

June 23, 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 Link:

<https://us02web.zoom.us/j/82439585451?pwd=Gm4NXGhWPsElydnZC74w4V3SWQzDgX.1>

Meeting ID: 824 3958 5451

Passcode: 270501

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(zoom) Portillos, and Trustee Bruce Jassman.

Members absent – Treasurer/Secretary Nate Lay and Trustee Fred Martinez.

Additional staff present – Nursing Home Administrator Ashley DeHerrera(zoom), Clinics Administrator Annabelle Sillas-Graves, 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 Board Meeting Minutes

4. A. Portillos motions to approve the May 28, 2025 Borad Meeting Minutes as presented, Jassman seconds, all in favor, motion carries.

a. Review/Discuss/Approve May 28, 2025 Regular Meeting Minutes

b. Review/Discuss/Approve June 10, 2025 Special Meeting Minutes

B. Annabelle Sillas-Graves points out that the cover page for the minutes states June 11, 2025. Anly Tellez confirms error. Portillos motions to approve the June 10, 2025 Special Meeting Minutes with correction of date, Jassman seconds, all in favor, motion carries.

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

5. Public Comment: Roger Smith
Roger Smith addressed the Board during the public comment period. He began by acknowledging that public

comments are not intended to prompt responses or discussion from the Board. Mr. Smith stated that he had recently received an unsigned, anonymous letter from a group identifying themselves as the "Concerned Citizens of Springer." As a journalist, Mr. Smith noted that while anonymous letters typically lack credibility and are not generally accepted as public record due to their unverifiable nature, the contents of this particular letter warranted attention. Mr. Smith shared that he had learned some Board members may not have received the letter and believed it was in the public interest to bring its contents forward. The letter, titled "Springer Citizens Demand Immediate Resignation or Removal of an Ineligible Board Member," specifically referred to Board Member Louise Portillos. The letter asserted that her continued participation on the Board, despite alleged ineligibility, violates state law, undermines public trust, and compromises the integrity of local institutions. It further claimed that the relevant law is incorporated into the hospital district's bylaws. Mr. Smith concluded by stating he was not taking a position on the matter but felt it was important for both the Board and the public to be made aware of these concerns.

Board requested a copy of this letter to which Roger Smith replied that he would be sending it to them.

Public Comment: Jordon Kear
Comment put in chat of meeting "From Jordon : At the last meeting, after executive session, the board stated that they are going to follow "the recommends" but the board never told

the public what recommendations they were speaking about or what those recommendations were. This is required under OMA. Thank you.” Chat was not identified at the time. It was believed he could not unmute and was skipped. Chat comment was read by Analy Tellez later during meeting.

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

6.
 - a. None
 - b. None
 - c. Jassman states that finance committee was not able to meet as the accountant Cheryl Burgmeier was out of town.

7. Review/Discuss/Approve May/June 2025 Nursing Home Administrator Report
 - a. Colfax General Long-Term Care Report
 - b. Colfax Laboratory Report

7. Report attached by Nursing Home Administrator Ashley DeHerrera. Chairman Lopez entertains a motion to approve Report. Jassman makes a motion to approve May/June 2025 Nursing Home Administrator Report, Portillos seconds, all in favor, motion carries.

8. Review/Discuss/Approve May/June 2025 Clinics Administrator Report
 - a. Cimarron Healthcare Clinic Report
 - b. Moreno Valley Healthcare Clinic Report
 - c. Moreno Valley Urgent Care @ AF Resort

8. Administrator Report presented by Annabelle Sillas-Graves. She began by sharing that the open house event for Dr. Rossi, held at the Chamber of Commerce on a recent Friday afternoon, was a success with a strong turnout. The Chamber also supported the introduction by sending out an email blast to its network of over 5,000 members. This outreach is expected to contribute to the ongoing growth in patient volume across the clinics. On days when the nurse practitioner is scheduled, the clinics are seeing approximately 14 to 16 patient visits, and that number continues to trend upward.

At the Cimarron clinic, patient visits remain strong, particularly through the schedules of providers Lisa and Marie. However, the current locum provider, Valerie, has experienced challenges integrating into the Cimarron community and is seeing fewer patients there compared to Moreno Valley. Dr. Rossi has begun seeing referred patients for more complex concerns on Thursday afternoons, although that schedule may be adjusted as his responsibilities with long-term care evolve in July.

Regarding the Moreno Valley Urgent Care at Angel Fire Resort, Annabelle reported that the current Sunday schedule is resulting in very low patient volume—sometimes as few as one or two patients. Discussions are underway with Maya from resort HR about shifting operations from Sundays to Wednesdays beginning the second week of July, pending the resort’s approval. Additionally, clinic hours have been extended, opening one hour earlier and closing one hour later, in an effort to improve patient access and increase visits.

Annabelle also provided an update on long-term planning for a new building for the Moreno Valley Healthcare Clinic. A working committee meets every other Thursday to review potential architectural partners. Two portfolios have been received from New Mexico-based firms.

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

9. Review/Discuss/Approve May 2025
Compliance Reports

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

10. GO Bond Updates

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

Chairman Lopez asks for clarification on if resignations on the report refer to people that were fired or also resignations. Teresa Ebell clarifies that all the terminations were people that resigned on their own for this report.

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

10. An update was provided regarding the status of the General Obligation (GO) Bond funding. It was shared that an email was received earlier in the day from Nick, the lead contact for the GO Bond program. The email, which was also sent to the Board Chair, explained that the bond application has been split into two parts: one for the Long Term Care facility and another for the Moreno Valley project. At this time, only the application for the Long Term Care portion has been submitted to allow the project to move forward without delay. The application for the Moreno Valley component will be submitted later when the design phase is ready.

This approach is intended to provide greater flexibility and control, particularly with the New Mexico Finance Authority (NMFA), which requires detailed plans on the use of funds. The structure will also make it easier to approach different banks for financing if needed. Coordination will continue between Bruce, Annabelle, and Nick, with a possible meeting to be scheduled following Thursday's committee meeting to address any

outstanding questions regarding the application process.

It was also noted that the funding timeline has been updated, with funds expected to be available by August 8. The Board will need to determine at the next meeting how to handle the receipt and tracking of these funds, with a recommendation to establish a separate bank account for better financial oversight and reporting.

11. Capital Outlay Project Updates

- a. Notice of Obligations & Payment Statuses

11. Report Attached and discussed by Board. Ashley DeHerrera explained all the grants and what is remaining on them to be obligated or spent.

12. New Long Term Care Building Updates

- a. Review/Discuss/Approve change orders, if any.
- b. Review/Discuss/Approve Pay Application #16
- c. Review/Discuss Board Update to the Governor regarding East Wing Redesign

12. The primary focus of this update was on parking plans for the new facility. Ashley shared a site plan via screen share and reviewed proposed changes, including an adjustment near the front of the property that could create 17 to 18 additional parking spaces. She explained that while there are drainage concerns in one area, a separate space—currently being used for construction equipment and already prepared with a base layer—could potentially be used for overflow parking with either gravel or future paving. Board Member Jassman asked for clarification on employee parking. Ashley noted that employee parking will be located at the rear of the building, behind secured gates to ensure resident safety. Visitor and lab parking will be located in the front section of the lot. She confirmed that there is adequate parking capacity for current staff, which typically ranges between 25 to 30 vehicles per day, including facility-owned vehicles such

as vans and maintenance trucks. The vans will be parked under a carport, as required by their lease.

Jassman raised a concern about future growth, noting that the addition of a new wing would likely increase resident and visitor traffic. Ashley agreed, emphasizing that the added parking spaces in front and the optional overflow lot should be sufficient. She also mentioned that the gravel lot could be used as-is for now and potentially paved in a future phase, depending on funding.

They also discussed emergency access and infrastructure. Ashley confirmed that the fire lane and driveways throughout the property are wide enough to accommodate emergency vehicles, and culverts have already been installed. Ambulance access will be directed either to the back hospice area or another accessible exit depending on the situation. Ashley also explained that the emergency evacuation policy will be revised to accommodate the new building layout, with multiple designated areas of refuge identified.

Board Member Jassman concluded by thanking Ashley for the detailed and well-organized presentation and had no further questions.

a. Change Order reviewed. Chaiman Lopez entertains a motion to approve. Jassman makes a motion to approve Change Order #9, Portillos seconds, all in favor, motion carries.

b. Pay App 16 was discussed. Chaiman Lopez entertains a motion to approve. Portillos makes a motion to approve Pay App#16, Jassman seconds, all in favor, motion carries.

c. Chairman Lopez states an update to the governor will be made once the board has the final design regarding the additional wing.

13. Financial Review

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

- 13. a. Financial Reports attached. The April 2025 financial reports were reviewed. Ashley DeHerrera reviewed the May financials and addressed a question regarding a \$230,000 Gross Receipts Tax (GRT) overpayment. She clarified that while it has been accrued, it still appears on the AR Aging report under “over 91 days.” The report also shows \$1.1 million aged over 91 days, though not all will be written off—some Medicare claims are still within billing windows.

Ashley DeHerrera and Annabelle Sillas-Graves explained that different departments have specific billing practices: All Star Billing manages Moreno and Cimarron; urgent care handles its own follow-ups.

The Long Term Care AR balance includes the GRT overpayment, and billing remains one month behind, meaning balances will always show in the 0–30 day range.

Chairman Lopez entertains a motion to approve. Portillos makes a motion to approve May 2025 Financial Reports, Jassman seconds, all in favor, motion carries.

14. Old Business

- a. Review/Discuss/Approve Proposal for General Legal Council Services
- b. Review/Discuss/Approve FY 2025-2026 Final Budget
- c. Review/Discuss/Approve Provider moving cost quote

- 14. a. Only one proposal was received for general legal counsel services, submitted by Cuddy & McCarthy. The proposed cost is under \$60,000, which fits within the budgeted amount, any amount exceeding that would require further board approval.

It was noted that Cuddy & McCarthy previously served as legal counsel for the District, but the contract was terminated by the former administrator

due to concerns about responsiveness. However, past experiences with the firm, particularly with attorney Heather Boone on employment matters, were generally positive.

Given their reputation and the submitted proposal, Jasmin moved to approve the proposal from Cuddy & McCarthy, Portillos seconded the motion, all in favor, motion carries.

b. The Board was asked to table the FY 2025–2026 final budget, as it is scheduled to be included on the next board meeting agenda. Portillos made a motion to table the item, Jasman seconds, all in favor, motion carries.

c. Board discussed the final moving cost for Dr. Rossi, noting the expense was higher than anticipated due to the logistics of shipping belongings from Alaska to New Mexico. Board members acknowledged that paying moving expenses for providers has been customary, especially given the distance involved. There was general agreement that the cost is reasonable given freight and fuel expenses and optimism that increased patient revenue will offset this cost. Jassman makes a motion to approve Dr. Rossi’s moving expense reimbursement totaling \$46,579.11 and to delay reimbursement until the start of the next fiscal year (July 1) to align with budgeting and audit considerations, Portillos seconds, all in favor, motion carries.

15. New business

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

- 15. a. The Board reviewed the need to purchase a new work truck for Colfax General Long Term Care, as the current vehicle is very old and unreliable. The newer vehicle was left to the Clinics’ Maintenance person and the Colfax General LTC Maintenance team has been utilizing an older truck

that cannot make it all the way to Angel Fire when assistance from all maintenance is required for snow removal during winter. Multiple quotes were presented, with prices ranging under \$60,000. Board members expressed a preference to wait until closer to fall to obtain additional quotes, including state contract pricing and local dealership offers, to ensure the best deal. It was agreed to include \$60,000 in the upcoming fiscal year's maintenance budget for the purchase, with a final decision to be made around September or October. Ashley DeHerrera also noted a recent revenue increase starting July 1 that may help support this purchase. Portillos makes a motion to table this item, Jassman seconds, all in favor, motion carries. Item tabled for future meeting.

16. Executive session pursuant to NMSA 1978, Section 10-15-1(H)(2) to discuss limited personnel matters.
- a. Reconvene in Open Session – Take Necessary Action, if any, on matters discussed in Executive Session.

16. The Board considered whether to enter executive session to discuss limited personnel matters as allowed under NMSA 1978 Section 10-15-1(H)(2). After discussion, the Chair and members agreed to postpone the executive session to allow full board participation at a later date. No executive session was held during this meeting.

17. Board Concerns

17. None.

18. Set Day & Time of Next Meeting – July 28, 2025

18. Next meeting will on July 28, 2025 at 6:30pm in Springer.

At this time Analy Tellez, brings up that she missed the chat public comment left by Mr. Kear and proceeds to read it to the Board.

20. Adjournment

19. Chairman Lopez entertains a motion to adjourn 7:39. Jassman makes a motion to Adjourn, Portillos seconds, all in favor, motion carries.
Meeting adjourns 7:39 pm.

Respectfully submitted,

Ashley DeHerrera
Nursing Home Administrator

Annabelle Sillas-Graves
Clinics Administrator

Boe Lopez, Chairman
Louise Portillos, Vice Chair