

**LAKE HEALTH DISTRICT  
BOARD OF DIRECTORS MEETING  
December 2, 2021**

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

**LHD Staff Attendance:** Charlie Tveit, CEO                      Ed Keough, CFO  
  Rebecca Farr, HR Director                 Tory Coe, Nurse Manager  
  Jen Antle, Executive Asst to the CEO

**Other Attendance:**          Lesa Cahill & Chuck Messner, Lakeview Disaster Unit  
  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.

Public Comment: None

**Consent Agenda Item Approval:** Jerald Steward made a motion to acknowledge and approve the consent agenda items as amended which include Minutes of November 4, 2021 meeting, thank you letters and the January 2022 check signing calendar. John Shine seconded the motion. The motion was presented, and Don Liddycoat, Jerald Steward, John Shine, Shirin Sabin and Ken Kestner voted to pass the motion unanimously.

**Calendar for Check Signing:**

January 5, 2022	Don Liddycoat
January 12, 2022	Shirin Sabin
January 19, 2022	John Shine
January 26, 2022	Jerald Steward

**Ambulance Service:** Lesa Cahill questioned the report from the last board meeting regarding the proposed equipment purchase that all of the Disaster Unit items were aged, and it seemed like it misrepresented the Disaster Unit's position. Ms. Cahill reported that after the initial offer was made to the hospital, no counter offers, or negotiations were extended. There were questions and discussion. Don Liddycoat asked the Disaster Unit and John Shine to work with Charlie Tveit, CEO on getting appraisals in spring, early summer of 2022 so that when lease expires in August 2022, the hospital can either buy out the lease or determine what route to take.

**Financial Reports:** Ed Keough, CFO reported that Acute patient count for October was 363, Clinics were 1,915 and other outpatient services were 5,831. Gross charges for the month were \$4.1m, average for the year is \$4.0m. Collections on A/R were \$2.1m. Days cash on hand is 82. Net revenue for the month was \$3.1m. Year to date net revenue is \$12.4m, budget is \$13.1m, so we are \$780k behind while expenses year to date are \$479k under budget. Year to date net surplus to \$833k. Total Assets increased \$1.1 m.

**Unbudgeted grant purchase:** Mr. Tveit reported that as part of the COVID grant funds, we have found a vehicle for Public Health to use for covid mitigation/vaccination, a Ford Expedition for

**LAKE HEALTH DISTRICT  
BOARD OF DIRECTORS MEETING  
December 2, 2021**

\$57k. John Shine made a motion to approve the purchase as presented. Jerald Steward seconded the motion. The motion was presented, and Don Liddycoat, Jerald Steward, John Shine, Shirin Sabin and Ken Kestner voted to pass the motion unanimously. There were questions and discussion regarding use of the grant funds.

**Surplus items:** Mr. Tveit reported that when we remodeled the Operating Room, we replaced two sterilizers and there are two old washing machines that have been in storage, used for parts from 1994 and 2002 that we now need to declare surplus to allow us to dispose of them. Ken Kestner made a motion to declare the items surplus. Shirin Sabin seconded the motion. The motion was presented, and Don Liddycoat, Jerald Steward, John Shine, Shirin Sabin and Ken Kestner voted to pass the motion unanimously.

**Goose Lake Medical/Lakeview Gardens:** Gross charges in long term care were \$179k. Gross charges for assisted living were \$41k. Net revenue for the month was \$233k, Net loss for September was \$142k and YTD is a loss \$589k. Lake Health Medical Supply had gross charges of \$46k in September with revenue deductions of \$7k. Expenses were \$28k; with a net surplus of \$12k YTD LHMS was positive by \$46.9k.

**Medical Staff Update:** None.

**Personnel Turnover Report:** Rebecca Farr, HR Director reported that over the last few years we've had some turnover and provided the following:

Fiscal Year	Voluntary/Involuntary Termination/TTL EE's	Turnover rate
2016-2017	38/242	16%
2017-2018	27/266	10%
2018-2019	48/270	18%
2019-2020	60/322	19%
2020-2021	67/295	23%

**Nursing Report:** Tory Coe, Nurse Manager provided a report on the nurse staffing requirements per State guidelines and our overall percentages on meeting those requirements. Since we have a shift lead on the acute unit, we are able to meet the needs and ensure our nurses get the needed rest breaks required. The areas that tend to be impacted by staffing issues are when we are short CNAs and the RNs have to cover that shortage; it can cause our numbers to be a bit skewed but overall we are doing well. There were questions and discussion.

**CEO Report:**

- Mr. Tveit reported December 17 is the Christmas party at the Elks and asked the Board to join if they are able.

- Mr. Tveit reported that he sent the Risk Assessment regarding our cyber security to the Board for review and since Sky Lakes was hit hard by an attack and Harney District Hospital recently had something similar, we take these assessments very seriously and are working to implement the recommendations that the company suggested.

**LAKE HEALTH DISTRICT  
BOARD OF DIRECTORS MEETING**

**December 2, 2021**

- Mr. Tveit reported the American Hospital Association asked us to revisit the patient billing guidelines, which we've already adopted so this is just a refresher as we already do the items they request, such as offering financial assistance.

- Mr. Tveit reported the surveyors for Lakeview Gardens ALF came and we have filed our plan of corrections; and are waiting on the report from the long-term care surveyors.

At 7:43pm, 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 7-minute recess. Present were Don Liddycoat, Chair, John Shine, Treasurer, Jerald Steward, Secretary; Ken Kestner, Member, Shirin Sabin, Member and Charlie Tveit, CEO.

At 8:44 p.m. the meeting reopened in open session and adjourned.

Respectfully submitted,

/s/JeraldSteward

Jerald Steward, Secretary

/s/CharlesTveit

Charles Tveit, CEO

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