

January 26, 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/86585327366?pwd=icyViQKqW0h7sTySIC0bHQkNT7o0lc.1>

Meeting ID: 865 8532 7366

Passcode: 056005

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, Trustee Kaycee Sandoval, and Debra Chris Campbell.

Members absent at time of Roll Call – 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 Meeting Minutes

- a. November 6, 2025 Special Board Meeting Minutes
- b. November 24, 2025 Regular Board Meeting Minutes

4. a. Portillos makes a motions to approve the November 6, 2025 Special Board Meeting Minutes as presented, Campbell seconds, all in favor, motion carries.

b. Portillos makes a motions to approve the November 24, 2025 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*

5. None.

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.

6. Board Reports

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

7. Discuss/Vote on Election of Directors

- a. Chairperson
- b. Vice Chairperson
- c. Secretary/Treasurer

6. a. Nothing to report.

b. Nothing to report.

c. Committees to be chosen later during this meeting.

7. a. Chairperson

Portillos nominated Boe Lopez for the position of Chairperson.

Sandoval nominated Kaycee Sandoval for the position of Chairperson.

A roll call vote was taken for Boe Lopez as Chairperson:

Lopez – Yes

Portillos – Yes

Campbell – Yes

Sandoval – No

Motion passed (3–1).

A roll call vote was taken for Kaycee

Sandoval as Chairperson:

Lopez – No

Portillos – No

Campbell – No

Sandoval – Yes

Motion failed (1–3).

Boe Lopez was elected Chairperson.

b. Vice Chairperson

Lopez nominated Louise Portillos for the position of Vice Chairperson.

Sandoval nominated Kaycee Sandoval for the position of Vice Chairperson.

A roll call vote was taken for Louise

Portillos as Vice Chairperson:

Lopez – Yes

Portillos – Yes

Campbell – Yes

Sandoval – No

Motion passed (3–1).

A roll call vote was taken for Kaycee Sandoval as Vice Chairperson:
Lopez – No
Portillos – No
Campbell – No
Sandoval – Yes
Motion failed (1–3).
Louise Portillos was elected Vice Chairperson.

c. Secretary/Treasurer
Sandoval nominated Kaycee Sandoval for the position of Secretary/Treasurer.
A roll call vote was taken for Kaycee Sandoval as Secretary/Treasurer:
Lopez – Yes
Portillos – Yes
Campbell – Yes
Sandoval – Yes
Motion passed unanimously (4–0).
Kaycee Sandoval was elected Secretary/Treasurer.

8. Review/Discuss/Approve
November/December 2025/January 2026
Nursing Home Administrator Report for Colfax
General Long Term Care and Colfax General
Laboratory

8. Ashley DeHerrera presented the Licensed Nursing Home Administrator’s Report for November/December 2025 and January 2026. The Board reviewed the attached written report and engaged in discussion.

Sandoval makes a motion to approve November/December 2025/January 2026 Nursing Home Administrator Report, Portillos seconds, all in favor, motion carries.

9. Review/Discuss/Approve
November/December 2025/January 2026
Clinics Administrator Report for Cimarron
Healthcare Clinic, Moreno Valley Healthcare
Clinic, and Moreno Valley Urgent Care @ AF
Resort

9. Annabelle Sillas-Graves the Clinics Administrator Report Administrator’s Report for November/December 2025 and January 2026. The Board reviewed the attached written report and engaged in discussion.

Portillos makes a motion to approve November/December 2025/January 2026 Administrator Report for CHC and MVHC and MVUC, Sandoval seconds, all in favor, motion carries.

10. Review/Discuss IPRA Requestor Report November/December 2025

10. Report presented for information only; no action required.

11. Review/Discuss/Approve November 2025 Compliance Report and December 2025 Compliance Report

11. Compliance Report Attached by Teresa Ebell, HR Generalist. Annabelle would like a correction to be made, Locum Valery for Moreno Valley is no longer being utilized.

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

Portillos makes a motion to approve November 2025 Compliance Report and December 2025 Compliance Report with correction, Sandoval seconds, all in favor, motion carries.

12. GO Bond Updates

12. Ashley DeHerrera presented an update regarding GO Bond spending. The GO Bond Spending Tracking report was attached and reviewed by the Board. No formal action was taken.

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

13. Report Attached and discussed by Board. Remaining balances and expenditures across multiple grants were reviewed.

14. New Long Term Care Building – Project Updates
a. Review/Discuss/Approve Pay App #22, #23, and #24
b. Review/Discuss/Approve Change Orders if any

14. a. Board reviewed all pay apps for construction of New Long-Term Care Facility. Portillos makes a motion to approve Pay App #22, #23, and #24, Sandoval seconds, all in favor, motion carries.

b. None at this time.

15. New Moreno Valley Healthcare Clinic – Project Updates
- a. Review/Discuss/Approve selection of Hartman + Majewski Design Group to provide architectural programming and design services for the proposed Moreno Valley Healthcare Clinic project

15. Annabelle Sillas-Graves presented the proposed agreement from Hartman + Majewski Design Group to provide architectural programming and design services for the proposed Moreno Valley Healthcare Clinic. The Board discussed the initial phase of the project and potential locations for the clinic.
Annabelle Sillas-Graves requested Board approval to utilize up to \$60,000 of GO Bond disbursement funds for the programming and design phase.

Portillos made a motion to approve the selection of Hartman + Majewski Design Group to provide architectural programming and design services for the proposed Moreno Valley Healthcare Clinic project, with payment to be made from GO Bond funds in an amount not to exceed \$60,000, Campbell seconded the motion, all in favor, Motion carried.

16. Financial Review
- a. Review/Discuss/Approve November 2025 Financial Reports
 - b. Review/Discuss/Approve December 2025 Financial Reports
 - c. Review/Discuss/Approve QTR 2 Reports to DFA Approval
 - d. Review/Discuss/Approve FY 2026 BAR Schedule #2
 - e. Review/Discuss/Approve FY 2026 Budget Adjustments Resolution #2115

16. Cheryl Bergmeir, District Accountant, presented the November and December 2025 financial reports. As of December 31, 2025, operating cash totaled approximately \$234,000, reflecting a year-over-year decrease and continued monthly operating losses. The Board reviewed accounts receivable activity, collection rates across divisions, contractual adjustments, and ongoing challenges with insurance reimbursement rates and billing transitions. Updates were provided regarding credentialing cleanup efforts, transition to the Athena billing system, and outstanding overpayment recovery issues. The full financial reports were attached and reviewed by the Board.

a. Portillos makes a motion to approve November 2025 Financial Reports, Campbell seconds, all in favor, motion carries.

b. Portillos makes a motion to approve December 2025 Financial Reports, Sandoval seconds, all in favor, motion carries.

c. The Board reviewed the Quarter 2 financial reports for FY2026, covering activity through December 31, 2025, for submission to the Department of Finance and Administration. Sandoval makes a motion to approve QTR 2 Reports to DFA, Campbell seconds, all in favor, motion carries.

d. Sandoval makes a motion to approve FY 2026 BAR Schedule #2 as corrected, Portillos seconds, all in favor, motion carries.

e. Sandoval makes a motion to approve FY 2026 Budget Adjustments Resolution #2115, Campbell seconds, all in favor, motion carries.

17. Old Business

- a. Review/Discuss/Select Colfax Healthcare Foundation Board Positions
- b. Review/Discuss/Take Action on Mileage Reimbursement Policy

17. a. The Board discussed selection of officer positions for the Colfax Healthcare Foundation. Positions to be filled included President, Vice President, Treasurer/Secretary, and an additional authorized signer. Following discussion, the following positions were selected:
President – Kaycee Sandoval
Vice President – Chris Campbell
Treasurer/Secretary – Analy Tellez
Additional Authorized Signer – Annabelle Sillas-Graves
Sandoval made a motion to approve the selected Colfax Healthcare Foundation officer positions, Campbell

seconded the motion, there was no further discussion, motion passed unanimously.

b. The Board reviewed the Mileage Reimbursement Policy for clarification purposes following discussion at the previous meeting. Clarification was requested regarding eligibility for mileage reimbursement and applicable travel distances.

Discussion included whether certain contracted providers qualify for mileage reimbursement depending on the nature of services provided and contractual terms. It was clarified that when a provider's designated service location is considered their home base under contract, mileage reimbursement does not apply. Mileage eligibility would only apply if services were provided under a separate agreement that allows for reimbursement. Currently, no contract individuals qualify for mileage reimbursement. No changes to the policy were proposed. The item was reviewed and discussed only, and no action was taken.

18. New business
 - a. Review/Discuss/Approve Cuddy McCarthy LLP Invoice No. 61222 - \$17,352.81
 - b. Review/Discuss/Approve Cuddy McCarthy LLP Invoice No. 62307 - \$4,243.87
 - c. Review/Discuss/Approve LOC Renewal
 - d. Review/Discuss/Approve Plan to Payback Line of Credit Urgent Care
 - e. Review/Discuss/Select Finance Committee Members

18. a. Portillos made a motion to approve Invoice No. 61222 from Cuddy & McCarthy LLP in the amount of \$17,352.81. Campbell seconded the motion. There was no further discussion. Motion passed unanimously.

b. Portillos made a motion to approve Invoice No. 62307 from Cuddy & McCarthy LLP in the amount of \$4,243.87. Sandoval seconded the motion. Following brief discussion regarding attorney contact parameters, the motion passed unanimously.

- f. Review/Discuss/Select Moreno Valley Clinic Project Committee Members
- g. Review/Discuss/Approve 2026 Salary Grid
- h. Review/Discuss/Sign SCCCSHD Board Conflict of Interest Forms

c. The Board discussed renewal of the district's \$2.5 million Line of Credit. Formal renewal documents are pending from the lender.

Sandoval made a motion to authorize renewal of the Line of Credit upon receipt of the documents. Portillos seconded the motion. There was no further discussion. Motion passed unanimously.

d. The Board discussed a plan to pay off the existing Line of Credit balance in advance of renewal. It was proposed that HCQS (Health Care Quality Surcharge) funds received by Long Term Care be used to satisfy the outstanding balance. The Board discussed whether repayment from the clinic would be required and agreed that repayment would not be required, as operations function as one district. It was further agreed that Long Term Care staff would be recognized with a staff appreciation luncheon in acknowledgment of their work contributing to the HCQS payments. Sandoval made a motion to approve the plan to pay off the Line of Credit using Long Term Care HCQS funds, with no repayment required from the clinic, and to authorize a staff appreciation luncheon. Portillos seconded the motion. Motion passed unanimously.

e. The Board discussed formation of a Finance Committee to review financials prior to regular board meetings.

Portillos made a motion to appoint Kaycee Sandoval (Chair) and Chris Campbell (Vice Chair) as Finance Committee members. Sandoval seconded the motion. There was no

further discussion. Motion passed unanimously.

f. The Board discussed membership of the Moreno Valley Clinic Project Committee.

Portillos made a motion to appoint the following members: Kaycee Sandoval (Chair), Boe Lopez (Vice Chair) Annabelle Sillas-Graves, Dr. Michael Rossi, Tasha Hawley, Chuck Howe (Village Liaison), and Bruce Jasmine. Campbell seconded the motion. All in favor. Motion passes.

g. The Board reviewed the 2026 Salary Grid. No changes were proposed from the prior year. After discussion regarding current financial conditions, Portillos made a motion to table the item until the next meeting. Sandoval seconded the motion. All in favor. Motion passes.

h. Board members completed and signed the South Central Colfax County Special Hospital District Conflict of Interest Forms for audit compliance. No formal action was required.

19. Executive session pursuant to NMSA 1978, Section 10-15-1(H)(2), to Discuss the Performance and Evaluation of the Licensed Nursing Home Administrator and Clinics Administrator

19. Portillos made a motion to enter Executive Session pursuant to NMSA 1978, Section 10-15-1(H)(2), to discuss the performance and evaluation of the Licensed Nursing Home Administrator and Clinics Administrator. Campbell seconded the motion.
Roll call vote was taken: Lopez – yes; Portillos – yes; Campbell – yes; Sandoval – yes. (Martinez absent.) Motion passed unanimously.
The Board entered Executive Session at 8:30 p.m.

20. Reconvene in Open Session and Take Action on Administrators' Performance Evaluation and Any Related Compensation or Bonus

20. Campbell made a motion to reconvene in Open Session. Portillos seconded the motion.
Roll call vote was taken: Lopez – yes; Portillos – yes; Campbell – yes; Sandoval – yes. (Martinez absent.) The Board reconvened in Open Session at 9:25 p.m.

Sandoval made a motion to table action on the Administrators' Performance Evaluations and any related compensation or bonus to a future meeting. Portillos seconded the motion. Motion passed unanimously.

21. Executive session pursuant to NMSA 1978, Section 10-15-1(H)(2) to discuss a limited personnel matter involving an employment agreement 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.

21. The Board determined that no Executive Session was held under this agenda item due to the absence of legal counsel and lack of materials for discussion.

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

22. No action was taken, as no Executive Session was conducted under Item 21.

23. Board Concerns

23. No formal Board concerns were raised.

24. Set Day & Time of Next Regular Meeting – February 23, 2026

24. The next Regular Board Meeting was scheduled for February 23, 2026, at 6:30 p.m. in Cimarron.

25. Adjournment

25. Portillos made a motion to adjourn the meeting. Campbell seconded the motion. Motion passed unanimously.

The meeting adjourned at 9:28 p.m.

Respectfully submitted,

Ashley DeHerrera
Nursing Home Administrator

Annabelle Sillas-Graves
Clinics Administrator

Boe Lopez, Chairman
Louise Portillos, Vice Chair