



# LAKE CHELAN HEALTH

## **BOARD PACKET**

Chelan County Public Hospital District No. 2

8/27/2024



Chelan County Public Hospital District No. 2  
 Regular Meeting of the Board of Commissioners  
 August 27, 2024, at 1:30 am via TEAMS  
 Meeting ID: 264 159 003 701 Passcode: V4RsJL

## Agenda

*Mission- "To provide the highest quality healthcare with compassion and respect to the community we serve."*

FI – For Information; FD – For Discussion; FM – For Motion; FA – For Acceptance; FR-For Resolution

Time	Agenda Item	Facilitator	Topic/Action
1:30	<ul style="list-style-type: none"> <li>Call to Order</li> </ul>	J. LaPorte	
1:32	<ul style="list-style-type: none"> <li>Chair Report</li> </ul>	J. LaPorte	
1:37	<ul style="list-style-type: none"> <li>Public Comment</li> </ul>		
1:40	<ul style="list-style-type: none"> <li>Consent Agenda</li> </ul>	Commission	A. Regular Board Meeting Minutes 07/23/2024 (FA) B. Warrants & Vouchers (FM) C. Bad Debt & Charity Care (FM) D. Finance Committee Minutes 08/21/2024 (FA) E. Governance Committee Minutes 8/14/24 (FA) F. DEI Committee Minutes 8/15/2021 (FA)
1:45	<ul style="list-style-type: none"> <li>Annual Reports</li> </ul>	T. Harberd	A. Annual Resident Report
2:00	<ul style="list-style-type: none"> <li>Executive Session</li> </ul>		A. RCW 42.30.110(1)(o) to consider information regarding staff privileges or quality improvement committees under RCW 70.41.205
2:15	<ul style="list-style-type: none"> <li>Reports</li> </ul>	L. Sahlinger/ M. Hillman, DO B. Truman  A. Edwards S. Ottley Commission	A. Med Staff Report & Credentialing (FM)  B. Financial Committee Report (FA) <ul style="list-style-type: none"> <li>i. Service Line Reports: OR &amp; OB</li> <li>ii. 2023 Audit Report completed by Wipfli (FA)</li> </ul> C. CEO Report (FI) D. Strat Plan KPI Report (FI) E. Board Advocacy
3:15	<ul style="list-style-type: none"> <li>Old Business</li> </ul>		A. EMS Build Presentation (FI)
4:15	<ul style="list-style-type: none"> <li>New Business</li> </ul>	A. Edwards  W. Kenck/L. Sahlinger Commission	A. UW Residency Contract (FM) B. Policies <ul style="list-style-type: none"> <li>a. Policy Review Recommendations</li> <li>b. Board of Commissioners Policy Review Guidelines (FD)</li> </ul>
4:50	<ul style="list-style-type: none"> <li>Roundtable /Action Items</li> </ul>	Commission	
4:55	<ul style="list-style-type: none"> <li>Public Comment</li> </ul>		
5:00	<ul style="list-style-type: none"> <li>Executive Session</li> </ul>		A. RCW 42.30.110(1)(o) to consider information regarding staff privileges or quality improvement committees under RCW 70.41.205  B. RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

			C. RCW 42.30.110(1)(g) to evaluate the performance of a public employee.
5:45	• Adjournment		

## Board Calendar Reminders:

9/4/2024	Compliance, Privacy, & Risk Committee	1212 Conference Room	10 am – 11 am
9/9/2024	TBA	Bragg Room/ TEAMS	9 am
9/12/2024	Med Staff	Bragg Room/ TEAMS	7:15 am – 9 am
9/12/2024	Quality Committee	Bragg Room/ TEAMS	1 pm – 3 pm
9/18/2024	Finance Committee	Bragg Room/ TEAMS	11 am
9/24/2024	Regular Board Meeting	Bragg Room/ TEAMS	1:30 pm

10/2/2024	Compliance, Privacy, & Risk Committee	1212 Conference Room	10 am – 11 am
10/14/2024	Budget Workshop	Bragg Room/ TEAMS	9 am
10/10/2024	Quality Committee	Bragg Room/ TEAMS	1 pm – 3 pm
10/16/2024	Finance Committee	Bragg Room/ TEAMS	11 am
10/22/2024	Regular Board Meeting	Bragg Room/ TEAMS	1:30 pm

11/6/2024	Compliance, Privacy, & Risk Committee	1212 Conference Room	10 am – 11 am
11/11/2024	TBA	Bragg Room/ TEAMS	9 am
11/14/2024	Med Staff/Peer Review	Bragg Room/ TEAMS	7:15 am – 9 am
11/14/2024	Quality Committee	Bragg Room/ TEAMS	1 pm – 3 pm
11/15/2024	Finance Committee	Bragg Room/ TEAMS	11 am
11/19/2024	Regular Board Meeting	Bragg Room/ TEAMS	1:30 pm

12/4/2024	Compliance, Privacy, & Risk Committee	1212 Conference Room	10 am – 11 am
12/9/2024	TBA	Bragg Room/ TEAMS	9 am
12/12/2024	Med Staff/Peer Review	Bragg Room/ TEAMS	7:15 am – 9 am
TBA	Quality Committee	Bragg Room/ TEAMS	1 pm – 3 pm
12/13/2024	Finance Committee	Bragg Room/ TEAMS	11 am
12/17/2024	Regular Board Meeting	Bragg Room/ TEAMS	1:30 pm



**Chelan County Public Hospital District No. 2  
Regular Meeting of the Board of Commissioners  
Meeting Minutes July 23, 2024 1:30 pm  
in person and via Microsoft TEAMS**

**Commission Attendance:**

( not present  present)

Jordana LaPorte, Chair  
 Lori Withrow, Vice Chair

Mary Murphy,  
Secretary

Len England  
 Doug Gibson

**Staff Participants:** A. Edwards, B. Truman, S. Ottley, R. Montgomery, L. Sahlinger, M. Miller, B. Slater, R. Eickmeyer, M. Hillman, B. McCracken, C. Seaholm, S. Nau

**Guests:** G. Hicks (Independent Financial Advisor)

**Community Members:** DeAnna Griggs, V. Monteleone

**Recorder:** Wendy Kenck

Agenda Item	Topic/Action
1. Call to Order	<ul style="list-style-type: none"> <li>J. LaPorte called the meeting to order at 1:30 pm and recited the mission statement.</li> </ul>
2. Public Comment	<ul style="list-style-type: none"> <li>No public comment</li> </ul>
3. Chair's Report	<ul style="list-style-type: none"> <li>Thank you to everyone who attended the WSHA conference. I also appreciate the compliance information that has led to updates in our policies. It was a pleasure meeting the new residents at the luncheon.</li> </ul>
4. Consent Agenda	<ul style="list-style-type: none"> <li>Finance Committee Minutes edit: Add Shawn as an attendee</li> <li><i>M. Murphy motioned to approve Consent Agenda with edits, seconded, motion passed</i></li> </ul>
5. Reports	<ul style="list-style-type: none"> <li>Finance:               <ul style="list-style-type: none"> <li>G. Hicks onsite to assist with the USDA loan process.</li> <li>B. Truman presented the unaudited June 2024 Finance.                   <ul style="list-style-type: none"> <li><i>M. Muphy motioned to accept the unaudited June 2024 Finance Report</i></li> </ul> </li> </ul> </li> <li>M. Hillman provided an update on the Emergency Department (ED):               <ul style="list-style-type: none"> <li>New hires have improved staffing. However, housing remains a challenge in recruiting providers and other staff. A committee/task force is being developed to enhance sepsis recognition and treatment. Additionally, there is a continued focus on improving Operating Room (OR) efficiency with external assistance.</li> </ul> </li> <li>A. Edwards shared the CEO Report with additional notes of interest:               <ul style="list-style-type: none"> <li>LCH Leaders attended the Entiat School fair, engaging kids with healthcare-related games. A child drew a thank-you picture for the team.</li> <li>WSHA is focusing on rural health, noting high litigation trends in rural OB and orthopedics.</li> <li>R. Montgomery announced the OB training simulation program starting in July and running through August, including GAP assessment and policy review. A simulation lab will be onsite for 1-2 days for additional training.</li> <li>M. Miller discussed the operational changes starting in September to better align clinic hours with community needs, with new hours of 7 AM - 7 PM, Monday through Saturday, including being open during lunch and closed on Sundays. The changes also include prescheduling express care time slots and hiring additional staff, including advanced practice providers (APPs) and Clinical Coordinators.</li> <li>S. Ottley provided an update on the Specialty Care Clinic &amp; EMS/Admin projects:                   <ul style="list-style-type: none"> <li>Specialty Care plans will be submitted for city permitting next week with a target start of October 1 and an expected project completion date of February</li> </ul> </li> </ul> </li> </ul>

	<p>1, 2025, pending approval from the Department of Health.</p> <ul style="list-style-type: none"> <li>▪ The EMS Building project is set to go before the Board for GGCM approval this Thursday, with a PRC decision expected on Thursday the 25th. The GGCM selection will occur in early October, followed by LCH Board approval on October 22. Construction is scheduled to begin in April 2025 and is anticipated to be completed by July 2026.</li> </ul> <ul style="list-style-type: none"> <li>• S. Ottley presented June’s Key Performance Indicator (KPI) dashboard.</li> <li>• Board Advocacy Update: The Board and Administration attended the city’s ‘Listening Sessions’ meetings. The Board expressed disappointment that city elected officials were not present to hear the public’s responses at these meetings.</li> </ul>
6. Old Business	<ul style="list-style-type: none"> <li>• L. Sahlinger and W. Kenck reviewed the current policy approval process with the Board and will be revamping the process and will provide more information at the next board meeting.</li> </ul>
7. New Business	<ul style="list-style-type: none"> <li>• <i>M. Murphy motioned to approve the Compliance Plan policy with the edits, seconded, motion approved.</i></li> <li>• <i>D. Gibson approved the surplus of the Braun Surgical Pump, seconded, motion approved.</i></li> </ul>
8. Roundtable/ Action Items	<ul style="list-style-type: none"> <li>• S. Ottley: Submit a presentation on the EMS build for the next Board Meeting.</li> <li>• L. England: Attend the Foundation Meeting on August 8th.</li> <li>• W. Kenck: Rework the Board policies and present an update at the next Board Meeting.</li> <li>• W. Kenck: Send the approved Policy Plan to the Governance Committee for utilization and cross-referencing with the pending Board Policies owned by the Governance Committee.</li> </ul>
9. Public Comment	<ul style="list-style-type: none"> <li>• No Public Comment</li> </ul>
10. Executive Session	<ul style="list-style-type: none"> <li>• J. LaPorte announced Executive Session at 3:45 pm for 45 minutes for <ul style="list-style-type: none"> <li>○ RCW 42.30.110(1)(g) Evaluate the performance of a public employee.</li> <li>○ RCW 70.41.205 To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of increased price.</li> <li>○ RCW 42.30.110(1)(o) To consider information regarding staff privileges or quality improvement committees under RCW 70.41.205 <ul style="list-style-type: none"> <li>▪ L. Withrow extended the Executive Session 30 minutes</li> <li>▪ L. Withrow extended the Executive Session 10 minutes</li> <li>▪ L. Withrow extended the Executive Session 5 minutes</li> <li>▪ L. Withrow extended the Executive Session 5 minutes</li> <li>▪ L. Withrow extended the Executive Session 5 minutes</li> <li>▪ L. Withrow extended the Executive Session 5 minutes</li> <li>▪ L. Withrow extended the Executive Session 5 minutes</li> <li>▪ Executive Session ended at 5:35 pm</li> </ul> </li> </ul> </li> </ul>
11. Adjournment	<ul style="list-style-type: none"> <li>• <i>D. Gibson motioned to approve the CEO to enter into a Professional Services contract at the necessary time, seconded, motion approved</i></li> <li>• J. LaPorte adjourned the meeting at 5:36 pm</li> </ul>

Attest:

\_\_\_\_\_  
M. Murphy, Secretary

\_\_\_\_\_  
Aaron Edwards, CEO

\_\_\_\_\_  
W. Kenck, Executive Assistant

WARRANT #'S A/P	AMOUNT	CAPITAL	BOARD MTG - AUGUST 2024	WARRANT#'S PAYROLL	AMOUNT	pay period
236676-236685	\$ 11,939.78			Direct Deposit	\$ 551,603.41	7/13/2024
236686-236774	\$ 379,316.61			PAYROLL TAXES	\$ 203,070.36	7/13/2024
DOR	\$ 16,931.15			CHILD SUPPORT	\$ 486.34	7/13/2024
FPL	\$ 29,903.28			Direct Deposit	\$ 600,616.52	7/27/2024
LTC	\$ 23,002.59			PAYROLL TAXES	\$ 233,627.89	7/27/2024
236775	\$ 738.47			CHILD SUPPORT	\$ 337.57	7/27/2024
RETIREMENT	\$ 40,815.11					
236776-236846	\$ 439,180.92					
236847	\$ 9,990.00					
236848-236922	\$ 446,187.57					
	<b>\$ 1,398,005.48</b>				<b>\$ 1,589,742.09</b>	

WARRANT #'S A/P	AMOUNT	CAPITAL	BOARD MTG - Dec 2023	NEW HOSPT AMNT FROM CKRN	WARRANT#'S PAYROLL	AMOUNT	
233718-233795	\$ 340,793.59	\$ 16,803.88	11/2/2023				
233796-233890	\$ 212,808.29	\$ 13,618.05			220374.46	DIRECT DEPOSIT	\$ 498,907.23 11/18/2023
233891-233997	\$ 432,587.89		11/16/2023			DIRECT DEPOSIT	\$ 492,077.01 12/2/2023
233998-233999	\$ 73,883.22		11/21/2023				
234000-234003	\$ 1,733.88		11/22/2023				
234004-234092	\$ 479,872.93		11/30/2023				
234093	\$ 12,950.00		12/1/2023				
234094-234096	\$ 25,803.00		12/4/2023				
234097-234171	\$ 125,590.87		12/8/2023				
	<b>\$ 1,706,023.67</b>	<b>\$ 30,421.93</b>			<b>220374.46</b>		<b>\$ 990,984.24</b>

WARRANT #'S A/P	AMOUNT	CAPITAL	BOARD MTG - Jan 2024	NEW HOSPT AMNT FROM CKRN	WARRANT#'S PAYROLL	AMOUNT	pay period
234172-234277	\$ 234,487.12	\$ 38,152.19	12/14/2023			Direct Deposit	\$ 496,118.44 12/16/2023
234278			12/15/2023		26316.15		
234279-234352	\$ 298,824.30		12/21/2023				
234353-234387	\$ 314,405.51		12/27/2023				
234388-234389	\$ 160.00		12/28/2023				
	<b>\$ 847,876.93</b>	<b>\$ 38,152.19</b>			<b>26316.15</b>		<b>\$ 496,118.44</b>

WARRANT #'S A/P	AMOUNT	CAPITAL	BOARD MTG - FEB 2024	NEW HOSPT AMNT FROM CKRN	WARRANT#'S PAYROLL	AMOUNT	pay period
234390-234391	\$ 8,010.05		1/4/2024		Direct Deposit	\$ 489,629.05	12/30/2023
234392-234450	\$ 181,661.51	\$ 131,008.12	1/5/2024		Direct Deposit	\$ 499,173.71	1/13/2024
234451	\$ 3,855.24		1/10/2024		Direct Deposit	\$ 494,102.81	1/27/2024
234452-234548	\$ 305,417.66		1/11/2024				
234549-234628	\$ 347,635.52		1/18/2024				
234629-234771	\$ 428,718.71		1/25/2024				
234772-234837	\$ 271,150.46		2/1/2024				
	<b>\$ 1,546,449.15</b>	<b>\$ 131,008.12</b>					<b>\$ 1,482,905.57</b>

WARRANT #'S A/P	AMOUNT	CAPITAL	BOARD MTG - MARCH 2024	NEW HOSPT AMNT FROM CKRN	WARRANT#'S PAYROLL	AMOUNT	pay period
Retirement	\$ 40,650.33		1/10/2024		PAYROLL TAXES	\$ 184,817.98	12/30/2023
DOR	\$ 16,573.51		1/16/2024		CHILD SUPPORT	\$ 430.68	12/30/2023
Unclaimed Property	\$ 214.07		1/23/2024		PAYROLL TAXES	\$ 193,091.60	1/13/2024
Retirement	\$ 44,485.01		1/24/2024		CHILD SUPPORT	\$ 430.68	1/13/2024
Family Paid Leave	\$ 28,415.27		1/29/2024		PAYROLL TAXES	\$ 187,737.79	1/27/2024
Long term care	\$ 21,964.41		1/29/2024		CHILD SUPPORT	\$ 430.68	1/27/2024
Retirement	\$ 48,957.40		2/6/2024		Direct Deposit	\$ 473,376.24	2/10/2024
JANUARY DEPT OF REV	\$ 12,992.21		2/13/2024		PAYROLL TAXES	\$ 179,018.98	2/10/2024
Retirement	\$ 40,399.23		2/16/2024		CHILD SUPPORT	\$ 430.68	2/10/2024
234838-234840	\$ 24,163.00		2/5/2024		Direct Deposit	\$ 498,886.85	2/24/2024
234841-234916	\$ 240,362.45		2/8/2024		PAYROLL TAXES	\$ 189,990.15	2/24/2024
234917-234984	\$ 280,520.66	\$ 44,007.22	2/15/2024		CHILD SUPPORT	\$ 430.68	2/24/2024
234985-235065	\$ 398,902.29		2/22/2024		Payroll Warrant	\$ 80.68	2/10/2024
235066-235122	\$ 430,341.02		2/29/2024				
235123	\$ 2,800.00		3/1/2024				
Retirement	\$ 49,201.17						
	<b>\$ 1,580,942.03</b>	<b>\$ 44,007.22</b>					<b>\$ 1,909,153.67</b>

WARRANT #'S A/P	AMOUNT	CAPITAL	BOARD MTG - april 2024	NEW HOSPT AMNT FROM CKRN	WARRANT#'S PAYROLL	AMOUNT	pay period
235124-235255	\$ 197,325.22				Direct Deposit	\$ 511,099.82	3/9/2024
DOR ACH AMOUNT	\$ 13,935.42				PAYROLL TAXES	\$ 205,948.53	3/9/2024
235256-235261	\$ 9,899.10				CHILD SUPPORT	\$ 430.68	3/9/2024
235262-235331	\$ 285,016.19				Payroll warrant	\$ 13,121.83	3/9/2024
RETIREMENT	\$ 48,381.03				Direct Deposit	\$ 506,878.95	3/23/2024
235332-235402	\$ 253,620.52				PAYROLL TAXES	\$ 197,388.99	3/23/2024
235403-235448	\$ 387,552.54				CHILD SUPPORT	\$ 430.68	3/23/2024
235449-235518	\$ 327,015.86						
RETIREMENT	\$ 45,998.36						
	<b>\$ 1,568,744.24</b>					<b>\$ 1,435,299.48</b>	

WARRANT #'S A/P	AMOUNT	CAPITAL	BOARD MTG - MAY 2024	NEW HOSPT AMNT FROM CKRN	WARRANT#'S PAYROLL	AMOUNT	pay period
235519-235606	\$ 196,320.56				Direct Deposit	\$ 509,316.76	4/6/2024
Retirement	\$ 43,968.59				PAYROLL TAXES	\$ 197,802.05	4/6/2024
235607	\$ 738.47				CHILD SUPPORT	\$ 430.68	4/6/2024
235608-235688	\$ 306,204.31				77515-77417	\$ 12,538.01	4/6/2024
MARCH DOR	\$ 12,518.09				Direct Deposit	\$ 513,583.38	4/20/2024
FAMILY PAID LEAVE	\$ 36,500.75				PAYROLL TAXES	\$ 208,326.73	4/20/2024
LONG TERM CARE	\$ 26,270.07				CHILD SUPPORT	\$ 430.68	4/20/2024
235689-235747	\$ 472,930.60				Direct Deposit	\$ 502,358.88	5/4/2024
235748	miss feed-VOID				PAYROLL TAXES	\$ 190,409.85	5/4/2024
235749	\$ 115,400.00				CHILD SUPPORT	\$ 430.68	5/4/2024
235750-235787	\$ 68,988.46				\$ 77,513.00	\$ 5,057.34	5/4/24 run #;
235788-235802	\$ 59,753.64				PAYROLL TAXES	\$ 2,330.01	5/4/24 run #;
235803-235875	\$ 213,817.51						
235821	VOIDED CK						
235876	\$ 943.44						
	<b>\$ 1,554,354.49</b>					<b>\$ 2,143,015.05</b>	

WARRANT #'S A/P	AMOUNT	CAPITAL	BOARD MTG - JUNE 2024	WARRANT#'S PAYROLL	AMOUNT	pay period
Retirement	\$ 43,322.24			Direct Deposit	\$ 520,616.21	5/18/2024
235877-235958	\$ 249,758.68			PAYROLL TAXES	\$ 193,247.82	5/18/2024
DEPT OF REV	\$ 17,858.97			CHILD SUPPORT	\$ 430.68	5/18/2024
235959-236046	\$ 353,999.08					
236047-236098	\$ 25,522.22					
236099-236151	\$ 449,224.44					
Retirement	\$ 41,569.73					
236152-236157	\$ 4,778.75					
	<b>\$ 1,186,034.11</b>				<b>\$ 714,294.71</b>	

WARRANT #'S A/P	AMOUNT	CAPITAL	BOARD MTG - JULY 2024	WARRANT#'S PAYROLL	AMOUNT	pay period
236158-236229	\$ 217,376.51			Direct Deposit	\$ 531,904.84	6/1/2024
236230-236259	\$ 12,076.71			PAYROLL TAXES	\$ 205,747.45	6/1/2024
RETIREMENT	\$ 41,852.74			CHILD SUPPORT	\$ 430.68	6/1/2024
236260-236335	\$ 298,840.34			77518-77519	\$ 217.32	6/1/2024
236336-236379	\$ 10,527.37			Direct Deposit	\$ 502,687.45	6/15/2024
236380-236454	\$ 371,021.23	236398-236399 voided		PAYROLL TAXES	\$ 184,438.92	6/15/2024
DOR	\$ 28,070.63			CHILD SUPPORT	\$ 430.68	6/15/2024
RETIREMENT	\$ 45,660.70			PAYROLL CK 77520	\$ 23,740.40	6/15/2024
236455-236509	\$ 404,069.24			PAYROLL TAXES	\$ 16,259.60	6/15/2024
236510-236577	\$ 164,538.48			Direct Deposit	\$ 528,727.15	6/29/2024
236578-236585	\$ 19,149.99			PAYROLL TAXES	\$ 197,124.93	6/29/2024

RETIREMENT	\$	43,247.82	CHILD SUPPORT	\$	430.68	6/29/2024
236586-236675	\$	339,515.71				
	\$	1,995,947.47		\$	2,193,140.10	

DATE July 2024

**TOTAL BAD DEBTS - HOSPITAL \$98,319.07**

**TOTAL MEDICARE BAD DEBTS \$8,650.53**

**TOTAL BANKRUPTCY \$0.00**

**TOTAL CHARITY CARE – HOSPITAL \$121,209.83**

**TOTAL MEDICARE CHARITY CARE - \$4,592.01**

**TOTAL ATTESTATION \$232,771.44**

I, The undersigned, do hereby certify that the accounts, as described on the attached “bad debt list”, have been duly examined and have been duly processed in accordance with the hospital credit/collection policies. It is hereby submitted and recommended to the Governing Board that the said accounts be turned over to outside professional collector (s) as indicated on the attached list.

BOARD DESIGNATED AUDITOR \_\_\_\_\_ DATE: \_\_\_\_\_

BOARD APPROVAL

DATE: \_\_\_\_\_

CHAIR \_\_\_\_\_

VICE CHAIR \_\_\_\_\_

SECRETARY \_\_\_\_\_

MEMBER \_\_\_\_\_

MEMBER \_\_\_\_\_

ATTEST. ADMINISTRATOR \_\_\_\_\_



## MINUTES

<b>Group:</b> Finance Committee 8/21/24, 11AM in person and via Teams		
<b>Facilitator:</b> Lori Withrow		<b>Recorder:</b> Wendy Kenck
<b>Member Attendance:</b>		
<input checked="" type="checkbox"/> Lori Withrow, BOC (11a– 12:50p)	<input checked="" type="checkbox"/> Shawn Ottley, COO/CNO	<input checked="" type="checkbox"/> Aaron Edwards, CEO
<input checked="" type="checkbox"/> Jordana Laporte, BOC (12:50p-1:25p)	<input checked="" type="checkbox"/> Brant Truman, CFO	<input checked="" type="checkbox"/> Doug Gibson, BOC
<b>Participants:</b> Sam Nau, Vickie Bodle, Clarissa Seaholm, D. Imus (Wipfli)		

FI – For Information; FD – For Discussion; FR – For Recommendation

Agenda Item	Topic/Action
1. Call to Order	<ul style="list-style-type: none"> <li>• L. Withrow called the meeting to order at 11:05am</li> </ul>
1. New Business	<ul style="list-style-type: none"> <li>• D. Imus presented the Year End December 31, 2023 Audit Report               <ul style="list-style-type: none"> <li>○ Increase in cash due to service line</li> <li>○ Capital Asset declined due to depreciation of the new building etc.</li> </ul> </li> <li>• EMS Cost-Based Reimbursement: A manual addition of billing codes is being implemented to take advantage of the recent EMS reimbursement update, which allows for backdating to April for reimbursement.</li> <li>• Cost Report Reimbursement Model Tool: This tool will assist with reimbursement and ensure correct allocations for optimal reimbursement options</li> <li>• Specialty Clinic Budget review               <ul style="list-style-type: none"> <li>○ 10 year lease on all spaces in the Chlan Business Center building</li> <li>○ Funding Sources:                   <ul style="list-style-type: none"> <li>▪ \$1.4M from the closing of Highland Campus</li> <li>▪ \$800K from the USDA bucket to close the new hospital</li> <li>▪ \$600K from SNAP</li> <li>▪ Shortfall: Currently short by \$600K-\$700K, which will be covered by pulling from remaining cash days on hand.</li> </ul> </li> <li>○ Finance Committee recommends sending the motion to Board for approval.</li> </ul> </li> </ul>
2. Old Business	<ul style="list-style-type: none"> <li>• Remaining New Hospital Financing               <ul style="list-style-type: none"> <li>○ Option 1: Close the USDA loan with the ability to quickly collect the remaining \$800K.</li> <li>○ Option 2: Keep the loan open and use the minimal leverage for future USDA loan requests.</li> <li>○ Finance committees recommend closing the USDA loan and collecting the remaining \$800K funds.</li> </ul> </li> <li>• MRI financing options presented with a recommendation for the 6-year CD term life w/ First American Bank.</li> </ul>

3. Reports	<ul style="list-style-type: none"><li>• V. Bodle presented the unaudited June Financial Statement</li><li>• S. Nau reviewed the Revenue Cycle weekly dashboard</li></ul>
4. Adjournment	<ul style="list-style-type: none"><li>• J. LaPorte adjourned the meeting at 1:25pm</li></ul>



# LAKE CHELAN HEALTH

## MEETING AGENDA

<b>Name of Group:</b> Governance Committee	<b>Date of Meeting:</b> 8/14/24	<b>Time of Meeting:</b> 3 pm
<b>Facilitator:</b> Mary Murphy		<b>Location:</b> Zoom
<b>Recorder:</b> Mary Murphy		
<b>Members present:</b>		
X BOC Representative (Mary Murphy)		X BOC Representative (Lori Withrow)
<b>Other: {other attendees or guests}</b>		
<b>Meeting Objectives(s)/Purpose:</b> Review/update list of policies to be approved by the Board		

FI – For Information; FD – For Discussion; FM – For Motion

Time	Agenda Item	Topic/Action
3 pm	1. Call to Order	
3 pm	2. Review and update list of policies to be approved by the Board  3. Recommend BOC Policy Review Guidelines	2. Recommend updated list of policies to be approved by the Board as Attachment 1 to BOC Policy Review Guidelines  3. Recommend updated BOC Policy Review Guidelines  Questions for Board/Admin: a) Should third party vendors own LCH policies? b) Why do some policies ( e.g. PTO donation, Accident Prevention, Capital Purchase, Compliance Plan) show BOC as owner? c) Why is COO or Exec Assistant shown as owner of some BOC policies?
4:50 pm	3. Adjournment	

**Next meeting: TBD**



**Aug 15, 2024**

**Meeting Agenda**

<b>Name of Group:</b> DEI Committee	<b>Date of Meeting:</b> 08/15/2024 <b>DEI Committee Meeting</b>	<b>Meeting Start:</b> 1300 <b>Meeting End:</b> 1402
<b>Title of Meeting:</b> DEI Committee		
<b>Facilitator/ Chairman:</b> All		<b>Location:</b> Bragg Room
<b>Recorder:</b> Ray Eickmeyer		
<b>Participants:</b>		
<input checked="" type="checkbox"/> Commissioner #1 – (Mary Murphy ) <input checked="" type="checkbox"/> Commissioner #2 (Doug Gibson) <input checked="" type="checkbox"/> CEO or designee (Aaron Edwards) <input type="checkbox"/> Nurse manager or designee (Rhianna Montgomery ) <input type="checkbox"/> ER representative ( ) <input type="checkbox"/> Clinic manager or designee ( ) <input checked="" type="checkbox"/> CHW representative ( George Rohrich ) <input checked="" type="checkbox"/> EMS-Community Paramedicine ( ) <input type="checkbox"/> Social worker ( Cody ) <input type="checkbox"/> Education worker or designee ( )	<input type="checkbox"/> HR or designee ( ) <input type="checkbox"/> Quality ( ) <input checked="" type="checkbox"/> Communications or designee ( Agustin Benegas ) <input type="checkbox"/> Adhoc- physician ( ) <input type="checkbox"/> Adhoc- community public member ( ) <input type="checkbox"/> Adhoc Other_____	
<b>Meeting Objectives(s)/Purpose:</b>		
<ol style="list-style-type: none"> <li>1. Meet LCH equity policy</li> <li>2. Create an environment that is inclusive, equitable, and diverse.</li> </ol>		

FI – For Information; FD – For Discussion; FA – For Action

<b>Agenda Item</b>	<b>Facilitator/Time</b>	<b>Topic/Action</b>
<ol style="list-style-type: none"> <li>1. Call to Order               <ol style="list-style-type: none"> <li>a. Introductions <b>FI</b></li> <li>b. Last meeting minutes review</li> </ol> </li> </ol>	All	July’s meeting minutes was tabled for approval because we did not have a quorum present.



This is the website to learn about certification process as it has changed. It appears that certification is no longer through DSHS but through a third-party company. Info below.

DSHS: <https://www.dshs.wa.gov/office-of-the-secretary/test-registration-information>

CCHI Certification

Eligibility Requirements to begin certification- <https://cchicertification.org/certifications/eligibility/interpreter-training/>

Fees <https://cchicertification.org/certifications/fees/>

Webinar of certification program (2018): <https://www.youtube.com/watch?v=HhNspyt-eJo>

The National Board of Certification for Medical Interpreters

<https://www.certifiedmedicalinterpreters.org/getting-prepared>

Eligibility Requirements: <https://www.certifiedmedicalinterpreters.org/prerequisites-spanish>

Just a bit of info.

## VRI Dashboard

Parent Account Name: Lake Chelan Health

Account Name: All

Start Date: January 01, 2024

End Date: July 31, 2024

Created on: August 15, 2024 @ 03:37

Created by: abenegas@lcch.net

Top 5 Languages	Minutes	Calls	Avg. Duration	Avg. Speed of Answer	Rollover Calls
Spanish	25,869	2,271	11.39	12	0
ASL	90	3	30.00	6	0
CDI	38	2	19.00	5	0
Vietnamese	8	1	8.00	3	0
Cantonese	2	1	2.00	7	0
All Other Languages	13	8	1.63	7	0
Total	26,020	2,286	11.38	13	0





# OPI Dashboard

Parent Account Name: Lake Chelan Health

Account Name: All

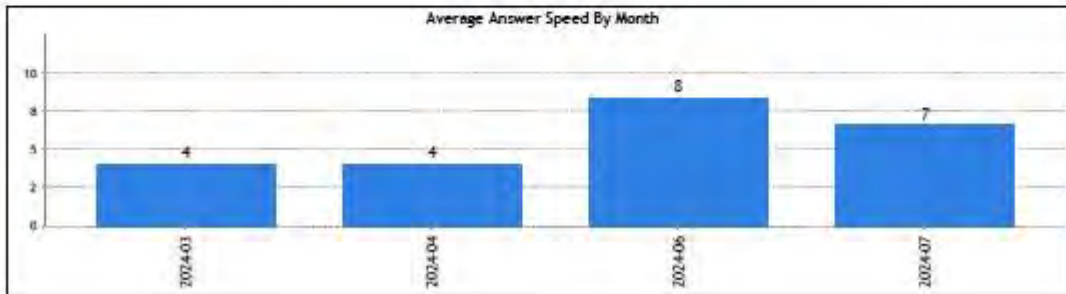
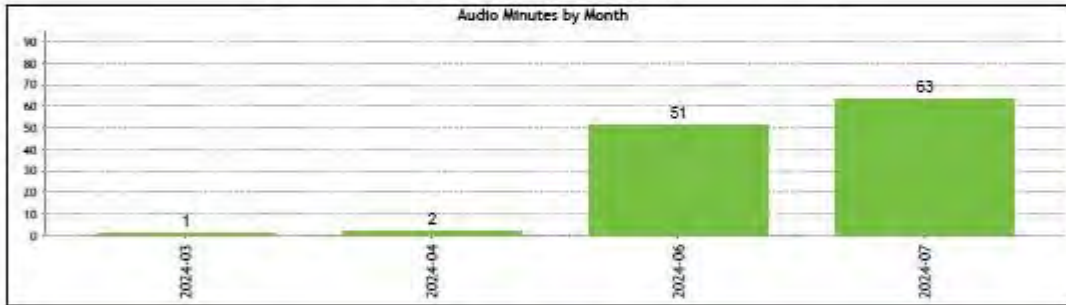
Start Date: January 01, 2024

End Date: July 31, 2024

Created on: August 15, 2024 @ 03:43

Created by: abenegas@looh.net

Top 5 Languages	Minutes	Calls	Avg. Duration	Avg. Speed of Answer
Spanish	109	8	13.63	7
Vietnamese	4	1	4.00	7
Croatian	2	1	2.00	2
Uari	1	1	1.00	7
French	1	1	1.00	4
All Other Languages	0	0		N/A
Total	117	12	9.75	7





# LAKE CHELAN HEALTH

**Unaudited Financial Statements**

**for**

**For the month ended July 31, 2024**

## TABLE OF CONTENTS

Balance Sheet	1
Statement of Operations - Current Month	2
Statement of Operations - Year-to-Date	3
Statistics	4
Notes to Income Statement #1 - #8	5
Cash Flow	6

---

**Balance Sheet**  
**Lake Chelan Health**

	<b>Current Month 7/31/2024 unaudited</b>	<b>Prior Year 12/31/2023 Unaudited</b>	<b>Prior Year 7/31/2023 Unaudited</b>	
<b>ASSETS:</b>				
CASH	1,111,634	\$ 858,227	\$ 208,456	
PATIENT RECEIVABLES	12,534,635	9,941,632	\$ 8,373,173	June 2024 was 12,7m
LESS: RESERVES FOR ALLOWANCES	<u>(6,900,282)</u>	<u>(5,504,105)</u>	<u>\$ (4,471,237)</u>	
NET PATIENT ACCOUNTS RECEIVABLES	5,634,353	4,437,527	3,901,936	
ESTIMATED THIRD-PARTY PAYOR SETTLEMENTS	424,514	575,410	46,898	
OTHER RECEIVABLES	896,227	97,661	(140,491)	safety net \$605k
INVENTORIES	326,270	218,700	230,373	prop taxes \$280k
PREPAID EXPENSES	301,065	339,306	290,290	
TOTAL CURRENT ASSETS	<u>\$ 8,694,063</u>	<u>\$ 6,524,831</u>	<u>\$ 4,537,462</u>	
GENERAL RESERVES	\$ 1,995,542	1,541,164	\$ 1,188,644	
Unrestricted Reserves	\$ 3,634,969	3,395,024	\$ 3,692,435	
Internally Restricted Reserves	\$ 4,139,524	4,139,524	\$ 4,139,524	
2018 BONDS	0	0	\$ -	
USDA 2023	273,600	273,600	\$ 136,800	
Bond Payment Transfer	0	0	\$ -	
TOTAL LIMITED USE ASSETS	<u>\$ 10,043,635</u>	<u>\$ 9,349,312</u>	<u>\$ 9,157,404</u>	
LAND	\$ 4,620,195	4,787,901	\$ 4,787,901	
LAND IMPROVEMENTS	5,222,565	5,625,071	\$ 5,543,846	
BUILDINGS & IMPROVEMENTS	996,641	986,252	\$ 986,252	
EQUIPMENT	9,922,700	10,523,549	\$ 9,749,837	
SOFTWARE	2,170,964	2,156,462	\$ 2,159,033	
NEW HOSPITAL	44,763,709	43,928,486	\$ 43,901,486	
LOCUM HOUSING	635,484	0	\$ -	
GASB 87 BUILDINGS AND EQUIPMENT	1,642,567	0	\$ -	
CONSTRUCTION-IN-PROGRESS - PROJECTS	576,929	674,884	\$ (23,199)	
CONSTRUCTION-IN-PROGRESS - HOSPITAL	9,290	15,378	\$ 32,490	
GROSS PROPERTY, PLANT, & EQUIPMENT	70,561,045	68,699,983	67,137,646	
LESS: ACCUMULATED DEPRECIATION	<u>(19,760,633)</u>	<u>(18,318,226)</u>	<u>\$ (16,176,268)</u>	
GASB 87 AMORTIZATION	<u>(522,448)</u>			
NET PROPERTY, PLANT, & EQUIPMENT	<u>\$ 50,277,966</u>	<u>\$ 50,381,757</u>	<u>\$ 50,961,378</u>	
DEFERRED ITEMS	1,543,758	2,480,797	\$ 2,490,430	
TOTAL ASSETS	<u>\$ 70,559,422</u>	<u>\$ 68,736,697</u>	<u>\$ 67,146,673</u>	
<b>LIABILITIES:</b>				
ACCOUNTS PAYABLE	\$ 1,277,969	886,533	524,233	asset related invoices
ACCRUED PAYROLL	1,035,474	685,983	507,741	workpointe \$127k
ACCRUED VACATION/HOLIDAY/SICK PAY	937,601	597,882	481,183	forte \$113k
PAYROLL TAXES PAYABLE	(41,012)	55,324	41,310	fastsigns \$60k - grant funded
ESTIMATED THIRD-PARTY PAYOR SETTLEMENTS	0	0	0	stryker \$124k
OTHER CURRENT LIABILITIES	1,049,785	906,970	1,018,581	jan 2024 867,440
INTEREST PAYABLE	184,076	93,697	94,546	accr vac/sick
CURRENT PORTION OF LTD (BONDS/MORTGAGES)	1,046,831	1,046,831	1,001,831	as of 1/31 793,882
LINE OF CREDIT	0	0	0	as of 7/31 937,601
TOTAL CURRENT LIABILITIES	<u>\$ 5,490,724</u>	<u>\$ 4,273,220</u>	<u>\$ 3,669,425</u>	int on 2018 bonds
CAPITALIZED LEASES	\$ -	\$ -	\$ -	as of 1/31 147,917
2018 BONDS	\$ 18,711,907	18,717,246	19,021,822	as of 7/31 147,479
2013 BONDS	4,661,287	4,658,279	5,020,701	bond pmt due on 12/1
USDA LOANS	17,888,371	18,136,999	18,343,857	int LTGO bonds
LEASES	2,090,629	1,853,765	1,827,965	as of 1/31 37,205
PAID LEAVE - LT PORTION	200,959	304,376	304,376	as of 7/31 38,597
TOTAL LONG TERM LIABILITIES	<u>\$ 43,553,153</u>	<u>\$ 43,670,665</u>	<u>\$ 44,518,721</u>	bond pmt due on 12/1
DEFERRED ITEMS	\$ 3,364,205	3,922,975	3,922,975	
TOTAL LIABILITIES	<u>\$ 52,408,082</u>	<u>\$ 51,866,860</u>	<u>\$ 52,111,122</u>	
<b>FUND BALANCE:</b>				
UNRESTRICTED FUND BALANCE	\$ 17,126,758	15,036,657	15,036,657	
TEMPORARY RESTRICTED FUND BALANCE	\$ -	0	0	
YTD Net Revenue/(Expenses)	<u>1,024,582</u>	<u>1,833,180</u>	<u>(1,105)</u>	
TOTAL NET ASSETS	<u>\$ 18,151,340</u>	<u>\$ 16,869,837</u>	<u>\$ 15,035,552</u>	
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><b>\$ 70,559,422</b></u>	<u><b>\$ 68,736,697</b></u>	<u><b>\$ 67,146,673</b></u>	

## Statement of Revenue and Expense Lake Chelan Health

For the month ended July 31, 2024

	CURRENT MONTH				Prior Year 07/31/23	Incr/(Decr) from 2023 to 2024
	Actual 07/31/24	Budget 07/31/24	Positive (Negative) Variance			
<b>GROSS PATIENT SERVICE REVENUES</b>						
INPATIENT	\$ 635,710	\$ 745,494	(109,784)	-15%	\$ 498,309	27.6%
OUTPATIENT	5,773,218	5,038,458	734,760	15%	4,496,371	28.4%
<b>TOTAL PATIENT SERVICE REVENUES</b>	<b>6,408,928</b>	<b>5,783,952</b>	<b>624,976</b>	<b>11%</b>	<b>4,994,680</b>	<b>28.3%</b>
<b>DEDUCTIONS FROM REVENUE</b>						
CONTRACTUAL ALLOWANCES	(1,846,768)	(2,290,510)	443,742	-19%	(1,985,257)	
BAD DEBT	(106,970)	0	(106,970)	0.00%	(64,554)	
CHARITY	(125,802)	0	(125,802)	0.00%	(39,488)	
<b>TOTAL DEDUCTIONS FROM REVENUES</b>	<b>(2,079,539)</b> 32.4%	<b>(2,290,510)</b> 39.6%	<b>210,971</b>	<b>9%</b>	<b>(2,089,299)</b> 41.8%	<b>-0.5%</b>
<b>NET PATIENT SERVICE REVENUES</b>	<b>4,329,389</b>	<b>3,493,442</b>	<b>835,947</b>	<b>24%</b>	<b>2,905,381</b>	<b>49.0%</b>
<b>OTHER OPERATING REVENUES</b>	<b>29,612</b>	<b>19,402</b>	<b>10,210</b>	<b>53%</b>	<b>30,572</b>	<b>-3.1%</b>
<b>TOTAL OPERATING REVENUES</b>	<b>4,359,001</b>	<b>3,512,844</b>	<b>846,157</b>		<b>2,935,953</b>	<b>48.5%</b>
<b>OPERATING EXPENSES</b>						
SALARIES/WAGES	1,773,798	1,693,600	(80,198)	-5%	1,450,770	22.3%
EMPLOYEE BENEFITS	331,346	373,722	42,376	11%	289,838	14.3%
PROFESSIONAL SERVICES	181,345	91,897	(89,448)	-97%	101,463	78.7%
FOOD SUPPLIES	17,298	15,044	(2,254)	-15%	14,438	19.8%
MINOR EQUIPMENT	119,325	17,388	(101,937)	-586%	24,457	387.9%
SUPPLIES	265,094	256,271	(8,823)	-3%	201,189	31.8%
PLANT UTILITIES	33,536	29,741	(3,795)	-13%	28,961	15.8%
PURCHASED SERVICES	271,413	298,636	27,223	9%	368,994	-26.4%
REPAIR/MAINTENANCE	112,424	98,597	(13,827)	-14%	60,362	86.2%
PUBLIC RELATIONS/RECRUITM	11,028	11,024	(4)	0%	10,650	3.5%
RENT/LEASES	85,487	40,833	(44,654)	-109%	61,940	38.0%
INSURANCE	67,809	43,700	(24,109)	-55%	29,322	131.3%
LICENSES/TAXES	32,031	19,888	(12,143)	-61%	17,421	83.9%
DUES/SUBSCRIPTIONS/OTHER	50,373	62,327	11,954	19%	39,770	26.7%
TRAVEL/TRAINING	12,384	15,830	3,446	22%	11,669	6.1%
DEPRECIATION	300,632	383,900	83,268	22%	229,364	31.1%
AMORTIZATION	15,475					
<b>TOTAL OPERATING EXPENSES</b>	<b>3,680,797</b>	<b>3,452,398</b>	<b>(212,924)</b>	<b>-6.2%</b>	<b>2,940,608</b>	<b>25.2%</b>
<b>NET OPERATING SURPLUS (LOSS)</b>	<b>678,204</b>	<b>60,446</b>	<b>617,757</b>		<b>(4,655)</b>	<b>-14669.4%</b>
<b>NON-OPERATING REVENUES</b>	<b>222,850</b>	<b>322,084</b>	<b>(99,234)</b>		<b>222,860</b>	<b>0.0%</b>
TAXES						
INTEREST						
GIFTS & GRANTS	96,057		96,057			
PANDEMIC GRANTS PPP LOAN FORGIVENESS	0	0	0		0	
<b>NET INCOME margin</b>	<b>997,110</b> 22.9%	<b>382,530</b> 10.9%	<b>614,580</b>		<b>218,205</b> 7.4%	<b>357.0%</b>
<b>TOTAL NET INCOME (LOSS)</b>	<b>\$ 997,110</b>	<b>\$ 382,530</b>	<b>614,580</b>		<b>\$ 218,205</b>	<b>357.0%</b>

**Statement of Revenue and Expense**  
**Lake Chelan Health**

For the month ended July 31, 2024

	YEAR-TO-DATE				Prior Year 07/31/23	Incr/(Decr) from 2023 to 2024
	Actual 07/31/24	Budget 07/31/24	Positive (Negative) Variance			
<b>GROSS PATIENT SERVICE REVENUES</b>						
INPATIENT	\$ 4,263,057	\$ 4,565,644	(302,587)	-7%	\$ 4,073,321	4.7%
OUTPATIENT	33,490,423	30,857,154	2,633,270	9%	25,309,552	32.3%
<b>TOTAL PATIENT SERVICE REVENUES</b>	<b>37,753,481</b>	<b>35,422,798</b>	<b>2,330,682</b>	<b>7%</b>	<b>29,382,874</b>	
<b>DEDUCTIONS FROM REVENUE</b>						
TOTAL DEDUCTIONS FROM REVENUES	(14,232,686)	(14,027,827)	(204,859)	1%	(11,219,468)	
BAD DEBT	(894,435)	0	(894,435)	0.00%	(506,626)	
CHARITY	(514,029)	0	(514,029)	0.00%	(192,931)	
<b>TOTAL DEDUCTIONS FROM REVENUES</b>	<b>(15,641,150)</b>	<b>(14,027,827)</b>	<b>(1,613,323)</b>	<b>-12%</b>	<b>(11,919,025)</b>	<b>31.2%</b>
	41.4%	39.6%			40.6%	
<b>NET PATIENT SERVICE REVENUES</b>	<b>22,112,331</b>	<b>21,394,971</b>	<b>717,359</b>	<b>3%</b>	<b>17,463,849</b>	<b>26.6%</b>
<b>OTHER OPERATING REVENUES</b>	<b>243,863</b>	<b>135,814</b>	<b>108,049</b>	<b>80%</b>	<b>153,239</b>	<b>59.1%</b>
<b>TOTAL OPERATING REVENUES</b>	<b>22,356,193</b>	<b>21,530,785</b>	<b>825,408</b>	<b>4%</b>	<b>17,617,087</b>	
<b>OPERATING EXPENSES</b>						
SALARIES/WAGES	11,483,841	11,582,042	98,201	1%	9,407,108	22.1%
EMPLOYEE BENEFITS	2,259,889	2,555,775	295,886	12%	2,037,359	10.9%
PROFESSIONAL SERVICES	876,522	643,279	(233,243)	-36%	655,796	33.7%
FOOD SUPPLIES	125,686	105,308	(20,378)	-19%	102,675	22.4%
MINOR EQUIPMENT	454,162	121,716	(332,446)	-273%	71,441	535.7%
SUPPLIES	1,493,673	1,414,616	(79,057)	-6%	1,225,098	21.9%
PLANT UTILITIES	244,674	208,187	(36,487)	-18%	228,083	7.3%
PURCHASED SERVICES	2,152,169	2,090,452	(61,717)	-3%	2,133,177	0.9%
REPAIR/MAINTENANCE	652,952	690,179	37,227	5%	506,911	28.8%
PUBLIC RELATIONS/RECRUITMENT	54,430	77,168	22,738	29%	71,619	-24.0%
RENT/LEASES	447,268	285,831	(161,437)	-56%	358,369	24.8%
INSURANCE	282,316	305,900	23,584	8%	199,138	41.8%
LICENSES/TAXES	156,926	139,216	(17,710)	-13%	114,893	36.6%
DUES/SUBSCRIPTIONS/OTHER	320,156	436,289	116,133	27%	247,703	29.2%
TRAVEL/TRAINING	74,506	110,610	36,304	33%	42,759	74.2%
DEPRECIATION	2,172,575	2,687,300	514,725	19%	1,612,809	34.7%
AMORTIZATION	78,525	0	(78,525)			
<b>TOTAL OPERATING EXPENSES</b>	<b>23,330,270</b>	<b>23,454,068</b>	<b>123,798</b>	<b>0.5%</b>	<b>19,014,937</b>	<b>22.7%</b>
<b>NET OPERATING SURPLUS (LOSS)</b>	<b>(974,076)</b>	<b>(1,923,283)</b>	<b>949,206</b>		<b>(1,397,850)</b>	<b>-30.3%</b>
<b>NON-OPERATING REVENUES</b>		2,254,584				
PROPERTY TAXES FOR OPERATIONS	1,585,952				1,514,918	4.7%
GRANTS/CONTRIBUTIONS	472,935				218,016	116.9%
INVESTMENT EARNINGS	247,882				225,915	9.7%
OTHER EXPENSE	0	0	0			
TAXES FOR DEBT SVC PMTS	744,035				724,219	2.7%
INTEREST EXPENSE	(1,054,560)				(1,069,606)	-1.4%
GAIN / (LOSS) ON ASSET DISPOSAL	2,415				1,486	
<b>NET INCOME</b>	<b>1,024,582</b>	<b>331,301</b>	<b>693,280</b>		<b>217,099</b>	<b>371.9%</b>
margin	4.6%	1.5%			1.2%	
<b>TOTAL NET INCOME (LOSS)</b>	<b>\$ 1,024,582</b>	<b>\$ 331,301</b>	<b>\$ 693,280</b>		<b>\$ 217,099</b>	<b>371.9%</b>

## Patient Statistics Lake Chelan Health

For the month ended July 31, 2024



Current Month			Last Year Month			
Actual vs Budget	07/31/24	BUDGET	STATISTICS	Actual vs Budget	07/31/23	BUDGET
<span style="color: green;">■</span>	113	120	Total Days Cash on Hand	<span style="color: green;">■</span>	113	120
<span style="color: green;">■</span>	64	40	Net AR Days	<span style="color: green;">■</span>	46	40
<span style="color: green;">■</span>	1.95	1.25	Debt Coverage Ratio	<span style="color: green;">■</span>	2.78	1.25
<span style="color: green;">■</span>	214	175	Payroll FTEs	<span style="color: green;">■</span>	183	175

Current Month				Year-To-Date				
Actual vs Budget	Actual 07/31/24	Prior Year 07/31/23	BUDGET	STATISTICS	Actual vs Budget	Actual 07/31/24	Prior Year 07/31/23	BUDGET
<b>Admissions</b>								
NA	17	21	NA	medical	NA	123	120	NA
NA	0	0	NA	surgical	NA	0	0	NA
NA	12	7	NA	OB	NA	61	57	NA
NA	29	28	NA	Acute	NA	184	177	NA
NA	6	1	NA	Swing Bed	NA	40	47	NA
NA	12	7	NA	Total Deliveries	NA	59	58	NA

<b>Patient Days</b>								
<span style="color: green;">■</span>	51	57	62	medical	<span style="color: green;">■</span>	327	325	377
NA	0	0	NA	surgical	NA	0	0	NA
<span style="color: green;">■</span>	19	14	19	OB	<span style="color: yellow;">■</span>	105	111	119
<span style="color: green;">■</span>	70	71	81	Acute	<span style="color: yellow;">■</span>	432	436	496
<span style="color: green;">■</span>	64	6	64	Swing Bed	<span style="color: green;">■</span>	425	422	391
<span style="color: green;">■</span>	14	9	15	Total Newborn Days	<span style="color: yellow;">■</span>	75	78	91
<span style="color: green;">■</span>	148	86	160	TOTAL PATIENT DAYS	<span style="color: green;">■</span>	932	936	977

<b>Average Length of Stay</b>								
<span style="color: green;">■</span>	2.4	2.5		Total Inpatient	<span style="color: green;">■</span>	2.3	2.5	
<span style="color: green;">■</span>	10.7	6.0		Swing Bed	<span style="color: green;">■</span>	10.6	9.0	

<b>Avg Daily Census - Hospital</b>								
	2.3	2.3		Total Inpatient		2.0	2.1	
	2.1	0.2		Swing Bed		2.0	2.0	
	4.3	2.5		Total		4.0	4.0	

<span style="color: green;">■</span>	800	809	690	ED Visits	<span style="color: green;">■</span>	4020	3978	4228
<span style="color: red;">■</span>	57	24	93	Surgeries	<span style="color: yellow;">■</span>	471	299	570
<span style="color: green;">■</span>	1422	1201	1218	Imaging Procedures	<span style="color: green;">■</span>	9027	7384	7457
<span style="color: yellow;">■</span>	3463	3633	3910	Lab Tests	<span style="color: green;">■</span>	21792	21221	23948
<span style="color: yellow;">■</span>	730	552	816	Rehab Visits	<span style="color: green;">■</span>	5085	3894	4995
<span style="color: green;">■</span>	187	176	148	EMS Runs	<span style="color: green;">■</span>	931	894	905
<span style="color: green;">■</span>	911	959	1009	Total Clinic Visits	<span style="color: green;">■</span>	6000	5373	2993
<span style="color: green;">■</span>	84	97	74	Specialty	<span style="color: green;">■</span>	645	480	218
	157	109		Primary care		1036	892	0
<span style="color: yellow;">■</span>	670	735	935	Express Care (budget shows primary and express)	<span style="color: green;">■</span>	4319	4001	2775
	23	21		working days		152	150	

#### **Note #1 Contractuals**

Contractuals do not include reimbursement that will happen when the cost report is filed.

AR decreased \$176k from June to July.

Charity care was \$125,802 for July. Bad Debt was \$106,970.

Charity and Bad Debt are 3.73% of gross charges ytd compared to 2.43% this same time last year and 2.08% in July 2023.

Safety Net: We paid \$124k in assessments and have booked a receivable (per HCA) of \$627,974

This resulted in a positive CA adjustment of \$503,975

#### **Note #2 PROFESSIONAL SERVICES**

Radiology Pro Fees budget is \$324k vs expense of \$350k

UW Residency Program budget is \$117k vs expense of \$120k

ED Pro Fees budget \$87,500 vs expense of \$296k

#### **Note #3 MINOR EQUIPMENT AND SUPPLIES**

Surgery - Budget \$16k, Actual \$338k Stryker Orthopaedics \$194k for instruments for total knees and hips (this expense was not known at budget time) \$5k workpointe for desks

LCC 059 is over \$11.5k

#### **Note #4 SUPPLIES**

Revenue is over budget (\$2.3m). Complexity of surgeries = higher supply costs. Will continue to research.

#### **Note #5 PURCHASED SERVICES**

Labor & Delivery is over \$11k due to having to use traveler's

Med Surg (\$58k) and Surgery (\$4k) are also over due to the use of travelers. Lab is (\$154k) under budget:

Anesthesia is over budget by \$87k due to the use of travelers

#### **Note #6 UTILITIES**

LCH is still occupying the old hospital building. Winter utility bills are higher. PUD for old hospital was \$26,065 and water/garbage was \$32,012. Roots does help offset some of these costs

#### **Note #7 RENTS/LEASES**

Chelan Business Center lease \$4,920 per month (34,440 ytd) not budgeted for Ortho and Gen Surg

Acute Care budget \$16k, expense \$47k (carefusion, kelly copier)

#### **Note #8 LICENSES/TAXES**

Expense is higher due to increase in revenues and personal property taxes paid for leased assets

For the month ended July 31, 2024

6/30/2024	GL ACCOUNT #	ACCT DESCRIPTION	7/31/2024	EXPLANATION	
\$162,572	10002000	General Fund Cash In Bank (North Cascades)	\$487,476	<b>\$324,904</b> \$4,335,139 deposits dsh medical cost report (\$12,136) tsys/payplus fees (\$835) fees mckesson/cardinal (\$34) fees and interest rebates \$2,770 café sales (\$4,000,000) transfer to county	
\$930,840	10004000	General Fund Cash w/ Treasurer	\$316,753	<b>(\$614,086)</b> (\$1,359,673) AP (\$4,697) Voids \$1,364,370 warrants issued (\$1,605,119) warrants redeemed \$4,000,000 Bank Transfers from 10002000 \$305,000 Bank Transfer to/from 10106000 (\$88,992) Bank Transfer for USDA pmt \$0 Bank Transfer to USDA reserve (\$3,211,374) Payroll/Benefits (\$16,931) B&O taxes \$3,292 Property Taxes \$39 Leasehold Taxes & Misc Taxes \$0 Fees	
\$15,427	10009000	cash clearing	\$23,105	<b>\$7,678</b> pmts posted as remits received	
(\$951,763)	20070000	warrants outstanding	\$284,299	<b>\$846,062</b> (\$1,080,331) remits (payroll/benefits/b&O) \$1,605,119 warrants redeemed (\$1,364,370) warrants issued ap \$1,680,947 remits redeemed \$4,697 voids	
\$1,733,095	10106000	AMB RESERVE	\$1,434,198	<b>(\$298,897)</b> (\$305,000) transfer to reserves transfer from reserves \$6,022 property taxes \$72 leasehold taxes \$10 interest	
\$557,032	10910000	2018 GO BOND	\$561,313	<b>\$4,282</b> \$4,282 property taxes \$0 bond pmt	<b>Days of Cash on Hand</b> Cash: current assets 1,111,634 unrestricted reserves 1,995,542 unrestricted reserves 3,634,969 <hr/> 6,742,145
\$31	10911000	2018 CASH BOND	\$31	<b>\$0</b> interest	
\$213,600	10916000		\$213,600	<b>\$0</b> funded year 2 per LOC	USDA reserve 273,600
\$60,000	10917000		\$60,000	<b>\$0</b> funded year 2 per LOC	restricted reserves - pending covid ca 4,139,524
\$273,600			\$273,600		<hr/> 4,413,124
\$0	10915000	CASH/TREAS LTGO BOND	\$0	<b>\$0</b> paid bond interest	Expenses: total YTD 23,330,270 less depreciation -2,251,101 <hr/> 21,079,169
\$7,739,073	10760000	RESERVES	\$7,774,493	<b>\$35,419</b> \$35,419 interest	number of days YTD 213
\$10,849,907			\$11,155,269	<b>\$305,362</b>	<b>Days of Cash on Hand</b> 68.1
					<b>Restricted Days Cash on Hand</b> 44.6
					<b>Total Days Cash on Hand</b> 112.7



## CEO Board Report (as of 8/23/2024)

### People:

- Continue to work on filling open positions at MA, nursing, PT/OT, patient access, Express Care provider, and our business office. Go to [www.lakechelanhealth.org](http://www.lakechelanhealth.org) to see what is available and apply and see which positions have additional incentives!

### Community:

- The sale of the 503 E. Highland Campus is complete. The new owners are Prestige Worldwide Chelan, LLC. We are relieved that this difficult and very long transaction is finally over! Hopefully the building will find new life and be useful to the community yet again soon. EMS will remain in the old business office and garage on campus there until their new home is completed on the Apple Blossom Campus (hopefully Spring of 2026).
- **Please join us at our Lake Chelan Health and Wellness Chip 'n Sip Golf Tournament on September 13<sup>th</sup>!**
- EMS did had their annual bike rodeo for kids, a good time was had by all!

### Quality:

- We continue to have readily available access to primary care, express care, orthopedic surgery, colonoscopy screening and general surgery while waits elsewhere are much longer.
- DNV was onsite this week for a surprise inspection. Overall, the visit went very well! Our lead inspector, a nurse of over 40 years, said that our facility was one of the cleanest she has ever seen.
- Satisfaction scores have remained high throughout the busy summer months. Appreciate the staff and their efforts to make that happen! Typically, we see a little dip as we get busier in the summer.
- Surgical Directions completed their visit, we are awaiting their report to get to work on addressing opportunities that were uncovered.

### Financial:

- We were awarded roughly \$160K for past soils mitigation work on the Apple Blossom Campus.
- This month's net revenue was \$997K with an operating surplus of \$678K. Our overall net revenue is just above \$1M. Last year at this time we had a \$217K net income. Our overall operating loss is \$974K vs \$1.4M last year. Gross revenue was \$6.4M vs just below \$5M last year. Year to date gross revenue is \$38M vs \$29M at this time last year. Budget is \$35M year to date.

### Building for the Future:

- Still awaiting answers from the city of Chelan on water for the Apple Blossom EMS project.
- The specialty clinic project is on track for a late winter early spring of '25.
- EMS build is targeted for completion Spring of '26 assuming we get approval for water from the City of Chelan.
- Effective mid-January 2025 we are moving to a full-time hospitalist model which we hope will allow us to speed patient stays from the emergency room to inpatient status, allow us to hold on to a few more patients keeping them close to their community, and allow our surgeons to operate on more complicated patients. **In no way does this decision reflect poorly on the CVCH doctors that provide inpatient care now, nor does this decision threaten the residency.** CVCH will continue to deliver babies in our facility.



	2023 Board of Commissioners KPI DASHBOARD									2024 Board of Commissioners KPI DASHBOARD						
	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY
**KPI-5. By July 2023 50% of all wages will be within +/- 15% of the standard pay range defined in the Wage Plan.				100%												
**KPI-8. 100% of all Leader's Meetings and All Staff Meetings will include a Values focus.	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
**KPI-9. 100% of all new employee orientation will include a presentation related to LCH values.	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
**KPI-10. Employee Satisfaction survey will include a question related to values knowledge (establish baseline).							100%									
** KPI-45. Aggregate Quality Score >90%		86.6%	85.6%	80.0%	86.4%	79.4%	70.0%	65.0%	57.0%	72.0%	49.0%	48.0%	85.0%	84.0%	74.0%	70.0%
**KPI-47. Service line development / improvement metrics will be executed at => 77%		36%	27%	50%	45%	54%	61%	69%	50%							
**KPI-68. Facility Master Plan complete by July 2023. Track to KPI-72 – KPI 76				100%												
**KPI-77. Meet 100% of the 5 key HFMA indicators					20%	40%	40%	20%	20%	40%	40%	40%	0%	20%	20%	0%
**KPI-88. Complete 2 Community Forums 2023.						100%										
**KPI-92. Quarterly rounding / staff meeting attendance, by Administrative Staff.			100%			75%			75%			75%				
Governance Committee KPI-1: Complete 3 Board Community Forums 2024													1 of 3			
Governance Committee KPI-2: Representation of hospital at Community meetings.										100%	100%	100%	100%	100%	100%	100%

Green indicates and outcome oriented KPI  
 Blue indicates a process oriented KPI



Origination 4/10/2018  
Last Approved N/A  
Effective Upon Approval  
Last Revised 8/23/2024  
Next Review 2 years after approval

Owner Shawn Ottley:  
COO/CNO  
Area Hospital  
Commission

## Board of Commissioners Policy Review Guidelines

### I. PURPOSE

The purpose of the Board of Commissioners Policy and Plan Review Guidelines is to establish a clear and structured process for the review and approval of policies and plans. This ensures that all policies and plans are thoroughly evaluated, comply with legal requirements, and align with the strategic objectives of the organization. By doing so, the Board of Commissioners can maintain effective governance, uphold accountability, and support the organization's mission and goals.

### II. SCOPE

**Review and Approval by the CEO:** Any new policy and plan requested by the CEO for review and approval by the Board.

- i. The policy will be reviewed initially by the CEO. Once approved by the Board, the approval will revert to the appropriate approval workflow.

**Board-Initiated Review:** Any policy and plan requested by the Board of Commissioners for review and approval.

**Legal Requirements:** Any policy and plan review required by law and or regulatory agencies

This scope ensures that all relevant policies and plans are reviewed and approved by the Board of Commissioners, whether initiated by the CEO, the Board itself, or mandated by legal requirements.

### III. PROCEDURE

The Board of Commissioners will review and approve ~~the following~~ policies: and plans as shown in

## Attachment 1

- Any policy requested by the CEO for review and approval by the Board.
- Any policy requested by the Board of Commissioners for review and approval.
- Policies published by the Washington state DOH to be reviewed annually:
  - Admissions
  - Charity Care
  - End of Life
  - Non-discrimination
  - Nurse staffing
  - Reproductive Health
  - Reproductive Health Services Provided
  - Conflict of Interest
- Board specific policies to be reviewed annually:
  - Governing Board Bylaws
  - Governing Board Orientation
  - Governing Board Policy
  - Board of Commissioners Policy Review Guidelines
  - Board of Commissioners Continuing Education
  - Continuous Quality Improvement Plan
  - Cardiac, Stroke, & Trauma Plan
  - Medical Staff Bylaws
  - Risk Management and Patient Safety Plan
  - Infection Prevention Plan
- Other policies to be reviewed within every three years:
  - Administrative Operating Guidelines
  - Credentialing
  - Cyber Security Policy
  - Financial Management Policies
  - Administrative Policies
  - Capital Procedures
  - Accident Prevention Policy
  - Tort Claims
  - Accounts Receivable Small Balance Write-off

This policy may be revised at any time without prior notice. All revisions supersede prior policy and are effective immediately upon approval.

Any printed policy is not valid past the print date and should not be relied on for official purposes. Current versions of all policies can be found in PolicyStat.

---

## Attachments

[request.pdf](#)

## Approval Signatures

Step Description	Approver	Date
	Shawn Ottley: COO/CNO	Pending

COPY

**Attachment 1: BOC Policy and Plan Review List**

<b>Policies</b>	<b>Policy Type</b>	<b>Owner</b>	<b>Area</b>	<b>Review Date</b>	<b>Board Y/N</b>
<b><u>WA DOH Policies and Plans</u></b>					
Admission Plan and Policy	DOH	Rhianna		9/22/2024	Y
Charity Care Policy Final	DOH	Patti	Patient Financial Services	10/31/2024	Y
End of Life Care	DOH	Rhianna	Patient Care Services	3/30/2023	Y
Nondiscrimination Policy	DOH	Tara	Human Resources	11/14/2024	Y
Annual Nurse Staffing Plan	DOH	Rhianna	Administration		Y
Reproductive Health Care	DOH	Rhianna	Patient Care Services	3/2/2025	Y
<b><u>BOC Policies and Other Documents:</u></b>					
Governing Board Bylaws	Board Specific	Shawn	Hospital Commission	12/29/2024	Y
Governing Board Orientation Policy	Board Specific	Wendy	Hospital Commission	12/7/2025	Y
Board of Commissioners Policy Review Guidelines	Board Specific	Shawn	Hospital Commission	7/18/2024	Y
Conflict of Interest Policy	Board Specific	Shawn	Hospital Commission	2/6/2025	Y
Board of Commissioners Continuing Education (CAH)	Board Specific	Shawn	Hospital Commission	2/7/2026	Y
Board Member Code of Conduct	Board Specific	Shawn	Hospital Commission	3/5/2026	Y
Community Relations of the Board of Commissioners	Board Specific	Shawn	Hospital Commission	3/5/2026	Y
Board of Commissioners Policy and Procedure regarding Ethical and Legal Matters	Board Specific	Wendy	Administration	10/26/2024	Y
Chelan County Public Hospital District 2 Board Health Equity Policy	Board Specific	Shawn	Hospital Commission	2/28/2025	Y
Board and CEO Decision Matrix	Board Specific	Wendy	Hospital Commission	2/1/2025	Y
<b><u>Other Policies and Plans</u></b>					
Compliance Plan	Other	Louise	Hospital Commission	2/6/2026	Y
Outpatient Service Orders by Non-Privileged	Other	Patti	Patient Access	7/19/2026	N

Providers			Services		
PTO Donation Policy	Other	Tara	Hospital Commission	2/7/2026	N
Security Awareness and Training & Security Reminders	Other	Amy	Risk Management	12/29/2024	Y
Donor Stewardship & Recognition Policy	Other	Wendy	Administration	7/18/2024	Y
Gift Policy	Other	Wendy	Administration	7/18/2024	Y
Annual Quality Improvement Plan	Other	Louise	Quality	1/1/2025	Y
Cardiac, Stroke & Trauma Quality Improvement Plan	Other	Bryce	Emergency Department	4/3/2026	N
Credentialing Policy	Other	Becky	Administration	3/5/2026	Y
Credentialing - Disaster Privileges & Responsibilities Policy	Other	Becky	Administration	2/9/2024	Y
Financial Management Policies	Other	Vickie	Finance	3/5/2026	Y
Tort Claims Policy	Other	Louise	Administration	12/7/2025	Y
Accounts Receivable Small Balance Write off	Other	Patti	Patient Financial Services	3/5/2026	N
Bylaws of the Medical Staff of Lake Chelan Health	Other	Becky	Medical Staff	4/2/2026	Y
Risk Management & Patient Safety Plan	Other	Louise	Quality	1/2/2025	Y
Infection Prevention Plan	Other	Jimmy	Quality	1/16/2025	Y
Accident Prevention Policy	Other	Ray	Hospital Commission	8/6/2025	Y
Capital Purchase Policy	Other	Joe	Hospital Commission	1/25/2025	Y

**Attachment 1: BOC Policy and Plan Review List**

**RECOMMENDATIONS IN RED BY POLICY COMMITTEE**

Policies	Policy Type	Owner	Area	Review Date	Board Y/N
<b>WA DOH Policies and Plans</b>					
Admission Plan and Policy	DOH	Rhianna		9/22/2024	Y
Charity Care Policy Final	DOH	Patti	Patient Financial Services	10/31/2024	Y
End of Life Care	DOH	Rhianna	Patient Care Services	3/30/2023	Y
Nondiscrimination Policy	DOH	Tara	Human Resources	11/14/2024	Y
Annual Nurse Staffing Plan	DOH	Rhianna	Administration		Y
Reproductive Health Care	DOH	Rhianna	Patient Care Services	3/2/2025	Y
<b>BOC Policies and Other Documents:</b>					
Governing Board Bylaws	Board Specific	<del>Shawn_</del> <del>GC Chair</del>	Hospital Commission	12/29/2024	Y
Governing Board Orientation Policy	Board Specific	<del>Wendy_</del> <del>GC Chair</del>	Hospital Commission	12/7/2025	Y
Board of Commissioners Policy Review Guidelines	Board Specific	<del>Shawn_</del> <del>GC Chair</del>	Hospital Commission	7/18/2024	Y
Conflict of Interest Policy	Board Specific	<del>Shawn_</del> <del>GC Chair</del>	Hospital Commission	2/6/2025	Y
Board of Commissioners Continuing Education (CAH)	Board Specific	<del>Shawn_</del> <del>GC Chair</del>	Hospital Commission	2/7/2026	Y
Board Member Code of Conduct	Board Specific	<del>Shawn_</del> <del>GC Chair</del>	Hospital Commission	3/5/2026	Y
Community Relations of the Board of Commissioners	Board Specific	<del>Shawn_</del> <del>GC Chair</del>	Hospital Commission	3/5/2026	Y
Board of Commissioners Policy and Procedure regarding Ethical and Legal Matters	Board Specific	<del>Wendy_</del> <del>GC Chair</del>	Administration	10/26/2024	Y
Chelan County Public Hospital District 2 Board Health Equity Policy	Board Specific	<del>Shawn_</del> <del>GC Chair</del>	Hospital Commission	2/28/2025	Y
Board and CEO Decision Matrix	Board Specific	<del>Wendy_</del> <del>GC Chair</del>	Hospital Commission	2/1/2025	Y
<b>Other Policies and Plans</b>					
Compliance Plan	Other	Louise	Hospital Commission	2/6/2026	<del>Y</del>
<del>Outpatient Service Orders by Non-Privileged Providers</del>	<del>Other</del>	<del>Patti</del>	<del>Patient Access Services</del>	<del>7/19/2026</del>	<del>Y</del> <del>N</del>

<del>PTO Donation Policy</del>	<del>Other</del>	<del>Tara</del>	<del>Hospital Commission</del>	<del>2/7/2026</del>	<del>?N</del>
Security Awareness and Training & Security Reminders	Other	Amy	Risk Management	12/29/2024	?Y
Donor Stewardship & Recognition Policy	Other	Wendy	Administration	7/18/2024	?Y
Gift Policy	Other	Wendy	Administration	7/18/2024	?Y
Annual Quality Improvement Plan	Other	Louise	Quality	1/1/2025	?Y
<del>Cardiac, Stroke &amp; Trauma Quality Improvement Plan</del>	<del>Other</del>	<del>Bryce</del>	<del>Emergency Department</del>	<del>4/3/2026</del>	<del>?N</del>
Credentialing Policy	Other	Becky	Administration	3/5/2026	Y
Credentialing - Disaster Privileges & Responsibilities Policy	Other	Becky	Administration	2/9/2024	Y
Financial Management Policies	Other	Vickie	Finance	3/5/2026	?Y
Tort Claims Policy	Other	Louise	Administration	12/7/2025	?Y
<del>Accounts Receivable Small Balance Write off</del>	<del>Other</del>	<del>Patti</del>	<del>Patient Financial Services</del>	<del>3/5/2026</del>	<del>?N</del>
Bylaws of the Medical Staff of Lake Chelan Health	Other	Becky	Medical Staff	4/2/2026	?Y
Risk Management & Patient Safety Plan	Other	Louise	Quality	1/2/2025	?Y
Infection Prevention Plan	Other	Jimmy	Quality	1/16/2025	?Y
Accident Prevention Policy	Other	Ray	Hospital Commission	8/6/2025	?Y
Capital Purchase Policy	Other	Joe	Hospital Commission	1/25/2025	?Y