

Minutes

Point Roberts Public Hospital District

Wednesday July 12, 2023

Call to Order:

The meeting was called to order at 7:02 p.m. by Stephen Falk, Commissioner (via Zoom)

Attending:

Commissioners: Stephen Falk, Sara Oggel, Noel Newbolt
Superintendent: Barbara Wayland
Financial Advisor: Paulette Ladner
Recording Secretary: Farrah Carsten

Introduction of Guests:

Dr. Sean Bozorgzadeh, Alexandra Wiley, Virginia Lester, Pat Grubb– APB

Public Comment: None at this time.

Approval of Prior Minutes:

Approval of minutes from previous PRPHD Regular Meeting (May 10th & June 14th, 2023)

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

Financial Report:

Financial Report:

Paulette Ladner presented the financial report. Current month payables \$16,586.60 / Payroll is \$3,233.00

There are no items to note.

Bills presented for approval as follows:

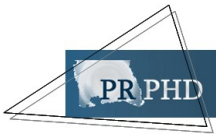
Bills paid:

07/01/23 – SuperTrack Urgent Care PLLC = \$16,000
06/13/23 – Point Roberts Bookkeeping = \$350
06/30/23 – Point Roberts Press = \$50
07/01/23 – Whidbey Telecom = \$63.51
07/02/23 – Whatcom County FD #5 = \$101.79
06/30/23 – Bellingham Business Machine = \$21.30

Payroll as follows:

Barb Wayland – Superintendent = \$1,827
Farrah Carsten – Secretary = \$504
Stephen Falk – Commissioner = \$114
Sara Oggel – Commissioner = \$114
Noel Newbolt – Commissioner = \$114
Deanna Perkins – Cleaner = \$280
Olivia Hughes – Cleaner = \$280

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



Records Retention Policy: Barbara is drafting a policy because there has never been one in place. She contacted the County to find out what their standard is so that PRPHD is in alignment. She received the information and will send a draft in a few weeks to the commissioners in hopes to have it approved by the next meeting.

Other:

SuperTrack payroll issue: Due to the holiday, the county check was 10 days late which resulted in payroll not being processed and caused distress. Alex asked if it was possible to approve 2 warrants in the next meeting. She further explained that by the time the County mails the check to Paulette who then mails it to Alex there's a big lag and because SuperTrack is a contractor the County can't process direct deposit for them. Alex clarified that she was wanting to see if there could be 2 motions to approve the warrants, not approve cutting a second check. Just approving it in advance so that Paulette gets the information to the County a week in advance. Stephen said they would need to talk with Paulette (between now and the next meeting) to see when she would have to submit it in a timely basis since it would only be a double up for one time. Possibly next month the process can be changed.

Next Regular Meeting: Wednesday August 9th, 2023 @ 7:00 pm via ZOOM

Meeting adjourned: 7:26 p.m.

Minutes approved verbally at the following month's ZOOM meeting

Stephen Falk

Sara Oggel

Noel Newbolt

Farrah Carsten