

**LAKE HEALTH DISTRICT  
BOARD OF DIRECTORS MEETING  
July 1, 2021**

<b>Board Attendance</b>	Don Liddycoat, Chair	John Shine, Treasurer
	Jerald Steward, Secretary	Ken Kestner, Member

<b>LHD Staff Attendance:</b>	Charlie Tveit, CEO	Ed Keough, CFO
	Teresa Squires, CNO	Jen Antle, Executive Asst to the CEO
	Tyson Lane, EMS Director	Susan Pointere, Rev. Cycle Manager
	Robin Callaghan, Clinic Receptionist	

**Other Attendance:** Danielle Jester, Lake County Examiner

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

**Oath of Office:** Charlie Tveit, CEO administered the oath of office to re-elected board members Don Liddycoat and Jerald Steward.

Election of Officers: Jerald Steward nominated Don Liddycoat for chairman of the board. John Shine seconded the motion. The motion was presented and Jerald Steward, John Shine, and Ken Kestner voted to pass the motion unanimously.

John Shine nominated Jerald for secretary of the board, Don Liddycoat seconded the motion. The motion was presented and Don Liddycoat, John Shine, and Ken Kestner voted to pass the motion unanimously.

Jerald Steward nominated John Shine for Treasurer of the board, Ken Kestner seconded the motion. The motion was presented and Don Liddycoat, Jerald Steward, and Ken Kestner voted to pass the motion unanimously.

**Public Comment:** None.

**Consent Agenda Item Approval:** John Shine made a motion to acknowledge and approve the consent agenda items as amended, which include: Minutes of June 3, 2021 meeting, thank you letters and the July 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:**

August 4, 2021	Jerald Steward
August 11, 2021	Ken Kestner
August 18, 2021	John Shine
August 25, 2021	Don Liddycoat

**Financial Reports:** As part of the Financial Report, Ed Keough, CFO reported that Acute patient count for May was 308, Clinics were 1,899 and other outpatient services were 5,352. Gross charges for the month were \$4.3m, average for the year is \$3.9m. Collections on A/R were \$2.3m. Days cash on hand is 92 which includes PPE monies. Net revenue for the month was \$3.4m. Year to date net revenue is \$32.6m, budget is \$35.8m, so we are \$3.2m behind while expenses year to date are \$1.2m under budget. Year to date net loss to \$1.7m. No fixed assets were purchased so the balance

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sheet is static month to month. Mr. Tveit reported that we did a Revenue Cycle Assessment with Wipfli in June. We were able to get a better idea of what to prioritize and redirect to help collect A/R. Susan Pointere, Revenue Cycle Manager reported that a registration audit was done, and reviewed a lot of information, and if all information is accurate it helps reduce our denials. Ms. Pointere reviewed some of the information that was learned from the audit. Ms. Pointere reported that the new space at the 220 N E Street is very conducive to work, it's quiet and less distractions.

**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 \$234k. Gross charges for assisted living were \$36k. Net revenue for the month was \$399k, Net loss for May was \$148k and YTD is a loss \$1.6m. Lake Health Medical Supply had gross charges of \$47k in May with revenue deductions of \$4,803. Expenses were \$24k; with a net surplus of \$18,465. YTD LHMS was positive by \$2,255.

**EMS Service Update:** Tyson Lane, EMS Director reported that the EMS Service is doing well, doing more ground transfers versus air transport. It's much less expensive to transport a patient via ground for approximately \$4,500 with flying being upward of \$60k. Mr. Lane reported that he is working on a contract with Airlink, when we pick them up at the airport we are not billing them, and we can and it's a benefit for us. Mr. Lane reported that he recently met with Commissioner James Williams about updating the County ASA plan and will meet at the Summer Lake Lodge to work on this; need to figure out the boundary lines. Mr. Lane reported that EMS worked with the ER to conduct a disaster drill and crews did great but learned a great deal. Now have an MOU with Thomas Creek Westside that if there's a vehicle extraction they will respond as well; we have the equipment for this but need the manpower. Jerald Steward asked about staffing, and Mr. Lane reported that we had one full time EMT position, now have 3 on staff. Mr. Lane reported that after they get additional staff our crews would like to go to 24 hour shifts; currently on a 12 hour shift, then being on call at night. John Shine asked if vehicles and equipment are ok; Mr. Lane reported that we are getting a quote for an ambulance. Mr. Tveit reported that we can continue the lease with Disaster Unit, opt to purchase for fair market value or acquire our own. Mr. Lane discussed the vehicles we use and for what purpose. There were questions and discussion.

**Oregon Patient Safety Commission Participation Agreement(OPSC) :** Mr. Tveit reported that we are encouraged to report adverse events and we use these for benchmarking. We already do much of the tracking, and would adopt policies on it. Mr. Tveit noted we will table this agreement and revisit it later in the meeting.

**Medical Staff Update:** Mr. Tveit reported that the Medical Staff met and approved the appointment of Jeffery Chen, MD Internal Medicine provider and recommends the Board approve him as well. Dr. Chen is here for 2 weeks and off for 2 weeks and he's been here 3 times so far.

**Nursing Report:** Teresa Squires, CNO reported that we received a letter notifying the facility that the KCC RN program was approved by Oregon State Board of Nursing to start the LPN program. This will greatly benefit long term care and clinics; and we sometimes use LPNs in Acute. There are very few LPN programs in Oregon.

**OPSC:** After additional review of the agreement and questions and discussion, John Shine made a motion to agree to participate. 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.

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**CEO Report:**

- Mr. Tveit reported that the strategic planning meeting is scheduled for next week and to please return the evaluation forms that were sent out to Jen and she will forward them to Paul McGinnis. If there are any suggested agenda items, please let him or Don know.

- Mr. Tveit reported that he and Ed spoke with Wipfli regarding our revenue and Wipfli suggested that we outsource some of the collections for six months since we currently have four open billing positions and our new Revenue Cycle Manager is starting in mid-July. Wipfli offered to do so, but at Ed's suggestion we looked at another firm, HRG. By outsourcing it for a few months, this will allow us time to hire and train new employees.

- Mr. Tveit reported that our supply chain does an audit the last day of our new fiscal year, and our inventory has a value of \$224k, 1130 items and we were off by only \$56.30.

- Mr. Tveit reported that our N.A. class is underway, there are 7 in the class, we started with 15 and were all great candidates and are doing well. Terri Carlon is the Clinical Nurse Educator is working with them and she will help reduce the cost we pay KCC.

- Mr. Tveit reported that five years ago we were not receiving many grants, now we have over a dozen. Mr. Tveit reported that some were from EOCCO, but some are not such as our EMS training grant. Mr. Tveit reported that we received \$185k to assess housing needs and how to try to address these issues. Mr. Tveit noted that we have explored supportive housing, which was controversial last year; and the Oregon Health Authority award the project \$4.2m to build a 17 unit building. Mr. Liddycoat asked what the expectations are for us with the project. Mr. Tveit noted that we are required to provide mental health services.

-Mr. Tveit reported that with our 403b retirement plan, we sponsor a percentage of income into employee retirement accounts and employees can put additional funds towards their plan. Mr. Tveit reported that our account is in excess of \$15m, we have managed to reduce fees a lot in the last year.

-Mr. Tveit reported that the state of Oregon is no longer masking, we are 5,115 people away from 70% of the population being vaccinated. Mr. Tveit reported that 35% of Lake County is vaccinated. Mr. Tveit reported that the State and Federal government have given us \$370k to try to get people to get vaccinated and to talk about COVID mitigation, and we are looking at offering incentives for vaccination.

-Mr. Tveit reported that Dr. McGillicuddy has resigned and given us 2 months notice, and we are looking for other alternatives.

At 7:35pm, 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.

At 8:42 p.m. the meeting reopened in open session and adjourned.

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Respectfully submitted,

/s/JeraldSteward

Jerald Steward, Secretary

/s/JenniferAntle

Jennifer Antle, Recording Secretary

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