

**SIERRA VISTA HOSPITAL
GOVERNING BOARD MEETING MINUTES**

January 24, 2023

12:00pm

**Elephant Butte Lake RV Resort
Event Center**

1. The Governing Board of Sierra Vista Hospital met January 24, 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, **Vice-Chair** – Present
Serina Bartoo, Member – Present
Shawnee R. Williams, Member – Present

ELEPHANT BUTTE

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

CITY OF T O R C

Bruce Swingle, **Chairperson** – Present
Art Burger, Member- Present
Greg D’Amour, Member- Excused

EX-OFFICIO

Amanda Cardona, Clerk VofW- Present
John Mascaro, City Manager EB- Absent
Amanda Vaughn, County Manager- Absent
Travis Day, JPC Chairperson- Absent

VILLAGE OF WILLIAMSBURG

Denise Addie, **Secretary** – Present

STAFF

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

GUEST:

Erika Sundrud, QHR
David Perry, QHR
Dr. Sonia Seufer
Susan LaFont, Development Board

There is a quorum.

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4. Approval of Agenda

Bruce Swingle, Chairperson

Kathi Pape motioned to approve the agenda. Denise Addie 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. November 29, 2022 Regular Meeting

Denise Addie motioned to approve the November 29, 2022 minutes. Kathi Pape seconded. Motion carried unanimously.

6. Public Input-

None

7. Old Business-

Bruce Swingle, Chairperson

Kathi Pape asked about the Grievance Policy. LJ Baker stated that he would send it out to the Board.

8. New Business-

A. Development Board Update

Susie LaFont, President

1. Denim & Diamonds Event 4-15-23

Frank Corcoran introduced Susie LaFont, President of the hospital’s 5013C Development Organization. Susie announced that the annual Denim and Diamonds fund raiser event will be held on April 15th at the RV event center. The sponsor party will be held at the LaFont’s home on April 14th. Sponsorships and tables are available in a variety of price ranges. Leona Wagner does an amazing job with help from many hospital staff members and volunteers to put on this event. Current members of the Development Board include Susie, Sid Bryan, Nadine Gardner Daves, Jason Garcia, John Richardson, Sheridan Fuss and, new members Kelvin Wilkinson and Stephanie Ross. Ann Filosa and Bobby Middleton have both retired from the board.

The Development board just recently donated \$48,000 to purchase the Mindray anesthesia machine for surgical services.

9. Finance Committee- Kathi Pape, Chairperson

A. November Financial Report- Ming Huang, CFO, said that we had a total of 162 patient days in November which is 69 days more than October. Outpatient visits were 825, 231 less than October. There were 744 RHC visits, 143 more than October. There were 757 ER visits, 96 visits more than October. Days cash on hand at the end of November were 147. Net accounts receivable days were 22 and accounts payable days were 26.

Most departments saw a higher census in November. Behavioral Health was lower due to a Provider being out for a couple of days.

Gross patient revenue in November was \$5,314,315. Bad debt expense was higher at \$283,657. Total operating revenue was \$2,854,233. Salary expenses were lower in November and contract services were

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higher at \$75,447 over budget. The contract services costs include moving expenses for our new Plant Operations Director and placement of two international nurses. Repair and maintenance were higher due to the air flow/ balance tests conducted in November. Total operating expenses were \$2,438,413. EBITDA was \$415,820 which is a 15% margin. After subtracting depreciation, interest, and tax, we have a net income of \$2,043. Year to date, EBITDA is \$1,131,358 and our net loss is (\$896,646).

B. December Financial Report- Ming Huang, CFO, stated that there is a correction on page FC18. The bond coverage ratio in December was 148% not 370%. Total patient days in December was 124 days, 38 days less than November. There were 1,103 Outpatient visits, 278 more than November. There were 716 RHC visits, 28 visits less than November. There were 755 ER visits. Days cash on hand at the end of December was 138 days. Accounts receivable net days were 21 and accounts payable days were 24.

Most departments had a lower census in December compared to November. Outpatient registration and Behavioral Health increase a bit. The holidays are a major reason for the lower census.

Gross patient revenue for December was \$4,667,505. Bad debt is much lower in December at \$90,154. We received a trauma grant, a donation from CHF and booked the interest income from our CDs under non-operating revenue in December. Total operating revenue is \$2,604,604. Salary expenses are higher in December. Other operating expenses is \$44,582 more than budget including the \$50,000 settlement paid in December. Total operating expense is \$2,492,833. EBITDA is \$111,771 which is a 4% margin. The net loss for December is (\$303,240) after subtracting depreciation, interest, and taxes. Year to date, July through December, EBITDA is \$1,243,130 which is an 8% margin. We have a net loss of (\$1,199,886).

At the end of December, we had \$10,770,012 in the bank. We still owe \$120,000 to the tunnel project. We have a receivable of (\$220,000) booked under Cost Report Settlement. David Perry explained the Medicare cost report process and model update. Now that surgery has started we will be compensated for the use of the space.

Kathi Pape motioned based on the recommendation of the Finance Committee, acceptance of the November and December Financial reports. Serina Bartoo seconded. Motion carried unanimously.

C. Project Manager IT/ EHR Contract- Frank Corcoran, CEO, reminded the board that this contract came before them at the last meeting. A small subcommittee including Art Burger was formed to further investigate our options. A total of four companies were looked at and ultimately Healthnet was the best choice. We were able to get them to drop their price from \$300,000 to \$267,520.

Art Burger explained what the subcommittee looked at, the improvement to the contract and the benefits to the hospital. Art requested a monthly update to the Governing Board once the project is under way in April and that the contractor address the Governing Board.

Kathi Pape motioned based on the recommendation of the Finance Committee acceptance of the Healthnet contract. Serina Bartoo asked if the contract has been approved by legal. It has. Motion carried unanimously.

10. Board Quality- Denise Addie, Chairperson

A. Policies

Sheila Adams, CNO

- Conscious Sedation Policy#513-02-008- Sheila (OR)
Competency Check List: Moderate Sedation
Moderate Sedation Flow Sheet Form#F513-02-008-01 Sheila (OR)
Pregnancy Declination/Waiver Form# F-513-02-008-04 Sheila (OR)

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Sheila Adams explained that this policy gives us guidelines and a standard of care for all patients receiving sedation/analgesia for diagnostic, noninvasive and invasive procedures. The policy and its accompanying forms have been approved by Med Staff and QHR.

Denise Addie motioned approval of the Conscious Sedation Policy, competency check list, flow sheet and pregnancy declination waiver forms. Shawnee Williams seconded. Motion carried unanimously.

- Swing Bed Restraints Policy# 160-1-034 Sheila

This policy has been revised to include the verbiage required by CMS. Swing bed patients will be free from Chemical and Physical Restraints imposed for the purposes of discipline or convenience and that are not required to treat the resident's medical symptoms. Med Staff has approved this policy. Sitters are other nursing staff called in or, pulled off the floor.

Denise Addie motioned approval of the Swing Bed Restraints Policy as revised. Shawnee Williams seconded. Motion carried unanimously.

Pharmacy and Therapeutics Committee Policy#513-13-009 (revised 11/22)-Pharmacy

This policy has been revised to outline how often the committee meets, the membership of the committee and the formulary definition. This policy is reviewed annually.

Denise Addie motioned approval of the Pharmacy and Therapeutics Policy. Shawnee Williams seconded. Motion carried unanimously.

- Revised Adult Intake Form –

Dr. Seuffer explained that the old form felt disjointed, the new form is more user friendly and streamlined for both patient and Provider. Discussion was held regarding the possibility of the patient filling out these forms and registering through the patient portal.

Denise Addie motioned to approve the revised intake form. Shawnee Williams seconded. Motion carried unanimously.

11. Joint Commission Report, Kathi Pape

Kathi Pape reported that the Joint Commission didn't meet.

12. Administrative Reports

A. Human Resources- LJ Baker, HR Manager, stated that our priority of effort is recruitment and onboarding of key personnel. LJ introduced Ari Casal, Director of Quality, and his service assistant, Yoshi. We are very close to completely credentialing our new Behavioral Health NP. We are looking for a LCSW and an LPN. We plan to start our S.O.A.R. program with HSHS as soon as possible in 2023. (Students Observing Activities in Rural Healthcare). Students will be brought in to the EVS, Dietary and patient escort areas of the hospital.

Search and recruitment efforts are being expanded for key vacancy positions. The H1B recruiting process is on-going.

Reporting of our turnover rate will be presented in a new format and include more information regarding reasons for separation, time to re-hire etc. There was no significant change to our contract and travel staff numbers in December. Total travel staff should be 13 not nine.

In person orientation of new hires will begin in February.

B. Nursing Services- Sheila Adams, CNO. Improvement has been made on the MedSurg floor with an increase to 79% in bedside medication scanning. Weekly reports go to staff in their weekly huddles. Pharmacy continues to identify and correct medication barcodes which do not scan. Recently, two

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patients were admitted with poorly healing wounds. One left with a 97% heal rate and the other with a 99% heal rate. A celebration was held for the staff involved in their care.

72-hour patient returns have been reduced in the ED by 1%. We are currently at 4%. Brian Hamilton and Ashlee West (EMS) just returned from ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) training where they became certified instructors. We will have an active shooter drill at the hospital soon. Brian and Ashlee can do classes to train others at other facilities as well.

Two minor surgical procedures were performed in December. Two scopes have been done in January so far. Surgical services will just continue to grow. All nursing staff have been hired for the surgical unit. Cardiopulmonary is now staffed 24/7. Our sleep study beds have been installed and our Pulmonologist will be presented for credentials today.

We anticipate our trauma recertification survey in the first quarter of 2023.

C. CEO Report- Frank Corcoran, CEO, thanked Sheila and LJ for reducing the agency staffing. We have gone from 70% to about 20% agency staff.

We have requested capital outlay funds for the tear down and rebuild of the old portion of the hospital in the amount of \$25 million. We are also pushing for Senate Bill 7. This Bill would provide grants to defray operating losses of rural health care providers and facilities that provide new or expanded health care services. There are several other bills that we are in support of and some we are against.

Dan Weaks will be assisting SVH with our efforts to become a special hospital district.

Dr. Seufer has been elected Chief of Staff. Glen Adkins was formerly COS. We will be asking the board to approve a stipend payment for Dr. Seufer at next month's meeting. Behavioral Health has picked up with the addition of Dawn O'Keefe and Peace Chukwuma is very close to starting with us. We are working with Well Med, Olive tree, EMS, and our police department to provide tablets for first responders who show up to a situation with an individual in crisis. The responder can use the tablet to face time the individual with a provider to deescalate the patient and the situation and perhaps avoid an ER visit. The patient would be scheduled for an appointment with behavioral health within 72 hours. Our next step is to figure out how we get paid for this.

The tunnel project is still in the "disconnection of the fiber optics" stage. The old sidewalk will be torn up, the tunnel filled in and new sidewalk installed. We are in the last stages of this project which has been going on forever.

Rebecca Dow is assisting us with an FCC grant to get three additional telemedicine carts. The carts cost about \$13,000 each and are far advanced compared to what we have now. Surgical services are up and running. Clinic appointments are filling up and it won't be long before we expand surgery to two days per week.

We will be having an open house in February to introduce our providers to the community. We will be advertising on the billboard above Outer Edge pizza.

Our next step with IT replacement is to choose the company that will do our billing and posting. We have narrowed it down to two companies and we'll bring those options to the board next month. During the transition from one system to another, our accounts receivable days will go from 30 to 40 days to 90 to 120 days until the new system is up and running and takes over.

Frank announced that Zach Heard has been training with QHR and mentored by Heather Johnson. He will become the new Compliance Officer.

The 340B program brought in about \$430,000 in 2022. This has been a good revenue stream for us. Chartspan brought in about \$120,000 in its first year.

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The QHR Leadership meetings will be held in Phoenix March 7-9. Board Members are encouraged to attend.

D. Governing Board- Bruce Swingle, Chairperson, handed out the petition that was drawn up by the JPC. We need 492 signatures of registered voters. If each board member from our board and the JPC gets 25 signatures, we'll have plenty of signatures. The JPC is planning on having public meetings and they are working on an informational piece to hand out. Discussion was held regarding the history of the JPC and Governing Board, clarity of the imposition of taxes by referendum and the pros and cons of becoming a Special Hospital District.

Signatures have to be turned in by July 14th, but we should really have a deadline of March or April. As signatures are gathered, get them to Jennifer. We will each get our 25 or more and give them to the JPC. A signature tally report will be placed on the agenda for each meeting going forward. Bruce is in the lead with two signatures.

Denise Addie thanked all of the board members and individuals that donated bicycles or money to purchase bicycles. 195 bikes were given out for Christmas.

Stipulation to Close Meeting: Bruce Swingle read the following stipulation.

13. 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:

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

A. Privileges

Frank Corcoran, CEO

Temps to Provisional:

Peter E. Razma, MD
Frank S. Walker, MD
Udit B. Bhatnagar, MD
Muhammad Sardar, MD

Provisional:

Faranak Sadri Tafazoli, MD (Onrad)
Steven C. White, MD (Onrad)
Mia R. Austin, CRNA (RSSG)
Cassandra Groves, CRNA (RSSG)

Reappointments:

Kamiar Massrouf, MD (Onrad)
Chad Berryman, MD (ESS)

Terms:

Nghi Lu, MD (Onrad)
Jorge L. Partida, MD ESS
Michael Witkosky, MD (Onrad)

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Dwight Townsend, MD (Onrad)

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. QAPI Sheila Adams, CNO
B. Compliance Heather Johnson/ Zach Heard
C. QHR report to the Board Erika Sundrud, QHR
 1. GPO disclosure and PLUS value report April Loy
 2. Overview of the strategic planning timeline Blake Seitz, QHR

Roll Call to Close Meeting:

Kathi Pape – Y	Katharine Elverum – Y	Bruce Swingle - Y
Art Burger – Y	Serina Bartoo – Y	
Denise Addie – Y	Shawnee Williams - Y	

14. 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 stipulation to close the meeting.

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

A. Privileges

Temps to Provisional:

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Terms:

Nghi Lu, MD (Onrad)
Jorge L. Partida, MD ESS
Michael Witkosky, MD (Onrad)
Dwight Townsend, MD (Onrad)

Denise Addie motioned to approve all above listed Provisional and Reappointments.
Shawnee Williams seconded. Motion carried unanimously.

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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. QAPI
No Action
- B. Compliance
No Action
- C. QHR report to the Board
 - 1. GPO disclosure and PLUS value report
 - 2. Overview of the strategic planning timelineNo Action

15. Other

Discussion regarding the date of the strategic planning meeting will be on the February agenda.

Next Regular Meeting will be on Tuesday, February 28 at 12:00. Finance Committee will be held on Tuesday, February 28 at 10:30 and Board Quality will be held on Monday, February 27 at 12:00.

16. Adjournment

Kathi Pape motioned to adjourn. Serina Bartoo seconded. Motion carried unanimously.

JB

2/28/23

Jennifer Burns, Recording Secretary

Date

Bruce Swingle, Chairperson

Date