

Winter 12-18-2018

06.26.2018 Board of Medical Investigators State of New Mexico Meeting Minutes

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**NEW MEXICO BOARD OF MEDICAL INVESTIGATORS
MINUTES OF MEETING- June 26, 2018**

NM Office of the Medical Investigator
The University of New Mexico Health Sciences Center
Albuquerque, New Mexico

PRESENT:

Lynn Gallagher <i>Board Chair</i>	Cabinet Secretary, New Mexico Department of Health
Paul Roth, MD <i>Board Vice Chair</i>	Chancellor of HSC, Dean School of Medicine
Pete Kassetas <i>Board Secretary</i>	Chief, New Mexico State Police

ABSENT:

David Houston <i>Professional Member</i>	Chairman of the Board of Thanatopractice
Suzette Shije <i>Professional Member</i>	Acting Secretary, NM Department of Indian Affairs

GUESTS:

Kurt B. Nolte, MD	Chief Medical Investigator, NM OMI
Karen Cline-Parhamovich, DO	Assistant Chief Medical Investigator, NM OMI
Ian Paul, MD	Medical Investigator, NM OMI
Yvonne Villalobos	Director of Operations, NM OMI
Sarah Lathrop, PhD	Epidemiologist, Professor of Pathology, NM OMI
Natalie L. Adolphi, PhD	Director, Center for Forensic Imaging
Thu Luu	Accounting Manager, NM OMI
Denise Padilla	Accountant, NM OMI
Anthony Cervantes	Unit Administrator, NM OMI
Stephen Adams, MD	Retiree, NM OMI
Douglas Clark, MD	Chairperson, Dept. of Pathology, UNM
Scott Sauder	University Counsel, UNM

1. CALL TO ORDER AND CONFIRMATION OF QUORUM

Secretary Gallagher called the meeting to order at 1:11 P.M.

2. ADOPTION OF THE AGENDA (action item)

The **MOTION** to adopt the agenda **PASSED** unanimously
(**MOTION** Kassetas; 2nd Roth)

Approved Minutes: Board of Medical Investigators 06.26.2018

3. APPROVAL OF MINUTES (action item)

Dr. Roth **MOVED** to approve March 20, 2018 general meeting minutes, Chief. Kassetas **SECONDED** the motion. Motion **CARRIED**.

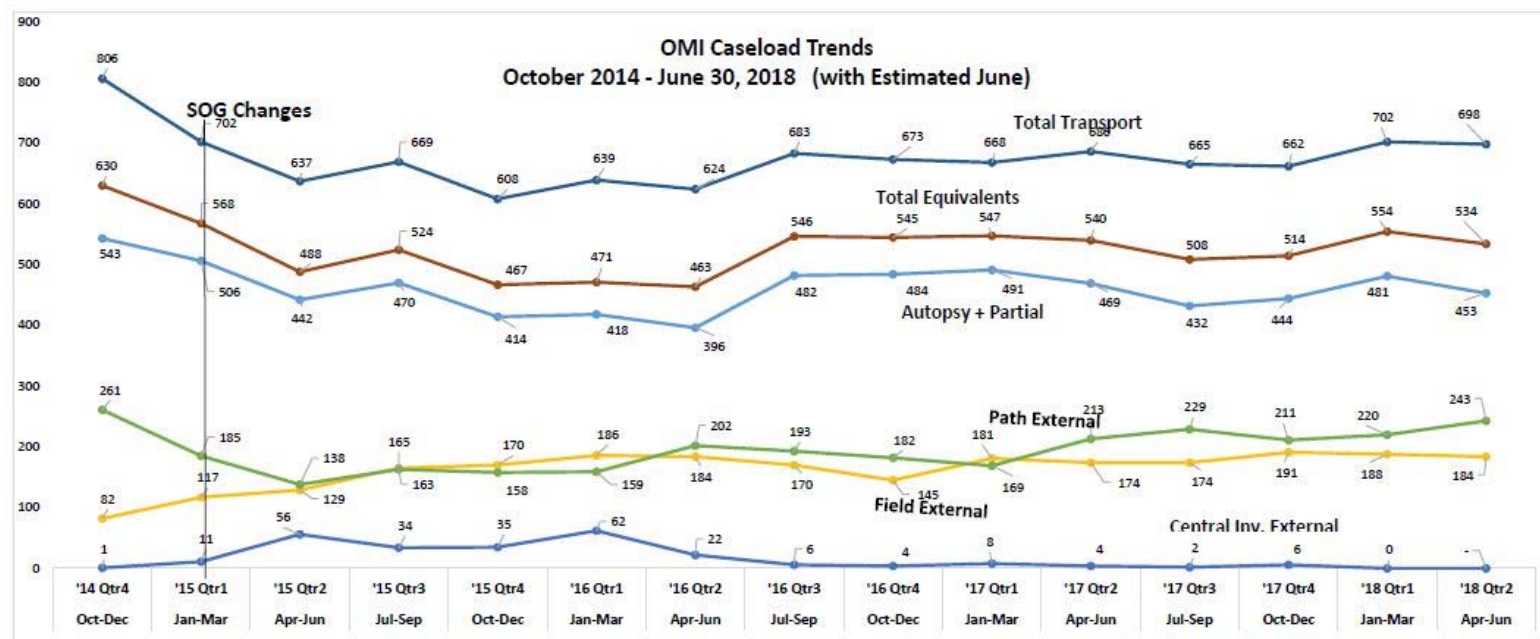
4. BUDGET UPDATE (information item)

Dr. Nolte identified items in the board packet and gave an update about the OMI budget.

Documents presented:

- Baseline data: Caseload trends Oct. 2014 – June 30, 2018 (with Estimated June)
- FY18 Income Statement Projection 7/1/17 – 6/30/18
- FY19 Income Statement Projection 7/1/18 – 6/30/19
- FY20 Income Statement Projection 7/1/19 – 6/30/20
- FY19 Salary Increase
- Specific FY20 Funding Needs for OMI

Baseline data: Caseloads trends October 2014 – June 30, 2018 (with estimated June)



OMI FY18 Income Statement Projection**7/1/17 - 6/30/18****Revenue****Operating Revenue**

University Hospital	\$724,190
Sandoval Regional Medical Center	\$28,090
Other Revenue Services	\$3,468,467

Non-operating Revenue

State Appropriation	\$4,707,200
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Intra University Activities

Transfer & Allocation	\$283,814
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Total Revenue**\$9,211,761****Expenses**

Salary & Fringe	\$5,611,468
Body Transportation	\$911,268
Utilities & Plant Maintenance (SLD, Security, Kone Elevator, Pest Control, Repairs	\$497,629
Equipment Warranties (Phillips Med System, Siemens)	\$198,911
Services (J&J, Janitorial, Waste Destruction, Malpractice, Tricare, Siemen Upgrade ..)	\$583,223
Patient Care Expenses	\$260,800
NMS - Toxicology (\$79,760 Offset by Grants)	\$99,257
Other Expenses (Appropriation's Overhead Charge, Supplies, Computers, Travels, Pc	\$667,260
FY18 Remaining Debt	\$48,000

Total Expenses**\$8,877,815****Projected Net****\$333,946****Reserves from FY17 (Debt)****(\$1,031,758)****Total FY18 Projected Net****(\$697,812)**

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OMI FY19 Income Statement Projection		7/1/18 - 6/30/19
Revenue		
Operating Revenue		
University Hospital Revenue Gen		\$730,468
Sandoval Regional MC Revenue Gen		\$28,090
Other Revenue Services		\$3,508,064
Non-operating Revenue		
Recurring - State Appropriation with Add't Increase of \$500K PI and \$106K Special Program		\$5,313,400
Intra University Activities		
Fund Transfer to CFI		(\$5,000)
Transfer & Allocation		\$200,783
Total Revenue		\$9,775,805
Expenses		
Salary & Fringe		\$6,094,179
Body Transportation		\$929,493
Utilities & Plant Maintenance (SLD, Security, Kone Elevator, Pest Control, Repairs)		\$512,558
Equipment Warranties (Phillips Med System, Siemens, Stryker)		\$263,843
Services (J&J, Janitorial, Waste Destruction, Malpractice, Tricare, Siemen Upgrade ..)		\$629,887
Patient Care Expenses		\$268,016
NMS - Toxicology (\$36,464 offset by Grants)		\$147,924
Other Expenses (Appropriation's Overhead Charge, Supplies, Computers, Travels, Pk)		\$752,160
FY19 Debt Payment		\$140,000
Total Expenses		\$9,736,061
Projected Net		\$39,744
Estimated FY18 Reserves		(\$697,812)
Total FY19 Projected Net		(\$658,068)
FY19 Projected with:		
Faculty raise as per Dept of Pathology to 25th percentile, Staff's FY19 Raise)		
3 Fellows & 1 Resident		
Dr. Jarrell 60% FTE		
Dr. Edgar's 50% FTE salary + fringe		
Dr. Zumwalt 25% FTE		
Dr. Paul's 70% FTE		
New Hire Full Professor \$254K plus fringe (estimated start date Oct 2018)		
Dr. Decker on board 8/29 - July plus 20 days in Aug salary Saving		
Security \$79K salary + fringe		
1 Administrative Assistant \$50K		
1 Morphology Technician \$47K		
1 Central Office Investigator \$55K		
On-Call Field Deputy Investigators Salary Increase \$13K		
Histology Labeler \$50K		
Service Contracts \$43K		
Contract Grief Counselors \$20K		
Obsolete Computer Workstations Replacement \$10K		
Plant Fund Balance		\$326,552
Estimated CMS Total Costs to be Paid Out Of:		
Vital Records Vital Statistics - CMS		\$88,200
SW Border HIDTA - CMS		\$125,000
Plant Fund - CMS		\$100,000
Total CMS		\$313,200

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OMI FY20 Income Statement Projection		7/1/19 - 6/30/20
Revenue		
Operating Revenue		
University Hospital Revenue Gen		\$730,468
Sandoval Regional MC Revenue Gen		\$28,090
Other Revenue Services		\$3,508,064
Non-operating Revenue		
State Appropriation Plus Recurring \$500K & \$106K		\$5,313,400
Intra University Activities		
Transfer & Allocation		\$203,078
Total Revenue		\$9,783,100
Expenses		
Salary & Fringe		\$6,410,206
Body Transportation		\$948,083
Utilities & Plant Maintenance (SLD, Security, Kone Elevator, Pest Control, Repairs		\$520,246
Equipment Warranties (Phillips, Siemens, Stryker, C-Scan Technology, Med. Scienti		\$268,643
Services (J&J, Janitorial, Waste Destruction, Malpractice, Tricare, Siemen Upgrade ...)		\$603,223
Patient Care Expenses		\$266,016
NMS - Toxicology		\$250,000
Other Expenses (Appropriation's Overhead Charge, Supplies, Computers, Travels, Pc		\$696,960
FY20 Debt Payment		\$140,000
Total Expenses		\$10,103,377
Projected Net		(\$320,277)
Estimated FY19 Reserves		(\$658,068)
Total FY20 Projected Net		(\$978,344)

FY20 Projected with:

No salary increase

4 Fellows & 1 Resident

Dr. Jarrell 60% FTE (9% Path, 31% OMI, 20% NIJ)

Dr. Kastenbaum - Associate Professor

Dr. Paul's 0.70 FTE - Full Professor

Continue FY19 New Hire Full Professor

Continue FY19 Dr. Edgar's 50% FTE salary + fringe

Continue FY19 Security \$79K salary + fringe

Continue FY19 1 FTE Administrative Assistant

Continue FY19 1 FTE Morphology Technician

Continue FY19 1 FTE Central Office Investigator

Continue FY19 Service Contracts

Continue FY19 \$20K Grief Contract Counselors

Assume No Tox funding

FY19 Salary Increase

Faculty Increase to AAMC 25th percentile	\$61,177
Fringe	\$17,864
Faculty Salary Increase	\$79,041
Non-Bargaining Staff @ 3%	\$19,460
Fringe	\$7,395
Non-Bargaining Salary Increase	\$26,855
Bargaining Staff @ 1% - 3%	\$17,167
Fringe	\$6,867
Bargaining Staff Salary Increase	\$24,034
Field Deputy Medical Investigators @ 3%	\$12,068
Fringe	\$1,448
Field Deputy Medical Investigators Salary Increase	\$13,516
FY19 Total Overall Salary Increase	\$143,446

Specific FY20 Funding Needs for OMI

Funding Essential for Survival		
One-time Appropriation	Replace Failing CT scanner before it leaves OMI without an essential piece of equipment	\$ 1,400,000
	Eliminate longstanding OMI debt to UNM School of Medicine	\$ 843,758
	Subtotal	\$ 2,243,758
Ongoing Appropriation Needs	Full coverage of increased utility/building costs of new facility	\$ 335,600
	CT service contract	\$ 145,000
	MR service contract	\$ 75,000
	Increased costs of toxicology testing for potential overdose deaths at national reference laboratory currently covered by time-limited grant funding and for expanded testing panels that covers fentanyl analogues	\$ 142,000
	Subtotal	\$ 697,600
Total - Funding Essential for Survival		\$ 2,941,358
Funding Important for Good Function		
One-time Appropriation	Replace obsolete computer workstations (9 - 10 years old)	\$ 105,500
	Replace obsolete and poorly functional autopsy room dissecting microscope	\$ 18,000
	Replace obsolete and poorly functional multi-head consultation and conference microscope	\$ 100,000
	Subtotal	\$ 223,500
Ongoing Appropriation Needs	1 HR staff grade 13	\$ 72,635
	1 Decedent Affairs staff for death certificates grade 9	\$ 45,385
	Field Deputy Medical Investigator pay increase to foster retention	\$ 15,000
	Staffing for Project ECHO training for distributed field investigators	\$ 26,000
	Supervisor for central office investigators night shift	\$ 75,783
	Transportation to bring all fatal firearm cases to the central office for evaluation	\$ 22,000
	Subtotal	\$ 256,803
Total - Funding Important for Good Function		\$ 480,303
Funding to Obtain Ideal Operations		
One-time Appropriation	Replace 2 old portable and obsolete x-ray units and upgrade to digital radiography	\$ 350,000
	Subtotal	\$ 350,000
Ongoing Appropriation Needs	Administrative assistant for investigation unit	\$ 50,200
	Toxicology testing for non-overdose deaths at national reference laboratory (currently covered by Scientific Lab Division of Department of Health)	\$ 200,000
	Faculty and investigator travel for professional meetings & continuing medical education	\$ 30,000
	Subtotal	\$ 280,200
Total - Funding to Obtain Ideal Operations		\$ 630,200
Grand Totals:		
Funding Essential for Survival + Good Function		\$ 3,421,661
Funding Essential for Survival + Good Function + Ideal Operations		\$ 4,051,861

5. COMPUTED TOMOGRAPHY (CT) SCANNER STATUS UPDATE (information item)

Dr. Natalie Adolphi gave an update to the board that the CT scanner, Image Reconstruction System (IRS) computers and software received an upgrade. This did not include scanner hardware. The upgrade will help reduce the burden on the x-ray tube for each case, it will also help improve the overall work load. The upgrade is a temporizing measure only. The CT scanner still needs to be urgently replaced before it fails.

6. STRATEGIC PLAN IMPLEMENTATION (information item)

Dr. Cline-Parhamovich spoke about implementation of the OMI Strategic Plan. The plan is divided into four mission areas.

- Administration
- Clinical
- Education
- Research

The first phase of implementation is setting priorities, applying benchmarks and identifying foundations of focus.

Administration:

Within the four mission areas, the strategic plan leadership team decided to focus on the Morphology Department. The first part of the administrative and organizational initiative includes a morphology culture assessment. The goal is to decrease turnover and improve employee satisfaction.

Another item identified by the strategic plan leadership team is interoffice communication. The OMI is exploring electronic messaging boards (digital signage) to be strategically placed throughout the office to provide a level of communication to all departments.

Clinical:

Dr. Cline continued to highlight areas of focus.

As part of the Clinical initiative, the OMI is currently undergoing replacement of the case management database. The requirement gathering phase is complete. The next phase is to migrate data from the two current database systems (DIRT/VAST) to the new case management software. After this is done, the vendor will provide a “Statement of Work” which will allow us to move on to the purchasing/PO process.

Education:

Dr. Cline explained the Education initiatives. Historically education at the OMI is focused on pathology fellows, residents and medical students. As part of the Educational initiative, the OMI will develop curriculum to also provide education to morphology and other staff.

Research:

Currently, the OMI does not have a centralized repository for basic OMI data, information/documents/samples needed for grant writing and research. An OMI electronic research repository is being developed, to ensure that research tools are readily available.

7. PUBLIC COMMENT

No public comment

8. VOTE TO CLOSE GENERAL MEETING AND PROCEED IN EXECUTIVE SESSION

Chief Kassetas **MOVED** to close the general meeting and proceed to executive session (**SECONDED** Roth) **PASSED** by unanimous approval. Let the record show that the Board entered Executive Session at 1:48 P.M. and the recorder was turned off.

9. The meeting re-opened at 2:43 P.M. Certification that only the matters described in the executive session agenda were discussed during closed session and there was no formal action taken upon the two items.

10. FACULTY TRANSITION- Dr. Zumwalt's Retirement

Dr. Nolte highlighted Dr. Zumwalt's career and thanked him for years of services to UNM, the OMI and the citizens of New Mexico. Dr. Nolte presented Dr. Zumwalt with a plaque honoring his retirement.

11. The meeting **ADJOURNED** at 2:56 P.M.