



Board of Directors Meeting Minutes
February 2, 2023, 6:30PM Lake District Hospital
Lake Health District

Board Attendance: Don Liddycoat, Chairman; Jerald Steward, Secretary; Ken Kestner, Member; Shirin Sabin, Member.

LHD Staff Attendance: Charlie Tveit, CEO; Shirley Kranz, HR Director; Lisa Paquet, Clinics Manager; Tory Coe, DON; Mickie Gocken, DNS; Tyson Lane, EMS Director; Quentin Wilson, Supply Chain/EVS/DME Director; Heidi Martinez, LDWC Director; Steven Vance, IT Director; Kim McFall, Cardiopulmonary Services Manager; Shawn Crosby, Compliance Manager; Tara Geil, Dietary Director; Amron Lym, Rehab Director.

Others in Attendance: Rhayanna McLain, MaryAnn McLain, Alexis Bryant, McKenzie Johnston, Daniele Jester, Lakeview Examiner.

Don Liddycoat, Chairman, 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 the motion to approve the consent agenda items (which included the January 5, 2022, meeting minutes, the March 2023 check signing calendar, and a thank you letter). Shirin Sabin seconded the motion. The motion was presented, and Don Liddycoat, Jerald Steward, Shirin Sabin, and Ken Kestner voted to pass the motion unanimously.

Calendar for Check Signing:

March 1, 2023	Don Liddycoat
March 8, 2023	Shirin Sabin
March 15, 2023	Jerald Steward
March 22, 2023	Ken Kestner
March 29, 2023	John Shine

Financial Reports:

2023-2024 Budget Calendar:

The calendar was presented for consideration. Following review and discussion, Jerald Steward made the motion to approve the calendar. Ken Kestner seconded the motion. The motion was presented, and Don Liddycoat, Jerald Steward, Ken Kestner, and Shirin Sabin voted to pass the motion unanimously.

Charlie Tveit, CEO, reported the Acute patient count for December was 344, clinics were 1,909, and other outpatient services were 4,223. Gross charges for the month were \$4.2M. Collections on A/R were \$2.5M. Days cash on hand is 53. Net revenue for the month was \$3.0M. YTD net revenue is \$19.3M and budget is \$21.8M. We are \$2.8M behind and expenses YTD are \$1.2M under budget. YTD deficit was \$20K.

Goose Lake Medical/Lakeview Gardens:

Charlie Tveit reported gross charges in Long Term Care were \$132K; gross charges for Assisted Living were \$74K; net revenue for the month was \$183K; expenses were \$345K – causing a deficit for December of \$161K, and a YTD deficit of \$647K. Lake Health Medical Supply had gross charges of \$53K in December, with



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a revenue deduction of \$4K. Expenses were \$35K, with a net contribution margin of \$12K. YTD LHMS was positive by \$68K.

Mickie Gocken reported full census of 12 and 12 in LTC and ALF - with waiting lists for both. 2nd house for LTC is currently closed and planning to re-open in early April. Mickie anticipates the 2nd house being full within two weeks of re-opening and planning to have 3 admissions daily until the house is full. Mickie also reported there is one traveling RN who is interested in staying full time and they are currently negotiating.

Medical Staff Update:

Chief of Staff, Dr. Graham was unable to attend, however there were no privileges needing approval.

Nursing Report:

Tory Coe, DON, reported that there are 6 employees out on medical leave and/or assigned light duty, causing a workload imbalance. Recruiting is working on getting new employees onboarded and there are currently 4 CNAs close to licensure, and RN students are on the floor and in their 2nd of 4 terms. Department is working to improve documentation to ensure appropriate charges are being billed.

ONA Contract Ratification:

Charlie Tveit presented the ONA agreement for board ratification. He noted there are a few language issues still needed to be addressed as well as numerous grammar errors. Following review and discussion, Ken Kestner made the motion to approve the ONA Contract. Jerald Steward seconded the motion. Don Liddycoat, Jerald Steward, Ken Kestner, and Shirin Sabin voted to pass the motion unanimously.

Department Reports:

Clinics Update:

Lisa Paquet reported OHA, Health Care Regulation & Quality Improvement, certified LDH Clinic to operate and provide healthcare services – this certification means we can bill/be paid for CMS service. Numerous patients are waiting to be assigned a PCP, due to lack of enough providers to support our clinic (closing of Alturas clinic impactful as well). HR is currently working on hiring/credentialing two providers.

Human Resources update:

Shirley Kranz reported that there were 9 new hires in January and the department is making traction with marketing for new employees. Don Liddycoat requested statistics, stated he would like to see turnover rate down, and requested a comparison of our turnover rate with other Health Districts. Shirley informed the board that HR is conducting exit interviews for feedback to give insight/ideas for future employee retention.

EMS Report:

Tyson Lane reported that things are good in EMS department.



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Rehab Update:

Amron Lym reported the department recently lost two OC Therapists and the only Speech Therapist. They are currently conducting interviews for 1-2 OC Therapists. The department onboarded two, Friday-Monday, temporary employees – hopefully both will turn into full time. The biggest concern is not having a Speech Therapist – which is direly impacting the pediatric population, as well as impacting stroke patients.

Wellness Report:

Heidi Martinez reported 2022 was a challenging year without a Behavioral Health Supervisor and no SUD Supervisor. A SUD Supervisor was hired last week, and Heidi has a good lead on a Behavioral Health Supervisor. The department received a Behavioral Health Network Grant (BHRN) in 2022 and is looking to purchase a building and refurbish it to accommodate the needs of our clients. They are currently utilizing a drop-in facility at the Wellness Center to lessen barriers patients previously encountered. The drop-in facility has a shower and clothing closet with donated clothes; they are accepting more donations.

Cardiopulmonary Report:

Kim McFall reported that the Sleep Lab is seeing new patients from Alturas and the clinic is excited about the partnership. The Sleep Lab is looking for a telehealth provider for follow up appointments. The Cardiopulmonary department is researching potential partnerships with the local gym and walking groups for patients.

IT Report:

Steven Vance reported the Wi-Fi infrastructure is outdated and networks frequently go down. IT is applying for two separate 150K grants (FEMA non-profit security grants) to upgrade switches and they need 48K ASAP for network security. Steven stated there is a long lead time for the equipment needed.

EVS Report:

Quentin Wilson reported the EVS department hired six employees in January and training is going well. Supply chain is transitioning to a new pharmaceutical vendor with approximately \$40K in projected annual savings.

Dietary Report:

Tara Geil reported 6,500 meals were served in January. An average of 1-3 patients are diagnosed with malnutrition weekly. Providers are now including malnutrition to patient diagnoses. The department recently purchased a new range and double oven (electric) – they should be arriving soon. The kitchen is in dire need of a remodel – same layout, walls, floors, storage, etc. since the initial hospital build in the 70s; the entire area needs reconfigured.

CEO Report:

Charlie Tveit reported that the geothermal system repair is set to begin next week, costing approximately \$47K. The damage is due to problems with the filtration system coming from the well that clogged the heat exchanger, resulting in significant cost increases with propane purchases to heat the facilities. The equipment vendor states that the heat exchanger needs updated within the next year, with an estimated cost of \$150K.



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Charlie was happy to report that at this year's Gala, Dr. Bradbury was recognized as the Medical Professional of the Year.

At 9:05 PM, 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 10-minute recess. Persons present were Don Liddycoat, Chair, Jerald Steward, Secretary, Ken Kestner, Member, Shirin Sabin, Member, and Charlie Tveit, CEO.

At 9:06 p.m. the meeting reopened in open session. Don Liddycoat stated that a new CEO contract with Charlie Tveit was discussed with a 2-year term. A motion was made to approve the agreement was made by Jerald Steward, second by Ken Kestner. Following discussion, Don Liddycoat, Jerald Steward, Ken Kestner and Shirin Sabin voted to pass the motion unanimously. Thereafter, the meeting was adjourned.

Respectfully submitted,

Jerald Steward, Secretary

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