

**SIERRA VISTA HOSPITAL
GOVERNING BOARD MEETING MINUTES**

October 25, 2022

12:00pm

**Elephant Butte Lake RV Resort
Event Center**

1. The Governing Board of Sierra Vista Hospital met October 25, 2022, 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 12:05.

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- Present

CITY OF T O R C

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

EX-OFFICIO

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

VILLAGE OF WILLIAMSBURG

Denise Addie, **Secretary** – Present

STAFF

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

GUEST:

David Perry, QHR
Tom Dingus
Kim Keeyes Jordan

There is a quorum.

Bruce Swingle read the following statement for the record-

Stipulation regarding Board Education Workshop: On September 15, 2022, the Governing Board of Sierra Vista Hospital held a closed session board education workshop. This meeting was properly published in print, on radio, in the Hospital and on the Sierra Vista Hospital website. The meeting was called to provide

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education for new and experienced board members as well as strategic and long-range business plans of Sierra Vista Hospital pursuant to NMSA 1978, Section 10-15-1 (H) 9. As required by Section 10-15-1 (J) NMSA 1978, no action was taken during this meeting.

4. Approval of Agenda

Bruce Swingle, Chairperson

Bruce Swingle said that he would like to revise the agenda allowing the Rehabilitation Services Department to give their presentation first and then move into Executive Session to allow auditor Tom Dingus to give his audit report and complete all closed session business.

Kathi Pape motioned to amend the agenda as stated. 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

8. New Business-

A. Department Introduction Rehabilitation Services- Frank Corcoran, CEO and Kim Keeys Jordan, Manager. Frank Corcoran introduced Kim Keeys Jordan who then introduced her staff. Each staff member discussed their role within the department.

Bruce Swingle said that he would like to make another revision to the agenda making item 8 B. Board Member Appreciation next and then move into Executive Session.

Kathi Pape motioned to amend the agenda as stated. John Mascaro seconded. Motion carried unanimously.

B. Board Member Appreciation- Bruce Swingle, Chairperson, presented Cookie Johnson with a certificate of appreciation and discussed the history of her service on the Governing Board.

Bruce Swingle read the following-

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

Temporary to Provisional-

Murthy, Shedthikere	(MD) Arena Health, Neurology
O’Keefe, Dawn	(NP) SVH Behavioral Health
Palin, Erica	(MD) SVH
Park, Minnsun	(MD) Cardiology LCPP
Seufer, Sonia	(MD) SVH

Provisional-

Evans, Brian	(MD) RadPartners
Bennett, Ruth	(DO) EMS Director

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Two Year Re-Appointment

Vedamanikam, Chandran	(MD)
Jun, Aaron	(MD) OnRad
Fiato, Karen Lynn	(CNP) SVH
Stephens, Michael	(MD) ESS
Wells, David	(MD) OnRad

B. Provider Update	Frank Corcoran, CEO
C. Estela Ruben Contract	Frank Corcoran, CEO
D. Ruth Bennett Contract	Frank Corcoran, CEO
E. Amendment to Med Staff Bylaws Privileges	Frank Corcoran, CEO

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

A. Risk Report	Heather Johnson
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10-15-1 (H) 9 – Public Hospital Board Meetings- Strategic and long-range business plans

A. Financial Audit	Ming Huang, CFO/ Tom Dingus
B. Van Patten Property	Frank Corcoran, CEO
C. QHR Report to Board	Erika Sundrud, QHR

Roll Call to Close Meeting:

Kathi Pape – Y	Katharine Elverum – Y	Serina Bartoo – Y
John Mascaro – Y	Shawnee Williams – Y	Art Burger – Y
Greg D’Amour – Y	Denise Addie – 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 motion to close the meeting.

Note- John Mascaro left the meeting after closed session

5. Approval of minutes

Bruce Swingle, Chairperson

A. August 23, 2022 Regular Meeting

Kathi Pape noted several changes to the August 23, 2022 minutes. Under item 8.C, add the word stated. Under item 9 A., add the word discussed. Under item 9 B., add the word advised. Under item 9 C. remove the words this is and replace with brought. Under item 9 D., remove the words this is and replace with discussed. Under item 9 F., add the word advised. Under item 9 G., add the word said. Under item 9 H., add the word advised. Under item 9 I., add the word said. Under item 9 J., add the word discussed. Under item 11 B., add the word said. Under item 11 C., add the word advised. Kathi Pape motioned to approve the August 23, 2022 minutes as amended. Serina Bartoo seconded. Motion carried by majority with Greg D’Amour abstaining from the vote as he was not at the meeting.

Note- Changes have been made to the August 23, 2022 minutes and they are attached to these minutes.

B. August 31, 2022 JPC/GB Special Meeting

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Kathi Pape noted a change to the August 31, 2022 minutes. Under item 6, Special Hospital District, change the word residence to residents. Kathi Pape motioned to approve the August 31, 2022 minutes with correction. Denise Addie seconded. Motion carried by a majority with Greg D’Amour abstaining from the vote as he was not at the meeting.

Note- change has been made to the August 31, 2022 minutes and they are attached to these minutes.

6. Public Input – 3-minute limit

None

7. Old Business-

Bruce Swingle, Chairperson

None

8. New Business-

C. Hospital Mill Levy Question- Frank Corcoran, CEO, said that we were notified at the beginning of October that this would be a ballot item on November 8. We have created a flyer including talking points about this tax. We had QHR do an impact study to determine the economic impact of Sierra Vista Hospital in Sierra County. Wages and benefits from SVH are \$57,645,000 annually. Total impact to our region is \$74,935,000 annually. The mill levy gives us approximately \$650,000 per year. Discussion was held regarding responsibility for this issue, the fact that SVH will not get this money next year as it was not on the tax bill and the font type used on the talking points flyer.

9. Finance Committee- Kathi Pape, Chairperson

A. August/ September Financial Report- Ming Huang, CFO, said let’s look at page FC 10, key statistics for August and September. For August, the total patient days were 100 days and there were 904 outpatient visits which is 258 visits less than July. There were 849 RHC visits and 735 ER visits in August. Days cash on hand at the end of August was 149 days. Accounts receivable net days were 24 and accounts payable days were 32.

In September, total patient days were 111. There were 750 outpatient visits which is 154 visits less than August. There were 542 RHC visits which is 107 less than August and 699 ER visits. Days cash on hand at the end of September was 147 days. Accounts receivable net days were 22 and accounts payable days were 35. Art Burger asked what caused the big bump in RHC visits in August. Ming suggested that we had vaccine clinics in August that we did not have in other months.

Ming said go to page FC 14 and FC 15, income statement. Total patient revenue for August was \$4,897,013 which is the highest we have ever had. The contractual allowances are high as well. We are looking into why the contractual allowances and bad debt expenses are so high. Total deductions are \$2,822,244. Gross to net revenue is 42% which is lower than the previous calendar year. Under non-operating revenue, there is \$285,973 which includes \$146,303 that we received from the state as a one-time COVID supplement payment. Under expenses, contract services increased by \$152,024 in September due to late invoices from agency staffing companies. Total operating expense in August was \$2,238,971. EBITDA in August was \$308,636 which is a 12% EBITDA margin. After subtracting the depreciation expense, interest payment and tax we have a net loss of (\$95,027) in August.

In September, we have lower revenue, higher contractual and bad debt expense, and net patient revenue of \$2,049,043. Total operating revenue is \$2,403,525. Total operating expense is \$2,450,824. EBITDA for September is (\$47,299) which is -2% EBITDA margin. After subtracting the depreciation

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expense, interest payment and tax, we have a net loss of (\$453,991) in September. Year to date we have a net loss of (\$705,996).

On the balance sheet, page FC 17, Ming said at the end of September we had \$11,357,759 in the bank. We have paid \$954,129 to construction in progress and will owe \$280,000 when the tunnel project is complete. The cost report settlement is (\$220,000) which means this is a receivable.

Kathi Pape motioned based on the recommendation of the Finance Committee, acceptance of the August/ September Financial report. Serina Bartoo seconded. Motion carried unanimously.

Frank Corcoran supplied an 18-month report divided into six-month intervals. Frank said when we see a \$400,000 loss, something is not right. Clinic visits have been relatively flat. Rehabilitation Services have improved in the last six months. ED visits have gone up. Total admissions, acute and swing have dropped in the last six months. Lab and radiology are up in the last six months.

Gross revenue has improved over the last 18 months. Total deductions and bad debt have gone way up. Net patient revenue is down despite higher gross revenue.

There are many contributing factors including \$700,000 in Athena posting issues, a new Case Manager who may need some more training, correct billing, collections, and bad debt. We will need a company like ReSolutions whom we have used before to help us with collections and the transition from Athena to Cerner when the time comes. It would be beneficial to bring them in early so that we don't miss anything.

Ming directed the Board to page FC 11. At the bottom of the page, RHC visits in August were 649, not 849 as reported on page FC 10.

B. Abba Contract- Frank Corcoran, CEO, said this contract is for our email and telephone system. The contract is \$54,000 per year and this is the third year of the three-year contract. We had to pay this in mid-October because it was due.

Kathi Pape motioned based on the recommendation of the Finance Committee approval of the Abba Contract. Art Burger recommended that all contracts include what period of time the payment covers. There have been no modifications to the contract. Katharine Elverum seconded. Motion carried unanimously.

Note- Kathi Pape left the meeting after the Finance Committee reports at approximately 2:30.

10. Board Quality- Denise Addie, Chairperson

A. Policies

1. Initiation of ED Bypass- Denise Addie said that the Board Quality Committee met on Monday, October 24th and reviewed these policies.

Denise Addie motioned to approve the Initiation of ED Bypass as presented. Shawnee Williams seconded. Motion carried unanimously.

2. Annual Influenza Immunization Requirement- Frank Corcoran said that the change to this policy is an extension of time to get the Influenza vaccination. We did not receive the vaccine until mid-October. Employees have until December to get the shot or file for an exemption.

Denise Addie motioned to approve the Annual Influenza Immunization Requirement. Shawnee Williams seconded. Motion carried unanimously.

11. Joint Commission Report, Kathi Pape

No report.

12. Administrative Reports

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A. Human Resources- LJ Baker, HR Director, said our priority of effort remains completion of contracts, onboarding of key personnel, and employee recruitment. Orientation for all new hires will start next month. We continue to encounter potential employees who cannot pass a drug test.

Our relationship with agencies designed to recruit former Military service members continues to grow. We have plans to work with the high school on potential joint training opportunities and future employment of new graduates. We want to develop a future healthcare professionals program that will include bringing select students to SVH for an orientation of different departments.

Jerry Schwind accepted our offer and will be coming on as Plant Operations Director. We are working on filling the Psychiatrist and Quality/Risk Manager position at this time. We must reduce agency and travelers to reduce costs.

There were eight terminations in August/ September. The annual turnover rate will be updated for the November meeting. Contract staff will be reduced by one when Frances Cortes leaves this month. We have hired Dawn O'Keefe in behavioral health and Peace Chukwuma will be joining behavioral health as well.

October is open enrollment for employees who need or want to make changes to their benefits. SVH is a tobacco free campus. Employees that smoke can take advantage of the smoking cessation program offered by the state.

B. CEO Report- Frank Corcoran, CEO, said that we have added the two new Physicians, Dr. Seuffer and Dr. Palin to the clinic. We have two new Behavioral Health Nurse Practitioners as well. Cardiology will be starting this week and surgical services and sleep study will be starting soon. We are excited to have Jerry Schwind coming on to get us ready for the JCC survey. EOC (environment of care) is 60% of the survey.

There is a fiberoptic line that needs to be disconnected and removed from the tunnel. Once that happens we can fill in the tunnel.

The surgeons would like to start November 15th. Supplies have been ordered and we are looking for CRNAs. The surgical group has an anesthesiologist that is willing to come in for two months and set up protocols.

SVH had a booth at the county fair. We gave out water and did about 100 vaccinations. The week after the fair we did the 5K Walk/ Run for breast cancer awareness at the Sierra del Rio Golf course. 88 people participated and we raised approximately \$4,000.

The coffee shop is just about ready to reopen, and the kitchen is staying open to employees until 11pm.

A federal judge ruled in favor of the 340B program. We could see a supplement to our portion of this program.

The state is starting a value-based purchasing program using the HAP funds or safety net care pool funds. When a hospital meets the outcome measures put in place, you get the full payment, if you don't, payment can be deducted. This will be put in place over the next few years at varying rates.

C. Governing Board- Bruce Swingle, Chairperson, said that we failed to include the Special Hospital District resolution on this agenda. It will be included on the November agenda. The SHD would be put on the November 2023 ballot if enough signatures are obtained. The number of signatures needed will be determined by the voter turnout on November 8, 2022.

The City of T or C is going to put on a job fair sometime in November or early December. SVH will be invited to participate. The general feeling about the Mill Levy question is positive.

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Action on closed session agenda items:

Note- Kathi Pape, John Mascaro and Shawnee Williams were not present for action on these items.

14.

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

A. Privileges

Temporary to Provisional-

Murthy, Shedthikere (MD) Arena Health, Neurology
O’Keefe, Dawn (NP) SVH Behavioral Health
Palin, Erica (MD) SVH
Park, Minnsun (MD) Cardiology LCPP
Seufer, Sonia (MD) SVH

Provisional-

Evans, Brian (MD) RadPartners
Bennett, Ruth (DO) EMS Director

Two Year Re-Appointment

Vedamanikam, Chandran (MD)
Jun, Aaron (MD) OnRad
Fiato, Karen Lynn (CNP) SVH
Stephens, Michael (MD) ESS
Wells, David (MD) OnRad

Denise Addie motioned to approve all above listed privileges. Art Burger seconded. Motion carried unanimously.

B. Provider Update- No Action

C. Estela Ruben Contract-

Greg D’Amour motioned to approve the Estela Ruben contract. Serina Bartoo seconded. Motion carried unanimously.

D. Ruth Bennett Contract-

Greg D’Amour motioned to approve the Ruth Bennett contract. Denise Addie seconded. Motion carried unanimously.

E. Amendment to Med Staff Bylaws – Privileges

Greg D’Amour motioned to approve the amendment to Med Staff Bylaws. Denise Addie seconded. Motion carried unanimously.

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

A. Risk Report- No Action

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

A. Financial Audit- No Action

B. Van Patten Property- No Action

C. QHR Report to Board- No Action

15. Other

Discussion

New meeting location- Finance and Governing Board meetings will be held at the Sierra County offices. The Board Quality meeting will remain at SVH in the boardroom.

Next Regular Meeting- November 29, 2022 at 12:00.

16. Adjournment

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

JB _____
Jennifer Burns, Recording Secretary

11-29-22 _____
Date

Bruce Swingle, Chairperson

Date