



Quay County Government

300 South Third Street, Tucumcari, NM 88401

Post Office Box 1246

Phone : (575)461-2112 Fax : (575) 461-6208

AGENDA REGULAR SESSION QUAY COUNTY BOARD OF COMMISSIONERS February 26th, 2024

9:00 A.M. Call Meeting to Order

Pledge of Allegiance

Approval of Minutes-Regular Session February 12th, 2024

Approval/Amendment of Agenda

Public Comment

Ongoing Business

New Business

- I. **Cosmina Hays, CPA Hinkle & Landers**
 - Presentation of **Audit Exit Conference**
 - Request Approval of **Resolution # 38 Acceptance and Approval of the FY 23 Audit**
- II. **Dean Williamson, Wireless Tower Solutions**
 - Presentation of **Wireless Tower Solutions**
 - Request Approval of **Professional Services Agreement**
- III. **C. Renee Hayoz, Quay County Family Health Center Administrator**
 - Presentation of **December and January RPHCA Reports**
 - Request Approval of **December and January Invoice**
- IV. **Vickie Gutierrez, Dr. Dan C. Trigg Memorial Hospital Administrator**
 - Presentation of **Dr. Dan C. Trigg Memorial Hospital Quarterly Report**
 - Request Approval of **Quarterly Mill Levy and Gross Receipt Tax Funding**
- V. **Jerri Rush, Quay County Commissioner**
 - Presentation of **Resolution # 36 Supporting Luna County**
- VI. **Erin Smith, Quay County Extension Office Family Consumer Science Agent**
 - Presentation of **Extension Service Quarterly Report**
- VII. **Rico Marano, Quay County DWI Program Coordinator**
 - Request Approval of **FY25 Local DWI Program Distribution and Grant Funding Application**
 - Presentation of **Quarterly Report**



DOC #CM-00573

03/11/2024 01:49 PM Doc Type: COCOM

Fee: (No FieldTag Finance TotalFees found)

Quay County, NM Ellen White - County Clerk, County Cle

Pages: 91



- VIII. Johnny Reid, Quay County Detention Center Administrator**
- Request Approval of **OD Body Scanner Quote**
 - Presentation of **Detention Center Update**
- IX. Stephen Salas, Quay County Road Superintendent**
- Presentation of **Road Update**
- X. Lucas Bugg, Quay County Fire Marshal**
- Presentation of **New Mexico Finance Authority Public Project Revolving Fund Equipment Application**
 - Request Approval of **Resolution #37 Authorizing and Approving Submission of a Completed Application for Financial Assistance and Project Approval to the New Mexico Finance Authority**
 - Request Approval of **PERA 2023 Volunteer Firefighter Service Credit Qualification Record (District 1)**
 - Request Approval of **Consulting Pharmacist Agreement (Forrest)**
- XI. Daniel Zamora, Quay County Manager**
- Request approval of **Amendment to Ordinance # 55 to #56**
 - Presentation of **GRT Report**
 - Presentation of **Managers Report**
- XII. Indigent Claims Board**
- **Call Meeting to Order**
 - Request Approval of **Indigent Minutes for the January 29, 2024, Meeting**
 - **Adjourn**
- XIII. Request Approval of Accounts Payable**
- XIV. Adjourn**

REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS

**February 26, 2024
9:00 A.M.**

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 26th day of February, 2024 at 9:00 a.m. in the Quay County Commission Chambers, Tucumcari, New Mexico, for the purpose of taking care of any business that may come before them.

PRESENT & PRESIDING:

Jerri Rush, Member, (Acting Chairman)
Brian Fortner, Member
Ellen White, County Clerk
Daniel Zamora, County Manager

OTHERS PRESENT:

Rico Marano, Quay County DWI Coordinator
Johnny Reid, Quay County Detention Center Administrator
Samantha Salas, Quay County Finance Director
Stephen Salas, Quay County Road Department Superintendent
Dennis Garcia, Quay County Sheriff
Lucas Bugg, Quay County Fire Marshall
Farley Verner, CPA; Hinkle & Landers (attended remotely)
Dean Williamson, Wireless Tower Solutions
Renee Hayoz, Quay County Family Health Center Administrator
Vickie Gutierrez, Trigg Memorial Hospital Administrator
Erin Smith, Quay County Extension Office
Ron Warnick, Quay County Sun

The meeting was called to order by Commissioner Jerri Rush, as she led the Pledge of Allegiance.

A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to approve the February 12, 2024, regular session minutes. MOTION carried with Rush voting “aye” and Fortner voting “aye”.

A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to approve the Agenda as presented. MOTION carried with Rush voting “aye” and Fortner voting “aye”.

Public Comments: Quay County Clerk, Ellen White, congratulated the local teams for their advancements to State Basketball and Wrestling tournaments.

NEW BUSINESS:

Farley Verner, CPA for Hinkle & Landers, provided the 2023 Annual Audit for review, via remote through Microsoft Teams. Resolution No. 38; Acceptance and Approval for the 23 Audit was presented for approval. A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to approve. MOTION carried with both members present voting “aye”. A copy is attached.

Dean Williamson, representing Wireless Tower Solutions, provided of slideshow of services they provide to entities to help regulate Tower Installations. Williamson suggested the County create an Ordinance to govern tower installs and enter into an Agreement with Wireless Tower Solutions to oversee the processes. Items of particular interest Williamson noted were the following:

- Public Safety
- Structural Integrity
- RF Emissions
- Electrical
- Security

A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to table the Agreement with Wireless Tower Solutions. MOTION carried with both members present voting “aye”.

Renee Hayoz, Quay County Family Health Center Administrator presented the monthly RPHCA Reports for December, 2023 and January, 2024. Copies are attached. The December and January Invoices were submitted for approval for services rendered at the Quay County Detention Center. A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to approve payment. MOTION carried with both members present voting “aye”. Copies are attached.

Vickie Gutierrez, Trigg Memorial Hospital Administrator, presented the 2023 annual report. A copy is attached. Gutierrez requested payment of the quarterly mill levy gross receipt tax payments in the amount of \$250,000.00. A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to approve the distribution of the GRT payment. MOTION carried with both members present voting “aye”.

Jerri Rush, Quay County Commissioner, requested approval of Resolution No. 36; Supporting Luna County in their effort to oppose the designation of the Mimbres Peaks National Monument. A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to table action of this item. MOTION carried with both members voting “aye”.

Erin Smith, Quay County Extension Family Consumer Science Administrator, presented the Quarterly Report for the time period September – December, 2023. A copy is attached.

Rico Marano, Quay County DWI Program Coordinator, requested approval of the FY 25 Local DWI Program Distribution and Grant Funding Application, along with Resolution No. 34; Authorizing submittal of Application, in the amount of \$115,651.00. A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to approve the Application. MOTION carried with both members voting “aye”. Copies of both the Application and Resolution are attached.

In addition, Marano presented the FY24 Second Quarter Report for monitoring and tracking clients. A copy is attached to these minutes.

Johnny Reid, Quay County Detention Center Administrator requested approval of the OD Security Body Scanner Quote totaling \$170,345.34 from APIC Solutions, Inc. A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to approve. MOTION carried with both Fortner and Rush voting “aye”. A copy is attached.

Reid informed the Commissioners of his plan to retire in September. Reid and Zamora reported the Detention Center is advertising for tower employees as their plan to return inmates to our local Detention Center will necessitate adding this staff.

Quay County Road Superintendent, Stephen Salas, gave the following road updates:

- Work was completed on Quay Road 96.
- An RFP for the design phase of Quay Road 63 is being developed.
- An RFP for Bridge 1042 is forthcoming.
- The Department will be posting for additional employment.

Lucas Bugg, Quay County Fire Marshal requested approval a New Mexico Finance Authority Loan Application, along with Resolution No. 37; authorizing submittal of the Application, for Bard/Endee Fire Department to obtain a Brush Truck. The Loan amount is \$100,000.00 with department funds of \$192,870.00 totaling \$292,870.00. A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to approve the Application and Resolution No. 37. MOTION carried with all members present voting “aye”. Copies of both the Application and Resolution are attached.

Bugg reported the PERA 2023 Volunteer Firefighter Service Credit Record will be submitted at the next meeting.

Bugg requested approval of the Consulting Pharmacist Agreement between the Forrest Volunteer Fire Department and Carlos Marquez, Rph. A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to approve the Agreement. MOTION carried with both Fortner and Rush voting “aye”. A copy is attached.

Daniel Zamora, Quay County Manager, presented correspondence and requested approval of the following items:

- Requested approval to Amend Ordinance No. 55; Relating to Economic Development Planning. This Ordinance was previously adopted September 12, 2022 and a duplicate Ordinance No. was created. At this time, the Economic Development Ordinance will now reflect as Ordinance No. 56. A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to approve the amendment to change to No. 56. MOTION carried with both Fortner and Rush voting “aye”. A copy is attached.
- Distributed the monthly GRT Report for February.
- Receiving additional camera quotes for satellite locations. (Health Department & Road Department)
- Requesting quotes for server software through a Cyber Security Grant.
- Will be submitting a Grant Application with the County Clerk for Cyber Security as the Clerk’s Office Equipment, Servers utilized and software is considered critical infrastructure. This Grant is being made available through the NM Secretary of State.
- Briefly discussed the meeting held at Mesalands Community College regarding the NMED Transportation Hub.

Jerri Rush presented the idea of an MCI (Mass Casualty Incident) Training. Zamora reported that should be the responsibility of an Emergency Manager. Zamora reported he is interviewing potential candidates for that position this week.

Commissioner Rush called the Indigent Claims Board to order. Time noted 10:45 a.m.

--- INDIGENT CLAIMS ---

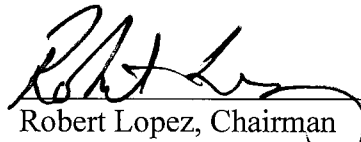
Indigent Claims Board meeting was adjourned and meeting was returned to Regular Session. Time noted 10:50 a.m.

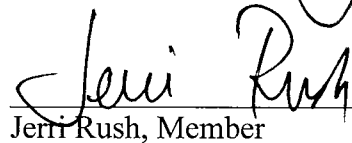
A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to approve the expenditures included in the Accounts Payable Report ending February 22, 2024. MOTION carried with Rush voting "aye", and Fortner voting "aye".

There being no further business, a MOTION was made by Brian Fortner SECONDED by Jerri Rush to adjourn. MOTION carried with Rush voting "aye" and Fortner voting "aye". Time noted 11:00 a.m.

Respectfully submitted by Ellen White, Quay County Clerk.

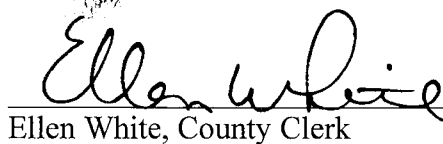
BOARD OF QUAY COUNTY COMMISSIONERS

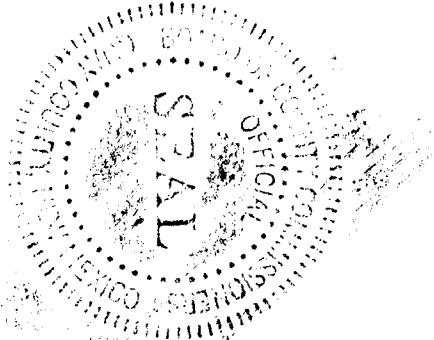

Robert Lopez, Chairman


Jerri Rush, Member


Brian Fortner, Member

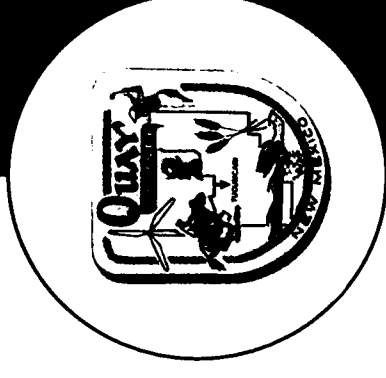
ATTEST


Ellen White, County Clerk



Quay County

2023 Audit Presentation of Results



Presented by:
Farley Vener, CPA, CFE, CGMA
President & Managing Shareholder

Scope of Our Audit and Who We Serve

Opinion on Financial
Statements

Note: Instances of
noncompliance with
State audit rule testing
require findings.
Sec. 12-6-5 NMSA 1978

Non-attest Work

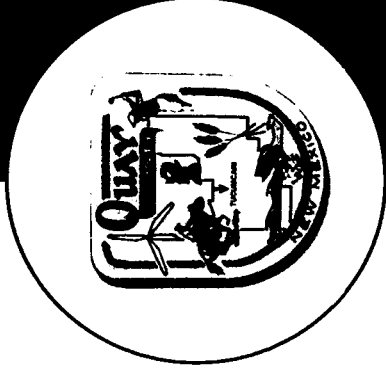
Who Do We Serve?

Provide objective fiduciary
information to:

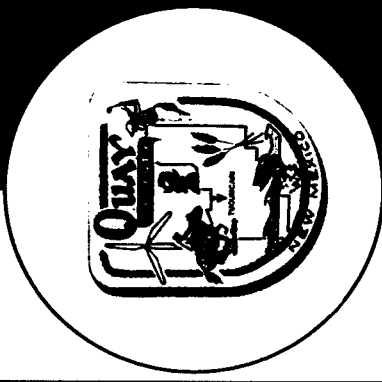
The County
Commissioners and
other Elected Officials

Management

Public Interest



Auditor's Communication (AU-C 260) Required Communications



COMMUNICATIONS		CONCLUSION
Accounting Practices	Implemented GASB 96, Subscription-Based Information Technology Arrangements, and GASB 94, Public-Private and Public-Public Partnerships and Availability Payment Arrangements, no material impact.	
Proposed Adjustments	27	
Adjustments Provided by Client	None	
Adjustments for Government-Wide Presentation	14	
Reclassifying Adjustments	2	
Disagreements with Management	None	
Management's Consultations with Other Accountants	Aware of None	
Discussing of Accounting Issues Prior to Retention	None	
Significant Difficulties in Performing the Audit	None	
Significant Estimates	Management's estimates of: <ul style="list-style-type: none">Property equipment and right-to use assets are depreciated or amortized using the straight-line method over the assets' estimated useful lives.Compensated absences payable (considered an estimate) at year end.Calculation inputs and methods are used for estimates of right-to-use assets and lease liabilities are recorded at the present value of payments.Actuarial estimates were included in calculation of the unfunded net pension liability.	
Financial Statement Disclosure Highlights	County reclassified the Tucumcari/Quay Regional Emergency Communication Center as a blended component unit.	

Auditor's Results and Findings

Auditor's opinions

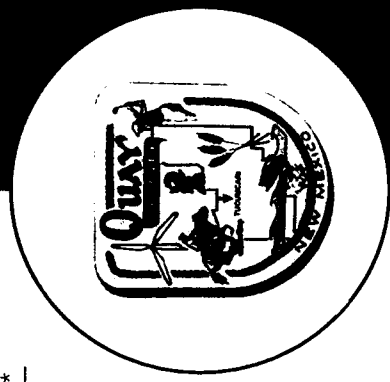
Financial Statements – Unmodified

Findings

Reference #	Description	Current or Prior		Status of Findings	Type of Finding*
		Year	Finding		
2022-001	Sole Source Procurement – Other Noncompliance	Prior year		Resolved	D
2023-001	Financial close, material adjustments and restatements	Current year		New	A
2023-002	Capital assets	Current year		New	B
2023-003	Money collected at satellite locations	Current year		New	D

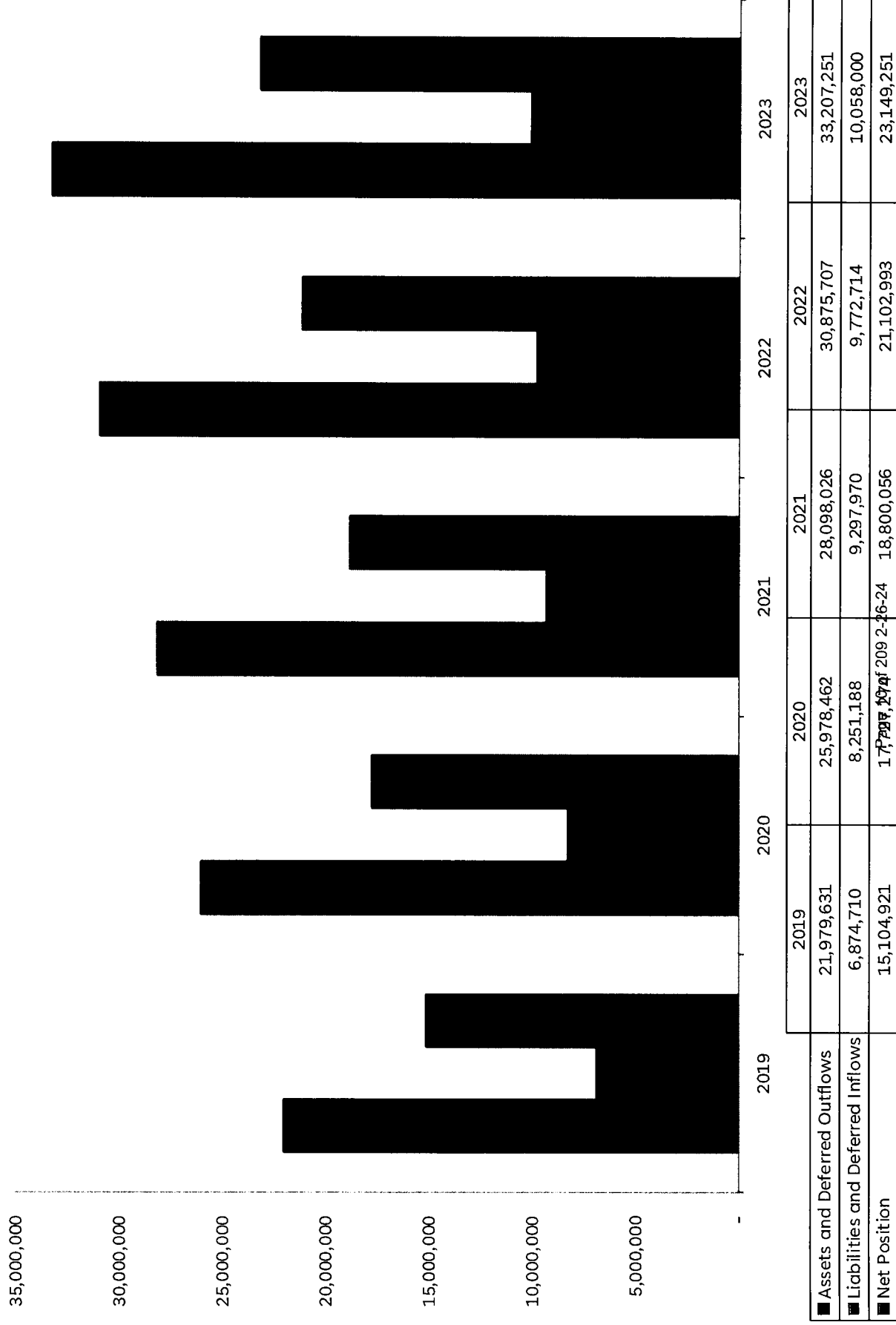
* Legend for Type of Findings

- A. Material Weakness in Internal Control Over Financial Reporting
- B. Significant Deficiency in Internal Control Over Financial Reporting
- C. Finding that Does Not Rise to the Level of a Significant Deficiency (Other Matters) Involving Internal Control Over Financial Reporting
- D. Other Non-compliance with State Audit Rule, NM State Statutes, NMAC, or other entity compliance
- E. Instance of Material Non-compliance



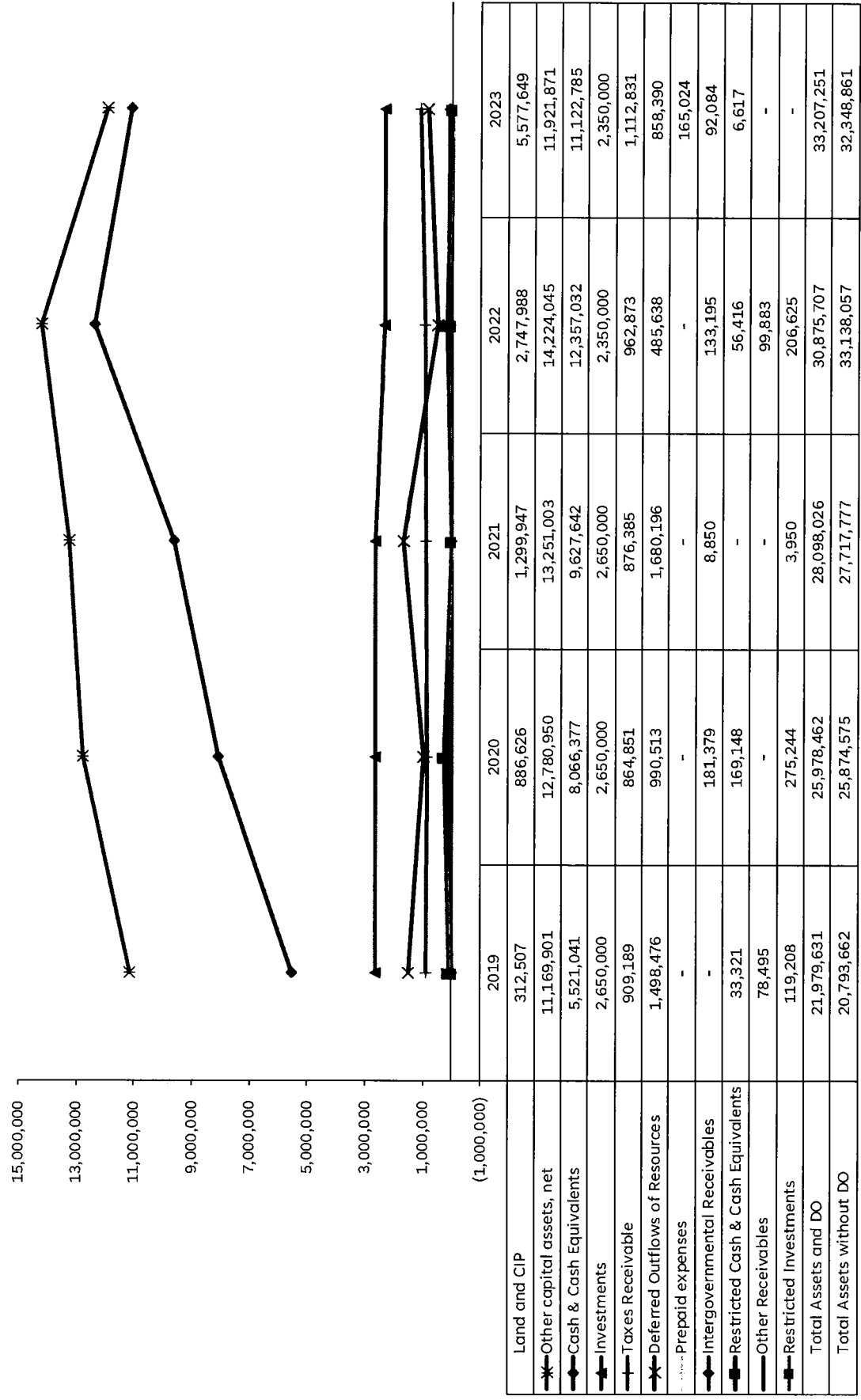


Balance Sheet Analysis





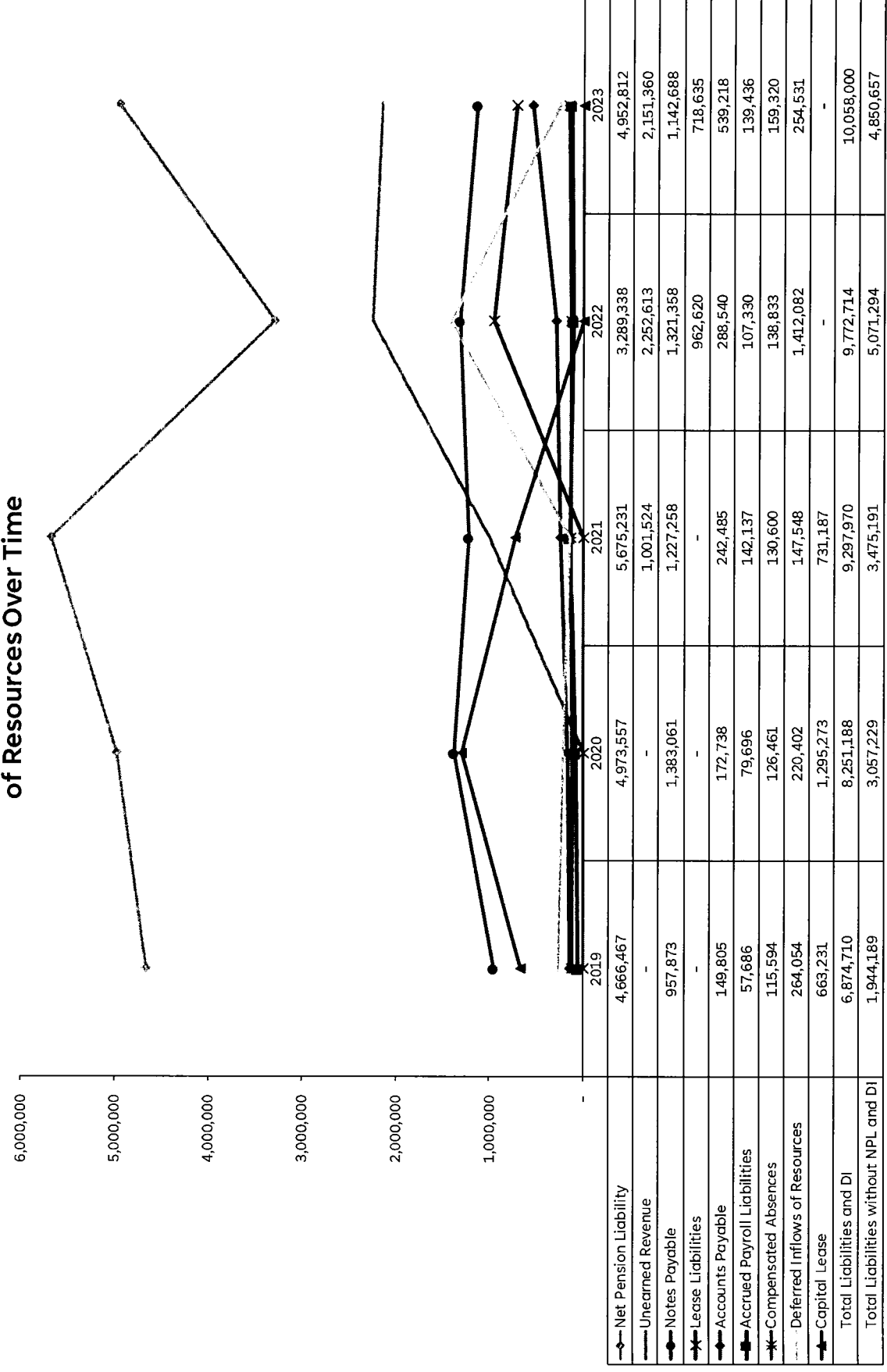
Assets and Deferred Outflows of Resources Over Time



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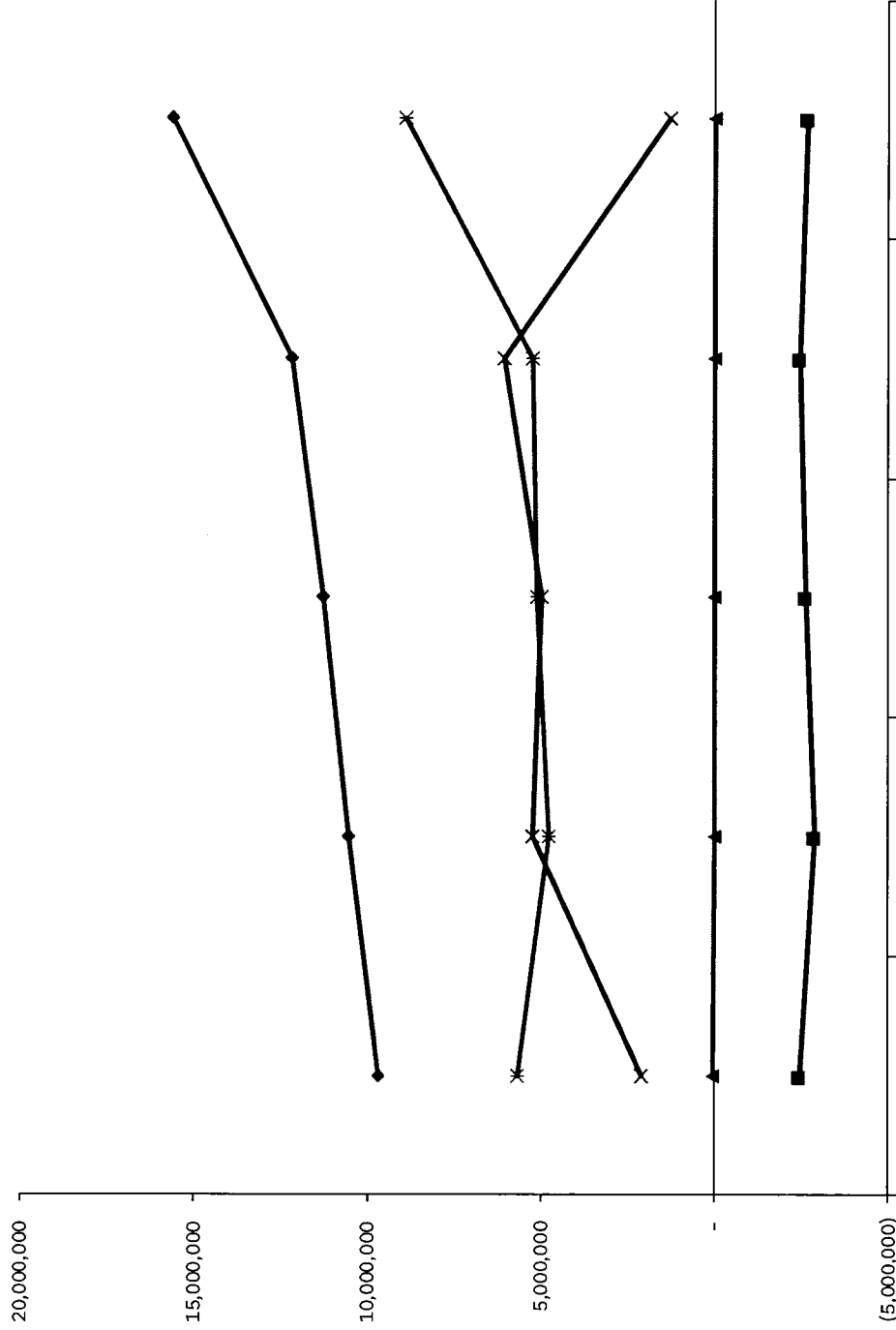


Liabilities and Deferred Inflows of Resources Over Time



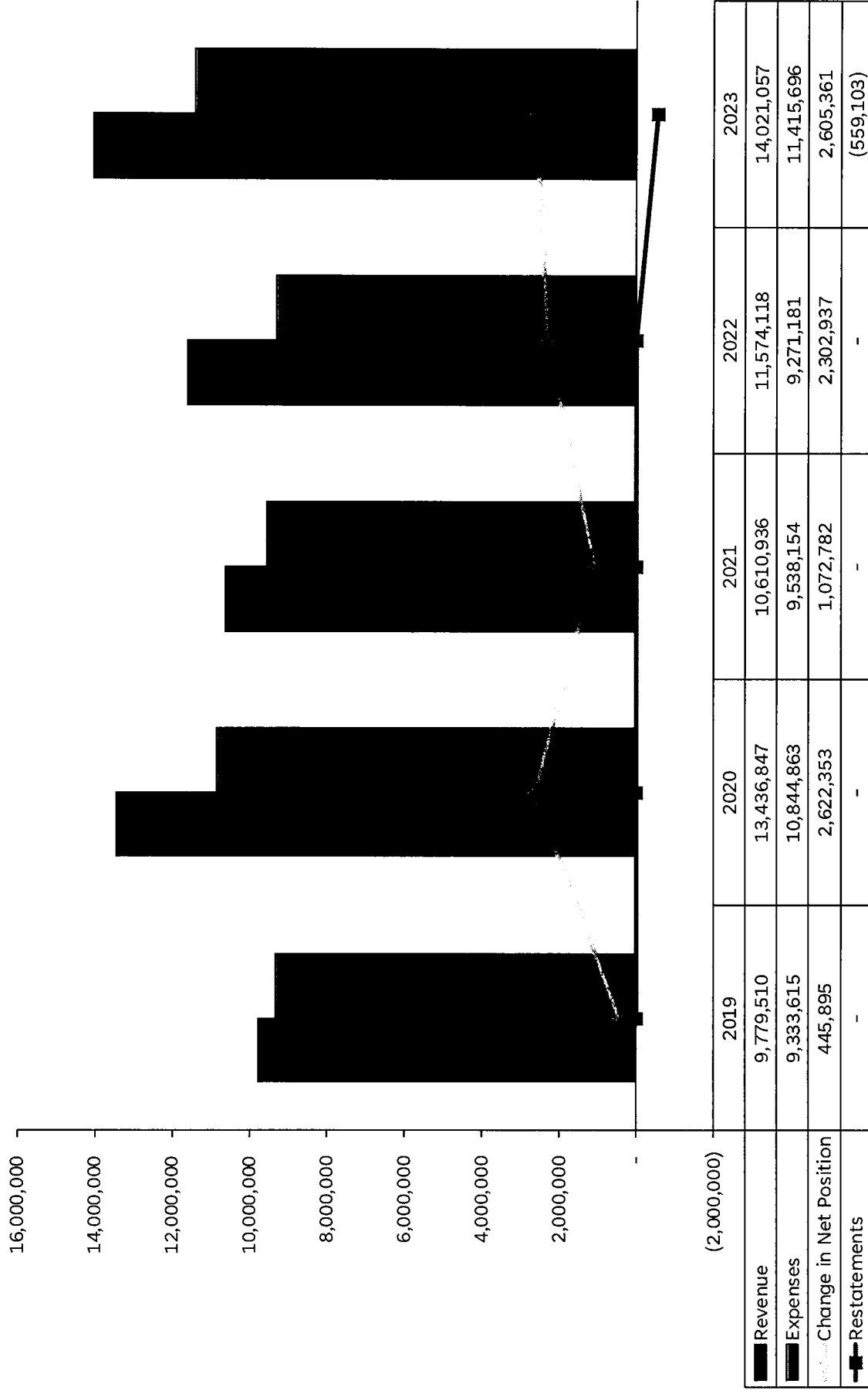


Net Position Over Time



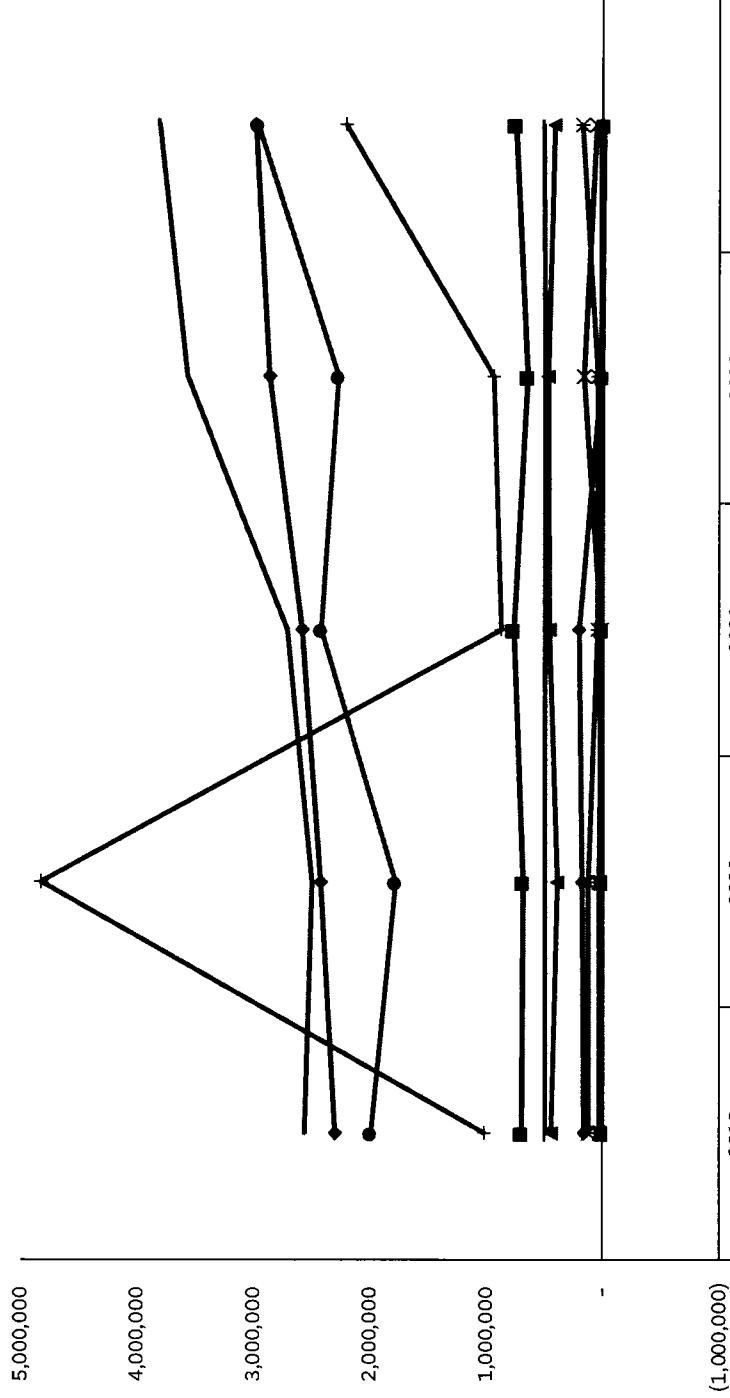


Change in Net Position





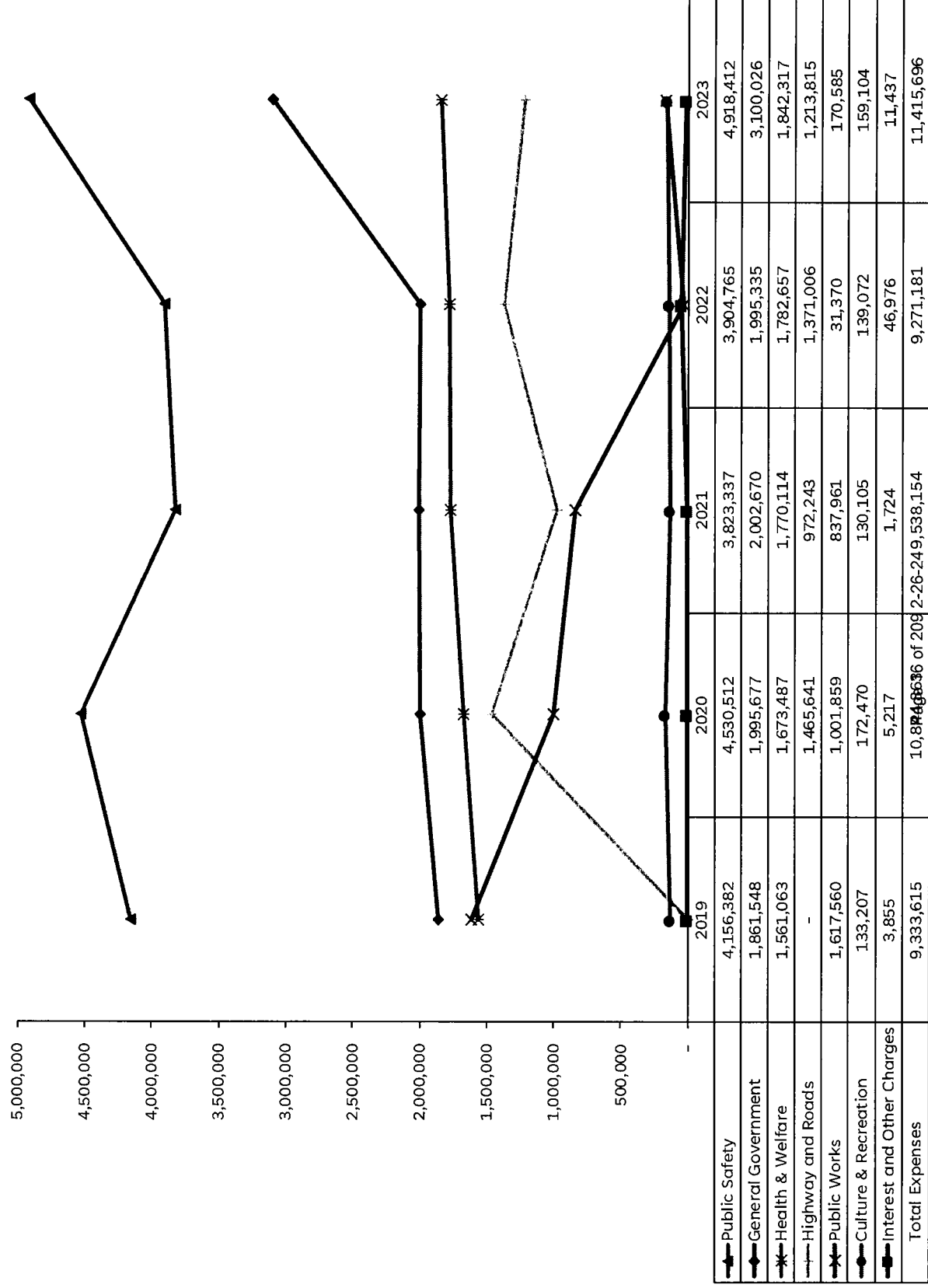
Revenues by Type



	2019	2020	2021	2022	2023
Gross Receipts Tax	2,562,844	2,491,491	2,715,892	3,563,411	3,806,255
Operating Grants & Contributions	1,984,232	1,780,462	2,418,123	2,263,180	2,965,284
Property Taxes	2,296,181	2,414,773	2,579,709	2,850,747	2,983,586
Capital Grants & Contributions	1,007,915	4,824,668	865,477	939,210	2,199,005
Payment in Lieu of Taxes	493,307	498,509	498,459	498,585	498,954
Charges for Services	433,874	390,353	449,494	462,339	409,177
Gasoline and Motor Vehicle Tax	694,444	685,381	753,144	641,555	741,337
Investment Earnings	116,566	115,609	31,649	34,958	170,396
Miscellaneous	24,588	24,720	17,338	157,070	45,584
Other Taxes	161,861	165,051	198,094	12,954	16,617
Gain (Loss) on Disposal of Capital Assets	3,698	-	-	-	(11,187)
Total Revenue	9,779,510	Page 15, 058,004 7-26-24	10,610,936	11,574,118	14,021,057



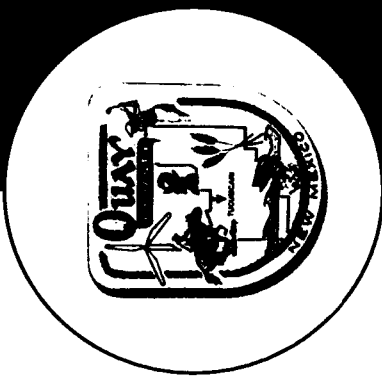
Expenses By Type



New Accounting Standards

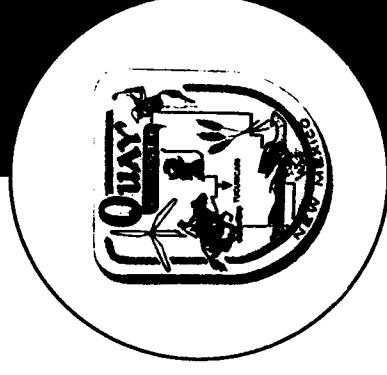
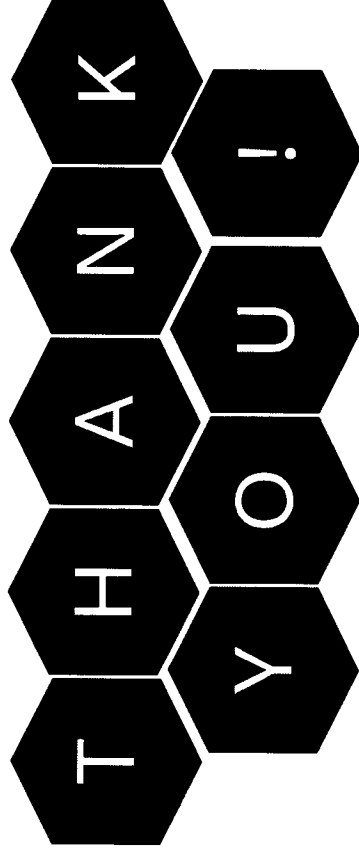
Upcoming GASB Pronouncements

GASB no.	Name	Effective Period (fiscal year)
99	Omnibus	2023 & 2024
2021-1	GASB Implementation Guide 2021-1 Answer 5.1: Capital Assets	2024
100	<i>Accounting Changes and Error Corrections</i> — an amendment of GASB Statement No. 62	2024
101	Compensated Absences	2025



Thank you

We appreciate all the support we received from
Finance and Management!





QUAY COUNTY GOVERNMENT

300 South Third Street

P.O. Box 1246

Tucumcari, NM 88401

Phone: (575) 461-2112

Fax: (575) 461-6208

2023-2024 Resolution No. 38

ACCEPTANCE AND APPROVAL OF THE FY23 AUDIT

WHEREAS, the County of Quay is required by statute to contract with an independent auditor to perform the required annual audit or agreed upon procedures for Fiscal Year 2022; and,

WHEREAS, the Quay County Board of Commissioners has directed the accomplishment of the audit for FY23 be completed; and,

WHEREAS, this audit has been completed and presented to the Quay County Board of Commissioners per the February 9, 2024 Letter from the State Auditor authorizing release of the FY23 audit.

WHEREAS, NMAC 2.2.2.10 (M) (4) provides in pertinent part that "Once the audit report is officially released to the agency by the state auditor (by a release letter) and the required waiting period of five calendar days has passed, unless waived by the agency in writing, the audit report shall be presented by the IPA, to a quorum of the governing authority of the agency at a meeting held in accordance with the Open Meetings Act, if applicable;" and,

NOW THEREFORE, BE IT RESOLVED, that the Quay County Board of Commissioners does hereby accept and approve the completed audit report and findings as indicated within this document.

ACCEPTED AND APPROVED this 16th day of February 26, 2024 in regular session, by the Quay County Board of Commissioners, at Tucumcari, Quay County, New Mexico.

ATTEST BY:

ELLEN WHITE, QUAY COUNTY CLERK

ROBERT LOPEZ, CHAIR

JERRI RUSH, MEMBER

BRIAN FORTNER, MEMBER

RPHCA Program FY24
Annual Projected Operations Form - Page 1

revised 3/30/23

Organization Name: Presbyterian Medical Services		Contract # 25221	
Reporting Site: Quay County Family Health Center		# of Clinics 1	
Action Plan Item		Projected Annual Target	
Level of Operations	Total Number of Primary Care Encounters		329
	By Provider Type:		
	Physician Encounters		
	Midlevel Practitioner Encounters		329
	Dentist Encounters		
	Dental Hygienist Encounters		
	Behavioral Health Encounters		
	All Other Licensed/Certified Provider Encounters		
	By Payment Source:		
	Sliding Fee Encounters-Medical		42
	Sliding Fee Encounters - Dental		
	Medicaid Encounters - Medical		106
	Medicaid Encounters - Dental		
	County Indigent Encounters		
	Other 3 rd Party Encounters		77
Medicare Encounters		99	
100% Self Pay (non-discounted/non-3 rd party) Encounters		5	
Unduplicated Number of Users	Total # of unduplicated users		71
	At or Below Poverty		36
	Between Poverty and 200% of Poverty		29
	Above 200% of Poverty		6
	Unknown		
Staffing Level	Administrative Staff		2.7
		Clinical FTEs	Admin FTEs
	Physicians		
	Certified Nurse Practitioners		2.5
	Physician Assistants		
	Certified Nurse Midwives		
	Dentists		
	Dental Hygienists		
	Behavioral Health Professionals (linked to BH encounters)		
	Community Health Workers		
	Clinical Support Staff		2.5
All Other Staff		0.5	
Primary Care Financial Information	Total Primary Care Revenues - all sources		97570
	Sliding Fee Revenues – Medical		7030
	Sliding Fee Revenues - Dental		
	Medicaid Revenues - Medical		33022
	Medicaid Revenues - Dental		
	County Indigent Fund Revenues		
	Other 3 rd Party Revenues		6462
	Medicare Revenues		24678
	100% Self Pay (non-discounted/non-3 rd party) Patient Revenues		370
	Contracts/Grants Revenues (including RPHCA)		26008
	Total Primary Care Expenditures		106822
	Total Primary Care Charges		130473
	Sliding Fee Discounts - Medical		34261
Sliding Fee Discounts - Dental			
Prepared by: C. Renee Hayoz		1/5/2024	

RPHCA – Monthly Narrative Report (per site)**Fiscal Year 2024 rev.1****Due:** By the second (2nd) Friday of each month in each State fiscal year.**Submit:** Email to RPHCA@doh.nm.gov**Month Reporting:** December 2023**Contractor Name:** Presbyterian Medical Services**Clinic Site:** Quay Co. Family Health Ctr.

RPHCA Term: Recipient is required to submit monthly updates **for each clinic site** on status of completion of Contract Action Plan activities. Update should discuss any issues (i.e. staffing, operations) that are impacting the Contract Action Plan.

Complete and submit the following data:

1. Monthly Operations. (Please note: *Failure to achieve 90% of projections could result in funding reductions*) - Excel Spreadsheet
2. Narrative – see below

NARRATIVE (for each clinic site)

Gray shaded areas in the below tables are examples. For each site, please checkmark and enter required data and information.

A. Allowable RPHCA Expenditures:

1. Total dollar amount of RPHCA funding used towards **healthcare provider salaries and/or benefits**. List number of providers and type of provider. RPHCA funding used for salaries and benefits **must be for health care providers***, not for Administrative personnel, such as Chief Executive Officer, Financial Officer, etc.

Salary Only	Salary and Benefits	# of providers	Provider Type	Total Dollar Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Example -1	Example -Family Practice	Example -\$8,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Example -1	Example -Registered Nurse	Example -\$8,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Example -1	Example -Dentist	Example -\$8,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	Family Practice	\$11,936
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

*Health care professionals who contribute to ensuring adequate availability of primary health care services including but not limited to: licensed practical nurses, registered nurses, pharmacists, physician assistants, nurse practitioners, certified nurse midwives, primary care physicians (family practice, general practice, pediatrics, obstetrics and gynecology, and internal medicine), dentists and dental hygienists.

2. Total dollar amount of RPHCA funds used towards healthcare provider **recruitment**. This amount reflects recruitment efforts/methods, such as how much is used for advertising positions, recruitment agencies, etc.

	Recruitment Efforts/Methods	Total Dollar Amount
<input checked="" type="checkbox"/>	Advertising	Example -\$5,000
<input type="checkbox"/>	Recruitment Agency	N/A
<input type="checkbox"/>	Other: <i>please list</i>	N/A

3. If not using RPHCA funds toward healthcare provider salaries and benefits, please checkmark the eligible expenditure(s) and total dollar amount used this reporting month.

RPHCA – Monthly Narrative Report (per site)**Fiscal Year 2024 rev.1****Due:** By the second (2nd) Friday of each month in each State fiscal year.**Submit:** Email to RPHCA@doh.nm.gov

	Eligible Items/Uses of Expenditures	Total Dollar Amount
<input checked="" type="checkbox"/>	Purchase, repair and/or maintenance of necessary medical and dental equipment.	Example -\$10,000
<input checked="" type="checkbox"/>	Purchase of office, medical, and/or dental supplies.	Example -\$10,000
<input type="checkbox"/>	In-state travel to obtain training or improve coordination to better support or provide primary health care services.	N/A
<input type="checkbox"/>	General operating expenses.	N/A
<input type="checkbox"/>	Programs or plans to improve the coordination, effectiveness, or efficiency of the delivery of primary health care services.	N/A
<input type="checkbox"/>	Contracts for medical and dental personnel services.	N/A

B. Collaboration with public and private providers, SBHCs, and tribal (638) health centers:

*RPHCA contractors are expected to **work cooperatively** with local providers to maximize delivery of primary care health care services. Describe this month's participation in collaborative efforts with other providers in the community or region.*

QCFHC had representation at both the executive and regular monthly meetings of the Quay County Health Council. The pharmaceutical grade refrigerator has been purchased and is awaiting shipment.

C. Significant Updates and/or Challenges with Contract Action Plan this month:

Currently fully staffed; however we did receive a retirement notification from a 1.0 FTE Customer Access Representative. We are currently conducting interviews for her replacement and have narrowed the search to two applicants.

The clinician serving as medical director has also submitted her resignation from the medical director duties as of 12/30/23. Medical Director duties will be assumed by Dr. Andres Gensini, Dr. Santiago Ayala and CNP Estelle Elliott.

RPHCA Program
Monthly Level of Operations Form

revised 7/7/15

Organization Name: Presbyterian Medical Services		Contract #	25221
Reporting Site: Quay County Family Health Center		Report Month/Year:	01/01/24
Action Plan Item		Actual Monthly Level	
Level of Operations	Total Number of Primary Care Encounters	405	
	By Provider Type:		
	Physician Encounters	405	
	Midlevel Practitioner Encounters		
	Dentist Encounters		
	Dental Hygienist Encounters		
	Behavioral Health Encounters		
	All Other Licensed/Certified Provider Encounters		
	By Payment Source:		
	Sliding Fee Encounters - Medical/Behavioral Health	45	
	Sliding Fee Encounters - Dental		
	Medicaid Encounters - Medical/Behavioral Health	166	
	Medicaid Encounters - Dental		
	County Indigent Encounters		
	Other 3 rd Party Encounters	69	
Medicare Encounters	120		
100% Self Pay (non-discounted/non-3 rd party) Encounters	5		
Unduplicated Number of Users	Total # of unduplicated users	78	
	At or Below Poverty	43	
	Between Poverty and 200% of Poverty	30	
	Above 200% of Poverty	5	
Staffing Level	Administrative Staff	3	
		Clinical FTEs	Admin FTEs
	Physicians		
	Certified Nurse Practitioners	2	
	Physician Assistants		
	Certified Nurse Midwives		
	Dentists		
	Dental Hygienists		
	Behavioral Health Professionals		
	Community Health Workers		
	Clinical Support Staff	2	
	All Other Staff	0.5	
Prior Month's Primary Care Financial Information	Please enter the month being reported: June		
	Total Primary Care Revenues - all sources	46,035	
	Sliding Fee Revenues - Medical	-6,463	
	Sliding Fee Revenues - Dental	0	
	Medicaid Revenues - Medical	25,821	
	Medicaid Revenues - Dental	0	
	County Indigent Fund Revenues	0	
	Other 3 rd Party Revenues	5,247	
	Medicare Revenues	10,385	
	100% Self Pay (non-discounted/non-3 rd party) Patient Revenues	-340	
	Contracts/Grants Revenues (including RPHCA)	11,385	
	Total Primary Care Expenditures	95,799	
	Total Primary Care Charges	133,572	
	Sliding Fee Discounts - Medical	66,043	
	Sliding Fee Discounts - Dental	0	
Prepared by: C Renee Hayoz		2/6/2024	

RPHCA – Monthly Narrative Report (per site)**Fiscal Year 2024 rev.1****Due:** By the second (2nd) Friday of each month in each State fiscal year.**Submit:** Email to RPHCA@doh.nm.gov**Month Reporting:** January 2024**Contractor Name:** Presbyterian Medical Services**Clinic Site:** Quay Co. Family Health Ctr.

RPHCA Term: Recipient is required to submit monthly updates **for each clinic site** on status of completion of Contract Action Plan activities. Update should discuss any issues (i.e. staffing, operations) that are impacting the Contract Action Plan.

Complete and submit the following data:

1. Monthly Operations. (Please note: *Failure to achieve 90% of projections could result in funding reductions*) - Excel Spreadsheet
2. Narrative – see below

NARRATIVE (for each clinic site)

Gray shaded areas in the below tables are examples. For each site, please checkmark and enter required data and information.

A. Allowable RPHCA Expenditures:

1. Total dollar amount of RPHCA funding used towards **healthcare provider salaries and/or benefits**. List number of providers and type of provider. RPHCA funding used for salaries and benefits **must be for health care providers***, not for Administrative personnel, such as Chief Executive Officer, Financial Officer, etc.

Salary Only	Salary and Benefits	# of providers	Provider Type	Total Dollar Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Example -1	Example -Family Practice	Example -\$8,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Example -1	Example -Registered Nurse	Example -\$8,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Example -1	Example -Dentist	Example -\$8,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	Family Practice	\$11,936
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

**Health care professionals who contribute to ensuring adequate availability of primary health care services including but not limited to: licensed practical nurses, registered nurses, pharmacists, physician assistants, nurse practitioners, certified nurse midwives, primary care physicians (family practice, general practice, pediatrics, obstetrics and gynecology, and internal medicine), dentists and dental hygienists.*

2. Total dollar amount of RPHCA funds used towards healthcare provider **recruitment**. This amount reflects recruitment efforts/methods, such as how much is used for advertising positions, recruitment agencies, etc.

	Recruitment Efforts/Methods	Total Dollar Amount
<input checked="" type="checkbox"/>	Advertising	Example -\$5,000
<input type="checkbox"/>	Recruitment Agency	N/A
<input type="checkbox"/>	Other: <i>please list</i>	N/A

3. If not using RPHCA funds toward healthcare provider salaries and benefits, please checkmark the eligible expenditure(s) and total dollar amount used this reporting month.

RPHCA – Monthly Narrative Report (per site)**Fiscal Year 2024 rev.1****Due:** By the second (2nd) Friday of each month in each State fiscal year.**Submit:** Email to RPHCA@doh.nm.gov

	Eligible Items/Uses of Expenditures	Total Dollar Amount
<input checked="" type="checkbox"/>	Purchase, repair and/or maintenance of necessary medical and dental equipment.	Example -\$10,000
<input checked="" type="checkbox"/>	Purchase of office, medical, and/or dental supplies.	Example -\$10,000
<input type="checkbox"/>	In-state travel to obtain training or improve coordination to better support or provide primary health care services.	N/A
<input type="checkbox"/>	General operating expenses.	N/A
<input type="checkbox"/>	Programs or plans to improve the coordination, effectiveness, or efficiency of the delivery of primary health care services.	N/A
<input type="checkbox"/>	Contracts for medical and dental personnel services.	N/A

B. Collaboration with public and private providers, SBHCs, and tribal (638) health centers:

*RPHCA contractors are expected to **work cooperatively** with local providers to maximize delivery of primary care health care services. Describe this month's participation in collaborative efforts with other providers in the community or region.*

QCFHC had representation at both the executive and regular monthly meetings of the Quay County Health Council. The pharmaceutical grade refrigerator has been received. We are waiting for dataloggers to be shipped and calibrated so we can start using the fridge. At that time, we will be able to start the Adult VFC Program.

C. Significant Updates and/or Challenges with Contract Action Plan this month:

Currently fully staffed. Staffing levels have dropped. We were at a 2.2 CAR position. We are now at 2.0 FTE CAR position. We had 2.5 Providers. We are now at a 2.0 FTE provider position. We currently do not have plans to increase staffing levels.

PRESBYTERIAN MEDICAL SERVICES
QUAY COUNTY FAMILY HEALTH CENTER
1302 EAST MAIN STREET
TUCUMCARI, NM 88401

Invoice No.

Jan-24

INVOICE

Customer

Name Quay County
Address PO Box 1246
City Tucumcari State NM ZIP 88401
Phone

Misc

Date 2/6/2024
Order No.
Rep
FOB

Qty	Description	Unit Price	TOTAL
	Quay RPHCA Contract- MOA #25221 Baseline/Annual Reports		
1	Contract Balance \$		
2	Daily operations of Quay County Family Health Center - January Past Due Amount - December 2023	\$ 9,822.00 \$ 9,822.00	\$ 9,822.00 \$ 9,822.00
SubTotal			\$ 19,644.00
Shipping			
Tax Rate(s)			
TOTAL			\$ 19,644.00

Payment

Select One...

Comments

Name

CC #

Expires

PMS Contract Authorization #

Please remit payment to the address above. Any questions call 575-461-2200

We appreciate your confidence in our team!



PRESBYTERIAN

Dr. Dan C. Trigg Memorial Hospital

Report to Quay County Commission

February 2024

2023 Volumes

- Inpatient admissions -115 versus 89 in 2022– admitting observation, inpatient, respite care and swing bed patients
- Emergency Department visits at 5,121 – including multiple traumas, seizures, cardiac, fractures and behavioral health patients.
- ED transfers to higher level of care facility: 10.22% of ED visits. Patients are transferred for multiple diagnosis’ – primarily needing specialty care such as ICU, orthopedics, cardiology, or surgical services.
- Total patient encounters – 30,697

Financial:

Financial Indicators	2022	2023
Net Margin	(3%)	-1.0%
Net Margin Target	(1.7%)	-5.9%

- DCT provided \$1,546,000 in Charity care vs \$1,279,000 in 2022.

General Updates

- Hospital is having to utilize travelers in radiology (3), and lab (2). These are hard-to-fill positions and we are actively recruiting for those. Zero nurse travelers for first time in over 3 years.
- Hired new APC, Lloyd Williams, to Tucumcari PMG Clinic.
- Expanded PMG clinic hours – 07:00 am – 5:30 pm Monday thru Friday. Closed 12-1230 for lunch.



Quay County Extension Service

College of Agricultural, Consumer and Environmental Sciences

Quarterly Report – September 2023 – December 2023

Jason Lamb, Agriculture Agent, County Program Director

Erin Smith, Family and Consumer Science Agent

Brittany Gibbs - Administrative Assistant

Tammy Lopez - Program Assistant

These are major accomplishments during this period which do not account for the many hours in preparation and program management that the Extension office undertakes.

Agriculture

The agent hosted a private applicators training for local producers to maintain their private applicators licenses. About 120 producers in Quay County have private applicators licenses. Producers need these licenses to purchase restrict use pesticides to control weeds and insects in their production practices. The annual Pesticide Applicators training is designed to teach producers safe pesticide application and provide CEU's. This year 38 producers attended a five-hour presentation on NMDA requirements, integrated pest management, weed control in Alfalfa, understanding herbicides, and a video on the "worker protection standard". The Private Applicators exam was also administered to 6 new producers at the conclusion of the program where 100% were successful in passing the exam.

The agent assisted in hosting a Prairie Partners Meeting with El Llano Estacado Resources Council. Sixty-seven people attended the program with 15 sponsors. Participants learned information about smart climate decisions for stocker cattle, organic amendments on rangeland, wildlife awareness, state land office 101, CoCoRaHS, shifts in weather patterns, and Eastern NM groundwater update. The agent assisted in hosting the program, advertising, set-up, and running audio and visual equipment. This is the second time the agent has assisted with the program.

Urban Horticulture

The agent continues to conduct a "Garden Minute" radio program every two weeks that airs on the radio 64 times a month on two stations in Tucumcari and Quay County. The program covers timely garden, disease, cultural practices, and landscaping topics that are of interest to local clientele. The program also keeps the community aware that the Extension office is of service to the community.

The agricultural agent answered many yard and garden questions throughout the months of September through December. Questions were answered on the soil testing, Mesquite bug, grasses for Tucumcari, water rights, and many tree problems. The agent identified several plants that were of concern to local ranchers and homeowners. The agent attended to 64 calls and 19 home visits throughout the period.

Quay County 4-H Program

Sixteen Quay County 4-Hers exhibited at the Eastern New Mexico State Fair. Youth competed in rabbits, poultry, swine, goats, lambs, heifers, and steers. Over 40 parents and 4-H leaders assisted youth with their livestock. The Ag. agent assisted with declaring weights on animals, feeding projects, showmanship, and advised youth feeding livestock. Five youth qualified and sold their livestock at the Junior Livestock sale. The FCS agent took 55 4-H projects to compete in the indoor portion of the fair. This is the first time in over 15 years that Quay County has taken indoor projects to ENMSF, and the agent gained insight and knowledge about the judging process for staying to help judges in the baking contest prior to the fair opening. Youth learn life skills such as responsibility, competition, and work skills that will contribute to more successful leaders in the future.

Twenty-six youth competed at the New Mexico State fair this year. 4-H members exhibited pigs, lambs, goats, steers, chickens, and heifers. Youth placed high with twenty animals placing in the top five in their classes. As a result, five youth qualified and sold their animals through the junior livestock sale. The agent assisted in advising exhibitors on weight breaks and assisting with entry questions. The agent also advised youth on feeding, classification, and weight decorations. Forty-seven parents and volunteers assisted youth at the fair. 4-Hers learn responsibility, gain knowledge about livestock, feeding at the fair and preparing for their livestock show.

A farm safety day was held in Santa Rosa where the Ag. agent along with the FCS Agent and the 4-H assistant attended to assist with the event. 135 youth and teachers from Tucumcari, Santa Rosa, Fort Sumner, and Vaughn participated, learning about fire, food, power tools, electricity, ATV, and boat safety. Youth gained an understanding of the dangers that can happen in rural areas and how to prevent them. The agent assisted in all aspects of the program and helped wherever possible.

The 2023 4-H year ended with the Annual Achievement Program. This is an opportunity to celebrate 4-H members and all their accomplishments throughout the year. Following Covid attendance has been down, however this year attendance at the program was close to 100 people. Members received awards for projects they completed as part of their record books and community members and volunteers were recognized for their support of Quay County 4-H. the 2024 county council officers were installed as part of the program. Feedback following the program was very positive and many stated they are looking forward to all 4-H will do in the upcoming year. Several senior 4-H members chose to form a parliamentary procedure team and they have begun to practice twice weekly to prepare to compete at the state contest which will be held during Senior Leadership Retreat in January.

The FCS agent hosted two Cloverbud workshops. The first workshop was held on October 6th and it was about "How Things Grow". Members learned about how plants grow, and they were then able to select flower seeds to plant. Each member was provided with decomposable pots that they can plant in a larger pot or in the ground as the flower grows. Tucumcari Main Street and Keep Tucumcari Beautiful donated the materials for this workshop. The second Cloverbud workshop was held on October 27th and members learned about germs, how they are spread, and how to avoid the

spread of germs. Members touched surfaces which had Glow Germs on them and then each member examined their hands under a black light before and after washing their hands to see how important properly washing hands is to help stop the spread of germs. Reestablishing the Cloverbud Workshops after almost two years has helped to increase Cloverbud enrollment for 7 to 17 members. Cloverbuds learn social skills such as communication, cooperation, and responsibility through these workshops.

Family & Consumer Sciences

November began with in-service class at the Tucumcari Senior Citizens Center. Members of this cohort have completed the first 4 classes of the Keys to Embracing Aging. Through follow-up questionnaires the agent has been able to tailor these classes to what members believe would benefit them. Most members reported that the classes have helped them to be more positive about their daily lives and to be able to implement many of the skills taught such as healthier food choices and socialization activities into their daily lives. The FCS agent will continue providing these classes monthly.

Each year Quay County Extension Association members come together to create Care Bags. These care bags contain items to help members of our community who are in need. Each bag has different items in it to help the person who receives it. Bags are designated for youth being taken into CYFD custody who might not have any personal items when they are taken to their foster home, cancer patients who are going through chemotherapy treatments, and dialysis patients who are having to travel out of town to receive treatments. Once the bags are put together, they are delivered to different organizations who were very grateful for them. This is a large community service project the extension clubs of Quay County do each year with the support of communities in Quay, San Miguel, and Curry counties.

The FCS agent continued active participation in the Quay County Health Council and helped assist the HEAL committee put on the Christmas Dash to promote healthy and active living. Members of the HEAL committee participated in the Christmas Dash that coincided with the community coat drive to encourage community members to stay active and to get out and walk during the holiday season. 54 community members participated and received prizes. The Quay County Health Council continues to promote health and wellness through rural health outreach and the FCS agent will continue to help plan and promote upcoming events and initiatives of the council.

Community Service was the main goal for two workshops the FCS agent hosted during the month of December. As part of the monthly in-service at the Tucumcari Senior Citizens Center the agent brought supplies to decorate cookies for the seniors to give out. Members of this cohort enjoyed their time and appreciated the information about cookie and icing recipes for people with diabetes. Following this workshop many of the cohort members stated that they would be taking the cookies to friends and family.

The FCS agent also hosted Strong Senior exercise classes at Mesalands Community College. These classes focus on continued mobility, flexibility, balance, and strength for seniors, and they also work on informing participants of how to avoid arthritis pain and other alignment through exercise. Classes are on Tuesday and Thursday from 8:30-9:30am with 25-30 participants per class.

The Program Assistant and FCS agent held the Wednesday Walkers program every Wednesday at the Quay County Fairgrounds. The program usually runs an hour and a half each week. The Program Assistant sets up chairs for resting and provides music. This program helps to promote physical activity to an older population by providing a safe environment for walking in a location free from rough terrain, dogs, and poor weather conditions. It is held in- between Strong Seniors and provides this population with a way to get in movement at least 3 times a week. There are about 25 sign-ins for each month with an average of 5 attendees each session.

Community Economic Development

The Quay County Advisory Board meets on an annual basis with the agent to identify the programming needs of the county. The members are representative of all areas in the county and of the diverse population. Of the thirty members of the Advisory board five new members are rotated off to gain new perspectives and ideas for programming. The agent also meets informally with other clientele in the community to assess needs and suggestions.

Professional Development

For three days the FCS agent and the Ag. agent attended 4-H In-Service in Mescalero, NM. The agents was able to attend professional development workshops, network with agents from around the state, and receive information about upcoming events and projects for the state 4-H office. While attending the conference the FCS agent was elected treasurer for the New Mexico Association of Extension 4-H Agents. Information obtained during this in-service will help the agents to implement positive and character-building opportunities with Quay County 4-H.

The FCS agent attended the Extension Association of New Mexico State Meeting held in Portales, NM. While attending the meeting the agent was able to discuss concerns and areas for growth with EANM members from around the state and to also attend a Creative Arts Round Robin. Following the state meeting the agent will be discussing what she has learned with the Quay County clubs to help determine areas she can assist each club.

Total personal contacts by staff at the Quay County Extension Service for September - December were 5458.

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Application Cover Sheet FY25 Local DWI Program Distribution and Grant Funding Local Government Division - DFA

County/Municipality: Quay County

DWI Program Coordinator:

Name: Richard Marano
Address: P.O. Box 1011
City, Zip: Tucumcari, N.M. 88401
Telephone: 575-461-6096
E-Mail: rico.marano@quaycounty-nm.gov

Address where payment is received as listed on current W-9:

Contact Person: Samantha Salas
Mailing Address: P.O. Box 1246
City, Zip: Tucumcari, N.M. 88401
Telephone: 575-461-2112
E-Mail: samantha.salas@quaycounty-nm.gov

Indicate amounts budgeted for each component area.

	<u>Distribution</u>	<u>Grant</u>	<u>Component Total</u>
Prevention	_____	_____	\$ 0.00
Law Enforcement	_____	_____	\$ 0.00
Screening	_____	_____	\$ 0.00
Treatment	_____	_____	\$ 0.00
Compl. Mtr./track	\$ 61,651.00	_____	\$ 61,651.00
Coord/Plan& Eval.	\$ 54,000.00	_____	\$ 54,000.00
Alt. Sentencing	_____	_____	\$ 0.00
Total	\$ 115,651.00	\$ 0.00	\$ 115,651.00
	Total Distrib. Request	Total Grant Request	Total Program Request

Certification:

The attached resolution adopted by the governing body of Quay County on 2/12/2024 authorizes the
(Applicant) (Date)
applicant to file this application for assistance from the State of New Mexico. To the best of my knowledge,
the information presented in this application is true and correct.

Robert Lopez, Commission Chair

Printed Name/Title

Signature of County Commissioner/Mayor

Jenni Rush acting ch

Quay COUNTY RESOLUTION

Resolution No. 34

A RESOLUTION AUTHORIZING THE COUNTY TO SUBMIT AN APPLICATION TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION, LOCAL GOVERNMENT DIVISION TO PARTICIPATE IN THE LOCAL DWI GRANT AND DISTRIBUTION PROGRAM.

WHEREAS, the Legislature enacted Section 11-6A-1 through 11-6A-6 NMSA 1978 as amended to address the serious problems of Driving While Intoxicated (DWI) in the State; and

WHEREAS, a program is established to make grant and distribution funding available to counties and municipalities for new, innovative or model programs, services or activities to prevent or reduce the incidence of DWI, alcoholism, alcohol abuse and alcohol related domestic abuse; and

WHEREAS, the County DWI planning council and other governmental entities approval must be received in order to apply for grant and distribution funding; and

WHEREAS, the County along with participating agencies is making application to the Department of Finance and Administration, Local Government Division for program funding.

NOW THEREFORE, BE IT RESOLVED by the governing body of the Quay County, that the County Chairperson, on behalf of the County and all participating entities is authorized to submit an application for Distribution and/or Grant Fiscal Year 2024 program funding under the regulations established by the Local Government Division.

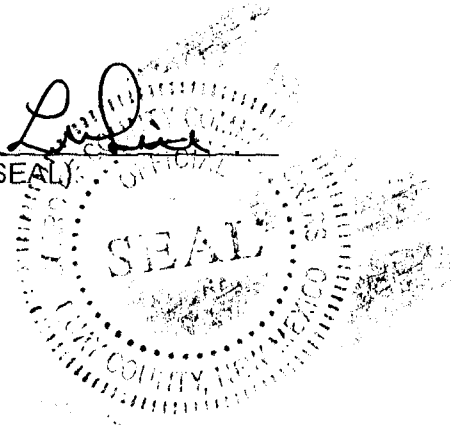
APPROVED AND ADOPTED by the governing body at its meeting of February, 2024.

Levi Pouch acting chair
County Commission Chairperson

Attest:

Neil Ma
DWI Planning Council Representative

Ella LaRue
County Clerk (SEAL)



STATEMENT OF ASSURANCES

Local DWI Grant and Distribution Program

Fiscal Year 2025: July 1, 2024 – June 30, 2025

The applicant hereby assures and certifies compliance with the following statutes, rules, regulations, and guidelines associated with the acceptance and use of funds under the New Mexico Local DWI Grant and Distribution Program:

1. Compliance with the provisions of the New Mexico Local DWI Grant Program Act, Sections 11-6A-1 through 11-6A-6 NMSA 1978 as amended, the NMAC Title 2, Chapter 110 Part 4 Regulations, and the approved LDWI Guidelines.
2. The applicant has the responsibility and legal authority to receive and expend funds as described in the grant and distribution project description, as well as to finance the grantee share (minimum 10%) of costs of the project, including all project overruns.
3. Compliance with the State Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978 as amended, with the exception of Home Ruled Governments. All project-related services, activities or programs done through a service provider must be implemented through a professional services contract. Any project-related contract, subcontract, or agreement and related amendments, providing services to the grant or distribution program, must be submitted for administrative review by the Local Government Division prior to execution.
4. Adherence to all financial, accounting, and reporting requirements of the Department of Finance and Administration. Distribution programs will include the Exhibit F, the Local DWI Distribution Fund Financial Status Report. Grant programs will include the Local DWI Program Request for Payment/Financial Status Report, Exhibit D. The said reports shall include a narrative of successes and challenges, a detailed budget breakdown of expenditures to date, a summary of any fees collected and/or expended, the Quarterly Client Data Report, the Managerial Data Set (MDS) Report, Planning Council meeting agendas and minutes, and such other information following the objectives of the county's evaluation as may be of assistance to the Division in its evaluation.
5. Compliance with the requirement to not budget, nor expend, any of the grant amount awarded or the amount distributed for **indirect administrative costs** incurred during the grant or distribution fiscal period. Requests for payment or financial status reports shall document all direct program administrative expenditures and in-kind/match administrative expenditures.
6. Compliance with the requirement to not budget, nor expend, greater than **ten percent** of the grant amount awarded or the amount distributed for **capital purchases** incurred during the grant or distribution fiscal period. Requests for payment or financial status reports shall

specify all capital purchases. **The ten percent cap for capital purchases does not apply to the Detoxification Grants.**

7. Compliance with all required reports, including but not limited to: the first quarter narrative and fiscal reports due on the last working day of October; the second quarter narrative and fiscal reports due on the last working day of January; and the third quarter narrative and fiscal reports due on the last working day of April; the fourth and the final quarter Grant Fiscal report due by the 10th of July and the fourth and final narrative and distribution fiscal reports for the fiscal year due the last working day of July. Annual protocols for the screening, treatment, and compliance monitoring components are due the last working day of July for the current fiscal year. The annual reports which include program evaluation are due the last working day of August for the prior fiscal year.
8. Compliance with the current Local DWI Grant Program Screening Guidelines. To avoid any conflict of interest, or appearance of conflict of interest, screeners should not be affiliated with any contracted treatment agency. Clients will be given options (a list of available providers) for alcohol related treatment and will not be *mandated* to a particular treatment agency.
9. If applicable to the applicant, compliance with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Department of Health and Human Services regulation entitled "Standards for Privacy of Individually Identifiable Health Information", 45 CFR Parts 160 and 164, applicable to entities covered by HIPAA; (the HIPAA Regulations).
10. Any distribution program under run amount for the fiscal year must be returned to the Local DWI Grant Fund by September 30 of the following fiscal year. Failure to remit an under run to the Local DWI Grant Fund will cause suspension of grant reimbursements and/or future distributions until the remittance is made.
11. Grant program under runs revert to the Local DWI Grant Fund.
12. Compliance with all applicable conditions and requirements prescribed by the Division in relation to receipt/accountability of state General Funds.
13. The grant applicant will follow the scope of work for the grant program, as negotiated with the Local Government Division, and in accordance with the local planning council's approved plan. The applicant will submit any proposed modifications/amendments to the scope of work to the Division for its approval, prior to execution.
14. The distribution program applicant will follow the local planning council's application as approved by DWI Grant Council in the application review process. The applicant will submit any proposed modifications/amendments to this proposal to the Division for its written approval, prior to execution of changes to programs.

15. Compliance with conflict of interest prohibitions whereby no member, officer, or employee of the grant or the distribution program, or its designee or agents, no voting member of the local planning council or of the governing body of the locality in which the program is situated, and no other public official of such locality who exercises any functions or responsibilities with respect to the program during his/her tenure (or for one year thereafter) shall have any interest, direct or indirect, in any contract or subcontract for work to be performed in the program. The grant and/or the distribution program shall incorporate, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purposes of these stated provisions.
16. Compliance with the maintenance of records as will fully disclose the amount and disposition of the total funds from all sources budgeted for the grant or distribution agreement period, the purpose of undertaking for which such funds were used and the amount and nature of all contributions from other sources, and such other records as the Division shall prescribe. All Program records must adhere to the New Mexico State Records Center and Archives Rule for Functional Retention and Disposition Schedule, 1.21.2 NMAC.
17. The applicant will provide access to authorized State officials and representatives of all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project in order to make audits, examinations, excerpts and transcripts.
18. The applicant will provide DFA's auditor and evaluator timely access to all program records and information. Additionally, the applicant will assure that records of subcontractors working for the applicant are retained and made available to DFA's auditor and evaluator.

Jerri Rush

County Commission Chairperson (or Designee) (Please Print)

Jerri Rush acting Chair
Signature

2-26-24
Date



MEMORANDUM OF UNDERSTANDING

The Quay County DWI Program (hereinafter referred to as the "Program") and the New Mexico Department of Finance and Administration/Local Government Division/Driving While Intoxicated Program (hereinafter referred to as "Division") hereby exchange the following assurances and enter into the following Memorandum of Understanding (MOU):

The Division assures:

1. That Division is in full compliance with the provisions concerning security for records and research activities in accordance with Federal Confidentiality regulations, 42 CFR Part 2.16 and 2.52.
2. That client identifying information will not be re-disclosed except back to the Program from which the information was obtained, or according to the terms of this MOU.
3. That in receiving, storing, processing, or otherwise dealing with any information from the Program about the clients in the Program, the Division acknowledges it is bound by the provisions of the Federal confidentiality regulations, 42 CFR Part 2.
4. That the Division shall undertake to resist any effort to obtain access to information pertaining to patients otherwise than as expressly provided for in the Federal confidentiality regulations, 42 CFR Part 2.
5. That the Division is not a "covered entity" as defined by the Department of Health and Human Services Regulations entitled "Standards for Privacy of Individually Identifiable Health Information", 45 CFR Parts 160 and 164, implementing the Health Insurance Portability and Accountability Act of 1996 (HIPAA); (the HIPAA Regulations).
6. That the Division shall never possess treatment or maintain any "individually identifiable health information" or transmit "protected health information" as defined by the HIPAA Regulations and in the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH Act).

The Program agrees to:

1. Upon request, provide the Division or other parties authorized with client records for those clients provided services through the Local Government Division DWI Grant Program, for the purpose of conducting outcome

monitoring research activities, and evaluation of LDWI Program interventions.

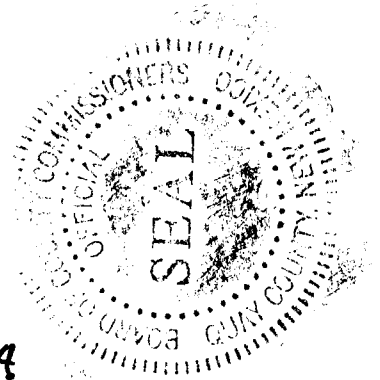
2. If applicable, comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH Act) and the Department of Health and Human Services Regulation entitled "Standards for Privacy of Individually Identifiable Health Information", 45 CFR Parts 160 and 164, applicable to entities covered by HIPAA; (the HIPAA Regulations).
3. Report or transmit data to the Division that deletes and contains no "individually identifiable health information" or "protected health information" as defined by the HIPAA Regulations and the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH Act).

Jerri Rush

County Commission Chairperson (or Designee)
(Please Print)

Jerri Rush acting chair
Signature

2-26-24
Date



Executed this _____ day of _____ 20____.

Julie Fernandez, Director
Local Government Division

Revised: November 2021

Local DWI Program Personnel -- Complete all contact information.

Coordinator: Name: Richard Marano _____ Title/Organization: Dwi Coordinator _____ Address: 113 E. Main street _____ City: Tucumcari _____ Zip Code: 88401 _____ Email: rico.marano@quaycounty-nm.gov _____ Phone: 575-461-6096 _____ Cell: _____	Other (Identify Component): _____ Name: _____ Title/Organization: _____ Email: _____
Prevention: Name: _____ Title/Organization: _____ Email: _____	Other (Identify Component): _____ Name: _____ Title/Organization: _____ Email: _____
Screening: Name: Richard Marano _____ Title/Organization: _____ Email: rico.marano@quaycounty-nm.gov _____	Other (Identify Component): _____ Name: _____ Title/Organization: _____ Email: _____
Treatment: Name: _____ Title/Organization: _____ Email: _____	Other (Identify Component): _____ Name: _____ Title/Organization: _____ Email: _____
Compliance: Name: Jordan Garcia _____ Title/Organization: Compliance Monitor _____ Email: jordang@quaycounty-nm.gov _____	Other (Identify Component): _____ Name: _____ Title/Organization: _____ Email: _____
Alternative Sentencing: Name: _____ Title/Organization: _____ Email: _____	Other (Identify Component): _____ Name: _____ Title/Organization: _____ Email: _____
Evaluation: Name: _____ Title/Organization: _____ Email: _____	Other (Identify Component): _____ Name: _____ Title/Organization: _____ Email: _____

County/City Personnel - Complete all contact information.

County/City Manager: Name: <u>Daniel Zamora</u> Address: <u>P.O. Box 1246</u> City: <u>Tucumcari</u> Zip Code: <u>88401</u> Email: <u>daniel.zamora@quaycounty-nm.gov</u> Phone: <u>575-461-2112</u>	Mayor: Name: _____ Address: _____ City: _____ Zip Code: _____ Email: _____ Phone: _____
County Commission Chair: Name: <u>Robert Lopez</u> Address: <u>P.O. Box 1246</u> City: <u>Tucumcari</u> Zip Code: <u>88401</u> Email: <u>robert.lopez@quaycounty-nm.gov</u> Phone: <u>575-461-2112</u>	Other: Name: _____ Title/Organization: _____ Address: _____ City: _____ Zip Code: _____ Email: _____ Phone: _____
Finance Director: Name: <u>Samantha Salas</u> Address: <u>P.O. Box 1246</u> City: <u>Tucumcari</u> Zip Code: <u>88401</u> Email: <u>samantha.salas@quaycounty-nm.gov</u> Phone: <u>575-461-2112</u>	Other: Name: _____ Title/Organization: _____ Address: _____ City: _____ Zip Code: _____ Email: _____ Phone: _____
County/City Treasurer: Name: <u>Patsy Gresham</u> Address: <u>P.O. box 1246</u> City: <u>Tucumcari</u> Zip Code: <u>88401</u> Email: <u>patt.gresham@quaycounty-nm.gov</u> Phone: <u>575-461-0470</u>	Other: Name: _____ Title/Organization: _____ Address: _____ City: _____ Zip Code: _____ Email: _____ Phone: _____
Other: Name: <u>Jerri Rush</u> Title/Organization: <u>District 2 Commisioner</u> Address: <u>P.O. Box 1246</u> City: <u>Tucumcari</u> Zip Code: <u>88401</u> Email: <u>jerri.rush@quaycounty-nm.gov</u> Phone: <u>575-461-2112</u>	Other: Name: _____ Title/Organization: _____ Address: _____ City: _____ Zip Code: _____ Email: _____ Phone: _____
Other: Name: <u>Brian Fortner</u> Title/Organization: <u>District 3 Commisioner</u> Address: <u>P.O. Box 1246</u> City: <u>Tucumcari</u> Zip Code: <u>88401</u> Email: <u>brian.fortner@quaycounty-nm.gov</u> Phone: <u>575-461-2112</u>	Other: Name: _____ Title/Organization: _____ Address: _____ City: _____ Zip Code: _____ Email: _____ Phone: _____

Local DWI Planning Council Members- Voting Members Only

Complete all contact information.

Chair: Name: <u>Veronica Wright</u> Organization: <u>Hartley House</u> Email: <u>vwright@nmsvdc.org</u>	Voting Member: Name: _____ Organization: _____
Voting Member: Name: <u>Matt Bednors</u> Organization: <u>Insurance Rep.</u>	Voting Member: Name: _____ Organization: _____
Voting Member: Name: <u>Vince Guillen</u> Organization: <u>Rental Operator</u>	Voting Member: Name: _____ Organization: _____
Voting Member: Name: <u>Veronica Encinas</u> Organization: <u>Store Manager</u>	Voting Member: Name: _____ Organization: _____
Voting Member: Name: <u>Cassie Huffman</u> Organization: <u>Huffman Wellness Center</u>	Voting Member: Name: _____ Organization: _____
Voting Member: Name: <u>Heidi Adams</u> Organization: <u>10th Judicial District Attorney's Office</u>	Voting Member: Name: _____ Organization: _____
Voting Member: Name: _____ Organization: _____	Voting Member: Name: _____ Organization: _____

FY 25 LDWI Application Questions & Narrative

Statistical Analysis

- 1. Describe the DWI offender population using relevant and current statistical data.**

Include characteristics such as age, gender, employment status, education, ect.

The average offender age in our county is 39, and is a white male that has never been married. They have not worked full time over the past year and Have at least 12 years of education. They live alone and have never been in the Military. The average income is 10,000 to 20,000. Our Statistics are based on the Data that is collected through our Noble data base.

Gaps And Needs

- 2. Describe the local gaps and needs. Based on statistical data, describe the gaps, and needs as they relate to DWI trends and other alcohol abuse related issues in the county.**

Alcohol related incidents have been rising in our county. Based on the volume of Court cases and clients that have either been ordered or voluntarily came to our Office for assistance we recognize this issue. Treatment has been the biggest. Gap in our county. We currently outsource all of our clients to the local Therapists and the demand keeps exceeding the supply. We continue to Work with the local therapists to best fill the needs of everyone in our Community.

- 3. Identify any additional challenges or barriers to addressing DWI, alcoholism and alcohol Abuse, and the existing or proposed strategies to addressing them.**

Our projected idea in our county is to focus on prevention. Our Billboard That focuses on training for the youth has brought attention to that and Every sporting event we attend conversations are had with students, Coaches, parents, and spectators. It has really captured the attention. Of our community in a way that has not happened since I have been A part of this this program in 7 years.

Reasons for Component Selection- Complete the information below for each component based on statistics that describe the local gaps and needs.

- 4. Prevention: supports prevention activities shown to increase life skills and/or decrease risk factors for DWI and/or alcohol abuse, including alcohol related domestic violence. LDWI funds may be requested to support the assessment, capacity, planning, implementation, and evaluation of planned activities.**
 - a. Explain why this component was selected.**

We are not asking for funding for this component, but in our planning council we have discussed many ways to fill this gap. Veronica with Domestic Violence is our chair Person and many discussions for ways to help the community for alcohol related incidents such as community events, working in conjunction with Domestic Violence and radio sponsored information to help with prevention.

- b. **Discuss the activities, services and programs that will be administered as part of this component. Identify whether they are new, innovative, or model.**

Prevention, while not directly funded through LDWI in our program, is a major component of our program. We serve many community activities throughout the year to provide as much information for prevention as we can. During the summer Tucumcari has events that we represent our office to discuss prevention.

- c. **Describe how activities, services, and programs will be evaluated.**

We currently provide our clients and our community with a survey that has been provided to us by our program manager.

If not requesting LDWI funding for prevention, describe how this component need is met in your county.

The health Council in our county is one of the strongest councils for prevention in the state of New Mexico. We also have meetings with our local preventionists to coordinate ways to fill the gaps for prevention.

5. **Law Enforcement: Supports officer overtime only (no benefits) for operations such as checkpoints, directed patrols, warrant round ups and operations targeting underage drinking. Funds can be requested for law enforcement equipment that directly relates to DWI enforcement/operations.**

- a. **Explain why this component was selected.**

We are not asking for funding for this component.

- b. **Discuss the collaboration efforts between law enforcement agencies and the local DWI Program.**

- c. **Identify the activities to be administered by law enforcement agencies.**

- d. **List any potential equipment requests with justification for their purchase.**

- e. **Describe how the activities will be evaluated.**

- f. **If requesting funding for a full-time DWI officer, provide justification that includes past performance of this position, the continued need for this position and the anticipated number of DWI arrests.**

If not requesting LDWI funding for enforcement, describe how this component need is met in your county.

Our local Law enforcement through Tucumcari Police Department, Quay County Sheriff's office and Logan Police department do frequent warrant roundups and have a current list of our clients that lets us work in collaboration with them. In a small community/county such as ours communication delivers the best results for this component.

6. **Screening: All DWI offenders must be screened using the Impaired Driving Assessment (IDA) which are entered into the Noble Database.**

- a. **Explain the screening process including how clients are referred to the program to complete the IDA**

Once a client takes a plea or is convicted, the judge will ask our office what time and when we would like the client to contact our office. We then ask the client to call on a certain date and time and set up an appointment for them to do their intake and screening.

- b. **Is this component 100% self-funded? If no explain the funding gap.**

Our office is 100% self-funded in Noble.

- c. **What is the screening fee charge per client? Describe how the fees will be collected, monitored, and spent to support this component.**

Our office charges \$50.00 per screening. We use a sliding scale if the client can show this payment will result in hardship for them. Payments are collected using a money order or cashiers check that is made out to the county treasures office. This money is only spent on screening related purposes.

- d. **Describe how the screening process will be evaluated.**

Our office looks over the data from Noble and how it works for our clients and program.

7. **Outpatient/Jail Based Treatment: Supports outpatient treatment and jail-based services for clients who have a DWI or an alcohol related conviction. LDWI funds may be used when other funding sources (Medicaid, ect.) have been exhausted.**

- a. **Explain why this component was selected.**

We are not currently asking for funding for this component.

- b. **Discuss the services and programs that will be administered as part of this component. Identify whether they are new, innovative, or model.**

Our County jail is currently outsourcing offenders to other county facilities.

- c. **If collecting a fee, indicate the amount collected and how it supports the component.**

We do not collect any fees for this component.

- d. **Describe how the services and programs will be evaluated.**

We are not involved with this component.

If Not requesting LDWI funding for treatment, describe how this component need is met in your county.

We have 6 local therapists that our office refers our clients to for treatment. We regularly communicate with their offices for documents, feedback and evaluations of our clients. If the client needs are more then what our local therapists can provide we will find an out of county rehab for them to attend.

8. **Compliance Monitoring/Tracking: Supports the courts by monitoring offenders convicted of a DWI or other alcohol related offenses. The use of the Noble database is required to track the conditions of probation on the J&S upon conviction.**

- a. **Explain why this component was selected.**

Quay County DWI office is requesting funding for this component because we provide Compliance and Supervision for all Misdemeanor and DWI offenders. Compliance includes providing screening and tracking through Noble, monitoring offenders progress on treatment, and all related mandatory issues pertaining to their J&S.

b. Describe the client referral process between each of the courts (district, Metro, Magistrate, Municipal, and/or Tribal) in the county

Once a client is sentenced, the judge whether it is Magistrate or district Court will ask our office when we would like the client to either call or come in. We give the client our phone number and address to respond to us to set up an appointment. Our Magistrate and district court are on-line through Zoom and we always have a representative from our office to provide assistance the respective courts.

c. Describe the services that will be administered as part of this component. Identify whether they are new, innovative, or model.

Our office administers all supervised compliance in quay county. We administer the screening, tracking and monitor of the clients J&S throughout their time on supervised probation.

d. List the tool(s) and database(s) involved in this process.

Our office uses Noble and ADE as the main databases for screening and tracking of all of our clients.

e. Describe the steps that will be implemented to reduce the risk of recidivism.

Our office follows the directive of Noble and finds the appropriate treatment based on their needs and follows up with prevention and treatment id needed.

f. If collecting a fee, indicate the amount collected and how it supports the component.

Our office charges a \$30.00 monthly probation fee. The fees help provide our office with utility bills, daily needs, and gaps that the LDWI funding doesn't provide.

g. Describe how the services will be evaluated.

We distribute all of our clients with an approved evaluation sheet given to us by the program manager. We provide an evaluation narrative every quarter to our program manager that helps us what the gaps and needs are.

If not requesting LDWI funding for Compliance, describe how this component need is met in your county.

We are requesting funding for this component.

9. Alternative Sentencing: Supports alternatives to traditional incarceration such as electronic monitoring devices, community custody, DWI Courts. Community service programs and Teen court.

a. Explain why this component was selected.

Our office will not be asking for funding for this component.

b. Discuss the activities, services and programs that will be administered as part of this component. Identify whether they are new, innovative, or model.

We are not asking for funding for this component.

c. Describe how the activities, services and programs will be evaluated.

We are not asking for funding for this component.

If not requesting LDWI funding for alternative sentencing describe how this component need is met in your county.

Our District Attorneys Office monitors all clients that are placed on conditions of Release. They frequently perform urinalysis testing and random check ins with their

clients. We also work in collaboration with the District Attorneys Office to provide any assistance they may require.

Community Participation

10. Local DWI Planning Council:

- a. Describe how the local DWI planning council represents the community, including tribal and pueblo representatives, and the ongoing community involvement in the planned implementation and evaluation of the program's efforts.**

Our planning council has had a major overhaul and now completely represents all aspects of our community. We discuss all issues regarding prevention, treatment, local events and how we can provide the best assistance to our county. Our planning council has played an intragaul part in the success of our program and continues to benefit our programs outreach to our community.

- b. Describe the involvement of the DWI Planning Council in developing the application.**

The Planning council did not have a direct involvement in the writing of the application but many ideas and conversations had an indirect impact such as community wellness events, billboard messaging, prevention methods, and ways to implement funding to meet the needs of our community.

11. Collaboration:

- a. Explain any current or planned collaboration efforts the program has with community members and other agencies/organizations in the county, including the rural frontier, tribal and pueblo communities.**

Our program has had a long history of collaborating with the Quay County Health council which represents a large membership within the community and sponsors many events in the Quay County area. We have also begun teaming up with CYFD to participate in their annual Trunk or Treat event. This event allows us to talk to most of the youth in our community and let them know what our services provide.

- b. Describe how these collaborative efforts further advance the goals of the program.**

Any time we are sharing our program with the community benefits such as information, relationship building with the community, prevention, and treatment are all being advanced as these events take place. In a small community such as ours, relationship building with our community is extremely important and a goal of this program.

12. Outreach:

- a. Explain the strategies/outreach efforts used to educate community members (including county/city officials, Legislators and stakeholders) about the activities, services and programs provided by the local DWI program.**

Our program often talks with county commissioners and local county officials. We try and educate them about statistics in our county and what services we provide to our community. Compliance, Prevention, treatment, and information are some of the services we often educate them on.

- b. How will these outreach efforts be measured?**

In a small community these efforts are measured by the people themselves. We are also looking at an exit survey for these events to determine what we are doing right and what we may need to be more proficient in.

13. Additional Information (Optional): Provide any additional information to be considered with your application.

Our program and our county greatly benefit from the LDWI Grant and distribution funding. The Quay County DWI program would not exist and our presence in our small community would suffer consequently without this distribution. Statistics and numbers sometimes can't measure the importance of our presence in Quay County. When we often attend the local schools sporting events and community members recognize us and ask questions and receive information that would not otherwise be available to them this is how our program benefits the local community. We strive to achieve the goals of our program in prevention, treatment, Compliance and community relationships through the guidance and funding from the LDWI Grant. We are currently working diligently with all aspects of local government to help provide the risk-needs-responsibility (RNR) for our community. We have expectations for the upcoming year and want to provide a program that our community can be proud of.

Tucumcari Domestic Violence/Hartley House

P.O. Box 304

Tucumcari, New Mexico 88401

(575-461-4208)

January 10, 2024

Department of Finance and Administration

Local Government Division

Bataan Memorial Building, Room 203

Santa Fe, N.M. 87503

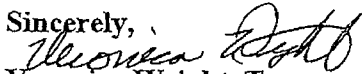
**RE: Letter of Support for the Quay County DWI and Misdemeanor
Compliance Office.**

To Whom it may concern:

Our office works very closely with the Quay County DWI and Misdemeanor Compliance Office here in Tucumcari New Mexico therefore we are strongly in support of their program. Our rural community has limited resources when it comes to treatment or rehabilitation for alcohol and substance use which the DWI office helps by providing guidance and resources for this. In addition the Misdemeanor Compliance Office is a very important part in providing public safety by their providing supervision to those who have gone through the legal system in lieu of incarceration. Without this program Quay County, Law Enforcement and the Court system would suffer greatly.

I know the Quay County DWI and Misdemeanor Compliance Office is very beneficial and needed therefore, we seek your continued support for this program. Thank you

Sincerely,



Veronica Wright, Tucumcari Domestic Violence/ Hartley House Batterer Intervention
Program Facilitator and Domestic Violence Advocate.



Tenth Judicial District Attorney's Office

Timothy L. Rose, District Attorney

P.O. Box 1141, Tucumcari, New Mexico 88401
(575) 461-2075 Office (575) 461-3966 Facsimile

January 10, 2024

Department of Finance and Administration
Local Government Division
407 Galisteo Street
Bataan Memorial Building
Santa Fe, NM 87501

RE: Local DWI Grant Program

To whom it may concern:

I am writing this letter in support of awarding a grant to the Quay County DWI Program. This program not only provides much needed prevention education in our schools, and throughout the Quay County community, but also compliance and monitoring for our DWI and misdemeanor offenders.

Quay County is a small community with big substance abuse problems. Having a local DWI program is essential in law enforcement, prevention and deterrence. My office works closely with the Quay County DWI Compliance Office and understands the role it plays in the administration of justice.

Please accept this letter in strong support of funding our Quay County DWI Program in that it is vital to the community and safety of our citizens.

Very Sincerely,

Timothy L. Rose

Timothy L. Rose
Tenth Judicial District Attorney



QUAY COUNTY SHERIFF'S OFFICE

NEW MEXICO

DENNIS GARCIA
SHERIFF

RUSSELL SHAFER
UNDERSHERIFF

ALLISON
FRYMAN
EXECUTIVE

TO: Department of Finance and Administration
Local Government Division
Bataan Memorial Building, Room 203
Santa Fe, NM 87503

RE: Letter of Support for the Quay County DWI and Misdemeanor Compliance Office.

To whom it may concern,

The Quay County Sheriff's Office strongly supports the Quay County DWI and Misdemeanor Compliance Office located in Tucumcari, New Mexico. Rural New Mexico has limited resources when it comes to treatment and rehabilitation for alcohol and substance abuse. The Quay County DWI and Misdemeanor Compliance Office is a great resource for Quay County and provides quality supervision for misdemeanor offenders. This office works jointly with law enforcement and the judicial system to provide the best resource available to persons assigned to them and this is crucial to Quay County.

Sincerely,

Sheriff Dennis V. Garcia

January 14, 2024

P.O. Box 943
TUCUMCARI, NM 88401
Phone: (575)461-2720 ** Fax: (575)461-2369
Quaycounty-nm.gov

Quay County DWI Program

Robert Lopez

District 1 Commissioner

Jerri Rush

District 2 Commissioner

Brian Fortner

District 3 Commissioner

Daniel Zamora

County Manager

Richard Marano (Rico)

DWI Coordinator

Jordan Garcia

Compliance Officer

FY25 LDWI DISTRIBUTION

Application Budget

**Local DWI Distribution Program
Budget Roll Up – Exhibit J**

County/Municipality Quay County

Revenue Breakdown

LDWI Distribution Estimate \$ 115,651.00

In-Kind Match: \$ 11,509.41

Source of in-kind match

Program Generated Fees	<u>8,800.00</u>
County	<u>2,707.41</u>
City	<u> </u>
Judicial/Courts	<u> </u>
Other:	<u> </u>
Other:	<u> </u>
Total:	<u>11,507.41</u>

*Minimum 10% in-kind match required

Expenditure Breakdown

LDWI Distribution

<i>Line Item</i>	
Personnel Services	<u>73,000.00</u>
Employee Benefits	<u>15,000.00</u>
Travel (in-state)	<u>3,000.00</u>
Travel (out-of-state)	<u>0.00</u>
Supplies	<u>4,651.00</u>
Operating Costs	<u>14,000.00</u>
Contractual Services	<u>6,000.00</u>
Minor Equipment	<u>0.00</u>
Capital Purchases	<u>0.00</u>

<i>Component</i>	
Prevention	<u>0.00</u>
Enforcement	<u>0.00</u>
Screening	<u>0.00</u>
Treatment	<u>0.00</u>
Compl. Mtr/track	<u>81,751.00</u>
Coord/Plan & Eval.	<u>27,900.00</u>
Alt. Sentencing	<u>0.00</u>

In-Kind Match

<i>Line Item</i>	
Personnel Services	<u>7,300.00</u>
Employee Benefits	<u>1,500.00</u>
Travel (in-state)	<u>300.00</u>
Travel (out-of-state)	<u>0.00</u>
Supplies	<u>465.00</u>
Operating Costs	<u>1,344.41</u>
Contractual Services	<u>600.00</u>
Minor Equipment	<u>0.00</u>
Capital Purchases	<u>0.00</u>

<i>Component</i>	
Prevention	<u>0.00</u>
Enforcement	<u>0.00</u>
Screening	<u>0.00</u>
Treatment	<u>0.00</u>
Compl. Mtr/track	<u>8,809.41</u>
Coord/Plan & Eval	<u>2,100.00</u>
Alt. Sentencing	<u>0.00</u>

Distribution Exhibit J1 – Prevention

If funding is requested or you are reporting in-kind match for Prevention, you must complete the following:

Provide cost justifications for the amount requested in Prevention. Detail expenditures in each line item.

LDWI Distribution

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Provide cost justifications for the in-kind match in Prevention. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Distribution Exhibit J3 – Screening

"All spent screening fees must be reported as in-kind match."

If funding is requested or you are reporting in-kind match for Screening, you must complete the following:

Provide cost justifications for the amount requested in Screening. Detail expenditures in each line item.

LDWI Distribution

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Provide cost justifications for the in-kind match in Screening. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Distribution Exhibit J4 – Treatment

If funding is requested or you are reporting in-kind match for Treatment, you must complete the following:

Provide cost justifications for the amount requested in Treatment. Detail expenditures in each line item.

LDWI Distribution

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Provide cost justifications for the in-kind match in Treatment. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Distribution Exhibit J5 - Compliance Monitoring/Tracking

If funding is requested or you are reporting in-kind match for Compliance Monitoring/Tracking, you must complete the following:

Provide cost justifications for the amount requested in Compliance Monitoring/Tracking. Detail expenditures in each line item.

LDWI Distribution

Line Item	Amount	Explanation/Justification
		1.5 FTE Compliance officers
Personnel Services	53,100.00	
		Benefits " FICA", PERA, INS PREM.
Employee Benefits	10,000.00	
Travel (In-State)	1,500.00	Travel Compliance Officer
Travel (Out-of-State)		
		Office Supplies for office activities
Supplies	3,151.00	
		office Rent, utilities, Operating expenses for DWI clients
Operating Costs	14,000.00	
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	81,751.00	

Provide cost justifications for the in-kind match in Compliance Monitoring/Tracking. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services	6,000.00	Finance director and accounts payable clerk
Employee Benefits	1,000.00	" FICA", Medicare, PERA,
Travel (In-State)		
Travel (Out-of-State)		
Supplies	465.00	Supplies as needed
Operating Costs	1,344.41	Operating cost as needed
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	8,809.41	

Distribution Exhibit J6 - Coordination, Planning & Evaluation

If funding is requested or you are reporting in-kind match for Coordination, Planning & Evaluation, you must complete the following:

Provide cost justifications for the amount requested in Coordination, Planning & Evaluation. Detail expenditures in each line item.

LDWI Distribution

Line Item	Amount	Explanation/Justification
		.5 FTE Compliance officers
Personnel Services	19,900.00	
		Benefits " FICA", PERA, INS PREM.
Employee Benefits	5,000.00	
Travel (In-State)	1,500.00	Travel Compliance Officer
Travel (Out-of-State)		
		Office Supplies for office activities
Supplies	1,500.00	
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	27,900.00	

Provide cost justifications for the in-kind match in Coordination, Planning & Evaluation. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services	1,300.00	Finance director and accounts payable clerk
Employee Benefits	500.00	FICA", Medicare, PERA,
Travel (In-State)	300.00	Travel Compliance Officer
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	2,100.00	

Distribution Exhibit J7 - Alternative Sentencing

If funding is requested or you are reporting in-kind match for Alternative Sentencing, you must complete the following:

Provide cost justifications for the amount requested in Alternative Sentencing. Detail expenditures in each line item.

LDWI Distribution

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Provide cost justifications for the in-kind match in Alternative Sentencing. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

FY24 LDWI Grant Application Budget

11-6A-3.G. Sixty-five percent of the DWI grants awarded to local communities shall be used for alcohol-related treatment and detoxification programs.

Local DWI Grant Program
Budget Roll Up – Exhibit J

County/Municipality _____

Revenue Breakdown

LDWI Grant Request	6,000.00	In-Kind Match:	0.00
<i>Source of in-kind match</i>			
Program Generated Fees			
County			
City			
Judicial/Courts			
Other:			
Other:			
Total:			0.00

*Minimum 10% in-kind match required

Expenditure Breakdown

LDWI Distribution		In-Kind Match	
<i>Line Items</i>		<i>Line Items</i>	
Personnel Services	0.00	Personnel Services	0.00
Employee Benefits	0.00	Employee Benefits	0.00
Travel (in-state)	0.00	Travel (in-state)	0.00
Travel (out-of-state)	0.00	Travel (out-of-state)	0.00
Supplies	0.00	Supplies	0.00
Operating Costs	0.00	Operating Costs	0.00
Contractual Services	6,000.00	Contractual Services	0.00
Minor Equipment	0.00	Minor Equipment	0.00
Capital Purchases	0.00	Capital Purchases	0.00
<i>Components</i>		<i>Components</i>	
Prevention	6,000.00	Prevention	0.00
Enforcement	0.00	Enforcement	0.00
Screening	0.00	Screening	0.00
Treatment	0.00	Treatment	0.00
Compl. Mtr/track	0.00	Compl. Mtr/track	0.00
Coord/Plan & Eval.	0.00	Coord/Plan & Eval.	0.00
Alt. Sentencing	0.00	Alt. Sentencing	0.00

Grant Exhibit J1 – Prevention

If funding is requested or you are reporting in-kind match for Prevention, you must complete the following:

Provide cost justifications for the amount requested in Prevention. Detail expenditures in each line item.

LDWI Grant

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		Billboard rental
Contractual Services	6,000.00	
Minor Equipment		
Capital Purchases		
Total:	6,000.00	

Provide cost justifications for the in-kind match in Prevention. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Grant Exhibit J2 – Enforcement

If funding is requested or you are reporting in-kind match for Enforcement, you must complete the following:

Provide cost justifications for the amount requested in Enforcement. Detail expenditures in each line item.

LDWI Grant

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Provide cost justifications for the in-kind match in Enforcement. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Grant Exhibit J3 – Screening

"All spent screening fees must be reported as in-kind match"

If funding is requested or you are reporting in-kind match for Screening, you must complete the following:

Provide cost justifications for the amount requested in Screening. Detail expenditures in each line item.

LDWI Grant

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Provide cost justifications for the in-kind match in Screening. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Grant Exhibit J4 – Treatment

If funding is requested or you are reporting in-kind match for Treatment, you must complete the following:

Provide cost justifications for the amount requested in Treatment. Detail expenditures in each line item.

LDWI Grant

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Provide cost justifications for the in-kind match in Treatment. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Grant Exhibit J5 - Compliance Monitoring/Tracking

If funding is requested or you are reporting in-kind match for Compliance Monitoring/Tracking, you must complete the following:

Provide cost justifications for the amount requested in Compliance Monitoring/Tracking. Detail expenditures in each line item.

LDWI Grant

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Provide cost justifications for the in-kind match in Compliance Monitoring/Tracking. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Grant Exhibit J6 - Coordination, Planning & Evaluation

If funding is requested or you are reporting in-kind match for Coordination, Planning & Evaluation, you must complete the following:

Provide cost justifications for the amount requested in Coordination, Planning & Evaluation. Detail expenditures in each line item.

LDWI Grant

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Provide cost justifications for the in-kind match in Coordination, Planning & Evaluation. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Grant Exhibit J7 - Alternative Sentencing

If funding is requested or you are reporting in-kind match for Alternative Sentencing, you must complete the following:

Provide cost justifications for the amount requested in Alternative Sentencing. Detail expenditures in each line item.

LDWI Grant

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Provide cost justifications for the in-kind match in Alternative Sentencing. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Quay County DWI Office FY24 Q2

Compliance Monitoring/Tracking

Successes: We are currently supervising 18 active DWI Clients. 15 are male and 3 are female with an average age of 39. We had 6 arrests in this quarter. We had 3 people complete their supervision successfully in this quarter. 2 were convicted or pled out, with 0 dismissals. We are also currently doing 1 courtesy supervision from Curry County. We are also supervising 39 misdemeanor clients that range from 6 months to 3 years on time.

Challenges: None.

A handwritten signature in dark ink, consisting of a stylized first letter followed by a series of loops and a horizontal stroke.



5550 Midway Park Place NE
Albuquerque, NM 87109
Contractor Lic. #373987
(505)345-1381 Phone
(505)345-1365 Fax
www.apicnm.com

Quay County
300 S 3rd St.
Tucumcari, NM 88401

November 14, 2023

Attn: Daniel Zamora
RE: Quay Co - DC – OD Security Body Scanner
Lead # 501735

APIC Solutions will install (01) OD Security Body Scanner with a dedicated electrical circuit. The pricing below includes – Shipping, Installation, Calibration and Testing, Operator, Administrator, Train the Trainer, and Radiation Safety Officer Training, 2 – Year Full Manufacturer's Warranty (parts and labor, to include time and travel associated with servicing and maintenance).

PRODUCT DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
Cat 6 UTP CMP - Yellow	500	\$ 0.42	\$ 210.00
12 Port Cat6 Patch Panel, 19" Horizontal Rackmount or Wall Mount Panel	1	\$ 50.56	\$ 50.56
3' Cat 6 Patch Cord - Blue	2	\$ 11.08	\$ 22.16
7' Cat 6 Patch Cord - Blue	2	\$ 13.11	\$ 26.22
3/4 in. J Hook Cable Support	10	\$ 2.28	\$ 22.80
Body Scanner	1	\$ 156,292.76	\$ 156,292.76
Lodging & Per Diem	LOT	\$ 989.00	\$ 989.00
Material/Equipment Total			\$ 159,074.10
Labor and Commissioning Total			\$ 8,125.00
Subtotal			\$ 167,199.10
Tax on Labor Only @ 8.1250%			\$ 660.16
Bond			\$ 2,486.08
TOTAL PROJECT COST			\$ 170,345.34

Based on State Price Agreement 00-00000-20-00093

NOTES AND EXCLUSIONS

- Proposal **EXCLUDES** payment/performance bond and all associated permits and fees unless specified.
- Proposal **EXCLUDES** any unforeseen conditions; any equipment not listed in this quote.
- Proposal **EXCLUDES** any additional electrical/cooling upgrades required for this project.
- Proposal **EXCLUDES** patching, painting, and replacement of ceiling tiles.
- Proposal **EXCLUDES** the correction of existing code violations.
- Proposal **EXCLUDES** any warranty on existing equipment.
- Proposal **ASSUMES** all existing equipment is in proper working order. Unless otherwise stated above.
- Proposal is **VALID** for 30 days.

Please send all PO's to orders@apicnm.com | 505-345-1381



5550 Midway Park Place NE
Albuquerque, NM 87109
Contractor Lic. #373987
(505)345-1381 Phone
(505)345-1365 Fax
www.apicnm.com

WARRANTY TERMS

- This project includes a one-year warranty against defects in product or workmanship. This warranty is provided by APIC Solutions and shall begin the day of owner acceptance.

PAYMENT TERMS

- As per the state price agreement 00-00000-20-00093 all invoices are due Net 30 days.
- All equipment will be billed 100% once it has been delivered and inventoried / accepted by the agency.
- Progress billings for labor and equipment rental will occur monthly and be based on the percentage complete at the time of billing.
- A 3.5% processing fee will be added to all purchases being made using a credit card.

The signatures below indicate CUSTOMER and APIC Solutions agreement to the **Scope of Work, Project Pricing, and Terms and Conditions** in this document:

QUAY COUNTY	APIC SOLUTIONS
Name: <i>Terri Rush</i>	Name:
Signature: <i>Terri Rush acting chair</i>	Signature:
Title and Date: <i>Acting chair 2-24-26</i>	Title and Date:

If you have any questions, please feel free to contact me at the number below. Thank you for your trust in APIC Solutions. We look forward to working with you!

Sincerely,

Sarge Modesto
505-933-2112

Please send all PO's to orders@apicnm.com | 505-345-1381



NEW MEXICO FINANCE AUTHORITY

NMFA Use Only:	
App. #:	-PP
FA assigned:	
Legislative Authorization	

PUBLIC PROJECT REVOLVING FUND EQUIPMENT APPLICATION

I. GENERAL INFORMATION

A. APPLICANT /ENTITY

				Application Date:	2-26-24
Applicant/Entity:	Quay County				
Address:	300 S Third St				
County	Quay	Census Tract:	9589		
Federal Employer Identification Number (EIN) as issued by the IRS:					
Legislative District:	Senate:	7	House:	67	
Phone:	5754612112	Fax:		Email Address:	daniel.zamora@quaycounty
Individual Completing Application:	Daniel Zamora				
Address:	300 S Third				
Phone:	5754612112	Fax:		Email Address:	daniel.zamora@quaycounty

II. PROJECT SUMMARY

- A. **Project Description.** Complete the following information, using additional paper if necessary. Include any additional documents that may be useful in reviewing this project, i.e. architectural designs, feasibility studies, business plan, etc.

1. Description of Equipment:

Brush Truck

2. When do you need NMFA funds available?

ASAP

B. Total Project Cost & Sources of Funds Detail.

Equipment Items	NMFA Funds Requested	Other Public Funds*	Private Funds	Total
Brush Truck	\$ 100,000	\$ 192,870	\$	\$ 292.870
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Total Cost:\$	\$	\$	\$	\$

III. FINANCING

A. Specify the revenue to be pledged as security for the NMFA loan (a revenue source must be pledged for this type of project).

☐ Municipal Local Option GRT – please specify: _____

☐ County Option GRT – please specify: _____

☐ Other Tax-Based Revenue: _____

☐ State-Shared GRT

☐ Law Enforcement Funds

☒ Fire Protection Funds

☐ Other Revenue: _____

B. Preferred financing term: 7 years.

C. Is any debt being repaid from the revenue source(s) referenced in A (1)? Yes ☒ No ☐

If yes, provide bond or loan documents and payment schedule for any existing debt service being paid from the same revenues that would be used to repay a NMFA loan.

IV. READINESS TO PROCEED ITEMS

A. The following items must accompany this application in order for this application to be considered complete:

☒ Equipment cost breakdown (if applicable)

☒ Three most recently completed fiscal year audit reports

- ☐ Current unaudited financials
- ☐ Current fiscal year budget
- ☐ Equipment Application
- ☐ Application Resolution
- ☐ Minutes of public hearing meeting approving submission of application
- ☐ Any additional information requested by NMFA

V. CERTIFICATION

I certify that:

We have the authority to request and incur the debt described in this application and, upon award, will enter into a contract for the repayment of any NMFA loans and/or bonds.

We will comply with all applicable state and federal regulations and requirements.

To the best of my knowledge all information contained in this application is valid and accurate and the submission of this application has been authorized by the governing body of the undersigned jurisdiction.

Signature:

Jerri Rush acting chair
(highest elected official)

Title:

acting chair

Jurisdiction:

Quay County

Print Name:

Jerri Rush

Date: 2-26-24

Signature:

Date: 2-26-24

Finance Officer/Director:

Samantha Salas

RESOLUTION NO. 37

AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL TO THE NEW MEXICO FINANCE AUTHORITY.

WHEREAS, the Quay County is a qualified entity under the New Mexico Finance Authority Act, Sections 6-21-1 through 6-21-31, NMSA 1978 ("Act"), and the Quay County Commission is authorized to borrow funds and/or issue bonds for financing of public projects for benefit of the Governmental Unit; and

WHEREAS, the New Mexico Finance Authority ("Authority") has instituted a program for financing of projects from the public project revolving fund created under the Act and has developed an application procedure whereby the Governing Body may submit an application ("Application") for financial assistance from the Authority for public projects; and

WHEREAS, the Governing Body intends to undertake acquisition, construction and improvement of Fire Apparatus for the benefit of the Governmental unit and its citizens; and

WHEREAS, the application prescribed by the Authority has been completed and submitted to the Governing Body and this resolution approving submission of the completed Application to the Authority for its consideration and review is required as part of the Application.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE _____:

Section 1. That all action (not consistent with the provision hereof) heretofore taken by the Governing body and the officers and employees thereof directed toward the Application and the Project, be and the same is hereby ratified, approved and confirmed.

Section 2. That the completed Application submitted to the Governing Body, be and the same is hereby approved and confirmed.

Section 3. That the officers and employees of the Governing Body are hereby directed and requested to submit the completed Application to the Authority for its review, and are further authorized to take such other action as may be requested by the Authority in its consideration and review of the Application and to further proceed with arrangements for financing the Project.

Section 4. All acts and resolutions in conflict with this resolution are hereby rescinded, annulled and repealed.

Section 5. This resolution shall take effect immediately upon its adoption.

PASSES APPROVED AND ADOPTED this 26th day of February, 2024.

GOVERNING BODY



Ellen White
Ellen White, Clerk

Robert Lopez, Commissioner

Jerri Rush
Jerri Rush, Commissioner

Brian Fortner
Brian Fortner, Commissioner

Forrest Fire Department EMS Use & Documentation of Medications
Standard Operating Guideline

Consulting Pharmacist Agreement

This AGREEMENT is made and entered into by and between the Forrest Volunteer Fire Department, hereinafter referred to as the "Department", and Carlos Marquez, RPh, License# RP0009533, hereinafter referred to as the "Contractor".

It is mutually agreed between the parties:

I. Scope of Work

The Contractor shall render the following services at a minimum:

1. Yearly visits to each department storing dangerous drugs or licensed as an EMS Clinic in the course of duties and responsibilities; review all instances in which controlled substances were used, and review a sample of instances in which other drugs were used every 90 days. Remote visits will be utilized with available technology as permitted by the Board of Pharmacy due to the COVID-19 pandemic. Development and maintenance of a log demonstrating dates of all visits and activities in the district as well as any other pertinent information. This log will be maintained at each department and will be available to drug inspectors upon request.
2. Report in writing to the Board of Pharmacy any termination of this agreement within ten days.
3. Assist in drawing up the drug procedures manual, outlining and reviewing the system of control and accountability of drug distribution in the clinic, in a pre-hospital setting and in QA meetings. List the drugs, which may be procured for usage and how they are reported in the medical record.
4. Assume the overall responsibility for implementation of and adherence to the rules outlined in the procedure manual and all accountability records for the drugs administered and/or dispensed.
5. Oversee the destruction or removal of unwanted or outdated dangerous drugs and the proper disposition of controlled substances as required by the applicable laws and Regulations utilizing a reverse distributor paid for by Forrest or partnering with a local pharmacy who agrees to take the drugs for destruction.
6. Provide in-service training as necessary to Forrest Volunteer Fire Department on side effects, adverse drug reactions, contraindications and toxicity of drugs when requested, or as applicable.
7. Review all instances, in which controlled substances were used, and review all or a sample of instances in which other drugs were used, at least every 90 days
8. Report in writing any exceptions to the Medical Director and the EMS Director within 24 hours upon learning of it.

Forrest Fire Department EMS Use & Documentation of Medications
Standard Operating Guideline

9. Otherwise make a written report to the Medical Director and the EMS Director at least annually on the EMS's drug handling practices, including corrective action taken on exceptions.

10. Such reports shall be available for review by the Board upon request.

II. Compensation & Term

Contractor will provide the services of the consultant pharmacist for a period one year, twelve months at the rate of three hundred dollars (\$300.00) This agreement shall become effective on the date of January 1, 2024, by all parties and shall be reviewed by December 31, 2024, unless terminated pursuant to Paragraph III.

III. Termination

Either party hereto may terminate this Agreement by written notice delivered to the other party at least ninety (90) days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination.

IV. Status of Contractor

The Contractor and his/her agents and employees are independent contractors performing professional services for the Forrest Volunteer Fire Department and are not employees of Quay County. Notwithstanding that the Contractor enters and performs under this Agreement, the Contractor and his agents and employees shall not accrue leave, participate in retirement plans, insurance plans, or liability bonding, use County vehicles, or participate in any other benefits afforded to employees of Quay County.

V. Assignment

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the Department.

VI. Subcontracting

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the Department.

Forrest Fire Department EMS Use & Documentation of Medications
Standard Operating Guideline

VII. Liability & Insurance

It is expressly understood and agreed by and between the parties hereto that the Contractor shall hold the Quay County harmless for all losses, damages, claims, or judgments on account of any suit, judgment, execution, claim, and action or demand whatsoever resulting from Contractor's actions or inactions under this Agreement.

VIII. Records and Audit

The Contractor shall maintain detailed records of all services identified previously in the Scope of Work. Said records are to be maintained at each department or licensed as an EMS Clinic. The Department shall have the right to inspect all records.

IX. Release

The Contractor, under this Agreement, releases the Forrest Volunteer Fire Department, its officers, agents, and employees from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind the Forrest VFD to any obligation not agreed to herein unless the Contractor has express written authority from the Department to do so, and then only within the strict limitations of that authority.

X. Confidentiality

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the Department.

XI. Product of Services: Copyright

All materials developed or acquired by the Contractor under this Agreement shall become the property of the Department and shall be delivered to the Department as provided for in this Agreement, but no later than the termination date of this Agreement.

Nothing produced, in whole or in part, by the Contractor under this Agreement shall be subject of an application for copyright by or on behalf of the Contractor.

XII. Conflict of Interest

Forrest Fire Department EMS Use & Documentation of Medications
Standard Operating Guideline

The Contractor warrants that he presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement.

XIII. Amendment

This Agreement shall not be altered, changed, or amended except by instrument in writing executed by all parties hereto.

XIV. Additional Services

The parties agree that all tasks set forth in the Scope of Work, Paragraph I of this Agreement, shall be completed to the satisfaction of the Department and/or Board of Pharmacy, for the amount set forth in Paragraph II of this Agreement, and for no other cost, amount, fee, or expense.

XV. Scope of Agreement

This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such agreements, covenants and understandings have been merged into this written Agreement. No prior agreement, covenant or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

XVI. Applicable Law

The Ordinances of the Quay County Commissioners and the laws of the State of New Mexico shall govern this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the 1st day of January, 2024.

My Commission Expires:

**QUAY COUNTY
ORDINANCE NO. 55**

**AN ORDINANCE RELATING TO ECONOMIC DEVELOPMENT PLANNING.
BE IT ORDAINED BY THE GOVERNING BODY OF THE QUAY COUNTY,
NEW MEXICO;**

Section 1. Quay County Economic Development Plan*

Short title.

The ordinance codified in this section may be cited as the "economic development plan ordinance."

Section 2. Authority.

The economic development plan ordinance is enacted pursuant to the express statutory authority conferred upon municipalities to allow public support of economic development (NMSA, 1978, Section 5-10-1 through Section 5-10-17 (2021)). The ordinance codified in the section is adopted as part of the County's economic development plan.

Section 3 Purpose.

The purpose of this section is to allow public support of economic development projects to foster, promote and enhance local economic development efforts while continuing to protect against the unauthorized use of public money and other public resources. Further, the purpose of this section is to allow the County to enter into one or more joint powers agreements with other local governments to plan and support regional economic development projects.

Section 4. Definitions.

"Economic development project" means the provision of direct or indirect assistance to a qualifying business and includes the purchase, lease, grant, construction, reconstruction, improvement or other acquisition or conveyance of land, buildings, or other infrastructure; public works improvements essential to the location or expansion of a qualifying business; and payments for professional services contracts necessary for local or regional governments to implement a plan or project.

"Governing body" means the Quay Board of Commissioners.

"Project participation agreement" means an agreement between a qualifying entity and the County whereby the County provides assistance to an economic development project in exchange for the benefits received as set forth in this section.

"Qualifying entity" means an existing or proposed corporation, limited liability company, partnership, joint venture, syndicate, association or other person that is one or a combination of two or more of the following:

1. An industry for the manufacturing, processing or assembling of any agricultural or manufactured products;

2. A commercial enterprise for storing, warehousing, distributing or selling products of agriculture, mining or industry, but, other than provided in Paragraphs (5), (6), or (9) of this subsection, not including any enterprise for sale of goods or commodities at retail or for the distribution to the public of electricity, gas, water or telephone or other services commonly classified as public utilities;
3. A business, including a restaurant or lodging establishment, in which all or part of the activities of the business involves the supplying of services to the general public or to governmental agencies or to a specific industry or customer, but, other than provided in Paragraph (5) or (9) of this subsection, not including businesses primarily engaged in the sale of goods or commodities at retail;
4. An Indian nation, tribe or pueblo or a federally chartered tribal corporation;
5. A telecommunications sales enterprise that makes the majority of its sales to persons outside of New Mexico;
6. A facility for the direct sales by growers of agricultural products, commonly known as farmers' markets;
7. A business that is the developer of a metropolitan redevelopment project;
8. A cultural facility;
9. A retail business.

Section 5. Economic Development Plan Generally.

- 5.1 The governing body may assist economic development projects in any legally permissible manner including but not limited to provision of land, buildings, and infrastructure provided that all the requirements of this section are met. The County may provide land, buildings, or infrastructure it already owns, or it may build, purchase, or lease the facilities needed for an economic development project. The County at its discretion may bear the full cost or contribute a portion of the costs including the waiver of applicable fees. The County, at its discretion, may also contribute to the payment of costs for professional services contracts such as industry feasibility studies and planning and design services needed to implement a project.
- 5.2 The governing body may consider offering all forms of assistance allowed under this section and any other legally permissible forms of assistance; however, this does not establish any obligation on the County's part to offer any specific type or level of assistance.

Section 6. Application Requirements.

- 6.1 Any qualifying entity meeting the definition set forth in Section 4 of this section, may propose an economic development project to the County. Meeting the definition of a qualifying entity does not create any obligation on the part of the County.
- 6.2 Applications from qualifying entities shall be submitted to the economic development office on forms provided by the County.

- 6.3 Applications shall contain the following information for business applicants:
- A. Identification information:
 - 1) Complete name and address of entity;
 - 2) Incorporation papers with by-laws;
 - 3) List of board of directors and executive director, with addresses; and
 - 4) Resumes of all directors and officers.
 - B. Evidence of financial solvency (personal statements of principals):
 - 1) Financial statements (income statements and balance sheets) for the past three years;
 - 2) Federal tax number, New Mexico State Taxation and Revenue Number and County business license;
 - 3) Projected income statement for at least three years.
 - C. Evidence of organizational capacity:
 - 1) Brief history of the entity;
 - 2) Organizational chart of entity;
 - 3) Business plans for the entity and proposed project (shall include pro-forma cash flow analysis).
 - D. Evidence of ability to manage the project, such as, but not limited to:
 - 1) List and description of previously completed projects;
 - 2) Resumes of key staff involved with project.
 - E. Entity shall disclose the following information (if the answer is yes, entity shall attach a written explanation):
 - 1) Has the business or any of its officers ever been involved in a bankruptcy?
 - 2) Has the business or any of its officers ever defaulted obligations on which payments are not current?
 - 3) Does the entity have any loans or other financial obligations on which payments are not current?
 - a. Equity investment of qualifying entity;
 - b. Assistance being requested of the County (e.g. specific parcel of land, applicable fees etc.), with estimate of value; and,
 - c. Funding sources other than the County with letters of commitment of intent to fund.
- 6.4 Identification of the terms, conditions, location, scope and requirements to the economic development project.
- 6.5. Any other information required of the applicant by the County manager, his designated agent or assign, or the governing body.

Section 7. Application Review Process.

- 7.1 The county manager, his designated agent or assign shall determine whether the entity and the proposed project qualify under this section.

- 7.2 The county manager, his designated agent or assign shall then coordinate with the qualifying entity to develop a project participation agreement as set forth in Section 10 of this section.
- 7.3 The county manager, his designated agent or assign shall consider the economic development project and the project participation agreement in accordance with the criteria set forth in Section 8 of this section. The county manager, his designated agent or assign shall recommend to the governing body that the proposal be adopted, conditionally adopted or not adopted.
- 7.4 The recommendation will be forwarded with the project participation agreement, and any other pertinent information to the governing body for final consideration at a public hearing.

Section 8. Application Review Criteria.

- 8.1 Applications for economic development projects requesting economic assistance from the County that meet the policies and objectives of the County's community economic development plan shall receive priority. Examples include, but are not limited to:
- A. Manufacturing firms (including intellectual property such as computer software);
 - B. Projects which enhance the exporting capacity of companies and/or provide goods and services which currently have to be imported into the County
 - C. Private companies seeking to build, expand or relocate facilities;
 - D. Private companies which provide facilities or services which enhance the ability of County businesses to operate;
 - E. Organizations that assist business start-ups or bring small companies together to increase their competitive abilities. This must involve a tangible project, which will create jobs and promote an industry. Examples include, but are not limited to:
 - 1) Business incubators;
 - 2) Art incubator or coalitions (e.g. a performing arts coalition seeking to construct rehearsal or performance facilities);
 - 3) Public markets for farmers, gardeners, crafts, etc.; and,
 - 4) Organizations which foster economic development by promoting work force development efforts such as apprenticeships or other job training programs.
 - F. Projects in industry clusters listed above are particularly encouraged, but others are eligible to apply as well. The intention is to retain flexibility in the use of incentives; and
 - G. Qualifying entities with existing contracts or projects with the County when this plan is adopted may propose a restructuring of their project as an economic development project.
- 8.2 All applications for economic development projects requesting economic assistance from the County shall submit a cost-benefit analysis. Preparing the cost-benefit analysis shall be the responsibility of the applicant. The County retains the right to specify a format and methodology for the cost-benefit analysis. The source and rationale for any multiplier

effects shall be identified. The cost-benefit analysis shall show that the County will recoup the value of its donation within a period of ten years. The analysis shall address the following:

- A. The number and types of jobs to be created, both temporary construction jobs and permanent jobs (by New Mexico Department of Labor job category);
- B. Pay scales of jobs;
- C. Determination of which jobs are expected to be filled locally and which will be filled by transfers from other facilities or recruited from outside the Tucumcari area;
- D. Total payroll expected at start-up and after one year;
- E. Anticipated impact of project on local tax base; and
- F. Anticipated impact on local school system.

8.3 All applications for economic development projects requesting economic assistance from the County shall require the same review required of industrial revenue bond applications as set forth in Resolution No. 1995-83 as may be amended from time to time. This review shall focus on environmental and community impacts of the proposed project. Special attention shall be given to job training and career advancement programs and policies. Projects shall demonstrate a strong commitment to providing career opportunities for Tucumcari area residents. Cultural impacts of projects shall also be considered.

8.4 Any qualifying entity seeking assistance shall prepare and make available a job training and career development plan for their employees.

8.5 All applications for economic development projects requesting economic assistance from the County shall clearly demonstrate the benefits, which will accrue to the community as a result of the donation of public resources. The County has considerable flexibility in determining what is considered as adequate benefits. Benefits such as providing components or production capabilities, which enhance a targeted industry cluster, or addressing critical deficiencies in the regional economy may be recognized. The benefits claimed of any proposal will receive careful scrutiny. However, it is the intent of this section to be flexible in the evaluation of these benefits, and to recognize the qualitative as well as quantitative impact of a proposal.

8.6 All applicants for economic development projects requesting economic assistance from the County shall clearly demonstrate how the qualifying entity is making a substantive contribution. The contribution shall be of value and may be paid in money, in-kind services, jobs, expanded tax base, property or other thing or service of value for the expansion or improvement of the economy. The County retains flexibility in defining the "substantive contribution." The benefits identified in the previous paragraphs may be accepted as adequate contributions on their own, or a cash donation may be required. Assistance in providing affordable housing to its employees or the community at large may also qualify. Determination of what constitutes an acceptable contribution for a given project shall be at the discretion of the governing body.

Section 9. Public Safeguards.

- 9.1 All economic development projects receiving assistance from the County shall be subject to an annual performance review conducted by or on behalf of the county. This review shall evaluate whether the project is attaining the goals and objectives set forth in the project participation agreement. This review shall be presented to the governing body for their consideration. The governing body at a public hearing may terminate assistance to the economic development project by passage of an ordinance, which terminates the agreement and specifies the dispositions of all assets and obligations of the project.
- 9.2 The County shall retain a security interest, which shall be specified in the project participation agreement. The type of security given shall depend upon the nature of the economic development project and assistance provided by the County. Types of security may include, but are not limited to:
- A. Letter of credit in the County's name;
 - B. Performance bond equal to the County's contribution;
 - C. Mortgage or lien on property or equipment;
 - D. Prorated reimbursement of donation if company reduces work force or leaves the community before the term agreed to; and
 - E. Other security agreeable to both parties.
- 9.3 Should a qualifying entity move, sell, lease or transfer a majority interest in the economic development project before the expiration of project participation agreement, the County retains the right to deny any and all assignments, sales, leases or transfers of any interests in the economic development project until adequate assurances are made that the transferee, assignee or lessee is a qualifying entity and that the terms of the agreement will be satisfied by the transferee, assignee or lessee. At its discretion, the County may choose to deny said assignment, lease or transfer or may negotiate a new agreement with the new operator, or the County may reclaim the facility and enter into an agreement with a new qualifying entity.
- 9.4 Any qualifying entity seeking assistance from public resources shall commit to operate in accordance with its project participation agreement for a minimum of ten years from the date the governing body passes the ordinance adopting the project participation agreement.

Section 10. Project Participation Agreement.

- 10.1 The qualifying entity shall prepare with the County a project participation agreement. This agreement is the formal document, which states the contributions and obligation of all parties in the economic development project. The agreement must clearly state the following items:
- A. The economic development goals of the project;
 - B. The contributions of the County and the qualifying entity;
 - C. The specific measurable objectives upon which the performance review will be read;
 - D. A schedule for project development and goal attainment;
 - E. The security being offered for the County's investment;

- F. The procedures by which a project may be terminated, and the County's investment recovered; and
- G. The time period for which the county shall retain an interest in the project.

10.2 Each project agreement shall have a "sunset" clause after which the county shall relinquish interest in and oversight of the project.

10.3 Each project participation agreement shall be adopted as an ordinance and adopted by the governing body at a public hearing.

Section 11. Project Monies.

All project monies shall be kept in separate account by the entity and the county, with such accounts clearly identified. These accounts shall be subject to an annual independent audit.

Section 12. Termination.

The governing body may terminate this section and the county's community economic development plan and any or all project participation agreements undertaken under its authority. Termination shall be by ordinance at a public hearing or in accordance with the terms of the project participation agreement. If an ordinance or a project participation agreement is terminated, all contract provisions of the project participation agreement regarding termination shall be satisfied. Upon termination of the ordinance or any project participation agreement, any county monies remaining in county project accounts shall be transferred to the county's general fund.

Section 13. Joint Or Regional Projects.

The county may engage in economic development projects involving one or more other governmental entities for projects that encompass more than one municipality or county. In such instances, the relevant governing bodies shall adopt a joint powers agreement. This agreement will establish the application criteria and the terms of all project participation agreements. Criteria established under a joint powers agreement shall be consistent with the provisions of this section.

Section 14. Policies and Procedures.

The economic development plan and such other forms policies and procedures as are deemed necessary by the county in order to implement this section are hereby adopted as a part of the county's economic development plan and are incorporated by reference.

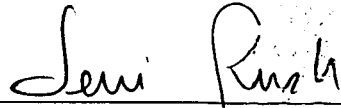
Section 15. Invalidity.


The provisions of this section are severable and the invalidity of any part of the ordinance codified in this section shall not affect the validity of the rest of the section.

ADOPTED BY THE GOVERNING BODY OF QUAY COUNTY THIS 12th DAY OF
SEPTEMBER 2022.

BOARD OF QUAY COUNTY COMMISSIONERS


Franklin McCasland, Chairman


Jerri Rush, Member


Robert Lopez, Member

ATTEST:


Ellen L. White, County Clerk