September 22, 2025

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

PLACE:

Colfax County Val Verde Fire Station, 27749 HWY 64 Angel Fire, NM 87710

Zoom Meeting Link

https://us02web.zoom.us/j/85963144560?pwd=bvz5be7yaIRYIlygLkbQrqnqxzUnKF.1

Meeting ID: 859 6314 4560

Passcode: 870949

Agenda Items & Discussion

Agenda Item	Discussion
1. Call Meeting to order – 6:30 p.m.	1. Chairman Boe Lopez called meeting to order at 6:36 PM.
2. Roll Call	2. Members present – Chairman Boe Lopez, Vice Chair Louise Portillos(zoom), Trustee Bruce Jassman, and Trustee Fred Martinez (zoom). Members absent – Treasurer/Secretary Nate Lay. Additional staff present – Nursing Home Administrator Ashley DeHerrera(zoom), Clinics Administrator Annabelle Sillas-Graves, HR Generalist Teresa Ebell(zoom), and Business Officer Analy Tellez.
3. Approval of Agenda	3. Lopez entertains a motion to approve agenda. Jassman motions to approve the agenda as presented, Martinez seconds, all in favor, motion carries.
4. Review/Discuss/Approve August 25, 2025 Regular Board Meeting Minutes	4. Portillos makes a motions to approve the August 25, 2025 Borad Meeting Minutes as presented, Jassman 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. During public comment, Ms. Sally Schwartz addressed the Board regarding her brother's recent discharge from the Springer facility. She expressed concerns about how the situation was handled and about communication with staff during the process. Ms. Rose Lew also spoke, raising concerns related to the same discharge and questioning the administration's

	handling of the matter. She urged the Board to review leadership and communication practices. Chairman Lopez read into the record a letter from Ms. Julia Stafford, which expressed concerns regarding the same resident's discharge and called for improved professionalism and communication at the facility. Chairman Lopez then added remarks noting his concern about communication during the incident, including difficulty reaching staff and physicians. He emphasized the need for stronger communication practices going forward.
6. Board Reports a. Chairman/Vice Chair Report b. Board Docket c. Committee Reports	6. a. None. b. None. c. None.
7. Presentation and Review/Discussion of Independent Auditors' Exit Conference – Baker Tilly	7. Presentation by Baker Tilly Audit Team: Lauren Kristin, Paul Train, and Josh Lewis. Baker Tilly presented the Fiscal Year 2025 audit exit conference to the Board. The District will receive clean, unmodified opinions on its financial statements and compliance reports. The auditors noted improvements in financial performance compared to the prior year, though continued monitoring of operating losses and cash flow remains important. Three audit findings were reported: 1. Cash flow and budget monitoring (downgraded from material weakness to significant deficiency). 2. Travel and per diem reimbursements below DFA rates in certain cases. 3. Collateralization of bank deposits, with $135,000 identified as uncollateralized. No disagreements

with management or significant difficulties were reported. Martinez makes a motion to approve and accept the exit conference presentation, Portillos seconds, all in favor, motion carries.

8. Review/Discuss/Approve August/September 2025 Nursing Home Administrator Report for Colfax General Long Term Care and Colfax General Laboratory	8. Report attached by Nursing Home Administrator Ashley DeHerrera. The Board reviewed the Administrator's Report for Colfax General Long Term Care and the General Lab covering August and September 2025. Management reported that lab revenues have not increased due to the discontinuation of services in Raton, though contractual allowances have decreased, which helps offset the impact. Portillos makes a motion to approve August/September 2025 Nursing Home Administrator Report, Jassman seconds, all in favor, motion carries.
9. Review/Discuss/Approve August/September 2025 Clinics Administrator Report for Cimarron Healthcare Clinic, Moreno Valley Healthcare Clinic, and Moreno Valley Urgent Care @ AF Resort	9. Administrator Report presented by Annabelle Sillas-Graves. It was noted that operations remain steady. Valerie, the nurse practitioner serving on a locum contract, continues to provide care two days a week at Moreno Valley and two days a week at Cimarron. Her contract, however, is scheduled to end in mid-October and is not expected to be renewed due to the high cost of services. Dr. Rossi will be taking planned leave from September 30 through October 10 but will remain available by phone for critical needs, particularly in communication with long-term care. During this time, patient coverage will be provided by Valerie and Kyle. The Administrator also reported that both Cimarron and Moreno Valley are moving forward with efforts to become Vaccines for

	Children certified sites. Moreno Valley HC is additionally pursuing the establishment of an on-site pharmacy, with preparations underway to bring medications directly to the community. In terms of equipment, the clinics have evaluated the purchase of a portable X-ray machine for the Urgent Care, which carries an estimated total cost of $42,000 including training. The option of purchasing a used unit was considered but ultimately determined to pose too much risk. It was also reported that All Star Billing services will officially conclude on October 1. Jassman makes a motion to approve August/September 2025 Administrator Report for CHC and MVHC and MVUC, Portillos seconds, all in favor, motion carries.
10. Review/Discuss IPRA Requestor Report August 2025	10. Board reviewed report. No discussion.
11. Review/Discuss/Approve August 2025 Compliance Reports a. Nursing b. Personnel/Staffing c. Trainings d. Grievances	11. Compliance Report Attached by Teresa Ebell, HR Generalist. Compliance report presented. Jassman makes a motion to approve August 2025 Compliance Reports, Portillos seconds, all in favor, motion carries.
12. GO Bond Updates	12. Nick Caine from Stifel provided an update on the District's recently completed General Obligation Bond sale. The bond was finalized on September 3, 2025 through InBank at a fixed 4.7% interest rate over ten years. This structure gives the District full flexibility to refinance at any point in the future. The transaction is expected to save the District money compared to updated NMFA rates, with lower

issuance costs and the added benefit of investing bond proceeds in certificates of deposit. These investments are projected to generate an additional \$330,000–\$340,000, boosting the project fund to above \$10 million. Some of the proceeds are already available for the new long-term care facility and Moreno Valley projects, while the rest will be released on a staggered schedule. With existing legislative appropriations covering the first months of expenses, the District is able to maximize investment returns before drawing down bond funds. Nick emphasized that funds are held securely at InBank's Springer branch, and both InBank and Stifel are available to assist if earlier access is ever needed.
No questions from the Board.

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

13. Report Attached and discussed by Board. Administrator DeHerrera provided a quick breakdown on the statuses of all the grants for the board. No questions from the Board.

14. New Long Term Care Building Updates
    a. Review/Discuss/Approve change orders, if any.
    b. Review/Discuss/Approve Pay Apps, if any.

14. Project update report provided from Franken Construction attached.
a. None.
b. None.

15. New Moreno Valley Healthcare Clinic – Project Updates.

15. Initial funding from GO Bond is available for the Moreno Valley Committee to select an architect for plan and design.

16. Financial Review
    a. Review/Discuss/Approve August 2025 Financial Reports

16. a. Financial Reports attached. Cheryl, the District's accountant, presented the August 2025 financials, reporting a net loss of approximately

b. Review/Discuss/Approve BAR - GO Bond Budget Adjustment Resolution #2114
c. Review/Discuss/Approve Colfax General LTC Medicaid overpayment

$312,000 across all departments. While clinic billing totals were higher, this has not yet translated into cash collections. She expressed hope that the transition from All Star Billing to internal billing will improve results. Cheryl also informed the Board of the state's Medicaid gross receipts tax audit, which reviewed 500 claims and resulted in a repayment obligation of about $264,000 due in October. The District had previously set aside an estimate amount, but the remainder will create additional pressure on cash. Board members voiced concern about staying on track with the budget, particularly given tight cash flow over the next few months. Cheryl noted that mill levy payouts in December and reducing reliance on costly locum providers should provide some relief, but stressed that stronger billing and collections will be critical. Jassman makes a motion to Approve August 2025 Financial Reports, Portillos seconds, all in favor, motion carries.

b. Business Officer Analy Tellez askes the Board to table this item until next regular meeting. Jassman makes a motion to table item 16b, Portillos seconds, all in favor, motion carries.

c. Jassman makes a motion to approve the Colfax General LTC Medicaid overpayment, Portillos seconds, all in favor, motion carries.

17. Old Business
   a. Review/Discuss/Approve the Purchase of a Work Truck or Utility Side-by-Side Vehicle for Colfax General Long Term Care
   b. Review/Discuss/Approve mediator contract as part of grievance resolution

17. a. The Board discussed options for replacing the budgeted work truck. Quotes for heavy-duty trucks came in above budget, so management proposed purchasing a side-by-side utility vehicle with a snow plow instead, using the remaining funds to

c. Review/Discuss/Approve of Updates to the Family and Medical Leave Act (FMLA) Policy	support the urgent care portable X-ray purchase. Concerns were raised that quotes were obtained from out-of-state vendors rather than New Mexico companies. Because the agenda did not specifically include the X-ray purchase and additional quotes are needed, the Board agreed to table the item. Portillos made a motion to table this item, Jassman seconds, all in favor, motion carries. b. Jassman makes a motion to approve the mediator contract as part of grievance resolution, Portillos seconds, all in favor, motion carries. c. The Board reviewed the updated FMLA policy, with changes highlighted from the prior version. Portillos makes a motion to approve Updates to the Family and Medical Leave Act (FMLA) Policy, Jassman seconds, all in favor, motion carries.
18. New business a. Review/Discuss/Approve Salary Adjustment for Licensed Nursing Home Administrator	18. a. The Board considered Agenda Item 18 regarding a salary adjustment for the Licensed Nursing Home Administrator. Discussion was held regarding the placement of the item on the agenda, with several members noting that salary matters should be addressed in executive session and listed as an action item following that session. As the agenda had already been approved, the Board determined that no changes could be made at this time. Jassman made a motion to table item 18a, Portillos seconds, all in favor, motion carries.
19. 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	19. 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

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.

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. Jassman makes a motions, Portillos seconds, all in favor, motion carries. Roll Call taken by Analy Tellez. Lopez, Portillos, Martinez, and Jassman – present.
Lay – absent.
Board enter into executive session at 7:58 PM.

a. Board Returns.
Chairman entertains a motion to reconvene in open session. Martinez makes a motion, Jassman seconds, all in favor, motion carries. Roll Call taken by Analy Tellez. Lopez, Portillos, Martinez, and Jassman – present.
Lay – absent.
Board exits executive session at 9:27 PM.
Board confirmed that no matters were discussed in executive session beyond the limited items listed on the agenda.

20. Board Concerns

20. Vice Chair Portillos requested that the Hiring, Termination, and Grievance Policies be provided to the Board for review.
Chairman Lopez expressed concern about what they described as a lack of respect from District employees toward the Board. Specific reference was made to an email received from Human Resources that was considered inappropriate in tone. The Board agreed that these issues involve personnel matters and will be addressed in a future executive session.

21. Set Day & Time of Next Meeting – October 27, 2025	21. It was noted that a special meeting with the Aging and Long-Term Services Department has been scheduled for October 7, 2025, at 2:00 p.m., to provide state officials with updates on the new long-term care facility. The next regular Board meeting will be held on October 27, 2025, at 6:30 p.m. in Springer.
22. Adjournment	22. Chairman Lopez entertains a motion to adjourn the meeting. Jassman makes a motion to Adjourn, Martinez seconds, all in favor, motion carries. Meeting adjourns 9:32 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