

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

March 25, 2025

12:00pm

Elephant Butte Lake RV  
Event Center

1. The Governing Board of Sierra Vista Hospital met March 25, 2025 at 12:00pm at Elephant Butte Lake RV Resort Event Center for a regular meeting. Kathi Pape, Governing Board Chairperson, called the meeting to order at 12:02.

2. Pledge of Allegiance

3. Roll Call:

**COUNTY**  
Kathi Pape, **Chair**, Present  
Serina Bartoo, **VC**, Present  
Shawnee R. Williams, Present

**CITY**  
Bruce Swingle, Present  
Jesus Baray, Present by phone  
Greg D’Amour, Present

**VILLAGE of WILLIAMSBURG**  
Cookie Johnson, **Secretary**, Absent

**SUPPORT STAFF:**  
Ming Huang, CFO  
Sheila Adams, CNO  
Zachary Heard, PEO  
Lisa Boston, Compliance  
Heather Johnson, Risk  
Kellye Foster, DOP

**ELEPHANT BUTTE**  
Katharine Elverum, Present  
Richard Holcomb, Present by phone

**EX-OFFICIO**  
Don Bates, CEO, Present  
Amanda Cardona, VCW, Present  
Janet Porter-Carrejo, CM, EB, Absent  
Amber Vaughn, CM, Absent  
Gary Whitehead, CM, TorC, Absent  
Jim Paxon, JPC Chair, Present

**Ovation:**  
Erika Sundrud

4. **Approval of the agenda** Kathi Pape, Chairperson  
Serina Bartoo motioned to approve the agenda. Katharine Elverum 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. February 25, 2025, Regular Meeting  
Katharine Elverum motioned to approve February 25, 2025, regular meeting minutes. Serina Bartoo seconded. Motion carried unanimously.

6. **Public Input**  
None

7. **Old Business-**  
None

8. **New Business-**  
None

**9. Finance Committee- Serina Bartoo for Bruce Swingle, Chairperson**

A. January Financial Report - Ming Huang, CFO, directed board members to page FC6 of the packet. Total patient days in January were 116 days, 21 days less than December. There were 1,342 outpatient visits, which is 189 more than December. The RHC had 809 visits, 151 more than December and the ER had 691 visits, 91 less than December. At the end of January, we had 93 days cash on hand which equals \$9,409,738. Accounts receivable net days were 46 and accounts payable days were 22.

Gross patient revenue in January was \$5,654,494. Other deductions are higher at \$550,883 because we wrote off \$470,000 old Athena accounts. Net patient revenue was \$2,425,396. Under other operating revenue, we received the employee retention credit of \$2,858,949. Total operating revenue was \$5,907,601. Total operating expenses were \$3,143,171. EBITDA is \$2,764,430 which is a 47% margin for January. Year to date, EBITDA is \$2,848,941 which is a 12% margin.

At the end of January, we had \$9,519,728 in the bank. At the end of December, we had \$5,131,298 in the bank. In addition to the employee retention credit, we received \$1.5 million from SB 161 and cost report settlement for \$790,855.

Discussion was held regarding the HDAA funds, when they are coming and how much to expect. There is no guarantee that this program will continue with the current situation in the Government.

Serina Bartoo motioned based on the recommendation of the Finance Committee, acceptance of the January financial report. Kathi Pape seconded. Motion carried unanimously.

B. SCRDA Agreement - Don Bates, CEO, stated that this is for our EMS dispatch services. The agreement renews every year. The fee has increased substantially to \$70,000 over last year's amount of \$35,000. The Finance Committee asked for further explanation of the fee increase so this item has been tabled.

**10. Board Quality- Shawnee Williams, Chairperson**

- A. Downtime resilience
- B. Medical staff policies and form
- C. Mock survey assignments and corrective action
- D. Incident reports and quality improvement

- E. Education topics
- F. Compliance reports

Lisa Boston discussed each topic. This was for informational/ educational purposes only and no action was required.

## **11. Administrative Reports**

A. Patient Experience Report - Zach Heard, PEO, reported that this report covers encounters from February 14 through March 18. This report includes direct patient feedback and Press Ganey survey responses. In progress actions to improve patient experiences include AIDET Training (acknowledge, introduce, duration, explain, thank you). Primarily, the ED, Med/Surg, registration and clinic will receive this training. On the positive side, the ED staff and doctors received four compliments, EMS staff received three compliments, registration two and RHC staff four.

B. Nursing Services - Sheila Adams, CNO, two international nurses have completed orientation in the ED. Eight international nurses are scheduled to arrive over the next 18 months and we are looking for a full-time case manager. Recruitment for the CNA Program will begin once the contract is approved. Once candidates pass their tests, they will start in open positions. This program will result in the elimination of travel CNAs. Our EMS/ Community EMS recently taught BLS to high school students and BLS, ACLS and PALS courses are available once a month on Saturdays. Dr. Ralls has increased his availability to expand the sleep program. Our Trauma survey has finally been completed, and we were awarded a three-year certification. We are the only level 4 Trauma hospital to receive the three-year certification in the state of New Mexico. Kudos to Autumn Long, Penny Hill and Dr. Garver for working on our trauma program.

C. CEO Report - Don Bates, CEO, reported that he has been in contact with Dr. Sardar in order to get our cardiology services back. Emily Gerardo has received her DEA and is credentialed with a small number of our payors. She will start seeing patients who have the insurance she is credentialed with, and that list will grow quickly until she is fully credentialed. Dr. Mysore did an onsite visit and has agreed to provide GI procedures and colonoscopies. 3 Crosses providers, Dr. Robinson and Dr. Kamali visited the hospital this morning. We may be adding pain clinic and ortho to the lineup of services they will provide.

We are working on getting our coders certified as well as our registration staff. Our budget process starts in April. Managers have been asked to identify trends, anticipate changes and make their departments profitable. We have reviewed our charge master in comparison to competition in the area. We are undercharging significantly. In some cases, we are charging below the Medicare reimbursement rate. We don't want to be the highest and we don't want to be the lowest.

Heather Milton, HR Director candidate, has accepted our offer and will be moving here in June.

D. Governing Board - Kathi Pape, Chairperson, asked Don Bates about a complaint that she had previously brought to his attention. Brian Hamilton, EMS Manager, will be following up on that issue.

Kathi stated that she recently reviewed the Governing Board Bylaws and found somethings that the board has neglected to do. The Bylaws committee was asked to stay after the meeting today to discuss these matters.

### **Motion to Close Meeting:**

Katharine Elverum motioned to close the meeting. Serina Bartoo seconded.

Kathi Pape read the following stipulation:

**12. Executive Session – In accordance with Open Meetings Act, NMSA 1978, Chapter 10, Article 15, Section 10-15-1 (H) 2, 7 and 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

Don Bates, CEO

RP Delegated Initial-

John H. Lampe, MD

Provisional to 2-year-

Nikhil Mehta, MD (ESS)

Timothy Overton, MD (ESS)

2-year Reappointment-

Ruth S. Bennett, DO

Terms-

Yvonne Muojieje, DPM

Kamran Kamali, MD

B. 90 – Day CEO Evaluation

Kathi Pape, Chair

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

A. EHR Update

Don Bates, CEO

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

A. Ovation Report to Board

Erika Sundrud, Ovation

**Roll Call to Close Meeting:**

Kathi Pape – Y

Serina Bartoo – Y

Shawnee Williams – Y

Katharine Elverum – Y

Richard Holcomb – Y

Bruce Swingle (arrived during closed)

Greg D'Amour – 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

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Terms-

Yvonne Muojieje, DPM

Kamran Kamali, MD

Shawnee Williams motioned based on the recommendation of the Board Quality Committee to approve all privileges as presented. Greg D'Amour seconded. Motion carried unanimously.

B. 90 – Day CEO Evaluation

Kathi Pape stated that no action will be taken at this time.

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

A. EHR Update

No action

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

A. Ovation Report to Board

No action

**14. Other**

Next Regular Meeting- April 22, 2025, at 12:00. Finance Committee will be held at 11:00 on April 22 at 11:00 and the Board Quality Committee will meet on Monday, April 21, 2025, at 10:00.

**15. Adjournment**

Action

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

JB

4/29/25

\_\_\_\_\_  
Jennifer Burns, Recording Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kathi Pape, Governing Board Chair

\_\_\_\_\_  
Date