

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

August 27, 2024

12:00pm

**Elephant Butte Lake RV Resort
Event Center**

1. The Governing Board of Sierra Vista Hospital met August 27, 2024, at 12:00 pm at Elephant Butte Lake RV Resort Event Center for a regular/annual meeting. Kathi Pape, Chairperson, called the meeting to order at 12:04.

2. Pledge of Allegiance

3. Roll Call

GOVERNING BOARD -----

SIERRA COUNTY

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

ELEPHANT BUTTE

Katharine Elverum, Member – Present
Richard Holcomb, Member- Present

CITY OF T O R C

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

EX-OFFICIO

Amanda Cardona, Clerk VofW- Absent
Janet Porter-Carrejo, City Manager EB, Absent
Amber Vaughn, County Manager- Absent
Angie Gonzales, City Manager- Absent
Jim Paxon, JPC Chairperson, Present
Philip Mortensen, EB Mayor, Present

VILLAGE OF WILLIAMSBURG

Peggy “Cookie” Johnson, **Secretary** - Present

STAFF

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

Guest:

David Perry, QHR – Present by phone
Erika Sundrud, QHR – Present

There is a quorum.

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4. Approval of Agenda

Kathi Pape, Chairperson

Cookie Johnson motioned to approve the agenda. Serina Bartoo 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

Kathi Pape, Chairperson

A. July 30, 2024 Regular/ Annual Meeting

Katharine Elverum motioned to approve the July 30, 2024 minutes. Richard Holcomb seconded. Motion carried unanimously.

6. Public Input – Dr. Walker addressed the board to encourage discussion about surgical services by board members with members of the community.

7. Old Business-

Kathi Pape, Chairperson

A. Secretaries COI Update - Cookie Johnson, Secretary, reported that all board members have completed and signed conflict of interest statements.

8. New Business-

9. Finance Committee- Bruce Swingle

A. July Financial Report - Ming Huang, CFO, reported that days cash on hand at the end of July were 55 days which is equal to \$5,912,747. Accounts receivable net days were 58 and accounts payable days were 27. We had a net loss of (\$434,906) versus a budget loss of (\$334,291) in July. Gross revenue for July was \$6,396,968 which is \$900,073 more than budget. Patient days were 119, 56 less than June. Outpatient visits were 1,037, 106 more than June. RHC visits were 786, 81 less than June and ER visits were 726, 23 more than June. Revenue deductions were \$3,727,858. Other operating revenue was \$257,755. Non-operating revenue was \$192,549. Hospital operating expenses were \$3,140,266 and included a one-time recruitment fee of \$32,499. EBITDA for July was (\$15,846) versus a budget of \$92,396. The bond coverage ratio was -64% versus an expected ratio of 130%.

Ming stated that utilities are about \$50,000 for electricity and gas is \$6,000 to \$7,000 per month. Phone and internet are less than \$5,000 per month.

Bruce Swingle pointed out that we still have about \$15 million in accounts receivable. July’s revenue was almost \$6.4 million which is an awesome month. Collections just haven’t caught up yet.

Frank Corcoran supplied a breakdown of the payors. The grand total out for collections is \$14,030,224. The bulk of this sits with Medicaid, Medicare and Medicare Advantage. We have sent Cerner a breach notification. It states in the contract that if there are issues that affect operations they are in breach. Since then, they have put their top people in charge of fixing our system and collections. We can walk away from them with a 90-day notice after the breach. Meditech is the only viable option for us if we were to walk away. Our payors are working well with us and understand the delay with billing due to the conversion.

Bruce Swingle motioned based on the recommendation of the Finance Committee, approval of the July financial report. Serina Bartoo seconded. Motion carried unanimously.

B. Authorized signature on bank accounts and bank account closure - Ming Huang, CFO, stated that we have two operating accounts with Bank of the Southwest and one savings account. Because Kathi Pape is

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the new Chairperson of the Governing Board, we need authorization from the board to remove Bruce Swingle as an authorized signer and add Kathi Pape. In addition, we never use the savings account which has \$5 dollars in it and ask for permission to close it.

Serina Bartoo motioned based on the recommendation of the Finance committee to remove Bruce Swingle from operating account numbers ending *398 and *829 and adding Kathi Pape as authorized signer and closing account number ending 1950. Katharine Elverum seconded. Motion carried unanimously.

C. Employee Retirement Plan - Ming Huang, CFO. We need to terminate our 403(b) plan with Principal and establish a 457(b) plan with either Voya or Empower. The fees are the same for each company. The state of New Mexico uses Voya for their employee retirement plan.

Bruce Swingle stated that this was discussed in length at the Finance committee meeting this morning and motioned to approve Voya and terminate the existing contract with Principal. Greg D'Amour seconded. Motion carried unanimously.

D. Chemical Analyzers - Frank Corcoran, CEO, stated that we have two chemical analyzers now, one is basic, and one is comprehensive. Both are at end of life and on a lease. We propose getting two comprehensive machines. Our current lease is \$4,000 per month. The lease for the two new machines will be about \$6,690 per month. Lab Manager, Vangie Hernandez, added that the life expectancy for lab equipment is about five years. The proposal is an upgrade, and it is more cost effective than our current agreement.

Greg D'Amour motioned to approve the Chemical Analyzer lease. Jesus Baray seconded. Motion carried unanimously.

10. Board Quality- Shawnee Williams, Chairperson

A. Med Staff

1. Policy Review

- Automated Medication Management System
- Emergency Room Take Home Medication

Sheila Adams, CNO, explained that both of these policies are for Pharmacy. The first policy addresses the control and distribution of medications through the AMMS unit. The second policy establishes processes and controls regarding the use and distribution of take-home medications from the Emergency Department for patients where a need has been determined.

Greg D'Amour motioned to approve both policies as presented. Bruce Swingle seconded. Motion carried unanimously.

11. Administrative Reports

A. Human Resources - LJ Baker, HR Director. Excused.

B. Nursing Services - Sheila Adams, CNO. We are planning for our yearly skills fair beginning September 1. We will begin two days per week of skills and didactics with our new nurses and any nurse externs we hire. One of the companies we work with to bring in foreign educated nurses has notified us that they will no longer be placing nurses in New Mexico due to the high cost of malpractice insurance. The nurses we currently have through this company will remain, but no others will be placed. We are still waiting for approval of our CNA program. The NMDOH is behind with their approvals for new programs. Surgery is strong and we have found referrals that were lost in Cerner. Our Trauma department gave out

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all of the life vests that we had during the fourth of July holiday, so we don't have any to hand out over Labor Day. We will be working with Richard Maklin and Heros on the Water at the Elephant Butte Balloon Regatta in September. Because there are now mid-wives in Sierra County, we are better preparing EMS, nurses and ER for neonatal patients. Our pink ladies have agreed to purchase an additional fetal monitor as we only have one. Our sleep study program is now accredited.

C. CEO Report - Frank Corcoran, CEO, reported that we were notified by CMS that we were non-compliant with price transparency. There are not enough links on our website to it. We will start advertising the sleep study program now that everything is in place. Dr. Diocares (psychiatrist) started this week and is in the credentialing process. Dr. Sardar (cardiologist) will begin leasing space one day per week and he will bring his own scheduling staff and staffing for his clinic visits. Cerner is still a work in progress and our focus is getting the collections collected and fixing the issues preventing us from collecting. The annual NMHA meeting is October 1, 2024. SVH hosted a luncheon for our representatives last Friday. All of our reps are eager to learn and want to help with the old building and new services. The Ovation leadership conference will be held in Amelia Island, FL, February 18th through 20th. All board members are invited to attend. We are having discussions with our anesthesia group to start a pain clinic one day per week. SB161 funds will start coming in in November. We have asked for \$1.5 million this year and the remaining \$1.2 million the following year. HDAA funds are awaiting CMS approval and could potentially start in March 2025. The water pressure issue with the city of TorC has improved but it is still not enough pressure to run our sprinkler system.

Discussion was held regarding the exciting times and good things going on at the hospital, how to spread the word about these good things and the plans for the future. Frank stated that we will be working on our strategic plan sometime in March and the results of that would be good to share with the community. It was recommended that an internal committee of hospital employees be created to address this task. Discussion was held regarding inflation.

D. Governing Board

1. Committee Appointments - Kathi Pape, Chairperson, stated that she has assigned Greg D'Amour, Richard Holcomb, Jesus Baray and Shawnee Williams to Board Quality/ Compliance and Shawnee will be the Chairperson. The Finance Committee will be Katharine Elverum, Serina Bartoo, Cookie Johnson and Bruce Swingle. Bruce will be the Chairperson. Bylaws will be Richard Holcomb, Greg D'Amour and Katharine Elverum.

Note: Regarding Bylaws Committee appointments

At the meeting, Kathi Pape stated that she had not appointed a chairperson and asked Greg D'Amour if he would Chair. Kathi Pape and Katharine Elverum had discussed the Bylaws Chair position, and it was Kathi's intention to appoint Katharine Elverum to the position. Greg D'Amour will attend the Medical Staff meetings.

2. Bylaws revision approved- The Bylaws revisions were approved at the JPC meeting on August 8, 2024.

Kathi Pape stated that Lisa Boston provided compliance questions to all the board members after the annual meeting. Kathi would like those questions provided to board members again prior to next year's annual meeting.

Motion to Close Meeting:

Bruce Swingle motioned to close the meeting. Cookie Johnson seconded.

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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 to 2-Year:

Armando Beltran, MD ESS

Howard Ng, MD ESS

Terminations:

Karl Unkenholz, MD ESS

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

A. Risk Report Heather Johnson, Excused

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

A. Ovation Report to Board Erika Sundrud, Ovation

B. QAPI Detail Report Sheila Adams, CNO

Roll Call to Close Meeting:

Kathi Pape – Y

Shawnee Williams – Y

Bruce Swingle – Y

Cookie Johnson – Y

Katharine Elverum – Y

Serina Bartoo – Y

Richard Holcomb – Y

Jesus Baray - 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 to 2-Year:

Armando Beltran, MD ESS

Howard Ng, MD ESS

Terminations:

Karl Unkenholz, MD ESS

Greg D'Amour motioned to approve all privileges listed above. Serina Bartoo seconded.

Motion carried unanimously.

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

A. Risk Report

No action required

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

- A. Ovation Report to Board
 No action required
- B. QAPI Detail Report
 No action required

14. Other

The next regular meeting of the Governing Board will be on Tuesday, September 24, 2024 at 12:00. Finance Committee will meet on Tuesday, September 24, 2024 at 11:00 and Board Quality will meet on Monday, September 23, 2024 at 10:00.

15. Adjournment

Serina Bartoo motioned to adjourn. Katharine Elverum seconded. Motion carried unanimously.

JB _____
Jennifer Burns, Recording Secretary

9/24/24 _____
Date

Kathi Pape, Chairperson

Date