

May 28, 2024

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

**PLACE:
Cimarron Healthcare Clinic, Cimarron, NM**

Zoom Link

<https://us02web.zoom.us/j/83536629439?pwd=SzNPUm9COFIMZ1hFSkVkVWdrM1VyUT09>

Agenda Items & Discussion

1. Call Meeting to order
 2. Roll Call
 3. Approval of Agenda
 4. Review/Discuss/Approve April 22, 2024 Regular Meeting Minutes
 5. Public Comments (Limited to 3 minutes per person)
 6. Board Reports
 - a. Chairman/Vice Chair Report
 - b. Board Docket
1. Chairman Nate Lay called meeting to order at 6:30 PM.
 2. Members present – Chairman Nate Lay, Vice Chairman Bruce Jassman, and Trustee Boe Lopez
Trustee Louise Portillos joined over Zoom later in meeting during line item 12 discussion.

Members absent – Secretary/Treasurer Fred Martinez

Additional staff present – Nursing Home Administrator Ashley DeHerrera, Morono Valley Healthcare Clinic Administrator Natasha Hawley (Zoom), Cimarron Healthcare Clinic Administrator Alexandria Chavez (Zoom), HR Generalist Sarah Arias, and Business Officer Analy Tellez.
 3. Jassman makes a motion to approve agenda as presented, Lopez seconds, all in favor, motion carries.
 4. Jassman makes a motion to approve April 22, 2024, Regular Board Meeting Minutes, Lopez seconds, all in favor, motion carries.
 5. Comments made by Dan Rakes from the Angel Fire Resort. Dan Rakes hopes that there can be some sort of partnership with the district to combine the medical facilities.
 6. a. None.
b. None.

7. Review/Discuss/Approve April/May 2024 Administrator Report
- a. Colfax General Long-Term Care Report
 - b. Colfax Laboratory Report
 - c. Cimarron Healthcare Clinic Report
 - d. Moreno Valley Healthcare Clinic

8. Review/Discuss/Approve April 2024 Compliance Report
- a. Nursing
 - b. Personnel/Staffing
 - c. Trainings
 - d. Grievances

9. Capital Outlay Project Updates
- a. Colfax General LTC
 - i. Notice of Obligations & Payment Statuses

10. Review/Discuss New LTC Building Updates

11. Review/Discuss Clinics Consultant Update, Bianca Kertson

7. April/May 2024 Administrators Report Presented to the Board by A. DeHerrera. Report Attached.

Jassman motions to approve Administrator Report, Lopez seconds, all in favor, motion carries.

8. Report attached and presented by S. Arias.
Jassman motions to approve April 2024 Compliance Report, Lopez seconds, motion carries.

Report Attached.

9. a. Report Attached and Presented by A. DeHerrera.
No Questions from the Board.

10. A. DeHerrera gives report to board regarding updates on the New LTC Building. Board presented with Weekly Reports from Franken Construction.
No Questions from the Board.

11. Clinic Consultant Bianca Kertson from Constellation Consulting presented her 5/28/24 Update on findings to the board. Consultant presents to the Board that there is a need for a Director position to oversee and assist with administrative duties that should not be a part of the MAs scope of work. A position and job description for Director of Practice Operations has been developed and presented to the board.

- 12. Financial review
 - a. Review/Discuss/Approve April 2024 Financial Reports

- 12. Financial Reports presented by A. DeHerrera. Reports Attached. Lopez has questions regarding specific spending, who approves travel and milage, and would like a more detailed look at expenses and financials. Portillos questions on getting information on conferences and travel ahead of time not after the fact. Jassman motions to approve April 2024 Financial Reports, no second from board, motion fails.

Chairman Lay questions the board on what they would like to see in the Financial Report or know about it to Approve the April 2024 Report. Lopez states that in the future he would like to see the Credit Card Bill but is willing to approve as is for now.

Jassman motions to approve April 2024 Financial Reports, Lopez seconds, motion carries.

- 13. New Business
 - a. Review/Discuss/Approve FY 2024-2025 Interim Budget
 - b. Review/Discuss/Approve Clinic Administrator Position Description
 - c. Review/Discuss/Approve FY 2025 Line of Credit of \$3,000,000 Resolution #2089
 - d. Review/Discuss/Approve Resolution Adopting The FY 26-30 ICIP #2090
 - e. Review/Discuss/Approve Private Pay Increase Resolution #2091
 - f. Review/Discuss/Approve CGLTC Activities Policy Updates

- 13. a. Budget options attached. A. DeHerrera presents and explains the FY 2024-2024 Interim Budget options to the Board. The option to have LTC have consistent 30 patient count, increase in patient encounters for both Clinics and Increase in Billing for the Lab are all changes that would help with sustaining the district. If these categories stay the same as this FY, other option would be to cut expenses such as salaries or positions. An option with increase in revenue from patient count is selected. Jassman makes a motion to approve the selected 2024-2025 Interim Budget, Lopez seconds, all in favor, motion carries.

b. Lopez makes a motion to approve the Clinic Administrator Position Description, Portillos seconds, all in favor, motion carries.

c. Resolution attached. Lopez makes a motion to approve FY 2025 Line of Credit of \$3,000,000 Resolution #2089, Jassman seconds, all in favor, motion carries.

d. Resolution attached. Jassman makes a motion to approve Resolution Adopting The FY 26-30 ICIP #2090, Portillos seconds, all in favor, motion carries.

e. Resolution attached. Portillos makes a motion to approve Private Pay Increase Resolution #2091, Jassman seconds, all in favor, motion carries.

f. Policies attached. Jassman makes a motion to approve CGLTC Activities Policy Updates, Lopez seconds, all in favor, motion carries.

14. Old Business

- a. Review/Discuss/Approve New SCCCSHD Organizational Chart
- b. Review/Discuss/Approve No Show Policy for MVHC and CHC
- c. Review/Discuss/Approve Angel Fire Resort Partnership for Clinic in Angel Fire
- d. Review/Discuss/Approve Stifel Proposal to proceed with Bond
- e. Review/Discuss/Approve Non-Emergency Transportation Service
- f. Review/Discuss/Approve Volunteer Policy for SCCCSHD
- g. Review/Discuss/Approve Proposal for Cimarron Healthcare Clinic Work/Construction

14. a. Organizational Chart attached.

Jassman makes a motion to approve the SCCCSHD Organizational Chart, Portillos seconds, motion carries.

b. Policy attached. Jassman makes a motion to approve the No Show Policy for MVHC and CHC, Portillos seconds, motion carries.

c. Chairman Lay opens it up topic for discussion. Vice Chair Jassman would like to call for a special meeting in Angel Fire to address this topic. Jassman has received calls from the Village of Angel Fire, they would like to do everything possible to help out.

Bret Weir would like to help as well; he is the county commissioner. They would like to be a part of the solutions. Jake Crane, village counselor, he would like to see if they can help with housing. Community is fully on board with idea. Jassman asks T. Hawley about a wait list for the MVHC. T. Hawley responds that there is a long waiting list and that they are not currently accepting new patients. Lay comments that he understands that the community is excited and that they need something. He does not think there is a need for two medical clinics, and we do not have the staff to see the increase in patients. Having another building will do nothing if the staff is not there. Jassman responds that he believed the Angel Fire Resort is willing to help with finding a provider. They could help with the cost of a provider. Locums are so expensive. Asks Dan Rakes if he has anything to add. Dan Rakes thinks there can be a special meeting coordinated. He believes there is a point about the staff. The Urgent care was ran by just a Doctor, an NP or PA, and a Receptionist. They think they absolutely need to have someone in place before the ski season. Does not believe they would have to add too much staff. Portillos has a concern that they need to look at hiring the clinic administrator before hiring the providers and other staff. Jassman points out the Angel Fire is growing, and they need to be taken care of and provide healthcare services. Special Meeting to be set up after June 11th. Jassman to set up a special meeting. No action taken.

d. Contract and presentation attached. Jassman makes a motion to approve Stifel Proposal to proceed with Bond, Lopez seconds, all in favor, motion carries.

e. Board Reviews Non-Emergency Transportation Service. Portillos makes a motion to table this item, Jassman seconds, all in favor, motion carries.

f. Volunteer Policy presented and attached. Jassman makes a motion to approve the Volunteer Policy, Lopez seconds, all in favor, motion carries.

g. Chairman would like to have a motion to approve the construction proposal if the cost is under 25k and approve if cost is covered by grant

15. Board Concerns

15. Portillos has a suggestion that per the By-Laws they are able to form committees and that this would be helpful for answering questions and passing information along. Would like to see the selection of that in upcoming board meeting.

16. Set Day & Time of Next Regular Meeting – June 24, 2024

16. Meeting set for Monday, June 24, 2024 at 6:30pm in Springer, NM. Special Meeting will be organized by Mr. Jassman and will be held in Angel Fire.

17. Adjournment

17. Jassman makes a motion to adjourn the meeting, Lopez seconds, all in favor, motion carries. Meeting is Adjourned at 8:40 pm.

Respectfully submitted,

Administrator

Nate Lay, Chairman
Bruce Jassman, Vice Chairman