

**LAKE HEALTH DISTRICT
BOARD OF DIRECTORS MEETING
February 4, 2021**

Board Attendance	Don Liddycoat, Chair	John Shine, Treasurer
	Jerald Steward, Secretary	Ken Kestner, Member

LHD Staff Attendance:	Charlie Tveit, CEO	Matthew Foster, MD
	Teresa Squires, CNO	Susan Pointere, Rev. Cycle Manager
	Rebecca Farr, HR Dir.	Jen Antle, Executive Asst to the CEO
	Kristin Hill, Pt. Navigator	Matt Foster, MD, Chief of Staff

Don Liddycoat, Chair, called the meeting to order in open session at 6:30 pm and led the Pledge of Allegiance.

Public Comment: Danielle Jester, Lake County Examiner noted an article that was recently published that listed Lake District Hospital as likely to close in the coming years. Charlie Tveit, CEO responded by addressing components of the article and why the writer felt that small hospitals are at financial risk.

AVADE Training: Kristin Hill, Patient Navigator provided an update regarding her position as a patient navigator, which helps to reduce readmissions to the hospital after a patient has been discharged. In addition, Ms. Hill reported that she also is an instructor for our new training program that will assist with combative, violent patients or visitors. Ms. Hill reported that we received a grant from Coverys, our insurance company to help with workplace violence reduction. Our frontline staff felt unsafe or vulnerable in the ED. Ms. Hill noted that we now have security at night and on weekends, and our AVADE program teaches ways to de-escalate and not take the behavior personally. Ms. Hill said the goal is to change the culture of just accepting the behavior. Our grant required that we would train 200 staff in 2020; we trained 201 staff. There were questions and discussion.

Consent Agenda Item Approval: Jerald Steward noted a typographical error in the minutes that were corrected prior to the meeting. John Shine made a motion to acknowledge and approve the consent agenda items as amended, which include: Minutes of December 2020 meeting, thank you letters and the March 2021 check signing calendar. Jerald Steward seconded the motion. The motion was presented, and Don Liddycoat, Jerald Steward, John Shine, and Ken Kestner voted to pass the motion unanimously.

Calendar for Check Signing:

March 3, 2021	Don Liddycoat
March 10, 2021	John Shine
March 17, 2021	Ken Kestner
March 24, 2021	Shirin Sabin
March 31, 2020	Jerald Steward

Financial Reports: As part of the Financial Report, Charlie Tveit reported that the hospital in-patient count for the month of December was 30, ED patients was 178, total surgical patients was 37 and Swing bed was lower at 6 for the month. Gross charges for the month were \$3.7m while the average for the year is \$3.8m. Collections on A/R were \$2.17m for December and \$2.3m for January. Days cash on hand is 53 which doesn't include any PPE monies. Mr. Tveit reported that

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we had a \$1.8m loss in December due to deductions, contractual adjustments. Mr. Tveit reported that for several months as we went live with Cerner, our staff were managing 2 systems and there were times we were not timely on filing claims and this was a cleanup period. Mr. Tveit reported that January will hopefully be much better. Susan Pointere, Revenue Cycle Manager reported that when we transitioned to Cerner from CPSI there was a strategic plan and collected a lot from legacy system during Covid. Ms. Pointere noted that 2008-2019 things were not managed well, and beyond the current staff's control. Ms. Pointere reported that appeals have been filed for some of the more timely areas. There were questions and discussion. Mr. Shine asked for an update in two weeks on the issues, and how we are correcting them from happening in future. Net revenue for the month was \$1.8m. Year to date net revenue is \$16.6m, budget is \$19.5m, so we are \$2.8m behind while expenses year to date are \$909k over budget. We had a Net loss for the month of \$1.26m due to contractual adjustments, which makes our year to date net loss to \$2.2m. No fixed assets were purchased so the balance sheet was fairly static month to month. Mr. Tveit reported that our cost report has been filed.

Budget Calendar: Mr. Tveit reported that budget assumptions will be presented at the March board meeting. Jerald Steward made a motion to adopt the budget calendar as presented. John Shine seconded the motion. The motion was presented, and Don Liddycoat, Jerald Steward, John Shine, and Ken Kestner voted to pass the motion unanimously.

Non-budgeted Capital Purchases: Mr. Tveit reported that we budgeted really high at \$1.9m but spent considerably below that amount at \$900k. Mr. Tveit reported that we have a proposal for another ultrasound, for \$42k which includes warranty. Mr. Tveit reported that the transducers are very expensive but that it is necessary for Dr. Than to have this available in clinic. Dr. Foster noted that it's a great tool for a doctor to have in clinic then to send the patient to radiology if needed. Jerald Steward made a motion to approve the ultrasound purchase as presented. Ken Kestner seconded the motion. The motion was presented, and Don Liddycoat, Jerald Steward, John Shine, and Ken Kestner voted to pass the motion unanimously.

Goose Lake Medical/Lakeview Gardens: Lakeview Gardens had very little change, same struggles since we are limited to admit patients to the facility. Gross charges in long term care were \$257k. Gross charges for assisted living were \$39k. Net revenue for the month was \$267k, Net loss for December was \$167k and YTD is a loss \$914k.

Recruitment Update: Rebecca Farr, HR Director reported that we are interviewing CFO candidates and are bringing several out for site visit over the next two weeks. Jerald Steward asked how many open positions we currently have, Ms. Farr reported we have 27 openings. Ms. Farr noted that she failed to invite a Board Member to the C.N.A. scholarship interviews but will in the future. Ms. Farr reported that we began advertising in December and January on radio and on job boards. There were ten spots and we received seven applications; 2 were unable to fulfill a commitment, we made an offer to 5 but had 2 that could not take the course due to family emergencies. Since there were only 3 students, the class is accelerated and should finish March 24th instead of April 1. Michelle Williams, assistant DNS for Lakeview Gardens is assisting with the course.

Medical Staff Privileging: Matthew Foster, MD presented Tara Geil, RD's renewal of privileges. The medical staff reviewed her request and approved it on January 21, 2021. John Shine made a motion to approve the recommended privileges as presented. Jerald Steward seconded the motion.

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The motion was presented, and Don Liddycoat, Jerald Steward, John Shine, Ken Kestner and Shirin Sabin voted to pass the motion unanimously.

Nursing Report: Teresa Squires, CNO reported that nurses have been very busy, and we've had quite a lot of babies born lately and staff was busy on the floor. Ms. Squires reported there's been an increase in staff that are positive for Covid as well. We are allowing visitors, but the downside is that those visitors could have exposure. Trying to get better compliance by visitors with masking to keep the patients and staff safe. Ms. Squires reported that we have hired a sleep tech but there have been some delays getting the person here. We are looking for a Cardiopulmonary Manager. Ms. Squires reported that about 50% of staff have been vaccinated for COVID, so hopefully that will help our positives tests to decrease. Mr. Tveit reported that we have done over 800 vaccinations in Lake County; 120 of them were in North Lake and of those that have been vaccinated, 130 have had their second dose. There were questions and discussion.

CEO Report:

- Mr. Tveit reported we had some recent Covid outbreaks, total of 298 cases in Lake County, with 41 currently active. John Shine asked why the front doors are locked at 5pm but some appointments are scheduled after that time, like for rehab. Mr. Tveit reported that we have looked at this, but we don't have staff to keep the greeters there longer.

- Mr. Tveit reported that we continue to struggle with recruitment and finding staff that want to work and can pass the drug and background checks. Mr. Tveit noted that the head of OHSU Nursing has reported that they can't find C.N.A.'s in Portland. Mr. Tveit noted that our next strategy may be to bundle jobs and have an agency fill the positions.

- Mr. Tveit reported that the building on E Street where we will have the Business Office and DME is still being working on. We just signed the contract for heating and air, hope to have it done by the end of the month.

- Mr. Tveit reported previously we reported that we had purchased the Lucas 3 device that provides CPR; we used it for the first-time last month. The patient left the area for additional care but returned recently.

- Mr. Tveit reported that we are still negotiating with Teamsters on the contract.

- Mr. Tveit reported that we received a letter from multiple businesses in town regarding the Christmas gift certificates given to employees as there were only a few approached to participate. Mr. Tveit reported that we will work to ensure all our local businesses are given the opportunity to participate in the future.

There was discussion regarding education funds and recruiting for C.N.A. and RN Positions. Ways to help prospective students with school, childcare, etc. Mr. Tveit reported that we received a grant from Providence for \$50k and had an anonymous donor match those funds. We have not fully defined the use for RN/EMT only as the Patricia Geaney Johnson fund was.

At 8:20pm, Don Liddycoat called for an executive session under ORS 192.660(2)(a), Personnel, ORS 192.660(2)(c), Medical Staff, ORS 192.660(2)(h), Legal after a 5-minute recess. Present were Don Liddycoat, Chair, John Shine, Treasurer, Jerald Steward, Secretary, Ken Kestner, Member, and Charlie Tveit, CEO.

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At 9:00 p.m. the meeting reopened in open session and adjourned.

Respectfully submitted,

/s/Jerald Steward
Jerald Steward, Secretary

/s/Jennifer Antle
Jennifer Antle, Recording Secretary

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