



SIERRA VISTA HOSPITAL GOVERNING BOARD REGULAR MEETING MINUTES

September 30, 2025

12:00pm

Elephant Butte Lake RV Event Center

1. The Governing Board of Sierra Vista Hospital met September 30, 2025 at Elephant Butte Lake RV Resort Event Center for a regular meeting. Bruce Swingle, Vice-Chairperson, called the meeting to order at 12:00.

2. Pledge of Allegiance –

3. Roll call – Jennifer Burns, Recording Secretary:

County:

Kathi Pape, Present
Serina Bartoo, **Chair**, Absent
Shawnee Williams, Present

City:

Bruce Swingle, **Vice Chair**, Present
Jesus Baray, Present
Greg D'Amour, **Secretary**, Present

Elephant Butte:

Katharine Elverum, Present
Richard Holcomb, Present

Village of Williamsburg:

Cookie Johnson, Present

There is a quorum of voting Governing Board members.

Ex-Officio:

David Faulkner, ICEO, P
Amanda Cardona, VCW, P
Janet Porter-Carrejo, CM, EB, A
Amber Vaughn, CM, A
Gary Whitehead, CM, TorC, A
Jim Paxon, JPC Chair, A
Travis Day, JPC, P

Support Staff:

Ming Huang, CFO, P
Sheila Adams, CNO, P
Heather Milton, HR, P
Zach Heard, PXO, P
Lisa Boston, CO, P

Ovation:

Erika Sundrud

4. Approval of Agenda

Bruce Swingle, Vice-Chair

Kathi Pape motioned to approve the agenda. Richard Holcomb seconded. Motion carried unanimously.

No stated conflicts of interest by any member.

5. Approval of minutes

Bruce Swingle, Vice-Chair

A. August 26, 2025 meeting minutes

Katharine Elverum motioned to approve the August 26, 2025 minutes. Richard Holcomb seconded. Motion carried unanimously.

6. Public Input

Bruce Swingle, Vice-Chair

None

Motion to close the meeting:

Kathi Pape motioned to close the meeting. Cookie Johnson seconded. Bruce Swingle read the following stipulation:

7. 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-

David Faulkner, ICEO

TERM: Jamie Robillard (PRN)

B. CEO Candidate Update

Bruce Swingle, Vice-Chair

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

A. Risk Report

David Faulkner, ICEO

B. Cyber Incident Update

David Faulkner, ICEO

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

A. JPA Update

Travis Day, JPC

B. Ovation Report to Board

Erika Sundrud, Ovation

Roll call vote to close meeting:

Kathi Pape – Y

Katharine Elverum – Y

Richard Holcomb – Y

Shawnee Williams – Y

Bruce Swingle – Y

Jesus Baray – Y

Greg D'Amour – Y

Cookie Johnson - Y

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

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

A. Privileges-

TERM: Jamie Robillard (PRN)

Shawnee Williams motioned based on the recommendation of the Board Quality committee acceptance of the termination of Jamie Robillard. Greg D’Amour seconded. Motion carried unanimously.

B. CEO Candidate Update

Information

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

A. Risk Report

Report

B. Cyber Incident Update

Report

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

A. JPA Update

Report

B. Ovation Report to Board

Report

9. Old Business

Bruce Swingle, Vice-Chair

None

10. New Business

Bruce Swingle, Vice-Chair

A. OR Equipment Ad Hoc Committee- David Faulkner explained that having an ad hoc committee to act on behalf of the Governing Board will allow us to sell the OR equipment faster and without having to call special governing board meetings. We are working with a hospital now to buy several items on the disposal list. This request is just to allow the Chairperson to form a committee if needed.

Greg D’Amour motioned to approve the formation of an ad hoc committee. Cookie Johnson seconded. Motion carried unanimously.

11. Finance Committee – Bruce Swingle, Chair

A. August Financial Report - Ming Huang, CFO. Patient days in August were 95 days, 44 more than July. There were 886 outpatient visits, 120 less than July. The clinic had 701 visits, five more than July and the ER had 726 visits, six more than July. Days cash on hand at the end of August was 139 days which equals \$13,276,906. We received \$1,480,466 from the Healthcare Delivery Access Act in August. Accounts receivable net days were 42 and accounts payable days were 28.

Gross patient revenue was \$5,728,007 which is \$192,899 less than budget. Revenue deductions were \$3,451,065 and we ended with a net patient revenue of \$2,311,267. Other operating revenue was \$954,057 which included \$843,120 HDAA receivable and non-operating revenue was \$359,733. Total operating revenue was \$3,625,057. Total operating expense was \$2,831,562. Repair and maintenance was \$101,773 which is over budget due to a service agreement payment in the amount of \$38,950 for the DEXA machine (bone density test).

EBITDA for August was \$793,495 which is a 22% margin. Year to date, EBITDA is \$1,853,810 which is a 24% margin. At the end of August, we had \$13,276,906.

Ming directed board members to page FC20 to explain our investment breakdown. August and year to date account values are included in this report. For this period, we had a \$36,847 increase in asset value. Year to date we have seen an increase of \$214,199. We have funds in the money market,

United States Treasury and 28 CD accounts. Out of the \$13,276,906, \$11,881,183 is in investment accounts. The investment policy is also included with this report. Ming will begin reporting the investment numbers to the board quarterly.

Bruce noted that for the last nine months there has been a decline in outpatient visits. David Faulkner stated that admissions and ER visits will increase in the fall and winter as they always do. We do need to put our attention on outpatient visits. The rehabilitation move will help with this some. Our census in September has increased already and it should continue into the colder months.

Katherine Elverum motioned based on the recommendation of the Finance Committee, approval of the August financial report. Kathi Pape seconded. Motion carried unanimously.

B. OR Equipment disposal list - Ming Huang, CFO. There are 25 items on the new disposal list. The original total purchase price for these items was \$668,000. Some of them have been fully depreciated. The book value for the remaining items is \$122,891. After the board approves the disposal, the list will be sent to the state auditor for approval. Some items may need to be approved by the DFA or the state board of finance for approval based on the sale amount.

Cookie Johnson motioned based on the Finance Committee's recommendation, approval of the OR equipment disposal list. Katharine Elverum seconded. Motion carried unanimously.

C. EMS Architect Proposal - Ming Huang, CFO. We received four proposals from our RFP. We have selected ASA Architects from Las Cruces. The total construction cost is about \$2 million. In the proposal, the architects fee is 8.88% but we negotiated down to 8.63% which is a savings of approximately \$5,000. The GRT is based on Las Cruces rates. The square footage of the building will be about 4,000. The cost is at the maximum of \$500 per square foot. The overall project cost is about \$2.36 million. We are getting \$1.5 million from the state.

Cookie Johnson motioned based on the recommendation of the Finance Committee, approval of the ASA Architects proposal not to exceed \$2.5 million. Greg D'Amour seconded. Motion carried unanimously.

12. Board Quality Committee – Shawnee Williams, Chair

A. Policy Review –

- Positive Substance – Exposed newborn reporting
New Mexico Health Care Authority mandate
- Pediatric Sepsis Policy
- Pediatric Code Sepsis

Sheila Adams, CNO, explained that the first policy was put in place as a result of a state mandate for reporting of substance exposed newborns. We transfer all newborns regardless of how they arrived at our hospital. Newborns who have been exposed will be reported immediately to the state. The second policy outlines the care for a sepsis patient under the age of 18. A pediatric sepsis code is called and the form attached to the policy outlines what we should do and be looking for. The recommended medications are also included. Both policies and the form have been approved by Med Staff.

Shawnee Williams motioned based on the recommendation of the Board Quality committee, approval of both policies as presented. Kathi Pape seconded. Motion carried unanimously.

13. Administrative Reports

A. Human Resources - Heather Milton, HR Director, is happy to report that we are trending down on FTE and agency utilization. We have negotiated our agency rate down. We are also trending down in contract, independent contractor and PRN staffing. Job benchmarking is complete. There is no change on the SVH Master Personnel Policy Development project. Targeted completion date is December 31, 2025. Annual performance evaluations have been completed. Starting in October, we will outsource SVH staff drug and alcohol screening for new hire, random and reasonable suspicion. Job descriptions are being updated to align with the current structure, expectations and requirements of each position. The Workforce Innovation and Opportunity Act (WIOA) is currently in the process of establishing SVH to be a participating business with the NM WIOA. The WIOA will help SVH with recruitment and retention efforts, as well as provide a percentage of salary reimbursement. Eligible programs include Youth, Adult On-the-Job Training and Dislocated Workers On-the-Job Training.

B. Nursing Services - Sheila Adams, CNO. In honor of sepsis awareness month, Bettina Fitzgerald and Dr. Garver hosted a lunch and learn that was well attended by community and staff. Another Daisy award will be presented in December. Nominations are welcome. Our patient care tech positions are currently 100% staffed with SVH staff. This is a yearly savings of \$500,000. Our nurses working in the ED and the nurse unit are now 40% foreign educated, 30% agency and 20% SVH staff. Foreign educated nurses do show up as contract, but they are ours for 36 weeks. Team Selena has been formed to participate in the 5K walk/ run on October 11th. Our swing bed advertisement packets are being created by marketing. Case management will continue to follow up on all transfers and begin scheduled promotional visits with hospitals in Las Cruces. Nursing sensitive quality indicators (falls with injury, hospital acquired infections, hospital acquired pressure injuries) continue to be well below other hospitals, meaning zero occurrences in over 24 months.

Bruce Swingle stated that he would like to be made aware if an employee or spouse of an employee passes. The board needs to be aware and be able to assist if needed. David Faulkner stated that there needs to be a Human Resources policy to address this topic.

C. CEO Report - David Faulkner, ICEO. TDS is converting phone line 3221 to a DID (direct inbound dialing) line which hopefully can handle the call volume in the clinic. We are moving rehab on October 7th. We are having meetings with the VA to determine who is responsible for returning their patients to the VA after an ER visit. We held a meeting with ESS (Emergency Staffing Solutions) regarding our current ER providers. Environmental Services week was last week. We celebrated that department with a small party for them. We need to replace our CT scanner and are looking at options to do so. Without a CT we go on divert. There is still time to sign up for the 5K Fun Walk/ run for cancer awareness. We received funds through a Trauma Grant. \$9,000 for life jackets, \$9,000 for fall prevention and \$8,000 for a new ultrasound machine. We were also awarded \$46,000 through the Trauma System Development allocation. This portion is based on our designation level, trauma volume and adherence to the State Trauma Administration's requirements and deadlines. We are moving forward with the baby box. The box cost \$16,000 and construction and installation are \$15,172. Autumn Long received funding from the DFA for \$10,000 and we will be seeking additional funding.

D. Governing Board – No report.

14. Other

Next meeting, October 28, 2025 at 12:00.

15. Adjournment

Kathi Pape motioned to adjourn. Katharine Elverum seconded. Motion carried unanimously.

JB

Jennifer Burns, Recording Secretary

10/28/25

Bruce Swingle, Acting Chairperson on 9/30/25

Approved