

**SIERRA VISTA HOSPITAL
GOVERNING BOARD MEETING MINUTES**

June 27, 2023

12:00pm

**Elephant Butte Lake RV Resort
Event Center**

1. The Governing Board of Sierra Vista Hospital met June 27, 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 12:04.

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- Excused

EX-OFFICIO

Amanda Cardona, Clerk VofW- Present
John Mascaro, City Manager EB- Present
Amber Vaughn, County Manager- Absent
Angie Gonzales, City Manager, Present
Travis Day, JPC Chairperson- Absent

VILLAGE OF WILLIAMSBURG

Denise Addie, **Secretary** – Absent

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

There is a quorum.

**SIERRA VISTA HOSPITAL
GOVERNING BOARD MEETING MINUTES**

4. Approval of Agenda Bruce Swingle, Chairperson

Kathi Pape motioned to approve the agenda. John Mascaro seconded. Bruce Swingle stated that item 12. C should be moved to Executive Session. Kathi Pape amended her motion to include moving item 12. C to Executive Session. Art Burger 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. May 23, 2023 Regular Meeting

Katharine Elverum motioned to approve the May 23, 2023 regular meeting minutes. Serina Bartoo seconded. Motion carried unanimously.

6. Public Input –

None

7. Old Business-

None

8. New Business-

None

9. Finance Committee- Kathi Pape, Chairperson

A. May Financial Report - Ming Huang, CFO, directed the Board to page FC5 of the packet. Days cash on hand at the end of May were 129 days. Accounts receivable net days were 25 and accounts payable were 28. We had a net loss of (\$324,195) in May. Gross patient revenue was \$6,288,038. Patient days were 78, 25 days less than April. Outpatient visits were 1,111, 85 less than April. RHC visits were 899, 152 more than April and ER visits were 755, 35 more than April.

Revenue deductions for May were \$3,400,094. Other operating revenue was \$48,929 and non-operating revenue was \$116,886 which includes a trauma grant in the amount of \$31,328.

Operating expenses in May were \$2,971,006. Contract services were over budget due to a payment to the surgery program of \$159,875, a placement fee of \$21,250 for our clinic coordinator, \$20,000 for coaching fees for Quality Director and three new agency staff in the clinic. Leases and rental expenses include \$15,615 for the generator.

EBITDA for May was \$101,577. Year to date, EBITDA is \$1,651,072.

Bruce Swingle noted that \$6.2 million is a significant milestone for our hospital. KUDOS to the hospital, the staff, and this Board. As you have revenue increases, you have cost increases, that’s just a fact of life. Kathi Pape pointed out that in house testing done in the lab is the highest it’s been in a year. Adding new services such as cardiology and surgery increases diagnostic testing. Katharine Elverum stated that the amount of money that number of days cash on hand represents would be helpful if added to the financial analysis page.

Kathi Pape motioned based on the recommendation of the Finance Committee acceptance of the May Financial report. John Mascaro seconded. Motion carried unanimously.

SIERRA VISTA HOSPITAL GOVERNING BOARD MEETING MINUTES

B. Phillips Bedside Monitoring / Cerner - Frank Corcoran, CEO. Phillips is the monitoring system we have in our ER and MedSurg. It monitors EKG, heartrate, vital signs, rhythm strips, etc. All of the data currently goes into Athena. When we go to Cerner, we will need the interface to put that data into Cerner. Using a comparative cost analysis, we got an offer price of \$88,150.38.

Kathi Pape motioned based on the recommendation of the Finance Committee, approval of the Phillips Bedside Monitoring System. Serina Bartoo seconded. After discussion and clarification, motion carried unanimously.

C. Generator Repair / Lease Replace Opt.- Frank Corcoran, CEO, reported that we are still working on getting quotes for repair or replacement and will have to defer this item to a later meeting.

10. Board Quality- Denise Addie, Chairperson – In Denise’s absence, Shawnee Williams reported that the Board Quality Committee met on Monday and reviewed the Risk report, Executive Dashboard, and privileges all of which will be reviewed in closed session. There were no policies to review.

John Mascaro motioned to approve the Board Quality report. Art Burger seconded. Motion carried unanimously.

11. Joint Conference Committee Report, Kathi Pape. There was no Joint Conference Committee meeting, however, Kathi Pape did attend the Medical Staff meeting. The meeting is well conducted, they discuss many issues that are going on in the hospital and it’s a very good meeting overall.

12. Administrative Reports

A. Human Resources - LJ Baker, HR Director, reported that HR’s priority of effort is recruitment, retention, and support for our expanding services. We currently have 214 employees and are still onboarding new folks. Our turnover rate is about 2.8%. Last month we had three involuntary terminations and three voluntary terminations.

Our critical recruitments are still focused on Psychiatrist, Physical Therapist, Speech Therapist and Director of IT. New hires include housekeepers and business office personnel.

We continue to engage with our State and Federal Representatives and Community engagement regarding the Special Hospital District. LJ and Sheila attended a strategic planning meeting in Santa Fe hosted by the NMHA. Behavioral Health was a big focus for the State. The plans we had for the old building fall right in line with the future of Behavioral Health in New Mexico. There was no change to contract staff compared to last month. We plan to have an onsite job fair within the next 90 days.

Discussion was held regarding the current number of staff versus one year ago and our turnover rate.

B. CNO Report - Sheila Adams, CNO, stated that nurses, ER, Surgery, Cardiopulmonary and MedSurg are working hard preparing for the transition to Cerner. Armband and medication scanning has increased from 18% one year ago to over 70% due in large part to Melissa Bierner’s work with labeling in the pharmacy. House officers are now called Nursing Leadership Council and are validating bedside shift reports and hourly rounding.

The emergency department is focusing on actions that can further reduce 72 hour returns to the ED.

EMS and Community Health have exceeded May’s visits and transports and we are only at mid-month. Surgical procedures continue to increase each week. Dr. Walker has been well received in the community and satisfaction surveys should be out by July 1st. Sleep study scheduling continues, and those

**SIERRA VISTA HOSPITAL
GOVERNING BOARD MEETING MINUTES**

numbers are picking up. The Trauma survey is still pending, and the state has decided they will not hire an external agency to do those surveys. Over the Memorial Day weekend, the trauma team handed out over 270 life vests for free. Bambi Mitchell, Autumn Long and Amber Milo are trained to fit the life vest properly on kids. They will be out there during the 4th of July weekend too.

C. CEO Report

Frank Corcoran, CEO

Moved to closed session.

D. Governing Board - Bruce Swingle, Chairperson, reported that he attended the NMHA Strategic Planning meeting along with many other Board members from around the state. Healthcare in the state of New Mexico is at a critical state of the highest order according to the former superintendent of insurance for the state. Our Governor is pro healthcare, but policy decisions have been problematic for the healthcare industry; same goes for our Legislature. Trial lawyers and tort liability, insurance companies backing out of New Mexico, manpower shortages and special interest groups; all combined make the future uncertain. It doesn't look good!

When you have a good CEO, you have to make the effort to keep the CEO. The life expectancy of a CEO is 2.5 years. The most significant role of a Board member is to ensure the success of the CEO. If he's successful, all other things fall in order. Board education and training is critical.

The retired CEO presenter at this meeting handed out a Board member pledge / Code of Conduct. Bruce asked all board members to review it and make recommendations for any changes. This will be an item on the July meeting agenda. Other hospital boards have added an agenda item called Mission Minute. This is a patient story told by the staff who were involved in the situation.

1. Special Hospital District Signature count and update- Bruce Swingle stated that we have until July 14th to get the signatures turned in to the County. We need a minimum of 550 to be safe.

2. Budget Revision Resolution- At our meeting in April, we approved a budget adjustment. We need to ratify the resolution that had to accompany the budget revision that was sent to the state.

John Mascaro motioned to approve Budget Revision Resolution 23-103. Serina Bartoo seconded. Motion carried unanimously.

3. Mission / Vision / Values Update - Katharine Elverum stated that she and Greg met to combine the various mission, vision and values provided by some members of the board. After input and discussion, it was decided that Frank and his team will write the Mission / Vision / Values statement and present it at the July meeting.

4. Bylaws - Katharine Elverum asked for questions or suggestions regarding the recently revised Bylaws. Bruce stated that he thought they were done very well. The change to the dollar value that needs approval by the Board sparked the most conversation during the revision process. There is no dollar amount stated but the procurement code is referenced as guidance for the CEO.

After discussion, it was decided that legal counsel should review this issue and advise. This will be brought back to the July meeting.

Motion to Close Meeting:

Kathi Pape motioned to close the meeting and move into executive session. Serina Bartoo seconded.

**SIERRA VISTA HOSPITAL
GOVERNING BOARD MEETING MINUTES**

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. Provider Contract Frank Corcoran, CEO
 - 1. Jaime Maxham-Robillard, NP
 - B. Privileges Frank Corcoran, CEO
- See attached.**

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

- A. Risk Report Frank Corcoran, CEO

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 | Serina Bartoo – Y |
| Art Burger – Y | Shawnee Williams - Y | |
| Bruce Swingle – Y | John Mascaro – 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.

Note: Serina Bartoo and Shawnee Williams left the meeting during closed session

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

- A. Provider Contract
 - 1. Jaime Maxham-Robillard, NP

Katharine Elverum motioned to approve the contract for Jaime Maxham-Robillard. Kathi Pape seconded. Motion carried unanimously.

- B. Privileges
- See attached.**

John Mascaro motioned to approve all Privileges attached as presented. Katharine Elverum 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

**SIERRA VISTA HOSPITAL
GOVERNING BOARD MEETING MINUTES**

Note: There was no action required for the CEO report.

15. Other

The next Regular/ Annual Meeting will be held on July 25, 2023 at 12:00. Finance Committee will meet on July 25, 2023 at 10:30 and Board Quality will meet on July 24, 2023 at 12:00.

16. Adjournment

Kathi Pape motioned to adjourn. John Mascaro seconded. Motion carried unanimously.

JB

7/25/23

Jennifer Burns, Recording Secretary

Date

Bruce Swingle, Chairperson

Date