

## Minutes

Point Roberts Public Hospital District

October 4, 2017

### **Call to Order:**

The meeting was called to order at 7:02 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:**

Pat Grubb, All Point Bulletin

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

Approval of minutes from previous PR PHD Regular Meeting (Sept. 14, 2017)

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

### **Business:**

#### ***Financial Report***

Jackie Gibilterra presented the financial report. Current month payables \$15,320.92. Payroll is \$3,974. Retro pay in the amount of \$1,600 for Commissioners as per RCW rate increase from July 2013: 29 meetings for Kandace Harper, 54 meetings for Robin Nault, 57 meetings for Dick Williams and 20 meetings for x-Commissioner Barb Wayland.

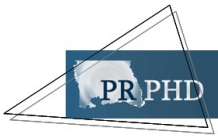
#### **Bills presented for approval as follows:**

Bills paid since the Sept. 14<sup>th</sup> meeting:

10/2/17 – UCNW – Contract - \$14,666.67  
9/30/17 – Jackie Gibilterra – Professional Services - \$315  
10/1/17 – Whatcom County Fire District 5 – Utility - \$103.95  
9/28/17 – Bellingham Business Machine – Office Expense - \$39.90  
9/29/17 – Point Roberts Press – Advertising - \$50  
10/1/17 – Whidbey Telephone – Telephone - \$33.40  
10/1/17 – USPS – PO Box Renewal to 10/31/2018 - \$112

#### **Payroll as follows:**

Renee Coe – Secretary - \$563  
Heather Dixon – Cleaner - \$448  
Elaine Komusi – Superintendent - \$1020.80  
Kandace Harper – Commissioner - \$114  
Robin Nault – Commissioner - \$114  
Dick Williams – Commissioner - \$114  
Kandace Harper – Commissioner – Retro - \$290  
Robin Nault – Commissioner – Retro - \$540



Dick Williams – Commissioner – Retro - \$570  
Barbara Wayland – X-Commissioner – Retro - \$200

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

### ***Results of the Audit***

Elaine congratulated Jackie Gibilterra, the HD financial advisor for all her work in completing the 2015/2016 audit with the state. The audit passed flawlessly. The only recommendation was to include detailed financial information in the monthly minutes. The secretary will add beginning this meeting. The auditor found that the Commissioners were not receiving the increased amount of \$114 per meeting as passed by the state in July 2013. The previous auditor missed it in the 2013/2014 audit summary. The financial report above outlines the retro pay (from \$104 to \$114 per meeting) increase for each Commissioner.

### **Review and Approval of Survey Questions**

The group discussed the Pro's and Con's of initiating a community wide survey regarding the Clinic's operation. Commissioner Nault stated she was not in favor of the survey while Commissioners Harper and Williams said they were. Commissioner Nault said she was not in favor because the HD does not have the ability to fix (what may be perceived from the public) as wrong with the Clinic such as adding additional days open. No data is available on what the cost would be in adding an extra day to the budget.

Some of the discussion of the Pro's included the following:

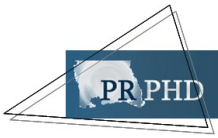
- Positive feedback on where we are and where we are going
- No harm in getting information
- Good information to have
- May be surprised by the answers and good to know
- Opportunity to respond positively to complaints
- Gather thoughts from the community on the Clinic operation

The group went on to discuss what the HD will do with the data after the survey is completed and agreed it should be publicized. The previous survey was done years ago and was not well executed. This survey will be through Survey Monkey, an on-line tool that is easy to navigate. The survey link will be posted on, the APB and on Point Interface.

The questions for the survey are as follows:

- Are you a full time resident of Point Roberts – [yes/no]
- Is the Point Roberts Clinic currently your primary care provider? – [yes/no]
- If no: Have you ever used the Point Roberts Clinic? [yes/no]
  - i. If yes: how long ago? Scale [0-3 mo, 4mo-1 year, 1 year +]

Superintendent  
Report:



- If you don't currently use the Point Roberts Clinic – why not? [open comments section]
- Open feedback section
- I would like a call from the Point Roberts Public Hospital District to discuss – [yes/no]
  
- [enter information – optional]

With regards to a call back from a complaint, Commissioner Harper requested the return call from the Superintendent to the complainant remain anonymous.

Other:

Elaine will email everyone the Survey Monkey link to “test drive” prior to launch. The survey will be available for 30 days and if not enough data is captured it will be extended. The results will be downloaded onto an excel spreadsheet or pfd for analysis after the survey ends.

Elaine told the group that the website is moving forward. The web developer was sick and unable to get the first draft sent prior to the meeting. Whidbey will be the hosting platform for the new site which will allow adding the minutes and agendas monthly.

Elaine has been in contact with the HD lawyer who has been researching the public records policy with the state Attorney General. The HD policy does not meet the state's requirement for the public to access records because the district does not have an office needed for the public to review documents. The lawyer needs to go above the AG in finding a resolution to our unique situation.

**Next Step**

- Elaine will work on updating the web site through WhidbeyTel
- Elaine will prepare the survey and send the link for review

Next meeting:

Regular Meeting: Wednesday November 1, 2017

Adjournment:

Meeting was adjourned at 7:35 p.m.

Signatures:

Respectfully submitted by: Reneé Coe

\_\_\_\_\_  
Dick Williams

\_\_\_\_\_  
Robin Nault

\_\_\_\_\_  
Kandace Harper

\_\_\_\_\_  
Reneé Coe