

Minutes

Point Roberts Public Hospital District

March 13, 2019

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: Farrah Carsten

Introduction of Guests:

Virginia Lester, Andrew Grubb APB, John Shields, Bill Muersing, Paulette Ladner

Approval of Prior Minutes:

Approval of minutes from previous PR PHD Special Meeting (Feb.23, 2019)

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

Business:

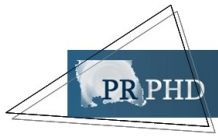
Financial Report:

Jackie Gibilterra presented the financial report. Current month payables \$39,840.41. Payroll is \$3,116.00 6 Items to note: Whatcom County Fire District annual rent for \$15,651.28, CAN Insurance Renewal for Directors & Officers Liability for \$5,940.00, Liberty Mutual Insurance (Business Auto & Commercial) for \$1,403.00, Barb Wayland shed combination lock reimbursement for \$10.84, Deb Shields Keurig & K-cups reimbursement for \$161.03 and Jackie Gibilterra PRPHD website reimbursement for \$7.95.

Bills presented for approval as follows:

Bills paid after the February 6th meeting:

03/01/19 – SuperTrack Urgent Care PLLC - \$16,000
02/28/19 – Jackie Gibilterra – Professional Services - \$196
03/07/19 – Bellingham Business Machine - \$80.46
02/22/19 – Point Roberts Press – Advertising - \$50
03/01/19 – Whidbey Telecom – Telephone - \$38.89
03/03/19 – Whatcom County Fire District 5 – Utility - \$300.96
02/25/19 – Whatcom County Fire District 5 – Rent - \$15,651.28
02/18/19 – Barbara Wayland – Reimbursement - \$10.84
02/20/19 – Deborah Shields – Reimbursement - \$161.03
02/01/19 – Jackie Gibilterra – Reimbursement - \$7.95
02/26/19 – Liberty Mutual Insurance - \$1,403
01/10/19 – CAN Insurance - \$5,940



Payroll as follows:

Heather Dixon – Cleaner - \$560
Barb Wayland - Superintendent - \$1,134
Kandace Harper – Commissioner - \$228
Dick Williams – Commissioner - \$228
Stephen Falk - Commissioner - \$228
Farrah Carsten – Recording Secretary (2 months work) - \$738

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

Clinic Update: Ongoing issues with the phone system at the Clinic.

Motion: To approve a new 2 line phone set with Bluetooth @ \$350 max. Motion carried.

Deborah Shields provided an update as to how many patients are being seen at the clinic. The ST total = 138 patients & 6 labs. Her numbers indicate 236 patients seen. January = 91 patients, February = 96 patients, March 1 – 12 = 49 patients.

Whatcom Physical Therapy is wanting to utilize the Clinic space on Fridays but close at noon. The Clinic is unable to accommodate due to the influx of patients. They are currently looking into other spaces such as the Church.

Insurance Providers: Kaiser HMO credentialing has been denied as they are reducing practices within Whatcom County however Kaiser PPO patients are covered. It was suggested that patients can call the # on the back of their medical card to have preauthorized visits outside the network.

Records Transfer: Unity Care has an outside source to make the .pdf files but they are stating it will take 4 weeks from today to have them ready. Per Deb, $\frac{3}{4}$ are paper files, some are on disks but the EMR computer program will not interface with another EMR in regards to the labs, medical history, etc. SuperTrack uses Advanced MD but no one knows what Unity Care is using.

Website: Unity Care has been removed from the website and replaced with SuperTrack. 2 pages need to be created, 1 for the district and 1 for the clinic staff. Any changes or suggestions for the website to be sent directly to Farrah.

Next steps:

- Notify APB, PAWS & Next Door of the changes with Kaiser HMO
- Contact Des & Charlie (CIO) as to why CD's of patient files have not been coming in

Superintendent
Report:



Other:

- Open meeting training is online and required every 4 years.
- Fire District rent increased 2.2% (\$126/year).

Next Meeting:

Regular Meeting: Wednesday April 10, 2019

Adjournment:

Meeting was adjourned at 8:05 p.m.

Signatures:

Dick Williams

Stephen Falk

Kandace Harper

Farrah Carsten