

**SIERRA VISTA HOSPITAL
GOVERNING BOARD REGULAR MEETING MINUTES**

August 22, 2023

12:00pm

**Elephant Butte Lake RV Resort
Event Center**

1. The Governing Board of Sierra Vista Hospital met August 22, 2023, at 12:00 pm at Elephant Butte Lake RV Resort Event Center for a regular meeting. Bruce Swingle, Chairperson, called the meeting to order at 12:00.

2. Pledge of Allegiance

3. Roll Call

GOVERNING BOARD -----

SIERRA COUNTY

Kathi Pape, Member – Present
Serina Bartoo, Member – Present
Shawnee R. Williams, Member – Present

ELEPHANT BUTTE

Katharine Elverum, Member – Present
John Mascaro, Member- Present

CITY OF T O R C

Bruce Swingle, **Chairperson** – Present
Jesus Baray, Member- Present
Greg D’Amour, Member- Present

EX-OFFICIO

Amanda Cardona, Clerk VofW- Present
John Mascaro, City Manager EB- Present
Amber Vaughn, County Manager
Angie Gonzales, City Manager
Jim Paxon, JPC Chairperson- Present

VILLAGE OF WILLIAMSBURG

Denise Addie, **Secretary** – Present

STAFF

Frank Corcoran, CEO- Present
Ming Huang, CFO- Present
Sheila Adams, CNO- Excused
LJ Baker, HR Director- Excused
Heather Johnson, HIM Mgr., Present
Zach Heard, Operations Manager, Present

GUEST:

Erika Sundrud, Ovation

There is a quorum.

NOTE: Sheila Adams and LJ Baker will not be attending today’s meeting as the DOH is onsite at the hospital conducting a survey. The Nursing Services and Human Resources reports will be tabled.

**SIERRA VISTA HOSPITAL
GOVERNING BOARD REGULAR MEETING MINUTES**

4. Approval of Agenda

Bruce Swingle, Chairperson

Serina Bartoo motioned to approve the agenda. John Mascaro seconded. Motion carried unanimously.

“Are there any items on this agenda that could cause a potential conflict of interest by any Governing Board Member?”

None

5. Approval of minutes

Bruce Swingle, Chairperson

A. July 25, 2023 Regular/ Annual Meeting

Kathi Pape motioned to approve the July 25, 2023 minutes. Denise Addie seconded. Motion carried unanimously. Serina Bartoo abstained from the vote.

6. Public Input –

None

7. Old Business-

Bruce Swingle, Chairperson

A. Bylaws Approved by JPC

Bruce Swingle stated that the bylaws were approved by the Joint Powers Commission as presented. The JPC stressed that terms that expire on June 30th / July 1 will remain vacant until a reappointment or new appointment is made by the entity that has the vacancy to fill. The recording secretary of the Governing Board will notify the JPC of all vacancies each year by May of that year.

Greg D’Amour motioned to accept the bylaws as approved by the JPC. Katharine Elverum seconded. Motion carried unanimously.

8. New Business-

A. Election of Officers

Bruce Swingle, Chairperson

1. Chairperson

Katharine Elverum nominated Bruce Swingle for Chairperson. Kathi Pape seconded. The vote was unanimous. Bruce Swingle abstained from the vote. There were no other nominations.

2. Vice Chairperson

Katharine Elverum nominated Kathi Pape for Vice Chairperson. Denise Addie seconded. The vote was unanimous. Kathi Pape abstained from the vote. There were no other nominations.

3. Secretary

Kathi Pape nominated Denise Addie for Secretary. Shawnee Williams seconded. The vote was unanimous. Denise Addie abstained from the vote. There were no other nominations.

B. Secretaries report on Conflict of Interest Statement

Denise Addie, Secretary

NOTE- The audio on the recording was inaudible for Denise’s report. Jennifer Burns sent Denise Addie the conflict-of-interest reports that had been received at the time. John Mascaro and Serina Bartoo’s were the only two missing.

C. Committee Appointments

Bruce Swingle, Chairperson

SIERRA VISTA HOSPITAL GOVERNING BOARD REGULAR MEETING MINUTES

Jesus Baray was appointed by Bruce Swingle to serve on the Board Quality Committee. All other committees remain the same.

9. Finance Committee-

Kathi Pape reported that the Finance Committee met this morning, and she turned the meeting over to Ming Huang.

A. July Financial Report Ming Huang, CFO

Ming Huang reported that for July, days cash on hand were 101 days which is \$8,997,941. Accounts receivable net days were 22 and accounts payable days were 22. The net loss for July was (\$466,852) versus a budget loss of (\$221,591). Gross revenue was \$5,149,321 or \$260,752 less than budget. Patient days were 68, 40 less than June. Outpatient visits were 1,136, 134 more than June. RHC visits were 747, 194 less than June and ER visits were 712, 73 more than June.

Revenue deductions were \$2,931,613 or \$229,161 more than budget. Other operating revenue was \$149,121. Non-operating revenue was \$172,494. Hospital operating expenses were \$2,579,781 which is under budget by \$248,018. EBITDA for July was (\$37,428) versus a budget of \$196,804.

Kathi Pape stated that the Finance Committee discussed at great length the circumstances regarding the current finances. Frank Corcoran pointed out that gross revenue is higher than it has ever been at over \$5 million beginning last October. Gross to net percentage is what we look at most. This month we are at 43%, we need to be at 50% or higher. We are working on denials and deductions with Amplify. At this time, there is about \$1 million over 90 days that we are owed and are fighting for. In most other categories, salaries, benefits, and expenses we are under budget. Deductions from revenue are our biggest concern.

Discussion was held regarding the current bank account balance, loss of the mil levy and reduction in HAP/TAP funds.

Kathi Pape motioned based on the recommendation of the Finance Committee acceptance of the July Financial Report. Serina Bartoo seconded. Greg D'Amour pointed out that we will experience a further drop in revenue when we switch from the old EHR to the new EHR. This is expected and we are preparing as much as possible to minimize this impact. Motion carried unanimously.

B. Capital Equipment Disposal Ming Huang, CFO

Ming distributed a list of equipment compiled after inventory that we need to dispose of for various reasons. This equipment has been fully depreciated, and the list will be reported to the state.

Kathi Pape motioned to approve the equipment disposition. Katharine Elverum seconded. Motion carried unanimously.

C. ezERC Frank Corcoran, CEO

Frank Corcoran explained the ERC is an employee credit that we qualify for through federal funds as a result of COVID. The New Mexico Hospital Association recommended the company, ezERC, to us to help us pursue these funds. There are three options in which ezERC would receive a percentage of our funds. The first option is a 10% fee out of the \$2.3 million that we qualify for that is due upfront. Once we are approved for the funds we should see the first of three payments within six to eight months. If we qualify for more than \$2.3 million, the fee of 10% will be calculated only on the \$2.3 million. The other two options will cost more. We did look at other companies offering this service and based on the recommendation of the NMHA, chose ezERC.

**SIERRA VISTA HOSPITAL
GOVERNING BOARD REGULAR MEETING MINUTES**

Kathi Pape motioned based on the recommendation of the Finance Committee approval of the ezERC option one. Serina Bartoo seconded. Motion carried unanimously.

10. Board Quality- Denise Addie, Chairperson

Denise Addie reported that the Board Quality Committee met Monday and reviewed all of the policies below. Frank Corcoran discussed the policies in Sheila’s absence. All policies are reviewed yearly. These policies have been revised as needed and approved by medical staff.

A. Med Staff

1. Policy Review

- a. Policy #185-01-112 – Amputation
- b. Policy #185-01-112* – Initial Assessment of the Trauma Patient
- c. Policy #185-01-146 – Acute Floor Patients (Unstable)
- d. Policy #280-01-134 – One-to-one Observer
 - i. F-280-01-134-01 – Patient Observation Record Form
- e. F-185-01-103-1 – ED Physician Report to Patient Provider Form
- f. Policy – Restraints and Seclusion

Kathi Pape noted two spelling corrections.

Denise Addie motioned based on the recommendation of the Board Quality Committee approval with spelling corrections of all policies. Greg D’Amour seconded. Motion carried unanimously.

11. Administrative Reports

- | | | |
|---------------------|-----------------------|--------|
| A. Human Resources | LJ Baker, HR Director | Tabled |
| B. Nursing Services | Sheila Adams, CNO | Tabled |

- | | |
|---------------|---------------------|
| C. CEO Report | Frank Corcoran, CEO |
|---------------|---------------------|

Frank Corcoran reported that we have a couple of candidates for our behavioral health positions. The walk-in health clinic is scheduled to open September 6. The hours will be from 11 to 7 Wednesday through Friday and Saturday 8 to noon. We are advertising this new service. Cardiology services are extending to three days per month starting in September. We will be adding a pacemaker clinic in October. The new generator is being installed this week. We want to extend our telehealth services. Our patients are reporting delays in getting appointments in Las Cruces and other areas with several follow-up services that we may be able to provide here through telemedicine. IT one has been conducted with Cerner. This is a test of the new EHR system (Cerner) and IT two will be conducted within the next two weeks. These are trial runs to be sure that we are ready for our “go live” in November. We are applying for funds from Senate Bill Seven. This is a bill passed in the last legislative session to fund expansion of services and cover operational losses over the next three years. We want to expand surgical services to include pain management and wound care. At the end of September, we will find out how much funding we have been approved for. The funds will only have to be repaid if the expansion services are cancelled within the first three years if funded for three years.

- | | |
|--------------------|----------------------------|
| D. Governing Board | Bruce Swingle, Chairperson |
|--------------------|----------------------------|

Bruce Swingle thanked the county for reappointing Kathi Pape. Heather Johnson handed out the board assessment document. Bruce asked that all board members complete it and return it to Jennifer by the 15th of September. Board education happens at 11:00 on the second Tuesday of each month.

**SIERRA VISTA HOSPITAL
GOVERNING BOARD REGULAR MEETING MINUTES**

Motion to Close Meeting:

Denise Addie motioned to close the meeting and move into executive session. John Mascaro seconded.

12. Executive Session – In accordance with Open Meetings Act, NMSA 1978, Chapter 10, Article 15, Section 10-15-1 (H) 2,7,9 including credentialing under NM Review Organization Immunity Act, NMSA Section 41-2E (8) and 41-9-5 the Governing Board will vote to close the meeting to discuss the following items:

Order of business to be determined by Chairperson:

10-15-1(H) 2 – Limited Personnel Matters

A. Privileges Frank Corcoran, CEO

Provisional:

Jamie Robillard, FNP

Provisional to 2-Year:

Greg D'Amour, RPh, PhC

Reappointments:

John Garver, DO/ESS

B. Licensed Psychologist Contract Frank Corcoran, CEO

C Medical Staff Bylaws Revision Frank Corcoran, CEO

10-15-1 (H) 7 – Attorney Client Privilege/ Pending Litigation

A. Risk Report Heather Johnson

**10-15-1 (H) 9 – Public Hospital Board Meetings-
Strategic and long-range business plans**

A. Old Building Update Frank Corcoran, CEO

B. Ovation Report to Board Erika Sundrud, Ovation

Roll Call to Close Meeting:

Kathi Pape – Y	Shawnee Williams – Y	Bruce Swingle – Y
Greg D'Amour – Y	Denise Addie – Y	Katharine Elverum – Y
John Mascaro – Y	Jesus Baray - Y	Seina Bartoo - Y

13. Re-Open Meeting – As required by Section 10-15-1(J), NMSA 1978 matters discussed in executive session were limited only to those specified in the motion to close the meeting.

10-15-1(H) 2 – Limited Personnel Matters

A. Privileges

Provisional:

Jamie Robillard, FNP

**SIERRA VISTA HOSPITAL
GOVERNING BOARD REGULAR MEETING MINUTES**

Provisional to 2-Year:

Greg D'Amour, RPh, PhC

Reappointments:

John Garver, DO/ESS

Denise Addie motioned based on the recommendation of the Board Quality Committee, approval of all above listed privileges. Kathi Pape seconded. Motion carried unanimously.

B. Licensed Psychologist Contract

Denise Addie motioned to approve the Licensed Psychologist contract. John Mascaro seconded. Motion carried unanimously.

C. Medical Staff Bylaws Revision

Denise Addie motioned to approve the Medical Staff Bylaws Revisions. Kathi Pape seconded. Motion carried unanimously.

10-15-1 (H) 7 – Attorney Client Privilege/ Pending Litigation

A. Risk Report

No Action

**10-15-1 (H) 9 - Public Hospital Board Meetings-
Strategic and long-range business plans**

A. Old Building Update

No Action

B. Ovation Report to Board

No Action

14. Other

The next Board Quality Committee meeting will be on Monday, September 25th at 10:00. Finance Committee will be on Tuesday, September 26 at 10:30 and the next regular meeting of the Governing Board will be on Tuesday, September 26, 2023 at 12:00.

15. Adjournment

Kathi Pape motioned to adjourn. John Mascaro seconded. Motion carried unanimously.

JB

9/26/23

Jennifer Burns, Recording Secretary

Date

Bruce Swingle, Chairperson

Date