

## Minutes

Point Roberts Public Hospital District

Wednesday August 11, 2021

**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, Alexandra Wiley, Patrick Grubb - APB

**Approval of Prior Minutes:**

Approval of minutes from previous PR PHD Regular Meeting (July 14, 2021)

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

**Financial Report:**

Paulette Ladner presented the financial report. Current month payables \$16,463.37. Payroll is \$3,232.00. No items to note.

**Bills presented for approval as follows:**

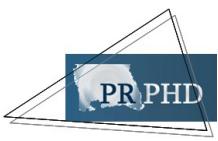
Bills paid:

08/01/21 – SuperTrack Urgent Care PLLC = \$16,000  
07/31/21 – Point Roberts Press - Advertising = \$50  
07/31/21 – Point Roberts Bookkeeping = \$224  
08/02/21 – Bellingham Business Machine = \$27.08  
08/01/21 – Whidbey Telecom = \$47.99  
08/02/21 – Whatcom County FD #5 = \$114.30

**Payroll as follows:**

Heather Dixon – Cleaner = \$336  
Barb Wayland – Superintendent = \$1,914  
Farrah Carsten – Secretary = \$528  
Kandace Harper – Commissioner = \$114  
Stephen Falk – Commissioner = \$114  
Richard Dennis – Commissioner = \$114  
AmandaLyn Wayland – Cleaner = \$112

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



**Profit & Loss Budget Performance:** Richard raised questions in regards to the P&L Statements and the Balance Sheet.

June 2021 Net Ordinary Income reflects negative -\$15,843.54 against the budget of \$375.75, YTD total = \$32,672.91 versus the YTD Budget = \$454.39. Richard asked for an explanation on this. Stephen pointed out that the June 2021 Total Income is \$5,571.01 but the Gross Profit of -\$10,428.99 is reflected as a negative as well.

**June 2021 Balance Sheet:** Under Other Current Assets, #12000 Undeposited Funds = \$4,349.61, Richard asked for an explanation of what this is and he would like an understanding of a line item on a balance sheet.

Stephen determined it was most likely taxes. Paulette said it's the way QuickBooks was set up originally and if she were to try to change it, it could possibly cause incorrect reporting. Paulette explained that QuickBooks was set up to show the reports this way but she would look into it and address his concerns.

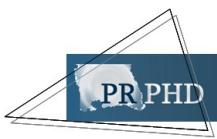
**Fixed Assets:** (#15000 Furniture & Equipment, #1710 Medical Equipment, #1810 Leasehold Improvements, #1820 Office Furniture & Equipment, #1840 Computer Equipment)

Richard referenced #1820 Office Furniture & Equipment = \$5,402.32 yet on the Minutes from July it states 3 exam room beds owned by PRPHD (worth \$10k-\$15k).

Barbara said it was an estimate that was provided at the last meeting as to what it would cost to replace those beds. *\*Minutes have been amended to reflect it was an estimate.*

Fixed Assets is an accumulation from when the clinic first opened. Paulette doesn't have any invoices to back any of the numbers reported and is unable to determine what #15000, #1710 & #1820 consists of exactly and how those numbers came about. She did however input the numbers for her and Barbara's laptops. Stephen suggested the county could have definitions as to what the categories would consist of under the Fixed Assets and then look at what we have that fits into these categories and revise the value.

Richard's objective is getting accurate, consistent numbers going forward because it is the job of the Commissioners to understand these. The official records of the financial documents being presented must be accurate. The next step is for PRPHD to hire an accountant (one time) to assist with providing accuracy and clarity on these matters as well as the depreciation issue brought up at the last meeting.



## Clinic Medical Director Update:

One issue is Paulette is working with the 2015 QuickBooks version and it wasn't set up to upload to the new version. Barbara will first contact Jeremy to see how the numbers were assigned and set at these amounts.

**Clinic Patient Numbers:** For the month of July there was 92 office visits, 12 lab draws, 3 PT/INR and 9 visits for the skin clinic. The clinic has been seeing busier days, at times there are 16 office visits in one day. They are also bumping up the number of medications carried on site to cover urgent medication needs.

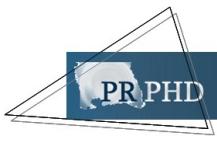
**Covid Vaccine Update:** WA State Department of Heath will be conducting site visits to all Covid Vaccine Clinics and are scheduled to come to Point Roberts on August 16<sup>th</sup> @ 1 pm. Their purpose is to help clinics do a better job by completing an inspection, understanding any deficiencies in vaccine delivery, review the logs and reporting system via online portal.

Dr. Bozorgzad was hoping Covid would be behind us however the Delta variant has been troublesome especially for the unvaccinated. There were 12 positive cases in Point Roberts. The clinic contacted these patients immediately to give instructions and complete contact tracing. Vaccinated individuals are doing very well in that there haven't been any hospitalizations. If the tests are sent to the State labs, they will not share information in regards to the strain. Dr. Bozorgzad is hoping to find out how many consisted of the Delta strain from Northwest Pathology.

**Telemedicine:** It would be a good idea to promote and educate the residents regarding telemedicine as we move into the Fall season. The last thing the clinic needs is to shutdown due to exposure to Covid. The staff all wear masks all the time and provide telemedicine if patients are having Covid symptoms. Staff have them wait in their car while we talk to them over the phone. It's explained to the patient that clinic staff are not abandoning them and will take care of them but protocols must be followed. Clinic staff have been working with the local labs to try and get PCR Covid test results back within the same day. That way the patient can be diagnosed for other issues and receive treatment at the clinic. Barbara and Alex are working on promotions for all social media platforms including the website with regards to telemedicine.

**Provider Coverage:** The clinic has full MD coverage 3 times a week. The mid-level position is something that not everyone can fill. Dr. Bozorgzad spoke to a graduate of Duke University with high marks but has no experience. He spoke with another candidate that had the education but no experience with geriatrics. The clinic requires at least 3 years of experience and are being very selective. Dr. Bozorgzad is continuing to try to convince and recruit Dr. Kelly Evans. She gave her notice to Peace Health a month ago.

**Insurance:** Alex has been working with Richard James (Farmers Insurance Agent) on the coverage. It has been problematic within the Whatcom County Auditor's Office because there isn't a distinction between PRPHD property and Fire District #5.



Alex suggested getting a building number such as Suite A, Suite B and to have a separate physical mailbox. Alex is working through this with the Insurance Agent and Auditor's office. The Hospital District is fully covered on the Business Liability policy and Slip & Fall but it does not include the outside of walls of the clinic such as the parking lot.

## **Superintendent's Report:**

**Update on past due billing from CNA:** Jeremy sent Barbara a copy of the check confirming that it was sent out and deposited for the full amount and also emailed it to CNA. Barbara will follow up with CNA to ensure everything is good.

**Resumption of in person meetings; awaiting hybrid platform:** Email was sent to the Parks Board stating the Hospital District would utilize the hybrid meetings with ZOOM when it becomes available.

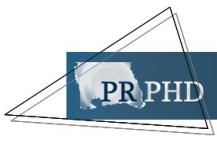
**Update on query to County regarding depreciation schedule:** Kathy who is our contact at the County is on vacation. Barbara was referred to another person and according to them we are not required to have a depreciation schedule. There's question as to whether or not it's needed for the Contractor. When Kathy returns from vacation Barbara will follow up.

**Upcoming time away:** Barbara will be away on vacation but working and accessible via phone, email and ZOOM meetings.

**Clinic parking lot lines – Stephen Falk:** Stephen spoke with Chief Carleton about the Parks District willingness to loan the paint striper he said they rented an applicator from Nielsen's Hardware. Virginia spoke with John and he has been painting the white lines (the parking lot belongs to the Fire District).

## **Other:**

Stephen asked about a particular resident that Dr. Bozorgzad spoke with in regards to receiving certain types of services through the clinic whether or not he is a patient. And if yes or no, to have this communicated to the Point Roberts residents. In this case the patient brought in an order from another physician and wanted to have the lab results forwarded to his doctor. SuperTrack is not a processing lab and will not perform tests that SuperTrack can't take ownership of, it's an issue with the chain of custody and has always been a policy. If SuperTrack were to get the patients results and it's abnormal, the provider has no way of knowing what their doctor's availability is or even if they have seen the results. If the patient comes to SuperTrack to be treated for abnormal test results, results can be forwarded to the patient's doctor to make sure what the clinic is doing for the patient is what they would like to be done.



Stephen & Richard would like to see this communicated to the residents that they either need to become a Primary Care patient or an Urgent Care patient. This way there will be no expectation that someone can walk into the clinic with a lab test request. They would need to understand that they need to make an arrangement.

Alex said she spoke with someone that was at the library at the time she called asking about Health Insurance Companies that SuperTrack is contracted with. This resident didn't have internet so she went to the library for access. Communication should also be posted at the library for people who utilize the internet there.

**Next Regular Meeting: Wednesday September 8<sup>th</sup>, 2021 @ 7:00 pm via ZOOM**

Meeting adjourned: 8:19 p.m.

*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