

**SIERRA VISTA HOSPITAL
GOVERNING BOARD MEETING MINUTES**

May 24, 2022

12:00pm

**Elephant Butte Lake RV Resort
Event Center**

1. The Governing Board of Sierra Vista Hospital met May 24, 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 12:11pm.

2. Pledge of Allegiance

3. Roll Call

GOVERNING BOARD -----

SIERRA COUNTY

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

ELEPHANT BUTTE

Vacant
Katharine Elverum – Present

CITY OF T OR C

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

EX-OFFICIO

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

VILLAGE OF WILLIAMSBURG

Denise Addie, Member – Present

STAFF

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

GUEST:

Erika Sundrud, QHR, present by phone
Moss Adams, present by phone

There is a quorum

4. Approval of Agenda

Greg D’Amour, Chairperson

Cookie Johnson motioned to approve the agenda. Katharine Elverum seconded. Motion carried unanimously.

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Greg D’amour called for a change of order to the agenda to allow Moss Adams to present the audit findings. Cookie Johnson motioned the change of order. Katharine Elverum seconded. Motion carried unanimously.

8. New Business-

A. FY21 Audit Report- Josh Lewis from Moss Adams, presented the findings from the year ending June 30, 2021 including required communications, financial statement trends, comparisons to other facilities and industry trends. Because of provider relief funds, a single audit was also required through the federal audit clearinghouse. Moss Adams assisted with drafting the Data collection form for submission. The audit report included an unmodified opinion, a report on internal control over financial reporting and on compliance and other matters as well as a report on compliance of the major federal program and internal control over compliance required by uniform guidance.

The unmodified opinion is the financial statements are properly stated within material limits in accordance with generally accepted principles. There were no findings noted in the other two reports.

The Board was informed that there were no significant changes to accounting policies, accounting estimates are reasonable and financial statement disclosures are complete and accurate. There were no misstatements and no uncorrected misstatements. There were no disagreements with management, no consultation with other accountants and no current year findings. The remainder of initial provider relief funding was recognized as revenue in 2021. The payroll protection program funds were recorded as revenue in 2021. In summary, there were no findings in the current year and no prior year findings.

Days cash on hand has improved from 35.5 in 2017 to 168.5 in 2021. Net account receivable days in 2017 were 50.7 down to 22.2 in 2021. Debt is coming down and cash is going up. Josh discussed liabilities and net assets, long-term debt to capitalization, financial position, operating revenues and expenses, operating margin, operating cash flow margin, excess margin and salaries and benefits.

A comparison to other facilities as well as industry trends was presented.

In summary, there are only clean opinions. There were no findings under any standards; very clean, no adjustments, no reportable findings at all.

Bruce Swingle congratulated Ming Huang, CFO, and the finance team for this exceptional audit.

Cookie Johnson motioned to accept the FY21 Audit Report and to share the report with the JPC. Bruce Swingle 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 Greg D’Amour, Chairperson

A. April 26, 2022 Regular Meeting Minutes

Katharine Elverum motioned to approve the minutes from April 26, 2022 regular meeting. 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.

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7. Old Business- None

9. Finance Committee- Cookie Johnson, Chairperson

A. April Financial Report- Ming Huang, CFO, on page FC6 of the packet, key statistics, in April, total patient days were 97, 44 days less than March. There were 1,105 outpatient visits which is 143 visits more than March. The RHC had 667 visits, 6 visits more than March. There were 639 ER visits, 11 less than March. EBITDA is 9%. Days cash on hand is 168 days, 145 days available. Accounts receivable net days were 25 and accounts payable days were 25.

Gross patient revenue for April was \$4,225,491 which is \$98,505 more than budget. Total revenue deductions were \$2,220,370. Other patient revenue is \$202,366 which is the quality incentive from the state. We also received \$49,529 from HRSA for vaccine confidence and a \$24,137 trauma grant. Both of these are listed under non-operating revenue. Total operating revenue is \$2,668,394.

Total salary and benefits are \$1,130,204 which is \$161,650 more than budget. Contract services were \$797,908 which is \$343,141 more than budget due to agency staffing costs. Total operating expenses were \$2,440,778 which is \$523,109 over budget. EBITDA is \$227,616 for April, \$6,365,382 year to date. The EBITDA margin percentage is 9%, 22% year to date. We had a net loss in April of (\$180,554). Year to date we have a net income of \$2,273,007.

At the end of April, we had \$12,375,798 in the bank. Under other receivables \$1.3 million of the \$1,774,522 is the safety net care pool funds that we have not received yet. We will owe \$775,646 when the construction project is finished. Under cost report settlement, \$364,000 of the \$874,294 is the balance that we owe Medicare for the advance payment. This will be paid in full within the next couple of months.

Cookie Johnson motioned based on the recommendation of the Finance Committee acceptance of the April Finance report. Bruce Swingle seconded. Motion carried unanimously.

10. Board Quality Committee- Katharine Elverum

A. Delineation of Privileges revision- Sheila Adams, CNO, best practice is to review these forms and remove anything that we are not able to do at our facility.

1. Neurology- The revision made to this form was the deletion of a service we no longer offer, EMG/NCV, and the addition of admit and discharge patients at Sierra Vista Hospital

2. Orthopedic- Admit and discharge patients was added to this form.

Katharine Elverum motioned based on the Board Quality Committee recommendation, approval of the Neurology and Orthopedic delineation forms. Denise Addie seconded. Motion carried unanimously.

11. Joint Conference Committee- Stan Thompson, Chairperson

A. Stan's Report- discussed at the Med Staff meeting was Tele psych credentialing and Dr. Palin's start date which will be sometime in August. Our vital blood inventory, usage and returns was discussed. Units of blood on hand will decrease slightly based on usage. If at any time we need more we will be able to get more. Returns cost the hospital approximately \$50,000 last year.

12. Administrative Reports

A. Human Resources- LJ Baker, Interim HR Director, Greg asked all board members to introduce themselves. LJ introduced himself and gave a quick background. Tim James and LJ put the April HR report together.

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Evaluations and competencies were at 22%, managers and leaders have been notified and this will be corrected. There were no workers comp submissions in April.

The turnover rate was 3%, our goal is to stay under 5%. We had four new hires in April and four terminations.

The annual turnover rate is 34% and we will try to bring that down. LJ stated that his focus is recruitment, staff stabilization and retention. We need to showcase our facility and our vision. We need to recognize achievement to stabilize staff. Educating, growing, and advancing the talent within our facility will help us keep the people within our facility. This will be our focus moving forward in HR.

We will reach out to colleges and technical colleges in the state to recruit young nurses. We continue to post locally and nationally for key positions. Postings will be reviewed and assessed for impact and the potential for recruiting success. We are trying to bring the travel rate down and the more nurses we can recruit, the less we will have to rely on contract or travelers.

Katharine Elverum thanked LJ for his service. Denise Addie shared a Facebook post from a friend who had great things to say about our ER and staff.

B. CNO Report- Sheila Adams, CNO, started out by giving huge KUDOS to the Employee Engagement Committee which is chaired by Heather Johnson. Hospital week was great with an event and prizes every day. Next year, board members will be assigned a day to attend the festivities.

C. CEO Report- Frank Corcoran, CEO, the COVID positive rate right now is at 11% up from 3% in April. We are seeing a trend and mirroring the numbers we saw last year at this time. We have five employees out with COVID and will begin weekly testing of all employees. The symptoms of COVID seem to be decreasing in severity. We have not admitted a COVID patient. We do have test kits available for home testing as well as on site testing at the hospital. We could see a surge after the Memorial Day weekend.

Dr. Sonia Seuffer has signed her contract and will be starting August 22, 2022 in the clinic. Dr. Palin sent a text this morning confirming that she wishes to join us and will sign her contract. We are still working on a locum to come in and help. Clinic visits are down because we are down providers.

There is not much movement on the Behavioral Health model, but we are still looking for funds. Frank attended a psychiatric conference and the number one thing that came out of it was a push by the President and a team to come up with a way to assess the psychiatric bed needs in a community. They created a simulation model that, based on ER visits, wait times, bed utilization and tons of other data will determine what your community needs for behavioral health beds truly are. Everyone at this conference had good ideas and they are all looking for funding, just like us. This assessment model was just released, and it can help us determine what the accurate number of beds would be for our area.

Fiesta was a lot of fun! Several SVH staff helped hand out about 30 cases of water. EMS was in the center of the parade and doing walking calls as they couldn't get out. They responded to 13 calls during the parade.

The crawfish boil was a huge success and the staff really enjoyed it. Maintenance and dietary really helped out. We would like to do one family style in the park!

The VA took in 47 patients from the behavioral health hospital in Las Vegas during the fire up north. The VA needed help with EVS (housekeeping) so we sent two members per day over to assist them with cleaning. Thank you to our EVS team for keeping our place clean and helping out at the VA.

D. Governing Board- Greg D'Amour, Chairperson, in the next day or two board members will receive a copy of the current Bylaws. All members should review the Bylaws and let Greg know what

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Roll Call to Close Meeting: Jennifer Burns
Katharine Elverum – Y Cookie Johnson - Y
Stan Thompson – Y Bruce Swingle – 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.

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

A. Provider Update
 No Action

B. Credentials

Provisional:

Omkar Vaidya, MD (Arena Health)

Two Year Reappointment:

Emmanuel Gallegos, MD (ESS)

Tahir Alkhairy, MD (OnRad)

Christian Ingui, MD (OnRad)

Nghi Lu, MD (OnRad)

Jason Lue, MD (OnRad)

Jose Ospina, MD (OnRad)

Atul Patel, MD (OnRad)

Alix Vincent, MD (OnRad)

Robbie Shoots, (Rad Partners)

Katharine Elverum motioned based on the recommendation of the Board Quality Committee, approval of all above listed provisional and two-year reappointments and recognition of those not renewing or reapplying. Denise Addie seconded. Motion carried unanimously.

Not renewing or reapplying:

Chenthuran Deivaraju, MD, Orthopedic Surgery

Rooshin Dalal, MD (OnRad) retired

Robert Rippner, MD (OnRad) retired

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. QAPI Report
 No Action

B. Strategic Plan Review
 No Action

C. QHR Board Report

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No Action

15. Plus Presentation

No Action

16. Other

Next Regular Governing Board Meeting will be held June 28, 2022 at 12:00. Finance Committee will meet on June 28, 2022 at 10:30. Board Quality will meet on Monday, June 27, 2022 at 12:00.

17. Adjournment

Katharine Elverum motioned to adjourn. Cookie Johnson seconded. Motion carried unanimously.

JB
Recording Secretary, Jennifer Burns

6/16/22
Date of Approval

Greg D'Amour, Chairperson