

Minutes

Point Roberts Public Hospital District

July 10, 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
Financial Advisor: Paulette Ladner
Recording Secretary: Farrah Carsten
Absent: Barb Wayland

**Introduction of
Guests:**

Deborah Shields, Virginia Lester, Pat Grubb APB, John Shields, Richard Dennis

**Approval of Prior
Minutes:**

Approval of minutes from previous PR PHD Regular Meeting (June 5, 2019)

Motion: To approve minutes as presented. Motion carried.

Financial Report:

Financial Report:

Paulette Ladner presented the financial report. Current month payables \$16,775.29. Payroll is \$2,334.00
There are 2 items to note: Reimbursement to Deborah Shields for Dragon Medical One monthly subscription = \$99.00 and Whatcom County Admin Services Q2 Payroll = \$160

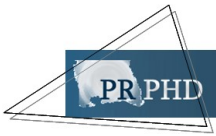
Bills presented for approval as follows:

Bills paid after the June 5th meeting:

07/01/19 – SuperTrack Urgent Care PLLC - \$16,000
06/30/19 – Jackie Gibilterra – Professional Services - \$98
06/30/19 – Point Roberts Bookkeeping - \$217.35
06/28/19 – Point Roberts Press – Advertising - \$50
06/28/19 – Bellingham Business Machine - \$26.46
07/01/19 – Whidbey Telecom – Telephone - \$47.26
06/29/19 – Whatcom County Fire District 5 – Utility - \$77.22
06/16/19 – Deborah Shields – Reimbursement - \$99
06/28/19 – WA County Admin Services - \$160

Payroll as follows:

Heather Dixon – Cleaner - \$336
Barb Wayland - Superintendent - \$1,242
Farrah Carsten – Recording Secretary - \$414
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.**

Provider's Report:

Clinic Update:

MONTH	PT/INR	LABS	OV	TOTAL
January	2	9	80	91
February	6	19	63	88
March	14	11	68	93
April	8	20	79	107
May	7	19	74	100
June	20	14	61	95

**Includes 2 Wellness Exams*

**Includes 4 Wellness Exams*

Wellness exams have started. Still struggling with the interface of the computer program. Pat Capozzi and IT are coming up with an efficient way to make it more user friendly for Family Practice. Trying to do the best record keeping possible but still cannot give an After-Care Visit Summary to patients. A meeting needs to be set up with SuperTrack.

Deb inquired if we have a rural designation. The Commissioners stated that when we received the grant, we did have it in place, the Fire Dept also received a grant. Deb to call the State to find out what we can or cannot bill for & what services the Clinic can offer i.e. home healthcare.

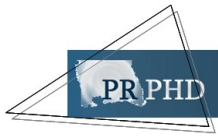
Replace Life Pack (EKG Machine) with a new one. A new machine costs \$32k. The old one can be turned in and they'll receive \$5k. Chief Carleton suggested SuperTrack may want to buy it. Support & parts are available but eventually it will be obsolete. The Clinic only uses this 3-4 times per week.

An amendment needs to be completed with the current 2-year agreement with SuperTrack, (ends June 2020).

Virginia said Chief Carleton will allow use of the Life Pack, it can be used then put back in place. It's not certain we have to have these but it possibly could be something SuperTrack uses.

- Deb to send an email to SuperTrack cc'ing everyone if they're willing to consider using or purchasing Life Pack.

EMR Transfer: Information is transferring and being inputted into the charts however not all of the transfers have completed.



Insurance Providers: Kaiser denied Farrah's 2nd appeal, however this time was in writing. Farrah to contact the Insurance Commissioner again as well as Medicare.

An update needs to be posted to Next Door & PAWS regarding reimbursement for Urgent Care vs. Primary Care. We still want to give public notice if patients are being billed for labs, etc.

- Stephen to coordinate with Barb on composing a message.

Pat Grubb to have a section in the paper on a regular basis for the Hospital District to be able to publish information regarding Insurance Providers and what residents can do and who they can contact regarding claims, denials, appeals, etc.

Bio Hazards: Unity Care needs to haul their portion and SuperTrack needs to handle theirs too. Virginia said they used to put the materials in their cars and drive to Bellingham because it was too expensive to mail. The Fire Dept places the sharps on the helicopter to dispose twice a week.

- Deb to email Alex on Bio Hazard Waste.

Recycling: Curbside pick up is not for Commercial use and shredded paper will not be recycled however non shredded paper is okay. John Shields will bring recycling bins to the Clinic.

Fiber Optics: Whidbey Telecom is 1-2 months away on completing this.

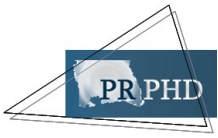
Commissioners Update:

Special Election Filing: This will be taking place in the next few days. Richard Dennis expressed interest in serving for the interim. Dick to remain Commissioner and will formally resign at the August Meeting. The plan is to elect someone in September, discuss background & reasons why this person would like to fill the position. In October the appointee will begin.

- Stephen to coordinate with Barb on giving APB notice for the paper.

Other:

- Approval was given for Shivé to invoice for the garden pots and plants she provided for the Clinic.
- Farrah and Kandi to meet in the morning and go through the storage unit to see if any important documents stored should be placed in a binder for safekeeping & to see if there is room for extra furniture from the Clinic.



Next Meeting:

Regular Meeting: Monday August 5th, 2019 @ 7 pm

Adjournment:

Meeting was adjourned at 7:15 p.m.

Signatures:

Stephen Falk

Dick Williams

Kandace Harper

Farrah Carsten