

**October 27, 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/87369215188?pwd=AzVa4EakyHVPZaIMkC6i9HKIADzU4f.1>**

**Meeting ID: 873 6921 5188**

**Passcode: 460711**

## 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, Treasurer/Secretary Nate Lay, and Trustee Bruce Jassman(zoom).  
Members absent at time of Roll Call – Trustee Fred Martinez  
Fred Martinez Joined meeting at 6:40 PM.  
Additional staff present – Nursing Home Administrator Ashley DeHerrera, Clinics Administrator Annabelle Sillas-Graves(zoom), HR Generalist Teresa Ebell, and Business Officer Analy Tellez.
3. Approval of Agenda
  3. The Board discussed restructuring Items 18 and 19 into one combined executive session. Lopez entertains a motion to approve agenda as amended. Portillos motions to approve the agenda as amended, Lay seconds, all in favor, motion carries.
4. Review/Discuss/Approve Board Meeting Minutes
  - a. September 22, 2025 Regular Board Meeting Minutes
  - b. October 7, 2025 Special Board Meeting Minutes
  4. a. Portillos makes a motions to approve the September 22, 2025 Regular Board Meeting Minutes as presented, Jassman seconds, all in favor, motion carries.  
b. Jassman makes a motion to approve the October 7, 2025 Special Board Meeting Minutes as presented, Lay 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.

6. Board Reports

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

7. Review/Discuss/Approve

September/October 2025 Nursing Home Administrator Report for Colfax General Long Term Care and Colfax General Laboratory

5. None.

6. a. Nothing to report.  
b. Nothing to report.  
c. Finance Committee met, Jassman and Portillos attended but lacked Cheryl and Ashley at the meeting to properly review financials. Stated they would discuss any observations during the financial part of the meeting.

7. Report attached by Nursing Home Administrator Ashley DeHerrera.  
Administrator Ashley DeHerrera presented her report.  
Portillos questioned whether there had been decrease in lab expenditures since the termination of traveling to Raton, Ashley responded that there has been some decreases in those expenses.  
Chairman Lopez expressed concern about the recent East Wing design presentation, noting that he and Vice Chair Portillos had previously informed the group they would be unavailable that day. Despite this advance notice, he received word only 56 minutes before the meeting that leave was being taken by Administrator Ashley. Lopez stated he had to stop his own work unexpectedly to ensure the Board had a quorum. He emphasized that had he not, this situation would have reflected poorly in front of the state representatives present and stressed the need for timely communication.

Vice Chair Portillos agreed, stating that the Administrators presence is essential because many of the state's questions could only be answered by the Administrator, especially regarding changes the Board had not been involved in.

Administrator DeHerrera responded that while she makes every effort to attend required meetings, she cannot always control unexpected health issues. Further discussion was deferred to Executive Session.

Portillos makes a motion to approve September/Ovtober 2025 Nursing Home Administrator Report, Lay seconds, all in favor, motion carries.

8. Review/Discuss/Approve  
September/October 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.  
Administrator reported that the locum tenens provider, Valerie, has completed her six-month assignment, and all clinics are now operating with a single provider at each site.  
Recruitment efforts are ongoing, and a newly retired physician has expressed interest in providing PRN coverage across the facilities. She noted that the architectural proposal for the new Moreno Valley Healthcare Clinic is nearly complete and should be received within the next two days.  
Annabelle also informed the Board that Moreno Valley Urgent Care will transition to its winter schedule, shifting to Thursday through Sunday operations. Finally, she provided an update regarding the termination of the All Star Billing contract, explaining the company's position on the required 90-day claims completion period and the need for internal discussion before

determining the District's next steps.  
Lay makes a motion to approve  
September/October 2025  
Administrator Report for CHC and  
MVHC and MVUC, Portillos seconds,  
all in favor, motion carries.

9. Review/Discuss IPRA Requestor Report  
 September 2025

10. Review/Discuss/Approve September 2025  
 Compliance Reports
 

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

11. GO Bond Updates

12. Capital Outlay Project Updates
 

- a. Notice of Obligations & Payment Statuses

13. New Long Term Care Building Updates
 

- a. Review/Discuss drainage issue at New Long Term Care Facility
- b. Review/Discuss/Approve change orders, if any.
- c. Review/Discuss/Approve Pay App #20 from Franken Construction.

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

10. Compliance Report Attached by Teresa Ebell, HR Generalist.  
Compliance report presented.  
Portillos makes a motion to approve  
September 2025 Compliance Reports,  
Jassman seconds, all in favor, motion carries.

11. Approximately \$1.3M available;  
remaining funds will release every six months.  
MVHC can utilize funds as needed for architectural purposes of their project.

12. Report Attached and discussed by Board.  
No questions from the Board.

13. Project update report provided from Franken Construction attached.

- a. Franken Construction Site Superintendent Mark provided an overview of the site drainage layout for the new Long Term Care facility, explaining that the system is functioning as originally designed.  
They noted, however, that recent water overflow issues were not caused by the facility's drainage but by external factors, specifically a county bar ditch that has not been cut and the absence of a culvert at a neighboring residence.  
As a result, runoff has been diverting

14. New Moreno Valley Healthcare Clinic – Project Updates.

15. Financial Review

- Review/Discuss/Approve September 2025 Financial Reports
- Review/Discuss/Approve BAR - GO Bond Budget Adjustment Resolution #2114
- Review/Discuss/Approve FY2026 Q1 Financial Report

16. Old Business

- Review/Discuss/Approve the Purchase of a Work Truck or Utility Side-by-Side Vehicle for Colfax General Long Term Care

across the roadway and into nearby properties. To resolve the issue, the Franken agreed to dig out the bar ditch, while the affected Town of Springer will install a driveway culvert.

b. One prior change order for the East Wing previously signed by the Chair was formally approved. Lay made a motion to approve, Portillos seconds, all in favor motion carries.

c. Pay app #20 reviewed by the Board. Lay makes a motion to approve, Portillos seconds, all in favor, motion carries.

14. Architectural proposal expected within 1–2 days; may require a special meeting for review.

15. a. Chair Lopez entertains a motion to approve Approve September 2025 Financial Reports. Jassman makes a motion to approve, Portillos seconds, all in favor, motion carries.

b. Chair Lopez entertains a motion to approve BAR - GO Bond Budget Adjustment Resolution #2114, Lay makes a motion, Portillos seconds, all in favor motion, carries.

c. Chair Lopez entertains a motion to approve FY2026 Q1 Financial Report, Lay makes a motion, Portillos seconds, all in favor motion, carries.

16. a. After discussion of needs for snow removal and clinic fleet rotation, the Board approved purchase of a Ford F-350, with final selection at Maintenance Director Johnny's

b. Review/Discuss/Approve purchase quote for Jade portable X-ray unit, required software, and laptop \$37,614.76.

discretion. Portillos made a motion to approve this item, Lay seconds, all in favor, motion carries.

b. Chair Lopez entertains a motion to approve the purchase quote for Jade portable X-ray unit, required software, and laptop \$37,614.76. Jassman makes a motion to approve, Portillos seconds, all in favor, motion carries.

17. New business

- a. Review/Discuss/Approve Closure of Restricted Cash Account with InBank
- b. Review/Discuss/Approve Acceptance of FY25 Capital Development Program Fund Grant CDPF 87934

17. a. Chair Lopez entertains a motion to approve Closure of Restricted Cash Account with InBank. Portillos makes a motion to approve, Lay seconds, all in favor, motion carries.

b. Chair Lopez entertains a motion to approve acceptance of FY25 Capital Development Program Fund Grant CDPF 87934. Lay makes a motion to approve, Portillos seconds, all in favor, motion carries.

18. 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.
- b. Review/Discuss/Approve Salary Adjustment for Licensed Nursing Home Administrator
- c. Review/Discuss/Take Action if any, on matters regarding personnel issues

19. Executive session pursuant to NMSA 1978, to discuss a limited matter subject to the attorney-client privilege pertaining to threatened or pending litigation in which SCCCCSHD may become a participant.

18.

19.

Executive sessions were combined as an amendment to the agenda at the beginning of the meeting.

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 and Executive session pursuant to NMSA 1978, to discuss a limited matter subject to the attorney-client privilege pertaining to threatened or pending litigation in

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

which SCCCSD may become a participant.

Lay makes a motions, Portillos seconds, all in favor, motion carries.  
Roll Call taken by Analy Tellez, Lopez, Portillos, Lay, Martinez, and Jassman – present.  
Board enter into executive session at 7:37 PM.

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, Martinez, and Jassman – present.

Board exits executive session at 9:05 PM.

Board confirmed that no matters were discussed in executive session beyond the limited items listed on the agenda.

Chairman Lopez entertains a motion to approve Salary Adjustment for Licensed Nursing Home Administrator. No motion was made on the item, and as a result, the matter failed for lack of action. Following this, Administrator DeHerrera formally requested a copy of her official job description as approved by the District, as well as documentation outlining her assigned duties and responsibilities under her current contract. She stated that while she will continue to fulfill her obligations as written, she will not assume additional duties that are not expressly outlined or approved in writing by the Board. The Board then moved on to the remaining personnel matters, on which no additional action was taken.

20. Board Concerns

20. Trustee Bruce Jassman raised significant concerns about snow removal capabilities for the clinics in Angel Fire and Cimarron. He stated that while the District is purchasing a new truck with a snowplow attachment for Springer, the snowplow truck previously sent to Angel Fire “never worked,” which is why the District had to hire an outside contractor last winter. He emphasized that Angel Fire receives far more snow than Springer, and that both Angel Fire and Cimarron require reliable snow removal equipment to ensure the clinics can safely open each day. Jassman explained that it is unrealistic for staff to drive a plow truck from Springer, through Cimarron, and up to Angel Fire during winter conditions, especially when snow often falls daily in the higher elevations. He stated that the clinics need their own functioning snow removal equipment and that relying on a truck traveling from Springer is not workable. He noted that Angel Fire operates two clinics and experiences heavy winter traffic, and that clean parking lots and walkways are essential for patient access and safety. Jassman added that winter is the clinics’ busiest revenue season, and if patients cannot physically reach the buildings due to snow or ice, the District is failing to meet its responsibilities. He concluded by stating that while he supports Springer receiving a new truck, the District must also ensure that the Angel Fire and Cimarron clinics receive equal attention and the proper equipment needed to stay open during winter weather.

21. Set Day & Time of Next Meeting – November 24, 2025

21. During scheduling discussions, the Board considered skipping the November meeting and instead meeting on December 15th, though that date falls on the first day of Hanukkah. After confirming that no urgent items were pending, Chairman Lopez asked for input. While some members felt December 15th would work, Trustee Jassman opposed cancelling the November meeting. As a result, the Board agreed to keep the regularly scheduled meeting on November 24, 2025, with the understanding that if too many members were unavailable due to the holiday week, the meeting could be adjusted as needed. The next regular Board meeting will be held on November 24, 2025, at 6:30 PM in Cimarron.

22. Adjournment

22. Chairman Lopez entertains a motion to adjourn the meeting. Jassman makes a motion to Adjourn, Lay seconds, all in favor, motion carries.  
Meeting adjourns 9:31 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