

**SIERRA VISTA HOSPITAL
GOVERNING BOARD MEETING MINUTES**

June 28, 2022

12:00pm

**Elephant Butte Lake RV Resort
Event Center**

1. The Governing Board of Sierra Vista Hospital met June 28, 2022, at 12:00 pm at Elephant Butte Lake RV Resort Event Center for a regular meeting. Greg D’Amour, Chairperson, Cookie Johnson, Vice Chairperson and Kathi Pape, Secretary were unable to attend the meeting. Bruce Swingle chaired the meeting in their absence and called the meeting to order at 12:15 after Stan Thompsons arrival.

2. Pledge of Allegiance

3. Roll Call

GOVERNING BOARD -----

SIERRA COUNTY

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

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**- Excused

EX-OFFICIO

Amanda Cardona, Clerk VofW- Present
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
David Perry, QHR, present by phone

There is a quorum

4. Approval of Agenda

Bruce Swingle, Member

Denise Addie motioned to approve the agenda. Katharine Elverum 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 Bruce Swingle, Member

A. June 16, 2022 Special Meeting Minutes

Denise Addie motioned to approve the June 16, 2022 Special Meeting minutes. Art Burger seconded. Motion carried unanimously.

B. May 24, 2022 Regular Meeting Minutes

Stan Thompson motioned to approve the May 24, 2022 Regular Meeting minutes. Denise Addie 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.

7. Old Business-

None

8. New Business-

None

9. Finance Committee-

***The finance committee meeting was cancelled**

A. May Financial Report- Ming Huang, CFO, on page FC5 of the packet, key statistics for May, total patient days were 109 which was 12 days more than April. Outpatient visits were 923 which was 182 visits less than April. There were 547 RHC visits, 120 visits less than April. There were 757 ER visits, 118 visits more than April. Days cash on hand at the end of May were 162, 147 available. Accounts receivable net days were 26 and accounts payable days were 45.

On page FC11, income statement, gross patient revenue in May was \$4,711,436 which is the highest month for FY22. Contractual allowances were \$2,148,729. The amount was reduced by \$200,000 as a result of the mini cost report assessment conducted by David Perry. Under other operating revenue (\$764,593) is a result of the HAP/TAP (Medicaid supplement from the state). In the past, the hospital has received approximately \$2.1 million, for FY21 the state only gave us \$1.7 million. The negative number is a result of the \$400,000 adjustment for FY21 and current year FY22 for a total of \$714,000. Under non-operating revenue, \$417,000 of \$538,200 is from House Bill 2, a one-time payment. In May, we reduced the 340B revenue by \$171,000 due to over payment in February. Total operating revenue is \$2,150,719. Total operation expenses were \$2,427,299. EBITDA was (\$276,579) and (13%). The net loss for May is (\$687,537). Year to date, we have a net income of \$1,585,469. EBITDA year to date is \$6,088,803 and 20%.

On page FC14, balance sheet, we have \$12,011,608 in the bank. Construction in progress is \$954,129. We still have \$250,000 to pay to the construction company when they are finished. Cost report settlement is \$66,640 because we recorded a \$200,000 receivable and we are still repaying the Medicare Advance payment.

Art Burger motioned to approve the May Financial report. Katharine Elverum seconded. Motion carried unanimously.

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B. BCI Strategic Marketing Proposal- Frank Corcoran, CEO, starting on page FC18 is a four-piece marketing proposal from the group that we are currently using for our magazine and some digital marketing. Today's presentation is just for discussion and feedback. AdBank is how we would promote new service lines and new physicians. This is very important information to get out to the community. The cost of AdBank is \$35,400 annually. The second piece is Website development. There is an upfront cost of \$15,000 and a monthly fee from \$400 to \$500 per month. There are several things missing from our current website. We are currently paying a local person to maintain our site and she does a good job with what we provide her. Franklinfoundation.org is maintained by the group that we are proposing to go with. The third piece is the magazine that we currently send out twice per year. We will send a magazine out in October that focuses on breast cancer awareness. Discussion was held regarding the effectiveness of printed material versus digital options. Bruce Swingle pointed out that on page FC18, second paragraph, a 1% reduction in outmigration could generate \$1,951,990 in additional revenue. Marketing the hospital and stopping that outmigration could significantly help the hospital. Art Burger will continue to push for evidence based, targeted avenues for marketing.

BCI representatives will present to the full Governing Board at a future date.

10. Board Quality Committee- Denise Addie, Chairperson, stated that Board Quality did meet on Monday, June 27 and reviewed the following agenda items.

A. Med Staff Report- Sheila Adams, CNO, discussion at Med Staff included our new physicians, telemedicine with Dr. V and surgical services.

Denise Addie motioned to approve the Med Staff report. Stan Thompson seconded. Motion carried unanimously.

B. Policy Review- Sheila Adams, CNO, the massive transfusion policy verbiage has been changed to say that we will have enough inventory to sustain a massive hemorrhage. Because of the amount of blood that we send back, the blood bank has reduced what is available to us. We do have enough but the policy needed to reflect this.

The change on the Standing Orders employee health form is the addition of the QuantiFERON Gold which is a blood test for TB.

1. Massive Transfusion Protocol-Trauma- Autumn Long RN- Policy #585-01-021
2. Standing Orders form revision

Denise Addie motioned based on the recommendation of the Board Quality Committee to approve the Massive Transfusion Protocol Policy and the Standing Orders form revision. Art Burger seconded. Motion carried unanimously.

C. Quarterly Blood Utilization- Sheila Adams explained that page BQ14 shows the amount of blood that we have returned since April 2021. In reviewing our usage, we will no longer carry B or AB type blood because we haven't used it in several years. O can be used in place of B or AB.

11. Joint Conference Committee- Stan Thompson, Chairperson

No report

12. Administrative Reports

A. Human Resources- LJ Baker, Interim HR Director, this report starts on page GB14 of the packet. The current human resources priority of effort is staffing and policy refinement. HR is working on critical vacancies and recruitment seeking former military service members as well as establishing communication with local high schools, technical colleges, community colleges and universities.

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Financially, we are trying to replace the traveler positions with permanent hires. The billing rate had been up to \$150 per hour, it's now at \$110 per hour.

The turnover rate is 3% for May. There were three involuntary terminations in May. There were no workers comp claims submitted.

HR assistant, Susanah Sivage, is doing an outstanding job onboarding new hires and processing key documents. We are taking a proactive approach to prevent any potential Human Resources legal concerns.

B. CNO Report- Sheila Adams, CNO, the census for MedSurg was down in May. ER has been extremely busy. Emergency is working on a rapid response team policy in collaboration with RT, EMS, pharmacy, and Lab. Trauma will be at the lake over the 4th of July weekend handing out lifejackets and bottles of water. Trauma was recently granted \$83,000 to continue the fall risk program and the prevention of drowning and near drowning program.

Bettina Fitzgerald, Infection Prevention, has completed the documentation and status for CMS requirements and started the antibiotics stewardship program in the clinic.

Sandy Garcia, QHR, assisted with identifying opportunities to improve the OR when surgical services resume later this year.

C. CEO Report- Frank Corcoran, CEO, 14% of the patients that we have tested in June are COVID positive. This is up from last month. We did vaccinate 22 patients at the last COVID vaccination clinic. We received funds for a vaccination promotion allowing us to give a \$50 gift card to those who get either their booster or initial shot.

Chartspan has been discussed and we are aware of the social media comments. We have 225 patients enrolled in this service. If a patient wants to disenroll there is a phone number for them to call and we have that number in the clinic. Feedback indicates that those who are using it are happy with it. There is a copay for the 20-minute call.

Telemedicine visits with Dr. V go live on June 29. He is an internal medicine, nephrologist, and intensivist. We have a back-log of patients because we are down a provider, and this will help us catch up with care. The Arena Health Teleneurologist and Telepsychiatrist are going through credentialing now and will start when they are approved.

We received an update on Victor; the gentleman that had a medical episode at our meeting a couple of months ago. He is back home, back to work and wants to thank the board, our staff, the EMS crew, ER staff and nurses. Everyone took great care of him, and he feels like if the event had happened somewhere else, he may not have survived.

Bruce Swingle asked about the vaccination percentage for the county. Sheila Adams stated that as of today, 71% of the county has at least one vaccination.

D. Governing Board-

1. Bylaws Revision- Bruce Swingle stated that after the Special meeting on June 16th where the Bylaws were revised and approved, it was decided that additional language needed to be added to section 7.2. specifying when the annual CEO evaluation would be held, at least annually *in May*.

Stan Thompson motioned to add the words in May to the second sentence of section 7.2. Denise Addie seconded. Motion carried unanimously.

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Motion to Close Meeting:

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, 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:

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

A. Provider Update Frank Corcoran, CEO

B. Credentials Frank Corcoran, CEO

Provisional:

Sharon Roni (Arena Health)

Two Year Re appointments:

Estela Rubin

Pierre Lanthiez (OnRad)

Daniel Lucas (OnRad)

Jonathan Meyer (OnRad)

Charles Davis (OnRad)

Robert Reuter (OnRad)

Huma Qureshi (OnRad)

Nancy Sagona (OnRad)

Peilin Reed (OnRad)

Jeffrey Caverly (OnRad)

Not renewing or reapplying:

Farhad Keliddari, MD (OnRad resigned)

Ashraf Suliman, MD (withdrew application)

David Hochhauser, MD (ESS)

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. QAPI Sheila Adam, CNO

B. QHR Board Report Erika Sundrud, QHR

Roll Call to Close Meeting:

Jennifer Burns

Stan Thompson – Y

Katharine Elverum – Y

Bruce Swingle - Y

Art Burger – 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.

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

A. Provider Update

No Action

B. Credentials

Provisional:

Sharon Roni (Arena Health)

Two Year Re appointments:

Estela Rubin

Pierre Lanthiez (OnRad)

Daniel Lucas (OnRad)

Jonathan Meyer (OnRad)

Charles Davis (OnRad)

Robert Reuter (OnRad)

Huma Qureshi (OnRad)

Nancy Sagona (OnRad)

Peilin Reed (OnRad)

Jeffrey Caverly (OnRad)

Not renewing or reapplying:

Farhad Keliddari, MD (OnRad resigned)

Ashraf Suliman, MD (withdrew application)

David Hochhauser, MD (ESS)

Denise Addie motioned to approve all above listed credentials as presented. Art Burger seconded. Motion carried unanimously.

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

A. Risk Report-

Denise Addie motioned to accept the risk report. Katharine Elverum seconded. Motion carried unanimously.

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

B. QAPI

No Action

C. QHR Board Report

No Action

15. Other

Bruce Swingle asked that department presentations resume at each meeting. Prior to the pandemic, a department Manager and representatives would come and speak to the Board about various topics and success or struggles in their departments.

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In addition, this is Stan Thompson’s last meeting. We are going to miss Stan and we thank you for your years of service to the Board. There is cake! Bruce Swingle read the certificate of appreciation, and everyone applauded.

Next Regular Governing Board Meeting will be held July 26, 2022 at 12:00. Finance Committee will meet on July 26, 2022 at 10:30. Board Quality will meet on Monday, July 25, 2022 at 12:00.

16. Adjournment

Katharine Elverum motioned to adjourn. Art Burger seconded. Motion carried unanimously.

JB

7/26/22

Recording Secretary, Jennifer Burns

Date of Approval

Bruce Swingle, Acting Chairperson