

**SIERRA VISTA HOSPITAL
GOVERNING BOARD MEETING MINUTES**

March 29, 2022

12:00pm

**Elephant Butte Lake RV Resort
Event Center**

1. The Governing Board of Sierra Vista Hospital met March 29, 2022, at 12:00 pm at Elephant Butte Lake RV Resort Event Center for a regular meeting. Greg D’Amour, Chairperson, called the meeting to order at 12:01pm.

2. Pledge of Allegiance

3. Roll Call

GOVERNING BOARD -----

SIERRA COUNTY

Stan Thompson, Member – Present
Kathi Pape, **Secretary** – Present
Greg D’Amour, **Chairperson**- Present

ELEPHANT BUTTE

Vacant
Katharine Elverum – Present

CITY OF T O R C

Bruce Swingle, Member – Present
Art Burger, Member- Present
Peggy (Cookie) Johnson, **Vice Chair**- Present

EX-OFFICIO

Amanda Cardona, Clerk VofW- Present
Stephen Archuleta, City Manager EB- Absent
Charlene Webb, County Manager- Present
Travis Day, JPC Chairperson- Present

VILLAGE OF WILLIAMSBURG

Denise Addie, Member – Present

STAFF

Frank Corcoran, CEO- Present
Ming Huang, CFO- Present
Sheila Adams, CNO- Present
Tim James, Director of HR- Absent
Heather Johnson, HIM Mgr.- Present
Zach Heard, Operations Manager

GUEST PRESENT

Erika Sundrud, QHR, present by phone

There is a quorum

Greg D’Amour welcomed Art Burger to the Board. The Board and Staff introduced themselves.

4. Approval of Agenda-

Greg D’Amour, Chairperson

Cookie Johnson motioned to approve the agenda. Kathi Pape seconded. Motion carried unanimously.

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“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

Greg D’Amour, Chairperson

A. March 7, 2022 Special Meeting Minutes-

Kathi Pape motioned to approve the Special Meeting Minutes. Katharine Elverum seconded.

Motion carried unanimously.

B. February 22, 2022 Regular Meeting Minutes

Cookie Johnson motioned to approve the Regular Meeting Minutes. Stan Thompson

seconded. Motion carried unanimously.

6. Public Input – No public input will be called for during this meeting as allowed by Section 10-15-1 Formation of Public Policy: A. State Policy on Open Meetings page 6. No one from the public called in on the number provided.

7. Old Business- None

8. New Business- None

9. Finance Committee- Cookie Johnson, Chairperson

A. February Financial Report- Ming Huang, CFO, on page seven, key statistics for February, patient days were 139 which is 33 less than January. There were 1,032 Outpatient visits. The rural health clinic had 545 visits, 12 less than January. ER had 534 visit, 142 visits less than January. Days cash on hand at the end of February were 181 days, 154 available. Accounts receivable net days were 29 and accounts payable days were 33. Most departments had lower census in February. PT did have a higher census in February.

On page FC13, income statement, gross patient revenue is \$3,575,083. Under contractual allowance expenses, we increased by about \$400,000 due to the Medicare cost report estimate. We estimate that we have been overpaid by Medicare by about \$500,000 so we increased the contractual allowances in February. That estimate is based on data from July through December. Under other operating revenue, \$226,400 was received from our 340B Pharmacy program. Under salary expenses, we had \$935,149 which is \$170,581 over budget. In February we were still paying all employees the 15% COVID hazard pay increase. Contract services were \$581,223 which is \$134,129 more than budget due to agency staffing expenses. Repairs and Maintenance were over budget by \$47,115 due to repairs to our electrical panel and maintenance of imaging PACS system.

EBITDA for February is (\$103,442) which is (5%). This is a result of the low census and low revenue in February as well as high contractual expenses. We have a net loss of (\$509,921). Year to date, EBITDA is \$5,824,323 which is 25%. Year to date, net income is \$2,551,039.

At the end of February, we had \$13,067,711 in the bank. Construction in progress is the amount that we have paid so far for the tunnel project. We will still owe approximately \$900,000 when the project is finished. The cost report settlement under liabilities includes the Medicare advance payment that we received and are paying back monthly.

Discussion was held regarding the PPE funds, Payroll protection, Medicare advance payments and how those funds are being spent.

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Cookie Johnson noted that the Safety Net Care pool money, which is \$1.3 million is now called TAP and HAP. We have not received that money in over a year. The Governor has signed a release of that money, but we don't know yet when we will get it. This is an estimated amount.

B. Retirement Match Payment

The retirement match payment is on page FC20 of the packet. This is the annual payment from 2021 into our employees retirement accounts. With our new retirement plan, monies are deposited every pay period. The total amount of the payment is \$100,237.

Cookie Johnson motioned to accept the February Financial Report including the retirement match payment. Kathi Pape seconded. Motion carried unanimously.

C. Consolidated Builders Estimate- Frank Corcoran, CEO, this is an estimate to repair our showers in the MedSurg unit. Shower pans were never installed in the bathroom floors only a sprayed compound was applied which failed and caused a leak into the lower floor ruining our nuclear medicine camera. This quote from Consolidated is to fix all 11 of those showers, one at a time.

Cookie Johnson motioned based on the recommendation of the Finance Committee, approval of the Consolidated Builders Estimate. Suing the company that did this wrong in the first place, would cost more than the repair. There is a state agreement with Consolidated Builders. Bruce Swingle seconded. Motion carried unanimously.

D. Siemens Service Quote- Frank Corcoran, CEO, this is a service and maintenance agreement for our ultrasound and echo machines. It is a renewal of the agreement at a cost of \$28,743.

Cookie Johnson motioned based on the recommendation of the Finance Committee, approval of the Siemens Service Quote. Kathi Pape seconded. Motion carried unanimously.

E. Non-Urgent Transport Van- Frank Corcoran, CEO and Brian Hamilton, EMS Manager, we need to transport our patients without using our EMS trucks in many cases. Behavioral health patients, VA patients and elderly patients that come into the ER with no ride home, can be transported in a non-urgent transport van. The van will serve multiple needs and provide a service to the community. Brian Hamilton, EMS Manager, further explained the needs and patient requirements. The EMS team prefers the side entry wheelchair entrance transport van. CMS has guidelines for reimbursement of these transports. This service line would be under the EMS Community services and have a PRC number. The company that the Van will be purchased from is considered sole source procurement as they will remodel and build the van for medical transportation.

Discussion was held regarding insurance and anti-donation.

Cookie Johnson stated that the Finance Committee reviewed this extensively and recommends approval of the purchase of the side entrance Non-urgent Transport Van in the amount of \$64,351.92. Kathi Pape seconded. Motion carried unanimously.

F. IT Management Proposals

Frank Corcoran, CEO

1. QHR
2. VACO
3. Mandry
4. Healthcare Triangle
5. ABBA

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Included in the packet is an IT Management Proposal summary page. Frank Corcoran explained that, right now, we have two IT staff members. One is the help desk person and the other manages servers and switches and Athena. The position of IT Manager has been open for six months and we have not received one application. These proposals include a CIO, Chief Information Officer. We will have a new EHR (electronic health records software system), and it will be imperative that we have strategic leadership that understands the IT world to help us.

Of the five listed above, we are asking for approval for the QHR proposal. The price is comparable and QHR is already involved with us. There would be extra cost for the EHR implementation and QHR will assist us in recruiting an IT Manager.

Cookie Johnson motioned based on the recommendation of the Finance Committee, approval of the IT Management Proposal with QHR. Kathi Pape seconded. Art Burger discussed his concerns regarding the EHR component that is missing from the QHR proposal. Motion carried unanimously.

There was no Board Quality Committee meeting prior to Governing Board.

10. Board Quality Committee- Denise Addie, Chairperson

A. Policy Review:

1. Suicide Prevention and Risk Assessment #280-01-132

Columbia-Suicide Severity Rating Scale

Sheila Adams, CNO, stated that the hospital did not have a suicide prevention or identification risk assessment policy. Med Staff did approve this policy at their meeting last week. With the Boards approval, this policy will go into effect May 1st. Education has been done with some of the staff. Clinical staff will be doing their education through HealthStream prior to going live. The ER already has a safe room. In the inpatient rooms upstairs, items would have to be removed for the safety of the patient per the policy. Documenting what is being done is critical to the hospital and the care of the patient.

Denise Addie motioned to approve the Suicide Prevention and Risk Assessment Policy. Katharine Elverum seconded. Motion carried unanimously.

11. Joint Conference Committee- Stan Thompson, Chairperson

A. No report

12. Administrative Reports

A. Human Resources- Tim James, HR Director

Frank Corcoran stated that Tim James has is out of the office and did not have an opportunity to do his report. We have hired two new people. A controller by the name of John Ruiz and an Infection Prevention Manager who will start in May.

B. CNO Report- Sheila Adams, CNO, the report is not included in the packet because Sheila took a well-deserved week off last week! Sheila did report that our first Passport USA nurse, Grace, is in house, settling in and doing well. Passport USA nurses cost us far less than traveling nurses. Traveler costs and rates are not declining anywhere at this time. Our new Infection Prevention Manager is certified in infection control and prevention by the board of infection control and epidemiology. We stole her from the VA! Two of the powerlifts for EMS have been installed. EMS participated in a disaster preparedness event at the Spaceport. Our EMS is the contracted provider for Virgin Galactic at the

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Spaceport. ED and the nursing unit is seeing an increase in volume so far in March. Influenza A is widespread at this time.

C. CEO Report- Frank Corcoran, CEO, we are still trying to find funds for the inpatient behavioral health project. Frank gave a presentation to the NMHA and Senators Lujan and Henrich staffers. Each of the Senators have reached out with suggestions and grant opportunities to help us. Travis Day stated that he too, has had conversations with Senator Henrich regarding this topic. The majority of the funds we need will go to building the facility. Remodeling the old hospital space is not a good option. Kathy Kunkle continues to stay in touch from the state.

We selected DMS to lease our full time MRI truck from and it should be onsite by April 6. The truck will be staffed by Radiology Monday through Friday for now. Two MRI's cover the cost difference from one day per week to full time onsite. Surgical services companies are few and far between so getting another quote to compare the RSSG proposal to has been difficult. RSSG wants to bring in a surgeon three days per week: two days in clinic and one day in surgery. Eventually we will build up to two days of surgery. Weekend surgeries would either be stabilized until the next week or transferred if emergent. Memorial has provided a contract for review that includes cardiology, ortho and surgery. Their surgeon would do one day in the clinic here and do scopes to start. The Memorial proposal will be presented at next months meeting along with the RSSG proposal.

In March we had one positive COVID test out of 200. Other areas are seeing the variants creep up and it may creep up here again after this drop off. We are still testing our unvaccinated employees and we have had a rush of Flu-A.

This week the construction crew will cut holes in the roof of the boiler room to connect the old utilities to the new. Next week we will have minimal shutdowns of electricity, water and plumbing that will only affect the old building and last for about 30 minutes.

The roof has been replaced on the Thrift store. Painting, plumbing and ramp repair will be done next by our maintenance department. It is our building, and we need to keep it in good shape.

We will have our 340B audit next week. This is a federal audit that will be done virtually. Sun RX is the company that helps us run the program and they will be onsite to participate in the audit. We expect the audit to go well.

D. Governing Board- Greg D'Amour, Chairperson, the strategic planning meeting is in two days. As the research into the behavioral health project showed us, we probably need to tear down the old building. Most everyone agreed. Greg stated that he is excited about the practitioners who are interested in coming into our community and helping us build a good, healthy, community hospital. The staff that we have right now, truly have their hearts into being at this hospital. Thursday should be filled with lots of thought, lots of planning and looking at service lines and developing them. Ming, the \$12 million man, does have a proposal and more details regarding investing the hospitals money. He will present this at the next Governing Board meeting.

Motion to Close Meeting:

13. 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:

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

- A. Provider Update Frank Corcoran, CEO
- B. Credentials Frank Corcoran, CEO

Not renewing or appointing

Robert Mullan, MD (Podiatrist, Las Cruces)

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

- A. Risk Report- Heather Johnson, HIM Mgr.

10-15-1 (H) 9 - Strategic and long-range business plans

- A. Laboratory Update Frank Corcoran, CEO
- B. COVID Restrictions Discussion Greg D'Amour, Chair
- C. QHR Report to Board, February Erika Sundrud, QHR

Roll Call to Close Meeting: Jennifer Burns

Kathi Pape, Secretary , Y	Katharine Elverum, Y	Art Burger, Y
Stan Thompson, Y	Bruce Swingle, Y	
Denise Addie, Y	Cookie Johnson, 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.**

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

- A. Provider Update
No Action
- B. Credentials

Not renewing or appointing

Robert Mullan, MD (Podiatrist, Las Cruces)
No Action

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

- A. Risk Report-
No Action

10-15-1 (H) 9 - Strategic and long-range business plans

- A. Laboratory Update
No Action
- B. COVID Restrictions Discussion
No Action
- C. QHR Report to Board, February
No Action

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15. Other-

Next regular meeting will be held Tuesday, April 26th at 12:00. Finance Committee, Tuesday, April 26th at 10:30 and Board Quality, Monday, April 25th at 12:00.

Greg D'Amour asked Art Burger to be part of the Board Quality Committee.

16. Adjournment-

Cookie Johnson motioned to adjourn. Kathi Pape seconded. Motion carried unanimously.

JB

4-26-22

Recording Secretary, Jennifer Burns

Date of Approval

Greg D'Amour, Chairperson