

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

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

December 7, 2022

6:00 PM

### **Members Present:**

Howard Thompson, Vice Chair  
Jen Talich, Treasurer  
Lenox Baker, Trustee  
Ty Nelson, Trustee  
Glenn Nielson, Trustee  
Kelly Simone, Trustee  
Peter Sidor, Trustee  
Dr. Thomas Etter, Ex Officio

### **Absent:**

### **Also Present:**

Doug McMillan, CEO  
Hannah McRae, CFO  
Keith Ungrund, CCO  
Dick Smith, HRO  
Laura Carpenter, LTCC  
Stephanie Kearney, CAO  
Kim Jacobs, Executive Assistant  
Dwayne Gunther, QHR  
Brendan Rokke, QHR  
Woody White, QHR  
Fred Bronnenberg, Groathouse Construction  
Tanya Bales, Risk Management  
Caety Fox, RN

Mary Reed, Attorney  
Phillip Franklin, EMS  
Coby LaBlue, Controller  
Jennifer Jones, Information Services  
Stephen Dow, Cody Enterprise  
Holly Cross, Cardiopulmonary  
Meghan Asay, Lab  
Jennifer Roney, Quality  
Laura Farnworth, Employee Health  
Steve Humphries-Wadsworth, BH  
Rob Bauer, Groathouse Construction  
Brad Low, MD

**Call to Order:** Howard Thompson, Vice 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**

*KELLY SIMONE MOVED TO APPROVE THE AGENDA WITH THE ADDITION OF THE FOLLOWING AGENDA ITEMS UNDER SECTION VII (N):*

- 1. POSTING AGENDAS AND MINUTES TO THE WEBSITE*
- 2. CRH TRUSTEE EMAIL ADDRESSES*
- 3. CHANGE IN DATE FOR THE FEBRUARY BOARD MEETING.*

*TY NELSON SECONDED. MOTION CARRIED.*

### **Conflict of Interest**

None Disclosed

Graham Jackson and Peggy Rohrbach were recognized for their service on the Board of Trustees. Graham Jackson served for 14 years at which time she became Foundation Director. She then served another 5 years on the board. Peggy served for a total of 14 years.

### Consent Agenda

The following consent agenda items were presented for approval:

- October 26, 2022 BOT Minutes
- November 16, 2022 BOT Minutes
- October 2022 Vouchers

*LENOX BAKER MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. TY NELSON SECONDED. MOTION CARRIED.*

### Old Business

- **Physician Recruitment:** Stephanie Kearney CAO, provided an update: Ortho PA: Strong candidate scheduled for a site visit; Cardiology: Two screening interviews have been conducted with one proceeding to reference checks; APP Basin Clinic: Four candidates with one moving on to a site visit.
- **First Flight of Wyoming Update:** Doug McMillan CEO, provided an update: Name has been chosen for Flight JV. Board has elected officers. Legal council is working on management and service agreements. Investor presentations are being designed.
- **Other Old Business:** None Discussed

### New Business

- **Extraordinary Employee of the Month:** Caety Fox, RN, Case Manager was named the Extraordinary Employee of the Month by the Board of Trustees.
- **ACTION – CSR Remodel Project:** Michael Speck, JJCA and Doug McMillan, CEO presented; Fred Bronnenberg and Rob Bauer of Groathouse Construction also reviewed the project, timeline, and costs.
  - *LENOX BAKER MOVED TO APPROVE THE CSR REMODEL PROJECT AS PRESENTED. TY NELSON SECONDED. MOTION CARRIED*
- **ACTION – Basin Clinic Bid:** Michael Speck, JJCA reviewed the Basin Clinic project, timeline, and costs. One bid was received from Groathouse Construction.
  - *GLENN NIELSON MOVED TO APPROVE THE GROATHOUSE CONSTRUCTION BID FOR THE BASIN CLINIC REMODEL AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement Addendum – Dr. Thomas Reid:** Stephanie Kearney, CAO presented and requested approval of an addendum to Dr. Thomas Reid's employment agreement.
  - *LENOX BAKER MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED*
- **ACTION – Employment Agreement – Clint Merritt, PA-C:** Stephanie Kearney, CAO presented and requested approval of a renewal employment agreement for Clint Merritt, PA-C.
  - *KELLY SIMONE MOVED TO APPROVE THE EMPLOYMENT AGREEMENT AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*

- **ACTION – Epiphany Cardioserver:** Holly Cross, Cardiopulmonary presented and requested approval to purchase an Epiphany Cardioserver at a cost of \$24,562.50. This is a budgeted item.
  - *LENOX BAKER MOVED TO APPROVE THE REQUEST AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*
- **ACTION – Lab Analyzer Lease Agreement:** Meghan Asay, Lab presented and requested approval of a lease agreement for a new lab analyzer. This is an 84-month agreement and is budgeted.
  - *PETER SIDOR MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*
- **ACTION – Government Investigations Policy:** Jennifer Roney, Quality and Compliance presented and requested approval of revisions to the Government Investigations Policy.
  - *LENOX BAKER MOVED TO APPROVE THE POLICY AS PRESENTED. TY NELSON SECONDED THE MOTION. MOTION CARRIED.*
- **ACTION – Drug & Alcohol Testing Policy:** Dick Smith, HR Officer presented and requested approval of revisions to the Drug & Alcohol Testing Policy
  - *LENOX BAKER MOVED TO TABLE THE POLICY PENDING FURTHER RESEARCH. TY NELSON SECONDED. MOTION CARRIED.*
- **ACTION – EMS Bonus Structure –** Dick Smith, HR officer presented and requested approval of an EMS Bonus structure to be paid with a one-time grant from the Wyoming Hospital Association.
  - *LENOX BAKER MOVED TO APPROVE THE EMS BONUS STRUCTURE AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*
- **ACTION – DRAFT Board of Trustees Bylaws:** Mary Reed, Board attorney presented revisions to the Board of Trustees Bylaws. The revisions need to be advertised with a 45-day public comment period.
  - *KELLY SIMONE MOVED TO PROCEED WITH THE NOTICE OF A 45 DAY INSPECTION PERIOD OF THE DRAFT BOARD OF BYLAWS. JEN TALICH SECONDED. MOTION CARRIED.*
- **INFORMATION – BOT Officers Nominating Committee:** Howard Thompson appointed the following trustees to the Nominating Committee. TY NELSON, JEN TALICH AND LENOX BAKER.
- **INFORMATION – Public Officials Ethics and Disclosure Act:** Mary Reed presented the Public Officials Ethics and Disclosure Act and its associated statutes.
- **OTHER NEW BUSINESS:**
- **DISCUSSION - Posting Agendas and Minutes on Website –** In process
- **DISCUSSION - Board Members Email Addresses –** A suggestion was made for each board member to have a CRH email address. Jennifer Jones discussed the requirements. Board members by consensus decided to move forward with Gmail accounts.
- **ACTION - Feb Board Meeting Date Change –** Doug McMillan, CEO requested the February meeting be postponed a week due to a leadership conference several C-Suite members are attending.
  - *KELLY SIMONE MOVED TO CHANGE THE FEBRUARY 2023 MEETING DATE TO MARCH 1, 2023. TY NELSON SECONDED. MOTION CARRIED.*

#### 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. GLENN NIELSON SECONDED. MOTION CARRIED.*



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**Finance Report**

Hannah McRae, CFO presented a financial update.

**Executive Session**

AT 8:43 PM TY NELSON MOVED TO GO INTO EXECUTIVE SESSION TO RECEIVE INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW PURSUANT TO WYO. STAT. §16-4-405(a)(ix). LENOX BAKER SECONDED. MOTION CARRIED

**Adjournment**

AT 10:20 pm PETER SIDOR MOVED TO ADJOURN THE MEETING. JEN TALICH SECONDED. MOTION CARRIED.

			
Board Secretary or Designee	Date	Recording Secretary	Date