

November 24, 2025

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

PLACE:

**Cimarron Healthcare Clinic, Conference Room,
6:30 pm**

<https://us02web.zoom.us/j/83033652651?pwd=8kPPwUmRcRzqtGbz9H3IvvAYoq9qBK.1>

Meeting ID: 830 3365 2651

Passcode: 693122

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(zoom), Vice Chair Louise Portillos(zoom), and Trustee Bruce Jassman.

Members absent at time of Roll Call – Trustee Fred Martinez, Treasurer/Secretary Nate Lay

Fred Martinez Joined meeting at 7:10 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. Chairman Lopez entertains a motion to approve agenda as presented. Portillos motions to approve the agenda, Jassman seconds, all in favor, motion carries.

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

4. a. Portillos makes a motions to approve the October 27, 2025 Regular Board Meeting Minutes as presented, 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. None.

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 Lopez reported no updates. Vice Chair Portillos requested staff be notified to use her personal email, as she does not regularly access the district email.
b. Nothing to report.
c. The Finance Committee did not meet due to scheduling conflicts.

7. Review/Discuss/Approve Baker Tilly Final Audit Report

- 7. Lauren Kisten (Baker Tilly) presented the FY2025 audit results. The audit resulted in unmodified opinions and was submitted timely to the New Mexico State Auditor. Three internal control items were reported, including one significant deficiency related to declining cash balances. No material weaknesses or illegal acts were identified.

Jassman motions to approve Final Audit Report, Portillos seconds, all in favor, motion carries.

8. Review/Discuss/Approve October/November 2025 Nursing Home Administrator Report for Colfax General Long Term Care and Colfax General Laboratory

- 8. Report attached by Nursing Home Administrator Ashley DeHerrera. The Administrator reported that GO Bond funding has been fully deposited, with approximately \$1.3 million available and anticipated for use on upcoming construction Pay Application #21. Due to cash flow constraints, the facility continues to utilize the Line of Credit, with repayment planned upon receipt of mill levy funds. A repayment to the State of New Mexico related to overpaid Gross Receipts Tax (GRT) from the Medicaid cost report audit (April 1, 2022–March 31, 2024) has cleared. Contract language related to GRT taxation was removed effective July

2025, and procedures are in place to mitigate future exposure. Employee benefit open enrollment began December 1, 2025. A nationwide 15% increase in Blue Cross Blue Shield medical premiums was reported, with the cost shared between the employer and employees. Operational updates included stormwater runoff concerns at the new Long Term Care building site. A culvert was donated to the Town of Springer, which will oversee installation with minimal disruption to adjacent property. Regulatory updates confirmed completion of the annual CMS recertification survey on October 24, 2025, with no findings of substandard quality of care or immediate jeopardy. The facility is awaiting CMS Form 2567 and will submit final corrections as required. Resident care and engagement activities included flu and COVID vaccinations, election ballot assistance, Resident Rights Awareness Month programming, and community visits. The Medical Director continues weekly onsite visits, with increased collaboration and expanded training initiatives planned. The quarterly QAPI meeting was completed on November 13, 2025. Laboratory operations were reported as stable and compliant. The lab administered approximately 80 flu vaccines to community members and continues efforts to address bad debt while maintaining productivity.

Portillos makes a motion to approve October/November 2025 Nursing Home Administrator Report, Jassman seconds, all in favor, motion carries.

9. Review/Discuss/Approve
October/November 2025 Clinics Administrator
Report for Cimarron Healthcare Clinic, Moreno
Valley Healthcare Clinic, and Moreno Valley
Urgent Care @ AF Resort

9. Administrator Report presented by Annabelle Sillas-Graves. The Administrator reported ongoing recruitment efforts, including discussions with provider for PRN provider coverage across all facilities to ensure continuity of care and prevent revenue loss. Interested provider has applied for a New Mexico license and would serve on an hourly, PRN basis without benefits. Discussions also continue with a certified nurse practitioner considering relocation to New Mexico, which would support expanded Urgent Care operations if finalized. The Board was updated on planning discussions with Hartman & Majewski regarding a proposed design concept. The Administrator recommended reconvening the committee to further evaluate timing and next steps. At Moreno Valley Urgent Care, discussions are underway with a radiology technician to support imaging services during peak seasons. Housing options, including stipends and alternative arrangements, were discussed. Imaging plans include consideration of a refurbished portable X-ray machine as a cost-effective solution, with interim support provided by the fluoroscope. Community funding assistance is being explored.

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

10. Review/Discuss IPRA Requestor Report
October 2025

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

11. Review/Discuss/Approve October 2025 Compliance Report

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

12. GO Bond Updates

13. Capital Outlay Project Updates

- a. Notice of Obligations & Payment Statuses

14. New Long Term Care Building Updates

- a. Review/Discuss Maintenance Building and North Side Parking Lot
- b. Review/Discuss/Approve change orders, if any.
- c. Review/Discuss/Approve Pay App #21

11. 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.

12. The Board discussed initial utilization of GO Bond funds for upcoming pay applications and design work.

13. Report Attached and discussed by Board. Remaining balances and expenditures across multiple grants were reviewed.

14. a. The Board received an update on the proposed Maintenance Building and North Side Parking Lot associated with the new Long Term Care facility. The Administrator reported that current cost estimates for this portion of the project are higher than anticipated and may not be feasible within existing budget constraints. The Board discussed the need to evaluate alternative options to reduce costs, including rebidding the project, modifying the scope of work, or exploring phased construction approaches. Staff was directed to further review available options and return to the Board with revised recommendations and potential cost-saving measures for consideration at a future meeting.

b. None at this time.

c. Pay app #21 reviewed by the Board. Jassman makes a motion to approve, Portillos seconds, all in favor, motion carries.

15. New Moreno Valley Healthcare Clinic – Project Updates.

15. Planning meetings will resume to determine next steps with the architectural group.

16. Financial Review

- a. Review/Discuss/Approve October 2025 Financial Reports
- b. Review/Discuss/Approve Authorization to use LOC for operational costs due to Cash Flow restraints

16. a. The Board reviewed the October 2025 financial reports and discussed the District’s current financial position. Management reported ongoing cash flow constraints driven by timing differences between expenditures and incoming revenues. The Board discussed the impact of these constraints on day-to-day operations, including increased reliance on the Line of Credit to meet operational obligations. Staff noted that financial conditions are expected to improve upon receipt of upcoming mill levy revenues and other anticipated funding sources.

b. The Board discussed authorization to utilize the Line of Credit as necessary to support operational needs during the interim period prior to receipt of mill levy funds. Management outlined plans to closely monitor Line of Credit balances and to repay amounts advanced once revenues are received. The Board acknowledged the necessity of short-term borrowing to maintain continuity of operations and emphasized the importance of prudent cash management and timely repayment.

17. Old Business

- a. Review/Discuss/Select Colfax Healthcare Foundation Board Positions

17. a. Selection was discussed and many members agreed that it may be better to wait until new members are sworn in. Portillos motions to table item until January meeting, Jassman seconds, all in favor motion carries.

18. New business

- a. Review/Discuss/Approve Housing Costs for Urgent Care Radiologist
- b. Review/Discuss/Approve Cuddy & McCarthy Invoice for \$23,595.06
- c. Review/Discuss/Take Action on Mileage Reimbursement Policy - Request for Board Clarification

- 18. a. The Board discussed housing needs and associated costs for a radiologist supporting Moreno Valley Urgent Care, particularly during peak seasonal operations. Management explained that previous housing support commitments from the resort are no longer available, requiring the District to explore alternative arrangements. Options discussed included providing a housing stipend, identifying short-term rental solutions, or allowing the provider to secure independent accommodations. The Board emphasized the importance of balancing operational needs with cost containment and directed staff to continue evaluating the most cost-effective housing option. Jassman makes a motion to table item, Martinez seconds, all in favor, motion carries.
- b. Chair Lopez entertains a motion to approve Cuddy & McCarthy Invoice for \$23,595.06. Jassman makes a motion to approve, Portillos seconds, all in favor, motion carries.
- c. Management and Board members discussed consistency in reimbursement practices and the need for clear guidance to ensure compliance with policy and applicable regulations. Staff was directed to provide further clarification and, if necessary, return with recommended updates for Board review.

19. Board Concerns

- 19. Board Member Martinez raised questions regarding budget transparency and monitoring at the department level. Management explained that budgets are currently monitored at the entity level and reviews occur as needed when purchases are requested, with oversight provided by management. Mr. Martinez suggested that providing department-level budget summaries

could improve financial awareness and reduce administrative burden. Management acknowledged the value of the recommendation and noted plans to develop monthly reporting tools showing actual expenditures, current budgets, and variances for each division.

Chairman Lopez also noted receipt of an anonymous letter alleging employee misconduct at the Long Term Care facility. Management confirmed they had not received the letter and requested that Chairman Lopez forward it so the facility could investigate and address the concerns appropriately.

No additional Board concerns were raised.

20. Set Day & Time of Next Regular Meeting – December 22, 2025 (subject to change due to holidays)

20. The board discussed the date for the upcoming meeting. Due to holidays it was proposed that the meeting be skipped and reconvene in January. The next regular Board meeting will be held on January 26, 2025, at 6:30 PM in Springer.

21. Adjournment

21. Chairman Lopez entertains a motion to adjourn the meeting. Jassman makes a motion to Adjourn, Portillos seconds, all in favor, motion carries. Meeting adjourns 8:47 PM.

Respectfully submitted,

Ashley DeHerrera
Nursing Home Administrator

Annabelle Sillas-Graves
Clinics Administrator

Chairman
Vice Chair