

Meeting Minutes
Wednesday February 12, 2025

Call to Order and Roll Call:

The meeting was called to order by Commissioner, Stephen Falk at 7:00 pm

Commissioners: Stephen Falk, Sara Oggel, Noel Newbolt
Staff Present: Superintendent: Javid Nouripour
Financial Advisor: Allison Calder
Recording Secretary: Farrah Carsten

Guests/Public Present: Alexandra Willey, Pat Grubb – APB, Vic Riley, Rhiannon Allen, Dee Gough, Galen Wood

Public Comment: None at this time

Approval of Prior Minutes:

Approval of minutes from previous PRPHD Regular Meeting (January 8, 2025)

Motion: To approve minutes as presented. Motion carried.

Financial Report:

Stephen mentioned that Paulette Ladner had resigned as the financial advisor and that Javid Nouripour (with help from Allison Calder) would be filling in for the time being.

Allison Calder presented the financial report which included the ending fund balance report. PRPHD has 3 separate accounts held by Whatcom County. In the first account the ending cash balance = \$125,320.93, the investment balance = \$73,812.66. The hospital reserve account ending investment balance = \$180,200.74, the capital fund = \$11,601.97.

*Stephen brought up 2 items to be noted: Farrah Carsten = \$31.82 for the WIX domain annual renewal, Javid Nouripour = \$50.58 for toner. Deanna also didn't submit her timecard but she will be paid for the same number of hours she worked in December 2024 and last month = 20 hours.

Current month payables \$16,672.62 / Payroll is \$3,215.00. Allison will send the warrants and payroll to Javid to submit to the county.

Bills presented for approval as follows:

- 01/08/25 – SuperTrack Urgent Care PLLC = \$16,000
02/12/25 – Point Roberts Bookkeeping = \$504
02/03/25 – Whatcom County Fire Distr. #5 = \$51.84
02/01/25 – Whidbey Telecom = \$6.37
02/03/25 – Bellingham Business Machine = \$28.01
02/12/25 – Farrah Carsten reimbursement = \$31.82
02/12/25 – Javid Nouripour reimbursement = \$50.58

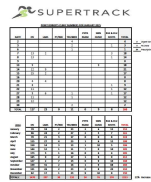
Payroll:

Javid Nouripour – Superintendent = \$1,740
Farrah Carsten – Secretary = \$552
Stephen Falk – Commissioner = \$161
Sara Oggel – Commissioner = \$161
Noel Newbolt – Commissioner = \$161
Deanna Perkins – Cleaner = \$440

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

Stephen brought up that the previous financials that were submitted may possibly need corrections in regards to small discrepancies that came up within the last month or two. Sara mentioned the storage unit reimbursement she received and the payment being over 29 cents.

Clinic Medical Director Update:



The image shows a screenshot of the SuperTrack software interface. At the top, the logo 'SUPERTRACK' is visible. Below it is a data table with columns for dates (e.g., 1/1, 1/2, 1/3, 1/4, 1/5, 1/6, 1/7, 1/8, 1/9, 1/10, 1/11, 1/12, 1/13, 1/14, 1/15, 1/16, 1/17, 1/18, 1/19, 1/20, 1/21, 1/22, 1/23, 1/24, 1/25, 1/26, 1/27, 1/28, 1/29, 1/30, 1/31) and rows for different categories of visits. The table contains numerical data representing visit counts for each date and category.

January = 168 total, 117 of those were clinic visits. SuperTrack is up by 4-5% compared to January 2024 where the office visits were 78. He pointed out that last year the clinic had more telemedicine numbers whereas this year the number is much lower reflecting that more patients are coming in.

Dr. Bozorgzadeh provided an update on the blood draws and transporting them through the border because they ran into problems 2 weeks ago. In the past he was given instructions by a supervisor at the U.S. commercial crossing to fill out certain forms prior to each crossing. This time a supervisor told him that he was not able to do this which led Dr. Bozorgzadeh to meeting with the Director of Point Roberts Border Control, Mr. Smith. A week ago, Mr. Smith sent Dr. Bozorgzadeh an email outlining how he met with his Canadian counterpart, they have made the restrictions easier and the doctor's will not have to pass through the commercial crossing anymore. He also instructed that the doctor's keep a copy of the letter he sent to show to any Border Agents questioning the validity of declaring the samples at the regular border crossing.

Dr. Taki will be working at the Point Roberts clinic. He's at a residency program at one of the New York Universities and is completing his last year of family medicine. Dr. Taki has family in Surrey and had reached out to SuperTrack wanting to do an elective rotating through the Point Roberts clinic. He will be working under the three doctor's supervision. Dr. Bozorgzadeh feels that this also will help with recruiting future physicians for the community.

Having the RN, Kim, has been very helpful when the doctors are not at the clinic. She gets the patients vitals, then calls (whoever is available) on a secure channel where an audio/visual meeting with the patient occurs. It's been working very well for SuperTrack.

Superintendent's Report:

Javid explained that he has had to rectify some pending tasks that were carried over from the previous superintendent but despite having the short notice of the extra responsibilities he has been fine with it. A task in conjunction with the clinic is looking into getting a handrail installed where patients are weighed in due to a fall risk. He contacted the Fire Department to see if this may be an issue because of the lease terms regarding drilling into walls and studs. The Fire Department believes it shouldn't be an issue but they will confirm with him.

Javid also had a meeting with Matthew Ellsworth from the Association of WA State Public Hospital Districts. Matt briefed him on new 2025 programs and new budgets to get items approved such as the railing needed at the clinic and the costs for contracting the work. Travel programs can also be setup like the Fire Department already has, Matt said PRPHD can get creative with ideas and they will assist since they have the budget.

Javid pointed out that if anyone had any remaining needs or something that needs to be looked into prior to when he was hired, to not hesitate and contact him, preferably via email. He is working on getting the official phone number transferred to him. Stephen added that the same superintendent email address and temporarily the financial advisor emails are being sent to Javid.

Stephen said one the tasks coming up is to file the delayed 2023 annual report and the 2024 annual report as soon as possible.

Other:

Next Regular Meeting: Wednesday March 12th, 2025 @ 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:

**Noel Newbolt, Commissioner 1
Stephen Falk, Commissioner 2
Sara Oggel, Commissioner 3**