

West Park Hospital District Board of Trustees

Board of Trustees Work Session

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

January 25, 2023

6:00 PM

Trustees Present:

Howard Thompson, Trustee
Lenox Baker, MD, Trustee
Ty Nelson, Trustee
Glenn Nielson, Trustee
Kelly Simone, Trustee
Peter Sidor, MD, Trustee

Absent:

Jen Talich, Trustee

Also Present:

Doug McMillan, CEO
Hannah McRae, CFO
Keith Ungrund, CCO
Kathleen DiVincenzo, CMO
Stephanie Kearney, CAO
Kim Jacobs, Executive Assistant
John Waltko, QHR

Mary Reed, Attorney
Carrie Steckler, Rev Cycle
Coby LaBlue, Controller
Jess Poley, Rev Cycle
Russ Lundvall, Accountant

Call to Order: Howard Thompson, Vice Chair called the meeting to order at 4:40 PM.

Approval of Agenda

The only item on the agenda is the presentation by John Waltko

Conflict of Interest

None Disclosed

Education


John Waltko of QHR provided education on the Medicare & Medicaid Program: Brief History, Financing and Reimbursement Systems. John also presented the CAH Requirements and Benefits.

Adjournment

The meeting adjourned at 5:43 p.m.



Board Secretary or Designee 3/1/23
Date



Recording Secretary 3/1/2023
Date

West Park Hospital District Board of Trustees

Regular Board Meeting

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

January 25, 2023

6:00 PM

Trustees Present:

Howard Thompson, Trustee
Jen Talich, Trustee
Lenox Baker, MD, Trustee
Ty Nelson, Trustee
Glenn Nielson, Trustee
Kelly Simone, Trustee
Peter Sidor, MD, Trustee
Thomas Etter, MD, 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
John Waltko, QHR
Steve Humphries-Wadsworth, BH

Mary Reed, Attorney
Jennifer Jones, Information Services
Coby LaBlue, Controller
Stephen Dow, Cody Enterprise
Kathleen DiVincenzo, CMO
Laurie Torczon, Surgery
Eric Lipe, Radiology

Call to Order: Howard Thompson, Vice Chair called the meeting to order at 6:00 PM.

Mission, Vision, and Values: Kelly Simone read the Mission, Vision and Values.

Approval of Agenda

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

Conflict of Interest

None Disclosed

Consent Agenda

The following consent agenda items were presented for approval:

- December 7, 2022 BOT Minutes
- November/December 2022 Vouchers
- *TY NELSON MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*

Old Business

- **Physician Recruitment:** Stephanie Kearney CAO, provided an update: Ortho PA position has been filled with the employment agreement in the packet for approval; the Cardiology search continues; the APP search continues for the Basin Clinic.
- **ACTION - Board of Trustees Bylaws:** Mary Reed presented the Board of Trustees Bylaws for final review and approval.
 - *GLENN NIELSON MOVED TO APPROVE THE BOARD OF TRUSTEES BYLAWS AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*
- **ACTION - Medical Staff Bylaws:** Mary Reed presented the Medical Staff Bylaws for final review and approval.
 - *PETER SIDOR MOVED TO APPROVE THE MEDICAL STAFF BYLAWS AS PRESENTED. TY NELSON SECONDED. MOTION CARRIED.*
- **Other Old Business:** None Discussed

New Business

- **ACTION – Election of Officers:** Lenox Baker presented the nominating committee’s recommendations as follows:
 - Chairman: Ty Nelson
 - Vice Chair: Kelly Simone
 - Treasurer: Glenn Nielson
 - Secretary: Jen TalichHoward Thompson called for any other nominations. No other nominations were received.
 - *PETER SIDOR MOVED TO APPROVE THE BOARD OF TRUSTEES OFFICERS AS RECOMMENDED BY THE NOMINATING COMMITTEE. JEN TALICH SECONDED. MOTION CARRIED.*

Howard Thompson, outgoing Vice Chair, stepped down. Ty Nelson assumed the duties of Chair and proceeded with the meeting.

- **INFORMATION – 2021 QHR Health Annual Disclosures:** Sue Dorsey of QHR, appearing by video, presented the disclosure.
- **ACTION – Employment Agreement – Mark Ryzewicz, MD:** Stephanie Kearney, CAO presented and requested approval of an employment agreement renewal for Mark Ryzewicz, MD.
 - *PETER SIDOR MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement – Sterling Fenwick, PA-C:** Stephanie Kearney, CAO presented and requested approval of an employment agreement renewal for Sterling Fenwick, PA-C.
 - *HOWARD THOMPSON MOVED TO APPROVE THE AGREEMENT AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement – Rodney Palmer, PA-C:** Stephanie Kearney, CAO presented and requested approval of an employment agreement for Rodney Palmer, PA-C.
 - *JEN TALICH MOVED TO APPROVE THE AGREEMENT AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*

- **ACTION – Employment Agreement – Kelly Spsychalski, NP:** Stephanie Kearney, CAO presented and requested approval of an employment agreement renewal for Kelly Spsychalski, NP.
 - *KELLY SIMONE MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement – Tracy Dunn, NP:** Doug McMillan, CEO presented and requested approval of an employment agreement for Tracy Dunn, NP.
 - *KELLY SIMONE MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement – Karie Burns, NP:** Stephanie Kearney, CAO presented and requested approval of an employment agreement for Karie Burns, NP.
 - *HOWARD THOMPSON MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement Amendment – Gary Hart, MD:** Stephanie Kearney, CAO presented and requested approval of an employment agreement amendment for Gary Hart, MD.
 - *HOWARD THOMPSON MOVED TO APPROVE THE AGREEMENT AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement Amendment – Kevin Dougherty, MD:** Doug McMillan presented and requested approval of an employment agreement amendment for Kevin Dougherty, MD.
 - *JEN TALICH MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Call Pay Personal Services Agreement – Sawley Wilde, MD:** Doug McMillan, CEO presented and requested approval of a call pay personal services agreement for general surgeon Sawley Wilde, MD.
 - *PETER SIDOR MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Billings Clinic Call Pay Agreement – Dr. Mills:** Doug McMillan, CEO presented and requested approval of a call pay agreement with Billings Clinic for Dr. David Mills.
 - *LENOX BAKER MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Billings Clinic Medical Director Agreement Amendment:** Keith Ungrund, CCO presented and requested approval of an amendment to the Billings Clinic Medical Director Agreement for Home Health and Hospice.
 - *JEN TALICH MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Teledigm Statement of Work:** Dr. Kathleen DiVincenzo presented and requested approval of a statement of work with Teledigm to provide hospitalist telemedicine services.
 - *GLENN NIELSON MOVED TO APPROVE THE STATEMENT OF WORK AND THE AGREEMENT PENDING LEGAL REVIEW AND AN OPPORTUNITY BY THE BOARD TO COMMENT TO ADMINISTRATION PRIOR TO EXECUTION. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Ridgeway House Flooring:** Kim Jacobs requested approval to replace flooring in the Ridgeway House due to flooding. This is an unbudgeted capital request in the amount of \$12,440.12.
 - *LENOX BAKER MOVED TO APPROVE THE REQUEST AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*

- **ACTION – Sonosite Ultrasound Machine:** Laurie Torczon presented and requested approval to purchase a Sonosite Ultrasound Machine for Surgical Services. This item is budgeted at a cost of \$108,240.
 - *HOWARD THOMPSON MOVED TO APPROVE THE REQUEST AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*
- **ACTION – BARCO Mammography Reading Monitor:** Eric Lipe presented and requested approval to purchase a BARCO Mammography Reading Monitor. This item is budgeted at a cost of \$28,272.
 - *JEN TALICH MOVED TO APPROVE THE REQUEST AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*
- **ACTION – Preparing and Filing Cost Reports and Other State and Federal Reports Policy:** Coby LaBlue presented and requested approval of revisions to the Preparing and Filing Cost Reports and Other State and Federal Reports Policy
 - *HOWARD THOMPSON MOVED TO APPROVE THE POLICY AS PRESENTED. GLENN NIELSON SECONDED. MOTION CARRIED.*
- **ACTION – American Heart Association Instructor Pay Policy:** Keith Ungrund presented and requested approval of the American Heart Association Instructor Pay Policy
 - *JEN TALICH MOVED TO APPROVE THE POLICY AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*
- **ACTION – Banking Resolution:** Hannah McRae, CFO requested approval of a resolution modifying the signatories on banking and investment accounts removing Graham Jackson and adding Ty Nelson and Glenn Nielson as authorized signers on all checks, and Ty Nelson, Glenn Nielson, Doug McMillan CEO, Hannah McRae CFO, and Coby LaBlue Controller, as authorized signers on financial instruments, investments and bank accounts.
 - *HOWARD THOMPSON MOVED TO APPROVE THE RESOLUTION AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*
- **ACTION - Forward Cody Membership:** Doug McMillan, CEO requested approval to renew the annual Forward Cody membership at the level of \$5,000 for 2023.
 - *JEN TALICH MOVED TO APPROVE THE REQUEST AS PRESENTED. HOWARD THOMPSON SECONDED THE MOTION. MOTION CARRIED.*
- **ACTION – FY2023 Management Action Plan Q2 Update:** Doug McMillan, CEO presented and requested approval of the FY2023 Management Action Plan Q2 Update.
 - *HOWARD THOMPSON MOVED TO APPROVE THE MAP AS PRESENTED. LENOX BAKER SECONDED THE MOTION. MOTION CARRIED.*
- **INFORMATION – February Board Meeting Change of Date:** Doug McMillan, CEO provided a reminder that the February board meeting had been changed to March 1, 2023.

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. HOWARD THOMPSON SECONDED. MOTION CARRIED.*

Finance Report


Hannah McRae, CFO presented a financial update.

Executive Session

AT 8:01 PM JEN TALICH MOVED TO GO INTO EXECUTIVE SESSION TO RECEIVE INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW - LITIGATION PURSUANT TO WYO. STAT. §16-4-405(a)(iii). HOWARD THOMPSON SECONDED. MOTION CARRIED

Adjournment

AT 8:55 PM GLENN NIELSON MOVED TO ADJOURN EXECUTIVE SESSION AND THE MEETING. PETER SIDOR SECONDED. MOTION CARRIED.



Board Secretary or Designee

3/1/23

Date



Recording Secretary

3/1/2023

Date