

West Park Hospital District Board of Trustees

Regular Board Meeting

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

January 31, 2024

6:00 PM

Trustees Present:

Kelly Simone, Vice-Chair
Jen Talich, Secretary
Angie Johnson, Trustee
Howard Thompson, Trustee
Brad Low, MD, Ex Officio

Absent:

Ty Nelson, Chairman
Glenn Nielson, Treasurer
Peter Sidor, MD, Trustee

Also Present:

Doug McMillan, CEO
Hannah McRae, CFO
Kim Jacobs, Executive Assistant
Dick Smith, HRO
Keith Ungrund, CCO
Kristi Jensen, Surgical Services
Jim Werner, Facilities
Jennifer Jones, IS

Stephanie Kearney, CAO
Natalie Agudo, Med Staff Services
Steve Humphries Wadsworth, CMC
John Turner, Ovation Health
Carrie Steckler, Rev Cycle
Cindy Rohde, NWSC
Jennifer Roney, Quality
Mary Reed, Board attorney

- I. **Call to Order:** Kelly Simone, Vice-Chair called the meeting to order at 6:00 PM.
- II. **Mission, Vision, and Values:** Howard Thompson read the Mission, Vision, and Values.
- III. **Approval of Agenda**
 - HOWARD THOMPSON MOVED TO APPROVE THE AS PRESENTED. ANGIE JOHNSON SECONDED. MOTION CARRIED.
- IV. **Conflict of Interest**

None Disclosed
- V. **Consent Agenda**

The following consent agenda items were presented for approval:

 - December 13, 2023, BOT Minutes
 - December 13, 2023, Work Session Minutes
 - November/December 2023 Vouchers
 - ANGIE JOHNSON MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.

VI. Old Business

- A. ACTION – Election of Officers:** The nominating committee made a recommendation to elect the following trustees as officers for 2024.
- Ty Nelson – Chairman
 - Kelly Simone – Vice Chair
 - Glenn Nielson – Treasurer
 - Jen Talich – Secretary
 - *HOWARD THOMPSON MOVED TO APPROVE THE 2024 OFFICERS AS RECOMMENDED BY THE NOMINATING COMMITTEE. ANGIE JOHNSON SECONDED. MOTION CARRIED.*
- B. Physician Recruitment:** Stephanie Kearney, CAO presented the following report:
Psychiatry: Search continues as a site visit is planned.
OBGYN – 2 candidates have been interviewed by phone.
Orthopedic APP: An offer has been extended, contract in progress.
- C. Other Old Business:** None.

VII. New Business

- B. Extraordinary Employee of the Month:** Jamie Alexander, Practice Manager, was named extraordinary employee of the month by the Board of Trustees.
- C. ACTION – Family Practice Provider Search:** Keith Ungrund presented and requested approval to initiate a Family Practice Physician search. This position is necessary to cover pediatric call for Labor & Delivery, Emergency Room, and Inpatient Services.
- *JEN TALICH MOVED TO TABLE THIS ITEM UNTIL FEBRUARY WHEN THE FULL BOARD IS PRESENT AND ADDITIONAL DETAILS CAN BE PROVIDED. ANGIE JOHNSON SECONDED. MOTION CARRIED.*
- D. ACTION – Employment Agreement – Andrea Chisholm, MD:** Stephanie Kearney presented and requested approval of an employment agreement for Andrea Chisholm, MD.
- *JEN TALICH MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. ALL IN FAVOR.*
- E. ACTION – Employment Agreement – Thomas Reid, MD:** Stephanie Kearney presented and requested approval of an employment agreement for THOMAS REID, MD.
- *HOWARD THOMPSON MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. ALL IN FAVOR.*
- F. ACTION – Employment Agreement – Steve Bischoff, PA-C:** Stephanie Kearney presented and requested approval of an employment agreement for Steve Bischoff, PA-C.
- *JEN TALICH MOVED TO APPROVE THE AGREEMENT AS PRESENTED. ANGIE JOHNSON SECONDED. ALL IN FAVOR.*
- G. ACTION – Employment Agreement – Marika Geertz, NP:** Stephanie Kearney presented and requested approval of an employment agreement for Marika Geertz, NP.
- *HOWARD THOMPSON MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. ALL IN FAVOR.*
- H. ACTION – Preceptor Program Policy Update:** Dick Smith presented and requested approval of revisions to the Preceptor Program Policy.
- *HOWARD THOMPSON MOVED TO APPROVE THE POLICY AS PRESENTED. JEN TALICH SECONDED. ALL IN FAVOR.*

- I. **ACTION – Mini C-Arm:** Kristi Jensen presented and requested approval to purchase a Mini C-Arm to replace an existing unit that is no longer functional. This item is priced at \$71,472.15 and is not budgeted.
 - *HOWARD THOMPSON MOVED TO APPROVE THE PURCHASE AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*
- J. **ACTION – Integra Mayfield Base Unit Frame:** Kristi Jensen presented and requested approval to purchase an Integra Mayfield Base Unit Frame to replace an existing unit that is no longer functional. This item is priced at \$19,961.00 and is not budgeted.
 - *JEN TALICH MOVED TO APPROVE THE PURCHASE AS PRESENTED. ANGIE JOHNSON SECONDED. MOTION CARRIED.*
- K. **ACTION – Hillrom TruSystem 7000 dV Surgical Table:** Hannah McRae presented and requested approval to purchase a Hillrom TruSystem 7000 dV Surgical Table in the amount of \$71,472.15. This table is required for the daVinci Robotics program and is not budgeted.
 - *JEN TALICH MOVED TO APPROVE THE PURCHASE AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- L. **ACTION – Medical Vacuum Pump Replacement:** Jim Werner presented and requested approval to replace Medical Vacuum Pumps at a cost of \$31,069.40. These units have failed and are not budgeted.
 - *HOWARD THOMPSON MOVED TO APPROVE THE PURCHASE AS PRESENTED. ANGIE JOHNSON SECONDED. MOTION CARRIED.*
- M. **ACTION – Protenus HIPAA Security Software:** Jennifer Roney presented and requested approval to purchase Protenus HIPAA Security Software in the amount of \$26,400. This is not a budgeted item.
 - *JEN TALICH MOVED TO APPROVE THE PURCHASE AS PRESENTED. ANGIE JOHNSON SECONDED. MOTION CARRIED.*
- N. **ACTION – Financial Institution Authorization Resolution.:** Kim Jacobs, Executive Assistant presented and requested approval of a resolution delineating individuals who are authorized signers on the organization’s financial instruments.
 - *JEN TALICH MOVED TO APPROVE THE FOLLOWING FINANCIAL INSTITUTION AUTHORIZATION RESOLUTION: DOUGLAS A. McMILLAN, CEO; MARY HANNAH McRAE, CFO; KENNETH RUSSELL LUNDVALL, CONTROLLER; TY NELSON, CHAIRMAN; AND GLENN NIELSON, TREASURER, ARE DESIGNATED AS AUTHORIZED SIGNERS ON ALL WEST PARK HOSPITAL DISTRICT FINANCIAL INSTRUMENTS, INVESTMENTS, AND BANK ACCOUNTS. TY NELSON, CHAIRMAN, AND MARY HANNAH McRAE, CFO, ARE DESIGNATED THE AUTHORIZED SIGNERS ON ALL CHECKS. HOWARD THOMPSON SECONDED. MOTION CARRIED.*

O. **Other New Business:** None discussed.

VIII. Medical Staff Report

- **ACTION – Medical Staff Bylaws Edit to Affiliate Category:** Dr. Brad Low presented and requested approval of an edit to the Medical Staff Bylaws modifying the Affiliate Category. Notification was given to the board of the 45-day notice period.
 - *JEN TALICH MOVED TO PUBLISH THE 45-DAY NOTICE. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Moderate Sedation Delineation:** Dr. Brad Lowe presented and requested approval of Moderate Sedation Delineation.

- JEN TALICH MOVED TO APPROVE THE MODERATE SEDATION DELINEATION AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.
- **ACTION – Credentials Report:** Dr. Brad Low presented the credentials report to the board and requested approval.
 - JEN TALICH MOVED TO APPROVE THE CREDENTIALS REPORT AS PRESENTED. ANGIE JOHNSON SECONDED. MOTION CARRIED.

IX. Finance Report

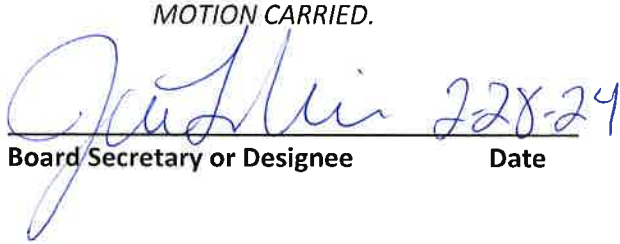
Hannah McRae, CFO presented a financial update.

X. Executive Session

AT 7:17 PM JEN TALICH MOVED TO GO INTO EXECUTIVE SESSION TO RECEIVE INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW – PERSONNEL PURSUANT TO WYO. STAT. §16-4-405(a)(x). HOWARD THOMPSON SECONDED. MOTION CARRIED.

XI. Adjournment

AT 8:15 PM JEN TALICH MOVED TO ADJOURN THE MEETING. HOWARD THOMPSON SECONDED. MOTION CARRIED.


Board Secretary or Designee

Date


Recording Secretary

Date

2/28/24