

**August 25, 2025**

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

**PLACE:**

**Cimarron Healthcare Clinic, Conference Room - 31039 B Hwy 64 Cimarron, NM 87714**

**Zoom Meeting Link**

**<https://us02web.zoom.us/j/85928276160?pwd=43u9heIqAoZung05pfm49DMhPVf6qq.1>**

**Meeting ID: 859 2827 6160**

**Passcode: 221149**

## 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 – Chairman Boe Lopez(zoom), Vice Chairman Louise Portillos(zoom), and Trustee Bruce Jassman(zoom). Treasurer/Secretary Nate Lay.

Members absent – Trustee Fred Martinez.

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

3. Approval of Agenda

3. Lopez entertains a motion to approve agenda. Portillos motions to approve the agenda, Jassman seconds, all in favor, motion carries.

4. Review/Discuss/Approve July 28, 2025 Regular Board Meeting Minutes

4. a. Portillos makes a motions to approve the July 28, 2025 Borad Meeting Minutes as presented, Lay 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. Public Comment – Roger Smith Mr. Smith recommended that the Board consider meeting twice a month, at least temporarily, to better manage the workload related to the new long-term care project. He noted that the current agenda is very full, including regular district reports, major discussions on the new facility, approval of furnishings, GO bond

issues, and project change orders, along with questions about the facility's opening. He expressed concern that such significant matters may be too much to deliberate in a single meeting and suggested that more frequent meetings would better serve constituents.

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

6.
  - a. None.
  - b. None.
  - c. Finance committee did not meet due to it falling on the week that Nursing Home staff were to attend a Conference. Meetings will continue next month.

7. Review/Discuss/Approve July/August 2025 Nursing Home Administrator Report for Colfax General Long Term Care and Colfax General Laboratory

7. Report attached by Nursing Home Administrator Ashley DeHerrera. No questions from the board. Lay makes a motion to approve July/August 2025 Nursing Home Administrator Report, Jassman seconds, all in favor, motion carries.

8. Review/Discuss/Approve July/August 2025 Clinics Administrator Report for Cimarron Healthcare Clinic, Moreno Valley Healthcare Clinic, and Moreno Valley Urgent Care @ AF Resort

8. Administrator Report presented by Annabelle Sillas-Graves. It was reported that All Star Billing will be phased out effective October 1, with Burke Billing, which currently handles urgent care billing, assuming responsibility for all three facilities. September will be used to transition data. Burke will charge 7% of collected payments, which includes coverage of her own staff costs. Credentialing services will transition to a Utah-based group on a fixed-rate contract of \$1,000 per month, with an additional \$175 per month for each added provider. This new arrangement is expected to reduce credentialing expenses by approximately two-thirds compared to All Star.

The Board was also informed that legal counsel is involved in pursuing recovery of approximately \$38,000 in overcharges from All Star Billing. The Board discussed a proposal from Angel Fire Resort to sponsor its annual Winter Ball, with sponsorship levels ranging from \$250 to \$5,000. Some members expressed support for participation as a way to strengthen community relations and visibility for the clinics, while others raised concerns about budget limitations. It was noted that approximately \$3,500 remains available in the marketing and advertising budget for Moreno. The Board discussed that sponsorship would focus on promoting the urgent care clinic. Options included a \$1,000 bar sponsorship or a \$500 dining table sponsorship. Member Lay expressed concern about associating the District with alcohol and preferred the dining table option. By consensus, the Board agreed to include approval of a \$500 dining table sponsorship for the Winter Ball as part of the administrator's report.

Chairman Lopez stated for the record that he, along with Ashley and Fran, had spoken with Kiki regarding concerns about billing discrepancies. He denied harassing her and noted that his intent was to clarify charges reflected on bank statements.

The District Accountant, Cheryl, explained that in four separate months, Kiki had billed 8% on the balance of an account rather than on the activity, resulting in overcharges totaling approximately \$11,000. Cheryl emphasized that while she was not alleging theft, the billing practices were inappropriate and that the District should pursue recovery of the funds.

Chairman Lopez reiterated that his actions were aimed at obtaining clarification and accountability regarding the billing issues.

Lay makes a motion to approve July/August 2025 Administrator Report for CHC and MVHC and MVUC as well as the sponsorship for the Winter Ball of \$500, Portillos seconds, all in favor, motion carries.

9. Review/Discuss IPRA Requestor Report July 2025

9. Board reviewed report. No further discussion.

10. Review/Discuss/Approve July 2025 Compliance Reports  
a. Nursing  
b. Personnel/Staffing  
c. Trainings  
d. Grievances

10. Compliance Report Attached by Teresa Ebell, HR Generalist. Compliance report presented. Lay makes a motion to approve July 2025 Compliance Reports, Portillos seconds, all in favor, motion carries.

11. GO Bond Updates – Informational update on 2025 GO Bond sale from Stifel

11. Nick from Stifel Public Finance, the District’s municipal bond advisor, provided an update on the bond sale transaction. He reported that RBC and the bank finalized terms with an interest rate of 4.7%, consistent with prior projections. Although investment earnings on bond proceeds are slightly lower than originally estimated due to changes in market rates, the District is still expected to generate approximately \$300,000–\$320,000 by investing proceeds according to the construction schedule. The final mill levy was confirmed at \$1.36, equating to about \$3.79 per month for a \$100,000 residential property. Nick also noted that the bonds may be refinanced at any time, with no penalty for refinancing after five years.

Ian Bearden, bond counsel with Modrall Sperling, outlined the documents required to complete the transaction. These include the pricing certificate (final bond terms), general and no litigation certificate, tax compliance certificate, paying agent and registrar agreement, delivery certificate, and IRS Form 8038G. He explained the purpose of each document and confirmed that originals had been provided to District staff for signatures. The transaction is scheduled to be finalized and funded the following week.

- 12. Capital Outlay Project Updates
  - a. Notice of Obligations & Payment Statuses

- 12. Report Attached and discussed by Board. It was reported that the \$7.4 million contract agreement from the most recent legislative session has been fully executed by District staff and legal counsel and is now active. Funds will be used for construction, furniture, fixtures, and equipment (FFE) as the project progresses. An application was also submitted for a \$1 million Capital Development Program grant through DFA, with the intent of funding parking lot and maintenance building improvements. Awards are expected in October, and if successful, the funds would likely be incorporated into the ongoing construction project through a change order.

a. Lay makes a motion to approve Pay App #19 from Franken Construction, Portillos seconds, all in favor, motion carries.

- 13. New Long Term Care Building Updates
  - a. Review/Discuss/Approve change orders, if any.

- 13. a. Administrator Ashley DeHerrera goes over the update report with the board on construction as well as

- i. Review/Discuss/Approve Colfax General Long-Term Care New Nursing Home Furniture, Fixtures & Equipment (FFE) Full Cost Breakdown and Associated Grant Funding
- b. Review/Discuss/Approve date for Board of Directors to meet with the Governor and her team regarding presentation of the Final Design of the New LTC Facility

notifies them that Franken will be hosting a BBQ Lunch September 17<sup>th</sup>, the Board is invited and encouraged to attend. RSVPs must be made by September 5<sup>th</sup>. A walkthrough of the completed side of the building will be done at that time as well.

- i. Board Reviews Refined Full Cost Breakdown. Portillos makes a motion to approve, Lay seconds, all in favor motion carries.

b. The Board discussed scheduling a meeting with the Governor's office and Aging & Long-Term Services staff to present the final design of the new LTC facility. Members emphasized that the project should continue moving forward without delays, and the meeting will serve as an update on the final design and budget status. Portillos makes a motion to approve setting up the meeting, Lay seconds, all in favor, motion carries.

#### 14. Financial Review

- a. Review/Discuss/Approve July 2025 Financial Reports

- 14. a. Financial Reports attached. Cheryl, the District Accountant, presented the July 2025 financial statements, noting that this is the first month of the new fiscal year. Cash on hand was approximately \$1,295,000, reflecting a slight increase of \$26,000 from the previous month. A primary concern was clinic revenue, as All Star Billing reported only \$5,888 billed for the Moreno Valley Clinic in July, compared to a budgeted amount of \$80,000. Given patient volumes of 10 to 13 patients per day with Dr. Rossi and Valerie, revenue was expected to be significantly higher.

Cheryl and Annabelle indicated that All Star Billing appears behind in

processing claims, with delays spanning several months, which is creating cash flow concerns. It was noted that All Star Billing may have overextended its capacity and provided inadequate service. Transitioning to Mary Burke will allow improved monitoring and real-time reporting within the NextGen system. Weekly tracking of patient counts and billing by clinic will be implemented to provide closer oversight. Cheryl also created a new spreadsheet to track monthly cash collections versus expenses to ensure more accurate monitoring going forward. Board members expressed support for the increased oversight and weekly reporting until the billing transition is complete. Lay makes a motion to Approve July 2025 Financial Reports, Portillos seconds, all in favor, motion carries.

15. Old Business

- a. Review/Discuss/Approve Purchase of Work Truck for Colfax General Long Term Care

- 15. a. Board reviews various quotes of vehicles. Some Board members express concern that the Ford F-150s will not be strong enough to push the snow about and would like to see quotes for F-250s. Nursing Home Administrator is to task Plant Manager to get more quotes to present to the board at a later meeting.

Portillos made a motion to table this item, Jassman seconds, all in favor, motion carries.

16. New business

- a. Review/Discuss/Action – Replacement of roof on the Current Long-Term Care Building due to hail damage
- b. Review/Discuss/Approve Med USA Credentialing Services for District Providers
- c. Review/Discuss/Approve Purchase of a Portable X-Ray Machine

- 16. a. Jassman makes a motion to approve submission of claim for replacement of roof on the Current Long-Term Care building due to hail damage, second by Lay, all in favor, motion carries.  
b. Lay makes a motion to approve Med USA Credentialing Services for

- d. Review/Discuss/Approve the use of GO Bond for Architectural Services for Moreno Valley Healthcare Clinic as soon as funds become available
- e. Review/Discuss/Approve Cuddy & McCarthy LLP, legal counsel Invoice for \$12,440.98

District Providers, Portillos seconds, all in favor, motion carries.  
c. Portillos makes a motion to table purchase of portable x-ray machine until quotes are obtained, Lay seconds, all in favor motion carries.  
d. Board provides guide to the Angel Fire Committee for next steps before this approval. Jassman makes a motion to table this approval, Lay seconds, all in favor, motion carries.  
e. Jassman makes a motion to approve Cuddy & McCarthy LLP, legal counsel Invoice for \$12,440.98, Lay seconds, all in favor, motion carries.

17. Executive session pursuant to NMSA 1978, Section 10-15-1(H)(2) to discuss a limited personnel matter 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.

- a. Reconvene in Open Session – Take Necessary Action, if any, on matters discussed in Executive Session.

17. Chairman Lopez entertains a motion to close meeting to public and enter into executive session pursuant to NMSA 1978, Section 10-15-1(H)(2) to discuss a limited personnel matter 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. Lay makes a motions, Jassman seconds, all in favor, motion carries. Roll Call taken by Analy Tellez. Lopez, Portillos, Lay, and Jassman – present. Martinez – absent. Board enter into executive session at 8:30 PM.

a. Board Returns. Chairman entertains a motion to reconvene in open session. Lay makes a motion, Portillos seconds, all in favor, motion carries. Roll Call taken by Analy Tellez. Lopez, Portillos, Lay, and Jassman – present. Martinez – absent. Board exits executive session at 8:45 PM.

Lay makes a motion to accept recommendation from legal counsel that Vice Chair Portillos pick from list of mediators provided by legal counsel to move forward with grievance resolution, Jassman seconds, all in favor, motion carries  
Lay makes a motion to place FMLA Policy provided by legal counsel on next month's agenda as an action item, Jassman seconds, all in favor, motion carries.

18. Board Concerns

18. None.

19. Set Day & Time of Next Meeting – September 22, 2025

19. Next meeting will on September 22, 2025 at 6:30pm in Angel Fire.

20. Adjournment

20. Chairman Lopez entertains a motion to adjourn at 8:49 PM. Lay makes a motion to Adjourn, Portillos seconds, all in favor, motion carries. Meeting adjourns 8:49 PM.

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