



## Minutes

Point Roberts Public Hospital District

Tuesday July 14, 2020

**Call to Order:**

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

**Attending:**

Commissioners: Kandace Harper, Stephen Falk, Richard Dennis  
Superintendent: Barbara Wayland  
Financial Advisor: Paulette Ladner  
Recording Secretary: Farrah Carsten

**Introduction of  
Guests:**

Dr. Sean Bozorgzad, Virginia Lester, Deborah Shields, John Shields, Pat Grubb

**Approval of Prior  
Minutes:**

Approval of minutes from previous PR PHD Regular Meetings (June. 9 & 23, 2020) & PR PHD Special Meeting (June 20, 2020)

Motion: To approve minutes as presented with corrections noted by Richard Dennis. **Motion carried.**

**Financial Report:**

**Financial Report:**

Paulette Ladner presented the financial report. Current month payables \$18,673.55. Payroll is \$3,334.00

There are 6 items to note: Reimbursement to Deborah Shields for Dragon Medical One monthly subscription = \$123.00, Virginia Lester for Hepa Air Filter for the clinic = \$97.64, Barbara Wayland for office supplies = \$19.41, Whatcom County Administrative Services Finance Qtr. 2 payroll = \$150.00, Point Roberts Press for Advertising WNPA statewide = \$1,575.00, JG Bookkeeping Auditors Annual Report = \$120.00

**Bills presented for approval as follows:**

Bills paid:

07/01/20 – SuperTrack Urgent Care PLLC - \$16,000  
07/09/20 – Point Roberts Press – Advertising WNPA - \$1,575.00  
06/30/20 – Point Roberts Bookkeeping - \$364.00  
06/26/20 – Point Roberts Press – Advertising - \$50.00  
06/30/20 – Bellingham Business Machine - \$18.26  
07/01/20 – Whidbey Telecom - \$46.80  
06/30/20 – Whatcom County Fire District 5 - \$109.44  
06/21/20 – Deborah Shields – Reimbursement - \$123.00  
06/22/20 – Virginia Lester – Reimbursement - \$97.64  
07/01/20 – Barbara Wayland – Reimbursement - \$19.41  
06/29/20 – Whatcom Co. Admin Serv. - \$150.00  
06/29/20 – JG's Bookkeeping - \$120.00



**Payroll as follows:**

Heather Dixon – Cleaner - \$560  
Barb Wayland - Superintendent - \$1,334  
Farrah Carsten – Recording Secretary - \$414  
Kandace Harper – Commissioner - \$342  
Stephen Falk – Commissioner - \$342  
Richard Dennis – Commissioner - \$342

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

**Provider's Report:**

**Clinic Medical Director Update:** Dr. Sean said the reopening of the Clinic has gone well with 94 patient visits. David Shanholtzer, ARNP, with more than 10 years' experience in emergency medicine & urgent care, is working with Dr. Sean to become the Point Roberts Provider in addition to Virginia Lester as a backup.

Dr. Sean will be coming to Point Roberts once a week with an objective to expand base of service Dr. Sean stated again that he felt the cost of the Dragon One subscription should be a cost for SuperTrack to cover, not Deborah Shields or the Commissioners and that this would be the last month that Deborah Shields pays for it. He also purchased an ECG dedicated laptop along with 2 computers for the Clinic that he will personally deliver.

Dr. Sean said that after a few meetings and some emails from the local residents, SuperTrack will accept the invitation to bid & will submit a proposal. He would like to see the Clinic succeed and stay on track.

**Superintendent's Report:**

**Medicaid Transformation Grant:** \$500 deposit received this month per Paulette. We will need to check if we'll get it renewed for next years budget. Last year we received a total of \$1,500.00

**RFP Process Update:** Everything went out at the 1<sup>st</sup> of the month. Paulette received a letter from Peace Health and they will not be making a proposal. Family Care Network will not be making a proposal as well due to Covid as they are not in a position to be looking at proposing anything at this time. We don't have any proposals to discuss right now because we don't have them yet since the proposal period ends at the end of this month.

**Policy Review & Update:** Public Document Request – Barb received an email asking if we ever acted on the public document request policy. Turns out the policy was formulated by Barb's predecessor, Elaine. Barb sent the policy to the Commissioner's to make notes, additions, questions they may have. It needs to be finalized, dated and put on the agenda for the next meeting. Page 6.2 & page 7 Richard noted a reference to a resolution to adopt.



**Current Workload:** Barbara is currently working 3-4 hours a day, 7 days a week. She will be presenting a bill for those extra hours each month to add that on the timecard to process, which is a month behind.

**Motion:** To authorize & approve expenditures for the RFP process.

**Motion carried.**

Meeting was adjourned at 7:43 p.m.

Regular Meeting: Tuesday August 11<sup>th</sup>, 2020 @ 7 pm (Location TBD)

*Minutes approved verbally at the following month's ZOOM meeting*

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Stephen Falk

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Kandace Harper

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Richard Dennis

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Farrah Carsten