

**February 24, 2025**

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

**PLACE:  
Cimarron Healthcare Clinic, Conference Room, Cimarron NM 87714**

**Zoom Link:**

**<https://us02web.zoom.us/j/88913833534?pwd=qaet81CZaSGc1lbiYGCglGdAyijaz.1>**

**Meeting ID: 889 1383 3534**

**Passcode: 001127**

## Agenda Items & Discussion

1. Call Meeting to order – 6:30 p.m.

1. Chairman Nate Lay called meeting to order at 6:30 PM.

2. Roll Call

2. Members present – Chairman Nate Lay, Vice Chairman Bruce Jassman, Secretary/Treasurer Fred Martinez, and Trustee Louise Portillos. Trustee Boe Lopez(Zoom) absent during roll call but joined at 6:34pm.

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. Portillos makes a request that item number 10 be moved to after item 18. Rest of Board does not object to amendment of agenda. Portillos makes a motion to approve agenda as amended, Jassman seconds, all in favor, motion carries.

4. Review/Discuss/Approve January 27, 2025 Board Meeting Minutes

4. a. Portillos makes a motion to approve January 27, 2025 Board Meeting Minutes, Jassman seconds, all in favor, motion carries.

5. Public Comments (Limited to 3 minutes per person)

5. Roger Smith inquired about a recent visit to Colfax General Long Term Care by a representative from the Department of Health (DOH). They noted hearing that strong recommendations for policy changes were made but did not have specific details. The commenter acknowledged that public comment does not require a response but expressed hope that the

matter would be addressed later in the agenda. They indicated they would follow up to verify their information if it was not discussed.

6. Board Reports
  - a. Chairman/Vice Chair Report
  - b. Board Docket
  - c. Committee Reports
  
7. Review/Discuss/Approve January/February Nursing Home Administrator Report
  - a. Colfax General Long-Term Care Report
  - b. Colfax Laboratory Report

6. a. None  
b. None  
c. None

7. Trustee Boe Lopez entered meeting on Zoom. Ashley DeHerrera The administrator provided an update on the recent Department of Health annual certification survey at Colfax General Long Term Care. The survey team was onsite for a week and cited five deficiencies, though overall, the visit was positive. Issues included Advanced Directive documentation (a completed directive not placed in the designated binder), incident reporting (a verbal concern was raised but did not require policy changes), and food safety (a missing trash can lid and salad served without ice). For life safety, the facility's 15-minute watch procedure was deemed insufficient, requiring minor wording adjustments. The facility has submitted its Plan of Correction, which the Department of Health has started accepting. The administrator noted that despite the findings, the survey went well. Jassman makes a motion to approve January/February Administrator Report for LTC and Lab, Portillos seconds, all in favor, motion carries.

8. Review/Discuss/Approve January/February Clinics Administrator Report
  - a. Cimarron Healthcare Clinic Report
  - b. Moreno Valley Healthcare Clinic Report
  - c. Moreno Valley Urgent Care @ AF Resort

8. Annabelle Sillas-Graves reported that the Urgent Care is seeing about 10 patients a day and they are open for 4 days a week. The Urgent Care is

keeping track of how many patients are turned away due to lack of x-ray tech and so far it is averaging 30 patients per month. Administrator makes mention that Clinics continue to average 7-8 patients a day and is hoping that will change when Dr. Rossi comes on board. Trustee Portillos makes mention that for the Cimarron Clinic she knows that the recommendation has been made that they see an average of 10 patients per day, but they are still averaging 7. Administrator responds that she does not see that changing with Lisa, provider for Cimarron. Administrator continued that provider takes 1 hour with each patient and does not have the wherewithal to do more. This may change if she was staying later, and that may be possible now with the changing weather. Administrator explains that Clinic Manager Marie and her were going to revisit some interviews conducted back in October and that their goal was to get a receptionist going there first.

Portillos makes a motion to approve January/February Administrator Report for CHC and MVHC and MVUC, Jassman seconds, all in favor, motion carries.

9. Review/Discuss/Approve January 2025 Compliance Report
- a. Nursing
  - b. Personnel/Staffing
  - c. Trainings
  - d. Grievances

9. Compliance Report Attached. No questions from the Board.

Jassman makes a motion to approve January 2025 Compliance Report, Portillos seconds, all in favor, motion carries.

10. ITEM 10 Amended to be placed after ITEM 18

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11. Review/Discuss GO Bond Updates

11. Nick from Nick from STIFEL Public Finance provided an update on the General Obligation (GO) bond sale, outlining the progress made behind the scenes to secure favorable terms for the hospital district. He explained that ensuring the best possible interest rates benefits the local community and emphasized the importance of careful planning throughout the process. Board members received a draft timeline and Preliminary Official Statement (POS) for review. While no formal action was required at this meeting, Nick encouraged the board to familiarize themselves with the document, as it will be shared with potential investors. The POS includes details on the financial health of the hospital district, local economic conditions, and legal considerations. Legal counsel has been reviewing the materials, and any necessary revisions will be made before final approval. Nick outlined the next steps in the process. The team is currently working on underwriter selection and securing a bond rating, both crucial to ensuring the sale's success. A Request for Qualifications (RFQ) will be issued later this week to potential underwriting firms, which will be responsible for marketing the bonds to investors. By mid-March, an underwriter will be engaged to move forward with the sale. Additionally, a rating presentation is being prepared to demonstrate the district's financial stability and ability to meet its debt obligations. Since the district has not previously issued bonds, obtaining a rating will establish credibility with investors, similar to an individual obtaining a credit score for the first time.

Another key factor under consideration is bond insurance. While it comes at an additional cost, analysis indicates that it could lower borrowing rates by approximately 20 basis points per year, ultimately benefiting the district by reducing long-term costs. The sale is scheduled to close in May, at which point funds will become available for the planned projects. Nick reassured the board that reimbursement resolutions have already been addressed in case funds need to be allocated before then. He concluded by inviting any questions and encouraged board members to reach out with any concerns or suggested revisions to the POS.

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

- 12. Report Attached.  
Administrator DeHerrera reports on all ICIP. Grant for Cimarron still has 11,000, Administrator Annabelle was wanting to wait until a little after winter to make sure that the plumbing holds through winter before they utilize the funds for anything else. Regarding the LTC Construction, 5.4 Million remain in the 15 Million Grant. Once that is spent, the district will begin to use the 5 Million grant to continue with construction payments.

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

- 13. Presentation of possible changes to building design presented to Board by Jeremy Shelton and Kate Barone Dimock from Dekker.  
A project update was provided regarding ongoing discussions with state officials about proposed changes to the long-term care facility. A meeting is scheduled for Friday, February the 28th, with Emily

Kaltenbach, Secretary-Designate for the Department of Aging and Long-Term Care Services. Due to the legislative session, scheduling has been a challenge, making this the first opportunity to follow up after an initial meeting two to three weeks ago. The primary concerns raised by the governor's office center on facility layout and functionality, with a focus on improving accessibility, safety, and the overall resident experience.

One major issue involves the West Wing, where concerns were raised about the distance from the nurses' station to certain resident rooms. To address this, the plan proposes converting a few of these rooms into a dedicated physical therapy space and administrative offices. Since these modifications do not require structural, mechanical, or architectural changes, they can be implemented with relative ease. A more complex challenge, however, involves relocating the lab. Currently situated near the main entrance, state officials want it moved to the planned administrative area. While the new layout can accommodate this shift, the existing space lacks plumbing, requiring extensive saw-cutting and plumbing installation. Fortunately, access to the west-side sewer line simplifies this process somewhat, though it remains a significant and costly undertaking.

Another concern from the governor's office pertains to the facility's entry sequence, which they felt was too circuitous. The proposed redesign establishes a more direct path into the solarium and living spaces, creating a sense of arrival upon entry. However, this adjustment necessitates relocating

the telecom room, which will require underground conduit modifications. Additional enhancements to the administrative and visitor areas include the introduction of a family consultation room, which will provide privacy for discussions about resident care and admissions. A private dining space is also being incorporated to accommodate family gatherings and celebrations, addressing the need for differentiated dining and activity spaces.

A significant reconfiguration is also planned for the East Wing. Initially, the design featured a single nurses' station with linear corridors. The revised plan introduces smaller, more community-oriented spaces, or "neighborhoods," where clusters of resident rooms surround a wider common area. The intention is to create a more residential and interactive atmosphere while maintaining a second nurses' station that still allows for effective supervision. Additionally, the new layout is being designed with the future possibility of incorporating a memory care unit. If needed, a section of the wing could be enclosed and secured to provide a controlled environment with direct outdoor access.

From a regulatory and structural standpoint, the expanded East Wing exceeds the allowable size for a single smoke compartment, making it necessary to add a second compartment to comply with safety codes. Efforts are also being made to minimize site modifications, particularly in maintaining existing retaining walls and roadway alignments.

Following Friday's meeting with Emily Kaltenbach, the goal is to finalize a plan that she can present to the governor's office for approval. If the proposed adjustments are deemed acceptable, the next steps will involve engaging Franken Construction to estimate costs and timeline impacts. Once those details are available, an updated budget and schedule will be presented to the board for review and approval. Funding strategies will also need to be determined before proceeding further.

Chairman Lay voiced his frustrations that these changes are needing to be made. He posed the question to administrator Ashley DeHerrera about how these changes will affect staffing. Administrator responds that this would increase the staff needs to 2-3 RNs during the day and 2 RNs for nights, due to the more spread out area needing coverage. Chairman Lay asked if there was any double rooms to which Mr. Shelton responded that there were not, there are some "super singles" that will be for couples wishing to be in the same room. Chairman Lay asked if Medicaid would pay for the private rooms. Administrator DeHerrera stated that was still unanswered at this time. Trustee Lopez asked to be included on the Zoom meeting on Friday, February 28<sup>th</sup>.

- 14. Financial Review
  - a. Review/Discuss/Approve January 2025 Financial Reports

- 14. a. Finance Committee Chair Boe Lopez begins by addressing the Board and informing them that the Finance Committee met on Thursday, and after reviewing the financials, they are in favor of approving this month's financials. They had a productive discussion regarding our plan to

achieve a balanced budget by June. Ashley brought forward some great ideas on potential salary savings, and we plan to move forward with those strategies. DeHerrera provided more insight by stating that they have removed the ADON position for the nursing home, appreciation weeks will be done away with to cut extra costs, and bonuses for the time being would stay for yearly evaluations. A Policy change will also need to be done to revert back to the way Paid Holidays will work. It will be so that Paid Holidays come out of the employees PTO bank, not provided by the district. After looking at the numbers, the Finance Committee determined that Lab should stop traveling to Raton and to stay serving district areas only. Lopez stated they were open to suggestions on that, these were the recommendations that they were able to come up with. Chairman Lay stated that these measures sounded reasonable. Lopez also commented that another thing discussed was that individuals who had an outstanding balance with the lab would have to pay that balance off before the lab performed any further lab work. Administrator DeHerrera went on to present the financial reports. She highlighted that the AR for the LTC is high due to the credentialing lapse last year with Medical Director Zmily. Those payments have started to come in and this should begin to regulate. Annabelle is working with Cheryl to clean up the AR for the clinics. Ashley suggests that this needs to be a major focus before June due to this being an Audit finding. Board discussed Medicaid payment increases. Lab renegotiations went well, fee schedules

being paid at 60% will now be paid at 85%.

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

15. Old Business

- a. Review/Discuss/Approve Proposal for Clinics Administrator Sign On Bonus and Pay Increase

15. a. Board discusses the bonus that was agreed upon hire for Clinics Administrator. In regards to raise, Chairman Lay stated that it may need to wait until the next budget cycle.

Portillos makes a motion to approve the Bonus for Clinics Administrator, Lopez seconds, all in favor, motion carries.

16. New business

- a. Review/Discuss/Approve Dr. Strain providing temporary coverage for Urgent Care Provider time off, including approval for associated costs such as travel, rental vehicle, housing, and hourly compensation
- b. Review/Discuss/Approve Moreno Valley Healthcare Clinic Plan and Design for Renovation

16. a. Clinics Administrator Annabelle explains that Dr. Strain is the Medical Director for the Urgent Care. Kyle is the provider at the Urgent Care and will be wanting to take a vacation soon and Dr. Strain would cover him in his absence. Annabelle made mention of speaking to Dr. Strain and is thinking of waiting until May for him to come. Annabelle stated that she is waiting to hear back from Dr. Strain to get clarification on pricing for this service as he will still be getting paid as the Medical Director. Chairman Lay believes it would be smart to hold off until the Board gets an exact number of what this will cost. Portillos makes a motion to table this item, Jassman seconds, all in favor motion carries.

b. Board discusses the possibilities for the Moreno Valley Clinic improvements that can be done with the 2.5 Million from the GO Bond. Board contemplates whether it would

be smart to renovate the buildings they have or if it would be more beneficial to invest this towards a brand new building. Board does not take any action on this item.

17. Board Goals Update

17. None at this time.

18. Board Concerns

18. Lopez asked if he could get reimbursed for the two trips to Santa Fe for the design meetings. Business Officer will prepare these and Lopez will stop by Nursing Home to sign.

Chaiman Lay shares a document from Department of Health regarding the New Mexico Healthcare Crisis. Lay highlights that number of additional healthcare workers needed to bring NM up to the national benchmarks is 5704 Nurses, 4967 EMTs, 334 Primary Care Physicians, 281 Pas, 231 NPs.

10. Discuss/Vote on Election of Directors

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

19. Vice Chair Jassman nominates Trustee Lopez for Chairman, Portillos seconds, Lopez accepts nomination. Vote conducted, Lay: Yes, Jassman: Yes, Martinez: Yes, Portillos: Yes, Lopez: Yes.

Trustee Lopez nominates Jassman for Vice Chair, Jassman declines nomination. Vice Chair Jassman nominates Trustee Portillos for Vice Chairman, Lopez seconds, Portillos accepts nomination. Vote conducted, Lay: Yes, Jassman: Yes, Martinez: Yes, Portillos: Yes, Lopez: Yes.

Trustee Portillos nominates Jassman for Treasurer/Secretary, Jassman declines nomination. Trustee Portillos nominates Lay for Treasurer/Secretary.

Lopez seconds, Lay accepts nomination. Vote conducted, Lay: Yes, Jassman: Yes, Martinez: Yes, Portillos: Yes, Lopez: Yes.

19. Set Day & Time of Next Meeting – March 24, 2025

20. Next meeting will on March 24, 2025 at 6:30 in Springer.

20. Adjournment

21. Portillos makes a motion to Adjourn, Jassman seconds, all in favor, motion carries. Meeting adjourns 7:43pm.

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