

**West Park Hospital District Board of Trustees**

Board of Trustees Work Session - Executive

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

July 31, 2024

4:15 PM

**Trustees Present:**

Ty Nelson, Chair  
Kelly Simone, Vice Chair  
Jen Talich, Secretary  
Howard Thompson, Trustee  
Peter Sidor, MD, Trustee  
Angie Johnson, MD, Trustee

**Absent:**

Glenn Nielson, Treasurer

**Also Present:**

Doug McMillan, CEO  
Hannah McRae, CFO  
John Turner, Ovation  
Tanya Bales, Risk  
Mary Reed, Attorney

Stephanie Kearney, CAO  
Jennifer Roney, Compliance/Quality  
Kim Jacobs, Executive Assistant  
Laura Carpenter, LTCC  
Keith Ungrund, CCO

**Call to Order:** Ty Nelson, ~~Vice~~ Chair called the meeting to order at 4:23 PM.

**Approval of Agenda:** Kelly Simone moved to approve the agenda as presented. Angie Johnson seconded. Motion carried.

**Conflict of Interest:** None Disclosed

**Executive Session:** At 4:24 PM Kelly Simone made a motion to move to Executive Session pursuant to W.S. 16-4-405(a)(ix). Howard Thompson seconded. Motion carried.

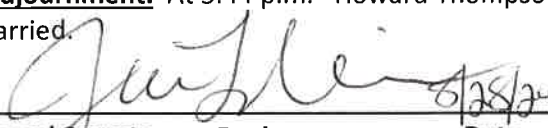
**Infection Prevention:** Jennifer Roney provided an Infection Prevention Report.

**Risk Management:** Tanya Bales provided a Risk Management Report.

**Corporate Compliance:** Jennifer Roney provided a Compliance Report.

**Quality:** Jennifer Roney provided a Quality Report.

**Adjournment:** At 5:44 p.m. Howard Thompson moved to adjourn the meeting. Jen Talich seconded. Motion carried.

  
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Board Secretary or Designee                      Date

  
\_\_\_\_\_  
Recording Secretary                                      Date

## **West Park Hospital District Board of Trustees**

Regular Board Meeting

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

July 31, 2024

6:00 PM

### **Trustees Present:**

Ty Nelson, Chairman  
Kelly Simone, Vice-Chair  
Jen Talich, Secretary  
Howard Thompson, Trustee  
Peter Sidor, MD, Trustee  
Angie Johnson, Trustee  
Brad Low, MD, Ex Officio

### **Absent:**

Glenn Nielson, Treasurer

### **Also Present:**

Doug McMillan, CEO  
Hannah McRae, CFO  
Kim Jacobs, Executive Assistant  
Keith Ungrund, CCO  
Stephanie Kearney, CAO  
Dick Smith, HRO  
Laura Carpenter, LTCC  
Thomas Etter, MD  
Kathleen DiVincenzo, MD

Mary Reed, Board attorney  
Kristi Jensen, Surgical Services  
Phillip Franklin, EMS  
John Turner, Ovation Health (Virtual)  
Jen Roney, Quality/Compliance  
Jen Jones, IT  
Cindy Rohde, NWSC  
Natalie Agudo, Med Staff

- I. **Call to Order:** Ty Nelson, Chair called the meeting to order at 6:06 PM.
- II. **Mission, Vision, and Values:** Ty Nelson read the Mission, Vision, and Values.
- III. **Approval of Agenda**
  - *ANGIE JOHNSON MOVED TO APPROVE THE AGENDA AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*
- IV. **Conflict of Interest**

Angie Johnson declared a conflict of interest for Item VII.I.
- V. **Consent Agenda**

The following consent agenda items were presented for approval:

  - June 26, 2024, BOT Minutes
  - June 26, 2024, Work Session Minutes
  - June 2024 Vouchers
  - *KELLY SIMONE MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*

**VI. Old Business**

**A. Provider Recruitment:** Stephanie Kearney, CAO presented the following report:

Psychiatry: Search continues. Two onsite visits planned.

OBGYN: Search continues. One onsite visit planned for September.

Pediatrics: Search continues. No current physician candidates. One onsite conducted with a Nurse Practitioner. Checking references.

Doug McMillan, CEO presented the following report:

Hospitalist: Two interested physicians with virtual interviews scheduled.

Anesthesia: Three CRNA's hired with a fourth interview next week. Search continues for 2 MDA's.

Walk In Clinic: Search has been initiated to replace Greg Flury, PA-C. Two internal candidates are being vetted.

**B. Other Old Business:** None.

**VII. New Business**

**A. Employee/Provider of the Month** – The board of trustees named Dr. Thomas Etter, General Surgeon as the provider of the month.

**B. ACTION – Employment Agreement – Bart Jones, CRNA:** Doug McMillan, CEO presented and requested approval of an employment agreement for Bart Jones, CRNA.

- *HOWARD THOMPSON MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*

**C. ACTION – Employment Agreement – Steven Wood, CRNA:** Doug McMillan, CEO presented and requested approval of an employment agreement for Steven Wood, CRNA.

- *PETER SIDOR MOVED TO APPROVE THE AGREEMENT AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*

**D. ACTION – Employment Agreement – Charles Welch, MD:** Doug McMillan, CEO presented and requested approval of an employment agreement for Charles Welch, MD.

- *HOWARD THOMPSON MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*

**E. ACTION – Northstar 153-1 Ambulance/2025 Ford F-450 Chassis:** Phillip Franklin, EMS presented and requested the purchase of a new ambulance which will be delivered in FY2026. This is not budgeted in FY25 but is slated to be included in the FY2026 budget as there is an 18-month lead time. The purchase price is \$266,085.

- *JEN TALICH MOVED TO APPROVE THE PURCHASE AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*

- F. ACTION – MRI Upgrade:** Doug McMillan, CEO presented and requested approval to upgrade the hospital MRI system at a cost of \$1,804,893. This upgrade has been budgeted for FY25 in the amount of \$1,886,555. The current unit is at end of life.
- *JEN TALICH MOVED TO APPROVE THE PURCHASE AS PRESENTED. ANGIE JOHNSON SECONDED. MOTION CARRIED.*
- G. ACTION – Elekta Infinity (Linear Accelerator) Maintenance & Support Agreement:** Stephanie Kearney, CAO presented and requested approval for a two-year maintenance and support agreement for the linear accelerator at a cost of \$198,095.49 annually. This item is budgeted.
- *JEN TALICH MOVED TO APPROVE THE REQUEST AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*
- H. ACTION – Mosaiq (EMR) for Elekta Maintenance & Support:** Stephanie Kearney, CAO presented and requested approval of a two-year agreement for Mosaiq Saas in the amount \$139,410.18 annually. This is a budgeted item.
- *HOWARD THOMPSON MOVED TO APPROVE THE AGREEMENT AS PRESENTED. ANGIE JOHNSON SECONDED. MOTION CARRIED.*
- ANGIE JOHNSON RECUSED HERSELF FROM ACTION ITEM I AND LEFT THE ROOM AT 6:57 PM**
- I. ACTION – PCSD #16 Nursing Services Agreement:** Stephanie Kearney, CAO presented and requested approval of a renewal agreement with PCSD #16 to provide nursing services.
- *KELLY SIMONE MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- ANGIE JOHNSON RETURNED TO THE ROOM AT 7:00 PM**
- J. ACTION – Artic Wolf Solutions Agreement:** Jennifer Jones, IT presented and requested approval of the Artic Wolf Solutions Agreement which provides managed detection and response services for the IT department. This expense is budgeted.
- *JEN TALICH MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- K. ACTION – Third Party Charge Audits Policy:** Jennifer Roney, Quality/Compliance presented and requested approval of the Third-Party Charge Audit Policy.
- *HOWARD THOMPSON MOVED TO APPROVE THE POLICY AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*
- L. ACTION – HIPAA Mitigation & Sanctions:** Jennifer Roney, Quality/Compliance presented and requested approval of the HIPAA Mitigation & Sanctions Policy.
- *JEN TALICH MOVED TO APPROVE THE POLICY AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*

**M. ACTION – HIPAA Patient Rights:** Jennifer Roney, Quality/Compliance presented and requested approval of the HIPAA Patients’ Rights Policy.

- *KELLY SIMONE MOVED TO APPROVE THE POLICY AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*

**N. ACTION – FY2025 Management Action Plan:** Doug McMillan, CEO presented and requested approval of the FY2025 Management Action Plan.

- *HOWARD THOMPSON MOVED TO APPROVE THE FY2025 MANAGEMENT ACTION PLAN AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*

**O. ACTION – November/December Combined Board Meeting Date:**

- *JEN TALICH MOVED TO SCHEDULE THE NOVEMBER/DECEMBER COMBINED BOARD OF TRUSTEES MEETING ON DECEMBER 11, 2024, AT 6:00PM IN THE PITCHFORK ROOM. ANGIE JOHNSON SECONDED. MOTION CARRIED.*

**P. Other New Business:** None Discussed

**VIII. Medical Staff Report**

**A. ACTION – Dr. Brad Low, Chief of Staff, presented the Robotic Assister Surgery Delineation of Privileges (added language):**

- *HOWARD THOMPSON MOVED TO APPROVE THE DELINEATION OF PRIVILEGES AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*

**B. ACTION – Credentials Report:** Dr. Brad Low presented the credentials report to the board and requested approval.


- *PETER SIDOR MOVED TO APPROVE THE CREDENTIALS REPORT WITH DR. ETHAN SLIGHT’S APPROVAL PENDING RECEIPT OF PROOF OF INSURANCE. KELLY SIMONE SECONDED. MOTION CARRIED.*

**IX. Finance Report**

Hannah McRae, CFO presented a financial update.

**X. Adjournment**

*AT 7:42 PM HOWARD THOMPSON MOVED TO ADJOURN THE MEETING. JEN TALICH SECONDED. MOTION CARRIED.*

  
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Board Secretary or Designee                      Date

  
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Recording Secretary    Date