

West Park Hospital District Board of Trustees

Regular Board Meeting

Pitchfork Room – West Park Hospital, 707 Sheridan Avenue, Cody, Wyoming

June 28, 2023

6:00 PM

Trustees Present:

Ty Nelson, Chairman
Kelly Simone, Vice-Chair
Jen Talich, Secretary
Lenox Baker, MD, Trustee
Howard Thompson, Trustee
Peter Sidor, MD, Trustee
Thomas Etter, MD, Ex Officio

Absent:

Glenn Nielson, Treasurer

Also Present:

Doug McMillan, CEO
Hannah McRae, CFO
Kim Jacobs, Executive Assistant
Dick Smith, HRO
Kathleen DiVincenzo, CMO
Laurie Torczon, Surgery
Dr. Brad Low
Cindy Rohde, NWSC
Heather Bates

Dr. Kathleen DiVincenzo, CMO
Stephanie Kearney, CAO
Keith Ungrund, CCO
Stephen Dow, Cody Enterprise
Jen Jones, IT
Tanya Bales, Risk
Jen Roney, Quality/Compliance
Karen Lear, Payroll

Call to Order: Ty Nelson, Chair called the meeting to order at 6:00 PM.

Mission, Vision, and Values: Jen Talich read the Mission, Vision, and Values.

Approval of Agenda

- *HOWARD THOMPSON MOVED TO APPROVE THE AGENDA WITH THE REMOVAL OF ITEM J. JEN TALICH SECONDED. MOTION CARRIED.*

Conflict of Interest

None Disclosed – Peter Sidor Recused himself from Item K.

Consent Agenda

The following consent agenda items were presented for approval:

- May 31, 2023 BOT Minutes
- May 31, 2023 Work Session Minutes
- May 2023 Vouchers

- *KELLY SIMONE MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*

Old Business

- **Physician Recruitment:** A LOI has been extended to an APP for the Basin Clinic position. Cardiology – APP candidate onsite July 17. Cardiology MD – Search continues. Hospitalist – site visit for resident available in July 2024 from Cody and will be presenting a LOI. Also have a locum provider that is very interested, will be setting up a site visit in August for wife and kids to see the area. Another phone call today.
- **Other Old Business: None Discussed.**

New Business

- **Extraordinary Employee of the Month:** Coby LaBlue, Controller was named Extraordinary Employee of the Month by the Board of Trustees.
- **INFORMATION** – Disaster Drill Video was shown.

JEN TALICH MOVED TO ADJOURN THE MEETING AND MOVE INTO THE BUDGET HEARING. LENOX BAKER SECONDED. MOTION CARRIED.

- **ACTION – FY 2024 Budget Hearing:**

SUMMARY OF ESTIMATED BUDGET

Estimated Net Revenue \$117,885,618

Total Expenses \$117,659,446

Non-Operating Revenue \$10,019,879

Tax Request \$3,226,528

Capital Expenditures \$4,928,591

Principal Payments \$1,440,000

Borrowings \$0

Estimated Change in Cash \$1,000,000

Mill Levy 3 mills

- The meeting was opened for public comment. No comments were received.,
- *HOWARD THOMPSON MOVED TO APPROVE THE FY 2024 BUDGET AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*

JEN TALICH MOVED TO ADJOURN THE BUDGET HEARING AND MOVE INTO THE REGULAR MEETING. KELLY SIMONE SECONDED. MOTION CARRIED.

- **ACTION –Employment Agreement Amendment – Tracy Dunn, N.P.:** Doug McMillan, CEO presented and requested approval of an amendment to Tracy Dunn’s employment agreement.
 - *LENOX BAKER MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION –Employment Agreement Amendment – Andrea Chisholm, M.D.:** Stephanie Kearney, CAO presented and requested approval of an amendment to Andrea Chisholm’s employment agreement.
 - *LENOX BAKER MOVED TO APPROVE THE AGREEMENT AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*
- **ACTION – Chief of Staff Agreement Amendment – Thomas Etter, M.D.:** Doug McMillan, CEO presented and requested approval of an amendment to the Chief of Staff Agreement for Thomas Etter, M.D.
 - *PETER SIDOR MOVED TO APPROVE THE AGREEMENT AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*
- **ACTION – Tele-Radiology Reimbursement Agreement:** Doug McMillan, CEO presented and requested approval of a reimbursement agreement with Big Horn Radiology Services, LLC for contracted Tele-Radiology Services.
 - *KELLY SIMONE MOVED TO APPROVE THE AGREEMENT WITH THE PROVISION OF FOLLOW UP ON COSTS BEING PRESENTED TO THE BOARD IN 6 MONTHS. LENOX BAKER SECONDED. MOTION CARRIED.*
- **ACTION – Cardiac Calcium Scoring Agreement:** Doug McMillan, CEO presented and requested approval of a Calcium Cardiac Scoring Agreement with Big Horn Radiology Services, LLC.
 - *LENOX BAKER MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*
- **ACTION – Exclusive Radiology Agreement:** Doug McMillan, CEO presented and requested approval of the Exclusive Radiology Agreement.
 - *JEN TALICH MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Pediatric Physician Call Pay Activation Fee:** Keith Ungrund presented and requested approval to add on a one time per shift \$200 activation fee to the already approved \$500/24-hour shift call pay fee for pediatric providers, if they are required to return after morning rounding.

Peter Sidor recused himself.

- *LENOX BAKER MOVED TO APPROVE THE REQUEST AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*
- **ACTION – Capital – Epic Bugsy Module:** Jennifer Roney, Quality Director requested approval to purchase the Epic Bugsy Module allowing CRH to remain in compliance with the new Antibiotic Use and Resistance Program and the required reporting. This is not budgeted and costs \$39,546.
 - *JEN TALICH MOVED TO APPROVE THE REQUEST AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Capital – EGD Scope:** Laurie Torczon, Surgical Services Director requested approval to purchase an EGD Scope in the amount of \$23,000. This was budgeted for \$37,000.

- *JEN TALICH MOVED TO APPROVE THE REQUEST AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*
- **ACTION – Capital – Arthrex Laparoscopes and Accessories:** Laurie Torczon, Surgical Services Director requested approval to purchase an Arthrex Laparoscopes and Accessories in the amount of \$51,861.76. This was budgeted for \$49,614.88.
- *HOWARD THOMPSON MOVED TO APPROVE THE REQUEST AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*

Jen Talich left the meeting.

- **ACTION – Quality Improvement Program and Plan:** Jen Roney, Quality Director presented and requested approval of updates to the Quality Improvement Program and Plan and associated policies.
 1. Risk Management and Patient Safety Plan
 2. Event Reporting and Follow-up
 3. Infection Control Plan
 4. Antibiotic Stewardship
 5. Utilization Management Program and Plan
 6. EOC
- *LENOX BAKER MOVED TO APPROVE THE PROGRAM AND PLAN AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Corporate Compliance Annual Work Plan:** Jen Roney, Compliance Officer presented and requested approval of revisions to the Corporate Compliance Annual Work Plan.
- *HOWARD THOMPSON MOVED TO APPROVE THE PLAN AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*
- **ACTION – Hourly Work Policy:** Dick Smith, HRO presented and requested approval of a new Hourly Work Policy with time reporting requirements for non-exempt employees.
- *LENOX BAKER MOVED TO APPROVE THE POLICY AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Change of Date – August Board Meeting:** Doug McMillan CEO requested approval to move the August Board Meeting to August 23, 2023 in order to accommodate travel schedules.
- *HOWARD THOMPSON MOVED TO APPROVE THE REQUEST AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*
- **Other New Business:** None discussed.

Medical Staff Report

- **ACTION – Credentials Report:** Dr. Thomas Etter presented the credentials report to the board and requested approval.
 - *LENOX BAKER MOVED TO APPROVE THE CREDENTIALS REPORT AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*

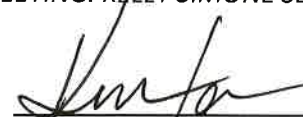
Finance Report

Hannah McRae, CFO presented a financial update.

Adjournment

AT 7:20 PM LENOX BAKER MOVED TO ADJOURN THE MEETING. KELLY SIMONE SECONDED. MOTION CARRIED.


Howard P. Thompson 8/26/23
Board Secretary or Designee Date


Kelly Simone 7/26/23
Recording Secretary Date