

**SIERRA VISTA HOSPITAL  
GOVERNING BOARD MEETING MINUTES**

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**April 25, 2023**

**12:00pm**

**Elephant Butte Lake RV Resort  
Event Center**

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1. The Governing Board of Sierra Vista Hospital met April 25, 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- Absent

**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- Absent  
Amber 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, Quality - Present

**GUEST:**

Erika Sundrud, Ovation  
David Perry, Ovation, by WebEx  
Angie Gonzales, City Manager, T or C

There is a quorum.

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Bruce Swingle read the following:

**Stipulation regarding Emergency meeting:** On March 31, 2023, the Governing Board of Sierra Vista Hospital held an emergency meeting. The meeting was called pursuant to NMSA 1978, Section 10-15-1 (H) 7.

**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. March 31, 2023 Emergency Meeting

B. March 28, 2023 Regular Meeting

Katharine Elverum motioned to approve both March 31 and March 28, 2023 minutes. Greg D’Amour seconded. Kathi Pape noted a correction to March 31 minutes as Shawnee Williams vote was not recorded in the roll call to close the meeting. Katharine Elverum amended her motion to approve with correction to the March 31 minutes. Greg D’Amour seconded. Motion carried unanimously.

**6. Public Input – None**

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

None

**8. New Business-**

A. Board Education Webinar- Kathi Pape, Vice Chairperson, stated that the Ovation Board Education webinar held on April 11 was excellent. It reminded her of the importance of conflict of interest and the way in which it is handled in Governing Board meetings. Greg D’Amour stated that the Bylaws Committee will be addressing this and policy and procedures to be ready for review at the strategic planning meeting on May 16.

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

A. March Financial Report - Ming Huang, CFO, directed the board to page FC5 of the packet. Days cash on hand at the end of March was 135 days. Accounts receivable net days were 23 and accounts payable days were 25. The net loss for March was (\$333,070) versus a budgeted net loss of (\$44,598).

Gross revenue for March was \$5,307,092 which is \$665,974 more than budget. Patient days were 76 which is 22 less than February. There were 934 RHC visits, 237 more than February. There were 999 outpatient visits, 69 more than February and 716 ER visits, 143 more than February. Revenue deductions were \$2,599,163 which is \$454,106 more than budget. Other operating revenue was \$191,665 and non-operating revenue was \$123,230.

Operating expenses for March were \$2,922,115. Contract services were over budget due to a payment for the surgery program of \$141,196, placement fees for behavioral health provider and quality director of \$63,250 and February and March service fees for IT project manager in the amount of \$51,844.

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EBITDA for March was \$100,715 versus a budget of \$372,488. Year to date EBITDA is \$1,959,852 versus a budget of \$3,292,314.

Collection for services rendered takes about two months. Some insurances take longer. Discussion was held regarding cost/ benefit studies for new services, reoccurring and one-time expenses and budget adjustments. Art Burger asked that the Finance Committee look at what we know so far regarding services, take into account trends with the big-ticket money items like sleep study and surgery and any work to be done on infrastructure. What are the continuing costs and when will we break even?

LJ Baker discussed recruiting and placement costs.

Art Burger asked that the monthly financial summary include one-time costs, information on special projects i.e., did it cost us money, will revenue be immediate, where will the break-even point be and where the funding will come from. After discussion, a quarterly report containing gross and net to date on surgery, sleep study, cardiology etc. will be prepared going forward. Budget adjustments may become quarterly. Bruce Swingle noted that our revenue is not down. We have over \$11 million in the bank, and we have had that for over a year. We have 135 days cash on hand in spite of all of the new services and expenses that come along with them. Financially, we are pretty solid.

Kathi Pape motioned based on the recommendation of the Finance Committee acceptance of the March financial report. Serina Bartoo seconded. Motion carried unanimously.

B. Budget Revision- Ming Huang, CFO, stated that the second column of the budget adjustment is the original FY23 budget. The third column is the adjustment amount that is being made and the final column is the revised budget. Gross patient revenue will increase by \$3,900,000. Revenue deductions will increase by \$5,100,000. Other patient revenue will decrease by (\$160,000). Other operating revenue will decrease by (\$350,000) and non-operating revenue will decrease by (\$450,000). Under expenses, supplies and professional fees will be reduced but contract services will be increased by \$430,000. Repairs/ maintenance will increase by \$50,000.

Overall, operating revenue will decrease by (\$2,160,000) and total operating expenses will decrease by (\$220,000). EBITDA will decrease by (\$1,940,000). The EBITDA margin will change from 13% to 8%. This budget revision is based on data from July 2022 through March 2023.

Kathi Pape motioned based on the recommendation of the Finance Committee approval of the budget revision. Denise Addie seconded. Motion carried unanimously.

C. Dingus / Auditor Contract- Ming Huang, CFO explained that Dingus is our auditing firm. The cost for our audit will increase due to the required single audit report for the provider relief funds that we received in 2021. The cost for the financial statement audit including the single audit is \$46,000. Dingus will also prepare our cost report for \$12,500.

Kathi Pape motioned based on the recommendation of the Finance Committee approval of the Dingus Auditor Contract. Denise Addie seconded. Motion carried unanimously.

D. Aesto SOW- Heather Johnson, explained that we will need this to extract and archive data from our legacy EMR, Athenahealth to our new EMR, Cerner. We looked at several other vendors and because we are smaller, Aesto will work best for us.

Kathi Pape motioned based on the recommendation of the Finance Committee approval of the Aesto SOW. Serina Bartoo seconded. Art Burger stated that under Important considerations there are several project tasks to be completed; is there a list of those tasks and are they defined? Heather Johnson explained what is required pre and post conversion. Art Burger wants those tasks specified in the contract.

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Heather stated that the deliverables are listed on the previous page. Art Burger ~~now wants~~ suggested the words “as defined on the prior page” be added to the important consideration segment.

The motion on the floor is to accept the Aesto SOW as is. A vote by show of hands showed five aye, two nay and Greg D’Amour abstained. Motion carried by majority.

Kathi Pape motioned to add an addendum to the contract as discussed above. Serina Bartoo seconded. Art Burger said that the amendment should be specified. The page titled Datacapture estimated timeline, under the first bullet under important considerations, references specifically the deliverables on the prior page. Motion carried unanimously.

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

A. Policies

Sheila Adams, CNO

- Adult Alcohol Withdrawal Policy#
- Propofol\_CS\_23 Policy#513-13-023
- SVH Rapid Response Policy - Policy # 005-01-036
- MEWS Policy# F-055-01-036-1
- RRT After Action report Form Policy# F-055-01-036-04
- RRT Evaluation Form Policy# F-055-01-036-03
- RRT Event Report Form Policy # F-055-01-036-02
- Urinary Catheters and reduction of CAUTI’s -Policay#690-05-012
- Indwelling Urinary Catheters and CAUTI – Policy#690-05-100

Denise Addie stated that the Board Quality Committee met on Monday and reviewed all above listed policies and forms and recommends approval as presented. All policies were reviewed by the Medical Staff.

Greg D’Amour motioned to approve all policies and forms listed. Denise Addie seconded. Motion carried unanimously.

**11. Joint Conference Committee Report, Kathi Pape. No Meeting/No Report**

Kathi Pape stated that scheduling this meeting should be discussed in the strategic planning meeting on May 16<sup>th</sup>.

**12. Administrative Reports**

A. Human Resources- LJ Baker, HR Manager explained the new layout for the HR report. We are still searching for a psychiatrist to expand our behavioral health program. Representative Tara Jaramillo will be coming on site for a tour of the old and new facility. Representative Vasquez toured the facility in February, and he is trying to get us some funds as well.

We have a strong candidate for the Clinical Coordinator position in the RHC. Contract and travel rates for nurses have come down and we are working to get permanent RNs on staff. There were only a couple of new hires this month. We had five terminations; three were involuntary. The staff that are leaving are exiting, primarily, for personal reasons.

Key initiatives include high school students coming to work through our S.O.A.R program and our G.O.O.S.E program for employees. Frank has challenged LJ to develop and expand external relations for the hospital.

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B. Nursing Services /CNO Report- Sheila Adams, CNO, reported that our travel nurse numbers change daily; we have two in the MedSurg unit. The census is running between 2-6 per day. Swing bed volume increased a bit. We are very focused on our transition to Cerner. Our nursing educator is working full time with Gail Wegger and the entire hospital staff.

We averaged about 23 per day in the ER in March. Patient feedback is positive in the ER. EMS is focused on A.L.I.C.E. training and will be teaching hospital staff soon. Processes continue to be refined for the surgery program. Overall, it's going smoothly, and we look forward to patient satisfaction returns.

The number of trauma's called in the ER and on scene by EMS increased in March. Our trauma survey that was scheduled in May has been canceled. The state has determined that the survey should be done by an outside entity. We did receive a new certificate and the survey will not be due for another year. It is unclear what the cost of the trauma survey will be or how long the certification will be for.

C. CEO Report - Frank Corcoran, CEO. Attached to the CEO report is a surgery service line productivity report. Through April 1<sup>st</sup>, we have done 285 visits, consults, procedures, endoscopes, and ED/ inpatient visits. The projected revenue is \$81,788.

We have added two water tanks for operational backup, and we have added AC units to Rehab Services.

COVID is currently at an 8% positivity rate. The end of the Federal public health emergency is officially May 11<sup>th</sup>. We don't know if this will affect telehealth, swing bed patients and the 96-hour rule.

The strategic planning workshop will be held on May 16<sup>th</sup>. Breakfast and lunch will be provided.

We have added an LCSW as a contract employee while we recruit a permanent staff member.

The second attachment to the CEO report is a timeline for the Cerner project.

1. 501(c)(3) *This item was accidentally skipped. It will be added to the May meeting agenda.*

D. Governing Board- Bruce Swingle, Chairperson, reported that the Denim and Diamond event was amazing! Please thank the Development Board for their sponsorship and the staff that put on an incredible event. Everyone had a great time, and we are probably looking at record numbers of funds being generated from the event. Leona and Jennifer were heavily involved in putting the event together, be sure to thank them when you see them.

1. Special Hospital District Signature count and update- 91 signatures to date. Continue to gather signatures. One page per person is all we ask.

Note: 41 additional signatures were turned in at today's meeting.

### **Motion to Close Meeting:**

Kathi Pape motioned to close the meeting and go into Executive Session. Greg D'Amour 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**

**SIERRA VISTA HOSPITAL  
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A. Privileges Frank Corcoran, CEO

**RadPartners - Delegated per Schedule 1:**

Patrick Kelly, MD *Provisional*  
Nuha Krad, MD *Provisional*

**RadPartners - Traditional to Delegated:**

Andrew Bruner, MD *2-year re-appointment*  
Lance Dell, MD *2-year re-appointment*  
Brian Evans, MD *Provisional*  
Vikas Menghani, MD *2-year re-appointment*  
Olga Molchanova-Cook, MD *2-year re-appointment*  
Robbie Shoots, MD *2-year re-appointment*

**Provisional to 2-Year:**

Ruth Bennett, DO  
Dawn O’Keefe, CNP  
Erica Palin, MD  
Sonia Seuffer, MD  
Shedthikere K. Murthy, MD Arena Health  
Audra Yadack, MD Arena Health  
Minnsun Park, MD LCCP

**2-Year Reappointment:**

Michael Pena, MD ESS

B. Dr. Glen Adkins Frank Corcoran, CEO

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

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

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

A. Compliance Zachary Heard, Operations / Compliance  
B. QAPI Ari Casal, Quality  
C. Ovation report to the Board Erika Sundrud, Ovation

**Roll Call to Close Meeting – Jennifer Burns**

Kathi Pape – Y	Katharine Elverum – Y	Serina Bartoo – Y
Art Burger – Y	Greg D’Amour – Y	Shawnee Williams - Y
Greg D’Amour – Y	Bruce Swingle – 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

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GOVERNING BOARD MEETING MINUTES**

**RadPartners - Delegated per Schedule 1:**

Patrick Kelly, MD                    *Provisional*  
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Lance Dell, MD                    *2-year re-appointment*  
Brian Evans, MD                   *Provisional*  
Vikas Menghani, MD               *2-year re-appointment*  
Olga Molchanova-Cook, MD      *2-year re-appointment*  
Robbie Shoots, MD                *2-year re-appointment*

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Dawn O’Keefe, CNP  
Erica Palin, MD  
Sonia Seuffer, MD  
Shedthikere K. Murthy, MD Arena Health  
Audra Yadack, MD Arena Health  
Minnsun Park, MD LCCP

**2-Year Reappointment:**

Michael Pena, MD ESS

Denise Addie motioned to accept all privileges listed above. Kathi Pape seconded. Motion carried unanimously.

B. Dr. Glen Adkins  
No Action

**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. Compliance  
No Action  
B. QAPI  
No Action  
C. Ovation report to the Board  
No Action

**15. Other**

The next regular meeting will be on Tuesday, May 23, 2023 at 12:00. Finance Committee will be at 10:30 on Tuesday, May 23. Board Quality will be on Monday, May 22, 2023 at 12:00.

**16. Adjournment**

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Denise Addie motioned to adjourn. Kathi Pape seconded. Motion carried unanimously.

JB

5/23/2023

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date