Betty Elliot Jacobsen Estate *	3800.00	
9/11/62	To General Fund		3800.00
2/20/64	Henry Carter Estate (U.S. Certificate)	10,162.50	
	To Building Fund		10,162.50
11/63	Carrie Tingley Estate	52,000.00	
1/65	Carrie Tingley Estate	16,640.00	
2/16/66	Carrie Tingley Estate	6,292.71	
	To Building Fund		74,932.71

* Stock shown on Investment Fund Review.

FIV YEAR SUMMARY
OF
INVESTMENT FUND INCOME

July 1, 1961 to July 1, 1966

(Page 2)

Date	Name	Receipts	Disbursements	Balance
7/1/1965				51,726.58
8/5/1965	Rosepha Yake Estate	1,175.63		
9/8/1965	Elinor McCaustland Estate	500.00		
11/18/1965	Henry Carter Estate *	38,879.46		
1/26/66	Transfer to General Fund		5,800.00	
4/6/1966	Estate of Louis Huneke	1,000.00		
4/14/1966	Henry Carter Estate *	6,403.65		
4/13/1966	Geo. Baxter Estate	5,000.00		
5/3/1966	Teresa Johnson Estate	1,223.69		
	Interest on Investments	2,834.40		
6/30/66	Transfer to General Fund		2,834.40	100,109.01
	Balance July 1, 1966			100,109.01

*Residual, Henry Carter Estate: 1/3 interest in Trust Deed Note, Balance 3/23/66, \$48,850.50, 6% interest, annual payments; 3 U.S. Savings Bonds @ \$1000 each; 1 U.S. Savings Bond @ \$500; 1/3 interest in 154 shares Bryan Steam Corp. Stock.

* From Betty Elliott Jacobsen Estate, 9/11/62: 66-2/3 shares of N. M. Loan and Mortgage stock; 333-1/3 shares of Union Co. stock. Stock market value noted in audit: N.M. Loan & Mtg. \$666.66; Union Co. \$3,333.30 .

FIVE YEAR SUMMARY
OF
INVESTMENT FUND INCOME

July 1, 1961 to July 1, 1966

Date	Name	Receipts	Disbursements	Balance
7/1/1961				\$ 382,687.81
4/20/62	C. C. Ozment Estate	\$ 53.34		
4/20/62	Transfer to General Fund		\$ 270,000.00	
	Interest on Investments	8,762.04		
6/30/62				121,503.19
7/1/1962				121,503.19
1/12/1963	Transfer to General Fund		21,503.19	
5/21/63	Transfer to General Fund		25,000.00	
6/30/63				75,000.00
7/1/1963				75,000.00
3/1/1964	Transfer from General Fund (Dudley Walker Estate)	15,000.00		
4/1/1964	Henry Carter *	10,000.00		
6/1/1964	Sale of First Natl. Bank, Alb., Stock (Jacobsen Estate)	1,416.74		
6/1/1964	Transfer to General Fund		30,555.79	
	Interest on Investments	410.83		
7/1/1964				71,271.78
10/8/64	Nina Martin Estate	10,912.84		
10/30/64	Transfer to Bldg. Fund(Martin Est.)		10,912.84	
1/6/1965	Transfer to Bldg Fund		10,000.00	
1/20/65	Transfer to Bldg. Fund		13,215.00	
5/10/1965	Estate of Rosepha Yake	17,997.81		
6/29/1965	Transfer to General Fund		15,000.00	
6/29/65	Transfer to Bldg. Fund		1,785.00	
	Interest on Investments	2,456.99		
6/30/1965				51,726.58

FIVE YEAR REVIEW OF INCOME
AND EXPENSES

BY FUND

SUMMARY OF INCOME

<u>Operating Fund</u>	<u>50th FY</u>	<u>51st FY</u>	<u>52nd FY</u>	<u>53rd FY</u>	<u>54th FY</u>
State General Fund	\$ 50,000	\$425,000	\$435,000	\$475,000	\$526,000
Payments for Service					
Private	56,575	75,833	88,469	93,315	113,321
Government	<u>18,950</u>	<u>13,304</u>	<u>15,264</u>	<u>14,812</u>	<u>21,353</u>
(TOTAL PAYMENTS FOR SERVICE (85,525)	(85,525)	(89,137)	(103,733)	(108,117)	(134,679)
Other Transfers					
Land Office	19,000	26,625	33,283	39,002	47,970
Investment Fund	274,556	49,279	30,000	15,000	8,634
Investment Income		269	1,200	233	1,629
Miscellaneous Income	<u>1,204</u>	<u>8,478</u>	<u>11,731</u>	<u>6,879</u>	<u>6,840</u>
TOTAL	<u>\$420,285</u>	<u>\$598,788</u>	<u>\$614,947</u>	<u>\$644,241</u>	<u>\$725,747</u>
<u>Student Entertainment Fund</u>					
Donations			961	631	1,277
Transfer in from Op. Fund			<u>600</u>		<u>600</u>
TOTAL			<u>1,561</u>	<u>631</u>	<u>1,877</u>
<u>Investment Fund</u>					
Investment Income			411	2,457	2,834
Donations			25,000	28,911	57,683
Sale of Stock			<u>1,417</u>		
TOTAL			<u>26,828</u>	<u>31,368</u>	<u>60,517</u>
<u>Building Fund</u>					
Investment Income			620	2,004	1,524
Carrie Tingley Estate			52,000	16,640	6,293
Transfers In-Inv. Fund				35,913	-0-
State Appropriation					14,000
Hill-Burton Funds					<u>122,500</u>
TOTAL			<u>\$ 52,620</u>	<u>\$ 54,557</u>	<u>\$144,317</u>

CARRIE TINGLEY HOSPITAL

SUMMARY OF EXPENSES

	50thFY	51stFY	52ndFY	53rdFY	54thFY
<u>Operating Fund Expenses</u>					
<u>By Activity</u>					
Administration	\$ 64,009	66,085	72,248	69,617	80,231
Medical	270,290	278,519	302,916	309,276	346,306
Dietary	92,728	83,211	89,034	94,580	100,391
Maintenance	123,895	160,246	145,963	163,985	191,305
TOTAL	<u>550,922</u>	<u>588,061</u>	<u>610,161</u>	<u>637,458</u>	<u>718,233</u>
<u>Expenses by Category</u>					
Personal Services	347,925	379,838	397,974	404,423	431,290
Employee Benefits	31,649	35,648	37,850	37,777	46,640
Travel	3,158	2,884	3,413	4,085	5,486
Maint. & Repairs	12,946	13,276	18,185	22,684	50,800
Supplies	73,656	84,617	95,101	98,106	109,984
Contractual Services	28,431	31,822	37,936	42,490	48,657
Other Operating Expense	745	822	2,094	2,521	2,905
Capital Outlay	52,412	39,154	17,609	25,372	20,976
Refunds & Transfers					1,495
TOTAL	<u>550,922</u>	<u>588,061</u>	<u>610,161</u>	<u>637,458</u>	<u>718,233</u>
<u>Patient Entertainment Fund</u>					
Supplies (Only Expense)			843	1,189	943
<u>Investment Fund</u>					
Transfer to Bldg. Fund				35,913	
Transfer to Operating Fund	274,556	49,279	30,000	15,000	8,634
TOTAL	<u>274,556</u>	<u>49,279</u>	<u>30,000</u>	<u>50,913</u>	<u>8,634</u>
<u>Building Fund</u>					
Supplies					975
Architect Fees			1,251	6,895	3,746
Capital Outlay					219,886
TOTAL			<u>1,251</u>	<u>6,895</u>	<u>224,607</u>


during this period; additional services of a consulting urologist would occasionally be needed also, particularly for the paraplegic and quadraplegic cases. Mr. Harbaugh moved, seconded by Mr. Traub, that the board authorize the administrator to formalize agreements for an anesthesiologist, nurse anesthetist, a urologist, and/or any other specialist services deemed necessary, as the need is established by the medical staff. Motion passed.

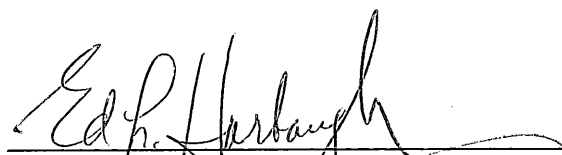
The board reviewed a resolution from the New Mexico State Highway Commission indicating that, due to budgetary limitations in the Highway Department, they would be able to provide only limited participation in the cost of paving streets or parking areas within state institutions up until 1970 and, following that year, would not participate at all in this expense.

The administrator informed the board that his vacation plans included leaving the hospital on July 22 and returning on August 17.

The board set the date for the next meeting for August 23.

The meeting adjourned at 12:00 noon.


Robert L. Beckett, Chairman


Ed L. Harbaugh, Secretary

PLACE FOR EMERGENCY HOSPITAL SERVICES TO BE DISPENSED IN TRUTH OR CONSEQUENCES.

(3) PATIENTS SEEN BY A LOCAL PHYSICIAN IN HIS OFFICE OR AT ST. ANN'S HOSPITAL ARE ELIGIBLE FOR SERVICES AT CARLIE TINGLEY ON REFERRAL FROM THE LOCAL PHYSICIAN.

(4) EMERGENCY PATIENTS ARE NOT TO BE REFERRED TO CARLIE TINGLEY HOSPITAL BY OTHER THAN A PHYSICIAN.

(5) IN THE EVENT A PERSON (EITHER CHILD OR ADULT) APPEARS AT CARLIE TINGLEY HOSPITAL IN APPARENT NEED OF EMERGENCY CARE, THEY SHOULD BE REFERRED TO ST. ANN'S HOSPITAL. IF THEY STATE THAT THEY HAVE FOLLOWED THE ABOVE COURSE BUT HAVE BEEN UNABLE TO OBTAIN MEDICAL TREATMENT, THE NURSE IN CHARGE SHOULD VERIFY THIS FACT BY PHONE WITH ST. ANN'S HOSPITAL. IF THE STATEMENT IS VERIFIED, THE NURSE SHOULD CONTACT THE RESIDENT PHYSICIAN ON CALL, AND EXPLAIN THE SITUATION TO THE RESIDENT, WHO WILL EXAMINE THE PATIENT AND PRESCRIBE SUCH EMERGENCY FIRST AID TREATMENT AS HE CONSIDERS NECESSARY TO ENABLE THE PATIENT TO BE MOVED AS SOON AS POSSIBLE TO THE APPROPRIATE COMMUNITY HOSPITAL (LOCAL OR OUT-OF-TOWN). THIS ACTION IS TO BE TAKEN ONLY AS A LAST RESORT AFTER IT HAS BEEN DETERMINED THAT ALL EFFORTS TO OBTAIN THE NEEDED SERVICES IN THE COMMUNITY HAVE FAILED.

(6) IN THE EVENT THAT IMMEDIATE LIFE SAVING MEASURES ARE NEEDED, ALL OF THE SERVICES OF THIS HOSPITAL WILL BE PROVIDED WITHOUT REGARD TO ITEM #5 ABOVE.

(7) A RECORD OF ALL PERTINENT FACTS CONCERNING PROVISION OF ANY EMERGENCY SERVICES, AS NOTED ABOVE, SHOULD BE INCLUDED IN THE RECORD OF TREATMENT.

The board of directors requested that they be informed of any further incidents involving the provision of emergency services wherein medical attention could not be obtained at St. Ann's Hospital.

Dr. MacPhail discussed the need for services of an anesthesiologist and the possible substitute of a nurse anesthetist; also noted was the need for a urologist. The Associate Surgeon explained that, on certain complicated cases being considered for the future, Dr. Yates felt in need of the services of an anesthesiologist to oversee the patient during the operative procedure. It was also noted that, due to the fact that surgery would be curtailed when Dr. Yates is on vacation, it was hoped that some arrangements could be made to obtain a nurse anesthetist to take his place

Public Health Service for care of Arizona Indian patients. The proposal includes the provision that the U. S. P. H. S. be billed on individual patients in relationship to their length of stay, with patients provided 1 to 15 days of care charged at 150% of average per diem; patients in the hospital 16 through 30 days charged at 125% of average per diem; and patients in the hospital 31 days and over charged at the average per diem rate. Charges for clinic services to be held on the Indian reservations are proposed at \$150.00 per clinic day. The board reviewed correspondence with Dr. McKay noting a possible discrepancy between the above proposed in-patient charges and that initially discussed. It was pointed out to the board that the initial discussions were also based on the assumption that the Indian patients would have an average length of stay at the hospital approximating the average for all patients. It was noted that inasmuch as this contract provides for care for a relatively large group of patients, rather than individuals, the proposed mechanism was appropriate to insure equitable reimbursement to the hospital. Mr. Glass noted that patients with an average length of stay of 31 days and over would be billed at the average rate; that this was not in the least unreasonable, considering that the over-all length of stay for all patients in the hospital for each of the past four years has ranged from 63 to 67 days.

Following discussion of the water tank situation, the board requested that the administrator investigate the possible cost of construction of a ground level tank.

Mr. Glass informed the board of the inability to initiate revised machine accounting systems as of July 1 due to the fact that the Burroughs Corporation had been unable to meet their commitment of having the equipment at the hospital, forms prepared, and personnel trained by that time. It is hoped that this will be accomplished by the end of July and that the July activities can be placed on the machine.

The administrator related to the board conversations with the administrator of St. Ann's Hospital regarding the occasional inability of the hospital to provide medical attention to emergency patients. He noted that, due to this fact, it is possible that patients in need of emergency services might, and have, arrived at the door of Carrie Tingley Hospital. The board reviewed a memorandum regarding provision of such care to a patient on July 4 and they further reviewed a statement of the administrator to the director of nursing, clarifying the policies and procedures to be followed in such case. IT WAS MOVED BY MR. KAILEY, SECONDED BY MR. COSTELLO, THAT THE FOLLOWING STATEMENT REGARDING THE PROVISION OF EMERGENCY MEDICAL AND HOSPITAL SERVICES BE ADOPTED AS THE BASIC POLICY OF CARRIE TINGLEY HOSPITAL. MOTION CARRIED.

(1) CARRIE TINGLEY HOSPITAL IS AUTHORIZED BY STATUTE TO
"PROVIDE PROPER CARE AND TREATMENT FOR THE CRIPPLED
CHILDREN OF NEW MEXICO."

(2) THE COMMUNITY HOSPITAL, ST. ANN'S, IS THE ONLY PROPER

the business office on all services rendered in the hospital. MR. KAILEY MOVED THAT CHARGES BE RENDERED AND ACCOUNTS BE ESTABLISHED ON ANY PERSON FOR WHOM SERVICES OR APPLIANCES ARE PROVIDED BY THE HOSPITAL. MOTION WAS SECONDED BY MR. HARBAUGH: CARRIED UNANIMOUSLY.

Correspondence pertaining to the payment of remaining National Foundation accounts was reviewed and from this it was hoped that these accounts might be entirely paid off within the next two months. Also reviewed was a list of direct purchases made during the month of June.

The administrator noted to the board that three of the remaining five deficiencies in the construction project have not as yet been completed. He further noted that a statement had been received for the final \$5,000 payment to the contractor and that he would withhold payment until all of the deficiencies had been corrected.

Mr. Glass stated to the board that in a discussion with Mr. Basil Burks, Superintendent of the Truth or Consequences Municipal Schools, Mr. Burks had indicated that he was working on a project in regard to application for Title III monies under the Elementary and Secondary Education Act Grant; that he had discussed such a project with Mr. DeLayo and had also ascertained that the State University at Las Cruces did not have a Special Education Department and would thus not be interested in participation. He stated he was seeking other assistance in University participation in the project.

The administrator informed the board that he had arranged with Dr. Beatrix Cobb, of Texas Technological College, to visit the hospital on September 12, 13, and 14 for the purpose of making a study of the institution and its activities in regard to meeting psycho-social needs of the patients. Mr. Glass provided to board members copies of a monograph entitled "Meeting the Social Needs of Long Term Patients" which he requested that they read and return to the hospital so that they might be distributed to the medical and nursing staffs for reading preparatory to the visit of Dr. Cobb. Mr. Glass explained that in his conversation with Dr. Cobb she had stated that during her visit to the hospital she would spend her time talking with the hospital staff, including the doctors, nurses, technologists, and many employees having contact with the patients; that she would also talk with the patients themselves, with parents of the patients, and would be pleased to meet with the board on the final day of her visit.

The board reviewed correspondence from the Chief of the Budget Division approving the purchase of public and professional liability insurance for the hospital and the work force. Mr. Glass explained that the insurance had been placed and that the policy had been received.

The administrator reviewed with the board a draft of a letter to Dr. Zobel outlining the reimbursement clauses proposed for inclusion in the contract with the U. S.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

July 19, 1966

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room, following a 7:30 A.M. breakfast, on Tuesday, July 19, 1966. Board members present included Mr. Robert L. Beckett, Chairman, Mr. L. E. Costello, Vice-Chairman, Mr. Ed L. Harbaugh, Secretary, Mr. Richard B. Traub, Member, and Mr. Ross Kailey, Member. Also in attendance were Dr. MacPhail, Associate Surgeon, and Mr. Glass, Administrator.

Minutes of the June meeting were approved as distributed.

Statistics for the month of June were reviewed by Dr. MacPhail. Also noted was a Five Year Statistical Summary for the 50th through the 54th fiscal years.

Dr. MacPhail recommended to the board the appointment of three new residents to the medical staff: Dr. Robert E. Thompson from the University of Colorado, replacing Dr. Mason Howard; Dr. Rex C. Bosley from the University of Colorado, replacing Dr. Cesar Delgado; and Dr. Dwight Haywood, from the V.A. Hospital in Dallas, Texas, replacing Dr. Marvin Lipton. Motion was made by Mr. Traub, seconded by Mr. Costello, that Dr. Thompson, Dr. Bosley, and Dr. Haywood be appointed to the medical staff of Carrie Tingley Hospital. Motion passed unanimously.

The administrator reviewed a summary of income, expense and cash for the month of June. In comparing expenses for the year with the approved budget the administrator noted that, due to unanticipated expenditures for food, kitchen supplies, and temporary personnel, these line items were over-expended for the year. Also noted was a Five Year Review of Income and Expenses for the 50th through the 54th fiscal years. A detailed review of investment fund income and sources for the past five years was requested by the board, to be presented at the next meeting. The board also requested that in the future the purchase and sale of Treasury Bills be eliminated from the figures provided in the income and expense summaries.

A summary of services rendered and accounts receivable for the month of June was commented on by the administrator. Mr. Glass also reviewed for the board the new accounting procedures to be followed in regard to accounts receivable. He stated that charge slips would be posted to patient accounts on all services rendered in the hospital and that monthly summary of services provided would be broken down, in the future, by department and based on the current charge for service. A discussion ensued on the requirement that charges be forwarded to

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Patient Name	Date of Last Service	Amount
Williams, Brenda Elaine	October 4, 1988	\$ 12.00
Koolven, Kelly J.	December 5, 1988	87.00
Koolven, Michael E.	March 6, 1984	8.50
Simmel, Jo Ann	November 5, 1983	<u>15.95</u>
	TOTAL	\$4,973.00

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Patient Name	Date of Last Service	Amount
Madrid, Lewis	June 23, 1964	2043.86
Martin, Mary	March 17, 1964	37.00
Martinez, Merline	January 20, 1964	12.50
Melton Carroll Dale	March 9, 1964	300.00
Monnet, Rudy Charles	April 13, 1964	185.50
Montano, Viola Mae	June 25, 1964	135.48
Montell, David M.	November 17, 1964	27.00
Montoya, Raymond	September 3, 1964	36.00
Montoya, Guadalupe	July 13, 1964	34.00
Murray, Barbara Lou	June 4, 1964	58.00
Nevarez, Eduardo	July 10, 1964	18.00
Narheim, Craig Allen	December 31, 1964	05.00
Nunez, Virginia	May 12, 1964	100.00
Parks, Robert J.	July 17, 1964	32.50
Parsons, Bobby E.	July 9, 1964	177.50
Power, Deanna Lynn	August 18, 1965	100.50
Quintana, Judy	December 31, 1964	10.00
Quintana, Patricia, Jr.	December 31, 1964	10.00
Randall, Martha Jean	November 18, 1963	67.20
Robinett, Stephen	August 27, 1964	11.50
Roderick, Timothy	July 15, 1964	44.00
Rodriguez, Michael T.	December 17, 1964	22.50
Rogers, Donald Scott	December 10, 1964	41.00
Romero, Mary Irene	May 6, 1965	8.00
Sanchez, Cynthia	February 5, 1964	18.50
Saviano, Paul E.	July 8, 1965	10.00
Sedillo, Rudy	December 31, 1962	8.00
Shadiz, Michael Eugene	August 17, 1964	10.00
Smith, Leroy	December 13, 1963	300.50
Smith, Paula	May, 10, 1964	1,451.00
Smith, Theodore Price	December 17, 1964	131.50
Stevens, John Allen	December 8, 1964	13.00
Tafoya, Rose	May 2, 1963	13.50
Tapia, Felix Wayne	November 2, 1963	18.00
Tipping, Connie Irene	December 12, 1963	26.00
Torres, Arlene	September 12, 1963	2.00
Torres, Roger Jr.	October 22, 1964	193.50
Trimble, Duane Allen	August 3, 1964	10.00
Torrez, Elroy Jr.	January 10, 1964	508.50
Turner, Luther B.	May 15, 1963	48.00
Valencia, Sammy Ray	December 13, 1963	31.00
Webb, Mary Laverne	April 23, 1964	34.00

CHARITY LINCOLN HOSPITAL
ACCOUNTS RECEIVABLE TO BE TRANSFERRED TO INACTIVE FILE

June 30, 1966

Amount	Date of Last Service	Patient Name
328.70	August 14, 1964	Aldred, Edwin Dell
0.00	April 30, 1964	Althrop, Lee Bob
38.00	June 17, 1965	Arrijo, Henry
38.00	October 10, 1963	Bartoo, Howard, Jr.
210.00	January 28, 1965	Beltz, Johnnie Lynn
160.00	September 4, 1964	Burris, Joseph B.
43.00	February 16, 1965	Carabajal, Hubert Reyes
14.00	December 4, 1963	Chavez, Katherine
60.95	July 28, 1963	Chavez, Marcus
43.00	May 14, 1964	Conney, Nathan
20.00	June 4, 1964	Costales, Deborah Ann
17.00	July 23, 1964	Cox, Betty Ann
273.71	July 8, 1964	Davis, Stanley Gene
61.50	March 2, 1964	De Heister, Anthony Ralph
81.00	October 7, 1965	DeJarnay, Susan
64.45	June 12, 1964	Ding, Jose Manuel Jr.
10.00	February 4, 1965	Dominquez, Andrew J.
112.95	August 5, 1963	Doane, Claude Ray
10.00	July 29, 1965	Edwards, Ronald
42.50	January 18, 1963	Evans, Jamie Sue
60.00	May 28, 1965	Farns, Marvin
78.35	October 21, 1963	Flores, Luc Marie
43.50	April 30, 1964	Gallagos, George
14.00	May 7, 1964	Gallagos, Gloria
44.00	February 13, 1964	Gallick, Troy Van
30.00	December 8, 1964	Gammey, Lisa Rene
48.00	February 11, 1964	Herrera, Isabel L.
314.13	May 6, 1964	Herrera, Shirley Ann
30.00	October 1, 1964	Hewitt, Connie Joe
77.00	October 20, 1964	Hill, Alice
82.50	December 21, 1964	Holmister, Harold
19.00	December 16, 1963	Jackson, Dennis Lee
25.00	November 19, 1963	Kearney, Charles
171.50	November 21, 1965	Kearney, Roger K.
153.33	August 19, 1963	Keller, Tom Keriann
16.00	June 10, 1965	Kenn, Elaine Barbara
10.00	July 22, 1964	Knoebel, Michael
144.20	April 2, 1964	Lack, Joe Paul Jr.
33.95	September 13, 1963	Landrum, Earl Ray
8.00	August 7, 1963	Layba, Edric
178.00	February 10, 1964	Lucas, Carolyn
78.45	May 30, 1964	Maddis, David

Board Meeting June 21, 1966

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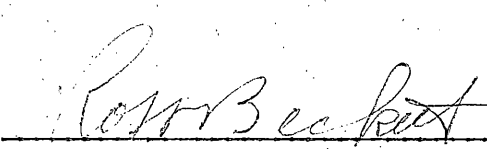
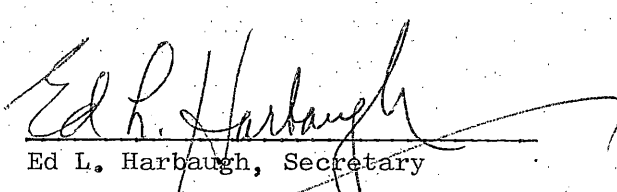
conducted on March 4, 1966. A list of recommendations included with the notice of accreditation was reviewed.

Notice of cancellation of the hospital's workmen's compensation coverage by Reliance Insurance Co., due to loss experience, was noted. New carrier for the insurance, placed through the Assigned Risk Pool, is U.S.F. & G. The administrator noted that cancellation and replacement of the coverage resulted in payment of two year's premium in the 54th fiscal year; premium refund on the cancelled policy will not be received until after July 1.

The board chairman discussed psycho-social aspects of Carrie Tingley Hospital services stating that, in a discussion with Mr. Fred Kotzen of the Girls Welfare Home, he learned of the availability of Dr. Beatrix Cobb, Director of Vocational Rehabilitation Center, Department of Psychology of Texas Technological College to serve as a consultant to the board in establishing the patients' needs in this area. After discussion, the administrator was asked to write to Dr. Cobb, describe the hospital program and facilities, and inquire as to her dates of availability and consultant fee for such an evaluation.

Mr. Kailey expressed his gratification and pleasure at becoming a member of the board.

Meeting adjourned at 12:25 P.M.


Robert L. Beckett, Chairman
Ed L. Harbaugh, Secretary

Board Meeting June 21, 1966

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Mr. Basil Burks, Superintendent of Sierra County Schools, summarized the result of the conversation with Mr. DeLayo. Mr. Glass stated that he had not received a reply from Mr. Burks. It was suggested that the administrator again contact Mr. Burks regarding the project and discuss the possibility of setting up a presentation regarding such a grant on the School Board agenda in the near future.

The proposed United States Public Health Service contract for the care of out-of-state Indian patients at Carrie Tingley was discussed by the board chairman and the administrator. A draft form of the contract was reviewed by Mr. Beckett, Mr. Glass, and Mr. Mason on June 18. Mr. Mason was in favor of such a contractual relationship provided there was assurance that no New Mexico patients would be deprived of services. He noted the desirability of establishing an increased average per diem rate for care of these patients in the event the average length of stay of this group was significantly lower than the overall average length of stay, and that the average per diem rate insure that no New Mexico tax funds were being used to meet the cost of providing care to these out-of-state patients. The administrator stated that the draft form of the contract had been verbally approved by the Attorney General and that the final contract would be submitted to the office of the Attorney General for written approval. It is not anticipated that many patients would be admitted for care prior to September, 1966.

The administrator stated that two auditors from the State Auditor's office had been at the hospital during the week of June 12-17 to audit the first eleven months of the 54th fiscal year operations. Following the closing of the books for June, they will return to complete the audit and certify a Reimbursable Cost statement.

Mr. Beckett reported that budget adjustments requests which reflect revision to the approved 55th fiscal year approved budget had been reviewed by Mr. Glass, Mr. Mason, and himself on June 18 in Deming.

Discussion was held regarding reimbursement of the administrator, chief surgeon, and associate surgeon for the use of personal automobiles in trips made on hospital business. MOTION WAS MADE BY MR. TRAUB, SECONDED BY MR. HARBAUGH, THAT THE STATE RATE OF 10¢ PER MILE BE ALLOWED THE ADMINISTRATOR, CHIEF SURGEON, AND ASSOCIATE SURGEON, FOR OFFICIAL ROAD MAP MILEAGE INCURRED ON TRIPS MADE ON STATE BUSINESS; EXCEPTION NOTED WAS ON U.S.P.H.S. INDIAN CLINICS INTO REMOTE AREAS OF THE STATE, WHERE TOTAL SPEEDOMETER MILEAGE WILL BE AUTHORIZED. MOTION PASSED UNANIMOUSLY.

A letter received from John Porterfield, M.D., Director of the Joint Commission on Accreditation of Hospitals, was noted in which notification was given the hospital of continued accreditation for a period of three years or until a subsequent survey is conducted as a result of the survey

Correspondence with Mrs. Margaret Nelson, Institutional Consultant of the Department of Public Health, was noted wherein official notification was given by the administrator that the Board of Directors had accepted Hill-Burton Project NM81-B as of May 20, 1966 with conditions as cited in the letter to the architect dated June 2, citing five existing deficiencies requiring correction.

A statement of architect's fee earned to date in the amount of \$217.25 was presented for authorization of payment. Motion was made by Mr. Costello, seconded by Mr. Kailey, that payment be made. Motion passed unanimously.

A quotation from McGann Bronze, Inc. for a plaque acknowledging bequests making the remodeling project possible, in the amount of \$325.00, was noted. Mr. Harbaugh suggested that action be deferred on the plaque, stating that he would obtain information and quotations on plaques from other sources.

Memorandums were reviewed concerning acquisition of a water tank from the Santa Fe Railway. Discussion ensued regarding the problem of transporting the tank to the hospital. Mr. Beckett stated that Mr. Mason had requested that the \$5000 allowed for the purchase of the water tank not be included in budget adjustment requests to be submitted at this time, since a firm cost figure had not been established. The administrator was asked to contact Mr. Pat Hill regarding the availability and cost of the tank and investigate the most feasible means of transporting it to hospital grounds.

A letter received from the Department of Housing and Home Finance informed the board of their acceptance of payment in the amount of \$480.00 as the proportionate amount of the advance to be repaid by the hospital for funds received for construction planning purposes in 1946. The administrator stated that payment would be made prior to July 1, 1966, closing out this account.

Correspondence was reviewed from the Board of Regents of the University of California which clarified a misunderstanding on their part regarding the sale of Bryan Steam Corp. stock, as an asset of the Henry Carter Estate; it is anticipated that sale of this stock will be concluded shortly.

Notice of Hearing on Final Account and Report of the Estate of Elinor Gertrude McCaustland was noted. Mr. Glass stated that Acceptance of Service had been signed and returned to the attorneys of the Estate.

Mr. Beckett reported that he and Mr. Glass had, on May 8, discussed with Mr. Leonard DeLayo the possibility of securing funds for additional school classrooms at Carrie Tingley under an Elementary and Secondary Education Act Title III Grant. Copies of a letter from the administrator to

Board Meeting June 21, 1966

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doing research on developing methods of testing Board Candidates of the Academy. After discussion, the board suggested that Dr. McKay secure detailed information regarding the proposed trip to Chicago and submit a formal request for absence from the hospital at the August board meeting for the board's consideration.

The Chief Surgeon noted that he would be away from the hospital from June 22 to July 30 on vacation.

The administrator reviewed a summary of income, expense and cash for the month of May. Also reviewed was a summary of services rendered and accounts receivable for May, and a list of direct purchases made during this period.

Mr. Glass recommended transfer of uncollectible accounts in the amount of \$8,973.09 to the inactive account file. Motion was made by Mr. Traub, seconded by Mr. Kailey, that these transfers be approved. Motion passed unanimously.

A letter, dated June 2, from the administrator to Mr. Robert Krueger regarding the status of identified Hill-Burton project deficiencies was reviewed wherein the architect was notified that, by board action, \$5000 would be withheld from payment to the contractor until such items are resolved. The administrator stated that deficiencies had not been corrected but that limited work had been done.

Correspondence from Mrs. Louise Masters of the Department of Public Health was noted wherein steps toward closing of the project were outlined and a cut-off date of August 18, 1966 established for the request of any added funds. Final inspection and Federal audit will be conducted after construction is completed and all equipment received.

Correspondence from the Administrator to the Department of Public Health was read wherein a request was made that the total bed complement of the hospital continue to be carried as 100-beds since modifications are planned for the two rehabilitation wards which will possibly result, when Hill-Burton standards are applied to these units, in the complement of each ward being less than 50 bed. The undesirability of having two bed complement adjustments as a result of the two remodeling projects was also noted. Mrs. Masters' reply stated her agreement with retaining the licensed capacity at 100 beds.

Contractor's Certificate of Payment No. 8 in the amount of \$19,956.26, certified by W. C. Kruger & Associates, was presented for approval of payment, \$5000 being retained from the contractor's estimate for the period March 10th to June 20th, pending completion of existing deficiencies. Motion was made by Mr. Harbaugh, seconded by Mr. Costello, that payment be made July 1, 1966. Motion carried unanimously.

CARRIE TINGLEY HOSPITAL

BOARD OF DIRECTORS MEETING

June 21, 1966

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room, following a 7:30 A.M. breakfast, on Tuesday June 21, 1966. Board members present included Mr. Robert L. Beckett, Chairman, Mr. L. E. Costello, Vice-Chairman, Mr. Ed L. Harbaugh, Secretary, Mr. Richard B. Traub, Member, and Mr. Ross Kailey, Member. Also in attendance were Mrs. Phillips, Dr. McKay, Chief Surgeon, and Mr. Glass, Administrator.

Mr. Beckett welcomed Mr. Kailey as a newly appointed member of the board replacing Dr. E. E. Hubble.

Minutes of the May 8 and May 25 board meetings were approved as distributed.

Statistics for the month of May were reviewed by the Chief Surgeon.

Dr. McKay advised the board that Dr. MacPhail had passed his New Mexico State Medical Board examination and now possessed an institutional license for the practice of medicine.

The Chief Surgeon expressed his concern over the delay in securing professional liability insurance for the hospital stating that he hoped such coverage could be provided by July 1. Discussion ensued regarding the special need at Carrie Tingley for such coverage as related to other state institutions and the vulnerability of the chief surgeon to malpractice suits. Mr. Beckett reviewed a discussion which he and Mr. Glass had with Mr. Mason, Chief of the Budget Division, regarding the matter on June 13 in Deming. Mr. Mason noted that, in the opinion of the Attorney General, liability insurance was not required of the hospital because of state immunity. Mr. Beckett advised the Budget Chief that the board of directors had instructed the administrator to include \$4000 for the purchase of liability insurance in requested revisions to the approved 55th fiscal year operating budget. Mr. Glass stated that he planned to go to Santa Fe June 23 and deliver the budget adjustment request for this insurance premium to Mr. Mason. The board asked that he request approval by July 1.

Dr. McKay advised the board of a request made of him, as a member of the Sub-Committee on In-Training Examinations of the American Academy of Orthopedic Surgeons, to spend one month at the University of Illinois

**PROPOSED ADJUSTED OPERATING FUND BUDGET
FOR 55TH FISCAL YEAR**

SUMMARY BY ACTIVITY & CATEGORY

Item	Budget 54th FY	Estimated Actual 54th FY	Approved 55th FY Budget	Additions Requested to 55th FY	Adjusted 55th FY Budget
ADMINISTRATION					
Personnel Serv.	49,448	48,448	52,013	180	52,193
Employee Benefits	8,607	8,537	8,640	462	9,102
Travel	2,180	1,805	2,080	75	2,155
Maint. & Repairs	2,150	2,200	2,150	850	3,000
Supplies	3,550	3,450	2,550	1,300	3,850
Cont. Serv.	8,751	8,530	8,488	1,442	9,930
Other Op. Costs	3,295	2,795	3,600	-0-	3,600
Capital Outlay	500	500	1,600	(330)	1,270
Total	78,481	76,265	81,121	3,979	85,100
MEDICAL					
Personnel Serv.	253,915	254,462	286,244	6,073	292,317
Employee Benefits	23,540	21,670	25,455	2,395	27,850
Travel	2,655	1,755	4,270	1,155	5,425
Maint. & Repairs	1,050	964	1,600	-0-	1,600
Supplies	49,450	45,330	51,300	2,250	53,550
Cont. Serv.	14,940	12,025	12,031	69	12,100
Other Op. Costs	800	450	-0-	4,800	4,800
Capital Outlay	11,310	11,300	5,365	4,200	9,565
Total	357,660	347,956	386,265	20,942	407,207
DIETARY					
Personnel Serv.	43,568	43,718	45,812	1,298	47,110
Employee Benefits	3,985	3,955	4,215	335	4,550
Maint. & Rep.	500	500	200	-0-	200
Supplies	48,000	47,000	48,500	(1,000)	47,500
Cont. Serv.	513	513	230	35	265
Capital Outlay	1,365	1,365	4,269	-0-	4,269
Total	97,931	97,051	103,226	668	103,894
MAINTENANCE					
Personnel Serv.	95,987	93,550	99,609	4,760	104,369
Employee Benefits	8,780	9,118	9,794	291	10,085
Travel	2,831	2,596	2,216	100	2,316
Maint. & Repairs	47,598	48,708	17,000	3,500	20,500
Supplies	4,400	5,060	4,900	(500)	4,400
Cont. Serv.	29,576	25,576	29,501	(2,866)	26,635
Capital Outlay	8,320	7,820	8,020	10,150	18,170
Total	197,492	192,428	171,040	15,435	186,475
Grand Total	731,564	713,700	741,652	41,024	782,676

5/25/66

(3)

CARRIE TINGLEY HOSPITAL
PROPOSED ADJUSTED OPERATING FUND BUDGET
FOR 55TH FISCAL YEAR
EXPENSE BUDGET

SUMMARY BY ACTIVITY

Item	Budget 54th FY	Estimated Actual 54th FY	Approved 55th FY Budget	Additions Requested to 55th FY	Adjusted 55th FY Budget
Administration	78,481	76,265	81,121	3,979	85,100
Medical	357,660	347,956	386,265	20,942	407,207
Dietary	97,931	97,051	103,226	668	103,894
Maintenance	197,492	192,428	171,040	15,435	186,475
Total	731,564	713,700	741,652	41,024	782,676

SUMMARY BY CATEGORY

Personnel Services	442,918	440,178	483,678	12,311	495,989
Employee Benefits	44,912	43,270	48,104	3,483	51,587
Travel	7,666	6,156	8,566	1,330	9,896
Maint. & Repairs	51,298	52,372	20,950	4,350	25,300
Supplies	105,400	100,955	107,250	2,050	109,300
Cont. Services	53,780	46,530	50,250	(1,320)	48,930
Other Op. Costs	4,095	3,254	3,600	4,800	8,400
Capital Outlay	21,495	20,985	19,254	14,020	33,274
Total	731,564	713,700	741,652	41,024	782,676

5/25/66

(2)

CARRIE TINGLEY HOSPITAL

PROPOSED ADJUSTED OPERATING FUND BUDGET

FOR 55TH FISCAL YEAR

REVENUE BUDGET

Item	Budget 54th FY	Estimated Actual 54th FY	Approved 55th FY Budget	Additions Requested to 55th FY	Adjusted 55th FY Budget
General Fund	526,000	526,000	535,000	-0-	535,000
Meals and Lodging	5,500	5,366	5,500	-0-	5,500
Pay For Care, Govt.	18,500	20,000	20,000	35,000	55,000
Pay For Care, Pvt.	95,000	110,000	100,000	10,000	110,000
Other Sales	200	200	200	-0-	200
Int. From Investments	2,000	4,347	2,000	-0-	2,000
Sale of Auto Property	-0-	10	-0-	-0-	-0-
Total	647,200	665,923	662,700	45,000	707,700
<u>Non-Budgeted Revenue</u>					
Prior Refunds	-0-	196	-0-	-0-	-0-
Current Refunds	-0-	857	-0-	-0-	-0-
<u>Other Trans.</u>					
C. T. H. Inv. Fund	45,800	16,148	-0-	-0-	-0-
Land, Penal & Char.	45,349	47,500	45,000	-0-	45,000
Total	91,149	64,701	45,000	-0-	45,000
Grand Total	738,349	730,624	707,700	45,000	752,700

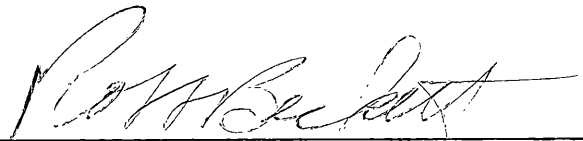
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CARRIE TINGLEY HOSPITAL
 PROPOSED ADJUSTED OPERATING FUND BUDGET
 FOR 55TH FISCAL YEAR
CASH SUMMARY

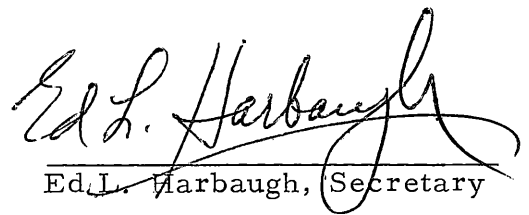
Item	Budget 54th FY	Estimated Actual 54th FY	Approved 55th FY Budget	Additions Requested to 55th FY	Adjusted 55th FY Budget
Cash Balance Beg. F. Y.	28,545	28,545	45,469		45,469
Netty Cash	135	135	135	-0-	135
Revenue (See P. 2)	647,200	665,923	662,700	45,000	707,700
Non-Bud. Revenue	91,149	64,701	45,000	-0-	45,000
Total Funds Available	767,029	759,304	753,304	45,000	798,304
Expenses (See P. 3)	731,564	713,700	741,652	41,024	782,676
Non-Budgeted Disb.	600	-0-	-0-	-0-	-0-
Cash Bal. End F. Y.	34,865	45,604	11,652	3,976	15,628

acceptance of the project. Following the administrator's comments on five deficiency items not actually completed, Mr. Costello moved, and Mr. Traub seconded, that \$5,000 be withheld from payment to the contractor until all items had been, in fact, completed. Motion carried.

Meeting adjourned at 12:10 P.M.



Robert L. Beckett, Chairman



Ed L. Harbaugh, Secretary

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

May 25, 1966

A special meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room of the Department of Public Welfare in Santa Fe at 9:00 A.M. on May 25th. Board members present included: Mr. Robert L. Beckett, Chairman, Mr. L E Costello, Vice-Chairman, Mr. Ed L. Harbaugh, Secretary, and Mr. Richard B Traub, Member. Also attending was Mr. John Glass, Administrator.

Minutes of the May 8th meeting were distributed.

Statistics for the month of April were reviewed. Financial statements for April were reviewed.

The administrator reviewed budget adjustments to the Department of Finance and Administration approved 55th fiscal year budget. (A copy of the budget adjustments is attached to the minutes). Revised cash carry-over amount and increased income estimates of \$45,000 were pointed out. The increased income estimate is the result of an increase in income from patients and third party insurers of \$10,000, based on current year operations, and an increase of \$35,000 in Government Payments for Care resulting from a U. S Public Health Service Contract now under consideration for care of out-of-state Indian patients. Increased expense items in the amount of \$41,024 were presented and discussed in detail. Of this amount major items were: \$15,794 related to salary increases and employee benefits; salary increases resulting from a reallocation of many job specs common to state institutions and, in part, from a revised hospital salary increase policy providing for an employee to be eligible for increase from Step 1 to Step 2 in a range after 6 months, rather than after 12 months; eligibility for Step 3 and each subsequent step would come 12 months following increase to Step 2; this change brings the hospital policy in line with state policy. Other budget increases include \$14,020 to Capital Outlay increases and \$4,000 to addition of professional liability insurance coverage for the hospital. Mr. Harbaugh moved, and Mr. Traub seconded, approval of income and expense adjustments as presented and that a request for the adjustments be made to the Chief of the Budget Division of the Department of Finance and Administration. Motion carried.

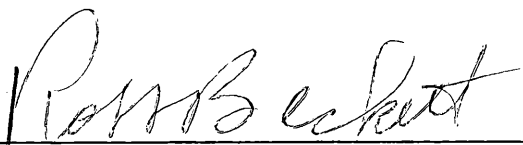
The administrator reviewed with the board correspondence from W C Kruger & Associates dated May 20, 1966, in which the status of remaining deficiencies on the Hill-Burton project was reviewed and the architect recommended

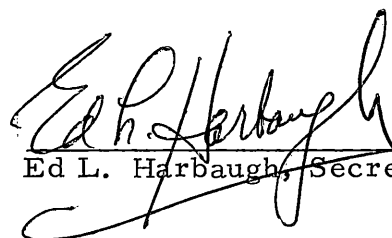
Correspondence dated April 29, 1966 from Perry S. Key, Attorney for the Estate of Teresa Johnson, was noted wherein a check in the amount of \$1,223.69 was enclosed, representing final distribution of assets of this Estate.

The program for the Dedication Service and Open House was reviewed, and telegrams and letters of congratulations from various state officials and friends of the hospital were noted.

Mr. Harbaugh suggested that a plaque be placed in an appropriate location identifying those people whose bequests had made the construction and remodeling project possible. The administrator stated that he would have descriptive literature and price quotations available for such a plaque as soon as possible.

The meeting adjourned at 11:20 A. M.


Robert L. Beckett, Chairman


Ed L. Harbaugh, Secretary

included: circulating pumps which service the wards; elimination of water from the oxygen lines; change of location of one air conditioning and heating unit; and chipping of the Ceram paint. Mr. Glass stated that the architect's letter of acceptance, with identification of existing deficiencies, still had not been received.

Mr. Beckett reported on the Institutional Council Meeting which he and Mr. Glass attended in Fort Bayard April 21-22, commenting that the consensus of various institutional representatives present indicated the recognition of a need for liability insurance by state institutions but that, to date, an opinion from the Attorney General regarding the matter had not been obtained. The board chairman stated that he had indicated to Mr. Mason the inclusion of such insurance in the Carrie Tingley Hospital budget, and that approval would be requested of the Budget Chief for purchase of same. Mr. Mason inferred that he would have a representative from the Attorney General's office at the Institutional Council meeting to be held in Raton on May 23 to discuss the matter. Mr. Beckett asked that, unless some action arises at the Institutional Council Meeting which would change the situation, the premium for liability insurance be included in the 55th fiscal year budget.

Mr. Beckett reviewed the discussion draft of the proposed Board of Institutional Finance, prepared by Dr. Dan Palmer, copies of which had been distributed to the board, stating that such a board will probably be considered during the next session of legislature. He commented that such a board would assume, primarily, the duties now assumed by the Chief of the Budget Division, to provide a sound program of institutional finance and promote uniform accounting procedures in all state institutions.

Mr. Glass reported on the children's trip to Albuquerque April 30 to attend the Shrine Circus, stating that 27 children and 7 attendants enjoyed the outing. Transportation for the trip was furnished by Continental Trailways at a cost of \$217.16, which was paid from the Carrie Tingley Memorial Christmas Party Fund.

The administrator informed the board of a meeting scheduled for May 9 at which Mr. Glass, Dr. McKay, Mr. Traub, and Dr. Zobel, Area Director of Indian Health of the United States Public Health Service, would discuss the preparation of a Public Health Service Contract for the care of Arizona Indians from the Navajo nation at Carrie Tingley Hospital. He noted that a hospital Statement of Reimbursable Cost had been requested by June 15, but that it was hoped this computation could be delayed until July 15 so that current year's expense figures could be used to calculate the per diem figure. Other matters to be discussed, relating to the proposed care of these patients, include: (1) the need to arrive at an average out-patient cost figure; (2) the possibility of a need for a Navajo interpreter at the hospital; (3) transportation problems; and (4), identification of services Carrie Tingley Hospital will provide. Dr. McKay noted that a meeting would be required with Mrs. Geraldine B. Kleinfeld, Supervisor of Crippled Childrens Services, to discuss procedures for determining whether C. C. S. or the U. S. Public Health Service will pay for the care of specific Arizona Indian patients.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

May 8, 1966

A regular meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room, following a 7:30 A. M. breakfast, on Sunday, May 8, 1966. Board members present included Mr. Robert L. Beckett, Chairman, Mr. L. E. Costello, Vice-Chairman, and Mr. Ed L. Harbaugh, Secretary. Also attending were Mrs. Phillips, Dr. McKay, Chief Surgeon, and Mr. Glass, Administrator.

Minutes of the April 19 meeting were approved as distributed.

The Chief Surgeon reported that facilities in the new surgical suite were working out exceptionally well and that adjustments had been made on the temperature and humidity controls. He also commented on the decor and furnishings of the recovery room being conducive to the rapid recovery of post-operative patients.

The board was advised that Dr. MacPhail had taken his New Mexico Institutional Licensure examination on May 3.

Dr. McKay stated that the following tentative trips are scheduled which may require his absence from the hospital: a meeting of the American Orthopedic Association in Colorado Springs May 22 through May 25, which he will attend as a guest of the Association; his attendance as guest lecturer at the U. S. Air Force Hospital, Lackland Air Force Base, the latter part of June; an invitation to spend one month in Chicago at the University of Illinois, as a member of the Sub-Committee on In-Training Examinations, as part of a research project being conducted to develop methods of testing Board Candidates of the American Academy of Orthopedic Surgeons, tentative date being September, 1966. The Chief Surgeon stated that he hoped to take his vacation the first part of July; that Dr. MacPhail plans to attend an Exchange Fellowship Program at the University of Colorado Medical Center May 19-21 at his own expense.

A four-year summary of hospital expenses by activity and category, including the 52nd through the 55th fiscal years, was distributed for the board's review. Preparations for the 55th fiscal year budget were discussed. A review of the revised budget will be made on May 19 by the Administrator, Chief Surgeon, and Board Chairman. Date of the special board meeting to discuss the budget, originally set for May 18 in the Department of Public Welfare Room in Santa Fe, was changed to Wednesday, May 25, at 9:00 A. M.

The administrator reported on the Hill-Burton project, stating that Mr. Robert Krueger planned to attend the Dedication Service and he would talk with him at that time regarding construction problems. Existing deficiencies noted

The administrator reviewed with the board personnel problems concerning Mrs. Laverne Marshall, Recreation Leader. A detailed discussion ensued and the administrator was asked to consult with the State Personnel Director on the matter.

Mr. Glass announced a meeting of the Institutional Council in Fort Bayard on April 21-22 which he and Mr. Beckett will attend.

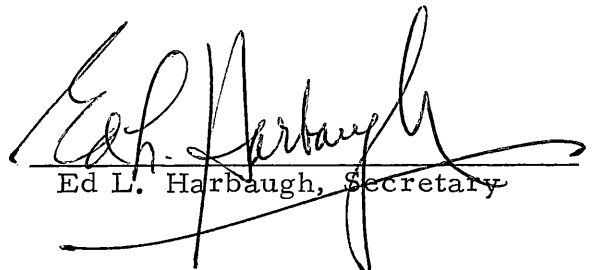
The administrator requested authorization for Mrs. Phillips to have access to the hospital's safe deposit box at the Hot Springs National Bank since he felt that more than one person should be given authority to withdraw and deposit documents placed therein. Motion was made by Mr. Traub, seconded by Mr. Harbaugh, that Mrs. Phillips be authorized to have access to the safe deposit box. Motion carried unanimously.

Mr. Glass noted that he would be away from the hospital on April 21-22 to attend the Institutional Council at Fort Bayard, and from April 24-28 while attending the Association of Western Hospitals Meeting in Los Angeles, California.

A letter from Mr. Stanley Brasher, Chairman of the Bernalillo County Democratic Central Committee was read, in which 50 tickets were enclosed for the children at Carrie Tingley to attend the Shrine Circus in Albuquerque on April 30. Motion was made by Mr. Traub, seconded by Mr. Costello, that the administrator investigate the possibility of obtaining transportation and meals for the children to make the trip, with expenses entailed to be paid from the Carrie Tingley Christmas Memorial Party Fund. Motion carried unanimously.

The meeting adjourned at 12:30 P. M.


Robert L. Beckett, Chairman


Ed L. Harbaugh, Secretary

Copies of a letter of enclosure dated April 7 from the George P. Baxter Estate, with a check in the amount of \$5,000.00, was reviewed; deposit of the check was made to the Carrie Tingley Investment Fund.

Correspondence was reviewed from the Assistant Trust Officer of the Bank of America, Riverside, California, with enclosure of a check from the Henry Carter Estate in the amount of \$6,403.65, representing the hospital's one-third interest in the principal and interest received on the Lofty, Inc. Trust Deed Note, plus one-third of the interest paid December 31, 1965 on the Savings Account. Also noted in the letter was the difficulty the Bank of America had encountered in the sale of the 154 shares of Bryan Steam Corporation Stock, since permission from the University of California to sell their one-third interest in the stock had been refused. The board was informed that the Bank of America had no other recourse than to have the certificate for the 154 shares re-issued in all three Distributees' names and make physical delivery of the certificate to one Distributee, upon which all three must agree. Instructions were requested of the board as to which organization should have physical possession of the certificate. After discussion Mr. Traub suggested that the administrator write the Board of Regents of the University of California, requesting their thoughts regarding the matter and their suggested resolution of the problem, since it is the understanding of the hospital that the value of the stock is nominal and the revenue minimal.

Mr. Traub reported on his findings regarding the Estate of Mabel Coleman, stating that Mrs. Coleman had executed a will in January, 1965, while single, leaving property valued at approximately \$10,000 to the Carrie Tingley Hospital Foundation, Inc. Mrs. Coleman married in August, 1965 and died in March, 1966. He stated that Mrs. Coleman's marriage in August, 1965 did void the will which named Carrie Tingley as a benefactor.

Correspondence was reviewed from the Grand Masonic Lodge of New Mexico regarding the reported gift of monies for wheel chairs to the hospital by the Lodge. The hospital was advised that no action regarding such a gift had been taken by the Grand Lodge.

Mr. Glass discussed preparation of the Operating Budget for the 55th fiscal year, stating that he had received verbal notice from the Chief of the Budget Division that the Appropriation Request and Operating Budget submitted in September, 1965 and approved by the Legislature would be our Operating Budget for the 55th fiscal year. Any changes required in the budget, including proposed personnel structure revisions, changes in capital outlay, and additional needs not anticipated last fall must be accomplished by adjustments to the budget submitted previously. The administrator stated that it was his intention to proceed with budget preparations as he had in previous years. Meetings with department heads will be held regarding supplies, capital outlay, and personnel. Mr. Beckett suggested that the administrator, the chief surgeon, and the board chairman meet prior to May 19 and review the revised budget, which could then be presented to the board of directors at their special meeting in Santa Fe on May 19.

Motion was made by Mr. Costello, seconded by Mr. Traub, that the regular May board meeting be held May 8 at 9:00 A.M.; that a special board meeting be held in Santa Fe on May 19 to discuss the hospital budget for the 55th fiscal year. Motion carried unanimously. The administrator was asked to make arrangements for the board meeting in Santa Fe.

Copies of a letter to Mrs. Louise Masters, Director of the Health Facilities Division of the Department of Public Health, was reviewed wherein formal application for Hill-Burton assistance, in the amount of \$87,500.00 was requested for remodeling of Boys and Girls Wards and additions to the Physical Therapy facilities during the 55th fiscal year. Mrs. Masters' reply was noted, wherein it was indicated that the hospital's request had an excellent chance of approval.

Mr. Beckett commented on correspondence from St. Paul Insurance Co. regarding premises liability and hospital professional liability for the hospital, noting that, following an inspection of the premises by Mr. Bill Roe, a St. Paul representative, the company declined quoting on the coverage. A letter from Frank O. Papen & Co. was reviewed which quoted, from Western Casualty & Surety Co., a one-year premium of \$208.00 for premises liability with limits of \$100,000/300,000 bodily injury and \$10,000 property damage. A one-year premium of \$3,709.00 was quoted for hospital professional liability insurance based on a limit of \$300,000 and covering all employees, including physicians. The board chairman stated that it was his intention to present the question of liability insurance as a concern of this institution to the Institutional Council Meeting to be held at Fort Bayard Hospital April 21-22.

The question of the water tank project was discussed. Mr. Costello reported that surplus tank cars available held only 10,000 to 15,000 gallons, but that a limited number of steam locomotive tanks might be obtained, some of which hold 20,000 gallons. It was suggested that the administrator talk with Mr. Pat Hill of the Santa Fe Railway the next time he was in Albuquerque regarding the matter.

Mr. Glass reported that the BC-I Hospital Clinics were being held in Albuquerque the first and third Saturday of each month, the third clinic having been held April 16. Dr. McKay stated that facilities for the clinics were quite adequate; that 16 patients were seen at the last clinic and it was hoped that with the inclusion of other northern counties in addition to Bernalillo County, as many as 35 patients could be seen at one clinic.

A memorandum was read noting the receipt of a draft on March 29, 1966 in the amount of \$1,000.00 from the Louis Huneke Bequest. Although the receipt and draft were made to the Carrie Tingley Hospital Foundation, Inc., it was the opinion of the board that inasmuch as the will was made to Carrie Tingley Hospital the funds should be placed in the hospital Investment Fund; the deposit was so made.

Mr. Penn attend a training session conducted by the Burroughs Co. in order to master the operation and mechanics of the machine. The new system will begin July 1, 1966.

A work progress report on the construction project was made by the administrator, who stated that final deficiencies are now being corrected; major remaining deficiencies being heating units in corridor and utility area, need of air flow studies, a check of Carrier units by company personnel, new motors for Trane units, Ceram paint re-done in certain areas, and oxygen system made operational.

A memo was reviewed regarding an inspection visit by Mr. Kryfko, Mechanical Engineer, on March 18, 1966, listing recommended adjustments and changes.

A letter from Mr. Robert Krueger was read wherein deficiencies were listed as noted by Mr. Bob Batho during his inspection visit on March 25.

The administrator stated that on April 4 Miss Irene von Horvath of the Department of Public Health, Mr. Delmar Blue of the Regional Office, Mr. Bob Batho of W C. Kruger & Associates, and Mr. Don Hesselden, Contractor, conducted the final Hill-Burton inspection of the construction. Following this inspection the architect was to have sent the administrator a letter of acceptance of the construction, with the exception of deficiencies which existed at that time. To date this letter has not been received. It was noted that the date of the administrator's acknowledgement of such a letter from the architect would become the beginning of the one-year period during which the contractor is to correct any problem regarding improper performance of new equipment or flaw in workmanship since, by this letter, we accept the construction with the understanding that identified deficiencies exist. Board members requested that the letter from the architect recommending acceptance of the construction and listing existing deficiencies be presented to the board prior to its being acknowledged by the administrator.

Copies of Change Order No. 6 on the project were reviewed by the board.

Contractor's Certificate of Payment No. 7, in the amount of \$8,215.20, certified by W. C. Kruger & Associates, was presented for approval of payment. Motion was made by Mr. Harbaugh, seconded by Mr. Costello, that the administrator make payment to the contractor; motion carried unanimously.

Mr. Glass reported that all equipment on the original equipment list had been ordered with the exception of one item; however, because of delay in shipment, all items will not be received prior to May 8.

The date of May 8, 1966, at 2:00 P.M. was definitely scheduled for the Open House and Dedication Service. Printed invitations will be mailed Friday, April 22. A suggested agenda included remarks by the board chairman, comments by Governor Jack Campbell, dedication of the unit and ribbon cutting, followed by tours of the hospital.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

April 19, 1966

A regular meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room, following a 7:30 A.M. breakfast, on Tuesday, April 19, 1966. Board members present included Mr. Robert L. Beckett, Chairman, Mr. L. E. Costello, Vice-Chairman, Mr. Ed L. Harbaugh, Secretary, and Mr. Richard B. Traub, Member. Also in attendance were Mrs. Phillips, Dr. McKay, Chief Surgeon, and Mr. Glass, Administrator.

Minutes of the March 15 meeting were approved as distributed.

Statistics for the month of March were reviewed by the Chief Surgeon. It was noted that the delay in occupying the surgical suite accounted for no surgery being reported for this period, and the decrease in activities of ancillary medical departments. Dr. McKay stated that 35 surgical procedures had been performed in the new surgical suite since April 1; that facilities in the operating rooms were very satisfactory with the exception of adjustments needed on the temperature and humidity controls.

Dr. McKay reported that approximately 15 orthopedists attended the Carrie Tingley Seminar held on April 2 and stated that visiting physicians were impressed with the new acute care ward and operating suite.

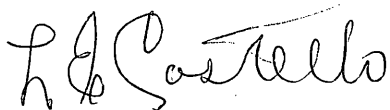
It was the decision of the board to postpone adoption of the proposed revised medical staff by-laws until hospital by-laws are completed, so that both documents can be considered and adopted simultaneously.

The administrator reviewed a summary of income, expense, and cash for the month of March. Also reviewed was a summary of services rendered and accounts receivable for March and a list of direct purchases made during this period. Mr. Glass advised the board of the acquisition of a Burroughs Accounting Machine, valued at approximately \$5,000.00, from the State Bureau of Revenue at no cost to the hospital; he stated that the approximate cost of conversion of the machine for use in the hospital accounting office, including necessary forms and instruction for use, would be approximately \$1,000.00 to \$1,500.00. It was noted that the machine will be used for all accounting procedures, including accounts receivable, and will provide a more accurate method of establishing the value of services provided on a day-to-day basis. Mr. Beckett suggested that the accounting office keep both systems in use for a period of not less than one month to check the posting machine system and that, if such is available,

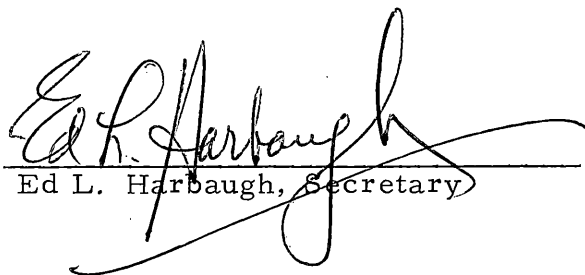
The administrator informed the board that he had been contacted on March 14 by a close friend of Mrs. Mabel (Coleman) Ryan of Albuquerque (a former benefactress of Carrie Tingley) and informed of her recent death. Mrs. Ryan's friend told Mr. Glass of his knowledge of Mrs. Ryan having executed a will in which Carrie Tingley Hospital was named as beneficiary of half of her estate, which he estimated totaled \$20,000. Mrs. Ryan's friend stated that he understood the will was to be contested and felt that the hospital should be cognizant of the fact that the will existed. After discussion it was suggested that Mr. Glass contact Mrs. Ryan's attorney and, if necessary, her husband's attorney, and request a copy of the will.

Mr. Glass reported on the meeting of the Institutional Council which was held in Los Lunas Monday, March 7, and noted that the next meeting of the Council would be held on April 4-5 at Fort Bayard Hospital, with board chairmen invited to attend.

The meeting adjourned at 11:50 A. M.



L. E. Costello, Vice-Chairman



Ed L. Harbaugh, Secretary

The administrator reported on the status of the semi-monthly Carrie Tingley clinics at BC-I Hospital. Drafts of a proposed agreement between Carrie Tingley Hospital and Bernalillo-County Indian Hospital were distributed to board members for their review. Mr. Glass stated that he had an appointment with Mr. LaCombe, Administrator of BC-I, on Wednesday, March 16, to discuss the proposed agreement. First clinic is to be held Saturday, March 19.

A memorandum regarding contacts made by the administrator relative to the purchase of general and professional liability insurance for the hospital was reviewed. Mr. Glass stated that he had contacted Mr. Vaio, State Purchasing Agent, regarding the matter and had been advised, since rates on such coverage were fairly uniform, to contact an agency in the local vicinity. At the suggestion of the board chairman Mr. Wm. G. Grindell of Frank O. Papen Co. of Las Cruces and Mr. John Overholt of the Western Casualty and Surety Co. visited the hospital on March 1 and reviewed our insurance program with the administrator. Following this visit Mr. Grindell notified Mr. Glass that he had received the following quotation from the Western Casualty and Surety Co.:

General Liability

Bodily Injury	\$100,000 each person/\$300,000 each accident
Property Damage	\$10,000
Premium	\$208.00

Professional Liability

	\$300,000 Coverage, providing coverage for all hospital personnel, including physicians and board of directors
Premium	\$3,709.00

Motion was made by Mr. Harbaugh, seconded by Mr. Traub, that the administrator refer this matter to the Budget Chief, Mr. Mason, and request a budget increase to purchase the liability insurance. Motion carried unanimously.

Mr. Glass and Dr. McKay reported on the visit of Dr. Ano H. Fromm, field representative of the Joint Commission on Accreditation of Hospitals, on March 4. Recommendations made verbally by Dr. Fromm, following inspection, included: preparation and rehearsal of a Mass Casualty Program; more visits by the pathologist serving the hospital; documentation of nurses' monthly meetings; and a temperature clock for blood storage refrigerator. Dr. Fromm indicated that the hospital had no serious deficiencies and it is anticipated that a report of his survey will be received within six weeks.

Correspondence from Davis and Bevers, Attorneys-at-Law of Lubbock, Texas, was noted wherein the hospital was informed that it had been named as a beneficiary in the will of the late Mr. Louis Huneke of Lubbock County, Texas; amount of bequest being approximately \$1,000.00.

A statement of the architect's fee earned to date in the amount of \$1,573.12 was presented for authorization of payment. Motion was made by Mr. Harbaugh, seconded by Mr. Traub, that this payment be authorized. Motion passed unanimously. Also presented was a second billing for \$543.11 from the architect, representing an October statement of charges for which no check had been received. It was noted by the administrator that a warrant in this amount had been sent to W. C. Kruger & Associates on November 19, but had not been cleared by the local bank. He stated that payment on the first check would be stopped and a second warrant issued to the architect in this amount.

A letter from Ben Mason, Budget Division Chief, was reviewed wherein approval was given to the hospital's request to increase the amount of state money allocated to Hill-Burton Project NM-81B from \$128,127.00 to \$128,994.50 and the total project amount, assuming a 50% Hill-Burton grant, from \$256,254.00 to \$257,989.00. Mr. Glass stated that he had been informed by the Department of Public Health that participating Hill-Burton money was ear-marked for this increase and the necessary forms would be completed in the near future to formally request such additional funds.

Plans for landscaping the grounds around the construction area were discussed, which included transplanting tree stock to this location and planting Lombardy poplars, obtained through the State Park Commission, south of the hospital as a wind break. A letter from Governor Tom Bolack was noted wherein an offer was made of Navajo willow trees from the B Square Ranch to the hospital at no cost.

Discussion ensued regarding dates for Open House at the hospital following completion of the construction project. Mr. Glass stated that he had been informed by Mr. Trimmer of the Governor's office that Governor Campbell would not be able to attend this function on April 17 or April 24, but could attend on May 1. A tentative date of May 8 was agreed upon and Mr. Glass was asked to contact Governor Campbell to determine if he could attend on that date. Board meeting for the month of May would then be held following the Open House.

An information sheet and graph, designating the outgo of state general fund monies, was distributed to the board, which reflected 12.2% of total state monies being designated for Health, Hospitals, and Welfare in the 55th fiscal year; 0.3% of this amount to be received by Carrie Tingley Hospital. The administrator noted that although the General Fund Appropriation for the hospital's 55th fiscal year was \$535,000.00 (\$20,000.00 less than requested), he anticipated being able to accomplish all major hospital operating goals which were set for the fiscal year.

Mr. Costello reported on the status of the water tank project, noting that although he had nothing definite on the project he felt the hospital would be able to procure the surplus tank cars desired and he would have a report at the next meeting. It was suggested that Mr. Glass contact Mr. Pat Hill of the Santa Fe Railway when in Albuquerque regarding the matter.

American Board of Orthopaedic Surgery and the Council on Medical Education had approved the residency program in orthopedic surgery at Carrie Tingley Hospital for training in Children's Orthopedic Surgery; that the hospital would be listed as offering full training in the specialty through appropriate and acceptable affiliation in the next Directory of Approved Internships and Residencies.

Copies of proposed revised medical staff by-laws were distributed to the board for their study. When approved they will replace those adopted in 1961 and found to be inadequate by the Joint Commission on Accreditation representative at the time of the 1963 inspection. Dr. McKay stated that he had reviewed the proposed by-laws with Dr. Fromm, of the Joint Commission, on March 4 and that the draft as presented to the board met the approval of Dr. Fromm. The chief surgeon asked board members to review the document and offer any suggested changes at the next board meeting. Mr. Harbaugh noted that it would be desirable to complete the hospital by-laws at the same time so that all functions and relationships could be considered in one review and the provisions of the two documents thus related.

Dr. MacPhail reported on the meeting of Chiefs of Residency Programs which he attended in Dallas, Texas on March 3-5, stating that an excellent program was presented which covered, primarily, requisites of approved residency programs. He noted that the residency program at Carrie Tingley exceeded the basic criteria set forth.

The feasibility of changing the date of board meetings to a day more convenient to board members and the chief surgeon was discussed.

The administrator reviewed a summary of income, expense, and cash for the month of February. Also reviewed was a summary of services rendered and accounts receivable for February and a list of direct purchases made during this period.

Progress on the Hill-Burton project was reviewed by the administrator, who stated that the inspection on February 17 which, if approved, would have allowed immediate occupancy of the surgical suite, had resulted in a rather lengthy list of deficiencies. Principal areas which were unacceptable included the Ceram paint surface and the finish plaster. Mr. Glass stated that it was anticipated repainting of the surgery area would be completed by Monday, March 21, and that minor deficiencies noted had been corrected. He stated that the cast room, central sterile supply, and surgery clean-up areas are now being used. A punch list of inadequacies, furnished by the architect following the inspection of February 17, was reviewed by the board.

A memorandum outlining procedures to be followed for power restoration in the Surgery and Ward D area in the event of a city outage was discussed by the administrator, who noted that although the present set-up is a compromise on electrical features originally planned for the unit, we do meet the standards of the Joint Commission regarding emergency power facilities.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

March 15, 1966

A regular meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room, following a 7:30 A.M. breakfast, on Tuesday, March 15, 1966. Board members present included Mr. L. E. Costello, Vice-Chairman, Mr. Ed L. Harbaugh, Secretary, and Mr. Richard B. Traub, Member. Also in attendance were Mrs. Phillips, Dr. McKay, Chief Surgeon, Dr. MacPhail, Associate Surgeon, and Mr. Glass, Administrator.

Minutes of the February 15 meeting were approved as distributed.

Dr. McKay introduced Dr. MacPhail and informed the board that housing had been found for the Associate Surgeon and his wife, who plans to come to T. or C. as soon as her immigration visa is received. The Chief Surgeon noted that he had been informed by Dr. Derbyshire, Secretary of the New Mexico Board of Medical Examiners, that Dr. MacPhail would be required to take an examination on May 2 to qualify for a New Mexico institutional license; that until issuance of the license the Associate Surgeon would devote his time primarily to research and to the residency program. Mr. Harbaugh welcomed Dr. MacPhail to the hospital staff and summarized, briefly, the working relationship between the administrative and medical programs of the hospital and the board of directors, stressing the importance of cooperation and communication between the three entities.

Statistics for the month of February were reviewed by Dr. McKay, with the notation that the slight decrease in the number of admissions, operations performed, and clinic patients seen during this period was a result of the delay in occupying the new surgical suite.

A memorandum for record outlining events leading to the interest of the United States Public Health Department in using Carrie Tingley Hospital to a greater extent for Navajo children from Arizona was reviewed. Dr. McKay stated that as a result of such interest the hospital was visited on March 1 by Dr. Adams, Professor of Orthopedic Surgery at George Washington University, Dr. Robert Zobel, Area Medical Officer, Division of Indian Health, United States Public Health Department, and Dr. Kasega of the Division of Indian Health, to review the medical program of the hospital and note facilities available. Dr. Zobel advised Dr. McKay that the hospital would be notified in the near future regarding their plans in this matter.

Correspondence from Dr. Willard V. Thompson, Secretary of the Residency Review Committee for Orthopedic Surgery, was commented on by Dr. McKay, wherein the hospital was notified that the Review Committee representing the

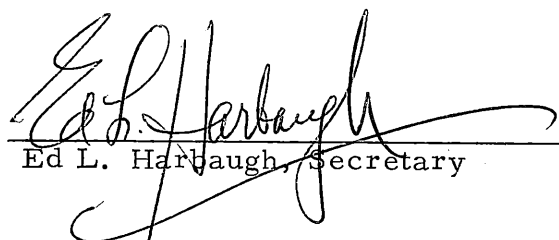
A communication from Franklin W. Azar, Attorney-at-Law of Trinidad, Colorado was read wherein the hospital was notified that Carrie Tingley had been named as a beneficiary in the will of Garfield George Heilner, Deceased; estimated amount of bequest was \$3,000.00.

A draft of an Annual Report to the Governor was reviewed. Motion was made by Mr. Costello, seconded by Mr. Traub, that the report be submitted as drafted. Motion carried.

The administrator reported on the meeting of Presidents and Executive Secretaries of State Hospital Associations which he attended in Chicago, Illinois January 28 through February 2.

Meeting adjourned at 12:00 noon.


Robert L. Beckett, Chairman


Ed L. Harbaugh, Secretary

NOW, THEREFORE, Be is resolved by the Board of Directors that as there is no reasonable likelihood of the project or any portion thereof as planned with the Federal advance ever being placed under construction for the reasons set forth above, the Housing and Home Finance Administrator be requested to make a determination that the agreement dated on the 9th day of April, 1946 be terminated and that the Carrie Tingley Crippled Children's Hospital be relieved of all liability thereunder.

This resolution is adopted pursuant to the authority provided by 13-5-1 through 9, New Mexico Statutes, 1953 Annotated.

Motion passed unanimously.

A letter from John D. Porterfield, M.D., Director of the Joint Commission on Accreditation of Hospitals, was reviewed wherein the hospital was notified that Arno H. Fromm, M.D., a field representative, would visit the hospital on March 4, 1966 to conduct a survey for the Joint Commission to determine the hospital's continued eligibility for accreditation. Recommendations made as a result of the survey conducted by the Joint Commission in March, 1963 were noted.

Memorandums were discussed regarding a non-employee injury on hospital grounds sustained by Mrs. James Abernathy on January 2, 1966. Motion was made by Mr. Traub, seconded by Mr. Costello, that the following resolution be adopted by the board:

WHEREAS, It has been brought to the board's attention that a possible claim exists against the hospital as a result of a fall on January 3, 1966 on hospital premises by Mrs. James Abernathy, and

WHEREAS, The board, being deeply concerned that there is no liability or premises insurance to afford protection to persons not employed by the hospital as a result of such accidents; and

WHEREAS, The board, being aware of various recent legal decisions holding hospitals such as ours legally responsible for accidents to patients and other persons; and

WHEREAS, The board feels a moral responsibility to provide an adequate remedy to persons so injured; it is therefore

RESOLVED, That the administrator should take such steps as are necessary to immediately secure premises liability, general liability, and malpractice insurance for the hospital and its employees in an amount of not less than \$100,000.00 and report back to the board at the next board meeting.

Motion passed unanimously.

RESOLUTION NO. 1

PROJECT No. N. Mex. 29-P-36

WHEREAS, the United States of America has heretofore made an advance, pursuant to an agreement dated April 9, 1946 to the Carrie Tingley Crippled Children's Hospital in the amount of \$7,240.00 for the purpose of plan preparation of the public work described in the agreement as "hospital facilities consisting of surgeon's residence, patients' dormitory, clinic and isolation ward building," and

WHEREAS, by the use of the Federal advance the Carrie Tingley Crippled Children's Hospital caused to be prepared plans and specifications for the public work described in the aforesaid agreement, and

WHEREAS, a portion of the planned project has been constructed and it has been determined that only a portion of the project planned with the Federal advance has been placed under construction as more fully set forth in the attached certificate of said architect/engineer,

NOW, THEREFORE, Be it resolved by the Board of Directors that the Housing and Home Finance Administrator be requested to make a determination that the Carrie Tingley Crippled Children's Hospital be relieved of all liability under the above mentioned agreement upon payment of \$480.00 which represents the proportionate amount of the advance relating to the public work construction in accordance with the plans prepared with said Federal advance all as more fully certified to by said architect/engineer.

This resolution is adopted pursuant to the authority provided by 13-5-1 through 9, New Mexico Statutes, 1953 Annotated.

RESOLUTION NO. 2

PROJECT No. N. Mex. 29-P-36

WHEREAS, the United States of America has heretofore made an advance, pursuant to an agreement dated April 9, 1946 to the Carrie Tingley Crippled Children's Hospital in the amount of \$7,240.00 for the purpose of plan preparation of the public work described in the agreement as "hospital facilities consisting of surgeon's residence, patients' dormitory, clinic and isolation building," and,

WHEREAS, by the use of the Federal advance the Carrie Tingley Crippled Children's Hospital caused to be prepared plans and specifications for the public work described in the aforesaid agreement, and

WHEREAS, no construction has been undertaken of the balance of the project or any portion thereof described in the aforesaid agreement dated as of the 9th day of April, 1946, (See Resolution #1), and

WHEREAS, there is no reasonable likelihood of the balance of the planned project or any portion thereof being undertaken because Clinic and Isolation Ward Building is no longer required due to changed polio disease pattern,

Discussion ensued regarding dates for Open House at the hospital following completion of the construction project. Tentative dates of April 17 and April 24 were mentioned. It was the concensus of the board that a definite date should be set after contacting the Governor to determine when he could attend such a function.

The administrator advised the board of the completion of the re-roofing project, noting that the contractor had yet to replace a ladder which was broken while workmen were on the job and some additional clean-up was necessary. A final bill from Southwestern Sheet Metal Works in the amount of \$9,316.99 was presented for authorization of payment. Motion was made by Mr. Costello, seconded by Mr. Traub, that final payment be made the contractor subject to replacement of the ladder, completion of clean-up, and presentation of the 20-year roof bond. Motion carried unanimously.

Discussion was held regarding the feasibility of repairing our present water tank or finding other means of providing adequate water storage capacity for the hospital. Correspondence from Mr. H. H. Ellis, wherein a quotation was given in the amount of \$4,950.00 to clean and repair the present water tank, was noted. It was the decision of the board that Mr. Costello should explore the possibility of obtaining surplus tank cars from the Santa Fe Railway for this purpose and report at the next board meeting.

The administrator reported that in a discussion with Mr. Ben Mason, Chief of the Budget Division, he had been informed that a general appropriation for Carrie Tingley Hospital in the amount of \$535,000.00 had been approved by the Legislative Finance Committee for the 55th fiscal year.

Mr. Glass reported on the status of the bi-weekly Carrie Tingley Clinics at BC-I, stating that the services of a part-time case worker and clinic co-ordinator had been secured. Mrs. Marmon, the new employee, will spend a week at the hospital prior to assuming her Albuquerque duties, to acquaint herself with the type of care provided, relationship with parents, and hospital procedures. The case worker's office will be located in the Bernalillo County Public Health Unit Building. March 19 has been set as a target date for the first clinic.

Correspondence was reviewed from the Housing and Home Finance Agency concerning repayment due the Federal Works Agency for monies received for construction planning purposes in 1946. Copy of a revised cost estimate of the Chief Surgeon's residence, dated March 25, 1949, cited the cost estimate as \$32,000.00 rather than \$20,000.00, the figure on which the architect had previously based his \$300 valuation on plans. A revised statement of worth of the assisted plans for the facility, shown as \$480.00, from W. C. Kruger & Associates, was noted by the board. Following discussion, motion was made by Mr. Traub, seconded by Mr. Costello, that the following resolutions be adopted and copies of same, with revised certified statement from the architect, be submitted to the Housing and Home Finance Agency.

The administrator reviewed a summary of income, expense and cash for the month of January. Also reviewed was a summary of services rendered and accounts receivable for January and a list of direct purchases made during this period.

A summary of Line Item Transfers, reflecting activity transfers only and not requiring budget increase, in the amount of \$8,465.00 was reviewed by the board. Motion was made by Mr. Traub, seconded by Mr. Harbaugh, that line item transfers be approved as indicated. Motion carried unanimously.

Progress on the Hill-Burton project was reviewed by the administrator, with the explanation that inspection of the surgical suite, cast room, and aides dressing room, which had been scheduled for February 9 had been postponed to February 17 because of delay in receiving tile for part of this area. Mr. Glass noted that he anticipated workmen being out of the rest of the unit by March 15 and occupancy of Ward D by mid-April.

Inspection reports from the architect dated February 2 and February 9 were reviewed by the board.

An uncertified statement of payment to the contractor, in the amount of \$25,988.44, was presented for authorization of payment. Motion was made by Mr. Traub, seconded by Mr. Costello, that payment be authorized contingent upon certification by W. C. Kruger & Associates. Motion passed unanimously.

A current statement of status of funds approved for Hill-Burton Project NM-81B was reviewed by the board, reflecting a total of \$2,132.94 uncommitted to date for Construction, Group I Equipment (NIC), and Group II and III Equipment.

A letter from William R. Gregg of Hesselden Construction Co. was noted wherein total cost of the proposed area drainage between the hospital and brace shop, Change Order #6, was quoted as \$804.44.

A Summary of Additional Project Needs and Possible Available Funds was reviewed by the administrator. Major items reflected in additional project needs, in addition to Change Order #6, were: Group I (NIC) Equipment - 4 battery powered lights and vacuum pump; Groups II & III Equipment - vacuum equipment for operating room and recovery room, Mayo table, attachments to Hausted Pediatric Table, and desks for doctor's office, surgery, and nursing station. Net additional funds needed for these additional purchases total \$1,726.50. Building Fund monies available total \$867.68 and it is anticipated that matching Hill-Burton funds are available in this amount, which would provide total funds available in the amount of \$1,735.36. Motion was made by Mr. Traub, seconded by Mr. Harbaugh, that the administrator proceed with Change Order #6 and the purchase of additional project needs as listed, subject to approval of use of Building Fund monies by Mr. Mason, Budget Chief, and the availability of matching Hill-Burton funds. Motion carried unanimously.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

February 15, 1966

A regular meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room, following a 7:30 A.M. breakfast, on Tuesday, February 15, 1966. Board members present included Mr. Robert Beckett, Chairman, Mr. L. E. Costello, Vice-Chairman, Mr. Ed L. Harbaugh, Secretary, and Mr. Richard B. Traub, Member. Also in attendance were Mrs. Phillips, Dr. McKay, Chief Surgeon, and Mr. Glass, Administrator.

Minutes of the January 18 meeting were approved as distributed.

Statistics for the month of January were reviewed by Dr. McKay.

The Chief Surgeon reported on the meeting of the Medical Advisory Committee in Chicago on January 26, stating that all members of the Committee, or their representatives, were present with the exception of Dr. William C. Westen. Minutes of the meeting, copies of which had been distributed to the board, were reviewed by Dr. McKay.

Motion was made by Mr. Harbaugh, seconded by Mr. Traub, that the following Medical Advisory Committee members be re-appointed for a five-year term; Harold A. Sofield, M.D., James S. Miles, M.D., J. Vernon Luck, M.D., Frank E. Stinchfield, M.D., and Lewis M. Overton, M.D. Motion carried unanimously.

Dr. McKay stated that Open House for medical personnel of the state would be held at the hospital following completion of the remodeling and construction area, during the last week in March or the first week in April.

The Chief Surgeon noted that he had received a letter from Dr. MacPhail, stating that he had been advised by the Embassy that he would be able to leave for the states by February 25 and that he anticipated arriving at Carrie Tingley Hospital not later than February 28.

Dr. McKay stated that he had been approached by Dr. Zobel, Area Director of Indian Health for the Albuquerque area, of the United States Public Health Service, regarding the possibility of Carrie Tingley Hospital taking an increased load of Arizona Indians, from the Navajo Nation, on a contract basis, who are now receiving medical treatment elsewhere. As a result of this interest, a representative from the Department of Public Health will visit the hospital on March 1 to note facilities available and review the medical program.

is interested in the position on a part-time basis, working only in Albuquerque as a clinic co-ordinator. This person, who is to visit the hospital on January 20 to be interviewed by medical personnel, Dr. McKay, and Mr. Glass, qualifies under State Personnel as a Case Worker II, at \$440.00 per month and, if hired, would probably be employed as a part-time employee at \$220.00 per month. Recruitment for a full-time permanent medical social service worker will continue.

The administrator commented on Christmas activities at the hospital and reported that, as of January 12, 1966, the Carrie Tingley Memorial Christmas Party Fund showed a balance of \$2,960.71; \$1,211.99 representing collections during the 1965 Christmas season as a result of Albuquerque Journal publicity.

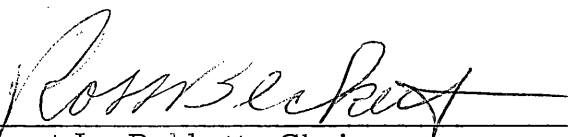
A licensure inspection report from the State Department of Public Health, dated December 28, 1965, was reviewed. This report noted the need for additional exit lights and fire extinguishers; the administrator stated that the hospital's safety committee was in the process of planning for additional extinguishers in the building and setting up an adequate alarm system and fire drill procedures.

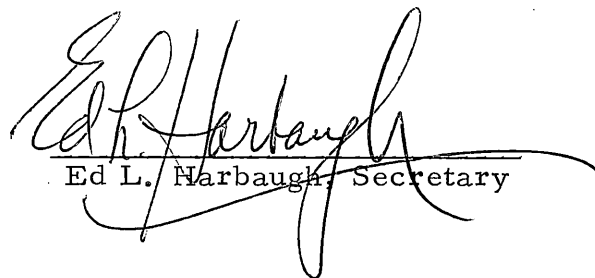
A memorandum from Chas. G. Witt, State Agent for Surplus Property, was read wherein Senate Bill 2610, legislation which would permit an increased access by states to surplus property of federal programs, was explained. Mr. Witt urged endorsement of this legislation by the board of directors. Mr. Beckett stated that letters would be written to Senator Anderson, Senator Montoya, Representative Walker, and Representative Morris asking their support of the bill.

Copies of the hospital audit for the 53rd fiscal year were distributed to the board.

Mr. Beckett called for election of officers for the ensuing year. Motion was made by Mr. Traub, seconded by Mr. Harbaugh, that present officers be re-elected for a second one-year term. Motion passed unanimously.

The meeting adjourned at 12:00 noon.


Robert L. Beckett, Chairman


Ed L. Harbaugh, Secretary

requested to match the hospital funds available over the approved project for this additional work. It was noted that a statement from the architect regarding the cost of the additional work would be required when submitting a request for additional matching Hill-Burton funds, and that the architect was now preparing such a statement of cost. Motion was made by Mr. Traub, seconded by Mr. Costello, that approval be requested from Mr. Mason, Chief of the Budget Division, to increase the amount approved for Surgery-Ward D Hill-Burton construction by the amount necessary to perform the work required and obtain the necessary equipment; such request to be accompanied by a statement from the architect giving cost of work and a statement of the equipment cost estimate. Motion carried unanimously.

Motion was made by Mr. Costello, seconded by Mr. Harbaugh, that the administrator be authorized to contact the Department of Public Health requesting Hill-Burton participating funds to correct drainage problem and purchase vacuum pump and other needed equipment; the cost to be based on architect's statement. Motion passed unanimously.

Discussion was held regarding tentative dates for Open House at the hospital following completion of the remodeling and construction area. It was noted that Dr. McKay planned such an occasion for medical personnel of the state. Mr. Glass stated that an employees' tour of the area would be planned for the same weekend as the public Open House. A tentative date of Sunday, April 17, was discussed by the board for Open House for the public, with Governor Campbell and other state officials being invited. A definite date will be set at the next board meeting.

The administrator reported that the reroofing project would be completed within the next two weeks. A statement from Southwestern Sheet Metal Works, representing 75% completion of the roofing contract in the amount of \$19,350.67, was presented for payment. Motion was made by Mr. Traub, seconded by Mr. Costello, that the administrator be authorized to make this payment.

Mr. Glass informed the board that he had discussed the 55th fiscal year budget with Mr. Mason on January 14. The submitted budget included an appropriation request of \$555,000; the Budget Chief indicated that his recommended budget to the Legislature would include an appropriation request of \$535,000.

Status of bi-weekly Carrie Tingley Hospital clinics at BC-I was noted by the Administrator. A letter from Charles J. Ederer, Assistant Administrator of Bernalillo County Indian Hospital, was reviewed wherein the administrator was notified that BC-I had agreed to bill Carrie Tingley Hospital for services provided on the basis of the D. P. W rates plus \$100 per clinic period. It was noted that the \$100 per clinic period rate replaced the previously proposed \$2.00 per patient clinic fee. Mr. Glass stated that a full time social service worker had not yet been hired, however an applicant had been interviewed who

A Change Order summary and report of current status of the contingency on the Hill-Burton project were reviewed, which reflected the following:

Total Contingency Available for Changes	\$ 6,270.00
Cost of Change Orders Nos. 1 through 5	<u>6,180.46</u>
Contingency Available	\$ 89.54

Major items included in Change Order No. 5 were identified as an exhaust fan in the Cast Room at a cost of \$566.89 and addition of supports for fan coil units at a cost of \$561.70. Motion was made by Mr. Harbaugh, seconded by Mr. Traub, that Change Order No. 5, totaling \$1,163.35, be authorized. Motion passed unanimously.

Correspondence from Mr. John O. Martin, Trust Department of the First National Bank in Albuquerque, was reviewed wherein the hospital was notified of the final distribution of the Estates of Carrie W. Tingley and Clyde Tingley, in the amount of \$6,292.71; total receipts from the Tingley Estate to the hospital being \$74,932.71.

A current statement reflecting status of the Building Fund Income was noted, showing the following balances:

Receipts from Bequests (Carrie Tingley Estate, Nina Martin Estate Henry Carter Estate, Wm. Walker Estate)	\$ 110,845.55
Interest Income	4,149.13
State Appropriation	<u>14,000.00</u>
Total Hospital Contribution to Building Fund Income	\$ 128,994.68
Federal Hill-Burton Grant	<u>128,127.00</u>
Total Funds Available	257,121.68
Approved Hill-Burton Project	<u>256,254.00</u>
Funds Available Over Approved Project	\$ 867.68

The administrator identified, as an area where additional work was needed, the drainage problem between the hospital and brace shop as a result of the new construction and the need for a vacuum pump which was deleted from the original construction contract. He stated that Mrs. Masters, Director of the State Hospital Facilities Division, had indicated that limited funds were available in the Long-Term Hill-Burton category which might be

It was suggested by the board chairman that Dr. McKay request Dr. MacPhail to contact the Embassy at least a week prior to the date his immigration visa is to be granted to determine if any difficulty was anticipated and, if so, cable the hospital.

Dr. McKay recommended to the board the appointment of four physicians to the residents' staff: Paul Dubravcik, M. D. , for the period January 1 through June 30, 1966 (Hotel Dieu Program); Cesar Delgado for the period January 1 through December 31, 1966 (Hotel Dieu Program); Ramon Lopez, M. D. , for the period January 1 through December 31, 1966 (William Beaumont Program); and K. Mason Howard, M. D. , for the period January 1, 1966 through June 30, 1966 (University of Colorado Program). Motion that the above residents be appointed to the medical staff of Carrie Tingley Hospital was made by Mr. Costello, seconded by Mr. Traub, and passed unanimously.

The administrator reviewed a summary of income, expense and cash for the month of December. Also reviewed was a summary of services rendered and accounts receivable for December and a list of direct purchases made during this period. Balances due Carrie Tingley from New Mexico Chapters of the National Foundation were noted. Mr. Glass observed that, in talking with a representative of the Foundation, he had been informed that following the completion of the March of Dimes drive an attempt would be made to clear up these accounts before the end of the fiscal year.

The administrator reviewed work progress on the Surgery and Ward D construction project, stating that Miss von Horvath of the Department of Public Health had made an inspection on January 5, 1966, determining that the project was 80% completed. Delay in receiving casework, and tile for the surgical suite and cast room was noted as cause for postponement of completion date, however an inspection is scheduled for February 9 by the architect to determine if a provisional occupancy agreement can be given at that time for the surgical suite. Mr. Glass noted that it was hoped the contractor would be off of the job by March 15.

Inspection reports from the architect dated December 20, January 3, January 6, and January 12 were reviewed by the board.

Contractor's Certificate of Payment No. 5, in the amount of \$29,134.80, certified by W. C. Kruger & Associates, was presented for approval of payment. Mr. Glass stated that although the Building Fund current balance would not cover the total payment, receipt of \$57,000.00 in Federal participating funds was expected daily. Motion was made by Mr. Costello, seconded by Mr. Harbaugh, that the administrator make payment to the contractor when funds were available. Motion carried unanimously.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

January 18, 1966

A regular meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room, following a 7:30 A.M. breakfast, on Tuesday, January 18, 1966. Board members present included Mr. Robert Beckett, Chairman, Mr. L. E. Costello, Vice-Chairman, Mr. Ed L. Harbaugh, Secretary, and Mr. Richard B. Traub, Member. Also in attendance were Mrs. Phillips, Dr. McKay, Chief Surgeon, and Mr. Glass, Administrator.

Minutes of the December 14 meeting were approved as distributed.

Statistics for the month of December were reviewed by Dr. McKay.

It was noted that the annual meeting of the Carrie Tingley Medical Advisory Committee would be held at the Palmer House in Chicago, Illinois on January 26 at 8:00 A.M., with Dr. McKay, Mr. Glass, and Mr. Beckett attending. Dr. McKay stated that included on the agenda would be a discussion with the Advisory Committee regarding provision of a utilization review plan for Carrie Tingley Hospital, which is to be required of hospitals for Joint Commission on Accreditation of Hospitals approval.

The Chief Surgeon reported that he had been contacted by a representative of the National Foundation concerning the possibility of the Foundation participating in the bi-weekly clinics to be held at Bernalillo County Indian Hospital in Albuquerque. The possibility of a conflict in administration policies resulting from such participation, and the publicity which might lead the public to believe that the clinic was limited to birth defects was discussed. Dr. McKay stated that the matter would be discussed with the Medical Advisory Committee and a report on their observations reported at the next board meeting.

Mr. Beckett informed the board that, following his meeting with Senator Anderson on December 14 regarding possible action which might be taken by the State Department to expedite issuance of an immigration visa to Dr. MacPhail, Senator Anderson had contacted the Department of State in Washington, D.C. A copy of a letter from the Assistant Secretary for Congressional Relations, addressed to Senator Anderson, was noted wherein the Senator was informed that the American Embassy at London had reported that Dr. MacPhail would complete the required residence abroad on February 24, 1966 and that it was anticipated that a visa could be issued to him promptly after that date.

CARRIE TINGLEY HOSPITAL

ACCOUNTS RECEIVABLE TO BE TRANSFERRED TO INACTIVE FILE

June 30, 1967

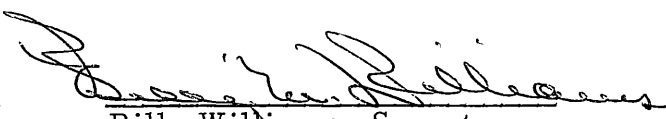
<u>Patient Name</u>	<u>Date of Last Service</u>	<u>Account</u>
Baber, Tammy Lee	10-22-64	\$20.50
Bennett, David W.	1-6-66	10.00
Blea, Lucy Irene	12-9-65	20.50
Brazil, Clay	11-29-65	37.00
Carter, Norman Clay	7-29-65	18.50
Chacon, Yolanda M.	12-9-65	10.00
Comacho, Maria	10-13-66	10.00
Cousino, Cynthia	8-31-66	59.00
Dahlem, Jenny L.	8-24-65	10.00
Dobyns, Garwin	5-6-65	20.00
Ferrier, Jon Pierre	8-26-65	28.50
Ferrier, Ramona Sue	8-26-65	36.50
Fowler, Scott Kevin	1-14-65	10.00
Fowler, Staci Ann	1-14-65	10.00
Fowler, Stuart Clay	1-14-65	10.00
Fuchs, Charlotte	10-22-64	5.00
Garcia, Beatrice	5-26-66	10.00
Green, James	9-8-65	34.00
Greenberg, Jo Ann	9-3-64	12.50
Green, Linda Jean	12-20-63	126.50
Hatley, Jacque	2-10-66	20.00
Jones, David Rou III	10-17-64	126.65
Lopez, Salvador	10-4-65	18.00
Luna, Cynthia Louise	7-30-64	14.00
Madrid, David Joseph	11-12-64	63.00
Madrid, Theresa	7-29-65	59.00
Martinez, Frankie A.	6-9-64	290.00
Maxwell, Darrell Lane	9-2-65	35.00
Maxwell, Duane Eugene	9-2-65	42.00
Mayberry, Linda	9-20-66	10.00
Plowman, Jo Anne	12-11-64	55.00
Poling, Gayle R.	3-12-64	1,921.78
Robinson, Ronald Ray	5-24-65	141.10
Scott, Glenda Lea	9-28-65	49.75
Smith, John	6-8-65	8.00
Smith, Sidney	11-8-62	10.00
Snider, Robin Anne	4-15-65	44.00
Vallejos, Patricia Ann	1-27-66	18.00
Weldy, Fern	2-18-65	10.00
Zisman, Marthe T.	8-12-64	7.00
		<u>\$3,440.78</u>

to grant such appointments to men from institutions which are not Dean's Committee institutions. Dr. Weaver noted that one of the conditions which Dr. Magsamen placed on acceptance of the Medical Director position was that it should carry a full assistant professor appointment with tenure in the Medical School. Dr. Weaver noted that Dr. Magsamen has an appointment to discuss the subject with Dean Fitz while the Dean is in the East this June and that hopefully this subject would be resolved in the near future.

Regarding other possible candidates, Dr. Weaver noted that Dr. Griffin, who is currently in Scotland, would not be available for the position until October, that he had talked with Dr. Frankel, a former resident at Carrie Tingley Hospital, who expressed possible interest, and had contacted Dr. John Brower of Henderson, Kentucky (referred by Dr. Hillman of Vanderbilt University) who also indicated a possible interest. It was noted that Dr. Magsamen was the most interested candidate interviewed and it was hoped that following his conversation with Dean Fitz he would indicate a positive interest in the position. Dr. Weaver noted that other members of the Selection Committee had met with Dr. Magsamen and that the committee did recommend him to the board. Both Mr. Beckett and Mr. Glass indicated that their impressions of Dr. Magsamen were very favorable.



Ross Kailey, Vice-Chairman



Billy Williams, Secretary

concluded that, for purposes of continuity, it would be best to begin the practice of reorganizing the board at the June meeting so that new officers of the board would take office in July and continue through the fiscal year. It was moved by Mr. Beckett, seconded by Mr. Harbaugh, that henceforth the board reorganization be done regularly in June of each year, to take effect July 1 and carry throughout the 12 succeeding months; motion carried.

It was moved by Mr. Beckett, seconded by Mr. Williams, that present officers be reelected to serve a full term under terms of the motion just passed; motion carried. Officers reelected for the year starting July 1, 1967 were: Mr. Richard B. Traub, Chairman; Mr. Ross Kailey, Vice-Chairman; Mr. Billy M. Williams, Secretary.

The administrator indicated to the board that he had an interest in the affairs of the T. or C. community and wished to join the Chamber of Commerce and become active in certain of its functions; he asked if the board posed any objection. No objection was stated.

The board recessed the meeting at 10:45 P. M., to be reconvened at 7:30 A. M. June 15 at the same place.

The meeting reconvened as agreed and the board welcomed to the meeting Dr. Kenneth Adams and Dr. Lewis Bransford of the University of New Mexico School of Education, Special Education Department, and Mr. Kelly of the Educational Service Center. Major factors concerning a grant proposal were discussed, including the fundamental problem of where responsibility for funding and supervision would lie. It was moved by Mr. Beckett that the board go on record as encouraging the development of a long range program to expand and enhance the educational program at Carrie Tingley Hospital in cooperation with the Sierra County School Board, the State Board of Education, Educational Service Center and the University programs providing for the education of special education personnel; motion was seconded by Mr. Williams and carried. The board directed the administrator to confer with the Board Chairman on any interim developments regarding submission of a planning grant for school facilities.

The board welcomed to the meeting Dr. James K. Weaver, Chairman of the Division of Orthopedics of the University of New Mexico Medical School. Dr. Weaver reviewed with the board the qualifications and circumstances of Dr. Benedict Magsamen, who had recently visited the hospital with his wife for interview for the Medical Director position. Dr. Weaver also noted for the board's information the circumstances concerning the granting of staff appointments on the faculty of the University of New Mexico Medical School and noted that Dean Fitz has not felt it was proper to make an appointment as a full assistant professor with tenure unless the institution from which the physician practices is a Dean's Committee institution; he also noted that, although the Dean has not made such an appointment, there has been pressure from the Department of Psychiatry and the Pediatric Department

The administrator reviewed with the board a report of the Plant Engineer regarding the work of Jack Whistler Co. in completing the reconditioning of the water tank; he noted that the work had been completed and a statement received from the company in the agreed amount; he recommended payment. Motion to pay the full amount of the contract was made by Mr. Williams, seconded by Mr. Harbaugh, and carried.

The administrator reviewed for the board a request from the daughter of Mr. James Plant for the board to release to her a \$9,000 savings and loan certificate held jointly by Mr. Plant and the hospital. It was noted that the Chairman and administrator had conferred on the request and had instructed the hospital attorney to indicate that we did not wish to release the certificate, not wishing to go contrary to the desires of the donor. Additional information was received, later, indicating that the daughter had been named as a conservator of Mr. Plant's estate; that he had undergone a considerable period of hospitalization and was no longer able to manage his own affairs. The appeal to release our interest was repeated, indicating also that considerable expense had been incurred for the hospitalization and medical care of Mr. Plant and additional nursing home care would be needed. Considering all factors in the situation, Mr. Harbaugh moved that the hospital release Mr. Plant from his commitment to the hospital and that the attorney for the daughter be so notified. Motion was seconded by Mr. Williams and carried.

The matter of emergency treatment at the hospital and the problems surrounding this was again considered. Additional information was presented by the administrator indicating interest in the problem by the State Health Department and the Sierra County Commissioners. Considering the interest of these bodies the board indicated their desire that the subject be again tabled pending further developments.

Mr. Glass presented to the board a revised plan of organization for the hospital. The function of and the relationships between the positions of the administrator and medical director were discussed at length. Mr. Harbaugh moved that the organization chart as presented be approved and that the board include the organization chart in the by-laws of the hospital currently under revision; motion was seconded by Mr. Beckett and carried.

The board reviewed a letter from the Attorney General requesting that the board notify the Attorney General if they take objection to being included as plaintiff in a suit under consideration by the State against manufacturers of concrete pipe for coluding in submission of bids, thereby depriving the state of the ability to obtain competitive bids. It was moved by Mr. Beckett, seconded by Mr. Williams, that the board interpose no objection to being named in such a suit; motion carried.

Subject of board reorganization was introduced and discussed. It was

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

June 14, 1967

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room at Presbyterian Hospital in Albuquerque at 7:00 P.M., Wednesday, June 14, 1967. Board members present included Mr. Ross Kailey, Vice Chairman; Mr. Billy Williams, Secretary; Mr. Ed L. Harbaugh and Mr. Robert L. Beckett. Also in attendance were Mr. Robert Krueger of W. C. Kruger and Associates and Mr. Glass, Administrator.

Minutes of the May 26th meeting were approved as distributed.

Mr. Glass reviewed for the board the work included in Hill-Burton Project NM 91-C, including the division of work into six lots for bidding purposes and the specific provisions of each lot. The tabulation of bids received from five bidders was reviewed with the board. Low bid for Phase I of the project, consisting of Lots 1, 2, 4, 5 and 6, was determined to be the Hesselden Construction Company. Total amount of the construction bid was less than the amount estimated for construction in the Federal Grant application. It was noted that in order to accomplish Phase II of the project, not included in the initial grant request, it would be necessary to obtain approximately \$40,000 to \$50,000 in additional funds with which to match an additional Hill-Burton grant. Following thorough discussion of the various alternatives, it was moved by Mr. Beckett and seconded by Mr. Kailey that the construction contract covering all lots of Phase I be awarded to the low bidder, Hesselden Construction Co., and that the board begin efforts to secure additional funds for the financing of Phase II; motion carried. Mr. Krueger noted that the bids were quite close and that good competition had been obtained; he stated that he was pleased with receiving the five bids and was further pleased that the low bid was below the architect's estimate.

The administrator reviewed for the board the monthly statistics covering hospital services and also reviewed the financial reports for the month of May, including the Summary of Income, Expense and Cash; Summary of Earnings, Reductions from Earnings and Payments Received; Analysis of Accounts Receivable; a list of direct purchases; and a list of accounts on which no further collection efforts were deemed warranted. It was moved that these latter accounts be transferred to an inactive account status by Mr. Williams, seconded by Mr. Harbaugh, and carried. Receivables on these 40 accounts amounted to \$3,440.78. It was moved by Mr. Williams and seconded by Mr. Beckett that the \$8.00 remaining in the Building Fund I (Hill-Burton Project NM 81-B) be transferred to Building Fund II (Hill-Burton Project NM 91-C; motion carried.

SUMMARY OF EXPENSE REDUCTIONS (CONTD.)

Fiscal & Administrative Services - Increased by \$91

Salaries	Staff Increased by 1 1 Account Clerk	\$ 3,183
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Other Operating Expense	Reduction of:	- 2,942
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Supplies Increase	200
Audit Increase	1500
Travel Decreased	-150
Telephone Increase	500
Personnel Assess- ment	- 299
Printing Decrease	- 200
Misc. Decrease	- 180
Insurance-Liability	800
Group Insurance	- 75
Retirement	- 3,521
F. I. C A.	- 3,417
Workman's Comp.	1,500
Other Employee Benefits	<u>400</u>
	- 2,942

Capital Outlay	Reduction of:	- 150
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3 Chairs

TOTAL

+ \$ 91

716

SUMMARY OF EXPENSE REDUCTIONS (CONTD.)

General Services - Reduction of \$33,602

Salaries	Staff Reduced by 5-1/2 fulltime & 14 months of Temporary Time	\$14,687
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2 Maintenance Helpers

2 Custodians

1 Fd. Service Aide

1/2 Laundry Wkr.

Temporary Time

3 in Fd. Serv. - 3 Months

1 in Laundry - 5 Months

Other Operating Expense	Reductions:	12,900
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Food 10,000

Other Supplies, etc. 2,500

Repairs to Eqpt. 900

Bldg., Maint., Repairs 2,000

Increases:

Utilities Increased +2,500

Capital Outlay	Reductions:	6,015
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Carpet-Adm. Res. 400

Deep Freeze 640

Air Conditioning(10) 2,000

Gate 75

Water Cooler 225

Lawn Mower & Broom 900

Impact Drill 80

Surplus Property 500

S. S. Shelves 360

Mop Assembly 150

Fogger 85

Refrigerator (2) 600

6,015

TOTAL	<u>\$ 33,602</u>
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SUMMARY OF EXPENSE REDUCTIONS

Nursing Service - Reduction of \$11,515

Salaries	Staff Reduced by 3	\$ 8,965
	1 R.N.	
	2 Nurse Aides	
	R.N. Starting Salaries Increased from \$380 to \$420	
Other Operating Expense	O.R., Ward & Cast Room Supplies Reduced	1,850
Capital Outlay	Wet Vacuum for Surgery Eliminated	700
		<u>\$ 11,515</u>

Other Professional Services - Reduction of \$40,540

Salaries	Staff Reduced by 3	\$ 30,566
	Surgeons (Assoc.) for 11 months	
	Social Worker	
	Physical Therapist	
	Also: Resident Salaries have been increased from \$350 to \$450/month	
Other Operating Expense	Medical Staff Travel \$2,450 (to Arizona Clinics)	7,745
	Consultants	1,100
	Supplies	<u>4,195</u>
Capital Outlay		2,229
	Centrifuge	264
	X-Ray Copier	200
	Stand-Alone (P. T.)	650
	Paper Cutter	25
	Microfilm Cabinet	50
	Chairs (3)	210
	Drill Press	130
	Drum Sander	450
	Library Books	250
TOTAL		<u>\$ 40,540</u>

SUMMARY OF INCOME & EXPENSE

	Operating Budget 55 F. Y. (Adjusted)	Estimated 55 FY	Appropriation Request 56 FY	Operating Budget 56 FY	Increase (Decrease)
<u>INCOME</u>					
General Fund Approp.	\$535,000	\$ 535,000	\$ 585,000	\$ 550,000	\$ (35,000)
Payments for Services					
Private	104,000	95,000	110,000	100,000	(10,000)
U. S. P. H. S.	50,000	25,000	50,000	5,000	(45,000)
Land Income	45,000	41,000	45,000	40,000	(5,000)
Personnel Quarters & Meals	5,500	5,450	5,500	5,000	-
Investment Income	2,000	4,200	1,000	300	(700)
Other Revenues	200	3,550	200	200	-
TOTAL	741,700	709,200	796,700	701,000	(95,700)
<u>EXPENSE</u>					
Nursing Service	175,636	168,743	180,075	168,560	(11,515)
Other Professional Services	198,694	170,060	207,982	167,442	(40,540)
General Services	270,597	263,442	274,792	241,190	(33,602)
Fiscal & Adm. Services	128,080	129,301	129,386	129,477	91
TOTAL	773,007	731,546	792,235	706,669	(85,566)

CARRIE TINGLEY HOSPITAL

PROPOSED

OPERATING FUND BUDGET

BUDGET SUMMARYSUMMARY OF CASH

	Operating Budget 55 F. Y. (Adjusted)	Estimated 55 FY	Appropriation Request 56 FY	Operating Budget 56 FY	Increase (Decrease)
Cash Balance Beginning of yr.	\$ 36,061	\$ 36,041	\$ 4,754	\$ 13,695	\$ 8,941
Income	741,700	709,200	796,700	701,000	(95,700)
Total Funds Available	777,761	745,241	801,454	714,695	(86,759)
Expense	773,007	731,546	792,235	706,669	(85,566)
Cash Balance End of Year	4,754	13,695	9,219	8,026	(1,193)

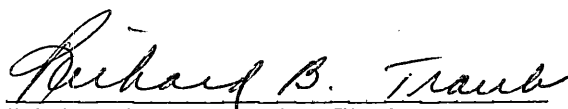
Mr. Glass distributed for the Board's review a report on 96 emergency admissions to the hospital for the period July 1, 1966 to April 30, 1967. The matter was tabled for further discussion.


Recent press releases regarding coordinated administrative services for state hospitals were discussed by the Administrator.

Mr. Kailey informed the board of a Hospital Association Institute for Trustees to be held in Las Vegas in June. It was the concensus of the Board that such an institute would be very valuable but that current year board expense prohibited such a trip this year.

The June meeting was scheduled for the evening of June 14 and the morning of June 15 in Albuquerque.

The meeting adjourned at 2:05 P.M.


Richard B. Traub, Chairman


Billy Williams, Secretary

Status of Hill-Burton Project NM 91C was reviewed by the Administrator who noted that Parts II and III of the Application and final plans and specifications had been approved; that a requisition for awarding of the contract had been submitted to the Purchasing Agent with an original bid opening date set for June 7; however, due to the shortage of time allowed for contractors to prepare their bid, a revised bid opening date of June 14 had been agreed upon by the architect, Administrator, Department of Public Health, and the State Purchasing Agent. Mr. Glass stated that the final contract form was available for review by board members.

A letter was read from the Administrator to W. C. Kruger & Associates requesting a breakdown of total construction cost estimate (\$280,000), by lot, to enable determination of the amount of payment due the architect which must be paid from other than Phase I funds; no reply has yet been received.

Status of the U. S. P. H. S. Contract was discussed. Correspondence from Dr. Robert Zobel, Indian Health Area Director, was noted wherein he stated that although the Area must accept CC Services offered by the State of Arizona, the Arizona budget is not optimum and additional services may be needed to meet the crippled children's needs on the Navajo; that it was the desire of the Albuquerque Area to renew the contract with Carrie Tingley for the next fiscal year under the same contractual arrangements which have existed in the past. Motion was made by Mr. Harbaugh, seconded by Mr. Beckett, that the contract with U. S. P. H. S. be renewed for another year, with the assurance that no New Mexico child will be deprived of care at Carrie Tingley Hospital in providing such services to Arizona children. Motion carried. Discussion ensued regarding deferment of admission of New Mexico children to the hospital. The board requested that a report be furnished the Board by the Medical Director, at least once a year, reflecting any deferment of admissions.

The Administrator distributed copies of the Proposed Operating Fund Budget for the 56th fiscal year and discussed, in detail, Summary of Cash, Summary of Income and Expense, and Itemized Expense Reductions. The revised budget reflected the following:

Cash Balance Beginning of Year	\$ 13,695
Total Income	701,000
Total Funds Available	714,695
Total Expense Budget	706,669
Cash Balance End of Year	8,026

Motion was made by Mr. Beckett, seconded by Mr. Kailey, that the proposed Operating Fund Budget, as submitted by the Administrator, be approved. Motion carried. A copy of the budget is attached to and made a part of these minutes.

months, would result in a shortage of personnel during July and August. Mr. Harbaugh suggested that vacations be deferred until the first of August or until after the planned surgical program had been accomplished and that the contractor be requested to defer going into Girls Ward remodeling until August 1.

The Administrator stated that he planned to solicit Dr. MacPhail's assistance in developing an orientation program for new residents coming to the hospital July 1.

Mr. Traub asked that Dr. MacPhail attend board meetings at the hospital until he leaves.

Correspondence with Mr. Alex Armijo, Legislative Auditor, was reviewed wherein Carrie Tingley was authorized to proceed to obtain a private auditor of their choosing; also noted was a letter from M. Armijo stating that estimated cost of conducting the hospital's 55th fiscal year audit had been set at \$1,500. Mr. Gordon Paul and Mr. John McLoughlin from the auditing firm of Peat, Marwick, Mitchell & Co., appeared before the Board and submitted a proposal to perform auditing services for the hospital at a cost not to exceed \$2,500 plus sales tax; further stipulating that if time required to complete the audit was less than estimated the fee would not exceed the amount of their established rates for governmental units. After discussion motion was made by Mr. Kailey, seconded by Mr. Williams, that, due to the specialized experience of Peat, Marwick, Mitchell & Co. in hospital auditing and knowledge of the new requirements of the Federal Government relating to hospital cost analysis, their proposal in the amount of \$2,500 be accepted; motion passed. The Administrator will inform the Legislative Auditor of the Board's action and request approval of the Legislative Audit Commission to pay the \$2,500 audit fee.

The Administrator reviewed financial reports for the month of April including a Summary of Income, Expense and Cash; Summary of Earnings, Reductions from Earnings, and Payments Received; an Analysis of Accounts Receivable and a List of Direct Purchases.

Correspondence was read from Mr. Burton Kramer of Lofty, Inc. (Trust Deed Note of the Henry Carter Estate), requesting an extension of time on their note payment to July 1, 1967. Mr. Glass noted that he had granted the extension with the understanding that payment would definitely be made July 1 and interest due through June 1, 1967 be paid immediately.

During a brief intermission board members observed a surgical procedure from the Observation Room in the Surgical Suite.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

May 26, 1967

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room following a 7:30 A.M. breakfast on Friday, May 26, 1967. Board members present include Mr. Richard B. Traub, Chairman, Mr. Ross Kailey, Vice-Chairman, Mr. Billy Williams, Secretary, Mr. Ed L. Harbaugh and Mr. Robert L. Beckett. Also in attendance were Mrs. Phillips and Mr. Glass, Administrator.

Minutes of meetings held on April 21, April 29-30, and May 9 were approved as distributed.

Report of the Medical Director, Dr. McKay, included a review of the statistical summary for the month of April and a report of the Carrie Tingley Memorial Seminar held May 19 with Dr. William Hillman, Director of the Orthopedic Program at Vanderbilt School of Medicine, as the visiting authority.

Status of the Medical Director recruitment was reviewed. A letter from Dr. Weaver, Chairman of the Selection Committee, was noted; also letters from Dean Fitz of the U.N.M. Medical School and Dr. Louis Breck of the El Paso Orthopedic Surgery Group, which assured the Board of their assistance in recruitment. Mr. Glass noted that at the present time prospective candidates appear to include: Dr. B. F. Magsamen of Temple University Medical Center, Philadelphia, who will visit the hospital on June 11-12; Dr. George Griffin, Edinburgh, Scotland; and Dr. John Burchess an orthopedist who Dr. Hillman suggested be contacted regarding the position. After discussion, motion was made by Mr. Beckett, seconded by Mr. Kailey, that Mr. Traub, Mr. Kailey, and Mr. Glass meet with Dr. Weaver, Dr. Boyd, and Dr. Overton on Monday, May 29 in Albuquerque to discuss with Dr. Weaver the Board's concern over the failure of the Selection Committee to recruit prospective candidates and possible advantages in the appointment of a new Chairman of the Selection Committee; that Dr. Sofield be contacted by telephone and advised of the current status of the recruitment efforts of the Selection Committee and of the scheduled meeting in Albuquerque on May 29. Motion passed.

Dr. MacPhail, Associate Surgeon, appeared before the Board to discuss the medical program of the hospital during the months of June and July. Dr. MacPhail stated that a heavy surgical schedule was planned during this period and inquired as to the date Girls Ward would be closed for remodeling. Mr. Glass noted that the bid opening was scheduled for June 14, the contract would be awarded by June 30, and indications were that the contractor should be on the job by mid-July. He also stated that budgetary limitations had required reduced staffing effective July 1, including one staff nurse and two attendants; that this reduction, plus vacation scheduling during the summer

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

May 9, 1967

A special meeting of the Board of Directors was held at Carrie Tingley Hospital at 8:00 P.M. on the evening of May 9, 1967. Those present included: Mr. Richard B. Traub, Chairman, Mr. Ross Kailey, Vice-Chairman, Mr. Billy Williams, Secretary, and Mr. Robert L. Beckett. Also in attendance were Mr. Glass, Administrator and Dr. Donald C. MacPhail, Associate Surgeon.


Mr. Traub informed Dr. MacPhail that the Board had met with the Selection Committee and that the Selection Committee had recommended that he be offered the post of Chief Surgeon at the hospital and that the position was now being offered to him by the Board of Directors.


A lengthy discussion ensued in which Dr. MacPhail rejected the offer of the post of Chief Surgeon and stated, essentially, that his reasons were the following: (1) dissatisfaction with the handling of his candidacy for the post by the Selection Committee, (2) dissatisfaction with the philosophical orientation of our system of resident education which results, on his part, in greatly reduced patient contact and opportunity to perform surgery, and (3) an "excellent offer" to join Dr. David M. Cameron in private practice in El Paso, Texas.

The Board noted to Dr. MacPhail the hope that he would stay with the hospital until his contract terminated at the end of February, 1968. Dr. MacPhail explained that he would not be able to stay more than two or three months due to the offer made to him in El Paso. He stated that he would stay on until the first of August, 1967.

The Board made every effort to assure themselves that the decision reached by Dr. MacPhail was a firm one based on a well-thought-out decision and not on emotional reaction. They were so assured by Dr. MacPhail.

The meeting adjourned at 10:00 P.M.


Richard B. Traub, Chairman



Billy Williams, Secretary


Dr. Young's letters of recommendation and background were reviewed by the Selection Committee with the Board. It was the consensus of the Selection Committee that Dr. Young would not be a suitable man for the particular post of Chief Surgeon at Carrie Tingley Hospital. A discussion of the education, training, and orientation of Dr. Donald MacPhail was held. Dr. Miles recommended to the board that Dr. MacPhail be offered the post of Chief Surgeon at the hospital.

The meeting recessed and the members of the Selection Committee were excused.

The meeting reconvened at 1:30 P.M. and discussion ensued on a contact by the Board with Dr. MacPhail. It was agreed that Mr. Beckett contact Dr. MacPhail on the afternoon of April 30 to notify him of the position to be offered and to establish a time for a meeting with the board. It was agreed that the board would meet with Dr. MacPhail on Tuesday evening, May 9.

The meeting adjourned at 1:45 P.M.


Richard B. Traub, Chairman


Billy Williams, Secretary

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

April 29 - April 30, 1967

A special meeting of the Board of Directors was held at 8:30 P.M. on Friday evening, April 29 in the Medical Conference Room of the Presbyterian Hospital in Albuquerque. Those present included: Mr. Richard B. Traub, Chairman, Mr. Ross Kailey, Vice-Chairman, Mr. Billy Williams, Secretary, Mr. Ed L. Harbaugh, and Mr. Robert L. Beckett. Also in attendance was Mr. Glass, Administrator.

The meeting was held for the purpose of considering information surrounding the decision on employment of a Chief Surgeon and to hear the recommendations of the Selection Committee.

The administrator reviewed with the board factors concerning the anticipated case load of the hospital for the 56th fiscal year. He pointed out the fact that bed capacity would be reduced due to remodeling of the wards. He also noted that clinic activity would be reduced due to the cancellation of the U.S.P.H.S. Clinics; the fact that the residency staff would include five residents for the fiscal year; and the fact that prior case loads had been carried by one full-time surgeon, and that the anticipated case load for the 56th fiscal year probably could be so administered. He also reviewed with the board the income and expense projections for the 56th fiscal year, noting the reduction in income of approximately \$100,000 due to the \$50,000 reduction in the General Fund Appropriation, and the loss of the U.S.P.H.S. case load. He noted that a further area in which expense reduction could be obtained would be in shifting the expense of the Albuquerque Clinics and other Non-C.C.S. Clinics to C.C.S. in the future. A thorough discussion of this area with the Director of the Department of Public Welfare was proposed.

The meeting recessed at 10:30 P.M. until the following day.

The meeting reconvened at Bernalillo County-Indian Hospital on April 30 at 11:00 A.M. in the Board Conference Room. In addition to the above members the board was joined by Dr. Weaver, Dr. Miles, Dr. Overton, and Dr. Boyd. The other two members of the Selection Committee, Dr. Breck and Dr. Westen, had prior commitments and could not attend.

Dr. Weaver reported to the board on his efforts to obtain candidates for the post of Chief Surgeon. He noted that at this time there were two candidates, to his knowledge. One was Dr. Bennett Young from Shreveport, Louisiana and the other Dr. Donald MacPhail, Associate Surgeon at the hospital.

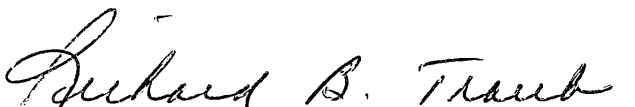
The administrator reported on a meeting of the A.H.A. Committee on Disaster Preparedness which he attended in Chicago March 30-31. He noted that approximately 2600 Package Disaster Hospitals would be set up by the U.S.P.H.S. and it was conceivable that Carrie Tingley Hospital would be one of those considered for such a project. He asked if the board had any objection to such a project should this hospital be chosen; none was stated.


A draft of a proposed addendum to the State Employee Handbook, which would be distributed to all hospital employees, was reviewed by the board.

The board requested the administrator to write letters of sympathy to the widow of Dr. Robert E. Forbis, a former Chief Surgeon of the hospital, and to his Associate, Dr. John Boyd.

Date for the May board meeting was tentatively set for May 12 so that board members might attend a Farewell Party for Dr. McKay, planned by the Hospital Employee Night Committee, on the evening of May 11.

Meeting adjourned at 1:20 P.M.


Richard B. Traub, Chairman


Billy Williams, Secretary

The administrator reported that Southern Union Gas Co. had completed installation of the gas line from their main to the power plant building; that completion of conversion of the oil burner should be accomplished by the first of May.

Mr. Glass reported on a meeting held Friday, April 18, in Santa Fe regarding the conversion of State hospital accounting systems to the A.H.A. Chart of Accounts. Administrators and accountants from six state institutions met with Mr. Montrose Simms, State Budget Chief, Mr. Kirkpatrick, Head of Financial Control, and a representative of the American Hospital Association. It was noted that budgets will be redeveloped on the current State Chart of Accounts and, as the new system is refined, budgets will be converted to the new system.

The administrator stated that a revised budget for the 56th fiscal year, which will serve as the hospital's operating budget, will be presented at the next board meeting for approval.

Mr. Harbaugh reported on a workshop which he attended in Roswell on April 3-4 sponsored by Eastern New Mexico University. Purpose of the workshop was to determine the needs of State institutions, Welfare, and industry for short-term training courses, designated as "helping services", for personnel for which there is an existing need. Facilities at Walker Air Force Base will be used by E.N.M.U. for this training, which will be added to existing academic programs. The project is to be initiated in the fall of 1967 and will include short term training courses for personnel presently employed in various institutions.

Correspondence was reviewed which advised the board of Carrie Tingley Hospital having been named as a beneficiary in the will of Mr. L. H. Weller of Roswell.

A letter from the administrator to Mr. Harold Bibb, State Personnel Director, was noted regarding revised classification ranges for Attendants II, Attendants III, and Food Services Aides II. Mr. Glass stated that he had hoped no further changes would be effected in classification ranges until a complete review could be made of the entire state salary program.

The hospital audit for the 55th fiscal year was discussed. Mr. Glass noted the need for an early audit so that reimbursable cost for the year could be determined and accurate charges developed which will affect projected income for the 56th fiscal year. The administrator was requested to contact Mr. Armijo, State Legislative Auditor, and determine whether Carrie Tingley will be audited by a member of the auditor's staff or whether we should plan to contract with an independent auditor; also to request a list of audit firms that are acceptable by the Auditor if we are scheduled to contract with an independent firm. Mr. Glass stated he hoped a C.P.A. could do the audit if the hospital is not audited by the State Auditor's staff.

Discussion ensued regarding status of recruitment for a Medical Director. It was noted that Dr. Miles would be in Albuquerque on April 28-29 and would be available for a meeting with the Selection Committee. Motion was made by Mr. Harbaugh, seconded by Mr. Williams, that the Board Chairman call a joint meeting of the Board of Directors and the Selection Committee of the Medical Advisory Committee on Saturday, April 29, at 11:00 A.M. in the First Floor Conference Room of BC-I Hospital to determine the status of recruitment for a Medical Director and request a written recommendation from the Selection Committee to the Board of Directors. Motion passed. Board members will meet Friday night, April 28, in the Conference Room of Presbyterian Hospital, at 8:00 P.M. to discuss guide lines for discussion at the meeting to be held on April 29 with the Selection Committee. Mr. Glass was requested to write Dr. Sofield, advising him of the meeting to be held on April 29 and informing him of the current status of the recruitment for a Medical Director. Letters will also be sent from the administrator's office arranging for the joint meeting with the Selection Committee.

The administrator reviewed financial reports for the month of March, including a Summary of Income, Expense and Cash; a Summary of Earnings, Reductions from Earnings, and Payments Received; an Analysis of Accounts Receivable, a List of Direct Purchases, and a listing of outstanding checks.

Mr. Glass distributed copies of Budget Adjustments totaling \$13,293, to board members for their review. Adjustments reflect line item transfers with no increase in budget. Motion was made by Mr. Harbaugh, seconded by Mr. Kailey, that the adjustments be approved as submitted; motion carried.

Status of Hill-Burton Project NM 91C was reviewed by the administrator, who stated that Part I of the Project Application had been approved; that Parts II and III of the Application, and final plans and specifications, had been submitted to the Department of Public Health. A letter from Montrose G. Simms, State Budget Chief, was noted wherein approval was granted for the use of \$117,248 from bequest funds for the project with the understanding that the total project cost of Phase I would not exceed \$234,396. Copies of a statement from W. C. Kruger & Associates in the amount of \$12,285.54, representing 71% of total architectural fees earned to date on both Phase I and Phase II of the project, were distributed. The administrator stated that he felt the architect should be requested to break down architectural service fees in six separate lots, based on a firm cost estimate of construction cost, before payment was made. Motion was so made by Mr. Kailey, seconded by Mr. Williams; passed. Mr. Harbaugh stated that he felt payment should be made to the architect as soon as possible.

Mr. Glass informed the board of the award of the Water Tank Contract to Jack Whisler, Inc. of El Paso; material for the job has been ordered by the contractor and he has indicated that work should start the third week in April.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

April 21, 1967

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room following a 7:30 A.M. breakfast on Friday, April 21, 1967. Board members present included Mr. Richard B. Traub, Chairman, Mr. Ross Kailey, Vice-Chairman, Mr. Billy Williams, Secretary, and Mr. Ed L. Harbaugh. Also in attendance were Mrs. Phillips, Dr. McKay, Chief Surgeon, and Mr. Glass, Administrator.

Minutes of the March meeting were approved as distributed.

Dr. McKay reviewed statistics for the month of March. During discussion of shoes dispensed by the brace shop Mr. Harbaugh mentioned a firm in Roswell which he understood had an exceptionally good financial arrangement in providing mismates; more information will be obtained prior to the next meeting. Mr. Traub noted that the owner of Youth House shoes in Albuquerque had indicated that he would be glad to stop by the hospital brace shop and provide our personnel a demonstration on correct shoe fitting procedures; Mr. Traub will contact the gentleman and advise him that the hospital would appreciate any assistance he can give us.

The Chief Surgeon commented on anesthetist services, noting that the new nurse anesthetist is an exceptionally capable and cooperative person. During discussion of clinic duties being assumed by Miss Doyle Mr. Harbaugh stated that he felt the physical capabilities of the anesthetist should not be overtaxed in other than anesthesia services and suggested that it might be desirable to adapt her duties to less physically exerting and more tolerable responsibilities.

Proposed pathology services from the U.N.M. Medical School/Bernalillo County-Indian Hospital were outlined by Dr. McKay. Correspondence with the Joint Commission on Accreditation of Hospitals was reviewed wherein approval was indicated by the Commission of the outlined pathological coverage to be furnished by the Medical School. Dr. McKay stated that a written proposal would be forthcoming for the board's approval which will include details of coverage and financial arrangements.

The Chief Surgeon advised the board that he was preparing two papers for submission to the Academy of Orthopaedic Surgeons which would require copies of film and data in hospital files. Motion was made by Mr. Kailey, seconded by Mr. Williams, that Dr. McKay be permitted to duplicate any film or other needed material available at the hospital in the preparation of these papers. Motion carried.

A memorandum summarizing comments of the administrator regarding the 54th fiscal year audit, copies of which were distributed to board members at the February meeting, was noted.

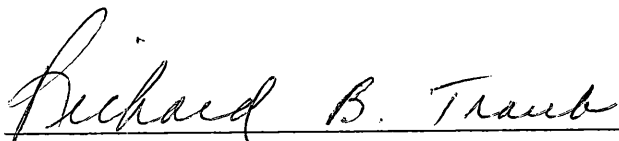
Correspondence from Mr. Albert Cochran, State Purchasing Agent, was discussed by the administrator who stated that, in a conference with Mr. Cochran, problems regarding purchasing procedures were fully discussed; that a concentrated effort is being made to see that all future purchases conform to new regulations of the State Purchasing Agent; and that purchases under \$50 be restricted to purchases of an emergency nature.

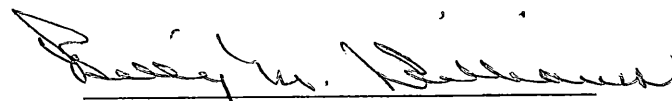
Mr. Glass informed the board of a call from Mr. Burrell of Radio Station KAFE in Santa Fe who stated they were in the process of developing a Benefit Talent Show, motivated by Governor and Mrs. Cargo, to be presented on April 15-16, for which admission charge will be an item of new clothing or a new toy for children at Carrie Tingley Hospital. The administrator stated that he had talked with Mr. Bob Lawrence, Press Secretary for Governor Cargo, regarding the show and had also requested Mr. Burrell to work with Mr. Lawrence on the project. A few children and attendants from the hospital will attend the show, in keeping with the request of Mrs. Cargo; releases from parents will be secured prior to the trip.

The administrator was requested to secure portraits of Governor Bolack and Governor Cargo to be placed in the Board Conference Room.

The board approved Mr. Glass's request to attend the Disaster Preparedness Committee Meeting of the American Hospital Association in Chicago March 30-31, at no expense to the hospital.

Friday, April 21, was set as the date for the next board meeting.


Richard B. Traub, Chairman


Billy Williams, Secretary

their Master's Degree in pathology and audiology and meeting the criteria of American Speech and Hearing Association certification. Students would be supervised by faculty members at N.M.S.U.; length of residency would be determined at a later date. The hospital would only be responsible for room and board for the students while assigned to the hospital. Motion was made by Mr. Kailey, seconded by Mr. Williams, that the board accept the offer of Dr. Garrett to install such a speech-audiology program at Carrie Tingley Hospital. Motion passed. The administrator was asked to confirm, by letter, the hospital's acceptance of the proposal.

In reviewing legislation being considered which affects the hospital, Mr. Traub and Mr. Kailey noted that House Bill 57, which permits patients at Carrie Tingley Hospital to fish without a license, had passed and been signed by the Governor; that House Bill 86, calling for a Board of Institutional Finance, had been tabled by the House Finance Committee and would die there.

Correspondence from Dr. Sofield and Dr. Weaver concerning recruitment of a medical director was noted. The board chairman asked Mr. Beckett to continue to assume responsibility for the board in the recruitment; Mr. Beckett stated he would contact Dr. Weaver personally in the near future regarding prospective candidates.

Mr. Glass discussed existing problems with the air-conditioning systems in the surgical suite and Ward D. Correspondence was reviewed regarding the matter from W. C. Kruger & Associates, Edward T. Kryfko, Mechanical Engineer, and A-One Mechanical Contractors, Inc. The administrator stated that an engineer from Honeywell was at the hospital the past week who inspected the equipment and stated that it should perform efficiently. He also noted that representatives of the architect, consulting engineer, general contractor, and all interested sub-contractors were at the hospital on March 17, reviewing the entire system.

Mr. Glass reported on progress of Hill-Burton Project NM91C, stating that final plans were being prepared; that he and Mr. Anderson would review these in detail with Mr. Robert Krueger on March 20; that completed plans should be submitted to State and Regional Health Department Offices by March 24.

Mr. Traub stated that a discussion session regarding hospital and medical by-laws was held Monday evening, March 16, by board members, the medical director, and the administrator.

A draft copy of the Annual Report to the Governor for the calendar year 1966 was reviewed by the board. Motion was made by Mr. Kailey, seconded by Mr. Beckett, that the report be approved. Motion passed.

the increases be made effective April 1, 1967. Motion was made by Mr. Beckett, seconded by Mr. Kailey, that salaries currently under Range 19 and less than \$220 per month be increased effective April 1, 1967, in keeping with the directive from the State Personnel Office. Motion passed; dissenting vote by Mr. Williams.

An extract of bids received on the water tank job which indicated Jack Whisler, Inc. of El Paso, Texas as the low bidder in the amount of \$7,470.00 was reviewed. Mr. Glass stated that letters of inquiry had been sent to six firms for whom Whisler, Inc. had contracted similar work, requesting evaluation of performance of work and quality of workmanship and materials; one reply received indicated that the company was competent and their work satisfactory. Motion was made by Mr. Beckett, seconded by Mr. Kailey, that the bid on the water tank repair be granted to Jack Whisler, Inc. after replies to inquiries regarding competency of the firm are received and the administrator and board chairman concur that the company is reliable. Motion carried. A letter from J. S. Hanawalt, President of Whisler, Inc. was reviewed wherein it was suggested that consideration be given the use of an alternate primer; Mr. Williams offered to contact Dr. Clark of New Mexico State University and request his opinion of the alternate primer suggested.

Correspondence was noted from Harold G. Thompson, Secretary of the State Board of Finance, wherein the Board of Finance proposed that the Southern Union Gas Co. stand the total cost of installation of gas lines to the hospital in conversion to natural gas. Also reviewed was a memorandum in which the administrator summarized his conversation with Mr. Charles Hooten, Industrial Engineer of Southern Union Gas Co., on March 14; at that time Mr. Hooten stated that the gas company would stand the full cost of that portion of the line going to the hospital boiler plant, with the understanding that the hospital would convert the No. 6 burner to a dual-fuel burner to permit gas burning this heating season. Discussion ensued regarding installation of the gas line to the two residences at a cost of \$742.00. Motion was made by Mr. Kailey, seconded by Mr. Harbaugh, that the matter be deferred for future consideration. Motion carried. The administrator was asked to express the appreciation of the board to Southern Union Gas Co. for their gesture of interest in the hospital and community cooperation by standing the total expense of the gas line to the boiler plant.

Dr. Edgar R. Garrett, Head of the Department of Speech, New Mexico State University, was introduced to the board by Mr. Harbaugh. Dr. Garrett explained in detail his proposal to have graduate trainees in speech pathology and audiology from N.M.S.U. spend some time at Carrie Tingley Hospital for clinical training in a medically oriented program, contingent upon approval of a Federal Grant for which the University has applied. He noted that the program would provide diagnostic services for speech and hearing needs of the children, with recommendations for follow-up treatment after the patient's discharge. He stated the project would be a rotating residency program, serving as a prerequisite to the student receiving

The board was informed of a recent visit to the hospital by Dr. Herbert J. Louis, a member of the Medical Advisory Board, and Dr. Coulton, Medical Director of the C.C.S. Program in Arizona and Chief of Staff at Arizona's Crippled Children's Hospital in Phoenix.

The administrator reviewed financial reports for the month of February, including a Summary of Income, Expense and Cash; a Summary of Earnings, Reductions from Earnings, and Payments Received; an Analysis of Accounts Receivable and a List of Direct Purchases.

Also distributed for the board's study was a listing of outstanding checks dated on or before January 31, 1967. Motion was made by Mr. Harbaugh, seconded by Mr. Beckett, that payees on checks issued prior to December 1, 1966 be contacted to determine why checks had not cleared and ask that they be cashed immediately. Motion passed. Mr. Glass was also requested to confirm credit being given the hospital by the vendor for such remittances. Motion was made by Mr. Kailey, seconded by Mr. Beckett, that a notation be printed on hospital checks stating that they must be cashed within 60 days from date of issuance; motion carried.

Operating Fund Review and Projection for the 55th and 56th fiscal years was distributed and discussed by the administrator. It was noted that state appropriations, as indicated by the Department of Finance and Administration, were \$550,000 for the 56th fiscal year and \$564,800 for the 57th fiscal year. Mr. Glass stated that it appeared expenses for the balance of the 55th fiscal year must be reduced by approximately \$30,000 due to anticipated reduction in income; that expenses for the 56th fiscal year must be reduced by approximately \$50,000, or revenue for the period increased by this amount. Possible means of increasing revenue noted were: (a) revised charge schedules; (b) obtaining an early audit so government contracts can reflect correct service charges; and (c) more aggressive collection effort. Areas noted in which expense reductions could be effected included: (a) reduction of personnel during construction period; (b) elimination of selected capital outlay items; (c) tighter supply control; (d) re-evaluation of clinic program at BC-I Hospital; (d) cost education program with department heads regarding supplies and personnel. Mr. Harbaugh suggested that all outside activities be reappraised to determine if compensation therefrom is offsetting the cost of the activity.

Memorandum No. 28-55, dated January 25, 1967, from the State Personnel Office, establishing a new minimum salary of Range 19 (\$220) for all state employees, issued in response to a request made by Governor David F. Cargo, was discussed; such changes to be implemented as soon as the budget permits, but in no event later than July 1, 1967. Mr. Glass noted that Carrie Tingley was the only state institution yet to make a commitment on raising the minimum salary; that the cost of minimal increases for the period April 1 to July 1, 1967 would total \$1,352, involving 36 full-time employees and 6 temporary employees. He recommended that

CARRIE TINGLEY HOSPITAL

BOARD OF DIRECTORS MEETING

March 17, 1967

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room following a 7:30 A.M. breakfast on Friday, March 17, 1967. Board members present included Mr. Richard B. Traub, Chairman, Mr. Ross Kailey, Vice-Chairman, Mr. Billy Williams, Secretary, Mr. Ed L. Harbaugh, and Mr. Robert L. Beckett. Also in attendance were Mrs. Phillips, Dr. McKay, Chief Surgeon, and Mr. Glass, Administrator.

Minutes of the February meeting, as corrected, were approved.

Dr. McKay reviewed statistics for the month of February.

The Chief Surgeon informed the board of the employment of Miss Eileen F. Doyle, a certified registered nurse anesthetist, on a full-time basis effective March 27, 1967. Correspondence from Miss Doyle and letters of recommendation were noted by the board.

A letter request from Dr. Louis W. Breck to Dr. McKay requesting renewal of residency affiliation with Carrie Tingley Hospital, pending approval of Hotel Dieu's residency in orthopaedic surgery by the American Council on Medical Education, was reviewed. Following discussion a motion was made by Mr. Beckett, seconded by Mr. Kailey, that Dr. Breck be advised that Carrie Tingley Hospital would re-affiliate with Dr. Breck's group if and when their residency program was approved. Motion carried.

Dr. McKay stated that the Semi-Annual Carrie Tingley Memorial Seminar would be held at the hospital on May 18, 1967 with Dr. J. William Hillman from Vanderbilt University, Nashville, Tennessee, as the visiting authority.

Pathological coverage for the hospital was discussed by the Chief Surgeon, who stated that he wished to consider a change in pathology services from the D'Jang Laboratory in Las Cruces to the BC-I Hospital/U.N.M. Medical School Group in Albuquerque; he noted that a need existed not only for reports on pathology specimens but for supervision of the hospital laboratory on a regular, periodic basis, as indicated by the last inspection report by the Joint Commission on Accreditation of Hospitals. Dr. McKay indicated his preference for receiving such services from the Medical School for three reasons: (1) dissatisfaction with present pathology service; (2) provision of closer ties with the Medical School; (3) assistance in strengthening Dr. Weaver's pathological teaching program. He stated he was to discuss the matter with Dr. Robert Stone, Chairman of the Department of Pathology of the Medical School, the afternoon of March 17.

without a license, and (2) a bill calling for a Board of Institutional Finance. It was noted that the first bill had passed the House and the second bill had been introduced in the House and the Finance and Appropriations Committee was to conduct a hearing on the bill the following week.

Discussion drafts of hospital and medical staff by-laws, with background and reference information, were distributed to board members for their study and review. Mr. Glass recommended that discussion meetings be held on the By-Laws prior to board consideration and action to adopt; the board concurred.

A summary of board policy statements for the period July, 1955 through December, 1966, extracted from board meeting minutes, was furnished the board. The administrator was requested to formalize these in a hospital policy manual after review and discussion by the board.

Correspondence from the Office of the Attorney General was reviewed wherein the 1966 Amendment to the Fair Labor Standards Act was interpreted in regard to compensatory time and personnel regulations which affect institutions and sub-divisions of the State. Mr. Harbaugh noted that, since the Act is in conflict with the State Constitution and personnel laws, a temporary restraining order has been obtained by New Mexico and several other states prohibiting the Secretary of Labor from enforcing the provision of the Act so long as the order remains in effect. He stressed the necessity, however, of maintaining adequate records reflecting hours of work and wages paid to employees.

Mr. Glass stated that Dr. Cobb, who was to have been at the hospital on January 30-31 for a psycho-social care study of our program had again been unable to keep her appointment. The administrator noted that Mr. Fred Kotzen, of the Girls Welfare home, had expressed his willingness, if the board so desired, to take the data prepared for Dr. Cobb and work with her on it. Mr. Glass was requested to discuss the matter further with Dr. Kotzen.

Traub

Mr. Kailey advised the board that he had been approached by Mr. Max Gonzales, a C.P.A. of Albuquerque, soliciting the hospital audit for the 55th fiscal year. Mr. Glass stated he had been contacted by Mr. W. E. Kneeland regarding the audit. The administrator was asked to request information from the State as to whether the audit will be done by a representative from the State Auditor's Office.

Mr. Kailey informed the board of contacts made in an effort to secure a patient-lifter for the parents of James Stubblefield, noting that he felt he would be able to secure one in the near future; that an effort was being made to raise funds to purchase one and until such time Mr. Berkshire of the Crippled Children's Society had stated one was available which could be used temporarily.

Medical Advisory Committee Selection Sub-Committee. Dr. Weaver stated that all members of the committee had been contacted and it was their consensus that the most competent person available should be recruited to head the medical program of Carrie Tingley; that several likely candidates had been contacted and some responses had been received. He noted that persons who had indicated an interest in the position were University oriented and were interested in a close relationship between the hospital and the U.N.M. Medical School. Dr. Weaver asked for guidance from the board in regard to the procedure of processing applications for the position to the medical staff. Mr. Harbaugh stated that he felt it was the board's wish that the Committee recruit and screen applicants, then submit a list of candidates to the board, indicating the desirability of each applicant; final decision on appointment would then be made by the Board of Directors. Dr. Weaver was requested to keep board members and the administrator informed as to available applicants for the medical staff position.

In discussing other areas of consideration which were requested of the Medical Advisory Sub-Committee, Dr. Weaver noted that he had discussed various types of affiliation between the hospital and the University Medical School with Dr. Reginald Fitz, Dean of the University of New Mexico Medical School, who felt that a closer working relationship between the Medical School and the hospital was desirable for the benefit of both institutions. Types of affiliation were discussed, with desirability and financial, professional, and legal implications being noted. Dr. Weaver suggested, and the board concurred, that it would be advisable to invite Dean Fitz to attend a board meeting in the near future to discuss the matter in detail.

Dr. Weaver stated that he had been appointed, by the American Academy of Orthopaedic Surgeons, to chair a state committee to assist in coordinating planning regarding Title XIX implementation in New Mexico. The possible impact of Title XIX on Carrie Tingley Hospital was noted and the board requested that Mr. Glass keep Dr. Weaver informed of plans made by the administrator and Mr. John Jasper, Director of the Department of Public Welfare, in a cooperative approach toward planning for the Crippled Children's Services in New Mexico, taking into consideration implications of Title XIX for children under 21 and for patients of Carrie Tingley Hospital. Mr. Glass noted that conferences regarding these areas of concern were tentatively planned for April. A memorandum regarding a meeting of Mr. Beckett, Mr. Costello, Mr. Glass, and Mr. Jasper on February 1 to discuss this matter was reviewed.

The status of Hill-Burton Project NM 91C was discussed by Mr. Glass, who noted that working drawings were now in the process of being prepared. Correspondence from W. C. Kruger & Associates regarding the project was reviewed.

The status of pending legislation pertinent to Carrie Tingley Hospital was noted by Mr. Glass. The two bills of interest were: (1) one permitting children at the hospital to fish in the Rio Grande, from hospital grounds,

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

February 17, 1967

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room, following a 7:30 A.M. breakfast, on Friday, February 17, 1967. Board members present included Mr. L. E. Costello, Chairman, Mr. Richard Traub, Vice-Chairman, Mr. Ross Kailey, Secretary, Mr. Ed L. Harbaugh, and Mr. Billy Williams. Also in attendance were Mrs. Phillips and Mr. Glass, Administrator.

Board members welcomed Mr. Billy Williams, a new appointee to the Board, replacing Mr. Costello.

Minutes of the January 23 and February 1 meetings were approved as distributed.

Mr. Glass reviewed statistics for the month of January.

Anesthetic problems were discussed, the administrator noting that coverage is currently being provided by out-of-town anesthetists; that a full-time nurse anesthetist is being recruited and several applicants have indicated an interest in the position. References on these people have been requested.

An itinerant clinic schedule, indicating approximately 38 clinics for the balance of the calendar year, was reviewed by the board.

Correspondence from Dr. Edgar Garrett, Head of the Department of Speech at New Mexico State University, was reviewed wherein Dr. Garrett proposed graduate speech therapy students at N.M.S.U. spending some time at Carrie Tingley Hospital during the latter part of their training in speech and audiology to obtain clinical experience. Mr. Harbaugh stated that he was familiar with the program at the University and would discuss the matter with Dr. Garrett to obtain more detailed information.

The administrator reviewed financial reports for the month of January, including a Summary of Income, Expense and Cash; a Summary of Earnings, Reductions from Earnings, and Payments Received; an Analysis of Accounts Receivable and a List of Direct Purchases. The board requested that the financial reports for February include a listing of checks outstanding for more than a 30-day period.

Dr. Weaver, Chairman, Division of Orthopaedics, University of New Mexico Medical School, appeared before the board to report on the status of the

Chairman Costello opened the meeting for nominations for Vice-Chairman. Mr. Beckett moved that Mr. Traub be nominated as Vice-Chairman and that nominations be closed and Mr. Traub elected by acclamation. Motion was seconded by Mr. Kailey and carried. Mr. Beckett nominated Mr. Kailey for Secretary and moved that nominations cease and Mr. Kailey be elected by acclamation; motion was seconded by Mr. Traub and carried.

Mr. Traub commended Mr. Beckett for his conduct of the board for the past two years; Mr. Costello requested support of the board members.

The meeting adjourned at 4:30 P. M.



L. E. Costello, Chairman



Ross Kailey, Secretary

his hope to visit personally with the board members prior to the meeting to let them know of Dr. McKay's resignation but that he had been able to do this with only one member since the other men had not arrived in Santa Fe the previous night.

Mr. Kailey noted that, in his opinion, the board and he had erred when they had voted to approve attendance of Dr. McKay and Dr. MacPhail at the Medical Advisory Committee Meeting in San Francisco. Following discussion Mr. Kailey moved that the hospital adopt a policy calling for one of the two full-time surgeons to be in the Truth or Consequences community at all times. Due to time limitations Mr. Kailey moved that the motion be tabled and that the board adjourn for lunch and the Legislative presentation and that they reconvene following the Legislative presentation at a suitable room in the Capitol Building. Motion was seconded by Mr. Traub and carried. The meeting reconvened at 3:20 P.M. in a meeting room of the Legislative Finance Committee. Mr. Traub moved that the tabled motion be taken off the table and brought before the board; seconded by Mr. Costello, motion carried. Mr. Traub then seconded the original motion of Mr. Kailey and, following discussion, the motion carried.

Mr. Kailey introduced the subject of written board policies. The administrator noted that he would be pleased to prepare a complete list of policy actions by the board for the past ten years and present it at the next meeting; and, further, that he would be very pleased to identify a number of areas on which board policies were desirable and needed, and the need for the board to review all of its policies at least annually. Mr. Kailey moved that the board establish a policy of reviewing all board policies annually. Motion was seconded by Mr. Costello and carried.

Mr. Glass introduced the additional subject of hospital by-laws and apologized for his delay in preparing and presenting a discussion draft of the by-laws for review. Following discussion, in which the administrator asked for specific direction by the board, a motion was made by Mr. Traub directing the administrator to present to the board a discussion draft of the board by-laws by February 17; seconded by Mr. Kailey; motion carried.

The subject of board reorganization was introduced by Mr. Traub. Mr. Beckett noted that he had completed arrangements for appointment of the Selection Sub-Committee of the Medical Advisory Committee and completed discussion with Dr. Weaver regarding his chairmanship and the charge of the Sub-Committee; that he thought the assignment for which he had requested postponement of the reorganization had been completed. Mr. Beckett then opened the floor for nominations for Chairman. Mr. Traub nominated Mr. Costello; Mr. Kailey seconded the nomination. Mr. Traub moved that nominations be closed and Mr. Costello be elected by acclamation. Motion carried.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

February 1, 1967

A special meeting of the Board of Directors of Carrie Tingley Hospital was held in Room 207 of the Inn of the Governors in Santa Fe at 10:30 A.M., Wednesday, February 1, 1967. Those present included: Mr. Robert L. Beckett, Chairman; Mr. L. E. Costello, Vice-Chairman; Mr. Richard B. Traub, Member; and Mr. Ross Kailey, Member. Mr. Glass, Administrator, was also present.

Mr. Beckett called the meeting to order and explained that the meeting was called, as announced, for the purpose of reviewing the budget presentation to the Legislature prior to appearing before the Legislature at 2:00 P.M. in the afternoon.

Mr. Kailey indicated he would like to make a statement and announced his objection to conducting a board meeting in a private room in a motel. Mr. Glass indicated that he had set up the meeting in a private room since the only item on the agenda was a review of the budget presentation to the Legislature, which would not require board action. Mr. Kailey repeated the criticism of the arrangement, indicating that he thought all meetings of the board, regular or special, should be conducted at a location available to the public and that a meeting such as this one could be construed to be a closed meeting.

Mr. Glass reviewed the printed budget presentation with the board. The presentation was based on the full budget document reviewed and approved by the board in the fall, plus an added \$15,000 General Fund Appropriation Request to support salary increases directed by the State Personnel Board, and a \$50,000 Contingent Appropriation for the Building Fund to provide funds in the event that matching funds are not available for Phase II of the building project. It was noted that the \$50,000 request was contingent upon receipt of bequests or other major donations to support matching funds. The board expressed general approval of the form and content of the presentation.

Mr. Kailey asked the board members present to consider additional items for the agenda of the meeting. It was noted that it is not normal, at a special meeting, to discuss subjects other than items listed in the call of the meeting. Discussion ensued and it was concluded that the meeting would be opened to discussion and action on other subjects which Mr. Kailey wished to propose.

Mr. Kailey stated that he thought that when an event as significant as the resignation of a Chief Surgeon took place the board members should be notified in advance by the administrator. Mr. Glass noted that it had been

Committee; the second, a decision in regard to possible further affiliation with the University of New Mexico Medical School; and third, to determine what position to recruit for, whether for a chief surgeon or an associate surgeon, in the event Dr. MacPhail would be offered and accept the chief surgeon situation. He stressed his strong conviction that the board should not in any way weaken the position of the Medical Advisory Committee, should a closer relationship with the Medical School develop, since the Medical Advisory Committee would provide an excellent source of advice to the board in any medical program matters relating to the Medical School.

Mr. Costello moved acceptance of Dr. McKay's resignation, effective June 1, 1967; seconded by Mr. Traub. Motion carried.

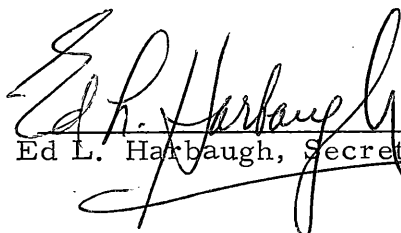
Mr. Beckett proposed to the board the appointment of a Special Selection Committee of the Medical Advisory Committee and recommended for appointment to that sub-committee Dr. Weaver as Chairman, and Drs. Boyd, Overton, Westen, Breck, and Miles. Mr. Traub moved the appointment of the above Selection Committee with the further stipulation that Dr. Weaver be requested, as a member of the Medical Advisory Committee, to define for the board the nature of an affiliation with the University Medical School. Motion was seconded by Mr. Harbaugh and passed.

Mr. Beckett noted that board reorganization had normally been scheduled for the January board meeting; he recommended a postponement of the reorganization until the February meeting to permit him time to consolidate the actions on the Selection Committee and coordination of assignment with Dr. Weaver. This recommendation was accepted by the board.

The next regular board meeting was set for Friday, February 17. It was agreed that Dr. Weaver would be invited to attend that meeting.

The meeting adjourned at 12:30 P.M.

Robert L. Beckett, Chairman



Ed L. Harbaugh, Secretary

the administrator direct Quinn & Co. to propose a sale of all stock, including the 333-1/3 shares of Union Co. stock, at \$7.00 per share, but not to dispose of the 66-2/3 shares of New Mexico Loan and Mortgage Co. stock separately; seconded by Mr. Traub, motion carried.

Mr. Glass reviewed with the board the need for proposing to the Department of Public Welfare a joint planning effort for Crippled Children's Services for the future, considering the implications of Title XIX of the Social Security Act; and the desirability of joint participation in the development of the annual state plan for Crippled Children's Services. He noted that a meeting was scheduled with the Director of Public Welfare to discuss this need for a coordinated planning effort.

The administrator advised the board of a visit to the hospital on January 20 by Mrs. David Cargo, her sister, Mrs. Silva, and Mr. and Mrs. R.P. Conway of The National Foundation. Mrs. Cargo is Honorary Mother's March Chairman of the State March of Dimes and was at Carrie Tingley to learn more regarding congenital defects. Following lunch the administrator and chief surgeon toured the hospital with Mrs. Cargo and other guests.

The board chairman explained to the board that Dr. McKay had an announcement which he wished to make. Dr. McKay presented to the board his resignation, to be effective June 1, 1967. He stated that the reason for his leaving was to seek association with an educational program of greater scope; he noted that a second factor which the board should recognize was that few specialists would want to stay indefinitely in a rural community. Dr. McKay stated that the basic goals which he had set for the hospital have, in a large measure, been met, however he expressed his regret that the U.S.P. H.S. program will not be firmly established by the time he departs. Dr. McKay further stated that he in no way was leaving because of dissatisfaction with his situation at Carrie Tingley and that his time at the hospital had been most fruitful and pleasant. Mr. Beckett informed the board that Dr. McKay had mentioned his intention of turning in his resignation at the Medical Advisory Committee Meeting in San Francisco. He noted that he, accordingly, had requested that the members of the Medical Advisory Committee begin their search for a likely candidate for the medical staff; he further noted that the subject of any closer relationship with the Medical School had been opened for discussion at the Medical Advisory Committee Meeting and that, in a meeting with Dr. McKay, Dr. Weaver, Mr. Glass and himself, he had requested that Dr. Weaver present to the board a written statement covering the conditions involved in a full affiliation with the University of New Mexico Medical School.

Dr. McKay noted that, in his opinion, the board faced three decisions. The first was the membership of a sub-committee of the Medical Advisory

with changes in specifications as proposed by Mr. Kailey. Motion was seconded by Mr. Costello and carried.

Mr. Beckett notified the board of the Appropriations Request Hearing for Carrie Tingley Hospital scheduled for Sub-Committee A of the Joint Finance and Appropriations Committee at 2:00 P. M. on the afternoon of Wednesday, February 1. Mr. Beckett called a special board meeting in Santa Fe on that date to appear at the presentation. It was noted that any request for additional construction funds for Phase II of the Hill-Burton project would have to be included in this presentation to the Legislature.

Mr. Glass informed the board that work on the gas line and the conversion of the No. 6 burner to a dual gas and fuel-oil burner would get under way as soon as approval on the budget adjustment had been received from the Department of Finance and Administration.

Representative William Shrecengost of Sierra-Lincoln Counties appeared before the board to discuss any questions board members might have in regard to the bill which he proposes to introduce, calling for a Board of Institutional Finance, which would have responsibility for approving and adjusting proposed budgets of the several institutions prior to submission to the budget officers of the state, and for encouraging coordinated development of programs and staff among the several institutions. The board expressed unanimous agreement with the provisions of the legislation, which they had reviewed earlier through correspondence with Representative Shrecengost. The Representative also reviewed a bill which he proposes to submit for the hospital, providing that children 14 years of age and older may fish in the Rio Grande from hospital property without the requirement for purchasing a fishing license. Mr. Beckett also noted legislation was being proposed by Representative Carter Kirk from Luna County calling for the state agencies to adopt an accrual system of accounting. The administrator indicated that he believed this would be a definite step forward in providing improved management accounting data throughout the state agencies, and that the proposed revised accounting system which the institutions are working on at this time would incorporate an accrual system.

Mr. Glass reviewed with the board an attempt, through Quinn & Co., to obtain a bid on the hospital's stock in the New Mexico Loan and Mortgage Co. and The Union Co. Mr. Gromek, of Quinn and Co., had indicated by letter that Mr. O. K. Roberts had informed him that he might be able to negotiate a sale of the 66-2/3 shares of New Mexico Loan and Mortgage Co. stock at a price of \$6.50 to \$7.00. It was moved by Mr. Harbaugh that

board requested that they be appraised of any incidents of such emergency. It was agreed by all that a written understanding of this feature of employment should be incorporated in the new employee's arrangements with the hospital.

Dr. McKay recommended two new physicians for appointment as residents at the hospital. These were: Dr. Peter A. Keblish from William Beaumont Hospital, replacing Dr. Ramon E. Lopez, and Dr. William Winter from the University of Colorado, replacing Dr. Rex Bosley. It was moved by Mr. Traub, seconded by Mr. Harbaugh, that these men be appointed to the resident's staff; motion carried.

The administrator reviewed financial reports for the month of December, including a Summary of Income, Expense and Cash; a Summary of Earnings, Reductions from Earnings, and Payments Received; an Analysis of Accounts Receivable; and a List of Direct Purchases.

Mr. Glass reviewed with the board a letter request received from Mr. Don Stubblefield, father of patient Jimmy Stubblefield, wherein Mr. Stubblefield requested that he be permitted to keep approximately \$1,000 in checks due to be received by him as a result of claims submitted by Carrie Tingley Hospital, the money to be used for purchase of a patient-lifter, doctor's fees, nursing care, and medicine for Jimmy when they have him at home. The matter was discussed thoroughly and the board directed the administrator to reply to Mr. Stubblefield that no action had been taken by the board and that, on advice of counsel, they must request that he forward the checks for these payments to the hospital; that we will attempt to obtain some aid for the family from voluntary agencies, particularly in regard to the patient-lifter.

The administrator reviewed with the board Part I of the Hill-Burton application which provides for funding of the total project into two phases, incorporating the Physical Therapy Area, Girls Ward, and Outside Recreation Area in Phase I, and Boys Ward in Phase II. This division was necessary since Hill-Burton requires that funds be available for the project submitted and, at this time, funds can only be shown as available for the Phase I group. Phase II would involve an estimated expense of \$107,612 and, allowing for a Hill-Burton construction grant for half of this and current bequest monies which are now shown to be available at \$4,450, there remains a difference of \$49,356 which would be needed to finance Phase II. Following discussion the board directed the administrator to inform the Department of Finance and Administration of our possible need for additional funds to finance Phase II of this project in the 56th fiscal year.

The specifications for the water tank job were discussed and Mr. Kailey proposed three changes in the specifications. Mr. Traub moved that the hospital resubmit the project to the State Purchasing Agent for bids

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

January 23, 1967

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Board Room of the Department of Public Welfare in Santa Fe, New Mexico at 9:00 A.M. on January 23, 1967. Board members present included Mr. Robert L. Beckett, Chairman; Mr. L. E. Costello, Vice-Chairman; Mr. Ed L. Harbaugh, Secretary; Mr. Richard B. Traub, Member; and Mr. Ross Kailey, Member. Also in attendance were Dr. McKay, Chief Surgeon, and Mr. Glass, Administrator.

Minutes of the December meeting were approved, with the addition of a statement that the minutes of the November meeting were approved as distributed.

Dr. McKay reviewed statistics for the month of December.

The board reviewed correspondence from Dr. Edythe P. Hershey, Regional Medical Director, Children's Bureau of Dallas, Texas notifying the New Mexico Director of Public Welfare that the State of Arizona was entering a Children's Program which would require terminating the Crippled Children's Services provided to Arizona patients in New Mexico through the New Mexico Department of Public Welfare. It was further noted that certain patients which have been carried under this program were being assumed by the U.S.P.H.S. under their contract care arrangement.

Dr. McKay reviewed for the board the agenda of the Medical Advisory Committee Meeting held in San Francisco on January 18. Copies of the agenda and statistical analysis distributed at the Medical Advisory Committee Meeting were also distributed to the board. Dr. McKay's review brought up board discussion on the subject of recruitment of a replacement in anesthesia for Dr. Yates. Factors relating to this recruitment, having to do with the accessibility of this person for anesthesia coverage in the local community hospital, were discussed. Following full discussion the board noted that our position on this matter should be as follows:

Whereas in the past we were employing a local man who was doing work at the other institution, we are now employing a new person from outside the community to work full-time for us; that the new employee would work full-time for us and would not be eligible for anesthesia coverage at the local community hospital except in a bona fide emergency, and then on a complimentary basis at no charge to the community hospital or patient. The

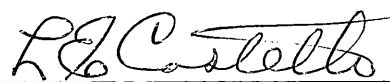
over \$1,000 in taxes due, this amount representing the employee's and the employer's debt. Following discussion the board directed the administrator to contact the Department of Finance and Administration to determine the necessary procedure for payment of these back taxes, representing expenditures against previous years' budgets. The board approved payment of the full amount of the tax, representing employee and employer's portion when approved by the D.F. & A.

The administrator explained a recent assignment which he had received in regard to a state-wide vocational rehabilitation study being conducted under the auspices of the State Planning Office.

The administrator explained plans for the Christmas Party at the hospital.

The meeting adjourned at 12:30 P.M.

Robert L. Beckett, Chairman



L. E. Costello, Vice-Chairman

Also discussed was the policy of paying only \$16 per day for per diem on trips into Arizona on the U. S. P. H. S. Contract, based on the "bordering areas" concept of the Department of Finance and Administration. The board directed that in the future out-of-state travel requests be submitted on these trips, and approved payment at the rate of \$25 per day per diem.

The policy of authorizing only one vehicle for trips involving two or more persons to the same community at the same time was discussed. This policy provides that travel involving more than one person attending meeting(s) or clinic(s) at the same time and in the same community will be authorized for one vehicle only. No change in this policy was recommended by the board. Mr. Glass presented to the board for their review a travel voucher from Dr. MacPhail in which he claimed mileage reimbursement for his private car when the state car had also been used. This question was discussed at length, with Dr. McKay and Dr. Weaver entering the discussion. The board agreed with the recommendation that authorization for mileage for Dr. MacPhail in this instance be denied in keeping with the hospital policy. ✓

Mr. Glass was requested to explain the above decisions to the medical staff.

The board received information regarding receipt of a bequest of Mr. George Heilner of Trinidad, Colorado in the amount of \$1,766.98.

The board reviewed correspondence from Senator Joseph Montoya and Congressman Morris in regard to the termination of Mrs. Lula Gurule. The administrator reviewed the facts of this case with the board again. The board directed the administrator to communicate with Senator Montoya, indicating that they had reviewed the case and agreed with the action taken, believing the employee to have been treated fairly.

The board reviewed a memorandum from Mrs. Mary Emma Phillips to the administrator indicating contact with Mr. James C. Plant, and his stated intention of including the hospital in his will. Further, that he had requested Mrs. Phillips to sign a Joint Holder's statement for a \$10,000 certificate in the Security Federal Savings and Loan Association which would provide the hospital the ownership of the certificate on his death. The board noted the intent of Mr. Plant and requested that a letter confirming their notification be provided to Security Federal Savings and Loan and to Mr. Plant's niece who works for that concern.

The administrator reviewed with the board a determination by the Public Employees Retirement Association that the hospital owes back social security taxes on the amount represented by the value of meals provided to employees at no expense to them. Mr. Glass explained that a review of the past three fiscal years had been made and the amount calculated to be slightly

the power plant and residences and convert the No. 6 burner to a dual-purpose burner, contingent upon the approval of the Department of Finance and Administration for budgetary adjustments; motion carried.

The board reviewed a proposed contract with W. C. Kruger & Associates for architectural services in connection with the new construction and remodeling project. It was moved by Mr. Costello, seconded by Mr. Traub, that the contract be accepted; motion carried. It was understood that through this contract inspections would be made every two weeks of the work while in progress and that any additional purchased inspections would be on the odd week.

Mr. Richard Traub moved that the administrator, Mr. John S. Glass, be authorized to sign all papers and documents pertinent to the Hill Burton Project NM 91C. Motion was seconded by Mr. Ross Kailey and passed unanimously.

Mr. Robert Krueger appeared before the board and reviewed first stage schematic work. He also reviewed a preliminary cost estimate indicating that the project cost, exclusive of equipment, was estimated at \$301,927. It was noted by Mr. Krueger that bids would be requested in lots so that bids could be accepted to meet the money available. Total funds available are \$234,296.

Funding possibilities for a new school complex at the hospital were discussed by Mr. Beckett. Mr. Beckett noted that the hospital might qualify, with appropriate legislative changes, for funds for the school and asked the board's permission to contact Representative William Shrecengost to discuss these possibilities further; this was approved.

The board discussed the time and place of the next board meeting and it was determined that it should be scheduled for the weekend following the Medical Advisory Committee meeting and that Mr. Glass should make arrangements and notify the board of time and place.

The administrator reviewed with the board a summary of current travel and per diem policies of the hospital. Also reviewed was a request from Dr. MacPhail to revise certain of these policies since he considered them inequitable. Specifically, these were as follows:

The policy of the Department of Public Welfare to pay only \$10 per day per diem when Carrie Tingley is paying \$16. After consideration the board requested the administrator to contact the Department of Public Welfare regarding the possibility of their increasing their per diem to our physicians and, if this fails, to request the Department of Finance and Administration to make up the difference between D. P. W per diem and Carrie Tingley Hospital per diem payments.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

December 21, 1966

A meeting of the Board of Directors of Carrie Tingley Hospital was held at Presbyterian Hospital in Albuquerque, New Mexico at 9:00 A.M. on Wednesday, December 21, 1966. Board members present included Mr. Robert L. Beckett, Chairman; Mr. L. E. Costello, Vice-Chairman; Mr. Richard B. Traub, Member; and Mr. Ross Kailey, Member. Also in attendance were Dr. Weaver, Chairman of the Department of Orthopaedics, University of New Mexico Medical School, Dr. McKay, Chief Surgeon, and Mr. Glass, Administrator.

Dr. McKay reviewed statistics for the month of November.

Dr. McKay notified the board that the Medical Advisory Committee meeting had been set for a 7:30 A.M. breakfast on Wednesday, January 18, 1967 at the Hilton Hotel in San Francisco. Motion was made by Mr. Costello, seconded by Mr. Traub, to approve the breakfast provision for the Medical Advisory Committee, and attendance at the meeting for Dr. McKay, Dr. MacPhail, Mr. Beckett and Mr. Glass; motion passed.

Dr. McKay reviewed the most recent U.S.P.H.S. clinic tour through the Navajo.

The board received Mr. T. H. McIlhaney, one of the bidders on the recent call for bids on the water tank. The board discussed with Mr. McIlhaney his capability of performing the work and his experience with the type of epoxy finish. Some questions regarding the specifications were developed and Mr. Kailey volunteered to check the specs out with engineers of his acquaintance and report back to the board at the next meeting.

The administrator reviewed financial reports for the month of November, including a Summary of Income, Expense and Cash; a Summary of Earnings, Reductions from Earnings, and Payments Received; an Analysis of Accounts Receivable; and a List of Direct Purchases.

The administrator requested approval of transfer of \$40,000 from the Investment Fund to the new Building Fund, bringing the total in that fund to \$96,000.

Mr. Glass reviewed with the board the latest proposal of the Southern Union Gas Co. to provide gas services to the hospital boiler plant and residences and the cost of converting the large boiler burner to a dual purpose burner. It was moved by Mr. Traub, seconded by Mr. Kailey, to install the line to

Difficulty encountered in attempting to obtain equipment through the New Mexico State Agency for Surplus Property was discussed with Mr. Mason, who stated that he did not know of any further action which could be taken to obtain the items desired, but that he would work with Surplus Property regarding the matter.

The administrator advised the board that the adjusted total of the 56th fiscal year expense budget amounted to \$792,235; the adjusted figure including a salary increase for the administrator and the hospital's matching contribution for delayed retirement payments for a hospital employee.

Mr. Glass stated that Dr. Beatrix Cobb of Texas Technological College planned to be at the hospital November 21, 22, 23 for her review of our program.

The administrator requested a policy statement from the board regarding public solicitation of funds for Carrie Tingley, other than the appeal made annually by the Albuquerque Journal for the Carrie Tingley Memorial Christmas Party Fund. He noted that his request was prompted by having been approached by a citizen of the local community requesting permission to place a container in his place of business to solicit donations for Carrie Tingley. The board suggested that the administrator write the person in question and explain the reluctance of the board to authorize such solicitation of funds; to assure him, however, that they did not wish to discourage those who wish to provide gifts or equipment to the hospital.

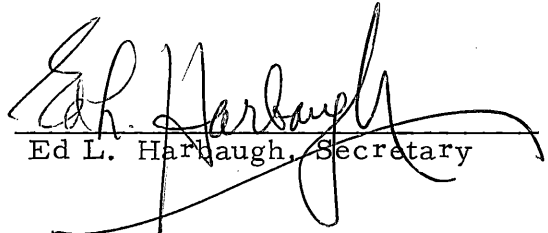
Mr. Glass noted that Miss Layne Vickers, of the Albuquerque Journal, would be at the hospital November 15 and 16 to obtain stories and pictures for annual newspaper publicity regarding the Carrie Tingley Hospital Christmas Party Fund.

Board members expressed their appreciation to Mr. Mason for his co-operation with hospital personnel and the board of directors in his capacity as State Budget Director.

Friday, December 16, was set as the date for the next regular board meeting.

The meeting adjourned at 12:45 P. M.

Robert L. Beckett, Chairman



Ed L. Harbaugh, Secretary

Mr. Beckett reviewed activities regarding the new Hill-Burton project, noting that \$125,000 had been requested from the State Advisory Hospital Council and \$117,148 approved; of the \$117,148 approved \$55,690 is to be allocated from 1966 funds which necessitates awarding of the construction contract and completion of Part IV of the Hill-Burton application prior to June 30, 1967. Mr. Glass noted that Mrs. Masters had scheduled a Pre-Planning Conference for November 28; that the services of an architect should, if possible, be retained prior to that time so that the architect could attend the conference.

Correspondence was read from Mr. W. C. Kruger, of W. C. Kruger & Associates, indicating a desire to serve as the architect for the proposed construction at a 6% fee; such work to be done in the Albuquerque office under the direction of Mr. Robert H. Kreuger and Mr. Bob Batho. Motion was made by Mr. Kailey, seconded by Mr. Traub, that W. C. Kruger & Associates be retained as architects on the Hill-Burton project; contract to be negotiated on the basis of Mr. Kruger's letter of October 21 and submitted to the board for approval. Motion passed.

Correspondence with Mr. and Mrs. J. R. T. Alford was noted wherein Mr. and Mrs. Alford indicated a desire to donate \$1,000 to the hospital. Mr. Glass stated he had suggested that they might wish to specify the Building Fund for their contribution since it would be used in matching monies for Hill-Burton funds to remodel the wards and physical therapy. The administrator advised that the check had been received and deposited in the Building Fund.

Following a detailed review of memorandums and correspondence concerning the current status of the bids on cleaning, sandblasting, repair and recoating of the water storage tank, motion was made by Mr. Costello, seconded by Mr. Traub, that the project be canceled as currently written; that more detailed and rigid specifications be prepared requiring demonstrated experience of the contractor and new bids be requested. Motion passed.

A letter from Southern Union Gas Co. was read wherein a quotation of \$1.50 per foot was given for laying gas pipe from the hospital property line to the boiler room. The administrator noted that this figure reflected a minimum cost of \$3,000; that the remaining expense would be that of converting one burner to dual-fuel consumption but that, to date, no quotation from Ray Oil Burner had been received on this expense. A saving of approximately \$500 per year was estimated by Southern Union as a result of converting to gas, based on consumption for the past fiscal year, however the administrator stated that an additional saving of approximately \$1,000 was anticipated due to greater efficiency of operation with gas. Mr. Harbaugh suggested that the administrator present a packet to the board at the next meeting reflecting the complete cost of conversion, including piping to the hospital building and the two residences and actual cost of converting burners.

Osburn, a registered Record Librarian, to fill Miss Warren's position; the resignation of Dr. Yates, who has served the hospital as anesthetist for the past ten years, effective December 31. It was noted that Dr. Yates had suffered a coronary on November 11 and would not be able to return to work. The administrator stated arrangements were in progress to have anesthetists come to the hospital, when possible, on a day basis until a full-time nurse anesthetist could be recruited.

The Chief Surgeon stated that he had written Dr. Sofield regarding the date of the annual meeting of the Medical Advisory Committee which will be held in San Francisco, California, but as yet had not had a reply.

The administrator reviewed financial reports for the month of October, including a Summary of Income, Expense and Cash; a Summary of Earnings, Reductions from Earnings, and Payments Received; an Analysis of Accounts Receivable; and a List of Direct Purchases.

Upon recommendation of the administrator, motion was made by Mr. Costello, seconded by Mr. Kailey, that \$15,000 from the Investment Fund be invested in 180-day U.S. Treasury bills. Motion passed.

It was suggested by the board that in the future the List of Direct Purchases reflect the number of separate purchases made; the administrator stated that a summary of direct purchases for the past fiscal year would be prepared for the board's review.

Mr. Mason discussed the proposed conversion of state institutional accounting procedures to the A. H. A. Chart of Accounts, noting that such action had been considered at a recent Inter-Institutional Council meeting. Advantages of such a conversion, as noted by the Budget Chief, included increased management control; use of accrual accounting procedures; reflection of actual cost of services rendered, which will be required under Title XVIII and XIX of the Medicare Act; and provision of more adequate cost data for the Legislature. Mr. Mason also commented on the possibility of central warehouse facilities in the near future.

Following review of correspondence from Dr. Dan Palmer, Superintendent of New Mexico State Hospital, regarding Inter-Institutional Transfers, discussion was held regarding procedures followed and problems which could arise in transferring individuals between institutions; also noted by the administrator was the fact that Carrie Tingley, at times, is required to transfer CCS patients to BC-I in Albuquerque and hospitals in El Paso, Texas. The question of legal responsibility while transporting such patients was discussed. The board chairman suggested that the administrator advise the hospital's automobile insurance carrier that one of our state vehicles is used, occasionally, as an ambulance to eliminate the possibility of inadequate liability coverage in the event of an accident.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

November 15, 1966

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room, following a 7:30 A.M. breakfast, on Tuesday, November 15, 1966. Board members present included Mr. Robert L. Beckett, Chairman; Mr. L. E. Costello, Vice-Chairman; Mr. Ed L. Harbaugh, Secretary; Mr. Richard B. Traub, Member; and Mr. Ross Kailey, Member. Also in attendance were Mrs. Phillips, Dr. McKay, Chief Surgeon, and Mr. Glass, Administrator.

Guests welcomed to the meeting by the board chairman included Mr. and Mrs. William Shrecengost, Mr. Ben Mason, Mr. Ben Gallegos, and Miss Layne Vickers.

Minutes of the October meeting were approved as distributed.

Dr. McKay reviewed a statistical summary of the hospital's activity during the month of October.

A memorandum from Dr. McKay was noted with reference to his application for an Exchange Fellowship through the American Orthopaedic Association. An itinerary for himself and for Dr. MacPhail for the calendar year 1967 was included, and comments made to the Chief Surgeon by Dr. Sofield, Chairman of the Medical Advisory Committee, regarding the value of such a Fellowship to the hospital. Mr. Mason, Chief of the Budget Division, stated that approval would be granted by the Department of Finance and Administration for such a leave, if requested, and further commented that he felt Dr. McKay's experience would greatly benefit the hospital and other professional personnel throughout the state. Following discussion, motion was made by Mr. Harbaugh, seconded by Mr. Costello, that Educational Leave With Pay be granted to Dr. McKay for the six-weeks period, should he be granted the Fellowship. Motion passed.

Dr. McKay discussed an existing infection problem on Boy's Ward, stating that he felt the two cases might be a result of the open floor registers. He noted that Mr. Anderson planned to close the registers with cement and repaint the area. Renovation of the tunnels, also a suspected source of bacteria, will be included in the proposed remodeling of the rehabilitation wards.

The following personnel changes were reported by Dr. McKay in the medical department; resignation of Miss Marjean Warren, Medical Record Librarian, who has accepted employment in Flagstaff, Arizona; promotion of Mrs. Jane

CARRIE TINGLEY HOSPITAL

BUILDING FUND
BUDGET SUMMARYHILL-BURTON PROJECT: WARD RENOVATION AND
ADDITION TO P.T.

56th F.Y.

	55th FY	56th FY
Cash Balance Beg. of Year	-0-	1,000
<u>Revenue:</u>		
Interest on Invest.	2,000	1,000
Transfers from Inv. Fund	98,000	
Federal Hill-Burton Grant		101,000
Sale of Investments		90,000
TOTAL FUNDS AVAILABLE	100,000	193,000
<u>Expenditures:</u>		
(9041) Supplies		1,000
(9057) Architect & Inspect. Fees	9,000	4,000
(9082) Furn. & Fixtures		5,000
(9084) Equipment		10,000
(9089) Bldg. & Structures		173,000
CASH BALANCE END OF YEAR	1,000	-0-
INVESTMENTS AT COST	90,000	-0-

CARROLL HINGLEY HOSPITAL

INVESTMENT FUND

BUDGET SUMMARY

56th F.Y.

	52nd FY	ACTUAL		Budget	Request
		53rd FY	54th FY	55th FY	56th FY
Cash Balance Beg. of Yr.	75,000	2,293	2,723	21,537	14,109
<u>Revenue:</u>					
8412 Int. on Inv.	411	2,457	4,834	2,000	288
8731 Private Gifts					
Henry Carter	10,000				
Wm. D. Walker	15,000		48,783(1)	6,000	6,260
Nina Martin		10,913			
Rosepha Yake		17,998	1,176		
Elinor McCaustland			500		
Teresa Johnson			1,224		
Geo. Baxter			5,000		
Louis Huneke			1,000		
Non-Budg. Receipts					
Sale of Stock	1,417			2,000(3)	
TOTAL FUNDS AVAIL.	101,828	33,661	60,517	31,537	20,657
<u>Non-Budgeted Disbursements</u>					
8993 Trans. to Bldg. Fd.		35,913		98,000(2)	
Trans. to Op. Fd.					
Principal	30,000	15,000	5,800	-0-	
Interest	556		2,834		
CASH BALANCE END OF YR.	2,293	2,723	21,537	14,109	6,157
INVESTMENTS AT COST	72,979	53,004	86,072	3,500(1)	18,000(1)

(1) Includes \$3,500 in "H" Bonds.

(2) Hill-Burton Project for Renovating Wards and Adding to Physical Therapy

(3) Sale of N.M. Loan & Mortgage & Union Co. Stock

Face Value -\$4,000; Market Value Approx. \$2,000

CARROLL FINGLEY HOSPITAL

PATIENT ENTERTAINMENT FUND

BUDGET SUMMARY

56th FY

	ACTUAL			Budget	Requested	56th Over (Under)
	52nd FY	53rd FY	54th FY	55th FY	56th FY	55th FY
Cash Balance Beg. Period	-0-	717	159	995	995	-0-
<u>Revenue:</u>						
(8731) Donations	960	631	1,277	1,000	1,000	-0-
(8993) Transfer Op. Fund	600		600			
TOTAL FUNDS AVAILABLE	1,560	1,348	2,036	1,995	1,995	-0-
<u>Expenditures:</u>						
(9049) Other Supplies	843	1,189	1,041	1,000	1,000	-0-
CASH BALANCE END OF YEAR	717	159	995	995	995	-0-

C. T. H. Budget Increases

56th F. Y.

Page 3

Surplus Property	1,000
Mopping Assembly	150
Fogger to disinfect rooms	85

9087 Library Books - \$500Medical - \$500

Books for Medical Library

3. Maintenance and Repairs increased \$250 due to increased Grounds and Roadways expense for improvement of lawns, trees, and shrubs.
4. Contractual Services reflects an increase of \$1,515 due to anticipated increased utility expense for heat as a result of over-estimating savings to result from conversion to natural gas in 55th F. Y.

LISTING OF CAPITAL OUTLAY: Total Expense \$11,554

9082 Furniture & Fixtures - \$920

Administration: \$150 - 3 desk chairs

Medical: \$120 - 1 desk chair; 1 microfilm file cabinet

Dietary: -

Maintenance: \$650 - 6 new bedsprings for personnel quarters; new carpeting in Adm. residence

Total: \$920

9084 Equipment and Machinery - \$10,134

Administration: -

Medical: \$4,019

Explosion Proof Cautery \$ 1,600

Wet Vacuum Cleaner 700

X-Ray Copy Machine 200

Autocrit Centrifuge 264

"Stand Alone" Adult

Patient Walker 650

Photo Print Cutting Board 25

Drill Press 130

Drum Sander 450

Dietary: 1,000

Stainless Steel Movable

Shelving 360

Deep Freeze 640

Maintenance: 5,115

Refrigerators, 2 @ \$300 600

New Air Conditioners for

2nd floor-10 @ 200 2,000

Driveway Gate 75

Water Cooler 225

Lawn Mower 800

Lawn Broom 100

Impact Drill 80

CARRIE TINGLEY HOSPITAL

EXPLANATIONS OF BUDGET INCREASES

56th F. Y.

ADMINISTRATION: Net Increase \$1,290

1. Salaries and Employee Benefits increased a total of \$3,456 as a result of normal increase factors - no additional personnel included.
2. Supplies increased by \$500 to provide a more active Arts and Crafts program under the guidance of the new Recreationl Director.
3. All other categories decreased or remained the same as 55th F. Y.

MEDICAL: Net Increase \$7,677

1. Salaries and Employee Benefits increased a total of \$15,056 as a result of normal increase factors. (The Board should note that this provision for salary adjustments does not include adjustments for Chief or Associate Surgeon. Chief Surgeon's contract expires 9/1/1967; Associate Surgeon's 2/28/1968).

These salary figures do include salary of \$7,500 for a Medical Social Worker included last year but as yet unfilled.

Requests were received for 3 additional personnel but in my judgment these are not justified and have not been included.

2. All other categories decreased or remained the same as 55th F. Y. except for contractual services which increased only \$22 due, primarily, to the Personnel Department assessment increase.

DIETARY: Net Increase of \$4,824

1. Salaries and employee benefits increased \$2,536 due to normal increase factors. No additional personnel are included.
2. Supply expense increased due to rising food expense.
3. Contractual Services increased due to increase in Personnel Dept. assessment; all other categories remained the same or decreased.

MAINTENANCE: Net Increase \$4,481

1. Salaries and Employee Benefits increased by \$4,899 as a result of normal increase factors.
2. Travel increased by \$297 due to budgeting of Housekeeper for out-of-state institute and the increased repair cost for maintenance of ageing vehicles.

CARLE TINGLEY HOSPITAL
OPERATING FUND

PROPOSED BUDGET SUMMARY

56th F.Y.

PROPOSED EXPENSE BUDGET BY ACTIVITY & CATEGORY

	ACTUAL EXPENSE			Approved Budget	Proposed Budget	56th FY Over (Under) 55th FY
	52nd FY	53rd FY	54th FY	55th FY	56th FY	
ADMINISTRATION						
Personal Services	48,732	46,325	47,616	52,193	55,315	3,122
Employee Benefits	7,476	6,980	12,187	9,140	9,474	334
Travel	1,079	1,279	1,693	2,655	2,525	(130)
Maint. & Repairs	1,866	1,972	2,075	2,970	2,642	(328)
Supplies	2,627	2,457	3,158	4,000	4,500	500
Cont. Services	8,180	8,183	8,901	10,330	9,312	(1,018)
Other Op. Costs	2,094	1,820	2,842	3,600	3,600	-0-
Capital Outlay	194	601	492	1,340	150	(1,190)
TOTAL	72,248	69,617	78,964	86,228	87,518	1,290
MEDICAL						
Personal Services	219,239	224,982	248,482	292,574	304,899	12,325
Employee Benefits	18,801	19,057	21,769	26,880	29,611	2,731
Travel	1,044	1,235	1,190	6,925	6,050	(875)
Maint. and Repairs	1,362	1,376	1,273	1,500	1,500	-0-
Supplies	41,698	45,461	49,648	53,550	51,950	(1,600)
Cont. Services	6,958	8,762	11,583	12,158	12,180	22
Other Op. Costs	-0-	701	291	4,800	4,800	-0-
Capital Outlay	13,814	7,702	11,923	9,565	4,639	(4,926)
TOTAL	302,916	309,276	346,159	407,952	415,629	7,677
DIETARY						
Personal Services	38,755	40,822	42,446	45,776	47,830	2,054
Employee Benefits	3,438	3,619	3,821	4,215	4,697	482
Maint. and Repairs	149	130	448	200	200	-0-
Supplies	46,544	45,829	52,060	47,500	53,000	5,500
Cont. Services	-0-	256	400	230	287	57
Capital Outlay	148	3,924	1,257	4,269	1,000	(3,269)
TOTAL	89,034	94,580	100,432	102,190	107,014	4,824
MAINTENANCE						
Personal Services	91,248	92,293	92,759	103,807	108,235	4,428
Employee Benefits	8,135	8,121	8,863	10,034	10,505	471
Travel	1,289	1,573	2,604	2,316	2,613	297
Maint. & Repairs	14,807	19,206	46,994	21,000	21,250	250
Supplies	4,233	4,359	5,043	4,400	4,300	(100)
Cont. Services	22,798	25,288	27,773	26,935	28,450	1,515
Capital Outlay	3,453	13,145	7,305	8,145	5,765	(2,380)
TOTAL	145,963	163,985	191,341	176,637	181,118	4,481
T L HOSPITAL	610,161	637,458	716,896	773,007	791,279	18,272

CAP. & TINGLEY HOSPITAL

OPERATING FUND

PROPOSED REVENUE BUDGET
56th F.Y.

INCOME

Description	ACTUAL			BUDGET REQUEST		56th Over (Under) 55th
	52nd F.Y.	53rd F.Y.	54th FY	55th FY	56thFY	
991.0 General Fund	435,000	475,000	526,000	535,000	585,000	50,000
<u>Other Revenue</u>						
342.0 Meals & Lodg.	4,889	5,677	4,966	5,500	5,500	
Payments for Care, Govt.	15,264	14,812	21,352	50,000	50,000	-0-
Payments for Care, Pvt.	88,469	93,315	113,321	104,000	110,000	6,000
Other Sales	352	136	203	200	200	-0-
Interest on Invest.	1,200	233	1,629	2,000	1,000	(1,000)
Sale of Auto Prop.			10			
Private Gifts	1,662					
TOTAL REVENUE	546,836	589,173	667,481	696,700	751,700	55,000

CARROLL HINGLEY HOSPITAL

OPERATING FUND

PROPOSED BUDGET SUMMARY

50th F.Y.

SUMMARY OF CASH

Description	52nd F.Y.	ACTUAL		BUDGET REQUEST		56th Over (Under) 55th
		53rd F.Y.	54th F.Y.	55th F.Y.	56th F.Y.	
Cash Bal. Begin Yr.	22,096	31,762	28,549	35,906	4,599	(31,307)
Petty Cash	135	135	135	155	155	-0-
Revenue (See Page 2)	546,838	589,173	667,181	696,700	751,700	55,000
Non-Bud. Receipts	68,111	55,068	181,941	45,000	45,000	-0-
Total Funds Avail.	637,112	666,138	878,106	777,761	801,454	23,693
Expenditures	610,161	637,458	716,896	773,007	791,279	(18,272)
Non-Bud. Disburs.	5,054	-	125,169	-	-	-
Cash Bal. End of Yr.	21,897	28,680	36,041	4,754	10,175	5,421

CARRIE F. GLEY HOSPITAL

OPERATING FUND

PROPOSED BUDGET SUMMARY

56th F.Y.

PROPOSED EXPENSE BUDGET BY CATEGORY

Description	ACTUAL			BUDGET REQUEST		56th Over(Und 55th
	52nd FY	53rd FY	54th FY	55th FY	56th FY	
Personal Services	397,974	404,424	431,304	494,350	516,279	21,929
Employee Benefits	37,850	37,777	46,640	50,269	54,287	4,018
Travel	3,412	4,085	5,486	11,896	11,188	(708)
Maint. & Repairs	18,185	22,684	50,190	25,670	25,592	(78)
Supplies, Materials	95,101	98,105	109,910	109,450	113,750	4,300
Contractual Serv.	37,936	42,490	48,658	49,653	50,229	576
Other Op. Costs	2,094	2,522	3,132	8,400	8,400	-0-
Capital Outlay	17,609	25,372	20,976	23,319	11,554	(11,765)
TOTAL EXPENDITURES	610,161	637,458	716,896	773,007	791,279	18,272

November 8, 1966

H. B. Johnson, M.D.
Chief of Staff
St. Ann's Hospital
Truth or Consequences, N. M.

Dear Dr. Johnson:

The Board of Directors of Carrie Tingley Hospital considered your request of October 10 to permit boys who suffer injuries during high school football games to report directly to Carrie Tingley Hospital for diagnosis and treatment of their injuries by our medical staff.

The board acted favorably on this request and further noted that at such time as any member of the staff at St. Ann's is prepared to reassume provision of these emergency medical services this should be done, since assumption of the role of emergency hospital for the T. or C. community is not provided for in the Carrie Tingley Hospital statutes. Further, please assure the staff at St. Ann's that this hospital in no way seeks to assume a jurisdiction over patients that would normally be the responsibility of the community hospital and its medical staff.

Best personal regards.

Cordially,

John Glass
Administrator

cc: Mr. Basil Burks
Sister Magdalene

JG/mp

November 8, 1966

Mr. Basil Burks
Superintendent of Schools
Truth or Consequences, N. M.

Dear Basil:

The Board of Directors considered the attached request of Dr. Johnson, Chief of Staff of St. Ann's Hospital, at their October 21 meeting.

Our board approved extending Carrie Tingley Hospital and medical services to provide diagnostic and treatment services to boys who suffer injuries during high school football games in Truth or Consequences and their reporting directly to the hospital without referral from a local physician.

The board noted that this action was taken at the request of the medical staff of St. Ann's Hospital and that, at such time as you are able to obtain local medical coverage for these cases, the responsibility should revert to the community agencies since provision of this emergency service is not the proper role of Carrie Tingley Hospital. When local medical services are again available referral to Carrie Tingley Hospital by the local physician would be made only when the injury required orthopaedic services.

If you have any questions on this matter please feel free to contact me.

Cordially,

John Glass
Administrator

JG/mp

encl.

P. O. BOX 6

H. B. JOHNSON, M. D.

MEDICARE CODE 2 101981

TRUTH OR CONSEQUENCES, N. M.
FORMERLY
HOT SPRINGS, NEW MEXICO 87901

October 10, 1966

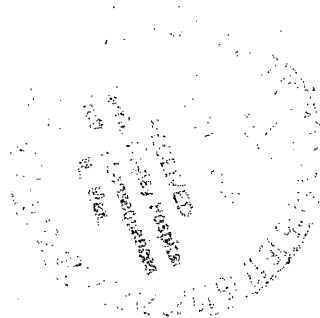
Mr. John S. Glass, Administrator
Carrie Tingley Hospital
1400 South Broadway
Truth or Consequences, New Mexico

Dear Mr. Glass:

The Staff of St. Ann's Hospital would consider it a favor if the boys who suffer injuries during football games could report directly to Carrie Tingley Hospital for diagnosis and treatment of their injuries.

Respectfully,

H. B. Johnson
H. B. Johnson, M. D.
Chief of Staff
St. Ann's Hospital



Mr. Basil Burks
September 21, 1966
Page 2

the role of an emergency hospital for this type of patient. That is the role of the local hospital and its medical staff.

Please contact me if you have any questions regarding this matter.

Cordially,

John Glass
Administrator

JG/mp

CARRIE TINGLEY HOSPITAL

FOR CRIPPLED CHILDREN



OFFICE OF THE ADMINISTRATOR

TRUTH OR CONSEQUENCES, NEW MEXICO

TELEPHONE 894-2121

September 21, 1966

Confidential

Mr. Basil Burks
Superintendent of Schools
Sierra County
Truth or Consequences, N. M.

Dear Basil:

You recall that last week we discussed the question of provision of hospital and medical services for student football players injured in games at Truth or Consequences.

As you know, this type of injury is normal for most all communities and, accordingly, this type of patient is normally cared for by the medical and hospital services of the community. Even though our experience in the past has shown that a number of these cases have been referred to this hospital following examination by a local physician, I am sure you understand that the role of this hospital is not to provide such services, routinely, without referral from a local physician.

If, in consultation with the Sierra County Medical Society, you determine that they cannot meet this need for medical services and you cannot otherwise meet this need through local physicians, you might wish to ask them to make a recommendation to you.

If, after consideration, they should recommend to you that you contact this hospital for the purpose of providing medical and hospital services for such patients, I would suggest that you obtain a written statement from the Medical Society to this effect.

When you have such a statement from them we would then be in a position to consider the request.

I would like to make very clear that we in no way are seeking to assume

The next meeting date was set for June 21.

The meeting adjourned at 3:15 P.M.

Richard B. Traub
Richard B. Traub, Chairman

Ross Kailey
Ross Kailey, Vice-Chairman

ADDENDUM TO MINUTES
OF BOARD MEETING
OF MAY 17, 1968

Following discussions with Dr. Jameson and Mrs. Jameson the administrator on May 31, ^{received} ~~recommended~~ to the board via phone ^{by the unanimous agreement of the board} the employment of Mrs. Robert M. Jameson, R.N., wife of the Medical Director, as recovery room nurse on a temporary, part-time basis, effective June 3, assuming approval of the employment by the Attorney General and the State Personnel Director, and with the condition that in the event Mrs. Jameson is employed at the end of the temporary six-month appointment and continued employment after that time is warranted, the matter will be brought back to the board prior to any renewal of the temporary appointment.

Richard B. Traub
Richard B. Traub, Chairman

Ross Kailey
Ross Kailey, Vice-Chairman

wife of the Medical Director, had indicated her willingness to work in the Recovery Room on a temporary basis until permanent personnel could be recruited, and Mrs. Valerie Ann Azer, R.N., wife of Dr. Rida N. Azer, who is to start his residency training at the hospital July 1, had applied for employment during the time her husband was at Carrie Tingley. It was noted that at the present time only five R.N. positions, of 10 budgeted, are filled for Ward coverage. Following discussion regarding problems which could arise as a result of such employment Mr. Glass was requested to discuss the matter with Dr. Jameson and Mrs. Jameson, explaining that employment of the Medical Director's wife would not be considered except under present circumstances; that the board recognized difficulties resulting from the critical shortage of nursing personnel and the effect on patient care; that such employment, if effected, should be on a temporary basis for a limited period of time and should be terminated when permanent personnel could be recruited; that if both Dr. Jameson and Mrs. Jameson are agreeable to such an employment proposal the board's approval be obtained prior to the effective date of employment.

The administrator informed the board that problems regarding Title XIX certification had been resolved; that he had been informed by Mr. Thomas Shinas that billing for Title XIX patients discharged from Carrie Tingley Hospital since January 1, 1968 would be processed and delivered to Blue Cross (the fiscal intermediary). Mr. Glass reiterated that Carrie Tingley Hospital would be required to channel to the Department of Health and Social Services, through the Department of Finance and Administration, the state's participation for such payments.

Correspondence with Mr. Richard Sperry, Assistant Personnel Director, was noted concerning proposed job classification revisions. The administrator noted that the revisions had been reflected in the proposed budget for the 57th fiscal year; that approval by the State Personnel Board would possibly be made the first week in June.

Mr. Glass and Dr. Jameson reviewed in detail a proposed operating budget for the 57th fiscal year, reflecting the following totals:

Cash Balance Beginning of 57th F.Y.	\$ 24,419.00
Total Revenue Anticipated	<u>822,000.00</u>
	\$846,419.00
 Total Expense	 <u>844,404.00</u>
Balance, End of Year	\$ 2,015.00

Motion was made by Mr. Kailey, seconded by Mr. Hedrick, that the budget be accepted as proposed. Motion carried. A copy of the document, as submitted, is attached hereto.

are below or equal to those being paid other vendors, we continue on a test basis. Motion carried. Mr. Glass stated he would furnish the board a report on status of the program at the next meeting.

The administrator's review of personnel recruitment efforts included the following:

1. Mrs. Weatherspoon, Chief Physical Therapist, is terminating May 24; two persons who have indicated an interest in the position will be visiting the hospital in June. Dr. Jameson noted the severe handicap to the medical program of the hospital created by lack of personnel in physical therapy. Mr. Glass stated he would contact Mrs. Betty Hibler, a registered physical therapist who lives in the T. or C. community, regarding employment on a temporary status until permanent personnel could be recruited. Mr. Harbaugh stated he would contact Mr. Walter Kincaid, who previously worked with the Elks Mobile Unit, regarding temporary employment; he also noted the possibility of recruiting temporary help from a physical therapist who lives in Las Cruces.
2. Mr. Glass stated that Mr. Elmer Konya, Certified Prosthetist from Canal Fulton, Ohio, would be offered the position of Brace Shop Manager effective the latter part of June or July 1 if Mr. Pounders, the other applicant who had indicated interest in the position, could not be reached by phone in the next day or so.
3. Developments in nursing recruitment were reviewed by the administrator and correspondence was noted from Miss Bernice Szukalla, Institutional Nursing Consultant, Department of Health, Education, and Welfare, Dallas, Texas wherein Mr. Glass was informed of a proposed visit to Carrie Tingley by Dr. Edith Anderson, R.N., Consultant with the Children's Bureau in Washington, and Mrs. Barbara Madden of Ranchos Los Amigos to assist in the development of a philosophy of rehabilitation nursing at the hospital. Both Mr. Glass and Dr. Jameson indicated that they felt such a visit should be postponed, if possible, until a Director of Nursing had been recruited. Mr. Glass stated that ads had been placed in professional journals, El Paso papers, and the Albuquerque Journal for R.N.'s, L.P.N.'s, and a Surgical Technician.

The administrator stated that, due to the critical shortage in nursing personnel, he would like the board's approval for exceptions to their directive of April, 1961 which stated: "It is the intent and desire of the board that not more than one person in a family be employed by the hospital at the same time; that, when necessary to violate this procedure, the person should be hired on a temporary basis, with the understanding that it is temporary employment; any exception from this rule to have the prior approval of the board." Mr. Glass stated that Mrs. Robert M. Jameson, R.N.,

4. Notification to the Department of Public Health of occupancy of all units in Phase I; hydro-therapy room on April 15; other areas in physical therapy on May 1; Girls Ward on May 8.

5. Beginning of work on Boys Ward on May 8.

Mr. Glass stated that payment from Hill-Burton in the amount of approximately \$20,000 was expected within a few days, based on a recent inspection of progress by the Department of Public Health.

Correspondence with Mrs. Geraldine Kleinfeld and Dr. Richard Walsh regarding the C.C.S. Silver City Clinic being resumed was reviewed; agreement on the clinic having been reached and a clinic scheduled for July 17.

Delay in release of the audit report on the hospital covering the fiscal year ending June 30, 1967, conducted by Peat, Marwick, Mitchell and Co., was discussed. Mr. Glass stated it was his understanding that the audit was still being reviewed by the Legislative Audit Commission and had not been released by them. The board requested that the board chairman write Mr. Jeff Good, Chairman of the Legislative Audit Commission, and inquire why the directors had not received a copy of the official audit report for the 55th fiscal year and explain the reticence of the board in awarding a contract for the 56th fiscal year prior to the 55th fiscal year audit report being received; copies of such correspondence to be sent to Peat, Marwick, Mitchell and Co., and Mr. C. R. Sebastian.

Correspondence was reviewed from Mr. Sebastian, Legislative Auditor, regarding contracting for public auditing services, wherein it was noted that such services are exempt from bidding by the Public Purchases Act. Awarding of the audit contract for the 56th fiscal year was discussed. Mr. Glass stated that he felt Peat, Marwick, Mitchell and Co. were extremely competent and recommended that they be awarded the contract. Board action was deferred pending receipt of the audit report for the 55th fiscal year.

Mr. Kailey reported on a meeting with members of the Combined Hospitals' Board staff and various personnel interested in the group purchasing program which the Department of Hospitals and Institutions proposes to make available to other state agencies, noting that the plan was well presented and reflected professional preparation. Correspondence with Mr. James Melfi, Director of Purchasing, Department of Hospitals and Institutions, was reviewed wherein Mr. Glass discussed basic features of the proposal and requested definite information as to when such services would be available for various supply items. The administrator requested the endorsement of the board for such participation in group purchasing, suggesting that the hospital test the proposal on grocery items, janitorial supplies, etc.. Motion was made by Mr. Kailey, seconded by Mr. Davidson, that Carrie Tingley proceed with active participation in the purchasing plan; that if costs through this source

Financial reports for the month of April were reviewed by the administrator who noted that current projections of expense and income for the remainder of this fiscal year indicate an extremely tight cash picture unless we are successful in obtaining Title XIX participation; he stated that he had, however, been assured from Title XIX personnel that payments would be received during this fiscal year. House Bill No. 3 of the Special Session of the Legislature was reviewed. This bill would create a medical assistance reserve fund to augment the appropriation to the Department of Health and Social Services for the state's share of medical assistance payments provided under Title XIX; to insure that the state's matching portion as required by Title XIX would not be depleted. Mr. Glass noted that included in the bill was the stipulation that "amounts of state funds transferred from state medical institutions to the Health and Social Service Department for use in obtaining matching federal funds shall not be used to supplant or supplement non-medical assistance expenditures of the Health and Social Services Department." He noted that testimony at the House Appropriation Committee hearing on the bill brought out the statement from Mr. George Bryan, Secretary of the Department of Hospitals and Institutions, that his department had budgeted for payment of approximately \$900,000 to the Department of Health and Social Services as the state's portion of Title XIX payments. He noted that this statement, in effect, commits Carrie Tingley Hospital to follow suit in the 57th fiscal year.

Discussion ensued as to whether billing for services to Title XIX patients should be submitted on patients discharged since July 1, 1967 rather than from January 1, 1968. Mr. Glass noted that proof of the hospital meeting all certification requirements of the program for the period July to December, 1967 would be needed. It was the consensus of the board that only billing for patients discharged since January, 1968 should be submitted.

The administrator advised the board of the necessity of submitting a budget adjustment request, effective May 31, for line items over-expended for the fiscal year to date; line items affected include maintenance repairs, supplies, and contractual services. He also noted that a final budget adjustment would be submitted prior to June 30. Motion was made by Mr. Hedrick, seconded by Mr. Kailey, that the administrator be authorized to proceed with budget transfers needed and submit same to the Department of Finance and Administration. Motion carried.

The following documents were reviewed regarding Phase I of Project NM 91C:

1. Punch list submitted to the architect on remaining deficiencies in Phase I.
2. Letter to the architect questioning justification of fee for inspection services, considering inadequate inspection services.
3. Payment of Certificate No. 9 to the Contractor in the amount of \$7,078.50.

CARRIE TINGLEY HOSPITAL

BOARD OF DIRECTORS MEETING

May 24, 1968

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the hospital conference room following a 7:30 breakfast on May 24, 1968. Board members present included Mr. Richard Traub, Chairman, Mr. Ross Kailey, Vice-Chairman, Mr. Ed Harbaugh, Mr. Robley Hedrick, and Mr. James Davidson. Also in attendance were Mrs. Phillips, Dr. Jameson, Medical Director, and Mr. Glass, Administrator.

Board members welcomed Mr. Davidson, a new appointee to the board replacing Mr. Billy Williams.

Minutes of the April 19 meeting were approved as distributed.

Hospital statistics for the month of April were reviewed by the Medical Director who commented on the reduced average length of stay and the fact that, in spite of a lower census, the number of operations performed compared favorably with the month of April, 1967. It was also noted that the number of patients seen at B.C.I. Clinics had more than doubled over the past year. Dr. Jameson stated that, following the employment of a Brace Shop Manager, he hoped to be able to schedule all new patients for clinics at Carrie Tingley Hospital.

Responses to recruitment for a Fellowship were reviewed. Dr. Jameson stated that he had received several applications with excellent references, however all were non-U.S. citizens; he commented on the difficulty in recruiting orthopaedists in the United States due to many being committed to fill military obligations.

The board was informed of a visit to the hospital on May 12 by Dr. Harold Sofield, who was in Albuquerque as a member of the American Board of Orthopaedic Surgery to review the residency training programs at the University of New Mexico, and was able to come to Carrie Tingley for a short time. Mr. Harbaugh stated that Dr. Sofield asked him to express to the board his satisfaction at improvements made at the hospital over the past six years; his appreciation of the concern of the board of directors in promoting the program of the hospital; and his compliments to the board on their selection of Dr. Jameson as Medical Director.

Dr. Jameson identified the following residents who are expected to start their specialty training at Carrie Tingley effective July 1: Rida N. Azer, M.D., a non-affiliate; Orest Wesley, M.D. from the V.A. Hospital in Dallas, pending reclassification by his draft board; and David Peterson, M.D. from the University of Colorado Medical School.

XIX patients, (2) increased salaries for professional personnel to enable recruitment for positions now vacant and retain existing personnel, estimated to affect the budget by an increase of approximately \$10,000, and (3) increased expense for supplies due to higher cost since September, 1967. The need for added staffing and special equipment requests not anticipated prior to the arrival of Dr. Jameson was also noted. The administrator asked that a budget committee be appointed with whom he could confer prior to the next board meeting. The board chairman appointed the following committee: Mr. Richard Traub, Mr. Ross Kailey and Mr. Robley Hedrick.

A letter from the State Personnel Office was noted wherein Mr. Bibb, State Personnel Director, stated his intention to meet with Mr. Glass and Mr. George Bryan, Executive Director of the Combined Hospitals' Board, to discuss a review of salary ranges for ancillary medical service positions. Mr. Glass stated he planned to meet with Mr. Bryan Monday, April 22 to discuss salary revisions prior to their conference with Mr. Bibb and State Classification Personnel on April 23.

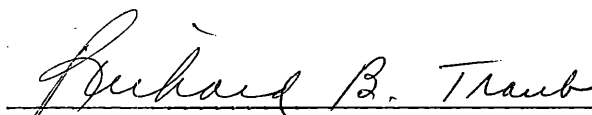
Correspondence from Mr. George Bryan was noted which informed the administrator of a joint meeting of the Combined Hospitals' Board administration staff and administrators of other state institutions on April 22 concerning the utilization of central warehousing facilities and review of purchasing procedures at the institution level.


Activities at the hospital during the Ralph Edwards Fiesta, May 2-4, were announced. It was noted that Governor Cargo had indicated he would be in T. or C. during Fiesta; Mr. Glass stated he would extend an invitation to Governor and Mrs. Cargo to stay at the hospital if they so desired.

The board was informed of an invitation from the Albuquerque Shriners to Carrie Tingley Hospital patients to attend their annual circus on April 27. The children will be transported by Continental Trailways, one-half of the fare being paid by the Shriners and one-half paid from the Carrie Tingley Christmas Memorial Fund; lunch will be provided by the Shriners.

The next meeting was set for Friday, May 24, 1968.

The meeting adjourned at 11:40 A.M.


Richard B. Traub, Chairman


Ross Kailey, Vice-Chairman

monthly installment deductions within the fiscal year 1967-68; that the hospital would look for reimbursement from the fiscal intermediary for Title XIX patients discharged since January 1, 1968 within this fiscal year. It was further recommended that some provision be made, following the cost analysis and annual intermediary settlement with the hospital, to settle the account between Carrie Tingley and the Department of Health and Social Services to afford equitable treatment for both agencies. Upon receipt of the administrator's proposal Mr. Anton stated that he would like to discuss the source of matching monies with the Federal auditors. On April 18 Mr. Anton informed the administrator that the matter had been cleared with the auditors and there was no problem regarding the eligibility of the hospital to receive Title XIX monies.

Mr. Adair was asked if he felt approval of the Legislative Finance Committee should be requested prior to channeling a portion of the state appropriation to the Department of Health and Social Services. Mr. Adair stated that such a letter, explaining the proposed procedure, would not be out of order and could possibly eliminate questions at some future date as to the motive of the action; that there should be no problem since the funds were to be channelled through the D.F. & A.

The administrator stated he planned to meet with Mr. Anton and Blue Cross personnel (fiscal intermediary for Title XIX) the week of April 23 to finalize procedures and requested approval of the board on actions taken to date, noting that guidance was needed from the board as to whether the agreement regarding the state contribution should be negotiated with the D.F. & A. and Department of Health and Social Services on the basis of continual participation or whether participation should be limited to the 56th fiscal year only. He noted that no commitment had been made for the 57th fiscal year.

After review of past discussions pertaining to payments for services to patients under Title XIX, it was the consensus of the board that, due to the impression that the Department of Health and Social Services might have inadequate funds with which to match Federal contributions under Title XIX, Carrie Tingley Hospital could transfer sufficient funds from its authorized 56th fiscal year budget to enable the Department of Health and Social Services to meet the 30.07% share of amounts to be billed by Carrie Tingley Hospital. It was stressed that it was the intention of the board to provide this fund for the current fiscal year because of the possible unavailability of state funds for the purpose; but that payments to the hospital under Title XIX for the 57th fiscal year should be made without participation from C.T.H. in providing any state contribution, on the basis of commitments of the Director of the Health and Social Services Department. Board members asked the administrator to pursue the matter and contact board members as needed for any further decisions.

Considerations necessary in preparing the 57th fiscal year operating budget, as noted by Mr. Glass, included: (1) anticipated reimbursement for Title

1. A visit to the hospital April 13-14 by Mr. Elmer Konya, Certified Prosthetist from Ohio, who is an applicant for the Brace Shop position. Mr. Glass stated that Mr. Konya seemed impressed with the hospital's facilities and program and indicated that, if offered the position by May 1, he could be on the job not later than July 1. It was noted that one other applicant had indicated plans to come to the hospital for a personal interview in the spring; that his qualifications and interest would be determined before a decision was made.
2. Recruitment for Physical Therapists is being continued by placement of ads in The Journal of the American Physical Therapy Association. Mr. Harbaugh suggested that the hospital contact the Placement Bureau of the National Society for Crippled Children and Adults, Inc., in Chicago for publication of an ad in their quarterly bulletin. Mr. Glass stated that he had had correspondence with one therapist who might be interested in employment in September and who plans to visit the hospital.
3. Recruitment for an Orthopaedic Fellow is being pursued by placement of an ad in "The Resident Physician" and "Medical World News". The administrator noted that it was necessary to revert to national advertising for this position since there is no supply of orthopaedists just out of their residency in New Mexico. Board members suggested that the State Personnel Office be advised of our recruitment in order to conform with state regulations.

Procedures for effecting reimbursement for Title XIX patients were discussed by the administrator. A memorandum relating to discussions with Mr. Tom Shinas and Mr. John Jasper of the Department of Health and Social Services was reviewed. Also noted were letters to Mr. Jasper and Mr. Waldo Anton of the Department of Finance and Administration wherein data was submitted which reflected total billings made to Carrie Tingley Hospital patients discharged after July 1, 1967 who appear to be eligible for Title XIX medical and hospital benefits. Mr. Glass stated that, on the basis of board discussion and the necessity of receiving Title XIX funds this fiscal year, he had suggested a payment mechanism which appeared reasonable. Recognizing that the Department of Health and Social Services might lack funds to provide the state contribution toward payments for services for our patients, recommendation was made by the administrator that, for the time being, on the basis of the apparent volume of Title XIX cases at the hospital and the state's contributing 30.07% of the Title XIX payment, \$2,000 be deducted from the Carrie Tingley Hospital monthly appropriation and channeled through the Department of Finance and Administration to the Department of Health and Social Services (this figure being based on the average monthly billings of \$7,000 at revised hospital charges). It was further recommended that, since Title XIX billings began in January, that the D.F. & A. arrange to reduce the Carrie Tingley monthly appropriation for the remaining months of the fiscal year to provide for an amount equal to the total of six

was signed by the Chairman and Vice-Chairman on April 15 and submitted to the Title Insurance and Trust Co. with the condition that same not be released until the hospital was forwarded the principal balance of \$10,000 remaining to be paid on its share of the note, together with all accrued interest due thereon up to and including date of disbursement; that the original note and Deed of Trust be released by the Bank of America to the Title Insurance Co. under the same conditions. Mr. Traub stated that he had been advised by the Title Insurance Co. that the Salvation Army, co-holder of the Trust Deed Note, had returned their Request for Reconveyance but such document had not yet been submitted by the University of California.

The board chairman reported that he had contacted Quinn & Co. regarding the sale of 400 shares of stock the hospital holds in New Mexico Loan and Mortgage Co. and Union Co. He noted that, although prospects of selling the stock were not encouraging, Quinn & Co. had stated contacts would be made in an effort to dispose of same.

Mr. Glass reviewed with the board circumstances regarding an employee of the hospital, Mr. Emmett Henderson, Boiler Fireman, suffering what appeared to be a heart attack while on duty on August 2, 1967. It was noted that Mr. Henderson had no past history of such illness and had performed no strenuous activity prior to the onset of his illness. An attorney was subsequently retained by the employee who claimed the attack was job-incurred and compensable. Correspondence from The Travelers Insurance Co., the hospital's compensation carrier, dated April 15, 1968 indicated that the matter had been settled with Attorney E.M. Barber, counsel for Mr. Henderson, in the amount of \$1500 for the claimant and \$500 for attorney's fees; that the file had been submitted to Mr. Forrest Sanders, Attorney in Las Cruces, for further handling by means of a friendly suit. Decision as to whether Mr. Henderson would be eligible for re-employment, contingent upon his physical condition, percentage of disability, etc., was discussed and left to the discretion of the administrator.

Developments in nursing recruitment through professional channels was discussed by the administrator. Correspondence and a memorandum pertaining to a visit which Dr. Jameson and Mr. Glass had with Dr. Regina Hall, Dean of the U.N.M. School of Nursing, was reviewed. Mr. Glass noted that Professor LaPlante of the U.N.M. Nursing School planned to visit the hospital on April 19 to review organization of the nursing staff and assess our situation and future potential; that benefits anticipated from her visit included assistance in recruiting for a Director of Nurses and gaining their professional recommendations regarding the hospital nursing program. Correspondence was also noted with Miss Berniece Szukalla, Institutional Nursing Consultant, Department of Health, Education and Welfare in Dallas, Texas, who plans to visit the hospital on May 6 and who it is hoped can assist in recruitment efforts and evaluation of the nursing program.

The administrator's status report of recruitment activity regarding other vacant professional positions included the following:

Title XIX billing accounted for the office being somewhat behind in insurance collections and that an unavoidable delay in dictation of cover letters from medical personnel which must accompany Blue Cross claims had caused a delay in billing for these services. The need for submission of Blue Cross claims on a current basis and the urgency of such collections being made this fiscal year was cited by the board. The administrator was asked to determine the possible need of an additional person to assist in insurance billing, on either a part-time or full-time basis, and take necessary steps to expedite collection procedures.

Report of the administrator on the Hill-Burton project reflected the following developments:

1. Confirmation of approval for Change Order No. 3 (Boys' Ward) received from the Department of Health, Education and Welfare, Dallas, Texas;
2. Receipt of Amendment to SPA Contract 67-7-5838, covering remodeling of Boys' Ward, in the amount of \$99,400 from the State Purchasing Agent;
3. Receipt of cost breakdown from the architect for proposed modifications for Lot 3, totaling \$2,690.41 and being within the amount of available funds for change orders. Mr. Glass noted that costs on Items 4 and 8 would be discussed with the architect since they appeared excessive. Motion was made by Mr. Kailey, seconded by Mr. Hedrick, that the administrator be authorized to approve change orders covering items cited, including modifications deemed necessary; motion passed.
4. A statement from W. C. Kruger & Associates in the amount of \$1,474.76 was presented and payment recommended by the administrator. Motion was made by Mr. Williams, seconded by Mr. Kailey, that this billing for architectural services to March 31, 1968 be paid; motion carried.
5. Inspection of Phase I of the project was made on Thursday, April 18, by Mr. Savage, a representative of the architect, Mr. Glass, Dr. Jameson, and Mr. Anderson. A punch list of deficiencies and needed corrections was prepared; the contractor is now prepared to rework areas so noted. The administrator stated that no final inspection report was yet available; that anticipated occupancy date for Girls' Ward was May 7 and September 1 had been set as a goal for culmination of the total project.

Correspondence from The Title Insurance Trust Co. of San Diego, California was reviewed by Mr. Traub, wherein the hospital was advised of payment in full of the Trust Deed Note of the Henry Carter Estate, held in escrow, in the amount of \$148,000. Request for Reconveyance from Carrie Tingley Hospital

CARRIE TINGLEY HOSPITAL

BOARD OF DIRECTORS MEETING

April 19, 1968

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the hospital conference room following a 7:30 A.M. breakfast on April 19, 1968. Board members present included Mr. Richard Traub, Chairman, Mr. Ross Kailey, Vice-Chairman, Mr. Billy Williams, Secretary, Mr. Ed Harbaugh, Member, and Mr. Robley Hedrick, Member. Also attending were Mrs. Phillips, Mr. Scholts, Dr. Robert Jameson, Medical Director and Mr. John Glass, Administrator. Mr. Will Adair, Staff Analyst of the Legislative Finance Committee, was a guest at the meeting.

Minutes of the March 15 meeting were approved as distributed.

Hospital statistics for the month of March were reviewed by the Medical Director who stated that, due to current shortage in nursing personnel and limited beds available, the average daily census had been held to 62. Dr. Jameson noted that consideration was being given to having admission and discharge clinic on the same day because of advantages to patients, medical and business office personnel.

On the basis of review of the applicant's qualifications, Dr. Jameson recommended the appointment of R. N. Azer, M.D., of Buffalo, New York, a non-affiliate who received his orthopaedic training in England, to the post of Resident in Children's Orthopaedic Surgery at Carrie Tingley Hospital for one year beginning July 1, 1968. It was noted that Dr. Azer's appointment would be made as a result of the U.N.M. Medical School being unable to provide a resident for this period. Board approval of the appointment was deferred pending acceptance by Dr. Azer.

Dr. Jameson commented on a conference he and Mr. Glass had with Dean Stone, Acting Dean of the U.N.M. Medical School, noting that a general and exploratory discussion regarding affiliation with the Medical School was held, with the Dean expressing a definite interest in such a relationship; it was agreed that no definite plans for affiliation could be finalized until the status of the orthopaedic program at the Medical School was determined. Shuttle services for various specialists visiting Carrie Tingley Hospital on a regular schedule were also discussed.

Financial statements for the month of March were reviewed by Mr. John Scholts, Accountant. The fact that no Blue Cross payments had been received during the month was noted. Mr. Glass stated that paper work involved in preparation of

- (5) Recruitment for a Director of Nurses is being actively pursued; other than the administrator's correspondence with the Dean of the Nursing School at U.N.M., hospitals in Albuquerque and El Paso will also be contacted.

Preparation of a revised schedule of charges, reflecting relationship of cost allocation to revenue of income producing departments, was discussed in detail by the administrator. Major areas which indicate a need for increase in charges include Operating Room, Anesthesia, Outpatient Services, and Room Charges; areas in which a decrease in charges may be affected include X-ray and Drugs. Mr. Glass noted that the revised schedule of charges, when completed, must be submitted to Blue Cross who will audit the report in detail, applying Federal guidelines which they must follow. The board requested the administrator to present the revised schedule to them after approval by Blue Cross.

Discussion of the budget for the 57th fiscal year ensued. Mr. Glass stated that he had not yet been advised by the Department of Finance and Administration whether a new operating budget should be prepared or whether the operating budget submitted in September, 1967 would be used - with budget adjustments reflecting anticipated increases or decreases in projected revenue and expense, submitted as an addendum to the budget approved by the Legislature. Areas identified by the administrator which indicate increased expenditure over that projected in the original 57th F.Y. budget include: (1) increased salaries as a result of State Personnel Board action; (2) increased salaries for key personnel replacements; (3) additional equipment requested by the Medical Director; (5) the need for additional consultant's visits (travel and per diem a primary concern); and (6) Transportation for Medical Personnel. Advantages of plane transportation on a pre-established schedule for consultant's visits were recognized. Mr. Glass stated that he felt an increased revenue from Title XIX could be projected as experience with this program was obtained. Guidance of the board was requested in preparation of the operating budget. After discussion the administrator was requested to prepare a tentative budget showing increased expenditures as needed and reappraisal of anticipated revenue from Title XIX for review by the board.

Date of the next regular meeting was set for Friday, April 19.

The meeting adjourned at 12:50 P.M.



Richard B. Traub, Chairman



Ross Kailey, Vice-Chairman

Dr. Stone indicated the definite desire for a positive affiliation between Carrie Tingley and the Medical School. It was the consensus of the board that Dr. Jameson, Mr. Glass, and board members should visit with Dr. Stone, Acting Dean, in the near future to begin outlining steps which might be considered in working toward an affiliation and issues which must be resolved.

Two other possible future relationships with the University were noted by the administrator. These were: (1) the possibility of interest by the Special Education Department at U.N.M. in taking on the administration of the Carrie Tingley Hospital School as a demonstration unit for special education for disabled youth, which had been discussed with Dr. Rice of U.N.M.; and (2), a relationship as a result of his correspondence with the Dean of the School of Nursing at U.N.M. concerning the feasibility of the Dean, or members of her faculty, visiting the hospital, studying our nursing situation, considering sending student nurses to C.T.H., and assisting in our recruitment for a Director of Nurses.

Status of recruitment for key personnel vacancies was reviewed by the administrator, who stated:

- (1) A C.P.O. from New York had indicated an interest in the Brace Shop position and planned to visit the hospital for a personal interview. Application forms and hospital brochures have also been sent to a C.P. in Ohio who had indicated to Mr. Bob Bush of Albuquerque a desire to move to New Mexico.
- (2) Mr. Anderson, Building and Grounds Superintendent, indicated to Mr. Glass that unless an exceptionally good offer was received he would not be leaving Carrie Tingley; that he was not now actively seeking other employment. Certified applicants who have expressed an interest in the position will be notified that the position is not open.
- (3) Recruitment for Physical Therapists is being pursued by placement of ads in the Journal of American Physical Therapy Association and the Newsletter of the N.M. Chapter of A.P.T.A. Both Mr. Glass and Dr. Jameson commented on the recruitment problem presented by the low salary range; the administrator stated that every effort was being made to have the Personnel Board review all key ancillary personnel salaries.
- (4) After review of Operating Room personnel Mr. Glass and Dr. Jameson concluded that Mrs. Domenico Rush was capable of filling the position vacated by Miss Beth Hogan; Mrs. Rush agreed to work with the responsibility until April 1 and at that time, if she wished the position and evaluation of her capabilities proved her eligible, promotion would be made to the Nurse 3 position. Dr. Jameson again indicated his desire to hire a Surgical Technician for the Operating Room.

2. Submission of Revised Parts II and IV of Application for Project Construction to Health Facilities Division, Department of Public Health. The administrator, in discussing financial resources for construction, noted that \$5,500 shown in cash and negotiable securities represented \$3,500 in U.S. Series "H" Bonds and \$2,000 in stock, representing one-half face value of 400 shares listed on inventory from Quinn & Co. After discussion it was the suggestion of the board that an effort be made to dispose of the stock as soon as possible;
3. Submission of a request to the State Purchasing Agent for a revised contract to include Lot 3, showing the new total contract amount of \$271,000;
4. A letter to the architect requesting cost of proposed changes in the work on Lot 3. Board action was deferred until definite charges for these changes are available.

Approval was requested of the board for payment of Contractor's Certificate No. 8 upon receipt of certified billing from W. C. Kruger & Associates. Motion was made by Mr. Harbaugh, seconded by Mr. Kailey, that payment be authorized; motion passed.

Mr. Glass advised the board of the availability of Girls' Ward for occupancy by April 1, noting that before patients are moved to the area a thorough inspection will be made by the architect and hospital personnel, with all deficiencies and needed corrections being listed at that time.

Copies of budget transfers submitted to the Department of Finance and Administration on March 5 were reviewed. The administrator stated that the revised budget transfer total was \$12,604.50 rather than \$7,472.42 as indicated at the February board meeting; primary area of increase was Nursing and Operating Room Supplies.

Minutes of the Vocational Rehabilitation Task Force for Disabled Youth meeting, held February 27 and previously distributed to the board, were discussed by the administrator. Mr. Glass stated that the Task Force would, after identifying needs and areas of concern, incorporate their findings in a report to the Governor which would eventually result in submission of a program to the Legislature.

Discussion of the audit report was deferred until the April meeting due to Mr. Williams' absence.

The administrator advised the board of a telephone conversation with Dr. Robert Stone, Associate Dean of the U.N.M. School of Medicine, during which

CARRIE TINGLEY HOSPITAL

BOARD OF DIRECTORS MEETING

March 15, 1968

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the hospital conference room following a 7:30 A.M. breakfast on March 15, 1968. Board members present included Mr. Richard Traub, Chairman, Mr. Ross Kailey, Vice-Chairman, Mr. Ed Harbaugh, Member, and Mr. Robley Hedrick, Member. Also attending were Mrs. Phillips, Mr. Scholts, Dr. Robert Jameson, Medical Director and Mr. John Glass, Administrator.

Minutes of the February 16 meeting were approved as distributed.

Hospital statistics for the month of February were reviewed by the Medical Director. Dr. Jameson reported that the Carrie Tingley Memorial Seminar held March 7-8, with Dr. Albert B. Ferguson, Jr., Chairman of the Department of Orthopedic Surgery, University of Pittsburgh, as the visiting authority was very successful despite a comparatively small attendance. Out-of-state orthopedists attending included Dr. Vernon Bryant, V.A. Hospital, Dallas; Dr. Cecil Robinson of Kermit, Texas; and representatives from the Wm. Beaumont Program and El Paso Surgery Group, El Paso.

Draft of an ad to recruit applicants for a Fellowship in Children's Orthopedics at C.T.H. was reviewed and approved by the board. Orthopedic surgeons, having completed their residency training and interested in further experience in children's orthopedics, were advised of a vacancy to assist the Medical Director in supervision and instruction of the resident staff in patient care, surgical procedures, clinic consultations, and clinical research. The Medical Director noted that he had received a letter of inquiry regarding a Fellowship from Alberto Bosh, M.D., who would be available December, 1968.

Financial statements for the month of February were reviewed by Mr. John Scholts, accountant. Mr. Glass noted Title XIX billings for patients discharged in the month of January, 1968, in the amount of \$8,405.92 had been submitted to Mr. Tom Shinas, Medical Care Administrator of the Department of Public Health and Welfare.

The administrator's report on the Hill-Burton project reflected the following actions:

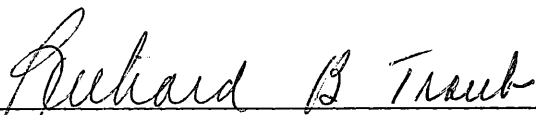
1. Notification to the architect to proceed with submission of a change order including Lot 3 in Project NM 91C at the bid figure of \$99,400;

A letter from Mr. Harold S. Bibb, State Personnel Director, regarding salary adjustments for Custodian and Maintenance positions was discussed. Mr. Glass stated that although the piece-meal approach of the State Personnel Board was not the most desirable he did not feel an objection could be made to proposed range changes.

The administrator advised the board of the following key staff changes: resignation of Miss Beth Hogan, Surgical Nurse, effective February 15, 1968, who is returning to Michigan; resignation of Miss Mildred Mantell, Supervisor of Nurses, effective April 15, 1968, who will be retiring from full-time duty due to health reasons; and resignation of Mrs. Rita Weatherspoon, Physical Therapist, effective May 24, 1968 due to transfer of her husband by the Game Department. Discussion ensued regarding recruitment to fill these vacancies. It was the consensus of those present that a person with a Master's Degree in Nursing Administration would be preferred, if available, for the Director of Nursing position. Current status of the recruitment for a prosthetist-orthotist was discussed. The administrator noted that he was corresponding with a certified prosthetist who plans to be certified in orthotics soon, whose residence is in Levittown, New York and who was advised of the vacancy by Mr. William Tosberg, Technical Director of Prosthetic Services at the New York University Medical Center. The anticipated vacancy in the Building and Grounds Superintendent's position was discussed. The administrator noted that Mr. Anderson had not indicated any change in plans and that a state-wide examination would be given February 17 to establish a List of Eligibles for the position. Upon receipt of the List of Eligibles from the State Personnel Office Mr. Anderson's future plans will be reviewed so that applicants who are certified for the position can be contacted.

The meeting adjourned at 12:45 P.M.

A tour of the construction area was made following the board meeting.


Richard B. Traub, Chairman


Ross Kailey, Vice-Chairman

Adler, Dr. Jameson and himself attending, at which time a detailed discussion was held regarding the C.C.S. Field Clinic Program. A memorandum covering this discussion was distributed; also reviewed was a statistical study covering clinic patients seen by C.T.H. for the years 1966-1967. The administrator stated that two major issues of concern regarding the hospital's clinic program were: (1) evaluation of C.T.H. Clinics at BC-I Hospital; and (2), re-entry to the Silver City Clinic. Mr. Glass noted that he planned to visit Dr. Walsh in the near future and inform him that Carrie Tingley could no longer provide clinic services to Silver City on an independent basis but would serve a clinic there if it were C.C.S. sponsored; he noted that Silver City was felt to be the logical geographical spot for a clinic in the southern part of the state but that if plans could not be worked out the C.C.S. clinic would possibly be held in Deming.

Correspondence with Mr. Robert Kirkpatrick, Deputy Finance Director of the Department of Finance and Administration, was reviewed wherein the possibility of using the State plane fleet for transportation of C.T.H. medical personnel to field clinics was explored. Mr. Glass stated that it was felt air transportation would save the time and energy of the doctors and allow them to return to the hospital at an earlier hour on the day prior to surgery; that, since C.C.S. finances such transportation, he had discussed the feasibility of the plan with Mrs. Kleinfeld who had indicated her willingness to such a proposal. Information on the February 29 clinic has been furnished Mr. Kirkpatrick with the hope that an arrangement can be worked out by that time.

Board members were informed of the receipt of an additional \$6,884 for the Carrie Tingley Hospital School from Title I of Public Law 89-10, providing a total budget of \$16,082. Board approval was requested for submission of an Amended Application for Funds, to include the additional \$6,884. Mr. Hedrick so moved, seconded by Mr. Kailey; passed.

Correspondence with heavy equipment contractors regarding the disposal of two 1936 motor generators no longer needed at the hospital was reviewed, including the following bids: Manaugh, Albuquerque, a charge of \$950, contractor to receive salvage value of generators; Harlen E. Bradley, no expense to the hospital, contractor to receive salvage value of generators; Anderson & Callery Surplus Sales of El Paso, Texas, \$1 paid to hospital, contractor to receive salvage value of equipment. Upon recommendation of the administrator motion was made by Mr. Kailey, seconded by Mr. Harbaugh, that the bid of Anderson & Callery be accepted; motion passed. Mr. Glass stated he would review the matter with the State Purchasing Agent before awarding the contract to Anderson & Callery.

Correspondence from Peat, Marwick, Mitchell & Co. and Mr. C. R. Sebastian, Legislative Auditor, was acknowledged. Due to the absence of Mr. Williams discussion of the hospital audit was tabled until the next meeting.

A letter from Mr. Burton L. Kramer of Lofty, Inc. was read wherein the hospital was requested to agree to discount the principal balance of the Henry Carter Estate Trust Deed note (\$33,850.50) in the amount of \$5,077.50, if paid within 15 days of acceptance of the offer by the three Legatees; under terms of the request the lump sum of \$28,773, plus interest to date on \$33,850.50, would be paid for Full Reconveyance of the Deed of Trust. Motion was made by Mr. Kailey, seconded by Mr. Hedrick, that the hospital insist on full payment of the note; motion passed. The administrator was requested to inform Mr. Kramer that, according to New Mexico statutes, such a discount would be illegal; that full payment of the amount due on the Deed of Trust had been committed by the hospital for construction work.

Notification from Mrs. Nelson of the Health Facilities Division of the Department of Public Health was reviewed wherein the hospital was advised of a reduction in Hill-Burton money available for Phase II of Hill-Burton Project NM 91C due to a cut in Hill-Burton New Mexico State allotment for the fiscal year 1968; that, as of February 6, 1968, \$45,079 in Federal funds had been allocated to Lot 3 of the project, reflecting a reduction of approximately \$2,000 in participating monies.

Anticipated additional change orders in Phase I of the project were discussed by Mr. Glass which included an exchange of the ventilation unit in the gym and corrected installation of the drain in the children's walking pool; no expense to the hospital will be involved in these changes.

Discussion followed regarding a change order to the original contract with Hesselden Construction Co., adding Lot 3 (remodeling of Boys' Ward) to the construction project. Motion was made by Mr. Kailey, seconded by Mr. Hedrick, that the architect be instructed to issue a change order adding Lot 3 to Hill-Burton Project NM 91C, such action being taken on the basis of passage of the Appropriations Bill by the Legislature, subject to the Governor's approval. Motion passed. The board chairman was requested to write Governor Cargo informing him of the board's action and expressing the appreciation of the board of directors for his support of the hospital program and for his help in obtaining funds to permit completion of the remodeling work on the convalescent wards.

Mr. Glass stated that he anticipated an interim inspection by Hill-Burton prior to occupancy of Girls Ward; that final inspection would follow completion of Lot 3. He noted that Amended Parts II and IV of the Hill-Burton application form would be submitted which would include Lot 3. Mr. Traub asked if resources for matching funds to be provided by the hospital for Phase II were definitely established, other than the Henry Carter Deed of Trust Note; the administrator stated that all other funds, except the added state appropriation, were in hand.

Mr. Glass discussed a meeting of key personnel of the New Mexico Crippled Children's Services and Carrie Tingley Hospital on January 18, 1968, with Mrs. Kleinfeld, Dr.

Discussion of the Advisory Committee regarding the role of Carrie Tingley Hospital in statewide planning for rehabilitation was reported by the Medical Director, who noted that it was the consensus of committee members that the hospital should make every effort to offer its facilities in this area and indicate services it could provide. Mr. Glass reported plans of the Project Director of Statewide Planning for Vocational Rehabilitation to set up a task committee to arrive at recommendations regarding a possible quarterly evaluation clinic, to be held at Carrie Tingley and to include all necessary specialties. Mr. Harbaugh stated that he felt the Elks Program would be very receptive to such a clinic and that the fact that the child would be housed in the hospital for a few days would improve the reliability of the test data over that currently obtained in the course of outpatient testing under sometime rather difficult conditions. He cited problems which have existed in the past which resulted in inaccurate, and often contradictory, evaluations; included were distances which the parent and child must travel, and inadequacy of tests due to limited time element involved and pressures on the emotional and mental attitude of the patient. Mr. Glass stated that Mr. Ernest Suazo, Project Director, would be at Carrie Tingley Tuesday, February 20 to discuss vocational rehabilitation planning; Mr. Harbaugh indicated that he would attend the meeting.

Financial statements for the month of January were reviewed by Mr. John Scholts, hospital accountant. Mr. Glass noted, in regard to emergency purchases, that the state is going more to open end contracts. The board was also advised that, in connection with collection procedures, discharge procedures of the hospital are being reviewed with the thought in mind of possibly setting up regular discharge days when the medical staff and accounting personnel could meet with the parents. A proposed budget transfer totaling \$7,472.42 (involving line item transfers only) was presented for board approval. Major items included: Bennett Machine, \$125; Additional Resident Salary Expense, \$1,080; Other Professional Services (interim prosthetist-orthotist services), \$1500; interim anesthesia services, \$500; and appliances and fixtures for the Medical Director's residence, \$2,290 - of this amount approximately \$1490 will be transferred from Maintenance and Buildings and the remainder will properly be charged to that account. Motion was made by Mr. Harbaugh, seconded by Mr. Kailey, that the budget adjustment be approved; motion passed. The administrator was requested to furnish board members a copy of the transfer submitted to the Department of Finance and Administration.

Status of the Hill-Burton project was reviewed by Mr. Glass who stated that he did not anticipate completion of the current project prior to April 1. Authorization was requested from the board for payment of Contractor's Certificate No. 6, upon receipt of certified billing from W.C. Kruger & Associates. Motion authorizing such payment was made by Mr. Kailey, seconded by Mr. Hedrick, and passed. The administrator noted that a Federal payment in the amount of approximately \$30,000 should be forthcoming shortly.

CARRIE TINGLEY HOSPITAL

BOARD OF DIRECTORS MEETING

February 16, 1968

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the hospital conference room following a 7:30 A.M. breakfast on February 16, 1968. Board members present included Mr. Richard Traub, Chairman, Mr. Ross Kailey, Vice-Chairman, Mr. Ed Harbaugh, Member, and Mr. Robley Hedrick, Member. Also in attendance were Mrs. Phillips, Mr. Scholts, Dr. Robert Jameson, Medical Director and Mr. John Glass, Administrator.

Minutes of the January 19 meeting were approved as distributed.

Hospital statistics for the month of January were reviewed by Dr. Jameson who noted that in comparing statistics for the previous month with those of January, 1967, despite one ward being closed currently for remodeling, total admissions were the same, total new admits showed an increase, hospitalized cases reflected only a slight decrease, and the average length of stay was cut approximately 50%. Importance of the increase in the number of new clinic patients was mentioned; also recognized was the reduced length of stay which has resulted in an increase in usage of ancillary services.

A letter from the administrator to Dean Fitz of the U.N.M. Medical School was reviewed wherein the Dean was informed that C.T.H. would pay Dr. Munger the full stipend authorized for our residents for the remaining of the fiscal year (\$450 per month,) resulting in a total increase from January through June of \$1,080; that this amount would be deducted from the U.N.M. Medical School billing for the months of November and December, in the amount of \$2,906.49; a check for \$1,826.49, balance due the Medical School, being enclosed. Mr. Glass stated he had not received a reply from Dean Fitz and that, accordingly, he considered the matter closed.

Minutes of the Medical Advisory Committee Meeting held in Chicago on January 22, 1968 were distributed. Dr. Jameson noted that one of the areas of discussion related to the need for an assistant to the Medical Director. He stated that he felt recruitment for a young man who had completed his residency and was interested in increasing his experience in children's orthopedics was advisable, noting that advantages of such a person being considered included the possibility of filling the position at a lower salary and eliminating the problem of lack of opportunity for advancement of the assistant. It was suggested that renewal of contract for such an assistant might be on an annual basis rather than for a two-year period. The Board Chairman suggested that a detailed statement of the proposed offer on this position be presented for approval at the next meeting.

Board Meeting Minutes
January 19, 1968
Page 2

Status of the Hill-Burton construction project was discussed and Change Order No. 2 in the amount of \$2,118.57, previously approved by the board, was reviewed. A statement from the contractor for work performed during the period December 16, 1967 through January 15, 1968, totaling \$15,772.00, was presented to the board; motion to pay the full amount was made by Mr. Williams, seconded by Mr. Kailey, and passed.

The administrator reviewed with the board correspondence from the contractor and architect, and his letter to the Department of Finance and Administration, providing assurance that the original contractor price on Lot 3 would be held, with the possible exception of a \$225 increase, in the event funds were appropriated by the Legislature to make possible the remodeling of the Boys' Convalescent Ward. It was noted that in the event the \$40,000 was appropriated by the Legislature the board should arrange for early action on the change order to add Lot 3 to the project.

Mr. Williams reported that he had discussed the status of the Carrie Tingley Hospital 55th fiscal year audit with the Legislative Auditor and had been informed that two privileged copies of the audit would be sent to the hospital in the following week.


Mr. Glass reported on the untimely death of Mr. Robert Miller, Prosthetist-Orthotist for the hospital, and indicated that he was beginning a recruitment effort to locate a replacement. Mr. Glass noted that arrangements had been made to purchase prosthetic services until a prosthetist could be obtained from the Albuquerque Prosthetic Center. He also noted the temporary disability of the nurse anesthetist, Miss Eileen Doyle, her absence from the hospital for surgery, and the need to purchase anesthesia services during the interim period. He informed the board that Mr. Robert Anderson, Hospital Engineer, had indicated that he would be seeking employment out of the state due to personal reasons and that a recruitment effort was under way to develop a list of applicants, pending Mr. Anderson's definite notification of resignation date.


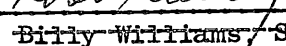
The administrator reported on the results of the Carrie Tingley Memorial Christmas Party Fund appeal; a very large quantity of gifts were provided through the Albuquerque Journal effort, as well as cash contributions to the fund totaling \$1,282.76; he further noted that contributions to the Patient Entertainment Fund during this period totaled \$723.50.

Correspondence from the University of Colorado was reviewed requesting an amendment to the agreement between the Regents of the University of Colorado Medical Center and Carrie Tingley Crippled Children's Hospital providing for a change in the time covered by the agreement and carrying it to the 30th day of June, 1968 rather than December 31, 1967. It was moved that the amendment be approved, by Mr. Hedrick, seconded by Mr. Williams, and carried.

Mr. Traub signed the amendment.

The meeting adjourned at 11:45 A.M.


Richard B. Traub, Chairman

 Vice-Chairman
 Secretary

CARRIE TINGLEY HOSPITAL

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Board Room of the Department of Public Health and Welfare in Santa Fe, New Mexico on January 19, 1968 at 9:00 A.M. Board members present included Mr. Richard Traub, Chairman, Mr. Ross Kailey, Vice-Chairman, Mr. Billy Williams, Secretary, and Mr. Robley Hedrick, Member. Also in attendance were Mr. Scholts, Dr. Robert Jameson, Medical Director and Mr. Glass, Administrator.

Minutes of the December 15 meeting were approved as distributed.

Dr. Jameson reported on the hospital statistics for the month of December. He noted the significant increase in the number of patients attending the Carrie Tingley Hospital clinics conducted at BC-I Hospital in Albuquerque and the excellent clinic facilities available there.

The Medical Director recommended the appointment of Dr. John D. Hunter, Jr., resident from Wm. Beaumont, and Dr. Renner Johnston from the University of Colorado, to the hospital resident's staff; a motion to this effect was moved by Mr. Williams, seconded by Mr. Kailey, and passed.

The board reviewed correspondence with Reginald H. Fitz, M.D., Dean of the University of New Mexico School of Medicine, regarding the salary problem for Resident David Munger. The board instructed the administrator to contact the Dean indicating that the hospital would pay Dr. Munger the full Carrie Tingley Hospital salary for the period January through June, 1968 and would reduce the final payment due the Medical School Faculty Fund by the salary increase amount until the matter is finally resolved. Dr. Jameson noted that this particular problem pointed out the desirability of having the affiliation relationship between Carrie Tingley and the other programs defined in writing.

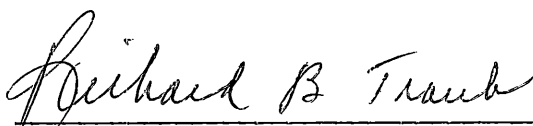
Dr. Jameson reviewed with the board the agenda prepared for the Medical Advisory Committee meeting scheduled for January 22 in Chicago.

The hospital balance sheet and financial statements were reviewed with the board by Mr. John Scholts, hospital accountant. Mr. Williams asked for an explanation of the large increase in Accounts Receivable (approximately \$48,000) since June 30. It was noted that this increase results from leaving the Title XIX welfare patient billings on the books as a receivable, starting July 1, 1967, in order to accumulate data on the dollar volume of services to Title XIX patients, and it was pointed out that these cases represented approximately \$39,500 worth of the increase; it was further noted that this amount would ultimately be charged off as a C.C.S. Free Service unless there was some indication from the D.P.W. that they might honor billings on these patients' services rendered during the first half of the fiscal year. A general discussion of collection practices followed and the board directed the administrator to make patient billings on the receivables on a monthly basis in the future.

recommended entering into the contract to provide this emergency service capability, noting that the physical facilities of the hospital and the ready availability of a number of physicians made the hospital a natural focal point for the unit. It was moved by Mr. Williams, seconded by Mr. Kailey, that the board authorize the administrator to sign the contract for the storage and utilization of the Package Disaster Hospital; motion passed.

Mr. Glass explained the plans for the annual Carrie Tingley Memorial Christmas Party and invited any board members who might be able to attend the Christmas morning activities.

The meeting adjourned at 12:15 P.M.



Richard B. Traub, Chairman



Billy M. Williams, Secretary

holding the original bid price on the Boys' Ward work was discussed; Mr. Anton requested that a letter from the contractor, verifying that the price would be held, should be obtained and provided to the Department of Finance and Administration. Mr. Bosl indicated that he would obtain this.

Mr. Anton stated, for the board's information, that the D.F. & A. was supporting the Carrie Tingley appropriation request for \$600,000 as made by the hospital and was not cutting this back to the tentative appropriation of \$564,800 authorized by the legislature for the 57th fiscal year at the last session.

Mr. Anton and Mr. Bosl were excused from the meeting.

The matter of change orders on the Hill-Burton project was discussed and reviewed. It was moved by Mr. Kailey and seconded by Mr. Hedrick to give the administrator authority to approve change orders up to a total of \$7,900; motion passed.

Mr. Glass noted that since no Federal payment had yet been received on the building project hospital funds available would possibly not be sufficient to meet the next payment to the contractor, and he requested authority to redeem a U.S. "H" Bond in the amount of \$3,500 and deposit this money in the Building Fund as soon as the need arises. The board directed that he take such action when necessary.

The board welcomed Mr. Aud Darr, Director of the Division of Vocational Rehabilitation, Mr. Keith, a member of the Regional Office of the Federal Vocational Rehabilitation Program from Dallas, and Mr. Ernest Suazo, Project Director of the Statewide Planning for Vocational Rehabilitation effort of the State Planning Office. Mr. Glass explained that the meeting had been requested in order for the board to meet with Mr. Darr and Mr. Suazo and to personally state their willingness to cooperate in any way to help meet the state's needs for vocational rehabilitation services as identified in the planning effort. Mr. Darr made a brief explanation of the current program, indicating that no vocational rehab funds are available for construction other than those funds obtained through the vocational rehabilitation category under the Hill-Burton program. He noted that the University of New Mexico Medical School had asked for funds for a complete medical rehabilitation center; he also noted the probable need for some type of unit to house 8 to 10 patients for prolonged, concentrated rehabilitation care for more involved cases. Such a unit, he noted, might be attached to an existing facility such as Carrie Tingley. He further noted that if we provide services normally categorized as vocational rehab services we could get an agreement with D.V.R. for some equipment purchases on a 75/25 matching basis. Mr. Darr noted the possible desirability of a program of evaluation involving periodic re-hospitalization of vocational rehab patients for follow-up review and progress status.

Mr. Suazo briefly outlined the program of the State Planning Office, noting that the state had received a 100% funded Federal grant to provide for vocational rehabilitation planning in New Mexico; that the Governor had established a Governor's Policy Committee and assigned to the State Planning Office the

CARRIE TINGLEY HOSPITAL

BOARD OF DIRECTORS MEETING

December 15, 1967

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Board Room of the Department of Public Health and Welfare in Santa Fe, New Mexico on December 15, 1967 at 9:00 A.M. Board members present included Mr. Richard Traub, Chairman, Mr. Ross Kailey, Vice-Chairman, Mr. Billy Williams, Secretary, and Mr. Robley Hedrick, Member. Also in attendance was Mr. Glass, Administrator.

Minutes of the November 17 meeting were approved as distributed.

Mr. Glass reviewed hospital statistics for the month of November.

The administrator discussed the visit of Dr. Jameson to the hospital on December 3rd through the 5th. He reviewed with the board items which he and Dr. Jameson had discussed and tentatively earmarked for the consideration of the Medical Advisory Committee. These included the role of Carrie Tingley Hospital in rehabilitation and vocational rehabilitation in the state, the use of consultant physicians at the hospital, and possible arrangements for an assistant for the Medical Director. Also reviewed with the board were plans for improvements to the Medical Director's residence including floor finishing, new light fixtures, conversion of one room to a utility room, reworking the kitchen in its entirety to include a new stove, dishwasher, base and wall cabinets, construction of a closet and repainting. It was estimated that the expenses involved would approximate \$1,000.

Mr. Glass reviewed with the board the financial statements for the month of November.

The board welcomed to the meeting Mr. Gordon Bosl, a representative of W.C. Kruger & Associates, Architects, and Mr. Waldo Anton, Administrative Budget Analyst from the Department of Finance and Administration. The financing of Phase II of the Hill-Burton project was discussed. Mr. Anton commented on the request for an emergency appropriation of \$40,000 from the 56th fiscal year budget to finance Phase II of Hill-Burton Project NM91-C. He indicated that this subject had been reviewed with Mr. Ed Hartman, Director of the Department of Finance and Administration, and that the administration would support the request to the legislature. Mr. Anton noted that, as he understood current plans, the Governor would submit separate legislation requesting the \$40,000 appropriation from 56th fiscal year monies early in the session. It was also noted that the item had been reviewed with Mr. John Mershon, Chairman of the Finance Committee of the House, and that no objections had been expressed. The question of the contractor's extension of the time limit for

cognizant of budgetary problems facing the State and was most concerned; that department head meetings had been held to inform hospital supervisors of the critical financial status of the State; and that accounting procedures had been instituted which should make it possible to better identify departmental areas which need the greatest amount of work in affecting expense reductions.

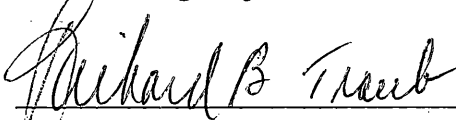
Correspondence from Mr. James Melfi, Director of Purchasing, Combined Hospitals Board, and a letter from the Administrator to Mr. Albert Cochran, State Purchasing Agent, regarding Carrie Tingley Hospital joining with the Combined Hospitals in central food purchasing was discussed. Mr. Glass stated that he felt some significant savings could result from such an action but thought a comparison of central purchasing with open-end contracts for all institutions might be made, and a further study conducted to determine if this was, in fact, the most economical manner of handling purchasing for State agencies. The board suggested that the Administrator inform Mr. Cochran that the board had discussed the proposal and recognized advantages it offered, however further clarification of the plan and details concerning it were desired before making a definite decision. It was also suggested that Mr. Glass invite Mr. James Melfi to the December board meeting to discuss the matter in detail.

Implications of the developing plan for vocational rehabilitation in New Mexico as it relates to Carrie Tingley Hospital was commented on by the Administrator. It was suggested that Mr. Glass invite Mr. Ernest Suazo of the State Planning Office and Mr. Aud Darr of the Department of Vocational Rehabilitation to attend the December meeting to discuss the matter.

Mr. Glass noted that he had been asked to attend a meeting of the Disaster Planning Committee of the American Hospital Association in Chicago on November 20-21, expenses to be paid by the Association. Motion was made by Mr. Hedrick, seconded by Mr. Harbaugh, that the Administrator's trip be approved. Motion carried.

Date of the December meeting was set for Friday, December 15, at 9:00 A.M. in the Conference Room of the Department of Public Health and Welfare in Santa Fe.

The meeting adjourned at 11:50.



Richard B. Traub, Chairman



Billy M. Williams, Secretary

were acknowledged regarding the appointment of Dr. Jameson.

Change Order No. 1 on Hill-Burton Project NM91C, received for signature from W. C. Kruger & Associates, was discussed by the Administrator. Included were the following modifications: change of doors on partitions in Rooms 211, 308, 312, \$135.29; replacement of cubicle in Room 221, \$462.14; modification to exterior pool, \$4,732.09; total cost of Change Order \$5,329.62. Mr. Glass noted that he had been assured by Mr. Gordon Bosl and Mr. Robert Krueger that the proposed work on the exterior pool was the best way to improve the pool at the lowest expense.

The Administrator informed the board that Hesselden Construction Co. had requested during the summer that they be notified, if possible, by December 15 whether or not Lot III of the project is to be purchased - this information being needed to order supplies, equipment, and arrange for a working crew to continue on the job. It was noted that the 180-day allowance for Phase I, plus a 21-day extension, would indicate completion of the current project by the end of February. The Administrator was requested to contact the architect and ask him to determine if an extension of the bid on Lot III was possible since commitment regarding Phase II could not be made prior to legislative action on an emergency appropriation for project funds during the current fiscal year.

Mr. Glass requested authorization of the board to make payment on Certificate No. 4 to the contractor, upon receipt of certified billing from W.C. Kruger & Co. Motion was made by Mr. Kailey, seconded by Mr. Harbaugh, that the administrator proceed to make payment to the contractor when billing was received. Motion carried.

A letter from Governor Cargo requesting a "Code of Conduct" for employees of Carrie Tingley Hospital, pursuant to provisions of Chapter 306, Section 11 (b), Laws of 1967, was noted; also reviewed were provisions of this legislation, cited as the "Conflict of Interest Act." The Administrator requested the guidance of the board on areas which they felt should be included in such a document, noting that in addition to legislation requirements employees of the hospital were also subject to regulations set forth in the State of New Mexico Personnel Department Employee Handbook. Motion was made by Mr. Kailey, seconded by Mr. Harbaugh, that the Board Chairman and the Administrator prepare a "Code of Conduct" for hospital employees for submission to the Governor consisting of concise statements regarding code of conduct which is peculiar and appropriate to the function and purpose for which Carrie Tingley Hospital was created, including the confidential nature of employee-patient relationship. Motion carried.

A directive from Governor Cargo regarding serious budgetary problems facing State government in New Mexico and requesting each agency to immediately institute economy measures in all areas was reviewed by the board. Mr. Glass stated that a department head meeting had been held at which copies of the Governor's letter had been distributed, areas discussed where possible savings could be effected, and supervisors urged to make every effort to keep expenses under control. The board requested the Administrator to advise Governor Cargo that the board was fully

CARRIE TINGLEY HOSPITAL

BOARD OF DIRECTORS MEETING

November 17, 1967

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room, following a 7:30 A.M. breakfast on Friday, November 17, 1967. Board members present included Mr. Richard Traub, Chairman, Mr. Ross Kailey, Vice-Chairman, Mr. Billy Williams, Secretary, Mr. Ed L. Harbaugh, Member, and Mr. Robley Hedrick, Member. Also in attendance were Mrs. Phillips and Mr. Glass, Administrator. Miss Layne Vickers, reporter from the Albuquerque Journal, was a guest at the meeting.

Mr. Traub welcomed Mr. Hedrick as a newly appointed member of the board replacing Mr. Robert L. Beckett.

Minutes of the October 27 meeting were approved as distributed.

Statistics for the month of October were reviewed by Mr. Glass.

The following financial reports were reviewed by the Administrator: Balance Sheet, Statement of Operations, Analysis of Accounts Receivable, Division Expenses by Category, and a list of direct purchases.

The possibility of obtaining reimbursement for Title XIX patients during the current fiscal year was discussed. The administrator stated he would invite Mr. John Jasper, Director of the Department of Public Health and Welfare, to attend the December board meeting to discuss the matter.

Advantages in having Accounts Payable on the Monthly Balance Sheet reflect all current encumbrances were noted. Mr. Glass stated that he felt it would be advantageous for both the hospital accountant and board members to have Mr. Scholts review monthly financial statements at board meetings; the board concurred.

The following budget adjustments, submitted to the Department of Finance and Administration, were reviewed by the Administrator: Budget Increase to General Services Division, Maintenance to Buildings, \$2,500 for roof repair; Increase to Revenue, Non-Budgeted Receipts, Insurance Settlements, \$8,142; Budget Line Transfers totaling \$18,422.21, reflecting transfers only and not affecting budget totals. Motion was made by Mr. Harbaugh, seconded by Mr. Kailey, that adjustments be approved; motion passed unanimously.

Mr. Glass noted that a draft of a proposed contract had been sent to Dr. Robert M. Jameson for his review, the contract as approved by the board having been amended to include the provision of professional liability to the Medical Director as a fringe benefit. A letter from Dr. Jameson was read wherein he stated he planned to visit the hospital on December 2, prior to assuming his duties on January 1. Letters from Dr. Stinchfield, Dr. Sofield, and Dr. Miles

Mr. Glass presented the third Certificate of Payment for the contractor, totaling \$21,697.20; payment of the indebtedness was moved by Mr. Williams, seconded by Mr. Kailey and passed.

Mr. Glass informed the board of the filing of a revised cost statement with the U.S. Public Health Service for reimbursement of Arizona Indian patients, the revised statement being based on cost figures for the year ending June 30, 1967 as determined by the auditor.

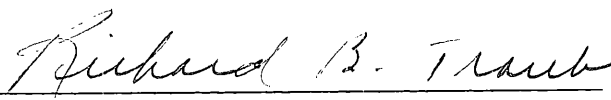
Mr. Glass reviewed with the board final budget proposal figures for the 57th fiscal year budget as modified following the last meeting. Mr. Harbaugh moved approval of the total income budget of \$801,000 and expense budget of \$803,024, leaving an anticipated cash balance at the end of the 57th fiscal year of \$713; motion was seconded by Mr. Kailey and passed unanimously.

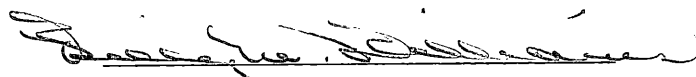
The board reviewed a letter from Dr. W. F. Rosenblatt, Medical Director of the Combined Hospital Board, requesting cooperation from Carrie Tingley Hospital by way of providing X-ray services for semi-annual clinics and occasional follow-up X-rays of T.B. cases for patients under surveillance by the T.B. Program from the local area. Mr. Glass indicated that such assistance could be provided and that he had reviewed the request with the Acting Medical Director who had also indicated no objection. Approval to provide the Combined Hospital Board with this service was recommended by Mr. Kailey, seconded by Mr. Williams, and passed unanimously.

Mr. Glass reported to the board on the actions taken in regard to fire preparedness at the hospital; he noted that 12 new extinguishers had been purchased and placed at locations recommended by the State Fire Marshall at his last inspection; that a new fire plan had been developed and fire drills conducted; that training had been conducted for all employees in operation of fire extinguishers; and that an improved alarm system would be included in the remodeling work on the wards, as well as removal of improper ceiling tile and fire doors, and smoke detection devices being incorporated in the remodeling on the ward.

Mr. Traub noted, with regret, the resignation of Mr. Robert Beckett of Deming from the board. The board agreed that they should encourage the Governor to make an early appointment to fill the vacancy to insure a continued, strong board and hospital operation.

The meeting adjourned at 2:15 P.M.


Richard B. Traub, Chairman


Billy M. Williams, Secretary

this action be pursued by the hospital in the future. Initially, the study work would be performed between Mr. Traub, Mr. Kailey, and Mr. Glass, considering the problem of travel and difficulty of board members meeting at other than board meeting time.

The board received Mr. William Grindell of the Frank O. Papen Insurance Agency of Las Cruces in response to a request from the board that Mr. Grindell explain the premises and professional liability coverage obtained by the hospital through the Papen Agency. Mr. Traub asked if the hospital would be protected in the event of an act of a patient. Mr. Grindell said the hospital was protected, however the patient causing the action was not protected in such an incident. Mr. Glass asked if the residents who do not receive compensation from the hospital are also included as insureds under the conditions of the policy. Mr. Grindell noted, from the specifications requesting coverage, that four residents had been included. He did request that the hospital provide him with a letter, as a matter of record, identifying the situation.

Mr. Glass reviewed with the board correspondence with the State Purchasing Agent's office indicating that the State was providing for insurance for agents of the State traveling in their private vehicles and that this insurance was designed to provide the institution coverage in the event of excessive loss by the employee. The coverage begins at limits of \$25,000/50,000/10,000; it was noted that this coverage, up to these limits, must be provided by the individual employee or agent and that State coverage starts at this point and goes to \$100,000/300,000/50,000 for public liability and property damage.

Mr. Glass discussed with the board the matter of change orders on Phase I of the Hill-Burton Project NM 91C. The board agreed that only major change orders be brought to them and that the change orders for the project be kept within the total of \$7,400, thus insuring the total construction cost of the project to be within \$179,000. Mr. Glass reviewed with the board the matter of a change order to provide for needed improvement to the floor of the outside swimming pool. Due to the excessive loss of water through cracks in the pool the architect had recommended that either a new floor be laid on top of the old floor or the old floor be knocked out, the extent of wash-out under the floor be determined, be filled and packed, and a complete new floor be laid at the same level as the old floor. The contractor had proposed the price of \$3,347.15 to lay a new floor over the old floor, and a figure of \$4,732.09 to remove the old floor, fill in the wash-out, and replace it. It was noted by the board that, considering the initial lot bid for the pool of \$3,800 the total work, including the change order replacing the old floor of the pool, would amount to approximately \$8,500. They directed the administrator to contact the architect to determine if this was the best way to improve the outside pool, considering an expenditure of \$8,500, total. It was moved by Mr. Kailey and seconded by Mr. Williams that the board accept removal and replacement of the pool floor on the outside pool if the architect assures the hospital that this procedure is the best way to get maximum value out of the \$8,500 expenditure anticipated for the outside pool; motion passed unanimously.

CARRIE TINGLEY HOSPITAL

BOARD OF DIRECTORS MEETING

October 27, 1967

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Medical Library of Memorial General Hospital, Las Cruces, New Mexico at 9:30 A.M., Friday, October, 1967. Board members present included Mr. Richard Traub, Chairman, Mr. Ross Kailey, Vice-Chairman, Mr. Billy Williams, Secretary, and Mr. Ed L. Harbaugh, Member. Mr. Glass, Administrator, also attended.

Minutes of the September 22 meeting were approved as distributed.

Statistics for the month of September were reviewed by Mr. Glass .

Medical staff coverage arranged through the University of New Mexico Medical School for the period of October through December was reviewed.

The following financial reports were reviewed by the administrator: Balance Sheet, Statement of Operations, Analysis of Accounts Receivable, Division Expenses by Category, and a list of direct purchases.

The Board Chairman noted to the board that he had received a tentative recommendation from the Chairman of the Selection Committee, Dr. Louis W. Breck, for a new Medical Director. Dr. Breck had recommended to the board the appointment of Dr. Robert M. Jameson of San Francisco the prior evening, however he had not as yet been able to make personal contact with all members of the Selection Committee to enable him to make a full Committee recommendation; he would contact the remaining members and Dr. Sofield during the morning of the board meeting. It was moved by Mr. Kailey and seconded by Mr. Williams that the Board of Directors accept the recommendation of the Selection Committee Chairman on the assumption that clearance by the full Committee would be forthcoming; motion passed unanimously. (The recommendation of Dr. Jameson for the Medical Director's job was received later in the day, on the basis of a full Committee recommendation.) The board expressed their appreciation and indebtedness to Dr. Louis W. Breck, Chairman of the Selection Committee, for the thorough and expeditious manner in which he had proceeded in the recruitment and selection of a Medical Director.

Mr. Glass noted that he had not as yet received the first statement from the U.N.M. Medical School for medical services provided through the months of August and September; that he had, however, discussed the billing with the Dean's secretary and understood the amount to be \$4,450. The board indicated approval of this contractual fee.

Mr. Traub discussed the desirability of beginning a study of relationships between hospitals and medical schools in order to be prepared to understand the issues involved in entering full affiliation agreements with the Medical School, should

CARRIE TINGLEY HOSPITAL

PERSONNEL BUDGET

57th F. Y.

1. 602-1 NURSING DIVISION

1. Salary increases for 40 employees \$ 8,053
 2. Positions vacant 56th FY, filled 57th FY

1 Nurse 2	5,520	
2 Attendants @ \$2700	5,400	<u>10,920</u>

Total Increase		<u><u>18,973</u></u>
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1. 602-2 OTHER PROFESSIONAL SERVICES

1. Salary Increases for 17 employees
 (\$2,000 increase Chief Surgeon) 4,056
 2. Positions vacant 56th F. Y., filled 57th FY

1 Phys. Therapist I	5,160	
Assoc. Surgeon (11 months)	15,400	<u>20,560</u>

Total Increase		<u><u>24,616</u></u>
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1. 602-3 GENERAL SERVICES DIVISION

1. Salary increases for 43 employees 4,855
 2. Positions vacant 56th F. Y., filled 57th F. Y.

1 Maintenance Helper	2,640	
1 Custodian	2,700	
1 Laundry Worker (6 Mos.)	1,380	
Laundry - Temporary Help	1,320	
1 Food Service Aide	2,700	
Kitchen - Temporary Help	2,640	<u>13,380</u>

Total Increases		<u><u>18,235</u></u>
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1. 602-4 FISCAL AND ADMINISTRATIVE SERVICES

1. Salary increases for 7 employees 169
 (2 replacements, Joann Ussery, Don Penn)

Total Increases		<u><u>.169</u></u>
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TOTAL INCREASE

Salary Increases	17,133
56th F. Y. Vacancies Filled	44,860

TOTAL INCREASE

\$ 61,993

CARRIE TINGLEY HOSPITAL

OPERATING FUND

PROPOSED EXPENSE BUDGET

57th F. Y.

	53F. Y.	<u>Actual</u> 54F. Y.	55F. Y.	<u>Budget</u> 56F. Y.	<u>Proposed</u> 57F. Y.	<u>Increase</u> (Decrease)
Personal Services	404,423	431,304	474,502	464,788	526,781	61,993
Employee Benefits	37,777	46,640	50,624	51,125	57,574	6,449
Travel	4,085	5,486	9,007	8,125	8,250	125
Maint. & Repairs	22,684	50,790	33,421	22,255	24,500	2,245
Supplies, Materials	98,105	109,910	104,001	96,805	106,925	10,120
Contractual Serv.	42,490	48,658	59,053	52,260	59,680	7,420
Other Op. Costs	2,522	3,132	8,067	8,900	8,600	(300)
Capital Outlay	25,372	20,976	8,180	2,600	6,500	3,900
Total Expenditures	637,458	716,896	746,855	706,858	798,810	91,952

CARRIE TINGLEY HOSPITAL
OPERATING FUND
PROPOSED REVENUE BUDGET

57th F Y

	53F. Y.	Actual 54F. Y.	55F Y	Budget 56F. Y.	Proposed 57F. Y.	Increase (Decrease)
General Fund	475,000	526,000	535,000	550,000	575,000 600,000	25,000
Meals & Lodging	5,677	4,966	4,803	5,500	5,500	-
Payments for Care					45,000 60,000	55,000
Govt.	14,812	21,352	27,233	5,000	60,000	20,000
Private	93,315	113,321	96,334	100,000	120,000 110,000	
Other Sales	136	203	129	200	200	-
Interest on Inv.	233	1,629	2,749			
Dividends (Stock)			305	300	300	-
Other		10		8,000		(8,000)
Total Revenues	589,173	667,481	666,553	669,000	761,000	92,000

-1-

CARRIE TINGLEY HOSPITAL
OPERATING FUND
PROPOSED BUDGET SUMMARY
57th F. Y.

	53 F. Y.	<u>Actual</u> 54 F. Y.	55 F. Y.	<u>Budget</u> 56 F. Y.	<u>Proposed</u> 57 F. Y.	Increase (Decrease)
Cash Bal. Begin. Yr.	21,762	28,549	35,905	440	2,582	2,142
Petty Cash	135	135	155	155	155	-0-
Revenue (See P. 2)	589,173	667,481	666,553	669,000	761,000	92,000
Non-Budgeted Receipts	55,068	181,940	45,149	40,000	40,000	-0-
Total Funds Available	666,138	878,105	747,762	709,595	803,737	94,142
Expenditures (See P. 3)	637,458	716,895	746,854	706,858	798,810	91,952
Non-Bud. Disbursements	-	125,150	313	-	-	-
Cash Balance End of Yr.	28,680	36,060	595	2,737	4,927	2,190

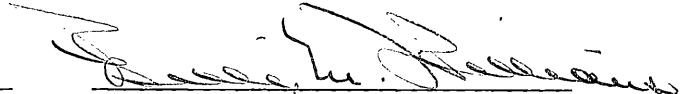
The administrator informed the board that he had been approached by Mr. Roger Parker, President of the Hot Springs National Bank, regarding permission to use the hospital grounds for a community barbecue on Saturday evening, September 28, with patients and employees of the hospital, various civic clubs and school groups being invited to the function.

Tentative meeting date for October was scheduled for October 20 in Las Cruces at New Mexico University, pending arrangement of a meeting of the board with Dr. Breck during the visit. It was suggested that Mr. Grindell of Frank Papen Co., carrier of the hospital's malpractice insurance, be invited to attend the board meeting.

The meeting adjourned at 3:50 P.M.



Richard B. Traub, Chairman



Billy M. Williams, Secretary

Receipt of a check in the amount of \$545.50 from the Bank of America on August 23 in final accounting of the Henry Carter Estate was acknowledged. The board was advised of the receipt of a draft in the amount of \$5,291.35 on September 22 from Lofty, Inc. in payment of amount due on Deed of Trust Note; payment included interest due to September 19, 1967.

D.P.W. payment for Title XIX patients was discussed. Mr. Glass stated that Mr. Jasper, Director of the Department of Public Welfare, had advised him on September 15 that he was not in a position to formally commit himself for the current fiscal year, but stated the hospital could budget receipts from this source for the 57th fiscal year.

The administrator reported on hail and windstorm damage to the roofs of the hospital buildings and residences on September 4, 1967, stating that an inspection by the insurance adjuster had resulted in an estimate of damage totaling \$8,143 (\$100 deductible being applied to loss on each building.) He noted that Kirby Roofing Co., the roofing contractor who had applied the new roof on the north residence in 1965, had submitted a bid for repairs to that roof in the amount of \$685; that a requisition had been sent to the Purchasing Agent to have the work done by this firm since, under conditions of the 10-year warranty, Kirby Roofing Co. must make any repairs or the warranty is forfeited. He stated that specifications will be drawn up and bids secured on other roof repair. Motion was made by Mr. Kailey, seconded by Mr. Williams, to accept the insurance adjuster's settlement for damage in the amount of \$8,143. Motion passed.

The administrator presented to the board a draft summary of the proposed 57th fiscal year's appropriation request and operating budget. Increases in expenses, by category, were discussed. Increase in personal services, amounting to \$61,993 was noted to be due to a return to normal operation and normal staffing with three wards in use, provision for salary increases for registered nurses in keeping with the State Personnel Board's recent reclassification of these jobs, and regular merit increases. The proposed budget indicated total funds available of \$803,737 and total expenses of \$798,810. Discussion ensued regarding proposed revenue sources, including General Fund Appropriation, Payments for Care, Government, and Payments for Care, Private. Adjustments were recommended on revenue anticipated from these sources, total budgeted revenue remaining the same. Motion was made by Mr. Williams, seconded by Mr. Kailey, that the proposed budget, as revised, be approved. Motion carried. A copy of the budget summary is attached hereto and made a part of the minutes.

Mr. Glass informed the board that he had been approached by the Medical Director of Combined Hospitals Board, Dr. W. F. Rosenblatt, regarding use of Carrie Tingley Hospital facilities to conduct bi-annual T.B. clinics. He noted that he had asked Dr. Rosenblatt to write him identifying services needed.

Status of the Medical Director recruitment was reviewed by Mr. Glass who noted that 7 or 8 possible candidates were corresponding with Dr. Breck; that Dr. George Aitken visited the hospital on September 19-21 and indicated that he would make a decision regarding the position in three to four weeks. Colonel George Chambers, orthopaedic surgeon at Lackland Air Force Base, referred by Dr. McKay, has indicated an interest in the position and plans to visit the hospital in October.

Mr. Glass reported that the meeting of the Governor's Committee on Reorganization of State Government, scheduled for September 15, had been postponed. He noted that copies of the report prepared by him for the committee's review had been given to Dr. Heady who stated they would be distributed to committee members.

Date for the Annual Employee Award Dinner was discussed and tentatively set for Thursday, November 16, at 7:00 P.M. The administrator was asked to invite Governor and Mrs. Cargo to attend the dinner, present the pins and certificates to the employees, and speak to the gathering. Mr. Williams stated he would extend a personal invitation to the Governor following Mr. Glass's letter to the Chief Executive.

A letter from Mr. J. W. Keeran, Secretary-Treasurer of W.C. Kruger & Associates, was noted wherein an inspection agreement on Hill-Burton Project NM 91C was proposed. Motion was made by Mr. Williams, seconded by Mr. Harbaugh, that the inspection schedule be approved. Motion carried. Inspection reports dated August 14 and August 17 were noted. Mr. Glass discussed probable work order changes, including reflooring and sealing the outside pool and a change in fans on equipment room and tunnel ventilation systems.

A letter from the Department of Public Health, indicating approval of Equipment List for Fixed Equipment NIC, was noted. The administrator stated that major fixed equipment which the hospital is to supply has been ordered.

Certificate of Payment No. 1 in the amount of \$7,544.70, and Certificate of Payment No. 2 in the amount of \$18,654.30, from Hesselden Construction Co., certified by W. C. Kruger & Associates, were presented for approval of payment. Motion was made by Mr. Kailey, seconded by Mr. Harbaugh, that payment be made. Motion carried.

Correspondence from Mr. Robert H. Krueger was noted wherein estimated cost increase of work included in Phase II of Project NM 91C was calculated, should the project be delayed from 1 to 5 years; approximate increase reflected 19% per year. A letter from Mrs. Margaret Nelson of the Department of Public Health was reviewed which notified the hospital of approval of their request for Hill-Burton assistance in the amount of \$50,000 for Phase II of the project. Mr. Glass stated that he could not determine, until equipment expense was identified, the exact amount of matching monies which would be needed; that he felt approximately \$45,000 would be required and that he planned to discuss the matter with Mr. Hartman by mid-October.

The condition of hospital vehicles and the need to purchase a new car during the current fiscal year was discussed. The administrator noted that the 57th fiscal year budget included the cost of a new station wagon. Mr. Glass was instructed to have all hospital vehicles checked by an accredited service mechanic to determine that they were in good operating condition. The board indicated that if developments warranted the purchase of a new vehicle during the current fiscal year the administrator advise the board chairman and take the necessary steps to purchase same.

Status of the Medical Services Agreement with the Medical School was reviewed by Mr. Traub who noted that he, Mr. Kailey, and Mr. Glass met with Dean Fitz on September 14. At that time Dean Fitz indicated that he did not feel he could commit the U.N.M. Medical School to a full year's agreement since Dr. Weaver, the Acting Medical Director, would be leaving the Medical School in the near future. Mr. Traub stated that it was his understanding that the relationship would continue on a month-to-month basis as outlined in the proposed contractual agreement. He noted that Dean Fitz had stated the expense to the medical school for services provided Carrie Tingley was in excess of that anticipated and requested that the hospital reimburse the Medical School on an actual cost basis - approximately \$600 per week or \$2,400 per month - rather than the \$2,000 originally stipulated, billing to be made monthly; that generalities were discussed regarding the possibility of Carrie Tingley being merged with the Combined State Hospitals Board and the possible affiliation of the hospital with the U.N.M. Medical School. Mr. Glass stated that areas he had discussed with Dean Fitz included: the relationship of the Carrie Tingley Hospital Medical Director with the Dean of the Medical School and the hospital's Board of Directors; questions regarding reimbursement of the Medical Director; and the entity to whom the Medical Director should be primarily responsible. Key issues involved in full affiliation were also discussed. The administrator stated that, since applicants interviewed for the position of Medical Director, had indicated their desire for a full appointment to the Medical School faculty, Dean Fitz asked that if and when the board seriously considers a candidate he be furnished a detailed resume on the applicant in order to be able to comment on his acceptability for appointment to the faculty. Mr. Harbaugh stated that, according to his interpretation of the statutes, the Board of Directors is responsible for the appointment of a Medical Director; that until changed by legislation the board should stay within the statutory framework.

The following financial reports were reviewed by the administrator: Balance Sheet, Statement of Operations, Analysis of Accounts Receivable, Division Expenses by Category, and a list of direct purchases. Mr. Glass stated that in the future the Statement of Division Expenses by Category would include amount budgeted for the fiscal year, by category, and budget and expense on a year-to-date basis.

Mr. John Scholts, Accountant-Auditor replacing Mr. Donald Penn, was introduced to the board.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

September 22, 1967

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room, following a 7:30 A.M. breakfast, on Friday, September 22, 1967. Board members present included Mr. Richard Traub, Chairman, Mr. Ross Kailey, Vice-Chairman, Mr. Billy Williams, Secretary, and Mr. Ed L. Harbaugh, Member. Also in attendance were Mrs. Phillips and Mr. Glass, Administrator.

Minutes of the August 11 meeting were approved as distributed.

Medical staff coverage from U.N.M. Medical School for the period August 1 through September 15 was noted.

Statistics for the month of August were discussed by Mr. Glass. Dr. John C. Simpson, who attended the meeting for a short time, commented on average daily census for the previous month, increase in ancillary services despite reduced census, and the fact that the average length of stay was down appreciably. Factors attributing to these statistics were noted to be: closing of Girls Ward for remodeling, fewer referrals in the absence of a Medical Director; an increase in minor surgery and the desire of the residents to work up patients thoroughly in advance of visits by attending physicians were cited in accounting for the increase in X-ray services and a shorter length of stay.

The problem of transportation to field clinics was again noted by Dr. Simpson, and the question of medical coverage and liability insurance for the doctors when driving personal cars was posed. Discussion ensued regarding coverage provided the hospital and drivers under the existing state fleet automobile policy. The administrator was asked to write the Ferguson Insurance Agency, the insurance carrier, and request written replies to the following questions:

Does the fleet policy cover an employee and provide protection to the hospital when the individual is traveling on State business in his own car; does the fact that he is or is not receiving mileage reimbursement for the trip affect coverage?

Is coverage provided to resident physicians assigned to the hospital from a parent training program, who are not on the hospital payroll, when traveling on hospital business - whether traveling in their own car with reimbursement from the hospital or using their own vehicle for reasons of convenience but without reimbursement.

Motion was made by Mr. Kailey, seconded by Mr. Williams, that until verification is received from the insurance carrier that both the hospital and drivers are protected while using non-owned vehicles on hospital business, residents travel in hospital vehicles to clinics. Motion carried.

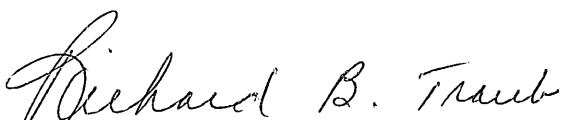
Copies of a letter from Dr. George Tyner, Associate Dean of the University of Colorado Medical Center, were distributed regarding hospital and outpatient benefits for residents and their families; the correspondence stating that residents should apply for insurance plans available either at the University of Colorado Medical School or at Carrie Tingley Hospital for such benefits.

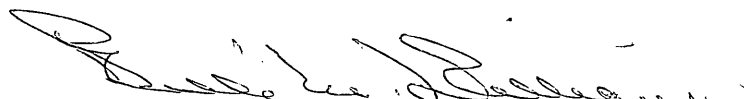
Correspondence received from Burton L. Kramer of Lofty Inc. regarding payment on the Deed of Trust from the Henry Carter Estate was noted wherein it was stated that funds were anticipated for disbursement the week of August 22; evidence of refinancing was enclosed.

Mr. Glass advised the board that he would be on vacation August 12 to August 28.

Date for the next meeting was set for Friday, September 22, 1967.

The meeting adjourned at 1:15 P. M.


Richard B. Traub, Chairman


Billy M. Williams, Secretary

benefits; motion carried.

The administrator reviewed a memorandum regarding his meeting with two members of the Sierra County Commissioners to discuss the local Sierra County hospital-medical situation, at which time the position of the hospital was questioned regarding sharing of services of hospital personnel (resident physicians, nurse anesthetist, and elective and emergency surgical treatment). He noted that he had hoped Mr. Reuben Pankey, a Commissioner, could visit with the board to discuss the matter but it had been impossible for him to do so. It was observed that the community medical problem did still exist and that the local Chamber of Commerce now has a committee working on the situation, of which Mr. Glass is a member.

Quotations received on metal and plastic memorial plaques for Project NM 81B were discussed; one plaque listing the names of donors only and one including the names of the Board of Directors, the Administrator, and the Chief Surgeon. Further quotations have been requested. Mr. Traub suggested purchasing one memorial plaque for Projects NM 81B and NM 91C. The matter was tabled pending receipt of additional quotations.

Mr. Glass discussed a meeting held on August 4 with Dr. Gene Mariani and Mrs. Geraldine B. Kleinfeld regarding C. C. S. -Carrie Tingley Hospital relationships, noting that Dr. Mariani had indicated the Department of Public Welfare may soon be able to recruit a social worker who would be permitted to serve part-time at Carrie Tingley and part-time in CCS field work. Other areas of discussion at the conference included: dates for CCS field clinics; cancellation of the Silver City Clinic; funding for BC-IH-CTH clinics; and reimbursement for CCS patients at Carrie Tingley who are also on Public Assistance, thus qualifying for Title XIX. Following discussion of possible reimbursement for services rendered by Carrie Tingley to patients eligible for Title XIX benefits, motion was made by Mr. Kailey, seconded by Mr. Williams, that the administrator request the Department of Public Welfare to reimburse Carrie Tingley Hospital for medical and hospital services provided to persons eligible for care under the Title XIX program. Motion carried.

The administrator informed the board that he had requested a workshop be held at Carrie Tingley, under the auspices of the Mental Health Division of the New Mexico Public Health Department, on "Social and Emotional Aspects of Care for Crippled Children." Motion was made by Mr. Kailey, seconded by Mr. Williams, that Mr. Glass be given the authority to proceed with plans for the proposed workshop.

Motion was made by Mr. Kailey, seconded by Mr. Williams, that a provision that the Administrator and Chief Surgeon of Carrie Tingley Hospital be required to reside on the hospital grounds in housing provided be established as a policy of the hospital. Motion carried.

Recruitment activity by the Medical Advisory Selection Committee for a Medical Director was discussed by Mr. Traub, who noted that Dr. Louis Breck had accepted the responsibility of chairing this committee. Correspondence from Dr. James S. Miles was noted wherein a letter of inquiry was enclosed regarding the Medical Director vacancy from Dr. Michael A. Ashworth of Boston, Massachusetts, a copy of which had been forwarded to Dr. Breck. Also reviewed was a letter from Dr. Albert T. Ferguson to Dr. Miles regarding a possible candidate, now on a Fellowship abroad in Liverpool, a copy having been forwarded to Dr. Breck. Also noted was a letter from Dr. Sofield to Selection Committee members regarding recruitment of a Medical Director.

It was suggested that Chamber of Commerce brochures regarding the T. or C. community be sent to Dr. Breck for possible use in recruitment efforts.

A written recommendation from Dr. MacPhail that Dr. Ian Knight, Chief, Division of Urology, U.N.M. School of Medicine, be offered a contract as visiting consultant urologist was discussed, and correspondence from Dr. Knight noted indicating his willingness to accept such a contract. Motion was made by Mr. Kailey, seconded by Mr. Harbaugh, that the administrator write Dr. Knight expressing their appreciation of his offer of services and advising him that action on the proposal would be postponed pending finalizing of our interim medical services arrangements with the University and the obtaining of a recommendation from the Acting Medical Director. Motion passed.

Results of a preconstruction conference on the current Hill-Burton project, held on July 24, 1967, was discussed by the administrator. Mr. Glass noted that work on the project had begun August 7; that the Equipment List for Group I Equipment NIC would be submitted to the Department of Public Health the week of August 13. The board was advised that the hospital had received verbal confirmation from our insurance carrier that a separate Builder's Risk policy was not needed for the project.

Developments regarding a possible planning grant for a Carrie Tingley School construction project were outlined by Mr. Glass. A report prepared by Mr. Larry Homan of the Educational Service Center was reviewed which estimated characteristics of the hospital's future caseload. The administrator stated that a meeting was planned with Mr. Homan and Mr. Burks, Superintendent of the T. or C. Municipal Schools, the first of September to discuss possible additions to and modification of existing school facilities.

The board was informed that through the superintendent of the local schools a request for funds under Title I of ESEA Program, in the amount of \$9,198, had been submitted for the Carrie Tingley School. Correspondence from Mrs. Mildred Fitzpatrick, Chairman of Title I ESEA Services was reviewed concerning the application. It was noted that such money must be used for equipment and services not now provided. Motion was made by Mr. Williams, seconded by Mr. Kailey, that the board agree to participate in Title I

2. Recommendation by the Dean of the Medical School of one of the orthopedic surgeons to act as medical director, subject to the approval and appointment by the Hospital's board (Dr. James K. Weaver presently serving as Acting Medical Director); the Acting Medical Director to be responsible for general supervision of professional services rendered.
3. Attendance of one of the three surgeons at Carrie Tingley on Thursday and Friday of each week for outpatient clinics, rounds, pre-surgery conferences, and attendance at surgery; the Acting Medical Director to accompany the two surgeons on Thursday if possible.
4. Provision of an orthopedic consultant on Monday or Tuesday of each week.

Mr. Glass noted that the agreement would possibly be submitted to the Board of Regents of the University on August 26 for their approval and signature; that it was his understanding, from correspondence with Dean Fitz, that billing for August would be made at the end of the month, based on the contractual agreement, although the proposed agreement had not yet been finalized.

Dr. John C. Simpson appeared before the board and participated in a discussion of the agreement with the Medical School. He noted that some of the arrangements for services had been somewhat vague on the basis of information received from Dr. Weaver; that he would be unable to commit himself to certain of the provisions, such as participation in the C. C. S. field clinics; and that, due to the fact that there would be no resident at the V A. beginning October 1, he was uncertain of his ability to serve the hospital on a three-week rotation after that time. Other questions arising during the discussion included: Dr. Weaver's status and ability to commit himself following his termination at the Medical School; transportation and coverage for field clinics; change in agreement provisions that the University provide interpretation of all X-rays, since resident physicians are now reading their own X-rays; and the question of Joint Commission requirements being met under such X-ray interpretation practice. Following a lengthy discussion, the board requested the administrator to contact Dean Fitz and request a private meeting in Albuquerque during the week of August 14 so that Mr. Traub and Mr. Kailey could discuss certain areas of question in the proposed agreement and assure a complete meeting of the minds regarding services to be provided prior to submission of the agreement to the Regents.

The board approved the following appointments to the attending medical staff: Dr. James K. Weaver, Dr. John C. Simpson, and Dr. Norman F. Moon.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

August 11, 1967

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the Conference Room, following a 7:30 A. M. breakfast, on Friday, August 11, 1967. Board members present included Mr. Richard Traub, Chairman, Mr. Ross Kailey, Vice-Chairman, Mr. Billy Williams, Secretary, and Mr. Ed L. Harbaugh, Member. Also in attendance were Mrs. Phillips and Mr. Glass, Administrator.

Minutes of the July 17-18 meetings were approved as distributed.

Statistics for the month of July were reviewed by Mr. Glass.

Mr. Penn, Accountant-Auditor, appeared before the board and reviewed the following financial reports for the month of June: Summary of Income, Summary of Expenses, Summary of Cash Operations, and a list of direct purchases. Also reviewed was a Summary of Earnings, Reduction from Earnings and Payments for Services Rendered, and an Analysis of Accounts Receivable.

A four-year summary of income and expense for the 52nd through the 55th fiscal years, plus budgeted figures for the 56th fiscal year, was distributed and discussed by the administrator. Also noted was an excerpt from "The Week for Hospitals" regarding anticipated increases in hospital costs from 1967 through 1970.

Mr. Penn explained new accounting procedures to be used by all State hospitals beginning with the 56th fiscal year which adhere to the A. H. A. Chart of Accounts on an accrual basis. Major changes noted included: coding, terminology, revised monthly reports to the Department of Finance and Administration, and revised financial reports to the board of directors. Financial reports to the board will, in the future, include: Balance Sheet, Analysis of Accounts Receivable, State of Operations, Division Expenses by Category, and a list of direct purchases.

Mr. Traub reviewed the proposed Interim Medical Service Agreement between the Board of Directors of Carrie Tingley Hospital and the University of New Mexico Medical School for the provision of medical services to the hospital until a Medical Director is appointed, or June 30, 1968, which included the following services:

1. Provision of an attending medical staff, subject to the approval of the Hospital's board, who will be responsible for rendering necessary medical coverage, patient care, resident education, and field clinics.

Mr. Glass reviewed with the board a letter from Dr. Edgar Garrett, Head of the Speech Department of New Mexico University, indicating that the grant proposal which he had made earlier in the year had been denied, but that a re-submission of the application in the future was still possible.

Mr. Glass informed the board of a meeting which he and Dr. Weaver attended with Mr. John Jasper, Director of the Department of Public Welfare, and his Director of Program, Dr. Gene Mariani, at which implications of Title XIX were discussed as well as clinic scheduling by CCS and the need for a total review of State efforts in behalf of orthopedically crippled children. Mr. Glass noted that Mr. Jasper had indicated the possibility that Carrie Tingley could receive reimbursement through the Welfare Department for those patients who, in addition to being CCS, also come under one of the State's basic Public Assistance Programs, and thus qualify for Title XIX type services.

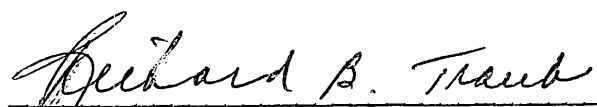
The administrator reviewed with the board results of a contact with Dr. Harold Heady, Vice-President of the University of New Mexico, a member of the Governor's Committee on Reorganization of State Government.

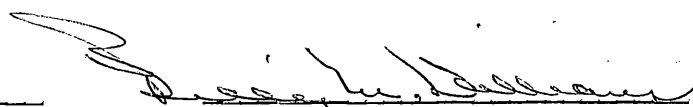
The Board of Directors approved renewal of the contract with the U. S. Public Health Service for the care of Arizona Indian patients the next fiscal year at the same rate as the previous year, pending audit of our 55th fiscal year expenses and calculation and negotiation of new rates.

The board reviewed a letter from Mr. Burton L. Kramer of Lofty, Inc. regarding payment on the Deed of Trust from the Estate of Henry Carter. The board directed the administrator to write the Lofty Co., requesting evidence of their refinancing, noting that funds due from them are for a specific purpose and that the board cannot go along with any further delay in payment.

Mr. Glass reviewed with the board the results of conferences with Rev. Robert Maas, Chaplain of the N. M. State Hospital, and Rev. James R. Bruening, Chairman of the Department of Ministry of Pastoral Care to the New Mexico Council of Churches, in regard to a chaplaincy program at the hospital. Mr. Glass indicated that he did propose to take preliminary steps to open the subject of an organized pastoral calling activity at the hospital with local clergymen, with the possibility that a workshop in counseling might develop out of this. The board indicated no objection to this activity; it was noted by the board that religious instruction provided at the hospital would best be covered by a consent form signed by the child's parent.

Date of the next meeting was set for August 11, 1967 at the hospital. The meeting adjourned at 10:30 A. M.


Richard B. Traub, Chairman


Billy M. Williams, Secretary

It was agreed by the board that additional thought and discussion should take place before any action was taken regarding the opening of conversations with Dean Fitz pertaining to full affiliation between the hospital and the Medical School.

The board recessed the meeting until 8:00 A.M., July 18, at the same place.

Mr. Glass reviewed with the board the fact that the final Federal payment had been received on Hill-Burton Project NM 81B, thus closing out this project; it is still subject to Federal audit for the next three years should the Federal auditors choose to review this grant accounting.

Mr. Traub indicated that he had received copies of the construction contract from the architect for signature. It was moved by Mr. Kailey, seconded by Mr. Williams, that Mr. Traub be authorized to sign the construction contract with Hesselden Construction Co. for Phase I of Hill-Burton Project NM 91C in the amount of \$171,600.00; motion carried.

Mr. Williams reported on a call to Governor Cargo's office to request that the Governor visit the hospital some time in the near future to review the remodeling activity and the need for funds for Phase II of Project NM 91C. He noted that Miss Maralyn Budke had explained that the Board of Finance would not be able to consider any request for funds since this request had been made to the 1967 Legislature which had denied such construction funds. She noted that the procedure which we should follow would be to review the matter in detail with Mr. Ed Hartman, Director of Finance and Administration, and if his approval and support was obtained to request that he include a request for an emergency appropriation in the 56th fiscal year at the special meeting of the Legislature in January of 1968.

Mr. Glass reviewed with the board the current development regarding the school project; he noted that he had discussed in considerable detail the factors involved in case load projections for future years with Mr. Larry Hohman of the Educational Service Center and that Mr. Hohman was in the process of preparing an analysis of the future case load.

Mr. Glass reviewed with the board a questionnaire and his reply from the State Planning Office concerning the development of a comprehensive, long-range plan for vocational rehabilitation services for the State of New Mexico. In his reply Mr. Glass noted the future possibilities of Carrie Tingley Hospital's role as a major vocational rehabilitation center for the state.

the recruitment of Dr. McKay and Dr. MacPhail, the resignation of Dr. McKay and Dr. MacPhail, and the so-far fruitless effort to obtain a replacement for Dr. McKay. He noted that the hospital was now facing a period without a full-time man at the hospital and was thus calling on the Medical School and the orthopedic community of the State to assist in providing continuous services at the hospital during the interim period until a full-time surgeon is recruited.

Dr. Weaver outlined a proposal providing for coverage by an orthopedic surgeon at the hospital for three days each week during the interim period. Under this arrangement the hospital would contract with the University School of Medicine which would serve as the agent for recruiting orthopedists for interim services, coordinate the scheduling of visits by the surgeons, and act as fiscal agent.

Dean Fitz indicated his willingness to assist the hospital in this way and further indicated that the future might hold the possibility for an even closer relationship with the Medical School, providing for all medical services at the institution. It was noted that only under such an arrangement could a full-time man at Carrie Tingley also have a full appointment to the faculty of the Medical School. It was noted by Dr. Fitz that, with Dr. Weaver leaving, he would be recruiting for a new Chairman of Orthopedics at the Medical School and the Carrie Tingley program affiliation could possibly permit him to ultimately obtain a very highly qualified man. Dr. Fitz noted that there were many elements involved in such an affiliation and that in addition to other things it would result in a more costly operation; but that it would also permit the provision of services of pediatricians, urologists, psychiatrists, etc., to the hospital as needed.

Dr. Weaver reviewed his recruitment efforts to date and indicated that the only man left was the physician in Scotland who would not be available until after October 1. He indicated that he was "burned out" in his efforts to recruit a man and requested that the board relieve him of this responsibility. The Chairman expressed his appreciation to Dr. Weaver for his work on the Selection Committee. Following the exit of the physicians from the meeting, the board voted to accept Dr. Weaver's request to be relieved of the Chairmanship of the Selection Committee and directed the administrator to discuss the matter with Dr. Sofield in order to choose a new chairman. Mr. Glass recommended to the board that Dr. Breck be considered for this responsibility since he had indicated a willingness to help in the recruitment in any way possible. The board indicated general agreement with this and directed the administrator to discuss the matter with Dr. Sofield and seek his advice and counsel.

Mr. Beckett moved that the Chairman appoint a committee consisting of the Chairman, the Vice-Chairman, and the Administrator to work with the University in order to develop an agreement between the hospital and the University, providing for interim professional orthopedic surgeon services to Carrie Tingley for the period until a full-time surgeon is obtained; motion was seconded by Mr. Williams and carried.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

July 17-18, 1967

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the First Floor Conference Room of Bernalillo County-Indian Hospital at 7:30 P.M. July 17, 1967. Board members present included Mr. Richard Traub, Chairman, Mr. Ross Kailey, Vice-Chairman; Mr. Billy Williams, Secretary; Mr. Ed L. Harbaugh and Mr. Robert L. Beckett. Also in attendance was Mr. Glass, Administrator.

Minutes of the June meeting were approved.

Mr. Glass reviewed the statistics for the month of June.

Mr. Glass presented a recommendation of Dr. MacPhail for the appointment of the new resident physicians. These were: Dr. James L. Williams from the University of Colorado for a six-month term, replacing Dr. William Winter; Dr. David Munger from the University of New Mexico Medical School for a term of one year; Dr. Bruce Faust from the V.A. Hospital in Dallas, Texas for a term of one year, replacing Dr. Dwight Haywood. Mr. Beckett moved that the above physicians be appointed to the medical staff of the hospital; seconded by Mr. Kailey; motion carried.

The board reviewed a proposed agreement for resident physician's services from the University of Colorado. Under this agreement the hospital would fund the University of Colorado, who would make payments to the resident. The agreement included the provision by Carrie Tingley of hospital and medical benefits to the resident, which is not a policy at Carrie Tingley. It was moved by Mr. Beckett that consideration of provision of health and hospital benefits to residents be tabled to permit study. Motion was seconded by Mr. Kailey and carried. The board requested that the University of Colorado be contacted to determine the specific health and hospital benefits which they provide residents and to indicate our willingness to enter into this contract at this time without this benefit.

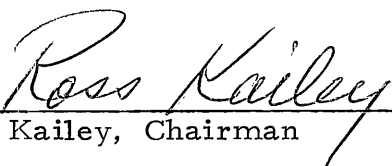
At this time the board was joined by Reginald Fitz, M.D., Dean of the School of Medicine at the University of New Mexico, James Weaver, M.D., Chairman, Division of Orthopedics, University of New Mexico Medical School, and Lewis Overton, M.D., orthopedic surgeon from the Lovelace Clinic and a member of the hospital's Medical Advisory Committee. Dr. Weaver noted that he had contacted Dr. Boyd and Dr. Westen and that they were unable to attend the meeting.

For the benefit of Dr. Fitz, Mr. Glass reviewed the medical staff history of the hospital since 1960, including the formation of the Medical Advisory Committee,

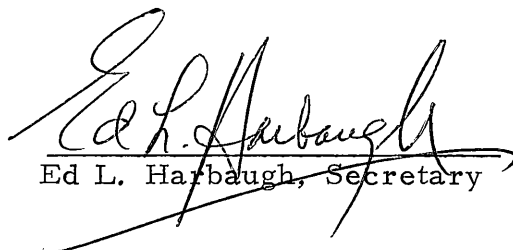
Dates for the next meeting were tentatively set for January 24, if held at Carrie Tingley, or January 31 if it is felt advisable to meet in Santa Fe.

The meeting adjourned at 11:45 A. M.

Respectfully submitted,



Ross Kailey, Chairman



Ed L. Harbaugh, Secretary

for services. The Administrator stated that Dr. Tonigan would, prior to the next board meeting, submit a revised proposal which would be distributed for the board's review; that he would attempt to determine if funds might be available in the current year's budget for the cost of the study.

Current recruitment efforts for a Nurse Anesthetist and Registered Nurses were reviewed by the Administrator.

The board was advised of a Fire Prevention and Evacuation Seminar conducted at the hospital by the State Fire Marshall's Office November 25-26 and an inspection of the facilities of Carrie Tingley Hospital on December 17; inspection report has not yet been received.

A memorandum from the Department of Health and Social Services regarding curtailment of CCS Medical care was noted. Mr. Ederer stated that Dr. Jameson had talked with Mrs. Kleinfeld regarding the matter and she had indicated that services at Carrie Tingley would not be affected with the possible exception of transportation costs, which could mean that more CCS patients would be seen at BCMC clinics and field clinics due to lack of money for transportation to Carrie Tingley. Also noted was the current publicity on the curtailment of Medicaid expenses by the Department of Health and Social Services.

The board was advised of the employment of a Director of Nursing Services, Mrs. June Bell, effective January 13 at a salary of \$860 per month.

Proposed salary changes for approximately 345 classes of state employees, as prepared by the State Personnel Office at the request of the State Personnel Board, was discussed by Mr. Ederer. He noted that proposed revisions would affect approximately 85% of the hospital's employees, raising the minimum wage from \$220 per month to \$276 per month with new salary ranges for related classes, resulting in a total expenditure of approximately \$32,000 for the six-month period of January 1, 1969 to July 1, 1969; monies for these increases, if approved, would be allocated to Carrie Tingley separate and apart from our current appropriation, as no present funds are available in the current budget nor in the 58-59th fiscal year budgets.

Activities planned for the patients during the Christmas season were discussed. It was noted that, as a result of the Albuquerque Journal publicity, approximately \$330 had been received in donations to the Carrie Tingley Christmas Memorial Party Fund; that approximately \$370 in donations to the Patient Entertainment Fund had also been received.

5. Contractor's Certificate of Payment No. 15 in the amount of \$25,997.80, as certified by W. C. Kruger & Associates, was presented for approval of payment. Motion was made by Mr. Traub, seconded by Mr. Hedrick, that payment be approved; motion passed.

Mr. Ederer stated that it appeared there would be a balance of approximately \$4,000 in the Building Fund after payment of all current encumbrances, as a result of savings on bids for casework, elimination of \$1,500 for inspection fees, and the additional \$1,429 received from the Department of Health and Social Services. The feasibility of using this money for wainscoting and extension of the P. A. system on the wards was discussed. The Administrator stated that he had discussed the matter with Gordon Bosl, of W. C. Kruger & Associates, who was to prepare a cost estimate for the wainscoting.

Letters to Mr. Harold Bibb, State Personnel Director, and Mr. Waldo Anton, Chief of the Budget-Financial Control Division, were reviewed wherein Mr. Ederer again expressed the concern of the hospital regarding full application of the Fair Labor Standards Act Amendments of 1966, and a request was made for specific guidelines for establishment of working mechanics in full application of the law. Mr. Ederer noted that, according to a study of hospital payroll records, estimated cost to Carrie Tingley, should it be required to pay overtime from February, 1967 to the present, would be approximately \$5,800.

Payment on the Terry Lee Sandoval account in the amount of \$1,288.88 was noted; also a donation of \$300 to the Carrie Tingley Patient Entertainment Fund from the law firm of Smith, Ransom & Deaton.

Correspondence was read in which the administrator advised Mr. Leonard J. DeLayo, Superintendent of Public Instruction, State Department of Education, of the proposed school construction. In Mr. DeLayo's letter of reply he indicated that he would give full support to the project, noting the need to upgrade educational facilities.

A letter to Mr. Richard Tonigan, School Plant Planning Service of the U. N. M. College of Education, concerning his proposed plan in expansion of school facilities, was read. Mr. Ederer stated that Mr. Tonigan was at the hospital December 17 to discuss the scope and specific details of the project with he and Mr. Basil Burks. Decisions resulting from this conference included: (1) agreement on a consulting fee of \$2,500; (2) recognition of advantages in having the consulting report completed by April 30 (started in February); and (3), the need for preliminary drawings being completed prior to September 1. Discussion ensued regarding the commitment of funds for consulting services during the 57th fiscal year, projected in the 58th fiscal year budget but not yet approved, and the date on which the consulting firm would expect payment

Mr. Kailey commented on discussions he and Mr. Traub had with the auditing firm of Peat, Marwick & Mitchell regarding the advisability of having representatives from that firm come to the hospital to develop and initiate new collection procedures, at an estimated cost of \$5,000. The Administrator stated that he felt problems could be defined and revised procedures implemented without incurring such an expense; the board concurred.

Budget transfers totaling \$11,724.00, required to prohibit line items from being over expended, on a pro-rata basis as of December 31, 1968, were noted. Motion was made by Mr. Traub, seconded by Mr. Davidson, that the budget transfers, reflecting line item transfers only with no increase in budget, be approved; motion passed.

The Administrator's report on status of Hill-Burton Project NM91C reflected the following developments:

1. Approval by the architect and Department of Health and Social Services for "beneficial occupancy" of Boys Ward prior to completion of the unit, upon preparation of a punch list prior to occupancy identifying items which are deficient, and an understanding with the architect that the hospital will be responsible for any damage caused as a result of such occupancy. It was noted that December 30 had been set as the target date for opening the ward.
2. Final billing from W. C. Kruger & Associates for architectural services in the amount of \$1,077.32 was presented for approval. Motion was made by Mr. Hedrick, seconded by Mr. Davidson, that final payment be made; motion passed.
3. Receipt of \$3,000 from the State Board of Finance was noted, representing a loan from finance emergency funds to be used for matching Hill-Burton monies. Also reviewed was a letter to Mr. Waldo Anton of the Budget-Financial Control Division, wherein Carrie Tingley Hospital requested of the legislature a \$3,000 deficiency appropriation to repay the State Board of Finance for said loan.
4. Correspondence was read from Mrs. Margaret Nelson, Chief of Health Construction Services, wherein the hospital was advised of final approval by the New Mexico Board of Health and Social Services for Hill-Burton assistance in the amount of \$6,429.00 (\$1,429.00 to bring Hill-Burton participation to 50% on the original project, and \$5,000 in additional money for moveable equipment for the remodeled area).

The Administrator submitted, for board approval, a proposed Five-Year Capital Improvement Program to be forwarded to the State Planning Office, including major hospital expenditures of over \$5,000 for the period from the 58th through the 62nd fiscal years. Motion was made by Mr. Traub, seconded by Mr. Davidson, that the Capital Improvement Program be submitted as proposed. Motion carried.

A letter from Mr. Walter E. Bruce, Jr., Administrative Assistant to Governor Cargo, was reviewed wherein Mr. Ederer was requested to submit to the Governor's office any proposed legislation or changes from existing statutes which the board would like presented to the next session of the Legislature. Since former board action had been taken in this regard in response to a letter from Mr. Will Adair, Legislative Analyst, the Administrator advised Mr. Bruce that no request for changes from existing statutes were anticipated.

Mr. Ederer informed the board that the proposed revision in salaries of nursing classes, submitted at the October meeting and approved by the board, had been adopted by the State Personnel Board on November 8, 1968. It was noted that the only change from the proposed ranges was that of Nurse V (Director of Nursing Services), which was reallocated to a higher range than originally anticipated.

Correspondence from Dr. Richard F. Tonigan of the University of New Mexico, wherein he outlined a proposed plan of action regarding expansion of the hospital's school facilities, was noted. It was the consensus of the board that the Administrator should confer with the Department of Education and determine their plans for the hospital school, through the Sierra County Schools, prior to any further action being taken by the hospital, since complete coordination and cooperation of the Department of Education is essential.

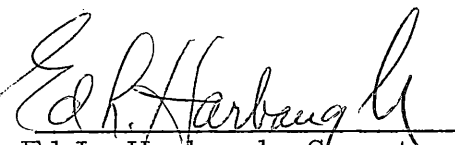
Motion was made by Mr. Traub, seconded by Mr. Hedrick, that the next board meeting be scheduled for Friday, December 20. Motion passed.

The meeting adjourned at 12:30 P. M.

Respectfully submitted,



Ross Kailey, Chairman



Ed L. Harbaugh, Secretary

D. F. & A., and the office of the Attorney General requesting guidelines regarding payment of overtime and an opinion as to whether an effort would be made to apply the Act between the effective date of the Act (Feb. 1, 1967) and the date of the judgment in favor of the government (May, 1968). Since no directives have been received from these offices it was the consensus that the hospital should continue to maintain accurate records of wages and hours and, except as to such records, continue to follow existing personnel regulations concerning overtime and compensatory time. It was suggested that the Administrator estimate funds which would be needed for the 57th fiscal year, should the hospital be required to pay overtime, effective January 1, 1969.

Mr. Ederer requested permission of the board to delay increasing limits of liability under the hospital's general and malpractice liability - as indicated by board action on October 25 - until such time as funds are available for transfer to cover the premium increase resulting from such additional coverage. The Administrator noted that he felt such a transfer would probably be possible in January, 1969. The board so approved.

Information received from Mr. Bob Brown, Editor of the Albuquerque Journal, was noted wherein the hospital was advised of the Department of Hospitals and Institutions adopting a similar program to that sponsored in prior years by The Journal for Carrie Tingley Hospital's Christmas Party Fund. Mr. Brown indicated to Mr. Ederer that he anticipated this would have some financial effect upon the hospital's Christmas Fund donations but that he felt certain a fair share of donated funds would be ear-marked for Carrie Tingley Hospital. The board requested the Administrator to write Mr. Brown and express the appreciation of the board for the fine coverage the Journal has given the hospital in the past.

Recognition was given the Employee Night Committee for the excellent preparation for the Employee Annual Ward Dinner held on November 21. The board expressed their desire to continue this annual affair in the future.

Continued recruitment efforts for key personnel were reviewed which included correspondence with an anesthesiologist in El Paso, referred by Dr. Louis Breck, and two candidates for the Director of Nursing Services position. Both Dr. Jameson and Mr. Ederer indicated they felt a person would be employed to fill the Director of Nursing position within the next month.

Motion was made by Mr. Harbaugh, seconded by Mr. Traub, that the Hospital By-Laws be accepted as proposed. Motion carried.

The board requested the Administrator to order a plaque to be presented to Mr. John Glass, former Administrator, in recognition of his services to Carrie Tingley Hospital.

seconded by Mr. Davidson, that the Administrator and Medical Director forward a letter to Dr. Stone expressing the hospital's desire to affiliate with the Medical School, with the understanding that such affiliation in no way relinquishes any of the medical professional, administrative, or board controlled activities of the hospital; that the Administrator and Medical Director proceed to negotiate an agreement with the Medical School for consultant services on a fee-for-services basis, within budgetary limitations, since such an arrangement was felt to be of mutual benefit to Carrie Tingley Hospital and the U. N. M. Medical School; a report of progress to be submitted at the next board meeting. Motion passed.

Mr. Ederer stated that the annual meeting of the Carrie Tingley Hospital Medical Advisory Committee would be held on January 20 at 7:00 A. M. at The Americana, New York City; that the Administrator, Medical Director and Board Chairman would attend.

Financial reports for the month of October, including an analysis of aged accounts receivable, were reviewed by Mr. John Scholts. Considerable discussion ensued during which concern was expressed over steps which might be taken to: (1) expedite billing procedures; (2) determine a more realistic evaluation of the amount parents can pay; and (3) project a more accurate assessment of anticipated revenue from payment for services rendered in the hospital budget. Mr. Ederer stated he would review billing procedures with personnel involved and determine revisions needed.

The Administrator informed the board of a telephone conversation with Geneva Industries, Inc., in which he was advised that casework for Boys Ward would not be shipped from the factory until mid-December, due to a backlog of orders caused by a strike in the fall; that, when contacting the State Purchasing Agent to inquire if action could be taken to speed up the delivery of the casework, Mr. Becht informed him that the Purchasing Agent's office would contact the Donald G. Whiting Co. and request that every effort be made to improve upon the promised shipment date of December 15. Anticipated date for occupancy of Boys' Ward is now estimated to be February, 1969.

Correspondence from Mr. Ed Hartman, Executive Officer of the State Board of Finance, was noted wherein approval was given on November 19, 1968 for a loan of \$3,000 to Carrie Tingley from finance emergency funds for assistance in obtaining Federal Hill-Burton funds of approximately \$5,000 for movable equipment. The hospital was asked to request the legislature for a deficiency appropriation to repay this \$3,000 loan.

Memorandums and correspondence were reviewed by Mr. Ederer regarding the status of the Fair Labor Standards Act, as it applies to state institutions, particularly to Carrie Tingley Hospital. The Administrator noted that correspondence had been directed to Mr. Bibb, State Personnel Director, Mr. Waldo Anton, Chief of the Budget and Financial Control Division of the

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

November 22, 1968

A meeting of the Board of Directors of Carrie Tingley Hospital was held, following a 7:30 A. M. breakfast, on November 22, 1968. Board members present included Mr. Ross Kailey, Chairman, Mr. Robley Hedrick, Vice-Chairman, Mr. Ed Harbaugh, Secretary, Mr. Richard Traub and Mr. James Davidson. Also in attendance were Miss Helen L'Hommedieu of the Albuquerque Journal, Mrs. Phillips, Mr. John Scholts, Mr. Charles Ederer, Administrator, and Dr. Jameson, Medical Director.

Minutes of the October 25 meeting were approved as distributed.

Hospital statistics for the month of October were reviewed by the Medical Director.

A letter from Dr. Jameson to Mrs. Elizabeth Thorne regarding Mary Lou Morales, with pertinent documentation enclosed, was noted.

The Medical Director discussed a survey of discharges from May through November 15, 1968 noting that, while only a small percentage of patients present a problem in the interval elapsing between the time of discharge order being written and the time the patient leaves the hospital, it was hoped that transportation problems for Indian patients in the northern part of the state could be improved, as well as communication with local D. P. W. offices.

Dr. Jameson reviewed the establishment of a separate admissions area at Carrie Tingley, staffed by a full-time Clinic Coordinator. He noted that it was felt that centralizing these functions would, in addition to accomplishing the purposes of an efficient hospital admissions area, eliminate the necessity of employing additional medical records and accounting personnel since duties assumed by the Clinic Coordinator were formerly performed by employees in these departments.

Memorandums and correspondence resulting from a conference with Robert S. Stone, M. D., Dean of the U. N. M. School of Medicine, on October 29 regarding the establishment of routine consulting services and a teaching affiliation between the School of Medicine and Carrie Tingley were read. Mr. Ederer stated that, although the 57th fiscal year budget did not include funds for consultant services on a regular basis, he felt that available monies would allow a bi-monthly visit by a pediatric senior resident from UNM, plus consultant visits from specialists as needed; that funds for this purpose would be more flexible in the 58th-59th fiscal years. Motion was made by Mr. Traub,

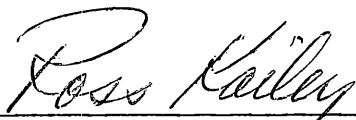
The administrator advised the board of donations from Mr. and Mrs. J. R. T. Alford; \$1,000 donated to the Investment Fund and \$100 donated to the Patient Recreation Fund.

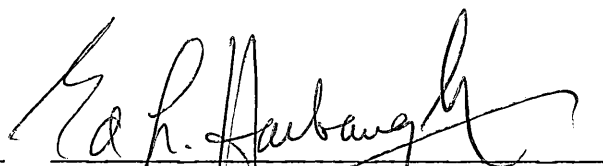
Receipt of \$140 credit in blood replacements to the Southwest Blood Bank by the El Toro Marine Base was noted.

The next meeting was scheduled for Friday, November 22, at Carrie Tingley Hospital.

The meeting adjourned at 2:15 P. M.

Respectfully submitted,



Ross Kailey, Chairman

Ed L. Harbaugh, Secretary

outpatient of Carrie Tingley Hospital, be permitted to enroll in the Carrie Tingley Hospital School as a day-student during the period of treatment since, due to his condition, it was impossible for him to attend a regular classroom session. Following discussion, motion was made by Mr. Harbaugh, seconded by Mr. Hedrick, and passed that Johnny Chavez be admitted to the Carrie Tingley School as a "Day School Patient," and be provided limited medical services, nursing services, and food, due to the inability of the local schools to provide necessary nursing care for the child; the patient to be admitted as a CCS patient on a Day School Patient basis and services billed accordingly. Any other such cases, before admission, are to be referred to the Board of Directors for individual action.

Mr. Ederer advised the board of information received from Mrs. Margaret Nelson of the Hospital Facilities Division regarding the possible availability of \$5,000 in year-ending Hill-Burton Rehabilitation funds which, if matched, would give Carrie Tingley a potential of \$10,000 for moveable equipment; such funds to be used as add-on funds to Project NM91C. The administrator noted that in researching our financial situation to obtain matching funds in the amount of \$5,000 it had been determined, in a telephone conversation with Mr. Waldo Anton of the D. F. & A., that \$1,000 could be transferred from the 57th FY General Fund to the Building Fund (monies allocated toward the purchase of moveable equipment which would qualify under the Hill-Burton category); that the \$1,000 donation from Mr. and Mrs. J. R. T. Alford could be used as matching funds; and that a request could be submitted to the State Board of Finance for a deficiency appropriation in the 57th F. Y. of \$3,000 (with the General Fund Appropriation for the 58th F. Y. being increased in the same amount to pay back the deficit appropriation). He stated that after conferring with the Board Chairman and Mr. Anton, a letter was submitted to Mrs. Nelson on October 18 requesting that the \$5,000, if available, be ear-marked for additional Project NM91C funds; that a letter requesting a \$3,000 deficiency appropriation was sent to Mr. Anton.

Establishment of the Building and Equipment Committee was noted, members being Mr. Davidson, Chairman, Mr. Ed Harbaugh, and Mr. Robley Hedrick. A list of suggested building and equipment needs for the committee's consideration was reviewed. Mr. Ederer stated he had received a call from Mr. Fred Muniz of the State Planning Office requesting that the hospital's Six Year Improvement Program be submitted, if possible, within the next two weeks since it appeared matching funds might be available from the Four Corners Regional Commission for a portion of projects included in Capital Improvement Programs of various state agencies; that the Planning Office would need to review all programs and establish priority of various institutions in implementing these improvements. Mr. Davidson asked that the committee meet following the board meeting to consider the list of projects to be submitted.

Mr. Ederer requested approval of the board in changing visiting hours at the hospital from 2:00 P. M. to 4:00 P. M. on Saturdays, Sundays, and State Holidays, to 9:00 A. M. to 4:00 P. M. on Saturdays, Sundays, and State Holidays. The board approved this change.

be increased to \$250,000/\$500,000 Aggregate; increases to result in a total additional premium of \$262.00.

An invitation to Governor and Mrs. Cargo to attend the Employee Award Dinner on November 21, and the Governor's reply, was noted. The board suggested that a second speaker be invited to attend in the event the Governor was unable to be present.

Correspondence with Mr. Donald W. Miller, Assistant Attorney General, was reviewed wherein the Administrator, upon request, submitted a listing of exempt and non-exempt Carrie Tingley employees under the Fair Labor Standards Act.

Status of recruitment for existing key positions was discussed by Mr. Ederer. It was noted that a possible candidate for the Director of Nursing Services, Miss Arthurette Walter of Glendale, California, had talked with Dr. Jameson and Mr. Ederer on October 23 and had appeared interested in the position. Ads are being continued in newspapers and Journals in an effort to recruit a Nurse Anesthetist, Registered Nurses, and L. P. N.'s.

Copies of proposed revised by-laws were distributed to board members; final action was deferred until the November meeting.

Correspondence from Harold Bibb, State Personnel Director, was read wherein Carrie Tingley was asked to consider a proposed revision in salaries of nursing classes, submitted by the Department of Hospitals and Institutions. Mr. Ederer stated that he felt the revisions would help Carrie Tingley in retaining and recruiting nursing personnel, and that salary increases which would result could be absorbed in the existing 57th fiscal year budget. Motion was made by Mr. Hedrick, seconded by Mr. Traub, and passed, that Carrie Tingley concur with the proposed revisions submitted by the Department of Hospitals and Institutions.

Correspondence was reviewed from Richard E. Ransom, Attorney at Law, regarding payment of a hospital bill incurred by Terry Lee Sandoval, who is to receive settlement from liability insurance coverage by the driver of a vehicle which struck Terry. Mr. Ransom requested that the board consider acceptance of 10% of the cost of services provided Terry Lee at Carrie Tingley, as partial payment of the account from sources available at this time, since net settlement anticipated for the claimant is only \$15,632 or approximately 1/10th of the value of the claim. After considerable discussion, motion was made by Mr. Davidson, seconded by Mr. Harbaugh, and passed that, in recognition of the patient's apparent permanent disability and the board's concern regarding the boy's future, partial payment in the amount of 10% of the total hospital bill be accepted at this time from resources available.

A letter from Mr. Basil Burks, Superintendent of the T. or C. Municipal Schools, was considered wherein a request was made that Johnny Chavez, an

Mr. Waldo Anton, Dr. Mildred Fitzpatrick, Mr. Burks and the Administrator in an attempt to resolve the problem. He stated that a suggested solution to the problem, by Mr. Anton, was that efforts should be directed to exclude Carrie Tingley Hospital School from the A. D. M. of the School District via a direct allocation to the School District for the operation of the hospital's school facilities.

Mr. Ederer noted that the proposed expansion of school facilities at the hospital was also discussed at these conferences. Upon the recommendation of Mr. Wulgather, Chief of the Budget Division, State Dept. of Education, the Administrator contacted Mr. Dave Brennen, Building Consultant, Department of Education, and arranged for a meeting at T. or C. to discuss possible steps to implement this project. On October 22 Mr. Brennen, Mr. Burks, Mrs. Leigon and Mr. Ederer toured the school facilities, noting specific needs which exist. Mr. Brennen indicated, during the ensuing discussion, that although there were no special consulting teams in the state who could undertake such a project, he recommended contacting Dr. Richard Tonigan, U. N. M. College of Education, and Dr. C. W. Richard, Superintendent of Los Alamos Schools, well qualified individuals for such a task. On October 24 Dr. Tonigan called Mr. Ederer, indicating that he would be glad to submit a proposal outlining needs, quoting approximate square footage cost, etc., regarding the project. The Administrator stated that it was his understanding that Dr. Tonigan's charge for such services would not be billed until disposition of the proposal had been determined.

Correspondence from Bernalillo County Medical Center was considered wherein the Center requested approval to bill Carrie Tingley at their current price list for Laboratory, X-ray and Cast Room charges incurred at the CTH Albuquerque Clinics, reflecting increases of approximately 15% over the price list dated 7/1/65 which is presently being used. It was the consensus of the board that, since the original agreement with BCMC for clinic charges reflected a reduction in BCMC's "usual and customary hospital fees," the administrator should discuss the matter with BCMC personnel in an effort to work out a mutually satisfactory arrangement.

Mr. Ederer reported on a Civil Rights Compliance Survey conducted on October 10 by representatives of the Regional Office of the Department of Health, Education, and Welfare; copies of a Nondiscrimination Policy signed by the Administrator at the request of these representatives were distributed for the board's review.

Discussion ensued regarding increasing limits of the hospital's malpractice and general liability coverage. Motion was made by Mr. Traub, seconded by Mr. Harbaugh, and passed, that the hospital's liability coverage be increased, budget providing, as follows: Premises Liability Coverage be increased to \$100/\$300,000 Each Accident: Professional Liability coverage

- E. Request to Advisory Hospital Council for additional Hill-Burton monies in the amount of \$1,429 to bring federal participation in Project NM91C to 50% of total cost, or \$163,656.
- F. Regional inspection of project on Wednesday, October 23, by Mr. Dean Blue of the Dallas office and Miss Irene von Horvath of Santa Fe. The administrator noted that, in general, the inspection was very favorable.
- G. Change Order No. 6, covering authorization to modify water pipe service for flush valves for Lot #3 at a cost of \$368.84, was presented for board approval. Motion was made by Mr. Hedrick, seconded by Mr. Davidson, and passed, to approve Change Order #6.
- H. Request by the contractor that completion date on Project NM91C be extended by 200 calendar days to December 2, 1968, due to delay in receiving casework, was considered. Motion was made by Mr. Traub, seconded by Mr. Harbaugh, and passed to approve extension of completion date since the hospital was basically responsible for delay in delivery of casework.
- I. Additional expenditures relating to the project, brought to the attention of the Administrator by Mr. Gordon Bosl, were discussed by Mr. Ederer. These included: (1) additional expenditure of \$363.00, resulting from Southwestern Sheet Metal Co. applying roof in order to protect roof bond and maintenance warranty (rather than Dona Ana Roofing Co., low bidder); (2) changing 1/2 inch fill line to wading pool to 1-1/4 inch at an increased cost of \$81.02. Mr. Ederer stated that Mr. Bosl had indicated that if Change Order No. 6 were approved, the contractor would assume additional expenditures incurred on these two items.

The Administrator reported on status of the proposed chaplaincy program at Carrie Tingley, stating that he had met with Reverend McPherson on October 21 regarding the program; that lay workers and pastors were being contacted to participate in the program which should start the week of November 15; that books had been ordered at a cost of \$125. The necessity of obtaining parental permission for children to participate in the program was noted.

A memorandum from the Administrator was reviewed concerning the financial situation of the Sierra County School District in relation to the Carrie Tingley Hospital program and the burden the hospital's fluctuating Average Daily Membership has imposed on the school budget. Mr. Ederer commented on discussions with Mr. Basil Burks, Superintendent of the Municipal Schools, regarding the matter, and a meeting attended by Mr. Harry Wulgather,

Correspondence confirming a conference on October 29 between Dr. Jameson, Mr. Ederer, and Dr. Robert S. Stone, Dean, School of Medicine, University of New Mexico, was noted. Mr. Ederer stated that at this preliminary conference possibilities would be explored regarding the establishment of routine consultant services by the U. N. M. School of Medicine faculty, and ways and means of bringing the hospital in closer functional relationship with the School of Medicine; that when a mutual agreement had been reached regarding a proposed program, board members would be asked to meet with Dr. Stone, the Administrator and the Medical Director.

Financial reports for the month of September were reviewed by Mr. John Scholts. Following discussion regarding a considerable increase in accounts receivable over the past three months, Mr. Ederer noted that, prior to the next board meeting, he and Mr. Scholts would analyze current account receivable procedures to determine if any feasible changes were indicated.

A budget adjustment request totaling \$7,923, covering the first quarter of the 57th fiscal year and reflecting line item transfers only, with no increase in budget, was presented for board approval. Motion was made by Mr. Traub, seconded by Mr. Davidson, and passed that the adjustment request be effected.

Statement of Reimbursable Cost for the period July 1, 1967 through June 30, 1968, reviewed and approved by the auditing firm of Peat, Marwick, Mitchell & Co., reflecting an average per diem reimbursable cost of \$35.34, was distributed for the board's review.

Discussion ensued regarding a transfer of hospital funds to the Department of Health and Social Services in the amount of \$8,620.69, representing the state's portion of Title XIX payments received by Carrie Tingley for services rendered from January 1, 1968 through June 30, 1968. Mr. Ederer noted that payment had been received on approximately 50% of accounts outstanding for this period; that he believed it desirable to clear the current indebtedness to the Department of Health and Social Services rather than wait until all Title XIX accounts were resolved.

A review of current status of Project NM 91C, by the Administrator, included the following:

- A. Receipt of progress payment from Hill-Burton in the amount of \$54,425.21, representing 95% project completion.
- B. Payment of Contractor's Certificate No. 14 in the amount of \$13,465.33 on October 17.
- C. Information received from Donald Whiting Co. that casework should be at the hospital on November 7.
- D. Memorandum from Health Facilities Division relating information received from Regional Office indicating possible delay in future Federal fund payments on Hill-Burton sponsored projects.

CARRIE TINGLEY HOSPITAL
BOARD OF DIRECTORS MEETING

October 25, 1968

A meeting of the Board of Directors of Carrie Tingley Hospital was held, following a 7:30 A. M. breakfast, on October 25, 1968. Board members present included Mr. Ross Kailey, Chairman, Mr. Robley Hedrick, Vice-Chairman, Mr. Ed Harbaugh, Secretary, Mr. Richard Traub and Mr. James Davidson. Also in attendance were Mrs. Phillips, Dr. Jameson, Medical Director, and Mr. Charles Ederer, Administrator.

Minutes of the September 20 meeting were approved as distributed.

Hospital statistics for the month of September were reviewed by the Medical Director.

Correspondence was read from Mrs. Elizabeth M. Thorne, R. N., P. H. N., Director, School Nurses, Cobre Consolidated Schools, wherein Mrs. Thorne indicated that upon examining Mary Lou Morales, a patient discharged from Carrie Tingley Hospital on October 6, 1968 and enrolled in Cobre's Special Services on October 8, she found a condition of pediculosis and bed sores. Other documents reviewed by the board, pertinent to the case, included: (1) a memorandum from the Administrator summarizing an interview with Mrs. Phyllis Young, Acting Director of Nurses, and (2) memorandums from Dr. David Petersen, attending physician, concerning telephone conversations held with Mrs. Thorne and Mrs. Morales regarding the child's condition. Dr. Jameson stated that, from an examination of the patient's chart and questioning nursing and medical personnel, he felt this was an isolated case which, though normal precautions were taken, was undetected. After considerable discussion the board requested the Medical Director to write Mrs. Thorne, noting in detail circumstances regarding the patient's care while at Carrie Tingley, including all available documentation, explaining routine precautions taken to prevent such incidents and indicating additional precautionary measures which will be implemented in the future. He was asked to express the gratitude of the medical staff and the Board of Directors in having the incident called to their attention and to invite Mrs. Thorne to visit the hospital to review our facilities and observe patient treatment provided; copies of Dr. Jameson's letter to be sent to all persons having knowledge of the incident. Mr. Kailey stated that, as board chairman, he would also write Mrs. Thorne.


Considerable discussion ensued as to ways and means by which admission, course of hospitalization, and discharge could best be documented and effected in order to minimize such incidents in the future. The board asked that Dr. Jameson and Mr. Ederer review existing procedures and offer recommendations for improvement, if indicated, at the next board of director's meeting.

In other discussion, Mr. Kailey indicated that the By-laws of the Board of Directors had been revised, in final form. A final draft copy will be prepared for final action of the Board of Directors at their next meeting.

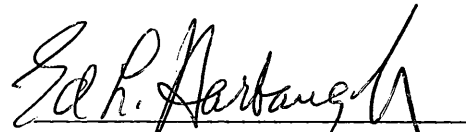
It was agreed that the next Board of Directors' meeting would be held in Truth or Consequences on October 18, 1968.

The meeting adjourned at 12:15 P.M.

Respectfully submitted,



Ross Kailey, Chairman



Ed L. Harbaugh, Secretary

Mr. Ederer reviewed the Hill-Burton construction project by indicating that the cash transfer of \$20,000 from our Cash Account to our Building Account had been effected and approved by the Budget Division of the Department of Finance and Administration. In addition, he indicated that Contractor's Certificate of Payment in the amount of \$27,297.86 had been paid to the contractor as previously approved by the board of directors.

As to the status of the project, Mr. Ederer indicated that it appeared that the wing would not be open until the latter part of October. He noted that Hesselden Construction Co. has now pulled off of the project until such time as the casework is received. When it arrives the project should be completed within ten days.

Mr. Ederer reported that he had received a proposal for chaplaincy services at Carrie Tingley Hospital from a committee formed in Truth or Consequences by Reverend John McPherson. He indicated that these would be non-denominational services on a rotating basis. Motion was made, seconded and passed to approve the proposal and the board requested that ministerial services be implemented at the earliest possible moment, with the stipulation that parental consent be obtained from the parents of patients prior to these services being administered.

In regard to the school project, Mr. Ederer reported that a meeting had been scheduled in Santa Fe to discuss this matter at length, primarily to develop an avenue to better implement this program. He indicated that he would report to the board on the outcome of this meeting.

As a matter of information, Mr. Ederer reported that the Occupational Therapy Department, headed by Miss Becky Taylor, was now in operation and is proving to be a valuable asset to the hospital.

Mr. Ederer indicated that continuing efforts are being directed to recruiting a Director of Nursing Service; that letters have been written to various organizations and persons in an effort to find a suitable candidate for this position. Mr. Ederer reported that the hospital's Nurse Anesthetist, Miss Eileen Doyle, would be resigning from the hospital effective November 5, 1968. Efforts to find a suitable replacement for this position are also underway.

Mr. Kailey reported that a Civil Rights Compliance Survey will take place on October 10. It was indicated that the hospital anticipates no problem regarding this survey.

In regard to the Employee Award Dinner, it was recommended that this be held on November 21, 1968 and that the Governor and all other principal state officials be invited to attend.

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As to the status of the audit report for the 56th fiscal year, Mr. Ederer indicated that he had met with the auditing firm of Peat, Marwick & Mitchell, together with Mr. Glass, and reviewed some of the management comments covered by the auditing firm, namely: (1) dual signatures on checks, (2) all documents for payment must be stamped paid, (3) maintain listing of all Medicare claims on a continuous basis, (4) payroll checks should be distributed by administration to each employee a minimum of one time a year to a maximum of four times per year. Mr. Ederer indicated that the final audit report and the management letter would be completed within two weeks and forwarded to the Department of Finance and Administration, for their use, after which we should receive our own report.

Mr. Ederer presented the Appropriation Request and Operating Budget for the 58th and 59th fiscal years, showing \$929,553 in expenditures in the 58th fiscal year and \$958,038 in expenditures in the 59th fiscal year. He indicated that these expenditures are in line with our current operating experience. In addition, he indicated that the appropriation from the General Fund, which is currently \$600,000, will, if approved, be increased to \$699,453 in the 58th fiscal year and to \$715,203 in the 59th fiscal year. Current budget instructions require that in addition to the Operating Budget the hospital must submit a Supplemental Budget Request for any items which are over and above the current operating experience. Additional items shown for the 58th fiscal year are, primarily, for consulting and architectural services for the contemplated school project. For the 59th fiscal year we have budgeted \$250,000 for the construction of a new school. After considerable discussion, motion was made, seconded and passed to approve the basic Operating Budget, as well as the Supplemental Budget, with the inclusion in a Supplemental Budget Request of monies to reface the existing hospital facilities at an estimated cost of \$25,000. The Board also recommended that air conditioning for the kitchen and improved lighting for the dining room be effected. Mr. Ederer indicated that this could be accomplished through available equipment and resources.

Mr. Ederer presented a schedule of revised charges for prosthetic and orthotic appliances, as prepared by Mr. Al Konya, hospital prosthetist. Mr. Ederer indicated that the revised schedule includes a series of items for which no charge had previously been made. Charge structure reflects costs charged by various institutions and groups in the community. After discussion a motion was made, seconded and passed to accept charges as presented.

Mr. Ederer reported that a cash donation of \$40 had been received for the Patient Entertainment Fund from Mr. Henry Boyd who owns the Vera Hotel, Truth or Consequences.

CARRIE TINGLEY HOSPITAL

BOARD OF DIRECTORS MEETING

September 20, 1968

A meeting of the Board of Directors of Carrie Tingley Hospital was held on September 20, 1968 at 9:00 A.M. at the P.E.R.A. Building, Room 502, Santa Fe, New Mexico. Board members present included Mr. Ross Kailey, Chairman, Mr. Robley Hedrick, Vice-Chairman, Mr. Ed Harbaugh, Secretary, Mr. Richard Traub, and Mr. James Davidson. Also in attendance were Mr. Charles J. Ederer, Administrator, Mr. John Scholts, Business Manager, and Mr. Scott of the Albuquerque Journal. Dr. Robert Jameson, Medical Director, was excused from attending the meeting.

Minutes of the August 16, 1968 meeting were approved as distributed.

In the absence of Dr. Jameson, Mr. Ederer reviewed the medical statistical reports for the months of July and August. He indicated that the number of patients scheduled for admission on the August statistical report had been changed from 98 to 121 due to an error noted, following the typing of the monthly report. In other discussion, the residency agreement with the University of Colorado for a third-year resident at an annual salary of \$6,200 was approved. The contract was signed and will be submitted to the University of Colorado Medical Center for their final approval.

Mr. John Scholts, Business Manager, reviewed the financial and statistical reports for the month of August. He noted that approval had been received from the Budget Division, State Department of Finance and Administration, to transfer temporarily \$20,000 from Cash to the Building Fund to cover a payment to the contractor for this period. In addition, he noted that several line items were over-expended. These were primarily line items which were prepaid in July and August which will delete themselves in the ensuing months. It was noted that the Accounts Receivable collection efforts for private pay cases had fallen short of the amount budgeted. Mr. Scholts and Mr. Ederer indicated that the drop-off had been primarily due to the insufficiency of time devoted to the processing of insurance claims and routine follow-up on collections. They indicated that study on the reallocation of duties of certain business office personnel will give considerable relief to this problem. Mr. Scholts also noted that one line item transfer had been made during the month of August, from the Physical Therapy Department to the newly created Occupational Therapy Department, which provides for the salary for the new Occupational Therapist as well as expense and equipment funds totaling \$1,270.

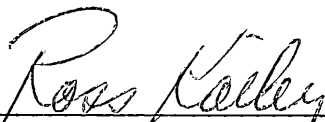
period, at a salary of \$13,700 the first year and \$14,385 the second year, plus maintenance consisting of a residence on hospital grounds, provided for the convenience of the hospital, laundry and groceries available from hospital stock. Motion was made by Mr. Traub, seconded by Mr. Harbaugh, that the contract as drawn be offered Mr. Ederer. Motion passed unanimously. The board expressed their gratification at being able to recruit a well-qualified, professional hospital administrator who was a resident of New Mexico and who had worked so closely with the U.N.M. Medical School.

Motion was made by Mr. Hedrick, seconded by Mr. Traub, that the administrator, Mr. Charles J. Ederer, be authorized to sign all papers and documents pertinent to Hill-Burton Project NM 91C; motion passed unanimously.

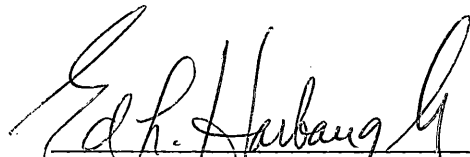
A statement of annual leave earned and used by Mr. Glass from October 25, 1962 to August 31, 1968, reflecting $26\frac{1}{4}$ days terminal leave due, was reviewed. Motion was made by Mr. Traub, seconded by Mr. Harbaugh, that $26\frac{1}{4}$ days terminal leave be approved for payment to Mr. Glass. Motion passed.

Date of the September meeting was set for September 20 in Santa Fe. Mr. Glass offered to participate at this time with the board in the finalization of hospital by-laws.

The meeting adjourned at 1:40 P.M.



Ross Kailey, Chairman



Ed L. Harbaugh, Secretary

3. No possible candidates for the position of Physical Therapist II have been found. Mr. Glass stated that an exceptionally well qualified Occupational Therapist, from Las Cruces, had applied for employment. Discussion ensued regarding hiring this applicant and setting up a separate Occupational Therapy Department to work in conjunction with the Physical Therapy Department. Both Dr. Jameson and Mr. Glass indicated their belief that such a plan would benefit the medical program of the hospital; the board concurred.
4. Dr. Jameson stated he was pursuing recruitment of a Graduate Fellow; that to date all applicants had been non-residents of the U.S.

The need for an additional Typist 2 position in the Medical Records Department during the current fiscal year was discussed by Mr. Glass and Dr. Jameson who noted that such action was necessary due to added responsibilities being assumed by the department which made it impossible to keep up with the work load, thus affecting medical staff activity. Upon the administrator's recommendation, motion was made by Mr. Hedrick, seconded by Mr. Traub, that a budget transfer be made from nursing services personnel to cover the cost of this additional personnel in Medical Records. Motion carried.

In a request for board guidance on budget considerations for the 58th-59th fiscal years, the administrator reviewed prior discussions of the board regarding proposed improvements in the Carrie Tingley School. Following discussion the administrator was requested to contact Mr. Leonard DeLayo, State Superintendent of Public Instruction, regarding initiation of an evaluation of the present school program and identification of needs by qualified personnel; to determine, if possible, the cost of such an evaluation and whether funds might be available from the Department of Education for this purpose. It was the consensus that funds for evaluation of needs should be budgeted the 58th fiscal year and a request for capital outlay funds included in the second year of the biennium. Mr. Harbaugh noted the possible availability of financial assistance from New Mexico Vocational Rehabilitation with the development of this agency's proposed state plan. Mr. Glass stated that he had received a copy of the final form of the Plan for Statewide Vocational Rehabilitation and that goals of the plan did include providing improved vocational rehabilitation services to Carrie Tingley patients.

The board chairman reviewed action taken prior to the appointment of Mr. Charles J. Ederer to replace Mr. Glass as administrator of Carrie Tingley, noting that, by a telephone poll on July 23, all board members indicated their approval of Mr. Ederer's appointment; that board members subsequently received a letter of consent from Governor Cargo regarding Mr. Ederer's appointment. A proposed contract to be offered Mr. Ederer was discussed, contract to be effective September 1, 1968 and continuing for a two-year

(c) Alarm in fire detection system not operating correctly. ✓

(d) Faulty installation of bed pan sterilizers; need correction.

Financial reports on the Hill-Burton Building Fund were distributed for review, showing a cash balance August 15, 1968 of \$23,939.44. It was noted that \$1,560 had been budgeted for inspection fees, on the assumption that a representative of the Kruger firm would make regular weekly inspections. Mr. Glass stated that such inspections had not been made and he did not feel payment of the fee was warranted; Mr. Krueger agreed.

The administrator stated that he had discussed the problem of interim financing of the construction project with Mr. Waldo Anton and asked if funds could be transferred temporarily from the Operating Fund to the Building Fund; that Mr. Anton stated such a transfer could be made upon a letter of request from the hospital for a temporary transfer, pending receipt of Federal funds, and a letter of approval from the Department of Finance and Administration.

A physical inspection of the project was made by board members, Mr. Glass, Mr. Ederer, and Mr. Anderson.

The Administrator and Medical Director commented on the excellent nursing philosophy meeting held with hospital nursing personnel and medical staff August 13-15, with nursing consultants from the Department of Health, Education and Welfare, Dallas, Texas, Dr. Edith Anderson of the Children's Bureau, Washington, D.C., and Mrs. Barbara Madden, Director of Nursing, Rancho Los Amigos Hospital, Downey, California as the visiting authorities. Both expressed gratification at the results of the conferences. Mr. Glass noted that Mrs. Madden, a prime educator in the field of rehabilitation, had indicated she would attempt to see that Carrie Tingley nursing personnel, possibly the Acting Director of Nurses, could attend workshops which would help in orientation of the nursing staff to the rehabilitation philosophy, with tuition and living stipend being carried by USPHS funds. Mr. Kailey stated that he hoped to visit Rancho Los Amigos while in California on vacation and that he would express the appreciation of the board to Mrs. Madden for her interest in Carrie Tingley Hospital.

Discussion of current recruitment for existing vacancies reflected the following:

1. Two applications have been received for the Director of Nursing position; resumes did not indicate a personal interview was warranted. Dr. Jameson stated that Mrs. Young, Acting Director of Nurses, had returned from an extended leave and that this would alleviate somewhat the staffing pressure on the Nursing Department.
2. One Licensed Practical Nurse has been employed; no answers have been received to letters of inquiries submitted to lists of eligibles furnished by the State Personnel Office.

- (2) Presentation of statement from W. C. Kruger & Associates in the amount of \$1,687.25, representing architectural-engineering services to July 31, 1968. Motion was made by Mr. Davidson, seconded by Mr. Traub, that payment be made; motion passed.
- (3) Mr. Robert Kruger visited the board meeting and reviewed status of the construction project noting that, prior to attending the meeting, he had made an inspection of the project and noted the following problem areas:
- (a) Drain and overflow of wading pool incorrectly installed; to be corrected at no cost to the hospital. ✓
 - (b) Flaw in tile of inside pool, reason not determined; architect to attempt to get contractor to replace ✓ loosened tile.
 - (c) Fence next to wading pool to be installed August 19. ✓
 - (d) Loss of water in outside pool determined to have been caused by break in inlet line to pool; repair has been ✓ made.
 - (e) Steam main has been installed; total cost not to exceed \$850. Change order to be prepared including steam main and placement of door and frame between ✓ inside and outside pools.
 - (f) Omission of convector housing over gym determined to be an engineering error; to be resolved by architect, engineer ✓ and contractor.
 - (g) Problem regarding low area in roof of gym, causing improper drainage, to be corrected at no cost to hospital. In ✓ addition, Mr. Kruger agreed no charges would be made for the additional inspections, as originally requested, in as much as these services were not provided.
- (4) Mr. Robert Anderson, Building and Grounds Superintendent, participated in the discussion regarding construction and noted the following areas in which he felt problems existed:
- (a) Chiller on Girls Ward not operating correctly; trouble should be determined and new unit connected prior to installation of chiller on Boys Ward; *open*
 - (b) Shower tree called for in specs on Boys Ward being substituted with wall showers in stall; no change order having been initiated regarding such substitution; Mr. Kruger to investigate.

CARRIE TINGLEY HOSPITAL

BOARD OF DIRECTORS MEETING

August 16, 1968

A meeting of the board of directors of Carrie Tingley Hospital was held, following a 7:30 A.M. breakfast, on August 16, 1968. Board members present included Mr. Ross Kailey, Chairman, Mr. Robley Hedrick, Vice-Chairman, Mr. Ed Harbaugh, Secretary, Mr. Richard Traub, and Mr. James Davidson. Also in attendance were Mrs. Phillips, Mr. Charles J. Ederer, Dr. Jameson, Medical Director, and Mr. Glass, Administrator.

Minutes of the July 19 meeting were approved as distributed.

Statistical report for July was deferred due to unavailability of data. Dr. Jameson noted that, to date, the University of Colorado Medical Center had not provided the hospital the Center's current resident pay schedule and benefits. Action regarding the agreement between Carrie Tingley and the University of Colorado Medical Center for resident's salary for the fiscal year 1968-1969 was postponed pending receipt of this information.

Correspondence from Mr. James LaCombe, Administrator of B.C.M.C., was reviewed wherein a request was made that Carrie Tingley Hospital Clinics in Albuquerque be scheduled on the first and third week of the month unless prior notification of at least two weeks was given. Dr. Jameson commented on the reduced number of patients being seen at B.C.M.C. as a result of regular admission clinics being held at Carrie Tingley.

Mr. Scholts, Accountant, appeared before the board and reviewed financial reports for the month of July. Mr. Glass noted that no deduction had been made from the July General Fund Appropriation for transfer to the Department of Health and Social Services, representing the state's portion of Title XIX funds received by Carrie Tingley for services rendered in the previous fiscal year.

The board was informed that representatives of Peat, Marwick & Mitchell had been at the hospital since August 14; Mr. Glass stated that he had asked the auditors, if possible, to complete their audit prior to his departure.

Review of Hill-Burton Project NM91C included the following:

- (1) Board authorization of payment of Certificate No. 12 to Hesselden Construction Co. in the amount of \$24,122.29:

August 7, 1968

Mr. C. R. Sebastian
Legislative Auditor
P. O. Box 2383
Santa Fe, N.M. 87501

Dear Mr. Sebastian:

At the board meeting on July 19 the board took action to dispose of equipment listed on the attached "List of Items to be Declared Surplus."

We would like to dispose of these items by conducting an auction here at the hospital. The purchasing agent is agreeable to this procedure. In our estimation, all of the items listed are in a category of \$50 or less current resale value. One exception to this method of disposition is noted; the band saw listed on Page 3 will be given to the City of Truth or Consequences Hobby Program.

A record of this listing and the proposed disposition is made a part of the minutes of the board meeting of July 19.

If this procedure meets your approval we would appreciate notification from you.

Cordially,

John Glass
Administrator

JG/mp

blind: John Scholts

STATE OF NEW MEXICO



OFFICE OF

State Purchasing Agent

CAPITOL BUILDING

Santa Fe, New Mexico

ALBERT T. COCHRAN
STATE PURCHASING AGENT

August 6, 1968

Mr. John Glass, Administrator
Carrie Tingley Hospital
1400 South Broadway
Truth or Consequences, New Mexico

Dear Mr. Glass:

This is to acknowledge receipt of your letter of August 1, 1968, and to advise that you are authorized to handle the items listed in your letter on auction, by authority shown in Section 6-7-8, New Mexico Statutes 1953 Annotated.

Please furnish this office complete details of the outcome of this auction.

Respectfully yours,

A handwritten signature in cursive script that reads "Albert T. Cochran".

Albert T. Cochran
State Purchasing Agent

m.e.

ATC:mo

August 1, 1968

Mr. Albert T. Cochran
State Purchasing Agent
Capitol Building
Santa Fe, N.M. 87501

Dear Mr. Cochran:

Attached is a list of the surplus property which I mentioned to you on the phone July 31. I would like to dispose of this in a manner that would allow us to recoup as much on these items as possible. What are your suggestions?

As we discussed on the phone, an auction held here on the hospital grounds would be acceptable to me. I would like to know if employees are eligible to bid on items. Any assistance you can give us will be sincerely appreciated.

Cordially,

John Glass
Administrator

JG/mp

encl.

blind: John Scholts

2597	Table	D	Deleted
2607	Cabinet	D	"
2858	T. V.	D	"
3420	Shear	B	"

ITEMS REMOVED FROM WARDS DURING REMODELING

Quantity			Comments
9	Medicine Chest	D	Mirrors bad
2	Ward gates	C	
38	Doors	C - D	Gauged and broken
25	Light fixtures	C	Obsolete
5	Wood Cabinets	C - D	For wood only
10	Lavatories	C	Porcelin chipped
2	Stop Sinks	C	"
100 ft.	Various size ducts	C	
2	One ton air conditioners	D	For parts only
2	Large Blower	C	
1	Dishwasher	D	worn out
1	Table	C	Needs repair
1	Band saw	C	Needs repair
2	5 ton airconditioner	D	To costly to repair
2	20 ton chillers	D	To costly to repair
2	Small blowers	D	Completely worn out

2231	Bed	C	"	
2232	Bed	C	"	
2233	Bed	C	"	
2234	Bed	C	"	
2236	Bed	C	"	
2251	Cabinet	C	1937	324.80
2252	Cabinet	C	1937	469.58
2259	Chest	C	Deleted	
2267	High Chair	C	"	
2270	Chair	C	"	
2317	Chest	C	"	
2338	Bed side stand	C	"	
2339	"	C	"	
2342	"	C	"	
2343	"	C	"	
2346	"	C	"	
2356	"	C	"	
2357	"	C	"	
2359	"	C	"	
2366	"	C	"	
2367	"	C	"	
2368	"	C	"	
2369	"	C	"	
2372	"	C	"	
2373	"	C	"	
2374	"	C	"	
2375	"	C	"	
2380	"	C	"	
2385	"	C	"	
2389	"	C	"	
2389	"	C	"	
2397	"	C	"	
2398	"	C	"	
2400	"	C	"	
2401	"	C	"	
2484	"	C	"	
2405	"	C	"	
2406	"	C	"	
2407	"	C	"	
2408	"	C	"	
2412	Chest	C	"	
2417	Frame	C	"	
2435	Chest	C	"	
2461	Chest	C	"	
2477	Chart Desk	A	1937	199.75
2502	Chest	C	Deleted	
2523	Chest	C	"	
2537	Chest	C	"	
2541	Chest	C	"	
2543	Chest	C	"	
2544	Chest	C	"	
2572	Chest	C	"	
2586	Chest	C	"	

CARRIE TINGLEY HOSPITAL

List of items to be declared surplus.

Condition Code:

A = Good

B = Fair

C = Poor but repairable

D = Beyond Repair

Inventory Number	Description	Condition	Acquisition Cost	
199	Base Cabinet	C	Deleted	
204	Frame	C	"	
756	Chair	C	"	
758	Chair	C	"	
763	Mirror	B	"	
764	Mirror	B	"	
777	Table	C	"	
809	Table	C	"	
828	Chest	C	"	
964	T. V.	D	"	
1164	Tray Carts	B	1937	79.75
1166	Tray Carts	B	1937	79.75
1277	Book Rack	B	Deleted	
1285	Clothes Rack	C	"	
1513	Stretcher	C	"	
1514	Stretcher	C	"	
1515	Stretcher	C	"	
1551	Overbed Table	C	"	
1795	Chair	D	"	
1833	Chair	C	"	
1891	Radio & Record	D	1953	250.00
1959	Chest	C	Deleted	
1968	Chair	B	1952	0
1970	Chair	B	1952	0
1971	Davenport	B	1952	0
2019	Lamp	D	Deleted	
2064	Chair	D	"	
2119	Table	C	"	
2152	Table	D	"	
2220	Hospital Bed	C	"	
2221	Hospital Bed	C	"	
2222	Hospital Bed	C	"	
2223	Bed	C	"	
2224	Bed	C	"	
2225	Bed	C	"	
2226	Bed	C	"	
2227	Bed	C	"	
2228	Bed	C	"	
2229	Bed	C	"	
2230	Bed	C	"	

Mr. Glass and Dr. Jameson reported on the Governor's Conference on Planning for Vocational Rehabilitation, noting that no specific recommendations have been made, in the newly prepared state plan for increased vocational rehabilitation services, for Carrie Tingley Hospital patients.

Correspondence with Mrs. Geraldine Kleinfeld, Supervisor, Crippled Children's Services Division of the Department of Health and Social Services, was reviewed regarding the possibility of establishing a board policy regarding the provision of any first visit diagnostic services at CTH clinics on a free basis service. Copies of the Federal guide lines were provided by Mrs. Kleinfeld, who agreed that it would be desirable for the hospital to provide the first diagnostic examination at no cost. Following discussion, motion was made by Mr. Traub, seconded by Mr. Davidson, that the following board policy be adopted:

"MEDICAL AND HOSPITAL SERVICES OF A DIAGNOSTIC NATURE PROVIDED TO NEW PATIENTS ON THEIR FIRST VISIT TO ANY CARRIE TINGLEY HOSPITAL SPONSORED CLINIC WILL BE PROVIDED FREE OF CHARGE WITHOUT REFERENCE TO THE PARENT'S PAYMENT CLASSIFICATION. TREATMENT SERVICES PROVIDED ON THE FIRST VISIT WILL BE CHARGED AT ESTABLISHED HOSPITAL RATES AND WILL BE THE RESPONSIBILITY OF THE PARENTS ON THE BASIS OF THEIR PAYMENT CLASSIFICATION. RESPONSIBILITY FOR ALL SUBSEQUENT CHARGES WILL BE GOVERNED BY THE PARENT'S PAYMENT CLASSIFICATION."

Motion passed.

A letter from Mr. Will Adair, Staff Analyst, was read wherein the board was requested to inform Mr. Adair of any changes felt desirable in the statutes pertaining to Carrie Tingley Hospital so that a study could be made for possible subsequent presentation to the Legislative Finance Committee for their consideration. After discussion the administrator was requested to advise Mr. Adair that the board felt current statutes were quite adequate for the operation of the institution and no change was desired.

The administrator asked for any observations the board might wish to make regarding preparation of the Biennial Budget. It was suggested that the document reflect a justified, reasonable increase in the state appropriation; that merit increases and anticipated increased costs of supplies and equipment be included. Mr. Glass stated that a proposed budget would be prepared prior to September for the approval of the board.

A list of hospital property to be declared surplus was distributed for the board's review. The administrator stated that items listed were old equipment which could no longer be used by the hospital, some of which had

The administrator notified the board that increased hospital charges, effective July 1, 1968, had been submitted and approved. Major changes included the following: Room Charge, A.C. Ward, \$21.00 (previously \$18.00); Room Charge, Convalescent Ward, \$15.00 (previously \$13.00); Operating Room Charge, \$50.00 first hour, \$10 each $\frac{1}{4}$ hour thereafter. Charges reduced included an approximate 50% reduction in X-ray charges, made possible due to previous rates having been based on rates charged in private practice. Carrie Tingley does not have the normal expense for radiology services since orthopaedists read their own films.

Correspondence was reviewed from Dr. Edith Anderson, Children's Bureau, Washington, D.C.; Mrs. Barbara Madden, Director of Nursing, Rancho Los Amigos Hospital, Downey, California; and Misses Bernice Szukalla and Helene Bonneau, Regional Nursing Consultants from the Department of Health, Education and Welfare, Dallas, Texas, who will visit the Hospital August 13-15 to discuss adoption of a rehabilitation philosophy in the nursing service and total hospital. It was noted that an invitation would be extended to personnel of the Department of Hospitals and Institutions to participate in these sessions. Dr. Jameson stated he felt the conference would benefit both the resident staff and nursing service, however he expressed his deep concern over the continued vacancy in the Director of Nursing position, since none of the present staff have executive ability. The board asked if any prospective candidates for the position were being considered. The administrator stated that only one inquiry had been received, on July 18; that the applicant appeared well qualified and that he would attempt to reach her by telephone to learn of her interest in the position.

Progress report on implementation of the Fair Labor Standards Act, by the administrator, reflected the following:

1. Use of time clock started July 16, providing accurate record of hours worked.
2. Correspondence to Mr. James V. Noble, Assistant Attorney General, requesting guide lines regarding overtime provisions.
3. Discussion with Mr. Waldo Anton, of the D.F. & A., regarding bi-weekly payroll; Mr. Anton stated that the Attorney General's interpretation of the statutes is a stumbling block in adopting a bi-weekly pay period;
4. No guidelines or instructions regarding a change in payroll periods have been received to date.

fiscal year were \$7,794 under the amount budgeted, and that cash balance as of June 30, 1968 was \$17,192. A seven-year review of income for the operating fund and a review of expenses for that period, by category, were discussed by the administrator. It was noted that representatives of the auditing firm, Peat, Marwick & Mitchell, were at the hospital shortly after the beginning of the 57th fiscal year and spot checked inventory procedures.

Review of status of Hill-Burton Project NM91C by the administrator included the following:

- (1) Correspondence from W.C. Kruger & Associates confirming an agreement between Hesselden Construction Co. and Carrie Tingley Hospital that total retainage on the Hill-Burton construction contract would remain at the present status of \$21,141.12 and future billings will be made in full.
- (2) Review of correspondence from the architect which established cost of replacement of the steam main at a maximum cost of \$850, with the hospital providing insulation and part of the pipe and fittings; motion was made by Mr. Traub, seconded by Mr. Davidson, that the administrator be authorized to proceed with the change order; motion passed.
- (3) Discussion of the need for replacement of a door between the inside and outside pool. Mr. Glass noted that the contractor had quoted a price of \$548.84 for removal and replacement of a hollow metal door, screen door and frame; that, since the casework bid was lower than anticipated, money might possibly be available in the Building Fund for this purpose. The board suggested that if building funds were not available the cost of the door replacement might be charged to the Operating Fund.
- (4) Discussion of the need for two pairs of hollow metal doors creating a vestibule at the west end of Wing "D". It was noted that the contractor's quotation for this work was \$1,348.75; that at the present time it did not appear Hill-Burton Project funds would be sufficient to cover this expense.
- (5) Observance of a serious flaw in the tile of the inside pool; Mr. Glass stated that the architect had made an inspection of same and would contact the contractor to determine the reason for the defect. Also noted was a problem of water loss in the outside pool, of which the architect had been advised.
- (6) The administrator stated that the Carrie Tingley Hospital Investment Fund was being reactivated during the 57th fiscal year; that any balance in the Building Fund upon completion of Project NM91C would be transferred to that account, plus money received from the Charles Mann Estate.

CARRIE TINGLEY HOSPITAL

BOARD OF DIRECTORS MEETING

July 19, 1968

A meeting of the Board of Directors of Carrie Tingley Hospital was held in the hospital conference room following a 7:30 A.M. breakfast on July 19, 1968. Board members present included Mr. Ross Kailey, Chairman, Mr. Robley Hedrick, Vice-Chairman, Mr. Richard Traub, and Mr. James Davidson. Also in attendance were Mrs. Phillips, Dr. Jameson, Medical Director, and Mr. Glass, Administrator.

Minutes of the June 21 meeting were approved as distributed.

Hospital statistics for the month of June were reviewed by the Medical Director; also discussed were comparative statistical reports for the period July 1, 1967 through June 30, 1968, and an eight-year statistical summary for the years 1961 through 1968.

Correspondence from Mr. Mario Pasquale, Assistant General Services Officer of the University of Colorado Medical Center, was read wherein an agreement was enclosed regarding the Orthopaedic Resident from the Medical Center for the fiscal year 1968-1969 which reflected an increase in compensation to \$6200 per annum. The administrator stated that he felt Carrie Tingley's pay schedule for residents from the University of Colorado and the University of New Mexico should be the same and that, with the board's approval, he would obtain the resident pay schedule from both programs for comparison purposes, which would enable the board to reach a conclusion regarding resident pay. Signing of the agreement was deferred pending such action.

Dr. Jameson stated that he had been advised by the U.N.M. Medical School that, contrary to previous plans, they would not have a resident available for training at Carrie Tingley in October.

The Medical Director advised the board of his vacation plans for a two-week period beginning July 19, noting that orthopaedic physicians from Albuquerque would provide coverage in his absence.

Financial reports for the month of June were reviewed by Mr. Glass, who stated that funds in the amount of \$22,927 were received in Title XIX payments prior to the end of the fiscal year; that expenses for the 56th

CARRIE TINGLEY HOSPITAL
ACCOUNTS RECEIVABLE TO BE TRANSFERRED TO IN-ACTIVE FILE
JUNE 30, 1968

<u>Patients Name</u>	<u>Town</u>	<u>Date of Last Service</u>	<u>Amount</u>
Anaya, Lorraine M.	Las Cruces	7/21/66	\$ 18.00
Ashbaugh, John	Truth or Consequences	8/10/67	598.03
Ashbaugh, Randall	Truth or Consequences	7/1/66	16.00
Austin, Kenneth	Tucumcari	7/1/66	26.00
Ayers, Kingston	Cuchillo	12/8/66	37.00
Bejarano, Ricky	Lordsburg	9/22/66	10.00
Boone, Robert	Truth or Consequences	7/1/66	34.00
Chasco, Susan	Carlsbad	7/1/66	50.00
Clark, Carol	Truth or Consequences	7/1/66	32.00
Currie, Caroline	Socorro	7/1/66	58.00
Garcia, Rene	Bayard	7/14/66	2.00
Jones, Donald	Truth or Consequences	3/9/67	26.19
Lira, Denise	Truth or Consequences	7/1/66	10.00
McCullough, Suelynn	Albuquerque	7/1/66	8.00
McDaniel, Arnold	Truth or Consequences	7/1/66	40.00
Macias, Arthuro		3/18/68	1.12
Martinez, Felix		1/26/68	1.12
Martinez, Gina	Caballo	7/1/66	28.00
Montoya, Dinah	Albuquerque	7/1/66	23.00
nk, Linda	Albuquerque	7/1/66	122.00
Roots, Lindell	Las Cruces	7/1/66	204.95
Privetts, Sandra	Caballo	10/4/66	12.00
Raney, Morgan	Reserve	7/5/66	15.50
Romero, Gilbert	Truth or Consequences	10/27/66	36.00
Sanchez, Sandra	Silver City	8/11/66	356.95
Sanchez, Victoria	Truth or Consequences	7/1/66	10.00
Sandoval, Rita	Tularosa	9/22/66	2.00
Struck, Marie	Albuquerque	7/18/67	6.00
Sullens, Jodeane	Tucumcari	7/1/66	85.00
Talbert, Leonard	Roswell	7/1/66	48.00
Thomas, Tracy	Bayard	7/1/66	14.00
Tibbs, Larry	Truth or Consequences	7/1/66	10.50
Torres, Robert	Hatch	11/16/67	57.75
Trujillo, Johnny	Truth or Consequences	9/20/66	47.00
Valencia, Brenda	Williamsburg	4/6/67	56.50
Vendrelly, Michael	Silver City	8/7/66	35.00
			\$ 2,137.61


614.03

4523.58

*removed for transfer by hand
6/21/68*

July 19 was set as the next meeting date.

The meeting adjourned at 2:20 P.M.



Richard B. Traub, Chairman



Ross Kailey, Vice-Chairman

Mr. Hedrick, that the audit contract for the 56th fiscal year be awarded to Peat, Marwick, Mitchell and Co., subject to approval of the Legislative Auditor, with the understanding that the audit include certification of the customary hospital reimbursable cost statement; motion carried.

Mr. Hedrick informed the board that he had been approached by the wife of a hospital employee who indicated her desire to be a candidate for public office; opinion of the board and the administrator was requested as to whether this would present any problems for the employee. It was the consensus that no difficulties should be encountered.

Correspondence was noted from Mr. John P. Dwyer, attorney at law, wherein the hospital was notified of being named as a beneficiary in the will of Charles Mann, Jr., Deceased, of Albuquerque, in the amount of \$5,000, notice of hearing being set for July 23, 1968. Acceptance of Service was signed by the administrator and returned to Mr. Dwyer.

Mr. Glass discussed the anticipated receipt of equipment and books for library facilities from the New Mexico State Library as a result of Federal funds available; equipment to include a 16 mm sound projector, an opaque projector, medical books, books for patients, and arts and crafts books. It was noted that space for library facilities was needed and that consideration had been given to providing two areas for this purpose - one library for the medical staff and one for hospital patients. Discussion ensued regarding the feasibility of converting the board dining room into a patient's library and the room west of the pool, formerly used for therapy, as a library for the medical and other professional staff and used for motion photographs for medical photography. The administrator stated that the primary expense involved would be for shelving. The board indicated no objection to such an arrangement.

Correspondence from Mr. James LaCombe, Administrator of B.C.M.C., was noted wherein a proposal was submitted to increase the basic clinic charge for CTH clinics at B.C.M.C. from \$100 to \$150 per clinic due to the increase in patient load and increases in cost for services provided. It was noted that due to the increased clinic load clinics were lasting until 3-4:00 P.M. rather than 1:00 P.M. as initially planned. The administrator stated that in view of the excellent service received at B.C.M.C. he felt the request was reasonable and had agreed to the increase in clinic charge.

Election of officers for the period July 1, 1968 to July 1, 1969 ensued. Nominations for Chairman were requested by Mr. Traub. Mr. Harbaugh nominated Mr. Ross Kailey, seconded by Mr. Hedrick; elected by acclamation. Nominations were requested for Vice-Chairman. Mr. Kailey nominated Mr. Robley Hedrick, seconded by Mr. Davidson; elected by acclamation. Nominations for Secretary were requested. Mr. Kailey nominated Mr. Ed Harbaugh, seconded by Mr. Davidson; elected by acclamation.

4. Change Order No. 4 in the amount of \$2,437.48 reflecting a decrease in Items 4 and 8 (counter tops in Hobby Room; replacing cast iron pipe in utility tunnel; approved by previous board action).

Mr. Glass discussed additional change orders anticipated which included:

- (a) Water pipe change to service new flush valves, estimated cost by contractor \$434.84; Mr. Glass stated that he felt this change should have been provided in the bid as a code requirement and had so indicated to Mr. Krueger.
- (b) Replacement of steam pipe which is in poor condition and which Mr. Anderson feels should be replaced; quotation received in the amount of \$1,824. Mr. Glass noted that he had asked that this be recalculated since he felt many of the items included on the contractor's breakdown would have been included on the project as originally bid; also noted was the possibility of using some pipe which the hospital has on hand, thus reducing the cost. No request for action was made by the administrator on the water pipe and steam pipe replacement until firm quotations are received.

Motion was made by Mr. Kailey, seconded by Mr. Davidson, that the administrator proceed with necessary actions regarding anticipated change orders.

Correspondence was reviewed with Mr. Sebastian, Legislative Auditor, and Mr. Jeff Good, Chairman of the Legislative Audit Committee, regarding the delay in release of the hospital's 55th fiscal year audit. Audit reports for the 55th fiscal year, conducted by Peat, Marwick, Mitchell and Co. were distributed. Mr. Alan Stecker and Mr. Manard Miller of the auditing firm were invited to the meeting to discuss the audit report and recommendations made therein. Mr. Miller apologized for the delay in receipt of the audit report by the board, noting that factors involved included the appointment of Mr. Sebastian as Legislative Auditor in July, 1967 and new requirements and procedures initiated and required by him. It was observed by the board that hospital inventory additions and deletions were not included in the audit report; Mr. Glass stated that Mr. Sebastian had indicated that such reports would be included in future audits and that he agreed on the desirability of this practice. The administrator also commented on the considerable amount of paper work performed by hospital personnel for the auditors; Mr. Miller explained that it was their feeling that the auditor's time should be spent, essentially, in professional review rather than clerical functions and that the primary purpose of the audit was to reassure the board of directors and state departments that the institution was operating efficiently and honestly.

Mr. Stecker submitted a proposal from Peat, Marwick, Mitchell & Co. to conduct the hospital's 56th fiscal year audit at a cost of \$3,000. Mr. Glass advised the board that he felt the firm was exceptionally well qualified in hospital auditing. Following discussion motion was made by Mr. Kailey, seconded by

A memorandum received from James V. Noble, Assistant Attorney General, was read wherein the hospital was advised of a United States Supreme Court decision of June 10, 1968 affirming that the Fair Labor Standards Act of 1938, as Amended, was applicable to public hospitals of states or its subdivisions; that enforcement would be anticipated from and after June 10, 1968. The Act, as summarized by the Attorney General's office, primarily reflected:

- (1) Maximum hours that can be considered as standard are 44 hours per week from February 1, 1967 to February 1, 1968; 42 hours per week for the next year thereafter.
- (2) Minimum wages are \$1.00 per hour for the first year (Feb. 1, 1967 to Feb. 1, 1968); \$1.15 per hour for the second year; \$1.30 per hour for the third year; up to \$1.60 per hour by 2/1/1971.

The hospital was requested to notify the Attorney General's office if any employees covered by the amendment were receiving less than the minimum wages provided for. Mr. Glass noted that at the present time wages are in conformance with the Amended Act; he stated that he had discussed time records with the Assistant State Personnel Director and had requested guidelines for state institutions; that a time clock had been ordered, on a trial basis, which he planned to use starting in July since he felt it would provide the type of record the Federal government would require.

The following documents were reviewed and discussed by the administrator regarding Project NM 91C:

1. Receipt of project progress payment from Federal funds in the amount of \$20,126.82 on May 28.
2. Payment of Contractor's Certificate No. 10 in the amount of \$4,744.80 (approved at May meeting)
3. Receipt of Contractor's Certificate No. 11, certified by W. C. Kruger & Associates, in the amount of \$20,553.30.

Motion was made by Mr. Kailey, seconded by Mr. Harbaugh, that Contractor's Certificate No. 11 be paid. Motion carried.

A letter from Mr. Gordon Bosl, of W. C. Kruger & Associates, was reviewed wherein the contractor requested that retainage on the remaining portion of his contract be reduced to a total amount of \$5,000 on all future payments (General Conditions, Paragraph 28). Motion was made by Mr. Harbaugh, seconded by Mr. Kailey, that a total amount of \$5,000 be retained on future payments to the contractor; motion carried.

totaling \$614.03 - uncollectible accounts totaling \$1,523.58 be transferred to the inactive file; motion carried. The administrator was requested to advise the T. or C. resident, by letter, that unless C.C.S. sponsorship was obtained for services rendered his son by Carrie Tingley, the hospital would expect full payment for these reasonable charges made for services rendered. A list of accounts transferred to the inactive file is attached hereto and made a part of these minutes.

Mr. Glass informed the board of two budget adjustments submitted to the Department of Finance and Administration:

- (1) Adjustments to the Operating Budget, submitted May 31, totaling \$25,546 reflecting only transfers; no budget increase (approved at prior meeting)
- (2) Budget adjustment submitted June 14 (final for fiscal year) representing the following:
 - (a) Operating Fund; transfers reflecting a decrease of \$7,952 and an increase of \$9,952; net budget increase of \$2,000 offset by insurance settlement received August, 1967.
 - (b) Building Fund; transfer of \$3,154
 - (c) Patient Entertainment Fund; increase of \$550 (representing small donations received)
 - (d) School Fund (Title I Grant; adjustments reflecting increase in grant of \$6,684)

Motion was made by Mr. Kailey, seconded by Mr. Hedrick that budget adjustments dated June 14 be approved; motion carried.

The administrator noted that slight modifications had been made to the 57th F.Y. Operating Budget, as approved at the board meeting on May 24, amounting to less than \$1,000. He also commented on the appointment of Mr. Waldo Anton as Chief of the Budget-Fiscal Control Division of the Department of Finance and Administration, replacing Mr. Herbert Hughes.

Mr. Glass discussed status of the group purchasing program which the Department of Hospitals and Institutions has made available, stating that Mr. Scholts and Mrs. Darr had attended a meeting in Roswell of representatives from various state institutions at which time available supply items, quality control warehousing, and other facets of the operation were discussed. It was noted that Carrie Tingley plans to purchase approximately 80 staple food items through the program and some janitorial and laundry supplies.

A letter to Dr. Conrad Curtis, Psychologist in Las Cruces, was reviewed wherein confirmation of Dr. Curtis's services as a consultant psychologist at Carrie Tingley one half-day each month, beginning August 13, was noted; a fee of \$60 for the half-day service, covering both professional services and transportation expenses, will be paid. Dr. Jameson commented that he felt such visits would improve patient care and benefit the medical staff.

The Medical Director discussed plans to institute a new-patient clinic on Tuesday of each week at the hospital in an effort to reduce the delay involved in seeing new patients on Thursday clinics and reduce the number of patients to be seen at the BCMC Clinic. It was noted that the proposed new patient clinic had been discussed with Mrs. Kleinfeld who approved of the plan.

Financial reports for the month of May were reviewed by Mr. Scholts, Accountant. A memorandum regarding projected cash balance for June 30, end of the 56th fiscal year, was distributed for review. Mr. Glass stated that unless Title XIX payments were received prior to June 30 an overexpenditure of approximately \$7,000 was possible. A detailed report of conversations with Mr. John Jasper, Director of the Department of Health and Social Services, and Mr. William Stuart, Director of Administration, regarding Title XIX payments was discussed by the administrator. Problems noted in regard to Title XIX reimbursement, as a state institution, included:

- (1) C.T.H. billing for physician's services as a hospital; other state institutions include physician's services in their per diem rate, on which basis they are reimbursed.
- (2) Billing by C.T.H. on a billed charges basis rather than a per diem rate.
- (3) The provision for a retroactive pay adjustment to C.T.H.; other state institutions and private nursing homes, reimbursed on the per diem rate, do not receive such an adjustment.

Mr. Glass noted that in a further conversation with Mr. Stuart on June 19 he indicated Carrie Tingley would, hopefully, be able to obtain retroactive pay adjustments annually; that everything possible would be done to expedite payment of our claims by Wednesday, June 26 assuring receipt of additional funds prior to the end of the current fiscal year.

A list of uncollectible accounts totaling \$2,137.61 was reviewed and recommended, by the administrator, for transfer to the inactive account file. Following discussion, motion was made by Mr. Harbaugh, seconded by Mr. Kailey, that - with the exception of an account of one Truth or Consequences resident

CARRIE TINGLEY HOSPITAL

BOARD OF DIRECTORS MEETING

June 21, 1968

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Minutes of the May 24 meeting were approved, as corrected, revision of the addendum being made at the board meeting.

Hospital statistics for the month of May were reviewed by the Medical Director who commented on a backlog of patients scheduled for surgery resulting from the reduction in admissions necessitated by lack of nurses to staff the nursing units. The deterrents to prolonged surgery hours - safeguarding the staff and overtime pay - were also cited; the possibility of surgery personnel taking compensatory time on non-surgery days was noted.

Dr. Jameson recommended the appointment of the following residents to the medical staff effective July 1, 1968: Dr. Orest Wesely from the Veteran's Administration Hospital in Dallas, Texas; Dr. Rida N. Azer, Non-affiliate; and Dr. David Petersen from the University of Colorado Medical School. Motion was made by Mr. Davidson, seconded by Mr. Kailey, that the above physicians be appointed to the medical staff of the hospital; motion carried.

The Medical Director advised the board of a call he had received from Dr. James Weaver, who will return to the position of Chairman of the Division of Orthopaedics at the University Medical School on July 1; Dr. Weaver stated that the Medical School would like to place a resident at Carrie Tingley beginning October 1; that salary for the physician would be paid by the University.

The board reviewed a proposed Utilization Review Plan and Utilization Committee Check-List for the hospital, a written utilization review plan being necessary to meet certification requirements of the Title XIX program. The Medical Director discussed the plan in detail and noted the improved patient care and maximum utilization of bed space and personnel which could result from its implementation July 1, 1968. Motion was made by Mr. Davidson, seconded by Mr. Harbaugh, that the Utilization Review Plan be approved as submitted; motion carried.

	1	2	3	4	5	6
1	EMPLOYEE BENEFITS					
2						
3	PERA. & FICA.					
4	ON INCREASES	1272				
5						
6	Tuition for					
7	Employee Training					
8	Medical Records	300				
9	BRACE SHOP	200				
10	Nursing Director	300				
11	TOTAL	2072				
12						
13	TRAVEL					
14						
15	Employee Training Trips					
16	BRACE SHOP - Milwaukee	350				
17	Nursing - Los Angeles	450				
18						
19	Med School Consultants					
20	Travel 24 Trips	1500				
21	TOTAL	2300				
22						
23	CONTRACT SERVICES					
24						
25	UNM. - Med School					
26	Consultant Services	1200				
27	Pediatricians	(1800)				
28						
29	Resident H. of Col.	5400				
30	Pathology	(200)				
31	Anesthesia Services	1000				
32	Telephone Service	1000				
33	Postage	200				
34	Personnel Assessment	100				
35	Bond Premium	100				
36	Audit	100				
37	Med. Rec. Subs & Dues	(300)				
38		6800				
39						
40						

PERSONNEL - INCREASE

ADDED STAFF

July 1968
to R.B. 2

2.7
2.7

ADJUSTMENTS

NURSING

1 LPN. (7-1-68) 3870

2 LPN (10/1/68) 5760

5 Aides to LPN. 5232

SALARY RAISES 3280

Nurse II ET.

TO PT. &

Nurse II to Surg. Tech.

-4571

TOTAL NURSING

9630

3941

OTHER Prof. Serv.

RAISES - LAB -

Anesthesia, P.T.

Med. Photo, Med. Rec.

& Brace Shop

3671

Assoc. Surgeon to

Ortho Fellow

-4800

Resident to Contract

-5400

TOTAL Other Prof.

-6529

GENERAL SERVICES

1 CUSTODIAN 2700

ADJUSTMENTS

1180

TOTAL GEN SERV.

2700

1180

FISCAL & ADM.

ADJUSTMENTS

2258

TOTAL Fiscal & ADM.

2258

12330

850

850

TOTAL INCREASE

13180

PROPOSED OPERATING BUDGET - 57 F.Y.

		56 F.Y.		57 F.Y.		INCR (DECR.)	OPERATING BUDGET
		55 TH F.Y. ACTUAL	INITIAL BUDGET	CURRENT ESTIMATE	APPROP. REQUEST		
1	REVENUE						
2	GEN. FUND APPROPRIATION	535000	550000	550000	600000	- - -	600000
3	LESS TITLE XIX	- - -			- - -	-27000 ✓	27000
4	NET GEN. FUND INCOM	535000	550000	550000	600000 ✓		573000
5	PAYMENT for SERV.						
6	PRIMATE	96335	100000	80000	110000		110000 ✓
7	GOUT.						
8	ARIZ. IND.	27232	4000	17271		- - -	- - -
9	TITLE V		1000	2729	- - -	3000 ✓	3000 ✓
10	TITLE XIX			35000 ✓	45000	45000 ✓	90000 ✓
11	LAND	40730	40000	35000	40000		40000 ✓
12	PERSONNEL QTRS.	4803	5500	4500	5500		5500 ✓
13	MISC.	3183	500	200	500		500 ✓
14	TOTAL REV.	707483	701000 ✓	724700	801000 ✓	21000 ✓	822000 ✓
15	EXPENSE						
16	PERSONAL SERVICES	474502	464788	432801	526781 ✓	13180 ✓	539961 ✓
17							
18	EMPLOYEE BENEFITS	50624	51125	48082	57574	2072 ✓	59646 ✓
19							
20	TRAVEL	9007	8125	6907	8250	2300 ✓	10550 ✓
21							
22	MAINT. & REPAIRS	33421	22255	24384	24500	350 ✓	24850 ✓
23							
24	SUPPLIES	104001	96805	117250	106925	10400 ✓	117325 ✓
25							
26	CONTRACT SERVICES	59053	52260	74207	63894	6800	70694
27							
28	OTHER	8066	8900	6029	8600	(900)	7700
29							
30	CAPITAL OUTLAY	8180	2600	5348	6500	7178	13678
31	TOTAL EXP.	746854	706858 ✓	709008 ✓	803024	41380	844404 ✓
32	CASH SUMMARY						
33	BALANCE - BEGIN YR	35906	440	440	2582	21682	24264
34	PETTY CASH	155	155	155	155	- - -	155
35	REVENUE (AS ABOVE)	707483	701000	724700	801000	21000	822000
36	NON-BUDGET INCOM.	4122	8000	8142			
37	TOTAL FUNDS AVAIL	747666	709595	733437	803737	42682	846419 ✓
38	EXPENSE (AS ABOVE)	746854	706858	709008	803024	41380	844404
39	NON-BUDGET DISBUR	10227					
40	BALANCE - END of YR	(9415)	2737 ✓	24429	713	1302	2015 ✓
	INVESTMENTS	10000					