

**Guadalupe County Hospital and New Mexicare Inc.
Hospital Conference Room**

**Regular Monthly Board Meeting
Thursday, May 25, 2023**

MINUTES

CALL TO ORDER: The meeting was called to order at 9:00 am by Chairman Keith Ross.

ROLL CALL: Other board members present were Yolanda Tenorio, Erasmo Bravo, Yvette Griego and Peter Tormos.

OTHERS PRESENT: Staff present were Frank Tenorio, Assistant Administrator; Randal Brown, MD; Mandelyn Cordova, RN/DON; and Sunshine Zamora, Accounting Department Head.

APPROVAL OF AGENDA: Erasmo Bravo made a motion to approve the Agenda as presented. Yvette Griego seconded the motion. Motion passed.

APPROVAL OF MINUTES: Yolanda Tenorio made a motion to approve the minutes of April 27th, 2023. Yvette Griego seconded the motion. Motion passed.

DEPARTMENT AND OPERATIONAL IMPROVEMENT REPORTS:

- 1. County Report:** County Commissioner, Randal Brown, provided a report on behalf of Guadalupe County. Dr. Brown stated that the budget was approved and discussed Guadalupe County's reserves that are held for Guadalupe County Hospital. The indigent process between the County and Guadalupe County Hospital was also discussed.
- 2. Administrator's Report:** Frank Tenorio presented the Census Report and Balanced Scorecard reports (attached). Inpatient discharges in April were 10. ER visits were 227, above the 5-year average and identical to April 2022. Outpatient visits were below the 5-year average and similar to 2022. Frank noted the downward trend in 2023 due to fewer respiratory panels. Pain procedures were 37, still well below average and below 2022. Frank informed the Board of Medicare's prior authorization requirement for pain procedures. A short dialogue was held about the pain clinic.

Six patient experience survey responses were received in April. Overall HCAHP score and Discharge Process were 33%, medication communication score 50%, and follow up calls 100%. Days cash on hand went down to 433, net days in A/R increased from 52.4 to 69.4. Frank informed the Board that inpatient volumes have been low, thus the increase in A/R. Net margin is still negative but slightly better at (-17.78%). Frank mentioned that transfer agreements are in place with UNM and Christus St. Vincent. Both hospitals have been running over 100% capacity, which may delay transfers. However, GCH has other options and has transferred to other facilities with bed availability.

3. Laboratory, Infection Prevention and Risk Management Report:

Lab - Frank Tenorio stated that the Lab's CLIA certificate expired on May 7th, 2023, due to the NMDOH CLIA office not conducting a survey at GCH. The CLIA office was contacted two

weeks prior to the expiration and are aware of the expired certificate. The new CLIA surveyor stated the lab could continue to operate and will be notified when the next survey will take place. Frank mentioned that an individual in the community will be getting a bachelor's degree in biology in the fall and has expressed interest in working in the lab. At this point, a weekend call position is available.

Infection Prevention – Frank Tenorio mentioned that Jason Sanchez participated in the last infection prevention committee meeting. Frank also reported that GCH has switched waste management and shredding vendors, as the current vendor failed to meet its commitments.

Risk Management – Frank informed the Board that a current risk management case is still pending and the Board was made aware of a new case.

4. **Nursing Report:** Mandy Cordova reported that an agency nurse has joined the staff and a second will be joining to help cover vacations. Two new PRN nurse techs have also been hired. Mandy also reported that there was one finding related to EMTALA during a recent New Mexico Department of Health (NMDOH) survey. A training was held and the policy was reviewed during a nurses meeting. The plan of corrections has been completed and submitted to the NMDOH. Mandy mentioned that there has been some difficulty with patient transfers due to the lack of availability of EMTs.
5. **Medical Staff Report:** Dr. Brown spoke about the pain clinic's prior authorization process. Dr. Brown indicated that pain clinic patients are required to have physical therapy prior to having a pain procedure. A new pain clinic nurse practitioner has been hired by Sunrise Medical Group and will assist with patient consults. A discussion was held about EMS transfers, EMT staffing shortages, and services.

FINANCIAL REPORTS:

1. **Guadalupe County Hospital April 2023 Financial Reports:** Sunshine Zamora presented the financial reports. She reported that GCH's net equity or fund balance is \$24,147,428.51. Sunshine reported that \$580,292.27 Employee Retention Credit (ERC) has been accounted for bringing April to \$304,451.17. The year-to-date net loss is \$1,029,331. **Yolanda Tenorio made a motion to approve the financial reports for GCH for April 2023. Yvette Griego seconded the motion. Motion passed.**
2. **New Medicare Inc. April 2023 Financial Reports:** Sunshine Zamora reported that there was a net income of \$5,688.77 in April. The year to date net gain is \$55,502.44. **Erasmio Bravo made a motion to approve the April 2023 New Medicare financial reports. Peter Tormos seconded the motion. Motion passed.**
3. **New Medicare Inc. FYE2024 Budget:** Sunshine Zamora presented New Medicare, Inc. budget for FY 2024. **Peter Tormos made a motion to approve the New Medicare, Inc. budget for FY 2024. Yvette Griego seconded the motion. Motion Passed.**

GUADALUPE COUNTY HOSPITAL ACTION ITEMS:

- 1. REH Update (Report only)** – Frank Tenorio reported that GCH’s application to transition to an REH was denied by CMS due to the NMDOH not having rules and regulations in place. Frank mentioned that Christina sent an email notifying NMDOH of the CMS denial. Secretary Allen replied to the email, stating that rules and regulations will be in place by July 1st. GCH will reapply for the REH status at the beginning of June.
- 2. DOH Survey Update (Report only)** – Frank Tenorio reported that a 2567 report from the NMDOH was received for a survey that took place in October. All items that were cited in the report have been corrected with one pending. The plan of corrections has been submitted to the NMDOH. A second 2567 report was received from a focused survey that took place in April that was related to EMTALA. The plan of corrections has been completed and submitted to the NMDOH. Christina Campos followed up with the NMDOH to determine if another 2567 will be sent to GCH as part of a shortened survey. No response has been received from NMDOH.

NEW MEXICARE INC. BOARD INITIATIVES AND OTHER ACTION ITEMS:

- 1. High School Senior Scholarships:** Applications for a non-high school and high school student were received. (Dannica Saiz and Celina Jaramillo). **Peter Tormos made a motion to approve the scholarship applications. Moe Bravo seconded the motion. Motion passed.**
- 2. Board Term Renewals:** Yolanda Tenorio’s and Erasmo Bravo’s third terms end June 30, 2023. Both agreed to serve a fourth and final term in compliance with the board bylaws. **Peter Tormos made a motion to accept Yolanda Tenorio’s and Erasmo Bravo’s fourth term. Yvette Griego seconded the motion. Motion Passed.**

EXECUTIVE SESSION: There was no Executive Session held.

CREDENTIALS AND PRIVILEGING: None

NEXT MEETING – DATE AND TIME: The next meeting is scheduled for Wednesday, June 21, 2023.

MEETING ADJOURNMENT: **Having completed the business at hand, Chairman Keith Ross adjourned the meeting at approximately 10:55 am.**

Respectfully submitted:
Frank Tenorio, Guadalupe County Hospital Assistant Administrator

Yolanda Tenorio, Board Secretary

Date