



SIERRA VISTA HOSPITAL GOVERNING BOARD REGULAR MEETING MINUTES

February 24, 2026

12:00pm

Elephant Butte Lake RV Event Center

1. The Governing Board of Sierra Vista Hospital met February 24, 2026 at Elephant Butte Lake RV Resort Event Center for a regular meeting. Serina Bartoo, Chairperson, called the meeting to order at 12:00.

2. Pledge of Allegiance –

3. Roll call – Jennifer Burns, Recording Secretary:

County:

Bruce Swingle, **Vice Chair**, Present
Jesus Baray, Present

City:

Greg D'Amour, **Secretary**, Present
Edna Trager, Present

Village of Williamsburg:

Serina Bartoo, **Chair**, Present

There is a quorum of voting Governing Board members.

Ex-Officio:

Shauna Cameron, CEO, P
Amanda Cardona, VCW, P
Amber Vaughn, CM, A
Gary Whitehead, CM, TorC, A
Jim Paxon, JPC Chair, P

Support Staff:

Ming Huang, CFO, P
Sheila Adams, CNO, P
Heather Milton, HR, P
Zach Heard, PXO, P
Dr. Sonia Seuffer, COS, P
Gera Johnson, Quality and Risk, P

Ovation:

Katie Tinsley

Introduction of Edna Trager- Serina Bartoo introduced new board member, Edna Trager. Edna was appointed by the City of Truth of Consequences to fill Cookie Johnson's position.

4. Approval of Agenda Serina Bartoo, Chair

Bruce Swingle motioned approval of the agenda. Greg D'amour seconded. Motion carried unanimously.

"Are there any items on this agenda that could cause a potential conflict of interest for any Governing Board member?"

None

5. Approval of Minutes Serina Bartoo, Chair

A. January 27, 2026 Regular Meeting

Greg D'Amour motioned approval of the January 27, 2026 minutes. Bruce Swingle seconded. Motion carried unanimously.

6. Public Input – None

7. Old Business Serina Bartoo, Chair

None

8. New Business

A. Medical Staff Report - Dr. Sonia Seufer, Chief of Staff, reported that our new appointment cards have resulted in higher survey responses. The new appointment cards are larger and include information about the email survey they will be receiving on the back side of the card. The medical and behavioral health survey scores have jumped in just one month from 60 to 95.83 in the category of likelihood of recommending SVH and overall assessment went from 62.5 to 93.8. The clinic is taking over scheduling of sleep medicine.

B. ~~December~~ January Financial Report - Ming Huang, CFO. Total patient days in January were 128 days, 30 more than December. There were 824 outpatient visits, 17 more than December. The RHC had 703 visits, 135 more than December, and the ER had 703, 142 visits less than December. Days cash on hand decreased from 189 days in December to 175 days in January. In late December/ early January we identified some billing file issues that were resolved in late January. In addition, we purchased the building for EMS. Because of the file issue we could not send out claims to insurance companies so the accounts receivable gross days increased to 68. Accounts payable days are 16.

Our goals for days cash on hand is 150 days or more. Gross accounts receivable should be 50 to 55 days and accounts payable days should be between 20 to 25 days. We pay some vendors early to avoid late penalties.

Besides the decrease in ER and ambulance, radiology has also decreased. 40% of revenue is based on our imaging department. Discussion was held regarding patient days, ER conversion to inpatient rate and requirements for admission. Every transfer is reviewed for appropriateness. Nuclear medicine was explained. Marketing is being developed to increase volume in imaging.

Because of lower census in January, we have lower gross patient revenue at \$4,893,831. Revenue deductions were \$2,975,958. Ming noted a correction to the financials. The cost report settlement of \$213,000 was booked as payable instead of a receivable. This is money we will get from Medicare. This will be reversed in February, which will increase the revenue by \$426,000. Revenue deductions appear higher for January, but they will be lower for February. Operating revenue in January was \$3,214,287.

Operating expenses were \$2,880,621. Salary expenses were higher because we paid the providers their quarterly productivity incentives. Contract services is lower due to less agency expenses. Professional fees are higher because ESS is covering our walk-in clinic. We ended January with EBITDA of \$333,666.

At the end of December, we had \$17,189,992 in the bank. For the reasons stated earlier, our total cash at the end of January is \$16,006,015. Under liabilities, the cost report settlement was \$150,000 but because of the error in posting, it became \$363,000 in January. This will be corrected in February.

Bruce Swingle motioned to accept the January Financial report. Edna Trager seconded. Motion carried unanimously.

C. Budget Revision - Ming Huang, CFO. Based on seven months of data, the census is trending lower. We would like to decrease the gross patient revenue by \$5,000,000 and decrease the revenue deductions by \$3,000,000. The net decrease from patient revenue is \$2,000,000. We also want to decrease contract services by \$1,000,000. Ending EBITDA would decrease by \$1,000,000. This budget revision will be submitted to the state at year end.

Jesus Baray motioned to accept the budget revision. Greg D'Amour seconded. Motion carried unanimously.

D. Policy Review - Sheila Adams, CNO

- Safe Haven Baby Box – Emergency Department
- Medication Documentation during a procedure – Pharmacy

Sheila Adams explained that the Safe Haven Baby Box policy information was provided by Safe Haven and state law. We copied parts of another policy from a hospital in New Mexico that has a safe haven baby box installed. The second policy is to ensure accurate and compliant documentation of medications administered during procedures and to clearly define responsibility between providers and nursing personnel. If a nurse pulls the medication from med dispense but the provider administers the medication, the administration of the medication is undocumented because the nurse didn't administer it. This policy address that issue.

Discussion was held regarding the baby box. Bruce Swingle expressed many concerns This is a tremendous responsibility on the hospital. Has legal reviewed this policy? Is this a tremendous liability exposure? Who monitors this box? Who is responsible for testing (daily) the box? What do we do with the baby? Is there a requirement or statute that specifies when CYFD must pick up the baby?

Sheila explained the alarm goes off when the door is open, when a baby is placed in the bassinet and when the door closes and locks. The baby is taken to the ER and examined and CYFD is notified immediately. She is not aware of a time "by law" that CYFD must pick up the baby.

Greg D'Amour motioned to approve both policies. Jesus Baray seconded. Motion carried unanimously.

9. Administrative Reports

A. Human Resources - Heather Milton, HR Director, reported that full-time staffing has increased and contract staffing is trending down with less agency. The FTE utilization is at 203.5 and we want to get that down to 195 based on productivity review with Ovation. Over the last seven months, full-time and independent contractors is trending up. A new feature of this report is the first-year turnover rate with agency and without. Sections of the SVH Master Personnel Policy will be presented today. Employee satisfaction surveys have gone out and employee exit surveys from voluntary separations are being collected for feedback to identify needs and targets for continuous improvement initiatives.

1. SVH Personnel Policy Section 1, 2, 6 & 7.01- Heather Milton gave an overview of the contents of these sections. Section one outlines application, implementation and dissemination. Section two includes employment standards and practices. Section six is discipline and corrective action, and section seven is whistleblower protection and grievances. This is not a re-write of an existing policy. It is an effort to bring everything together in one book and replace the sprinkling of policies throughout departments. In-depth discussion was held regarding section 2.02, item number six, the reporting process and who reports to who. Section 2.05 item 4.c.ii was clarified as well as item number two. 2.08 item three will be changed to best qualified instead of best suited. Discipline was discussed including what triggers discipline and adding definitions of discipline triggers specific to departments. References to offenses for departments can be created to create a connection to the Personnel Policy. Section 2.15, page three, 8c, was clarified for the board. Drug testing was also discussed. Under 2.02 page 1, the verbiage regarding accommodation was clarified for the board. This verbiage is from the ADA itself.

Bruce Swingle motioned to approve the personnel policy submitted with recommended suggestions from the board. Greg D'Amour seconded. Motion carried unanimously.

B. CNO Report - Sheila Adams, CNO. We are still working on revisions to the quality plan and dashboard. For the fourth year in a row, we have had no hospital acquired conditions. We continue chart audits to identify opportunities for education in preparation for our CMS survey. We did get a grant approved for assistance with the cost of the AU/AR electronic reporting. Our international nurse who was our 2025 Daisy Award winner has applied for employment. We have four international nurses coming next week. These four will replace our ED travelers. Discussion was held regarding shadowing opportunities and the barriers to bringing in international nurses.

C. CEO Report - Shauna Cameron, CEO. We should have an opportunity to do a ribbon cutting for the Safe Haven Baby Box within the next two to four weeks. Our legislators will be invited to attend. HB99 med-mal reform, has passed and is sitting on the Governors desk for signature. We have had discussions with other hospitals regarding our swing bed program, and it has resulted in increased swing bed numbers. Marketing has developed informational pieces that we will be distributing, and we will be doing in-house education on the program. Our next push will be on radiology services.

D. Governing Board - Serina Bartoo, Chair. The recent education with Ovation was attended by all board members. Strategic planning with the board will be determined soon. Ovation is updating information with key stake holders and freshening interviews in preparation for the strategic planning workshop. Last year, the Governing Board received gold medal certification for achieving required education.

1. Governing Board Bylaws –

Throughout the bylaws, City of Elephant Butte should be deleted as an entity member. The number of board members is now five with City of Truth or Consequences appointing two members, Sierra County appointing two members and Village of Williamsburg appointing one member.

Under 2.6 Management and General Powers (F)

Strike the sentence “The board shall approve new positions to the Hospital and shall consider the impact on the budget in its deliberations.” Replacing this will be: “The board will approve the Organizational Chart on an annual basis.”

On page 4 (D)

The word acquire will be added.

...the power to levy annual assessments or the power to *acquire* or dispose of any real property owned by the hospital.

On page 5 under 1.

An Ad hoc Committee will be formed consisting of three Governing Board *Officer* members: *Chairperson, Vice-Chairperson and Secretary* and three members of the Joint Powers Commission.

On page 5 under 2.9

Four members should be changed to 3.

Under Committees and Subcommittees

Each committee will consist of two members.

On page 6 under Article 3, Conflict of interest and code of conduct. The board agreed that we are too small to prohibit hospital employment by relatives of Governing Board members.

Discussion was held regarding the expectations in the CEO contract and in the bylaws. The expectations cannot be different than the contract executed by the CEO. No changes or additions determined.

All recommended additions from Deb Mann were approved.

Serina Bartoo appointed Bruce Swingle to the Finance and Bylaws Committee. Greg D'Amour to the Board Quality/ Compliance, Joint Conference and Bylaws Committee. Jesus Baray to the Board Quality/ Compliance Committee and Edna Trager to the Finance and Joint Conference Committee . Bruce Swingle will Chair the Finance Committee and Greg D'Amour will Chair the Board Quality/ Compliance Committee.

Motion to close the meeting:

Greg D'Amour motioned to close the meeting. Jesus Baray seconded. Serina Bartoo read the following:

10. 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-

Shauna Cameron

RP Initial Appointment-

Brett Heller, MD

Elena Anigati, DO

RP Two-year reappointment-

John Sandoz, MD

Kenneth Bryant, MD

Term-

Luis Ramos-Duran, MD (RP)

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

- A. Risk Report Gera Johnson
- B. Elephant Butte GRT Update Shauna Cameron

10-15-1 (H) 9 – Public Hospital Board Meetings

- A. Ovation Report to Board Erika Sundrud
- B. Contract Discussion Shauna Cameron / Erika Sundrud
- C. CEO Discussion with Board Shauna Cameron

Roll call vote to close meeting:

Bruce Swingle – Y Greg D’Amour – Y Serina Bartoo - Y
 Jesus Baray – Y Edna Trager - Y

11. 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- Action
- RP Initial Appointment-**
Brett Heller, MD
Elena Anigati, DO

- RP Two-year reappointment-**
John Sandoz, MD
Kenneth Bryant, MD

Term-

Luis Ramos-Duran, MD (RP)

Bruce Swingle motioned approval of the above listed privilege. Greg D’Amour seconded.

Motion carried unanimously.

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

- A. Risk Report No Action
- B. Elephant Butte GRT Update No Action

10-15-1 (H) 9 – Public Hospital Board Meetings

- A. Ovation Report to Board No Action
- B. Contract Discussion No Action
- C. CEO Discussion with Board Information

12. Other

Next Governing Board meeting – March 24, 2026 at 12:00. Finance Committee will meet on March 24, 2026 at 11:00 and Board Quality/ Compliance will meet on March 23, 2026 at 10:00 at SVH.

13. Adjournment

Jesus Baray motioned to adjourn. Edna Trager seconded. Motion carried unanimously.

JB

Jennifer Burns, Recording Secretary

SB

3/24/26

Serina Bartoo, Chairperson

Approved