

**April 27, 2026**

**SOUTH CENTRAL COLFAX COUNTY SPECIAL HOSPITAL DISTRICT BOARD  
REGULAR BOARD MEETING  
6:30 PM**

**PLACE:**

**Colfax General Long Term Care, Dining Room, 615 Prospect Ave. Springer, NM 87747  
6:30 pm**

<https://us02web.zoom.us/j/88076726715?pwd=JGnV1mqJ5Dc9By6DfVK9gZwkDUM0Xv.1>

Meeting ID: 880 7672 6715

Passcode: 810682

## Agenda Items & Discussion

1. Call Meeting to order – 6:30 p.m.

1. Chairman Boe Lopez called meeting to order at 6:30 PM.

2. Roll Call

2. Members present at time of Roll Call– Chairman Boe Lopez, Vice Chair Louise Portillos, and Debra Chris Campbell.

Members absent – Treasurer/Secretary Kaycee Sandoval and Trustee Fred Martinez.

Additional staff present – Nursing Home Administrator Ashley DeHerrera, Clinics Administrator Annabelle Sillas-Graves, HR Generalist Teresa Ebell, and Business Officer Analy Tellez.

3. Approval of Agenda

3. Chairman Lopez entertains a motion to approve agenda as presented. Portillos motions to approve the agenda, Campbell seconds, all in favor, motion carries.

4. Review/Discuss/Approve March 23, 2026 Regular Board Meeting Minutes

4. Portillos motions to approve the March 23, 2026 Regular Board Meeting Minutes as presented, Campbell seconds, all in favor, motion carries.

5. Public Comments (Limited to 3 minutes per person) – *This item is for information purposes only and not for discussion or debate, to inform the Board of an issue or concern that would not be addressed on the agenda during business session of the meeting. Because of time constraints, the public comments from members of the public are limited to three minutes, unless approved by the presiding officer of the meeting.*

5. None.

6. Board Reports
  - a. Chairman/Vice Chair Report
  - b. Board Docket
  - c. Committee Reports

7. Review/Discuss/Approve March/April 2026 Nursing Home Administrator Report for Colfax General Long Term Care and Colfax General Laboratory

6.
  - a. Nothing to report.
  - b. Nothing to report.
  - c. It was noted that a Finance Committee meeting had been held. Discussion was deferred until later in the meeting when additional members joined.

7. Ashley DeHerrera presented the Licensed Nursing Home Administrator's Report for March/April 2026. She provided updates regarding GO Bond funding and ongoing construction planning for the new long-term care facility. Financial updates included current operating expenses, anticipated cash flow concerns, and interim budget preparation, including discussion of possible mill levy allocation models. Ashley also reviewed staffing stabilization efforts, noting a continued reduction in agency staffing usage, current census numbers, and respite admissions. Additional updates included submission of Rural Healthcare Delivery Fund Stabilization Grant applications, anticipated HCQS quality funding, life safety compliance waivers, Blue Cross Blue Shield reimbursement reconciliation efforts, expanded mobile and homebound laboratory services, and the laboratory's recent survey with no deficiencies cited.

Portillos makes a motion to approve March/April 2026 Nursing Home Administrator Report, Campbell seconds, all in favor, motion carries.

8. Review/Discuss/Approve March/April 2026 Clinics Administrator Report for Cimarron

8. Annabelle Sillas-Graves the Clinics Administrator Report Administrator's

Healthcare Clinic, Moreno Valley Healthcare Clinic, and Moreno Valley Urgent Care @ AF Resort

Report for March/April 2026. She provided updates on grant applications submitted for each clinic facility, provider productivity and activity reports, portable x-ray inspection and radiology service updates, and ongoing discussions regarding potential property and land options for the Angel Fire clinic project.

Campbell makes a motion to approve March/April 2026 Administrator Report for CHC and MVHC and MVUC, Portillos seconds, all in favor, motion carries.

9. Review/Discuss IPRA Requestor Report March 2026

9. The Board reviewed the IPRA Request Report for March 2026.

10. Review/Discuss/Approve March 2026 Compliance Report

10. Compliance Report Attached by Teresa Ebell, HR Generalist.

- a. Nursing
- b. Personnel/Staffing
- c. Trainings
- d. Grievances

Campbell makes a motion to approve March 2026 Compliance Report, Portillos seconds, all in favor, motion carries.

11. GO Bond Updates

11. Administration provided updates regarding GO Bond funding allocations, payments, debt levy tracking, reimbursement processes, and establishment of the GO Bond account structure.

12. Capital Outlay Project Updates

- a. Notice of Obligations & Payment Statuses

12. a. Administration reviewed current capital outlay project funding balances and expenditures, including updates on construction funding, furniture procurement planning, and maintenance building funding. Information reviewed as part of project updates. No separate action taken.

13. New Long Term Care Building – Project Updates

- a. Review/Discuss/Approve Pay App #26 and #27

14. New Moreno Valley Healthcare Clinic – Project Updates

15. Financial Review

- a. Review/Discuss/Approve March 2026 Financial Reports

16. Old Business

17. New business

- a. Review/Discuss/Approve FY2026 Q3 Financial Report to be submitted to DFA

- 13. a. Pay App #26 and #27 is reviewed by board. Chairman Lopez entertains a motion to approve, Campbell motions to approve Pay App #26 and #27, Portillos seconds, all in favor, motion carries.

- 14. Additional discussion occurred regarding potential clinic properties in Angel Fire and continued planning efforts.

- 15. a. Cheryl presented the March 2026 Financial Reports and reviewed the District’s current financial position, including GO Bond cash reclassifications, monthly operating losses, cash flow concerns, and the potential need to utilize the line of credit for upcoming expenses and construction reimbursements. Discussion also included preparation of the FY2027 budget, the importance of using realistic clinic revenue projections, employee raises and benefit costs, and travel reimbursement procedures. The Board requested staff bring back a revised policy addressing meal reimbursements while continuing to allow hotel expenses on district credit cards.

Portillos makes a motion to approve March 2026 Financial Reports, Campbell seconds, all in favor, motion carries.

- 16. There was no old business to report.

- 17. a. Campbell makes a motion to approve FY2026 Q3 Financial Report to be submitted to DFA, Portillos seconds, all in favor, motion carries.

- b. Review/Discuss/Approve Head Lice Policy and Procedure
- c. Review/Discuss/Approve Issuance of Request for Proposals for the Procurement, Design, and Construction of a Prefabricated Maintenance Building for Colfax General Long Term Care in Springer, NM (RFP No. 2026-01)

18. Executive session pursuant to NMSA 1978, Section 10-15-1(H)(2) to discuss limited personnel matter involving staffing at SCCCSHD facilities and to discuss the Performance and Evaluation of the Licensed Nursing Home Administrator and Clinics Administrator, and under Section 10-15-1(H)(7) because discussions may include issues subject to the attorney client privilege pertaining to threatened litigation in which the District may become a participant.

b. The Board discussed a newly developed policy following a recent incident. Portillos makes a motion to approve Employee Head Lice Policy and Procedure, Cambell seconds, all in favor, motion carries.

c. Portillos makes a motion to approve Issuance of Request for Proposals for the Procurement, Design, and Construction of a Prefabricated Maintenance Building for Colfax General Long Term Care in Springer, NM (RFP No. 2026-01), Campbell seconds, all in favor, motion carries.

18. Chairman Lopez entertains a motion to enter into Executive session pursuant to NMSA 1978, Section 10-15-1(H)(2) to discuss limited personnel matter involving staffing at SCCCSHD facilities and to discuss the Performance and Evaluation of the Licensed Nursing Home Administrator and Clinics Administrator, and under Section 10-15-1(H)(7) because discussions may include issues subject to the attorney client privilege pertaining to threatened litigation in which the District may become a participant.

Cambell made a motion to enter Executive Session, Portillos seconded the motion.

Roll call vote was taken: Lopez – yes; Portillos – yes; Campbell – yes; Sandoval – absent; Martinez – absent. Motion passed.

The Board entered Executive Session at 7:31 p.m.

19. Reconvene in Open Session - Take Necessary Action, if any, on matters discussed in Executive Session and on Administrators' Performance Evaluation and Any Related Compensation or Bonus.

19. Board returns to open room. Portillos made a motion to reconvene in Open Session, Campbell seconded the motion.  
Roll call vote was taken: Lopez – yes; Portillos – yes; Campbell – yes; Sandoval – absent; Martinez – absent.  
Motion passed. The Board reconvened in Open Session at 8:18 p.m.

Chairman Lopez stated that no action was taken during Executive Session.

20. Board Concerns

20. Board Member Luis Portillos expressed concerns regarding food trays, dishes, and food items being left out in resident areas for extended periods of time. He also shared comments received from residents regarding desserts and treats that had previously been offered more frequently. Administration acknowledged the concerns and stated they would review the dietary schedule and resident meal preferences with staff.

21. Set Day & Time of Next Regular Meeting – May 25, 2026 (Subject to change due to Memorial Day Holiday)

21. The Board discussed rescheduling the next regular meeting due to the Memorial Day holiday and member availability. Administration will coordinate with legal counsel and provide proposed meeting dates, likely before May 18, 2026. Possible meetings in Cimarron and Angel Fire were also discussed.

22. Adjournment

22. Portillos made a motion to adjourn the meeting, Campbell seconded the motion, all in favor, motion carried.

The meeting adjourned at 8:23 p.m.

Respectfully submitted,

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Ashley DeHerrera  
Nursing Home Administrator

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Annabelle Sillas-Graves  
Clinics Administrator

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Boe Lopez, Chairman  
Louise Portillos, Vice Chair