

Minutes

Point Roberts Public Hospital District

November 1, 2017

Call to Order:

The meeting was called to order at 7:00 p.m. by Dick Williams, Commissioner

Attending:

Commissioners: Dick Williams, Robin Nault, Kandace Harper
Superintendent: Elaine Komusi
Financial Auditor: Jackie Gibilterra
Recording Secretary: Reneé Coe
Absent:

Introduction of Guests:

Vic Riley, Shannon Tomsen, Pat Grubb All Point Bulletin

Approval of Prior Minutes:

Approval of minutes from previous PR PHD Regular Meeting (Oct. 4, 2017)

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

Business:

Financial Report

Jackie Gibilterra presented the financial report. Current month payables \$15,331.94. Payroll is \$2,302. Includes Whatcom County third quarter payroll services in the amount of \$180.

Bills presented for approval as follows:

Bills paid after the Oct. 4th meeting:

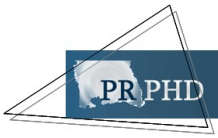
11/1/17 – UCNW – Contract - \$14,666.67
10/31/17 – Jackie Gibilterra – Professional Services - \$217
10/31/17 – Whatcom County Fire District 5 – Utility - \$147.24
10/27/17 – Bellingham Business Machine – Office Expense - \$37.48
10/27/17 – Point Roberts Press – Advertising - \$50
11/1/17 – Whidbey Telephone – Telephone - \$33.55
10/4/17 – Whatcom County AS Finance - \$180

Payroll as follows:

Renee Coe – Secretary - \$537.60
Heather Dixon – Cleaner - \$448
Elaine Komusi – Superintendent - \$974.40
Kandace Harper – Commissioner - \$114
Robin Nault – Commissioner - \$114
Dick Williams – Commissioner - \$114

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

November 1, 2017



Superintendent
Report:

Budget 2018 Initial Review

Elaine told the group that she is waiting for Des Skubi, CEO of UCNW and/or Shanon Hardie, COO UCNW to send the 2018 Clinic operation contract rate and is also waiting for information regarding the levy from the county.

Elaine asked the group if they had any special projects they would like to undertake for 2018. Discussion regarding an X-ray machine but decided the cost is too high for the too few who might use it.

The group reviewed the budget excel sheet which included 4 columns titled:

- 2017 actual to end of Sept.
- extrapolated to year-end 2017
- suggested budget
- notes

Commissioner Harper asked if there was a rent increase from the fire district for the clinic space in 2018. Elaine had not received an increase notice but would follow-up by reviewing the lease information.

Elaine and Jackie, the financial advisor will get together and complete the first draft of the 2018 budget and present it at a special meeting. Commissioner Williams requested the budget excel sheet include three previous years budget data for review.

The group discussed the dental van program in which Unity Care committed to sharing the cost of this service twice a year. Next one scheduled for the spring of 2018. The program was very successful. Two vans included one for the school kids and the other for adult dental. No patients were charged for the service. UCNW will bill patients with insurance coverage (for dental) to offset the cost.

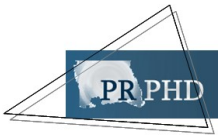
The group also discussed continuing to educate the public about the clinic by including monthly topics (two to three sentences) on Point-Interface by the provider. Elaine will follow-up with Natalie.

December Quarterly Meeting

The next quarterly meeting with Shanon Hardie, COO UCNW will be Thurs. Dec. 14th. The meeting will begin at 6:00 PM and the group will hold its annual holiday dinner after the meeting. Restaurant location TBD.

Other:

A Special Meeting for 2018 Budget Review will be held on Wed. Nov. 29th. The secretary will notify the APB and the parks board to confirm meeting room space.



Next Step

- Elaine will review the fire dept. lease for clinic rate increase
- Elaine will follow-up with provider regarding posting on P-I

Next meeting:

Special Meeting: Wednesday November 29, 2017
Regular Meeting: Thursday December 14, 2017

Adjournment:

Meeting was adjourned at 7:30 p.m.

Signatures:

Respectfully submitted by: Reneé Coe

Dick Williams

Robin Nault

Kandace Harper

Reneé Coe