



Minutes

Point Roberts Public Hospital District

September 5, 2018

Call to Order:

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

Attending:

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

Introduction of Guests:

Bennett Blaustein, Ramona Ramstead, Pat Harper, Robin Nault, Pat Grubb (APB)

Approval of Prior Minutes:

Approval of minutes from previous PR PHD Regular Meeting (August 1, 2018)

Motion: To approve all minutes as presented. Motion carried

Business:

Financial Report

Jackie Gibilterra presented the financial report. Current month payables \$17,995.34. Payroll is \$3,593. 6 items to note: Renee Coe reimbursed for Bellingham Herald ad for \$74.50, Barb Wayland computer purchase for \$1,094.75 and software purchase (Office 365) for \$107.42, Kristy Steinberger clinic cleaning on 7/29 and 8/12 for \$168, re-issue for Robin Nault's lost payroll check from 9/30/16 for \$95.99 and payment of \$1,350 for advertising in the Washington Association of Newspapers (with access to papers across the state and 2.5 million readers).

Bills presented for approval as follows:

Bills paid after the August 1st meeting:

09/01/18 – UCNW – Contract - \$14,666.67
08/31/18 – Jackie Gibilterra – Professional Services - \$190.40
08/16/18 – Point Roberts Press – Advertising - \$1,350
08/31/18 – Point Roberts Press – Advertising - \$50
09/01/18 – Whidbey Telephone – Telephone - \$38.69
09/01/18 – Whatcom County Fire District – Utility - \$121.59
08/27/18 – Bellingham Business Machine – Office Expense - \$37.33
08/14/18 – Renee Coe – Advertising - \$74.50
08/07/18 – Barb Wayland – Computer - \$1,094.75
08/16/18 – Barb Wayland – Software - \$107.42
08/31/18 – Kristy Steinberger – Cleaning - \$168
09/30/16 – Robin Nault – Reissue payroll check - \$95.99

Payroll as follows:

Renee Coe – Secretary - \$384
Heather Dixon – Cleaner - \$896
Barb Wayland - Superintendent - \$1,971

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Superintendent
Report:

Kandace Harper – Commissioner - \$114
Dick Williams – Commissioner - \$114
Stephen Falk - Commissioner - \$114

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

Laptop for new Superintendent - update

Michael Komusi set-up the new laptop which is working great. Barb discussed the cost of an external hard drive which she found at Costco for under \$100 and will purchase since the cost is within the cost of approved budget for the new computer.

New clinic service provider search – update on status

Barb told the group she heard from Peace Health and Family Care Network who both responded to the RFP request stating they were not interested in preparing a proposal for the clinic. SuperTrack Urgent Care in Bellingham requested additional information which Barb facilitated with the assistance of Shanon Hardie of Unity Care. Commissioner Harper will reach out to the contact person at Sea Mar to ask if they are at least interested in submitting a proposal since it has been 3 weeks from the initial RFP that was emailed to them.

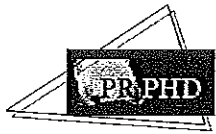
Barb reached out to the county because budget time is approaching and she is uncertain how the 2019 budget should be submitted since the HD is uncertain about a new service provider. She has not heard back from the county yet. Commissioner Falk said that the Parks Department submitted their budget and made amendments after, which both agreed would most likely be the same for the HD budget process.

Barb would like to acknowledge the many years of service provided by outgoing Superintendent, Elaine Komusi. The group agreed to organize a recognition dinner and will get possible dates from Elaine.

The October meeting will be on the 11th which will be the quarterly meeting attended by both Des Skubi, CEO and Shanon Hardie, COO of Unity Care. Kandy and Barb will meet both at 6:00 for dinner with the meeting at 7:00 to be held in the large room.

Commissioner Harper requested a change in the December meeting date due to a scheduling conflict. December meeting confirmed for the 12th and will be held in the large room at the community center. Secretary will request room availability with parks board and will notify the APB of the date change.

Commissioner Williams requested the superintendent call UW Medicine in Seattle and inquire as to whether they have a program for recent medical grad's working at small rural health clinics in exchange for student loan debt. Barb will call UW Med to ask about any incentive programs they may offer. Barb also received an email (a few days ago) from an ARNP who saw the ad and asked about the job requirements which Barb sent but has not heard back from her. Barb said she was licensed in WA state.



Barb discussed patient records with the group. Unity told Barb that once a service provider is in place (at the clinic) Unity would share their patient records through a link with another records service provider as outlined per HIPPA regulations.

Commissioner Falk asked about Whidbey's fiber optic time line for the clinic address at the fire hall and telemedicine capability. Guest Bennett Blaustein said that Whidbey will finish installing the cable to the end of Gulf Road before extending the line onto Benson Road. They also plan to install lines into the marina area. No time frame was given by Whidbey for the Benson Rd. installation.

Provider medical leave

Barb reported that Natalie will be out on medical leave for 3 months and that Unity Care has provided a fill-in provider for the entire 3 months.

Physical Therapy

Barb reported to the group that Whatcom Physical Therapy had been using the clinic space on Friday's without permission. As reported to Barb on a recent Friday, the clinic front door was propped open and no one was at the front desk. After speaking to Alan Finston, Barb reassured the group that it would never happen again. She also said Alan expressed interest in operating PT two days a week. Barb told him the HD is not prepared to offer any additional days at this time due to the uncertainty of the status of a new service provider for the clinic. If it changes, Barb will invite Alan to a future HD meeting to discuss further.

Other:

Barb will be attending outside meetings this month. A county agency will be attending the Circle of Care board meeting and will discuss the beginning stages of the requirements of a seniors group home. She will also attend as many group meetings as possible to inform each group that the clinic is open and taking new patients.

Next Steps

- Follow up on RFP's
- County budget questions
- Dinner date for Elaine Komusi
- Contact UW Med regarding a provider partnership

Next Meeting:

Regular Meeting Thursday October 11, 2018

Adjournment:

Meeting was adjourned at 7:35 p.m.

Signatures:

Dick Williams

Stephen Falk

Kandace Harper

Reneé Coe