

**SIERRA VISTA HOSPITAL
GOVERNING BOARD MEETING MINUTES**

September 21, 2021

12:00pm

**Elephant Butte Lake RV Resort
Event Center**

1. The Governing Board of Sierra Vista Hospital met September 21, 2021, 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 12:25pm.

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, Member
Katharine Elverum – Present

CITY OF T O R C

Bruce Swingle, Member – Present
Rolf Hechler, Member- Present
Peggy (Cookie) Johnson, **Vice Chair**- Present

EX-OFFICIO

Amanda Cardona, Clerk VofW – Present
Vicki Ballinger, City Manager EB- Absent
Charlene Webb, County Manager- Present
Travis Day, JPC Chairperson-Absent

VILLAGE OF WILLIAMSBURG

Denise Addie, Member – Present

STAFF

Frank Corcoran, ICEO- Present
Ming Huang, CFO- Present
Sheila Adams, CNO- Present
Tim James, Director of HR- Present
Heather Johnson, HIM Mgr.- Present

GUEST BY PHONE

Scott Towle, QHR
Keith Jackson, QHR
Erica Sundrud, QHR

There is a quorum

Greg D’Amour stated that, during roll call, we heard an old name re-stated. Our Interim CEO, Frank Corcoran, reported for duty on Monday, September 20. Frank, Sheila, and Greg had a meet and greet meeting on Sunday. Greg stated that he has received comments that the atmosphere at the hospital is nice. That kind of feeling with a new CEO coming in is nice.

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Frank Corcoran stated that he has been in healthcare for about 31 years. He has been involved in a number of turnaround projects and that is how he originally came to SVH. It is nice to come back to folks who know who you are. That lessens the anticipation of a new CEO coming in. My goal is to create a family atmosphere that is community and service oriented. We are here for healing!

4. Approval of Agenda- Greg D'Amour, Chairperson

Cookie Johnson motioned approval of the agenda. Stan Thompson 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. September 9, 2021 Special Meeting Minutes-

Cookie Johnson motioned approval of the September 9, 2021 Special Meeting Minutes. Stan Thompson seconded. Motion carried unanimously.

B. August 26, 2021 Regular Meeting Minutes-

Katharine Elverum motioned approval of the August 26, 2021 Regular Meeting Minutes. Denise Addie seconded. Motion carried unanimously.

6. Public Input – There were no calls from the community. Ann Filosa, former Board member, stated that she came to welcome Frank Corcoran back. In addition, the Board for Community Health Foundation Thrift store, which raises funds for the hospital, has asked that Frank become a member of their Board as an ex-officio member.

7. Old Business-

A. Cardiology PSA- Frank Corcoran, ICEO, there are a few things in the contract that need to be cleared up. One is cost and fair market value. Two is the intangibles. A proforma should be prepared and a meeting with the Cardiologist will be scheduled soon. Having this service is very important and needed but it will be a couple of weeks before we can determine if this is financially feasible.

B. Echo Tech Contract- Frank Corcoran, ICEO, Cardiologist need to have echoes, similar to an ultrasound on the heart and we would need an echo tech to perform those. We could either hire our own or use their echo tech. This ties in with the contract and Frank will be working on both.

Cookie Johnson motioned to approve Frank Corcoran's report and table both the Cardiology PSA and Echo Tech contract until next month's meeting. Kathi Pape seconded. Motion carried unanimously.

C. Employee Retirement Options- Tim James, HR Director & Ming Huang, CFO- Tim has not had time to investigate the possibilities of changing and or improving the retirement plan yet. At the annual meeting in July, lengthy discussion was held regarding the current retirement program for SVH employees. Ming was asked to come up with some numbers and Tim was asked to come up with some ideas and option so that when we give that match, we give a corresponding match to all employees. Tim stated that there are a lot of moving parts to this.

Cookie Johnson motioned to table the employee retirement options discussion until the next meeting. Katharine Elverum seconded. Motion carried unanimously.

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8. New Business- None

9. Finance Committee- Cookie Johnson, Chairperson

A. August Financial Report- Ming Huang, CFO, on page 17 (key statistics) patient days were 178, 12 days more than July. Outpatient visits were 1162 which is 280 visits more than July. Rural Health Clinic had 546 visits which is 225 less than July. There were 793 ER visits, 121 more than July.

EBITDA for August is 29%. Days cash on hand at the end of August were 165, 112 available. Accounts receivable net days were 22, account payable days were 26.

Most departments have higher statistics when compared to July. The RHC and behavioral health were down due to one Provider being out for the entire month. In addition, Dr. Adkins was out for a couple of days for Trauma training and our behavioral health Provider was out for one week on vacation.

Gross revenue for August was \$4,614,742 which is the highest month we've had. Revenue deductions for August were \$2,169,694. Other operating revenue was \$244,398. Total operating revenue was \$2,825,379.

Salaries and benefits were over budget by \$4,785. Contract Services were \$423,407. Other operating expenses were \$52,162 which is \$21,000 more than budget due to legal expenses.

EBITDA margin for August is 29%, year to date 26%. Net income for August was \$430,771, year to date net income is \$581,296. August and July were good months.

Total cash in the bank at the end of August was \$10,983,276. Under other receivable, \$1,378,805 is the safety net care pool from the state. We received \$360,000 in August but they still owe us \$1.3 million. There is \$2,431,941 under liability for the Provider Relief Funds. Scott and Ming are working on reconciliation, and it will be finished by the end of September. At the October Board meeting, Ming will be able to let the Members know how much of the \$2.4 million we can recognize as income. Under Cost Report Settlement, \$1,867,845 is the amount we still owe and are paying back to Medicare for the advance payment that we received.

Kathi Pape asked what unapplied liabilities in the amount of \$396,215 is. Ming explained that these are payments that we have received from insurance, but we do not know where to apply the payment. The paperwork showing explanation of payment comes in after the payment in many cases.

Cookie Johnson motioned based on the recommendation of the Finance Committee, approval of the August Financial report. Kathi Pape seconded. Motion carried unanimously.

B. AGNS Construction/ CHF Thrift Store- , Ming Huang, CFO, we purchased the CHF Thrift Store building in November or December 2014 for \$160,000. We receive \$1,400 in rent each month. There is a water leak in the roof, and we have received two quotes, one to repair the roof and one to replace the roof. The cost to replace the roof is \$38,301.73. The cost to repair the roof is \$32,700. We are asking the Board to approve replacement of the roof.

Cookie Johnson motioned based on the recommendation of the Finance Committee, approval of the contract with AGNS Construction for the replacement of the roof at the CHF Thrift Store. Kathi Pape seconded. Motion carried unanimously.

C. 340B Administrative Services Agreement- Sheila Adams, CNO, this is an extension to an agreement that is already in place. This addendum will add specialty drugs to the 340B program that we are part of. We made about \$500,000 with this program last year. This addendum could bring us another

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\$500,000. Frank Corcoran originally set up this program when he was here as Interim CNO. Davis Fleck has joined the program and Wal-Mart has always been a part of it.

Cookie Johnson motioned based on the recommendation of the Finance Committee, approval of the 340B Administrative Services Agreement. Kathi Pape seconded. Motion carried unanimously.

10. Board Quality Committee- Denise Addie, Chairperson

A. Med Staff- Stan Thompson attended the Med Staff meeting of September 16. Discussion was held at this meeting regarding the Trumont Apprenticeship for registered nurses. SVH has one nurse going through this program. There were no committee reports. There were many policies to review but not enough time to go through them all. They did approve the policy below.

1. Policy-

- Timely Reporting of Critical Laboratory Panic Values- Policy #030-01-027

Denise Addie stated that the Board Quality Committee reviewed this policy during their meeting on September 27. Sheila Adams explained that Dr. Jeremy Parson, Director of Lab, met with our Physicians and developed this policy with their input. The purpose of the Timely Reporting of Critical Values is to have a systematic procedure for reporting critical values to ordering provider and to establish guidelines to delineate responsibility to improve communications of critical test results among caregivers.

Denise Addie motioned to approve the Timely Reporting of Critical Laboratory Panic Values Policy. Rolf Hechler seconded. Motion carried unanimously.

B. Safety Committee 8-12-21 Meeting- Sheila Adams, CNO, the safety committee is working well. Environment of care rounds are being conducted in each department. We are requesting badge swipe (card readers) in the capital budget for FY23 as our surgery area is not locked down. We also looked at missed opportunities for security and escorting patients and staff when they need assistance. We have a proposal for additional security cameras that will go to Frank for review. Lane Zeitler left SVH and the Emergency Preparedness Committee. He did a debriefing before he left regarding the Code 10 we had in July (code 10 is an influx of patients) and minor opportunities for improvement were identified. The Hazardous Waste Committee is making sure we are compliant with correct labeling and that our manifest comes back to us appropriately. Medical Equipment Management has reviewed the Bio-Medical equipment list for PMs to make sure those are done. We added the eyewash station and emergency shower in the laboratory to be checked as they were not on the check list.

Stan Thompson added that there are new ER docs coming soon.

11. Administrative Reports

A. Human Resources- Tim James, HR Director, this report contains both July and August data. New Hire orientations, certifications, licensures, and annual training are all at 100%. Evaluations and competencies are off track due to changes in Management and the COVID public health order. There were no workers comp claims in July or August.

The turnover rate for July and August was 3%. The average rate for FY22 is 3%. Our target is less than 5%. We had 181 employees on the first day of July and 179 on the last day of August. We have 157 full-time employees, eight part-time, 13 PRN and one temporary employee. There were nine new hires and 11 terminations: nine voluntary and two involuntary. The annual turnover rate for FY22 is 11 terminations over an average of 180 staff equals 6%.

We have three contract staff: one in Lab, one in PT and one in Clinic. We have 11 travel staff: four in ED, six in MedSurg and one in Lab. The Lab and PT positions will be with us hopefully for the next three

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years as the company we have contracted with pays all of the expenses and we get them for a much better rate than travelers.

The bulk of the effort in HR has been working out the logistics of complying with the Public Health Order.

We have had to increase the RN traveler billing rate from \$95 per hour to \$135 per hour. We received no submissions at that rate and have now increased the billing rate to \$150 per hour. Discussion was held regarding religious exemptions. They are very difficult to disprove. We lost five employees specifically due to the mandate. We lost some others for various reasons.

Katharine Elverum stated that she spoke with Workforce Connection, they can help the hospital two-fold. If the people that the hospital needs qualify for on-the-job training, they will pay $\frac{3}{4}$ of the salary for these people for up to six months while they are being trained. Workforce also has a scholarship program where they will pay up to \$5,000 per calendar year towards a degree. It is a fairly easy process and Workforce will do most of the paperwork. Tim stated that we have worked with Workforce in the past.

B. General Hospital/ CNO- Sheila Adams, CNO, Greg D'Amour stated that Sheila has been leading our triad of Administration and therefor the CEO report is wrapped in with the CNO report. Tim and Ming have had ancillary duties in addition to their regular duties in the last couple of months.

Sheila stated that COVID testing of our staff is going well with few incidents. House Supervisors are performing COVID testing for staff working nights and weekends. Reaction was positive for the most part to the temporary increase for hazard pay.

The first few weeks of October will be spent on Quality measures and the dashboard. Leaders are collecting data for dashboard reporting. Review and revision of quality policies is in progress. A quality report will be ready in October. Nursing sensitive indicators continue to be discussed in each staff meeting. End of life care training was conducted for our staff by one of the Hospice providers here in town and was well attended. It was recorded for those who could not attend.

With travel contracts now at \$150 per hour, we have been able to renew two of the nurses so far and this will get us through the holidays to the middle of January. Double time has been offered to regular staff for shifts over their regular scheduled shift.

Sheila and House Officers are monitoring staff for fatigue. Nursing services are taking donations of small water bottles and non-sweet snacks for donation to the elementary and middle schools in Sierra County. Our EMS staff lead by Brian Hamilton, participated in a community clean-up last weekend.

C. CEO Report- Frank Corcoran, ICEO, reported that when he left SVH, the new hospital facility was just shell space. The finished facility is very impressive with a good flow from the Clinic to the ancillary areas and there is adequate parking. The staff was very engaged, and most were familiar. There are exciting things going on and these are exciting times.

D. Governing Board- Greg D'Amour, Chairperson, thanked Sheila Adams, Tim James and Ming Huang for the job they did in the interim of getting Frank here. Further he is thankful for the team that the Governing Board has developed into

We are each appointed as Governing Board members by one of the four entities. Our responsibility is to the Board (in Greg's opinion). We have Ex-officio members from the entities who are welcomed into the Governing Board group. If a report needs to go back to the entities and their community, that report, again in Greg's opinion, should come from the Ex-officio member and not from the Hospital

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Board member. Neither the JPA nor the Governing Board Bylaws address this issue. Greg asked the Board members and Ex-officios to think about this. If the Hospital becomes a Special Hospital District, everything will change. Either way, the focus of the Board should be that healthcare of the community is provided by the Hospital. The reason for the two boards (JPC and Governing Board) originally was to keep the politics out of the Governing Board. This Board has been so productive in what we have accomplished and how well we've worked together. After the first of the year, we will look at the Bylaws. Does how Board members report to their entities need to be addressed by our Bylaws? Greg will be talking to the entities about his thoughts on this and he asked the Ex-officios present to mention it to their people as well. We will have more discussion about this before the first of the year.

Motion to Close Meeting: Greg D'Amour read the following

12. 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. Credentialing

Provisional-

Bharat Mocheria, MD (OnRad)

Supriya Gupta, MD (OnRad)

Patrick McCarthy, MD (OnRad)

Nicolaus Kuehn, MD (OnRad)

Terry Boulware, MD (Southwest Heart PC)

Sonda Boulware, CNP (Southwest Heart PC)

Two Year to Two Year Re-Appointment

John Garver, DO (ESS)

Andrew Bruner, MD (RadPartners)

Olga Molchanova-Cook, MD (RadPartners)

B. Clinic Manager Contract

C. Staffing Management

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

A. Risk Report

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

A. Hospital Leadership/ Management

B. QHR Board Report Sept. 21

C. Projects 20-21

D. Behavioral Health Proposal

E. Managed Care Assessment

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Roll Call to Close Meeting: Jennifer Burns

Kathi Pape, **Secretary**, Y
Stan Thompson, Y
Rolf Hechler, Y
Denise Addie, Y

Katharine Elverum, Y
Peggy (Cookie) Johnson, **Vice Chair** Y
Bruce Swingle, Y

13. 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.**

NOTE: Katharine Elverum left the meeting during closed session and did not vote on any of these agenda items.

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

A. Credentialing

Provisional-

Bharat Mocheria, MD (OnRad)
Supriya Gupta, MD (OnRad)
Patrick McCarthy, MD (OnRad)
Nicolaus Kuehn, MD (OnRad)
Terry Boulware, MD (Southwest Heart PC)
Sonda Boulware, CNP (Southwest Heart PC)

Rolf Hechler motioned to approve all above listed provisional appointments. Denise Addie seconded. Motion carried unanimously.

Two Year to Two Year Re-Appointment

John Garver, DO (ESS)
Andrew Bruner, MD (RadPartners)
Olga Molchanova-Cook, MD (RadPartners)

Rolf Hechler motioned to approve all above listed two year to two-year re-appointments. Denise Addie seconded. Motion carried unanimously.

B. Clinic Manager Contract

No action.

C. Staffing Management

No action.

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

A. Risk Report

Cookie Johnson motioned to approve the Risk Report. Rolf Hechler seconded. Motion carried unanimously.

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

A. Hospital Leadership/Management

No Action.

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B. QHR Board Report Sept. 21

No action.

C. Projects 20-21

No action.

D. Behavioral Health Proposal

Cookie Johnson motioned to postpone action on the Behavioral Health Proposal until our management team can speak to Scott Towle and his team and have our attorney review the proposal. After which a special meeting may be called to discuss and or act on the Behavioral Health Proposal.

E. Managed Care Assessment

No action.

14. Other

The next regular meeting will be held on Tuesday, October 26 at 12:00. Finance Committee will be held on Tuesday, October 26 at 10:30. Board Quality will be held on Monday, October 25 at 12:00.

15. Adjournment

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

JB
Recording Secretary, Jennifer Burns

10-26-21
Date of Approval

Greg D'Amour, Chairperson