

Minutes

Point Roberts Public Hospital District

Wednesday July 14, 2021

Call to Order:

The meeting was called to order at 7:01 p.m. by Stephen Falk, Commissioner (via Zoom)

Attending:

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

Introduction of Guests:

Dr. Mae Lary, Alexandra Wiley

Approval of Prior Minutes:

Approval of minutes from previous PR PHD Regular Meeting (June 9, 2021)

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

Financial Report:

Financial Report:

Paulette Ladner presented the financial report. Current month payables \$16,668.08. Payroll is \$3,344.00. There is 1 item to note: Whatcom County Administrative Services for 2021 Q2 payroll services = \$190.00

Bills presented for approval as follows:

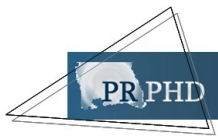
Bills paid:

07/01/21 – SuperTrack Urgent Care PLLC = \$16,000
07/09/21 – Point Roberts Press - WNPA = \$50
06/30/21 – Point Roberts Bookkeeping = \$224
06/25/21 – Point Roberts Press - Advertising = \$50
07/01/21 – Bellingham Business Machine = \$20.77
07/01/21 – Whidbey Telecom = \$47.99
07/02/21 – Whatcom County FD #5 = \$85.32
06/24/21 – Whatcom Co. Admin Serv = \$190.00

Payroll as follows:

Heather Dixon – Cleaner = \$560
Barb Wayland – Superintendent = \$1,914
Farrah Carsten – Secretary = \$528
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.**



POINT ROBERTS CLINIC NUMBERS FOR JUNE 2021

DATE	OV	LABS	PT/INR	TELEMED	PHYS EXAM	COVID TEST	SKIN CLINIC	TOTAL
1	7	3	1			2		13
3	8	4				2		14
7	17	3	1					21
8	6	3			1			10
10	6	3	1		1			11
14	2	1	1				14	18
15	10				1			11
17	8	3						11
21	13	3			1			17
22	9	2	2					13
24	3	2	1		1			7
28	12	1	1					14
29	4	5	2					11
TOTAL	105	33	10	0	5	4	14	171

Clinic Medical Director Update:

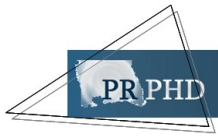
Clinic Patient Numbers:

Alex provided the numbers for June. In June there was a total of 171 clinic visits. 4 fire fighter exams, 5 physical exams, 33 labs, 105 office visits, 10 PT/INR and 14 visits for the skin clinic.

Richard inquired if the administrative fee has been straightened out for the people getting the Covid vaccines. Alex said it's getting closer. The State has a portal that uninsured people go through and it will all be paid for by the State. For the insured people, the insurance providers are being billed directly. Willy has gathered everything that was sent out and billed to patients who brought it back in. Richard asked if the people that received the notice, do they know that they don't have to respond to that bill. Alex said not yet but they are calling people. As far as the testing goes there's a small administrative fee but the bulk of that test is charged by Northwest Labs.

The clinic hours have been adjusted temporarily. Staff will be there 11 am – 6 pm on Monday's and Tuesday's, 11 am – 5 pm on Friday's, 3 days of the week are still full days.

Richard wanted to know if there had been an increase with telemedicine calls on the weekends. Alex hadn't noticed an increase in the telemedicine calls because when the call comes in to Lakeway it is charged to Lakeway and she hasn't figured out how to differentiate between the calls from Point Roberts and the general public. Dr. Mae Lary said in general they have very few telemedicine calls no matter what day of the week because it is offered on Wednesday's and Thursday's. The days that she is there she has observed 1 or 2 telemedicine calls. It could be that people don't know or they are still adjusting to telemedicine. Promotion and advertising had been sent out according to Barbara. Alex will get the word out on the new hours via PAWS and APB, the voicemail and website has been updated.



Certificate of Insurance copies were received from SuperTrack. Per Stephen the document is a statement of what insurance SuperTrack has and the levels and types of coverage but it did not represent a statement that the PRPHD is an additional named Insured. Dr. Mae Lary asked Alex to make this a priority in getting it corrected.

Richard pointed out that in section 5.1 of the contract it states specifically about 3 different types of insurance such as professional liability insurance policy which is in connection with services being provided and commercial general liability is another one. He requested documentation that all 3 are covered. Richard will send a copy of section 5.1 of the contract to Alex via email for reference.

Superintendent's Report:

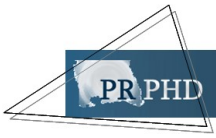
Upcoming election for PRPHD Commissioner, Position 3: Two candidates have filed to run for the Kandace's position in the November election.

Resumption of in person meetings: Bennett sent out an email to all organizations that utilized the Community Center in the past about resuming the meetings. Richard will likely be out of Point Roberts in September. He can attend online if the hospital district will continue to have that option or hybrid so that we can have both in house and people logging in remotely.

The Park District that hosts these meetings at the Community Center is trying to get a system in place. Stephen said they looked at a system today that would allow for these hybrid meetings where you can have in person and remote people attending that should pass the standards for an open public meeting in Washington state.

Discussion regarding changing insurance providers – Stephen Falk: Stephen spoke to Roxanna Jensen with The Partners Group. She reviewed and identified shortcomings in our current policy such as defense costs and language (Commissioners would not be penalized for bad actions of another Commissioner). She didn't recommend changing providers mid policy. In October/November Stephen will get back to her. There was 1 other firm Roxanna spoke to that wasn't interested.

There is a new bill which is past due from CNA for \$1,301.00. Barbara has sent a query to Parker, Smith & Feek because she believes we don't owe anything since the last invoice was paid in full. Stephen suggested that a special meeting can be called to approve the payment if the invoice is legitimately past due.



Clinic parking lot lines – Stephen Falk: Stephen will talk with Chief Carleton in person about the clinic parking lot lines because it's a safety and practical issue. He's sure he can get the Park District to loan them the striping paint machine.

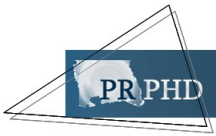
Request from Kandace Harper re: date of October meeting: Kandace will not be able to attend the October meeting in person but can probably attend via ZOOM. Barbara will be away September and November and Richard will be away in September. Zoom meetings will take place from August forward.

Other:

Richard called the State Auditor's office but reached the voicemail so rather than leave a message he went to their website. BARS is applicable to all public districts in Washington. It does appear to call for depreciation to be shown on the statements. Richard sent the link to everyone to look at. We have fixed assets on our balance sheet and line #1750 for accumulated depreciation that shows zero. The fixed assets would be furniture and any medical and computer equipment.

Alex brought up that the tenant improvements (floors, doors for the remodel), were provided and paid for by Unity and not by the Hospital District. Would that be the Hospital Districts property or abandoned property of Unity's. The commission would be custodians of items left behind rather than owners of items that were purchased. Barbara said Unity opted more or less to abandon the property because they wanted to change immediately without any payment. Richard wants to have the balance sheet fixed. If there are things that don't belong on the balance sheet then it should be removed and if there are items that need to be depreciated then we should depreciate it. If it costs us to get an Accountant to review those things and to make sure that going forward, we have accurate statements, then let's do it.

Stephen said before money is spent that either he or Richard should follow up with the State Auditor's office to really confirm that there's nothing being missed, there is no exception that applies to us, or if it's mandatory versus recommended. We'll identify the limited assets that we have that fall into this category which is not much. We can just do the straight-line depreciation and keep it simple and reevaluate what's on the balance sheet and apply the amounts properly.



There may not be invoices for the furniture but we do have the invoices for the laptops. Other items to consider: ECG machine was purchased for SuperTrack, Dragon software for 2 licenses (Alex has this), Chief Carleton acquired the temperature control log mechanisms for the vaccine refrigeration, the refrigeration systems were abandoned property from Unity, Chief Carleton paid for the data loggers out of the Fire District budget, old lab equipment was replaced & paid for by SuperTrack, the fax/copier machine at the clinic, the servers are owned by SuperTrack, 3 exam room beds owned by PRPHD (worth \$10k-\$15k).

Next Regular Meeting: Wednesday August 11th, 2021 @ 7:00 pm via ZOOM

Meeting adjourned: 7:47 p.m.

Minutes approved verbally at the following month's ZOOM meeting

Stephen Falk

Kandace Harper

Richard Dennis

Farrah Carsten