

## Minutes

Point Roberts Public Hospital District

March 10, 2020

### **Call to Order:**

The meeting was called to order at 7:03 p.m. by Stephen Falk, Commissioner

### **Attending:**

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

### **Introduction of Guests:**

Pat Grubb

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

Approval of minutes from previous PR PHD Regular Meeting (Feb. 11, 2020)

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

### **Financial Report:**

#### **Financial Report:**

Paulette Ladner presented the financial report. Current month payables \$34,182.57. Payroll is \$2,462.00  
There are 3 items to note: Reimbursement to Deborah Shields for Dragon Medical One monthly subscription = \$99.00, Liberty Mutual Insurance = \$1,490.00, Whatcom County Fire District 5 Annual Rent (May 2020 through to April 2021) = \$15,995.62

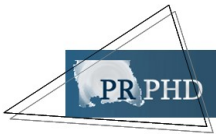
#### **Bills presented for approval as follows:**

Bills paid after the December 10th meeting:

03/01/20 – SuperTrack Urgent Care PLLC - \$16,000  
02/29/20 – Point Roberts Bookkeeping - \$245.75  
02/28/20 – Point Roberts Press – Advertising - \$50.00  
02/28/20 – Bellingham Business Machine - \$21.23  
03/01/20 – Whatcom County Fire District 5 – Utility - \$280.98  
02/25/20 – Liberty Mutual Insurance = \$1,490.00  
01/01/20 – Deborah Shields – Reimbursement - \$99.00  
03/01/20 – Whatcom County FD % (Annual Rent) - \$15,995.61

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

Heather Dixon – Cleaner - \$448  
Barb Wayland - Superintendent - \$1,276  
Farrah Carsten – Recording Secretary - \$396  
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.**

**Provider's Report:**

**Corona Virus:** Barb provided a quick report. Dr. Sean felt a concern regarding testing for the virus within Point Roberts. Need to establish a defined county testing location to ensure proper handling of specimens and prevent exposure to others. Point Roberts is the only location that is border locked. There will be a phone number for residents to call @ the county to find out what they can do if they feel they have been exposed to this virus.

**Superintendent's Report:**

**Biohazard & Sharps Waste Disposal:** Community Education notice will be posted in the clinic soon. The 5 canisters of sharps that were leftover will be removed by Chief Carleton.

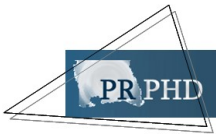
**2020 District Insurance Update:** Liberty Mutual Insurance bills drop on the 25<sup>th</sup> for the previous month, by the time we receive it & submit the payment it will be past due. On the 20<sup>th</sup> they will follow up with a late notice allowing a 5-10-day grace period. Going forward it will be emailed to the financial advisor as well as being mailed. Yearly the premium does slightly go up. We can approve the payment in Jan/Feb each year to ensure the bill gets paid in time.

**Clinic Inventory:** Kandace & Barbara went through the clinic over the weekend. There is a policy on numbering items but will need to make a cohesive list. Some equipment was found belonging to Whatcom Physical Therapy. Eddie will investigate it to see if it should be returned to Alan Finston or not.

**Corona Virus:** There was a new case in Bellingham. Whatcom County has declared a state of emergency. County is being queried as to what to tell patients where they can go if they are ill. We haven't received an answer yet. It's up to the County Health Office to determine a phone number will be provided for residents to call if they feel they are sick. CDC.gov has all current information posted.

Our clinic doesn't have a vehicle to be tested. Med Flights/Ambulance can be used to evacuate people. The Fire Department has hazmat suits.

**ECG/Spirometry:** Training did complete @ the Lakeway location. Deb will provide training to Chwynyn. The device to read the reports isn't operational yet.



**Other:**

**PRPHD Policies:** Stephen wrote 2 additional comments. Richard needs to review and then Barb will send out the policies to be approved for the next meeting.

Richard requested a copy of the SuperTrack contract for review on wording & the lease agreement. The 5-year lease ends in 3 years, other minor typos to be corrected.

Meeting was adjourned at 8:14 p.m.

Regular Meeting: Thursday April 9<sup>th</sup>, 2020 @ 7 pm

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Stephen Falk

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Kandace Harper

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Richard Dennis

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Farrah Carsten