

**July 28, 2025**

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

**PLACE:**

**Colfax General LTC - 615 Prospect Ave, Springer, NM 87747**

**Zoom Meeting Link**

**<https://us02web.zoom.us/j/84316105847?pwd=A80UPGHIbcSAcfWOQW0cUOo0b4liep.1>**

## 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, Vice Chairman Louise Portillos, and Trustee Bruce Jassman(zoom). Treasurer/Secretary Nate Lay walked in a few minutes late during item 4.

Members absent – Trustee Fred Martinez.

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

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 Board Meeting Minutes

4. a. Jassman motions to approve the June 23, 2025 Borad Meeting Minutes as presented, Portillos seconds, all in favor, motion carries.

a. Review/Discuss/Approve June 23, 2025 Regular Meeting Minutes

b. Review/Discuss/Approve July 7, 2025 Special Meeting Minutes

b. Portillos motions to approve the July 7, 2025 Special Meeting Minutes with correction of date, 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*

5. No public comments were made.

*limited to three minutes, unless approved by the presiding officer of the meeting.*

6. Board Reports

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

- 6. a. Chairman expressed disappointment that there was no float in the parade, noting it was a missed advertising opportunity. No further comments from the Vice Chair.
- b. None.
- c. Finance committee met; report to be sent out by Analy Tellez. Bruce Jassman took notes and confirmed the meeting followed the agenda.

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

- 7. Report attached by Nursing Home Administrator Ashley DeHerrera. Report presented, including updates on year-end, new fiscal year budget, operational compliance, ongoing audits, board elections, Medicaid payments, insurance contracts, Family Fun Day, doctor staffing, five-star rating achievement, resident activities, upcoming convention, and Medicaid cost report audit. The board discussed Medicaid changes and their impact. Chairman Lopez entertains a motion to approve Report.
- Lay makes a motion to approve June/July 2025 Nursing Home Administrator Report, Portillos seconds, all in favor, motion carries.

8. Review/Discuss/Approve June/July 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.
- Open house for Dr. Rossi increased patient volume. Valerie (locum) continues to serve two days a week. Proposals for new clinic concepts are pending. Congresswoman visited to discuss rural healthcare and Medicaid cuts. Cimarron clinic is steady; urgent care schedule adjusted for better coverage. Discussion on the need for a

portable X-ray machine and its financial implications. Pharmacy dispensing plans discussed. Vaccines for Children program being re-established. Staffing updates provided.

Portillos makes a motion to approve June/July 2025 Administrator Report for CHC and MVHC and MVUC, Lay seconds, all in favor, motion carries.

9. Review/Discuss/Approve June 2025 Compliance Reports

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

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

Compliance report presented; no major issues reported.

Lay makes a motion to approve June 2025 Compliance Reports, Portillos seconds, all in favor, motion carries.

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

10. Nicholas from Stifel presented an update on the general obligation bond sale. He explained that the sale amount was reduced to \$7.5 million because the New Mexico Finance Authority (NMFA) required fully defined project lists, and only the long-term care facility was ready to move forward. Since then, InBank, the District's local banking partner, submitted a private placement proposal. Their offer came in slightly better than expected at around 4.7 percent interest, compared to the 4.75 percent originally estimated. Nicholas explained that the bank option would provide the full \$10 million up front, lower transaction costs, and more flexibility. Interest would only accrue as funds were drawn, and unspent amounts could earn investment income, potentially increasing the project fund above \$10 million. By contrast, NMFA would require splitting the financing into phases, increasing issuance costs and

delaying access to funds for planning and design, especially for Moreno Valley and the clinics. NMFA also imposes tighter restrictions on project changes. Board members asked about refinancing risks. Nicholas explained that the bank option involves a 10-year term with refinancing required for the remaining 10 years, but this could be timed strategically. Members also clarified that unused funds would not accrue interest until spent and could earn income while on hold. Nicholas concluded that the bank option appeared favorable due to cost savings, flexibility, and potential earnings, though both options would ultimately carry similar overall debt service. Board members discussed pros and cons, including future interest rate risks and repayment structure. - No formal action taken; consensus to move forward with the bank option, pending further follow-up.

11. Capital Outlay Project Updates

- a. Notice of Obligations & Payment Statuses

- 11. Report Attached and discussed by Board. Update provided on Cimarron clinic grant and capital outlay funds. Lobby construction and use of funds discussed. No action required.

12. New Long Term Care Building Updates

- a. Review/Discuss/Approve change orders, if any.
  - i. Review/Discuss/Approve Colfax General LTC New Nursing Home East Wing Redesign
- b. Review/Discuss/Approve Pay Application #17 and #18
- c. Review/Discuss/Take Action on Opening Procedures and Projected Move-In Schedule for New Facility

- 12. a. Jeremy and team presented updated costs and design for the East Wing, including increased costs due to governor's requirements (private rooms, bathrooms, increased bed count). Maintenance building and parking lot costs discussed. Motion by Lay to approve the East Wing redesign minus the maintenance building and upper parking lot, seconded by Portillos, all in favor, motion carries.

b. Lay makes a motion to approve Pay App #17 and #18, Portillos seconds, all in favor, motion carries.

c. Discussion on whether to occupy the new building before East Wing completion. Consensus to wait until construction is complete due to safety, staffing, and operational concerns.

13. Financial Review

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

13. a. Financial Reports attached.

The board reviewed ongoing issues with billing and credentialing. All Star Billing continues to resist using Athena, the preferred billing platform, and instead relies on NextGen, which cannot produce the financial reports needed. This has caused frustration, particularly as timely and accurate reporting is essential. Mary Burke could assume billing responsibilities, though credentialing would likely need to be outsourced. Credentialing costs through All Star are \$250 per provider per location. Other options, such as third-party vendors or Athena itself, were discussed, though concerns remain about cost and reliability.

Urgent care volume was reported as very low, with only \$6,000 in claims billed for July. Mary Burke has not submitted claims yet due to the low volume. Leadership hopes that shifting clinic days may help improve patient flow.

The board also reviewed billing fees and collections. All Star's year-to-date billing fees are \$54,000, compared to \$7,800 for Sandia, which handles lab billing. Despite the lower fees, Sandia has been effective, though insurance contractual allowances continue to limit reimbursements, sometimes reducing payments to just pennies per

test. Cheryl will review bills from All Star and compare them against actual bank collections to ensure fees align and that credentialing charges are separated from billing costs. Chairman Lopez entertains a motion to approve. Lay makes a motion to approve June 2025 Financial Reports, Portillos seconds, all in favor, motion carries.

14. Old Business

- a. Review/Discuss/Approve Purchase of Work Truck for Colfax General Long Term Care
- b. Review/Discuss/Approve Moreno Valley Healthcare Clinic Provider Contract Amendment – Dr. Rossi

- 14. a. Portillos made a motion to table this item, Lay seconds, all in favor, motion carries.
- b. Jassman made a motion to approve Moreno Valley Healthcare Clinic Provider Contract Amendment – Dr. Rossi, Lay seconds, all in favor, motion carries.

15. New business

- a. Review/Discuss/Approve Relocation/Moving Assistance Policy Update
- b. Review/Discuss/Approve Annual Inventory Certification
- c. Review/Discuss/Approve Resolution to Accept DFA Capital Outlay Appropriation and Authorize Signatories for Agreement No. 25-J2919
- d. Review/Discuss/Approve Final Budget Adjustment to DFA FY25 – Resolution #2111
- e. Review/Discuss/Approve Final Quarter Financial Report Submission to DFA FY25 – Resolution #2112
- f. Review/Discuss/Approve FY 2025-2026 Final Budget – Resolution #2113
- g. Review/Discuss/Approve Board retreat for training from Cuddy & McCarthy, LLP

- 15. a. Policy updated to clarify limits and board approval requirements. Discussion on including a 12% salary cap for medical providers. Lay makes a motion to approve with amendments, second by Jassman, all in favor, motion carries.
- b. Jassman makes a motion to approve Annual Inventory Certification, Lay seconds, all in favor, motion carries.
- c. Portillos makes a motion to approve Resolution to Accept DFA Capital Outlay Appropriation and Authorize Signatories for Agreement No. 25-J2919, Lay seconds, all in favor, motion carries.
- d. Lay motions to approve Final Budget Adjustment to DFA FY25 – Resolution #2111, Portillos seconds, all in favor, motion carries.
- e. Lay motions to approve Final Quarter Financial Report Submission to DFA FY25 – Resolution #2112, Portillos seconds, all in favor, motion carries.
- f. Lay motions to approve FY 2025-2026 Final Budget – Resolution #2113,

Portillos seconds, all in favor, motion carries.

g. Portillos motions to approve Board retreat for training from Cuddy & McCarthy, LLP, Lay seconds, all in favor, motion carries.

16. 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.

16. 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. Portillos motions, Lay 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 9:18 PM.

a. Board Returns.

Chairman entertains a motion to reconvene in open session. Lay makes a motion, Jassman 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 10:19 PM.

Lay makes a motion to accept the third party investigator recommendation and to approve Cuddy McCarthy law firm to recommend a mediator at a time that both parties are available, Jassman seconds, all in favor, motion carries.



17. Board Concerns

17. Lopez raised a concern regarding a donated bed and supplies left outside, which upset the donor family.

18. Set Day & Time of Next Meeting – August 25, 2025

18. Next meeting will on August 25, 2025 at 6:30pm in Cimarron.

20. Adjournment

19. Chairman Lopez entertains a motion to adjourn at 10:26. Lay makes a motion to Adjourn, Portillos seconds, all in favor, motion carries.  
Meeting adjourns 10:26 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