



Minutes

Point Roberts Public Hospital District

Wednesday January 10, 2024

Call to Order:

The meeting was called to order at 7:03 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, Erin, Pat Grubb– APB

Public Comment: None at this time.

Approval of Prior Minutes:

Approval of minutes from previous PRPHD Regular Meeting (December 13, 2023)

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

Financial Report:

Financial Report:

Paulette Ladner presented the financial report. Current month payables \$18,357.91 / Payroll is \$3,343.00

There are 3 items to note: Barbara Wayland reimbursement for McAfee subscription = \$149.99, Barbara Wayland reimbursement for staff holiday recognition Christmas baskets = \$792.66 and Farrah Carsten reimbursement for PRPHD Website reg/Domain renewal and 2-year hosting plan = \$329.32

Bills presented for approval as follows:

Bills paid:

01/31/24 – SuperTrack Urgent Care PLLC = \$16,000
01/01/24 – Point Roberts Bookkeeping = \$700
01/01/24 – Point Roberts Press = \$50
01/04/24 – Whatcom County FD #5 = \$272.43
01/01/24 – Whidbey Telecom = \$63.51
01/01/24 – Barbara Wayland reimbursements = \$942.65
01/04/24 – Farrah Carsten reimbursement = \$329.32

Payroll as follows:

Barb Wayland – Superintendent = \$2,001
Farrah Carsten – Secretary = \$552
Stephen Falk – Commissioner = \$114
Sara Oggel – Commissioner = \$114
Noel Newbolt – Commissioner = \$114
Deanna Perkins – Cleaner = \$448



Clinic Medical Director Update:

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



PHYSICIAN CLINIC NUMBERS FOR DECEMBER 2023

| DATE | CV | LABS | PLUM | TESTING | PHYS EXAM | WALK EXAM | PHYSICIAN TOTAL |
|--------------|----|------|------|---------|-----------|-----------|-----------------|
| 12 | | | | | | | 15 |
| 13 | | | | | | | 12 |
| 14 | | | | | | | 8 |
| 15 | | | | | | | 12 |
| 16 | | | | | | | 12 |
| 17 | | | | | | | 12 |
| 18 | | | | | | | 8 |
| 19 | | | | | | | 12 |
| 20 | | | | | | | 12 |
| 21 | | | | | | | 12 |
| 22 | | | | | | | 12 |
| 23 | | | | | | | 12 |
| 24 | | | | | | | 12 |
| 25 | | | | | | | 12 |
| 26 | | | | | | | 12 |
| 27 | | | | | | | 12 |
| 28 | | | | | | | 12 |
| 29 | | | | | | | 12 |
| 30 | | | | | | | 12 |
| 31 | | | | | | | 12 |
| TOTAL | | | | | | | 367 |

| 2023 | CV | LABS | PLUM | TESTING | PHYS EXAM | WALK EXAM | PHYSICIAN TOTAL |
|--------------|------------|-----------|-----------|------------|-----------|-----------|-----------------|
| January | 28 | 4 | 4 | 12 | 3 | 8 | 59 |
| February | 25 | 3 | 3 | 12 | 2 | 8 | 53 |
| March | 22 | 2 | 2 | 8 | 2 | 8 | 45 |
| April | 20 | 2 | 2 | 8 | 2 | 8 | 42 |
| May | 17 | 2 | 2 | 8 | 2 | 8 | 39 |
| June | 15 | 2 | 2 | 8 | 2 | 8 | 37 |
| July | 13 | 2 | 2 | 8 | 2 | 8 | 35 |
| August | 11 | 2 | 2 | 8 | 2 | 8 | 33 |
| September | 9 | 2 | 2 | 8 | 2 | 8 | 31 |
| October | 7 | 2 | 2 | 8 | 2 | 8 | 29 |
| November | 5 | 2 | 2 | 8 | 2 | 8 | 27 |
| December | 3 | 2 | 2 | 8 | 2 | 8 | 25 |
| TOTAL | 185 | 30 | 30 | 120 | 30 | 64 | 367 |

| 2022 | CV | LABS | PLUM | TESTING | PHYS EXAM | WALK EXAM | PHYSICIAN TOTAL |
|--------------|------------|-----------|-----------|------------|-----------|-----------|-----------------|
| January | 28 | 4 | 4 | 12 | 3 | 8 | 59 |
| February | 25 | 3 | 3 | 12 | 2 | 8 | 53 |
| March | 22 | 2 | 2 | 8 | 2 | 8 | 45 |
| April | 20 | 2 | 2 | 8 | 2 | 8 | 42 |
| May | 17 | 2 | 2 | 8 | 2 | 8 | 39 |
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| July | 13 | 2 | 2 | 8 | 2 | 8 | 35 |
| August | 11 | 2 | 2 | 8 | 2 | 8 | 33 |
| September | 9 | 2 | 2 | 8 | 2 | 8 | 31 |
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| TOTAL | 185 | 30 | 30 | 120 | 30 | 64 | 367 |

The clinic numbers for 2023 reflect that SuperTrack had an annual increase of 1%.

On the days that the clinic does not have a provider available, Sara Viant sees patients and meets with Dr. Bozorgzadeh via telemedicine if the patient has a laceration for example. In some cases, they have had the patient come directly to the Bellingham clinic. It has been working really well because Sara is an RN and has a lot of experience with telemedicine.

Superintendent's Report:

Barbara is in the process of getting all documents onto the hospital district computer which will then be backed up via Carbonite. This is to prevent loss of records should something happen to the computer.

Farrah was able to locate the Records Retention Policy and the Resolution that was passed to approve it. One item that needs to be looked at is how long to retain the records. Stephen mentioned something that had passed legislatively about the actual recordings having to be saved now in case someone disputes what was stated in a meeting. Now there is video to back up what was actually said in the meeting. All of that will be localized on the district computer.

- Farrah to remove the DRAFT watermark and enter the resolution number into the document.



Other:

Paulette is running out of space for all of the hospital district files she has stored. Barbara will look into storage space.

Pat Grubb will be on his boat during next month's meeting and doubts he will have internet access.

- Farrah will get in touch with Pat to ensure he gets access to the ZOOM recording and clinic numbers.

Next Regular Meeting: Wednesday February 14th, 2024 @ 7:00 pm via ZOOM

Meeting adjourned: 7:15 p.m.

Minutes approved verbally at the following month's ZOOM meeting

Stephen Falk

Sara Oggel

Noel Newbolt

Farrah Carsten