

## Minutes

Point Roberts Public Hospital District

Wednesday November 13, 2024

### **Call to Order:**

The meeting was called to order at 7:07 p.m. by Stephen Falk, Commissioner (via Zoom)

### **Attending:**

Commissioners: Stephen Falk, Sara Oggel, Noel Newbolt  
Superintendent: Barbara Wayland  
Financial Advisor: Paulette Ladner - Absent  
Recording Secretary: Farrah Carsten

### **Introduction of Guests:**

Dr. Bozorgzadeh, Pat Grubb – APB, Shannon (Tomsen) Riley, Rhiannon Allen, Dee Gough, Campbell McClusky

**Public Comment:** Dee Gough thanked SuperTrack for providing the flu vaccinations and she mentioned information was posted all around the community center. She's had 2 senior citizens that have come to her and although she encouraged them to go to the clinic, they're a little confused because they were told on the phone it's a general flu vaccine. They didn't understand what that meant and Dee asked if they could get more information since they aren't familiar with it. Dr. Bozorgzadeh said there are 2 vaccine types being offered and asked if Dee could provide the names of these 2 seniors so that he could call them directly. Dee will provide their information to the doctor.

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

Approval of minutes from previous PRPHD Regular Meeting (October 9, 2024)

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

### **Financial Report:**

#### **Financial Report:**

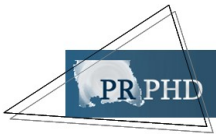
Stephen Falk presented the financial report. Current month payables \$17,756.28 / Payroll is \$3,179

There are 2 items to note: Whatcom County Admin Services (payroll) = \$180 and Sara Oggel reimbursement for laptop repair expenses = \$568.24

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

Bills paid:

11/01/24 – SuperTrack Urgent Care PLLC = \$16,000  
11/13/24 – Point Roberts Bookkeeping = \$850  
11/04/24 – Bellingham Business Machine = \$28.43  
10/01/24 – Whatcom County Fire Distr. #5 = \$90.09  
09/25/24 – Whidbey Telecom = \$39.52  
10/15/24 – WA county Admin Svcs = \$180  
10/14/24 – Sara Oggel reimbursement = \$568.24



**Payroll as follows:**

- Barb Wayland – Superintendent = \$1,827
- Farah Carsten – Secretary = \$504
- Stephen Falk – Commissioner = \$114
- Sara Oggel – Commissioner = \$114
- Noel Newbolt – Commissioner = \$114
- Deanna Perkins – Cleaner = \$506

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

\*Sara pointed out that the original financial report didn't include her expenses or the \$500 reimbursement for the work Kate Gray completed for the financial administrator's laptop because Paulette didn't have their vendor numbers.

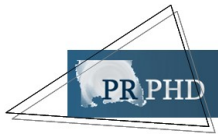
\*Sara also mentioned that Lorne Nielsen switched storage units for PRPHD because the previous unit had his power grid in it but there was no change in the cost. Both Noel and Sara have items in their garages that need to be shredded or placed into the storage unit. Stephen said they could utilize the unit unless it's past the retention time for record retention, in which case it could be destroyed.

**Clinic Medical Director Update:**

The image shows a screenshot of the SUPERTRACK software interface. It features a grid with multiple columns and rows, likely representing a calendar or a data tracking system. The columns include dates from 10/1 to 10/31, and the rows represent different categories or metrics. The interface includes a header with the 'SUPERTRACK' logo and some navigation buttons.

October clinic visits = 266 versus last year October = 217

Dr. Bozorgzadeh provided an update on staffing at the clinic. Kimberly Kimerer has finished onboarding and has been an excellent addition to the clinic. Sara Viant may increase her availability hours because of an adjustment with her husband changing jobs.



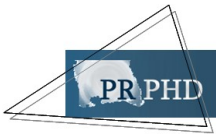
Dr. Bozorgzadeh mentioned that there is a very knowledgeable, well qualified internist moving to Point Roberts and she has expressed an interest in working at the clinic. He is in the process of working with her to come up with an agreement as to when she could work at the clinic, benefit the community. If one of the providers is unavailable, she could cover for them. Dr. Bozorgzadeh didn't want to give details because it's premature at this point but he will provide more information at a later date.

SuperTrack ordered 200 flu vaccines originally but there are plenty left over and they will continue to vaccinate people. The clinic recently received a huge shipment of various antibiotics which will cover any of the major infections. There are injectable antibiotics such as Ceftriaxone and 6 - 7 different types of oral antibiotics. With the increased demand for antivirals SuperTrack is expanding their onsite availability to medications and this will save patients time from having to cross 2 borders. Dr. Bozorgzadeh suggested publishing the list of medications on the website to make the community aware.

**Transfer of blood samples:** The nurses collect the blood samples, label and packages them regardless of who is taking them across the border. They have been going through the Pacific Highway truck crossing with one of the required forms and a letter that needs to be accompanied with the samples and let Customs know how many patient samples are being carried across. Most of the border agents that have seen them crossing and are aware of Point Roberts sign off on it. Some of the other officers ask more questions but overall, it is working better although it is stressful. The samples are then dropped off at the SuperTrack Bellingham location where Quest Laboratories will come to pick up the samples.

Noel asked if Dr. Bozorgzadeh could explain the inventory needing to be done before Barb retires that he brought up at last month's meeting. Currently the clinic has equipment that belongs to PRPHD and SuperTrack has also brought in their own equipment. Some of the stools and chairs are worn out or are needing to be repaired and have been placed in the back-room storage. Dr. Bozorgzadeh would like to have the inventory list updated so it's made clear what belongs to PRPHD versus what belongs to SuperTrack. Barbara was originally part of the inventory process when SuperTrack took over the clinic and she has the knowledge of what was in the clinic prior to SuperTrack.

Stephen suggested Barbara and Noel or Sara could update the inventory list and discard of any property that is broken. Noel offered to meet with Barbara at the clinic and Barbara said she would talk to Deanna Perkins to arrange a time for them to meet there.



**Superintendent's Report:**

Barbara gave her 90-day notice at the last meeting and currently has 60 days left. The job description has been sent out to numerous people and it explains how to apply for the position, the ending date to apply is December 1<sup>st</sup>. This gives an open window to explain the finer points of the job and "hand over things" to the chosen applicant. Barbara has been forwarding the submitted applications to the commissioners for review. Discussions will be had after the closing date to ensure fairness in the hiring process. Stephen suggested reposting the job opening. Barbara said she maybe do a little bit of rewording to encourage people to apply and repost it on Pont ePost, Nextdoor at the beginning of next week since she had just posted it this week.

**Other:**

Stephen brought up the special meeting that needs to happen for the budget before December 1<sup>st</sup> and discussion on the 1% levy increase (all agreed to the increase in this meeting). Dee Gough will setup the ZOOM link for the meeting on Monday November 25<sup>th</sup> @ 7 pm.

**Next Special Meeting: Monday November 25<sup>th</sup>, 2024 @ 7:00 pm in person at the Community Center and via ZOOM**

**Next Regular Meeting: Wednesday December 11<sup>th</sup>, 2024 @ 7:00 pm in person at the Community Center and via ZOOM**

Meeting adjourned: 7:32 p.m.

*Minutes approved verbally at the following month's meeting.*

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Stephen Falk

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Sara Oggel

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Noel Newbolt

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Farrah Carsten