

## Minutes

Point Roberts Public Hospital District

Tuesday November 10, 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, Patrick Grubb

### **Approval of Prior Minutes:**

Approval of minutes from previous PR PHD Regular Meeting (October 13)

**Motion:** To approve minutes with one item noted: Previous minutes reflect the flu vaccine was better for age 65+, there isn't proof that one is better than the other. **Motion carried.**

### **Financial Report:**

#### **Financial Report:**

Paulette Ladner presented the financial report. Current month payables \$16,453.25. Payroll is \$3,121.00

There are no items to note.

#### **Bills presented for approval as follows:**

Bills paid:

11/02/20 – SuperTrack Urgent Care PLLC - \$16,000  
10/31/20 – Point Roberts Bookkeeping - \$196.00  
10/30/20 – Point Roberts Press – Advertising - \$50.00  
10/28/20 – Bellingham Business Machine - \$19.33  
11/01/20 – Whidbey - \$46.80  
11/01/20 – Whatcom County FD 5 - \$141.12

#### **Payroll as follows:**

Heather Dixon – Cleaner - \$448  
Barb Wayland - Superintendent - \$1,827  
Farrah Carsten – Recording Secretary - \$504  
Kandace Harper – Commissioner - \$114  
Stephen Falk – Commissioner - \$114  
Richard Dennis – Commissioner - \$114

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



**Clinic Medical  
Director Update:**

Dr. Bozorgzad provided a report that would be sent out every month detailing the clinic numbers with added categories. There was a total of 157 visits for October. The numbers are picking up, we have had more telemedicine visits this month. The total does not include visits to the skin clinic. Next month it will be added to the report. Many Point Roberts patients have had to travel long distances (Skagit Valley, for example) for dermatology. After the trial run of the skin clinic, it will be advertised in the APB.

POINT ROBERTS CLINIC NUMBERS FOR OCTOBER 2020

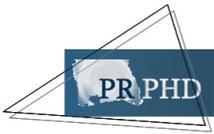
<u>Date</u>	<u>QV</u>	<u>Labs</u>	<u>PT/INR</u>	<u>Telemed</u>	<u>Phys Exam</u>	<u>Flu Vaccine</u>	<u>Covid Test referral</u>	<u>Total</u>
1	6	5	4	1	0	0	0	16
5	6	0	0	0	1	0	0	7
6	4	3	3	0	0	0	0	10
8	8	3	3	0	0	3	0	17
12	5	0	0	1	0	0	0	6
13	4	2	1	0	1	1	0	9
15	7	6	3	0	0	0	0	16
19	5	0	0	1	0	0	0	6
20	7	4	1	0	0	0	0	12
22	8	3	4	0	1	1	0	17
26	6	0	0	0	2	0	0	8
27	10	4	1	0	1	0	4	20
29	5	5	1	0	2	0	0	13
<b>TOTALS</b>	<b>81</b>	<b>35</b>	<b>21</b>	<b>3</b>	<b>8</b>	<b>5</b>	<b>4</b>	<b><u>157</u></b>

**Introduction of Jeremy Quinn, PA:**

Jeremy Quinn gave a brief run down on his medical background.

**Jeremy Quinn:** I graduated from the PA program in 2004, got a job working at a primary care clinic, Associates of Family Medicine. They had me do same day urgent care appointments and had me open my own panel that was immediately open to Medicare. I built a Medicare panel for 7 years with AFM, I worked for a community health clinic in Tukwila for 4 years. I worked for a cardiologist, Dr. Rajesh Bhola, for a couple of years.

I missed getting my hands on primary care so I feel that my experiences are well rounded & suited to helping Point Roberts patients because I've done a lot of internal medicine, geriatrics, and same day clinics and I also worked for a community health clinic and I missed getting more involved in managing the care and trying to get patients more resources to manage their chronic diseases.



**Jeremy Quinn (cont'd):**

I'm also connected to the medical resource base in Bellingham so I'm not a stranger to the system in Whatcom County. If patients need additional resources from me, I feel like I'm adapted to helping with that too. I'm also encouraging patients that if I am seeing them in Point Roberts and it's an issue they need an immediate follow up for, like imaging, x-ray, or bloodwork, they can see me at the Lakeway location. That way they can get seamless care.

**Superintendent's Report:**

**Discussion/Approval of 2021 Budget:** I want to start out by saying thank you to the Commissioners, the staff at our clinic, the commission staff, Shiv , Alex, Dr. Bozorgzad, Dr. Mae for being so available and responsive. I've had many emails and calls put out and you have all been getting back to me. I really appreciate the support. Most of the focus over the last 2 weeks was getting a draft of the budget completed. It's not easy trying to go over financial documents when you can't be in the same room looking over the same piece of paper. That had added to the challenge. It was further complicated by the fact that instead of having until November 30<sup>th</sup> to get this in, it's due to the auditor by the 17<sup>th</sup> because it must go through accounting counsel when they meet on the 24<sup>th</sup>.

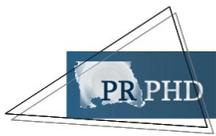
I've changed the order of my report as it shows in the agenda. I'm going to start with the replacement of the laptop for the financial advisor. The Commissioners are aware of the problem. I can add to that by saying when Paulette and I had to look a file up we had to wait 15-20 minutes to open a file.

There's a Dell laptop that meets the criteria and is on sale. Need to authorize the purchase and warranty. Data needs to be transferred from the old laptop to the new and we will need MS Suite. Computer cost is \$719, Repairs & Warranty = \$300-\$400 approximately

**Motion:** Authorize \$1,500.00 for laptop, shipping, software & warranty.  
**Motion carried.**

**Holiday dinner alternative recognition for PRPHD and Clinic Staff:** Due to Covid, there will not be a holiday dinner this year. Barb suggested gift baskets for the staff in place of the dinner. The budget has \$1,200.00 allotted for recognition.

**Motion:** Authorize fixed amount of \$1,200.00 for staff holiday gift baskets (not to exceed)  
**Motion carried.**



**Barbara's extra hours worked:** I've worked more than 10 hours a week since June, I wasn't concerned before because it ebbs and flows. Since mid-November it has slowed down some but not much.

**Stephen:** I am not understanding why it hasn't slowed down since the RFP and the situation in the middle of June. Why has it not dropped down?

**Barb:** The situation has become complex since I can't visit people in person at the office. I am making many calls and people are not returning them. It's taking a long time to get answers. I've got questions on the budget that went out 2-3 weeks ago and I've never gotten a response because those people aren't available right now. They're either working off site, but I've emailed them at the same address as I always do. There just seems to be more things that are falling into my job. I've realized that it's not going to slow down, there's just more demands.

**Kandace:** I believe some of it has to do with the transitions we've had with Unity & SuperTrack, then we had the renewal of contracts, had to present it to the community. It just seems like it's been one thing after the other.

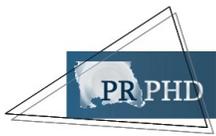
**Richard:** We've done some additional things, since I've been on the Board during the year 2020. I've been involved with looking at policy reviews, inventory, I had questions about the lease. Part of it may be due to me being a new Commissioner having asked questions or raised some issues. I still think there is more work to do in terms of the policies for example the records policy we just got done looking at last month. I think your point is well taken is that going to continue or is that an apparition that was just sort of spiked up this year. I still think we still have more work to do in terms of looking at our policies and making sure they're being enforced and calling upon our Superintendent to help us with that communication, to make sure these things are being enforced. I'm inclined to agree that there is a need in the increase of hours. As I understand it, this is not saying there is a fixed amount of hours, it's more of the dollar amount as we did on the other things, it's an 'up to' amount.

**Barb:** We need to do a set number of hours because the timecard is due at the first of the month, before we have actually worked. How do we authorize that in order to not fall into retroactive pay? Several policies need to be reviewed and policies need to be put in place that we don't currently have.

Note: Increase hours from 10-15 starting December forward at the same hourly rate. We can always take it back down in the future.

**Motion:** Approve 60 hours per month and monitor it over the upcoming year as well as the time. (Effective November 1<sup>st</sup>, 202 – 15 hours)

**Motion carried.**



**8:00 pm - Closed Executive Session – Employee Evaluation**

**8:20 pm - Meeting reopens: Report on Executive session**

Farrah Carsten's evaluation – increase from \$15.00 to \$20.00 per hour effective November 1<sup>st</sup>, 2020

2021 Budget needs to be approved at a Special Meeting (include Farrah's increase & Barb's extra hours effective November 1<sup>st</sup>, 2020) - Barb to finish figures and send out to everyone

**Discussion - SuperTrack Contract:**

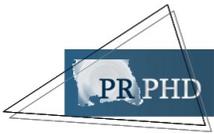
**Kandace:** When we first contracted with SuperTrack & we had the nightmare of transitioning the patient records over with the EMR – do you remember what the cost was for that?

**Stephen:** I think we authorized \$2,500 to cover our half of the cost but we never spent it. The \$5k being proposed here is not unreasonable it's in the ballpark. The burden is on us if we're in breach, or if either party chooses not to renew, we pay \$5k to pay for record transfers.

SuperTrack said they would possibly put a portable x-ray machine out here. And they are proposing they would do it if the patient revenues justify **THIS INVESTMENT**. In their mind that threshold amount **WOULD BE** \$54k of accrued patient revenue in a quarter. **SUPERTRACK'S LAWYER** explained that this **THRESHOLD AMOUNT WOULD BE THE AMOUNT BILLS FOR PATIENT SERVICES, NOT JUST WHAT IS PAID BY PATIENTS, MEDICARE AND OTHER INSURANCE COVERAGE. HOWEVER,** the numbers that they sent **US** are showing the actual revenue received which **THEIR** lawyer acknowledged is not **COMPARING** apples to apples. **THE ACTUAL REVENUE IS MUCH LOWER THAN THE PROPOSED THRESHOLD**, more like \$20k per quarter

I believe they were saying they chose that number because it was reflective of where Unity Care was toward the end of their time. I'm not sure why they chose to go that far **BACK IN TIME** when they've had more than 18 months of operations **OF THE CLINIC** and could have looked at their own operations and had an easier time **ESTABLISHING THE THRESHOLD FOR PROVIDING THE X-RAY DEVICE**. But **SUPERTRACK'S LAWYER IS** going to get me their numbers hopefully soon.

Other:



**Kandace**: The number of visits are going up and also will those number of billing visits include the dermatology clinic that Dr. Mae is doing?

**Barbara**: I believe it's anything being done and being billed out of our clinic.

**Stephen**: It would be hard pressed to subtract anything if it's happening at the clinic. I don't think we would be able to claim if they would be seeing some of our patients at the Bellingham clinic.

**Richard**: Stephen I appreciate your work on negotiating the contract with SuperTrack. I'm in agreement with your 3 points as far as I'm concerned you've got my proxy there to close the deal on those terms or such other terms as you feel are appropriate to get the deal done.

**Kandace**: I second that. And thanks Stephen for your tenacity.

**Stephen**: Thank you both I appreciate that. I will go back to Aaron the lawyer and see if we can get something by Thursday so we can have it by Friday's meeting.

Meeting was adjourned at 8:41 p.m.

**Special Meeting: Friday November 13<sup>th</sup>, 2020 @ 3 pm via ZOOM**

- Approval of budget & budget resolution
- Discussion & approval of new clinic services contract

*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