

**SIERRA VISTA HOSPITAL
GOVERNING BOARD MEETING MINUTES**

March 28, 2023

12:00pm

**Elephant Butte Lake RV Resort
Event Center**

1. The Governing Board of Sierra Vista Hospital met March 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 12:00.

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- 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- Present
John Mascaro, City Manager EB- Present
Amber Vaughn, County Manager- Absent
Travis Day, JPC Chairperson- Present

VILLAGE OF WILLIAMSBURG

Denise Addie, **Secretary** – Excused

STAFF

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

GUEST:

Erika Sundrud, QHR, by WebEx
David Perry, QHR, by WebEx
Autumn Long, Trauma Manager
Bambi Mitchell, Trauma Coordinator
Dr. Garver, ESS
Gerald Schwind, Plant Operations

There is a quorum.

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4. Approval of Agenda

Bruce Swingle, Chairperson

Kathi Pape motioned to approve the agenda. Serina Bartoo seconded. Motion carried unanimously.

“Are there any items on this agenda that could cause a potential conflict of interest by any Governing Board Member?”

Bruce Swingle stated that he would abstain from the vote for item 8 B. SCRDA contract because he is a member of that Board and will hand the meeting over to Vice Chair, Kathi Pape for that item of business.

5. Approval of minutes

Bruce Swingle, Chairperson

A. February 28, 2023 Regular Meeting

Kathi Pape motioned to approve the February 28, 2023 minutes. Greg D’Amour seconded. Motion carried unanimously.

6. Public Input – None

7. Old Business-

Bruce Swingle, Chairperson

None

8. New Business-

A. Department Introduction – Trauma

Frank Corcoran, CEO, introduced Autumn Long, Bambi Mitchell and Dr. Garver.

Autumn Long gave a brief history of the trauma department, the improvements made over the last two years through education of nursing staff, and the preparation for redesignation coming up in May.

Dr. Garver praised the work that Autumn, Bambi, and our EMS do for the trauma program and explained what trauma activation involves.

Part of the redesignation/ certification application involves a resolution in support of the Trauma Program, a letter of intent and certifications and assurances which are all included in the Governing Board packet.

Discussion was held regarding the requirements for trauma levels one, two, three, and four and the difference in partial or full trauma calls. Community outreach projects including lifejackets and fall prevention equipment comes through grants from the trauma program.

1. Trauma Support Resolution 23-100

Greg D’Amour motioned to pass Resolution 23-100 supporting the SVH trauma program. Kathi Pape seconded. Motion carried unanimously.

B. Annual SCRDA Contract- Kathi Pape reported that this contract starts on page GB16. The contract was discussed in the Finance committee. John Mascaro stated that he would also have to abstain from the vote as he is the Vice Chair of the SCRDA Board.

Greg D’Amour motioned based on the recommendation of the Finance Committee, approval of the SCRDA contract. Art Burger seconded. Motion carried unanimously with Bruce Swingle and John Mascaro abstaining.

9. Finance Committee- Kathi Pape, Chairperson

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Kathi Pape and Frank Corcoran explained that the Finance Committee has reviewed the finances line by line and approved the February finance report. Ming will give a summary to the Governing Board and answer any questions that any Member has.

A. February Financial Report- Ming Huang, CFO, stated that the February Financial Report summary is on page FC5 of the packet. Days cash on hand at the end of February were 138 days. Accounts receivable net days were 27 and accounts payable days were 29. We had a net loss in February of (\$312,564) compared to a budget income of (\$40,282).

Gross revenue for February was \$4,549,211. Patients days were 98, 62 less than January. RHC visits were 697, 134 less than January. Outpatient visits were 930, 30 less than January and ER visits were 573, 100 less than January.

Revenue deductions were \$2,100,450 which included contractual allowances expenses and bad debt expenses. Other operating revenue was \$143,649 which includes our Medicaid supplement payments and our 340B revenue. Non-operating revenue was \$114,504.

Hospital operation expenses for February were \$2,606,248. Compared to budget, contract services expenses were over budget due to the payment for the surgery program of \$134,875. Repair/Maintenance expenses were over budget due to the remodel of the surgery department and repair of a sewer line.

EBITDA for February was \$102,138, which is a 4% margin. Year to date EBITDA is \$1,859,137 which is a 9% margin.

Surgery expenses started in November and will remain each month. Revenue from surgery should catch up within three to six months. Art Burger asked to see monthly what reoccurring and one-time expenses are.

Art Burger motioned based on the recommendation of the Finance Committee acceptance of the February financial report. John Mascaro seconded. Motion carried unanimously.

B. Dimar Fire Sprinkler Pump Replacement- Frank Corcoran, CEO, explained that this is the pump that primes our sprinkler system. The current pump was put in 10 years ago and it's failing.

Kathi Pape motioned based on the recommendation of the Finance Committee approval of the Dimar contract with the notation that the dates will be changed from January 31, 2023 to the date that the quotation is signed. John Mascaro seconded. Motion carried unanimously.

C. Resolution SOW- Frank Corcoran, CEO, said that Resolution is a part of Ovation that does revenue cycle and billing collections. We are in the process of switching from Athena to Cerner and Athena currently does the billing collections. Frank and Ming have investigated five other companies that provide this service and Resolution is the best fit for us. Resolution's percentage of collection is 3%, Athena's was 4%. Resolution has worked with us in the past when the hospital was in crisis.

Discussion was held regarding a possible conflict of interest and travel expenses.

Kathi Pape motioned based on the recommendation of the Finance Committee approval of the Resolution SOW. Serina Bartoo seconded. Motion carried unanimously.

10. Board Quality- Art Burger, acting Chair

A. Policies

- Updated MRSA protocol- Bettina
- Amiodarone Administration-Policy#513-01-017 Melissa B.

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- Antimicrobial Stewardship-Policy# 513-14-004 Melissa B.
- Do Not Use Abbreviations Policy#513-01-001 Melissa B.
- SVH Consent for Anesthesia Services-Sheila
- Anesthesia Record SVH-Sheila
- Consent Generalized SVH-Sheila
- Dr Walker Operative Note-Sheila
- Dr Walker Post Op DC-EGD/Colonoscopy-Sheila
- Dr Walker Post Op DC General-Sheila
- Dr Walker Pre-Op Orders-Sheila
- Dr Walker H&P Short Form-Sheila
- Post Anesthesia Evaluation-Sheila
- Post Anesthesia Orders for PACU-Sheila
- PreAnesthesia Consult SVH-Sheila
- Pediatric Intake Form- Dr Palin
- Clostridium Difficile Infection – Melissa Bierner

Art Burger stated that the Board Quality Committee met and reviewed all above listed policies and forms and motioned approval by the full Governing Board. Kathi Pape asked if the \$38 MRSA screening swab cost was a reimbursable cost. Frank replied that it is for inpatients and that is where we want to prevent the spread. Shawnee Williams seconded. Motion carried unanimously.

11. Joint Conference Committee Report, Kathi Pape

No meeting, no report.

12. Administrative Reports

A. Human Resources- LJ Baker, HR Manager, reported that priority of effort has shifted a bit. In addition to recruitment and retention, we are focusing on expanding opportunities for HSHS students. LJ will be talking with HSHS Administration about the S.O.A.R. (Students Observing Activities in Rural Healthcare) project. Our goal is to have this done before graduation. We have jobs available for students now in dietary and housekeeping.

Critical vacancies include LCSWs. Mary Pattridge will continue in a remote capacity moving forward. One of our recruiting companies is assisting us in the search for a Psychiatrist, RNs, MAs, and LPNs. These are hard positions for us to fill. Our wages are steady and are market and regionally competitive. Recent hires include a maintenance tech, materials management inventory clerk and a Behavioral Health NP. We are doing well retaining staff. We have nine contract staff and 15 travel staff currently.

There were no workers comp issues to report in February.

In conjunction with S.O.A.R., we are exploring opportunities for the creation of the G.O.O.S.E. (Grow Our Own Scholarship for Employees). This will help provide education for high school students through the S.O.A.R project as well as current employees who have the desire to move up within the hospital.

Katharine Elverum recommended bringing in Workforce Connection in Las Cruces as they have funds available for these kinds of projects.

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Art Burger asked for distinction of vacancies/ positions including existing staff to maintain operations, new positions due to expansion of services and renewal of services once provided but discontinued for some reason.

B. CEO Report- Frank Corcoran, CEO, reported that Senate Bill Seven passed. This bill provides revenue for rural healthcare to start new services and provides income for operational losses. House Bill 236, mandated nurse/ patient ratios, failed. We have requests for funds out to Senator Lujan and Representative Gabe Vasquez.

The Community Health Needs Assessment has been completed and the results will be shared at the Strategic Planning meeting on May 16th. The Wigwam event was a success. During the conference, QHR changed their name to Ovation to distinguish themselves from other QHR service lines.

A psychiatrist from Las Cruces has reached out to us to do some telemedicine services. CompHealth also has a candidate interested in coming here. We need to expand our Behavioral Health services as we move forward toward our future goals. COVID-19 is at 9% positivity rate of test performed at SVH. The severity and acuity levels have dropped considerably.

Cerner kick off is April 4th with an anticipated go live date in September. Gail Wegger will be providing quarterly updates on the progress of this EHR replacement.

Our second Roadrunner Food distribution event was held on March 14th. Approximately 90 people took advantage of this opportunity. Half of the participants were new to the event and the other half had attended the first event. Going forward, the event will be held on the third Friday of the month.

Our annual PM contract with Steris was up for renewal in early March. This is an ongoing contract. All of our sterile processing equipment has to be PM'd every year.

We have a leak somewhere in the courtyard or under the building. The leak is causing the boiler to lose water. Plant Operations Manager, Gerald Schwind, has a plan in place to find the leak and maintain the boilers until repair of the leak can be completed.

Art Burger asked for more details in the printed CEO report. Kathi Pape asked about the weekly report that the CEO was sending at one time.

C. Governing Board- Bruce Swingle, Chairperson

1. Bylaws Committee Appointments- Bruce Swingle asked if Greg D'Amour and Katharine Elverum would serve on the Bylaws Committee with John Mascaro.

2. Joint Conference Committee Appointment- Bruce Swingle asked Greg D'Amour to serve on the Joint Conference Committee with Kathi Pape.

3. Strategic Planning Workshop, May 16th 8:30am at EB Event Center- This will be a daylong event. Breakfast and lunch will be provided.

4. Special Hospital District Signature count and update- Art reported 53 signatures and provided his petition sheets. Katharine Elverum also provided her petition sheet. Travis Day stated that the JPC will be discussing a public forum event in May to educate the Community on the meaning of a Special Hospital District. The County Clerk will need all petition sheets turned in by mid-July.

At the February meeting, Bruce turned in 26 signatures and his petition sheets. Denise Addie reported 25 signatures.

Bruce reminded all Members that they are required to attend 80% of meetings. Reading provided packets and being prepared for meetings is the board members responsibility. It is very important to

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act civilly toward each other, to the staff and to the Administration. The tone at the top means everything.

Art Burger suggested that the Board Quality Committee and the Finance Committee be held a week or two before the Governing Board meeting so that the report from the Finance Committee and Board Quality Committee would be included in the Governing Board packet prior to the meeting. In addition, during every Executive Session, staff members are present, and it doesn't make sense that there is no opportunity to talk without staff members present. Art suggested an Executive session within executive session where staff members are asked to step out if there are sensitive issues to be presented.

Motion to Close Meeting:

Kathi Pape motioned to close the meeting and go into Executive Session, Serina Bartoo seconded, 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

Provisional:

Greg D'Amour , RPh, PhC

Two-year reappointment:

David Ishimitsu, 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. Ovation report to the Board Erika Sundrud, Ovation

Roll Call to Close Meeting – Jennifer Burns

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	

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 Action

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Provisional:

Greg D'Amour , RPh, PhC

Kathi Pape motioned to approve provisional privileges for Greg D'Amour. Art Burger seconded. Motion carried by majority with John Mascaro voting no and Greg D'Amour abstaining.

Two-year reappointment:

David Ishimitsu, MD (OnRad)

Kathi Pape motioned to approve two-year reappointment for David Ishimitsu. Art Burger seconded. Motion carried unanimously.

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. Ovation report to the Board
- No Action

15. Other

Next Regular Governing Board Meeting- April 25th , 2023 at 12:00, Finance Committee will meet April 25th at 10:30 and Board Quality will meet on April 24th at 12:00.

16. Adjournment

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

JB

4/25/2023

Jennifer Burns, Recording Secretary

Date

Bruce Swingle, Chairperson

Date