

## Minutes

Point Roberts Public Hospital District

February 11, 2020

### **Call to Order:**

The meeting was called to order at 7:05 p.m. by Stephen Falk, Commissioner

### **Attending:**

Commissioners: Kandace Harper, Stephen Falk, Richard Dennis (via Skype)  
Superintendent: Barbara Wayland  
Financial Advisor: Paulette Ladner  
Recording Secretary: Farrah Carsten

### **Introduction of Guests:**

Dr. Sean Bozorgzad, Bill Zidel  
Approval of minutes from previous PR PHD Regular Meeting (Jan. 14, 2019)

### **Approval of Prior Minutes:**

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

### **Financial Report:**

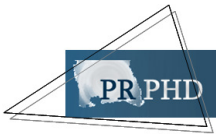
#### **Financial Report:**

Paulette Ladner presented the financial report. Current month payables \$24,458.42. Payroll is \$2,230.00  
There are 6 items to note: Reimbursement to Deborah Shields for Dragon Medical One monthly subscription = \$99.00, Barbara Wayland for January 16 Xmas dinner = \$446.45, priority mailing of last months warrant = \$7.35 (total amount \$446.45), Whatcom County Admin Services (Qtr. 4 payroll services) = \$150.00, WA State Auditor's Office for Assessment Audit = \$1,601.60 and Super Track for ECG purchase = \$5,449.35

#### **Bills presented for approval as follows:**

Bills paid after the December 10th meeting:

02/01/20 – SuperTrack Urgent Care PLLC - \$16,000  
01/31/20 – Point Roberts Bookkeeping - \$224.75  
01/31/20 – Point Roberts Press – Advertising - \$50.00  
12/31/19 – Bellingham Business Machine - \$29.53  
02/01/20 – Whidbey Telecom – Telephone - \$94.36  
02/02/20 – Whatcom County Fire District 5 – Utility - \$313.38  
01/31/20 – Deborah Shields – Reimbursement - \$99.00  
12/19/19 – SuperTrack Urgent Care - ECG - \$5,449.35  
01/26/20 – Barbara Wayland - Reimbursement - \$446.45  
01/13/20 – Whatcom County Admin Svc (Qtr4 Payroll) - \$150.00  
01/31/20 – WA State Auditor's Office - \$1,601.60



**Payroll as follows:**

Heather Dixon – Cleaner - \$338  
Barb Wayland - Superintendent - \$1,080  
Farrah Carsten – Recording Secretary - \$360  
Kandace Harper – Commissioner - \$114  
Stephen Falk – Commissioner - \$114  
Richard Dennis – Commissioner - \$114

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

**Provider's Report:**

ECG/Spirometer training will take place next Wednesday at the clinic.

In January there were 104 patients, 13 were new patients, 91 were follow up appointments. 18 (20%) were nurse visits, the rest were evaluated and treated by Deb.

**Superintendent's Report:**

**Biohazard & Sharps Waste Disposal:** Per Jeff, residents disposing of syringes must be within the disposal ordinance of Whatcom County. A plastic bottle i.e. bleach bottle, litter soda bottle, cap it tightly label it and drop in the trash. There must be no moisture in the container, and it should be packed firmly where it can't poke someone. This is perfectly legal.

Community Education poster to be approved then posted in the paper and on PAWS. Need to be careful on wording (conveyance) as to not bring on liability.

Currently 5 canisters of sharps are left and will be taken care of. From that point forward SuperTrack will assume responsibility.

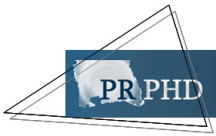
**2020 Clinic Insurance Update:** District insurance renews in 3 months. Kaiser is officially gone, Life Wise has been added.

**Clinic Rental Agreement** Will be coming through

**Corona Virus** Chief Carleton put a message out on PAWS for residents. Masks are good for a limited amount of time but will not prevent you from getting the virus. M95 is a better fit. It is still unknown how this virus behaves. For current information go to [cdc.gov](https://www.cdc.gov)

**Hourly Rate Adjustment – Superintendent** – Executive Session & Decision in place. Announcement will be made.

Public Session reconvened @ 8:00 pm



Motion to approved \$2/hour retroactive Feb 1, 2020, commencing as soon as legally possible

Motion: Approved

**Other:**

**Email:** Dick to transfer ownership of email account to Richard Dennis and Barb to speak with Louann

**PRPHD Policies:** Policies need to be looked at and reviewed, decide what we need a policy for, if the current policies still apply. There are approximately 7-8 policies, do they still apply?

SuperTrack Contract: Commissioners need to look at the wording and review the contract. The contract is public and not confidential.

Inventory: Barb & Kandy to complete, SuperTrack needs that copy too.

Meeting was adjourned at 8:16 p.m.

Regular Meeting: Tuesday March 10<sup>th</sup>, 2020 @ 7 pm

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Stephen Falk

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Kandace Harper

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Richard Dennis

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Farrah Carsten