



Minutes

Point Roberts Public Hospital District

Wednesday February 8, 2023

Call to Order:

The meeting was called to order at 7:00 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, Shivé Marshall, Erin Kelly– APB, Elisabeth Mason, Vic Riley

Public Comment: None

Approval of Prior Minutes:

Approval of minutes from previous PRPHD Regular Meeting (January 11, 2023)

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

Financial Report:

Financial Report:

Paulette Ladner presented the financial report. Current month payables \$35,394.39 / Payroll is \$3,010.00

There is 1 item to note: Whatcom County Fire District 5 annual rent = \$18,778.61

Bills presented for approval as follows:

Bills paid:

02/01/23 – SuperTrack Urgent Care PLLC = \$16,000
01/31/23 – Point Roberts Bookkeeping = \$280
01/27/23 – Point Roberts Press = \$50
02/01/23 – Whidbey Telecom = \$47.19
01/30/23 – Whatcom County FD #5 = \$238.59
01/30/23 – Whatcom County FD #5 = \$18,778.61

Payroll as follows:

Heather Dixon – Cleaner = \$448
Barb Wayland – Superintendent = \$1,740
Farrah Carsten – Secretary = \$480
Stephen Falk – Commissioner = \$114
Sara Oggel – Commissioner = \$114
Noel Newbolt – Commissioner = \$114

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



Paulette and Barbara completed the census a few weeks ago. Paulette is currently working on the Annual Report which is due May 30.

Clinic Medical Director Update:

The image shows a spreadsheet titled 'SUPERTRACK'. It contains multiple columns and rows of data, likely representing patient visits or lab results. The data is organized into several sections, with some cells highlighted in red. The columns include various numerical values and text labels, though they are difficult to read due to the small size of the image.

Total of 144 clinic visits for January. The goal has been to increase the number of office and telemedicine visits while trying to reduce the number of labs. Labs are problematic due to Fed Ex pick up times being unreliable. Samples can be sitting for too long causing erroneous lab results and resulting in having to repeat the tests. If there isn't significant issues, patients are being directed to Quest Labs directly as the preference. For those that cannot cross the border or patients with mobility issues/restrictions, the clinic will continue to perform the lab tests. During 2022 there was a total of 1,805 clinic visits and during 2021 the total was 1,638. For 2023 Dr. Bozorgzadeh is hoping to continue the trend.

The last 2 months have been difficult for staff due to personal and family health matters. There were also weather issues that arose but the staff has been good about not letting the business falter. Dr. Bozorgzadeh is aggressively recruiting part-time or full-time staff and asked for referrals so the clinic can boost up staffing.

RSV and influenza has slowed down but Dr. Bozorgzadeh advised not to put guards down in regards to Covid because the clinic is still seeing cases of infection.

Stephen asked if there is a functioning patient portal for the Point Roberts patients to send messages to the Doctors and who should he direct people to contact in regards to this. Dr. Bozorgzadeh explained that Advanced MD has a functioning portal but it's underutilized because the Point Roberts staff are not tech savvy and it is not as user friendly as it should be. The hope is to utilize it more because patients can pay their bills, view tests results and use it for secure messaging. If patients are having problems accessing the portal, Alex asked for them to be referred to the Bellingham clinic for assistance.

Superintendent's Report:

District computer: Barbara is currently using her personal computer to conduct business because the district computer is running too slow. A new computer was budgeted for but she won't buy it until she finds the right replacement and then will present it to the commissioners for approval on the cost.

Replacement fax/copier for clinic: The fax/copier inherited from Unity Care is not working and there aren't parts available to fix it. Currently there is a loaner in place.



Barbara spoke to Bellingham Business Machines and there is a replacement offered for a good price that is a black and white fax/copier and will have parts available for at least 6 years. The faxes can also be linked to the computer in the clinic, medical records can be attached to a patients electronic file versus printing and scanning the information into a computer. If they were to purchase a newer model, the cost is significantly higher and would be a color copier due to supply costs under the service contract. Barbara sent the information to the commissioners for approval.

Alex mentioned that the loaner machine is more than sufficient and if it does connect to the computer onsite it will reduce the use of paper. Barbara commented that the copier currently at the clinic has been loaned out to other businesses for use whereas the replacement she is looking at is a new piece of equipment. Also, it may not be for sale and the parts may not be available for repairs.

Motion: Approval to incur the expense to acquire the new fax/copier/printer for a total of \$3,995.00 + tax. **Motion carried.**

Other: Heather Dixon (the cleaner) for the clinic turned in her resignation due to issues with being at the clinic on weekends when patients are not present. Her last day will be in 2 weeks. Barbara has asked for referrals for a replacement and will be placing ads in Point Roberts.

Other:

Stephen would like to have a discussion on the issue of changing the terms in the next contract renewal with SuperTrack at the March or April meeting. Both Sara and Noel advised to have this as an agenda item at the March meeting.

In the January meeting the officers should have selected a chair and even a vice chair to run the meetings. Both Sara and Noel agreed to have Stephen as the chair. Sara offered to be the vice chair.

Next Regular Meeting: Wednesday March 8th, 2023 @ 7:00 pm via ZOOM

Meeting adjourned: 7:30 p.m.

Minutes approved verbally at the following month's ZOOM meeting

Stephen Falk

Sara Oggel

Noel Newbolt

Farrah Carsten