

Minutes

Point Roberts Public Hospital District

August 1, 2018

Call to Order:

The meeting was called to order at 7:03 p.m. by Dick Williams, Commissioner

Attending:

Commissioners: Dick Williams, Kandace Harper, Stephen Falk
Superintendent: Barb Wayland
Financial Auditor: Jackie Gibilterra
Recording Secretary: Reneé Coe
Absent:

Introduction of Guests:

Pat Grubb (APB)

Approval of Prior Minutes:

Approval of minutes from previous PR PHD Regular Meeting (July 11, 2018) and Special Meeting (July 25, 2018)

Motion: To approve all minutes as presented. Motion carried

Business:

Financial Report

Jackie Gibilterra presented the financial report. Current month payables \$15,201.48. Payroll is \$2,367.60. No time sheet submitted from Heather Dixon.

Bills presented for approval as follows:

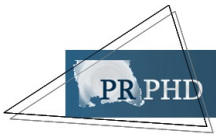
Bills paid after the July 11th meeting:

08/01/18 – UCNW – Contract - \$14,666.67
07/31/18 – Jackie Gibilterra – Professional Services - \$280
07/27/18 – Point Roberts Press – Advertising - \$50
08/01/18 – Whidbey Telephone – Telephone - \$39.45
08/01/18 – Whatcom County Fire District – Utility - \$125.28
07/30/18 – Bellingham Business Machine – Office Expense - \$40.08

Payroll as follows:

Renee Coe – Secretary - \$441.60
Heather Dixon – Cleaner - \$00.00
Barb Wayland - Superintendent - \$1,242
Kandace Harper – Commissioner - \$228
Dick Williams – Commissioner - \$228
Stephen Falk - Commissioner - \$228

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



Superintendent
Report:

Laptop for new Superintendent - update

Whatcom County will reimburse Barb for her purchase of the laptop. Invoice will be submitted to the county with September bills. Michael Komusi has offered to set-up the new computer and install all the files from the old computer. New computer will be operational by next meeting and the loaned computer will be returned to Elaine Komusi.

New clinic service provider search/Update on Status/Approval of RFP

Barb visited the walk-in clinic called SuperTrack in Bellingham and met with the staff which included a Physician's Assistant and a Naturopath. Barb will meet with the clinic doctor on Fri. Aug. 10th to see if there is any interest in partnering and will report at the next meeting.

Commissioner Harper has offered to call Sea-Mar, Squaticum Family and Peace Health which has a rural health clinic located in Alaska and another in Friday Harbor. The clinic needs to be set-up as a rural health clinic for better reimbursement rates whether partnered with another entity or run independently. If run independently, Barb said she plans to start the process in October or November.

Approval of Request for Proposal (RFP)

Barb will email the commissioner's the final RFP with all edits corrected. The RFP will be posted on the website. Calls to potential vendors will begin Monday August 6th. Any questions or concerns from vendors will be directed to Barb's email which she will address directly. Barb and the secretary will work on the verbiage for the RFP notice for local papers.

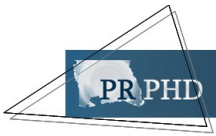
Motion: Approve the release of the RFP as presented. Motion carried.

Other:

Barb discussed overages in hours she has accrued since she started May 1st. She has been keeping track of her hours and they have been running 13 - 15 hours per month more versus the allotted 10 hours per week. She worked 60.5 hours in June versus the allotted 42 and 58.5 versus 44 in July. Jackie suggested that she bill for the actual hours worked from the previous month and add them to the next month's billing in order to keep it accurate.

Barb spoke to Elaine regarding extra budget expenses and how those items are handled when not budgeted initially. Any extra bills are submitted and the county pays them. Even though the HD is mandated to set-up a budget with the county based on what the annual tax dollar amount would be, some items come in less than budgeted and extra expenses are covered. So far the HD has not used any money from the reserve account.

The commissioner's approved the extra hours accrued by the superintendent. Barb will let the board know what her extra hours are per month. If the situation changes with a new service provider (like it is currently with Unity) then the 10 hours per week will work. If the role changes and the superintendent is in charge of setting up an independent clinic, then the role and pay of the superintendent will change accordingly.



Barb will contact UW Medicine regarding their physician residency program for possible provider candidates. There may be a financial incentive program for new graduates who commit to work 2 years with a non-profit rural health center. There will be a cost to the HD if this option is pursued.

Guest Pat Grubb said that the Washington Association of Newspapers is a statewide network of weekly newspapers and he suggested placing a classified ad with this group and to inquire with Louise of the APB to place the ad.

Next Steps

- Superintendent and secretary will work on the notice for paper
- Superintendent will contact UW Med re: residency program
- Secretary will post the RFP on the website
- Place an ad with the WA Assoc. of Newspapers

Next Meeting:

Regular Meeting Wednesday September 5, 2018

Adjournment:

Meeting was adjourned at 7:39 p.m.

Signatures:

Dick Williams

Stephen Falk

Kandace Harper

Reneé Coe