

**SIERRA VISTA HOSPITAL  
GOVERNING BOARD MEETING MINUTES**

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**February 28, 2023**

**12:00pm**

**Elephant Butte Lake RV Resort  
Event Center**

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**1.** The Governing Board of Sierra Vista Hospital met February 28, 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 12:01.

**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  
Amber Vaughn, County Manager- Present  
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, by WebEx  
Gail Wegger, Healthnet

There is a quorum.

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**4. Approval of Agenda**                      Bruce Swingle, Chairperson

Frank Corcoran, CEO, stated that he is pulling the CPS Pharmacy Contract and the BD Pyxis Proposal off of the agenda. Working with QHR, we can get better pricing than what is currently being offered in these contracts. Kathi Pape motioned to approve the amended agenda. John Mascaro 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. January 28, 2023 Regular Meeting

Kathi Pape motioned to approve the January 28, 2023 minutes. Denise Addie seconded. Greg D’Amour abstained as he was not at the January meeting. Motion carried unanimously.

**6. Public Input - None**

**7. Old Business-**                                      Bruce Swingle, Chairperson

A. Grievance Policy - LJ Baker, HR Director, opened up for questions regarding the grievance policy. Kathi Pape stated that the prior grievance policy gave employees the opportunity to come before the board when all other opportunities had been explored. Why is it not in this grievance policy? LJ explained that, after consulting with legal counsel, it is not appropriate to have the board included in the policy because this is an internal policy for employees. The Board would be opening themselves up to be sued or named in a lawsuit if they are included in the policy. Employees have the option of a neutral third-party mediator. While Kathi accepts the explanation, she questions how the other policy disappeared and are there other policies needing to be revised if they are not appropriate. LJ stated that he has focused on updating the policies that had been left unrevised or outdated . LJ excused himself from the meeting as he was not feeling well.

**8. New Business-**

**A. Introduction to Healthnet** - Frank Corcoran, CEO, introduced Gail Wegger, Healthnet. Gail has been on site with us for three weeks. Gail has been learning how everybody does their work now so that it can be incorporated into the new EMR based on Cerner guidelines and practices. Cerner leadership alignment kick off will be the first week of April and a predicted “go live” the last week of September. The employees at SVH have been amazing in getting the pre-work done and paying attention to detail. This will help us hit the ground running fast in April.

**B. Department Introduction ER** – Frank Corcoran stated that Dr. John Garver, ESS, got caught up in the ER and will not be able to attend the meeting today.

**C. Strategic Planning Date** - Bruce Swingle, Chair. Discussion was held regarding a date in April to hold the Strategic Planning Meeting. Ultimately, April 6<sup>th</sup> at 8:30 was selected.

**D. Strategic Planning Interviews** - Jennifer Burns stated that QHR will be on site March 13<sup>th</sup>- 17<sup>th</sup> to conduct Community needs interviews with Governing Board and JPC members as well as Community

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leaders. Jennifer will be scheduling those interviews soon. Frank asked board members to submit names of anyone they would like interviewed by QHR.

**9. Finance Committee- Kathi Pape, Chairperson**

**A. January Financial Report** - Ming Huang, CFO, reported that total patient days in January were 160 days which is 36 days more than December. There were 960 outpatient visits, 143 visits less than December. There were 831 RHC visits, 115 visits more than December and 673 ER visits which is 82 less than December. We had eight outpatient surgery cases in January.

Most Departments had a higher census in January compared to December. Total ER visits were 673, 11 were admitted, 58 were transferred. RHC visits increased due to Dr. Walker, surgeon, seeing patients in the clinic. Sleep study has not started yet.

Total gross patient revenue was \$5,165,758. Contractual allowances are lower than December because we recorded a \$350,000 Medicare receivable. Net patient revenue is \$2,751,000. Nonoperating revenue was \$162,867 including \$47,000 we received from the Development Organization to purchase the anesthesia machine. Total operating revenue is \$3,036,303. Salary expenses are over budget by \$80,411 because we paid the retention incentive of about \$55,000 in January. Contract Services including our agency staffing decreased also causing our salary expenses to increase. EBITDA for January was \$513,869 which is a 17% margin. Net income for January was \$119,670. Year to date, EBITDA is \$1,756,999 which is a 10% EBITDA margin. Year to date we have a net loss of (\$1,080,216).

Total cash at the end of January was \$10,521,378. Cash has decreased with the startup costs of the surgery department. It will take three to six months to see the revenue generated by the surgery department. We are also not receiving the mill levy payments anymore. We have not paid the remaining balance of \$120,000 to the tunnel project. Total fixed assets should be \$38,152,154 not \$37,952,154 as reported on the balance sheet. The Cost report settlement shows (\$428,910). This is a receivable that we will book in February.

The tunnel has been filled in and the fiber optics will be connected this week. That should be the final step.

A budget adjustment will be done in March or April.

Kathi Pape motioned based on the recommendation of the Finance Committee acceptance of the January Financial report. Greg D'Amour seconded. Motion carried unanimously.

B. CPS Pharmacy Contract

Melissa Bierner, Pharm Manager

C. BD Pyxis Proposal

Sheila Adams, CFO

*Items B and C were removed from the agenda.*

**D. IANM Radiology Contract** - Frank Corcoran, CEO. The amended contract with RadPartners starts on page FC76. This group currently reads our mammos and dexas. OnRad reads everything else, and they are not performing well. With this amended contract we will have RadPartners do all of our radiology reads. The cost is about the same as OnRad however OnRad did notify us that they are raising their prices. We do all of the billing and collecting and pay RadPartners a read fee. This has been through legal.

Kathi Pape motioned based on the Finance Committee recommendation approval of the IANM Radiology contract. Serina Bartoo seconded. Motion carried unanimously.

**10. Board Quality- Denise Addie, Chairperson**

**A. Policies**

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- FPPE and OPPE Policy#-new
- Initial FPPE new Providers Policy#-new
- Flow Chart for OPPE

Denise Addie stated that the Board Quality Committee met on Monday, February 27 and motioned based on the recommendation of the Board Quality Committee approval of the policies and flow chart listed above. Shawnee Williams seconded. Greg D'Amour asked Ari Casal for his opinion on this policy. His response was inaudible. Motion carried unanimously.

**11. Joint Conference Report, Kathi Pape**

Kathi Pape stated that there is no reason for this to be on the agenda all of the time. Greg D'Amour explained that the purpose of having a Board member attend the Medical Staff meetings is so that Med Staff feels a connection to the Board. Discussion was held regarding the meeting schedule and the policy and bylaws matching what we are actually doing. Sheila Adams read item C on page GB28 of the packet regarding Joint Conference Committee.

Nothing to report.

**12. Administrative Reports**

**A. Human Resources** - LJ Baker, HR Manager, excused himself from the meeting earlier due to illness. Discussion was held regarding the turnover rate. Art Burger stated that turnover rate is not a subjective measure, and it should not be accepted as such.

**B. Nursing Services** - Sheila Adams, CNO, reported that we continue to have an average of six patients upstairs each day including swing and observation patients. Passport USA nurses are doing well in orientation. Volumes in the ED have been soft, so staff have been cleaning during slow times. Brian from EMS is working with Jerry, Maintenance Manager, and Ari, Quality Director on the hospital emergency management plan. They are also working on the fire drill and fire safety policies. Clinic volumes have increased for surgery, at times double booking patients. In the last three weeks there have been 12 procedures completed. There were 10 in January.

With cardiology in the clinic, holter monitor volumes have increased. Pending certification, sleep studies could start in early to mid-March. The certification comes from AASM (American Association for Sleep Medicine).

We received word from the state that our Trauma recertification will be in May. Because of COVID, there has not been a recertification since 2018.

**C. CEO Report** - Frank Corcoran, CEO, stated that he has been to Santa Fe three times in the last few weeks to meet with legislatures, with the Governors Aide and DOH staff. The Governor's Capital Outlay list came out and we were not on it. Representative Gabe Vasquez toured the hospital on February 18<sup>th</sup> and pledged that if we can get some funds he can get us some supplemental funds. There are other opportunities with other funding sources that we are still pursuing. We need to work more closely with SWCOG and Jay Armijo. Former Board member, Cookie Johnson, is trying to help us with her connection to the Governor. Board members were encouraged to send the Governor an email as well. Discussion was held regarding nursing staff ratios and our opposition to this bill.

Greg D'Amour, Denise Addie and the Administration team will attend a QHR educational conference in Phoenix March 6 through 10<sup>th</sup>. The NMHA will possibly provide board education at their next meeting in Albuquerque. More information to follow.

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Frank reported that he received a call from a psychiatrist in Las Cruces that is interested in working with us through telehealth or onsite appointments. Mary Pattridge has retired so we are looking for a LCSW to replace her.

COVID 19 is at a 4% positive rate.

At our first Roadrunner Food Distribution event on February 14<sup>th</sup>, we signed up 95 people to participate in this program. The next event is on March 14<sup>th</sup> and will continue monthly on the second Tuesday of each month.

24 donors donated blood at our blood drive on February 17<sup>th</sup>.

The meet and greet scheduled for February 22<sup>nd</sup> was canceled due to a wide spread power outage caused by high winds. This will be rescheduled for April or May.

The local nursing home has been bought out by another company and will limit long term care focusing more on assisted living and skilled/ rehab care. Shawnee Williams discussed what she knows at this point regarding the future of care at the facility.

**D. Governing Board** - Bruce Swingle, Chairperson, stated that legislation is all over the map. One in particular bill is attempting to put doctors in 74 school districts throughout the state. We can hardly get nurses in schools let alone doctors and providers.

Dr. Walker has been well received by our community.

## **1. Bylaws review:**

### **A. Board Chair attending Finance & Board Quality meetings**

### **B. Committee Member number**

### **C. Board Member attendance at Med Staff meetings**

Currently there are three board members assigned to Finance and Board Quality with the Board Chairperson attending Ex-Officio. Adding another member to each board would create a quorum. Discussion was held regarding the Chairperson's attendance and the designation as a nine-person Governing Board.

Those who voiced an opinion expressed the desire for four member committees excluding the Chairperson's attendance. Greg D'Amour expressed that attending the committee as Chairperson made him better prepared to serve the full board.

Appointing another Board member to the Joint Conference Committee will be on the March agenda.

Katharine Elverum motioned to change the committee member number to four. Denise Addie seconded. Bruce Swingle clarified that we would also have to agree that the Board Chairperson would not attend the Committee meetings. Katharine amended her motion to include that the Chairperson would no longer attend the Committee meetings. Kathi Pape asked if we had to change the Bylaws. We do have to change the Bylaws. Motion carried unanimously.

There is only one Board member appointed to the Bylaws committee, John Mascaro. At the March meeting, appointing two members to the Bylaws committee will be an agenda item. Once the Governing Board approves the revised Bylaws they will go to the JPC for their approval.

**2. Special Hospital District Signature count and update-** Bruce Swingle reported that he has turned in 26 signatures to Jennifer. Please, continue to collect signatures. Denise reported 25 signatures. Bruce asked that as signatures pages are filled up, turn them in.

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*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:**  
Peace Chukwuma, CNP

**Provisional:**

Greg D’Amour , RPh, PhC  
Angela Fietze, CRNA (RSSG)  
Sara Koenemann, FNP (Arena Health)

**REAPPOINTMENTS:**

Yvonne Muojieje, DPM

**TERMS:**

Nicole Mestas, NP (Arena Health)  
Roxanne Chan, MD (OnRad)

B. Stipend for Dr. Seufer as Chief of Staff Frank Corcoran, CEO

**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 Ari Casal, Director of Quality  
B. Management Action Plan Sheila Adams, CNO  
C. QHR report to the Board Erika Sundrud, QHR

Katharine Elverum motioned to close the meeting and move into executive session. Greg D’Amour seconded.

**Roll Call to Close Meeting –**

Kathi Pape – Y	Katharine Elverum – Y	John Mascaro – Y
Serina Bartoo – Y	Shawnee Williams – Y	Bruce Swingle – Y
Art Burger – Y	Greg D’Amour – Y	Denise Addie – Y

Motion carried unanimously.

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*Bruce Swingle read the following:*

**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.

*Note: Serina Bartoo left during closed session at 2:35  
Katharine Elverum left during closed session at 2:45  
Shawnee Williams left during closed session at 3:15  
John Mascaro left during closed session at 3:18*

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

A. Privileges Report/Action

**Temporary to Provisional:**

Peace Chukwuma, CNP

**Provisional:**

Greg D’Amour , RPh, PhC  
Angela Fietze, CRNA (RSSG)  
Sara Koenemann, FNP (Arena Health)

**REAPPOINTMENTS:**

Yvonne Muojieje, DPM

**TERMS:**

Nicole Mestas, NP (Arena Health)  
Roxanne Chan, MD (OnRad)

Denise Addie motioned to approve all above listed privileges. Kathi Pape seconded. Greg D’Amour stated that he would abstain from voting and asked if provisional privileges for himself was going to be tabled until the next meeting. Frank Corcoran stated that a legal opinion was requested regarding privileges for Greg D’Amour. With Greg D’Amour abstaining from the vote, there are not enough votes to approve the privileges.

Denise Addie motioned to approve all above listed privileges except for Greg D’Amour. Kathi Pape seconded. All five remaining Board members voted aye. Motion carried unanimously.

B. Stipend for Dr. Seufer as Chief of Staff Report/Action

Kathi Pape motioned to approve the Medical Director stipend for Dr. Seufer. Denise Addie seconded. All five remaining Board members voted aye. Motion carried unanimously.

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

A. Risk Report Report/Action  
No Action

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

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- |                            |               |
|----------------------------|---------------|
| A. QAPI                    | Report/Action |
| No Action                  |               |
| B. Management Action Plan  | Report/Action |
| No Action                  |               |
| C. QHR report to the Board | Report/Action |
| No Action                  |               |

**15. Other** Discussion

The next Regular GB Meeting will be on March 28, 2023 at 12:00.

Finance Committee will be held on March 28, 2023 at 10:30.

Denise Addie asked Art Burger to Chair the Board Quality meeting on March 27<sup>th</sup> at 12:00. Greg D'Amour will attend the Board Quality meeting in Denise's absence.

**16. Adjournment**

Kathi Pape motioned to adjourn. Everyone seconded. Motion carried unanimously.

JB

3/28/2023

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bruce Swingle, Chairperson

\_\_\_\_\_  
Date