

Minutes

Point Roberts Public Hospital District

Wednesday December 11, 2024

Call to Order:

The meeting was called to order at 7:00 p.m. by Stephen Falk, Commissioner (via Zoom)

Attending:

Commissioners: Stephen Falk, Sara Oggel, Noel Newbolt
Superintendent: Barbara Wayland
Financial Advisor: Paulette Ladner
Recording Secretary: Farrah Carsten

Introduction of Guests:

Dr. Bozorgzadeh, Alexandra Willey, Erin – APB, Shannon (Tomsen) Riley, Rhiannon Allen, Allison Calder, Yeagers, Annelle Norman

Public Comment: None at this time

Approval of Prior Minutes:

Approval of minutes from previous PRPHD Regular Meeting (November 13, 2024) and Special Meeting (November 25, 2024)

Financial Report:

Motion: To approve minutes as presented. **Motion carried.**

Financial Report:

Stephen Falk presented the financial report and pointed out several items to be revised: Barbara's hours should be reduced to 60, November 25th special meeting for 2 commissioners wasn't included, Kate Gray reimbursement for IT work she completed on Paulette's laptop = \$548, Barbara's laptop reimbursement = \$489.59 and Sara's reimbursement for storage area = \$142.02. An additional item to note was for Bellingham Business Machines = \$26.32

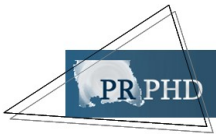
** Stephen suggested that the commissioners approve the revised financials and email the copy to Paulette in order to be submitted to the county in time.*

Current month payables \$18,302.95 / Payroll is \$3,278

Bills presented for approval as follows:

Bills paid:

12/01/24 – SuperTrack Urgent Care PLLC = \$16,000
12/11/24 – Point Roberts Bookkeeping = \$850
12/02/24 – Whatcom County Fire Distr. #5 = \$153.81
12/01/24 – Whidbey Telecom = \$93.21
12/03/24 – Bellingham Business Machine = \$26.32
12/01/24 – Sara Oggel reimbursement = \$142.02
12/01/24 – Barbara Wayland reimbursement = \$489.59
12/01/24 – Kate Gray reimbursement = \$548



Payroll as follows:

- Barb Wayland – Superintendent = \$1,740
- Farrah Carsten – Secretary = \$528
- Stephen Falk – Commissioner = \$228
- Sara Oggel – Commissioner = \$228
- Noel Newbolt – Commissioner = \$114
- Deanna Perkins – Cleaner = \$440

**After it was discovered that the meeting rate for Hospital District commissioners was increased as of 1/1/24 from \$114 to \$161 per meeting, Paulette revised the payroll form to use the correct statutory rate:*

- Stephen Falk – Commissioner = \$228 -- became \$322*
- Sara Oggel – Commissioner = \$228 -- became \$322*
- Noel Newbolt – Commissioner = \$114 -- became \$161*

Motion: To approve warrants and payroll for prior months' expenditures as presented. **Motion carried.**

Clinic Medical Director Update:

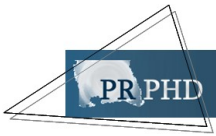
The image shows the SUPERTRACK logo at the top, followed by three separate data tables. Each table has multiple columns and rows, with some cells highlighted in red. The tables appear to be spreadsheets or data reports related to the clinic's operations.

November clinic visits = 210 versus last year November = 137

**Should be able to surpass 2023's total volume of clinic visits*

Dr. Bozorgzadeh provided Stephen with a list of medications onsite at the clinic and is hoping to expand it more. Two popular antibiotics will be supplied for free, Zithromax (also known as Z-Pak or Azithromycin), a 10-day full supply of Amoxicillin (875 mg) and other medications which include antivirals, steroids, antihistamines and other antibiotics. These range anywhere from \$20 to \$25 for a full course of treatment which is close to what SuperTrack's cost is for them. SuperTrack will not be acting as a pharmacy but it will save patients a trip to the mainland for an acute episodic case not for chronic treatment (the list of medications is posted on the website currently)

<https://www.pointrobertsclinic.com/supertrack-clinic>



Superintendent's Report:

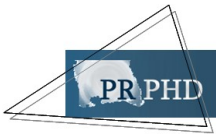
Barbara published the announcement of her superintendent's position being open via the usual online sources and it closed December 1st, 2024. From her perspective, there are some good choices to make amongst the applicants that have applied and she will commit to helping the chosen candidate and transferring all files to the new PRPHD laptop.

Stephen said they are trying to figure out the date to hold a special meeting to conduct the interviews but they will go into executive session immediately so that interviews can take place with the candidates. Decisions will not be made at that time but the hiring decision will take place in the public setting at the next regular meeting in January 2025.

Dr. Bozorgzadeh asked if Stephen could offer information on who the candidates are that applied for the job. Stephen wasn't sure if they were able to share the information because of privacy issues. Shannon (Tomsen) Riley stated any information received, resumés, etc. would be public information. The commissioners proceeded to state the names of the applicants: Javid Nouripour, Dr. Sam Bansal, Chwynyn Vaughan, Dee Gough and Kimberly Kimerer.

Dr. Bozorgzadeh asked if they have any exclusion criteria for applicants that should not be considered for this job to which Stephen responded that conflict of interest issues could come up depending on who the person is. The job description posted lists the basic requirements and a preference for some professional medical experience but not a requirement for it, to have familiarity with the district, facility, computers and various programs that are utilized but there were no particular extrusion criteria.

Dr. Bozorgzadeh asked for the commission to consider that whoever is hired into this position will be SuperTrack's liaison between the commission and themselves and he wants to make sure that the commission looks into the applicant's history and sets SuperTrack up for success and not for an antagonistic approach. The doctor accepted that SuperTrack is not in a position to be involved, he again reiterated that they do want the commission to represent their (SuperTrack) interest in terms of making sure that whoever is selected has been positioned in a cooperative kind of attitude towards this project. The 3 commissioners acknowledged Dr. Bozorgzadeh's statements.



Other:

Sara will have a discussion with Barbara on what she had done in the past for the holiday gift baskets for the employees.

Next Regular Meeting: Wednesday January 8th, 2024 @ 7:00 pm in person at the Community Center and via ZOOM

Meeting adjourned: 7:23 p.m.

Minutes approved verbally at the following month's meeting.

Stephen Falk

Sara Oggel

Noel Newbolt

Farrah Carsten