

Minutes

Point Roberts Public Hospital District

Wednesday December 13, 2023

Call to Order:

The meeting was called to order at 7:05 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, Galen Wood, Erin, Pat Grubb– APB

Public Comment: None at this time.

Approval of Prior Minutes:

Approval of minutes from previous PRPHD Regular Meeting (November 8, 2023) and PRPHD Special Meeting (November 27, 2023)

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

Financial Report:

Financial Report:

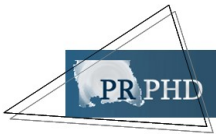
Paulette Ladner presented the financial report. Current month payables \$20,466.20 / Payroll is \$3,575

There are 4 items to note: Fire District #5 has 2 invoices to be paid, November 2023 = \$179.19 & December 2023 = \$236.52. Bellingham Business Machines has 2 invoices to be paid, November 2023 = \$33.13 & December 2023 = \$21.97

Bills presented for approval as follows:

Bills paid:

11/30/23 – SuperTrack Urgent Care PLLC = \$16,000
11/30/23 – Point Roberts Bookkeeping = \$700
11/29/23 – Point Roberts Press = \$50
11/10/23 – Whatcom County FD #5 = \$179.19
12/03/23 – Whatcom County FD #5 = \$236.52
12/05/23 – Assoc. of WA PHD = \$3,200
11/01/23 – Bellingham Business Machine = \$33.13
12/01/23 – Bellingham Business Machine = \$21.97
12/01/23 – Whidbey Telecom = \$45.39



Payroll as follows:

- Barb Wayland – Superintendent = \$1,827
- Farrah Carsten – Secretary = \$504
- Stephen Falk – Commissioner = \$228
- Sara Oggel – Commissioner = \$228
- Noel Newbolt – Commissioner = \$228
- Deanna Perkins – Cleaner = \$560

**Initial financial report did not include the payment for the Commissioners attending the special meeting on November 27th, 2023. Payroll was not yet submitted to the county; Paulette will correct and send it out.*

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

Clinic Medical Director Update:

The image shows a 'SUPERTRACK' spreadsheet with multiple columns including 'CLINIC', 'DATE', 'AMOUNT', 'PERIOD', 'APPROVAL', 'STATUS', 'DATE', 'AMOUNT', and 'TOTAL'. It contains several rows of data, likely representing clinic visits and associated costs over time.

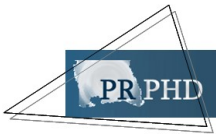
The clinic numbers were a little lower than last year, 137 versus 154. Dr. Bozorgzadeh said it was due to himself, Dr. Evans and Dr. Lary contracting Covid and appointments were done via telemedicine. Dr. Bozorgzadeh took Paxlovid per his doctor's advice and was able to get rid of the symptoms within 24 hours.

Superintendent's Report:

The 2024 budget was approved and sent to the county within the deadline.

There was a rumor that Barbara was retiring, she confirmed it was not true and would give at least 3 months' notice should she decide to leave.

Barbara will create Christmas gift baskets again this year for the clinic staff.



Records Retention Policy: The new regulation states all recorded meetings must be saved which the district is in compliance with because Farrah has been saving all of the recordings. It will need to be added into the policy.

Other:

Currently SuperTrack is receiving payroll via priority mail but it was a little late during the Thanksgiving holiday. Stephen suggested why pay \$6.95 a month for priority mail when the district had already passed a resolution and instructed to double up on one payment so that payroll would be a month ahead of schedule, avoiding late payments. Paulette expressed frustration over the process. Stephen stated that if Paulette didn't want to do it to explain why so the commission could reconsider it.

Next Regular Meeting: Wednesday January 10th, 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