

## Minutes

Point Roberts Public Hospital District

Wednesday July 13, 2022

**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:**

Alexandra Wiley, Virginia Lester, Patrick Grubb – APB

**Public Comment:** None

**Approval of Prior Minutes:**

Approval of minutes from previous PRPHD Regular Meeting (June 8, 2022)

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

**Financial Report:**

**Financial Report:**

Paulette Ladner presented the financial report. Current month payables \$16,458.09. Payroll is \$3,233.00.

There are no items to note.

**Bills presented for approval as follows:**

Bills paid:

07/01/22 – SuperTrack Urgent Care PLLC = \$16,000  
06/24/22 – Point Roberts Press = \$50  
06/30/22 – Point Roberts Bookkeeping = \$224  
06/30/22 – Bellingham Business Machine = \$38.59  
07/01/22 – Whidbey Telecom = \$53.43  
07/04/22 – Whatcom County FD #5 = \$92.07

**Payroll as follows:**

Heather Dixon – Cleaner = \$560  
Barb Wayland – Superintendent = \$1,827  
Farrah Carsten – Secretary = \$504  
Sara Oggel – Commissioner = \$114  
Stephen Falk – Commissioner = \$114  
Noel Newbolt – Commissioner = \$114

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



**Clinic Medical Director Update:**



**POINT ROBERTS CLINIC NUMBERS FOR JUNE 2022**

DATE	OV	LABS	PI/PH	TELEMED	PHYS EXAM	SKIN CLINIC	B12 & FOL SHOTS	TOTAL
4	10							10
5	4	5		1				10
7	14	3						17
9	5							5
13	2	4				4		10
16	11	1						12
16	11			2	1			14
20	3	4		5				12
21	10			1				11
23	6			6				12
27	7			2				9
28	4	3	1		1			12
30	7			2	1			10
<b>TOTAL</b>	<b>97</b>	<b>20</b>	<b>1</b>	<b>22</b>	<b>9</b>	<b>4</b>	<b>0</b>	<b>144</b>

2022	OV	LABS	PI/PH	TELEMED	PHYS EXAM	SKIN CLINIC	B12 & FOL SHOTS	TOTAL
January	88	25	8	20	2	7	11	164
February	29	23	7	10	7	1	3	120
March	101	14	5	13	9	9	2	154
April	56	25		12	3	7	4	107
May	105	18	3	10	4	9	2	157

2021	OV	LABS	PI/PH	TELEMED	PHYS EXAM	SKIN CLINIC	B12 & FOL SHOTS	TOTAL
January	28	11	7	2	3	2		53
February	24	11	8	2	5	4		52
March	83	13	5	4	7	11		123
April	48	10	5	7	1	10		81
May	46	29	6	2	6	6		116
June	105	33	10	12	9	14		173
July	92	12	3			9		116
August	118	29	6	12	1			166
September	82	21	6	15				135
October	87	21	11	18	6			153
November	71	16	6	20		4	18	136
December	45	7	10	10	3	4	18	113

**Superintendent's Report:**

**Point Roberts Clinic:** Heather Dixon will be taking 2 days off in August, Amanda Lyn will cover the open shifts.

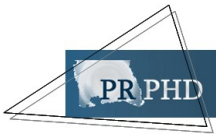
**COVID Testing/Vaccinations** Testing and vaccinations are continuing and proving to be a valuable tool for Point Roberts residents.

**PAWS:** The new list-serve replacing Paws (Point ePost) will be tabled for now until we know what the monthly fee is.

**Clinic fax/printer:** The desire to have a fully electronic system is not going to be supported by the level of fiber optic cable that is being installed at the clinic therefore the current paper fax/printer system will not be changing to an electronic version. Barbara advised Chief Carleton on the situation. Stephen suggested that depending on the number of faxes the Fire Department receives, they could use the fax machine in the clinic. The Fire Department currently has one machine but was wanting to have a second one.

Per Alex, it is not possible to integrate the phone system with Bellingham or Comcast. The fiber optic that she had purchased from Whidbey Telecom is not available until someone in Canada turns on a switch. A lot of money is being spent on long distance. Whidbey offers a business plan where long distance is included on a base rate but it's still costly. The clinic can't port or forward numbers, everything is locked to that building (Point Roberts clinic) and that phone number. To avoid confusion, forwarding of the phone lines has stopped when staff have left for the day. The voicemail message instructs patients to call the Bellingham clinic for any emergencies.

The fiber is installed in the building and all of the servers, routers and computers are integrated. When a staff member logs in to their account from any machine within the clinic, all of their information will be there because it's stored on the servers allowing them to work or train in either of the locations.



**Point Roberts Volunteer Appreciation Day:** The event went very well there was music, food and lots of people attended.

**Records Request Policy:** We currently do not have a policy in place that delineates how long we keep records that are subject to a records request. The information from the County and the Office of the SAO show 8 years is an acceptable window to save everything. Rather than writing a new policy we can amend the existing records request policy with a line indicating how long electronic and paper records to be kept. The financial advisor is required to keep records for 7 years. Per Stephen, insert a sentence stating that the district complies with 'the relevant statute' of WA State. Barbara will contact the Office of the SAO and ask which statute should be quoted in the policy.

**Website update:** Alex will figure out how to word contacting the providers in Bellingham and provide the updates to Farrah in order to update the site.

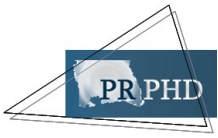
**SuperTrack Contract:** Per the last meeting, the renewal deadline was June 30, 2022. If either side has not given notice, the contract will automatically resume for an additional year. The initial term was for 2 years and then switches to an annual year term. Dr. Bozorgzadeh originally requested to have the renewal set for a 2-year term due to planning for staffing needs, etc.

Stephen Falk expressed that he is not in favor for a 2-year term and would prefer to keep the 1-year term as stated in the contract. Sara stated she could see doing it either way but that she didn't want to make a commitment right now. Noel sees pros and cons on both ends but prefers the 1-year term. The discussion will continue at the next meeting with Dr. Bozorgzadeh.

**Other:**

**Test to Treat Initiative:** This program involves people over a certain age or those that have underlying conditions that test positive for Covid. These patients receive an antiviral such as Paxlovid for treatment at one location, if appropriate. Noel raised the issue that Point Roberts is isolated and if people test positive, they aren't able to cross the border to receive treatment or medication. She would like for SuperTrack to look into having Paxlovid available for Point Roberts.

Although SuperTrack purchases some pharmaceuticals (Z-Packs), they would have to be a pharmacy. SuperTrack would have to be a federally recognized clinic (non-profit) in order to receive the antivirals for free. Alex will look into this and see if their antibiotics supplier is able to send antivirals.



**Next Regular Meeting: Wednesday August 9<sup>th</sup>, 2022 @ 7:00 pm via ZOOM**

Meeting adjourned: 7:27 p.m.

*Minutes approved verbally at the following month's ZOOM meeting*

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Stephen Falk

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Sara Oggel

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Noel Newbolt

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Farrah Carsten