

West Park Hospital District Board of Trustees

Board of Trustees Work Session

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

May 31, 2023

4:15 PM

Trustees Present:

Ty Nelson, Chair
Kelly Simone, Vice Chair
Glenn Nielson, Treasurer
Jen Talich, Secretary
Howard Thompson, Trustee
Peter Sidor, MD, Trustee
Lenox Baker, MD, Trustee

Absent:

Also Present:

Doug McMillan, CEO
Hannah McRae, CFO
Kathleen DiVincenzo, CMO
Kim Jacobs, Executive Assistant
Laura Carpenter, LTCC

Mary Reed, Attorney
Jen Roney, Compliance/Quality
Heather Bates, IP
Tanya Bales, Risk

Call to Order: Ty Nelson, Vice Chair called the meeting to order at 4:20 PM.

Approval of Agenda:

Conflict of Interest: None Disclosed

Quality: Jen Roney provided a Quality Report.

Corporate Compliance: Jen Roney provided a Compliance Report.

Infection Prevention: Heather Bates provided an Infection Prevention Report.

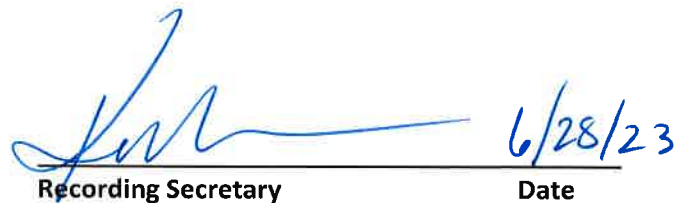
Risk Management: Tanay Bales provided a risk management report.

Adjournment: The meeting adjourned at 5:25 p.m.



Board Secretary or Designee

6/28/23
Date



Recording Secretary

6/28/23
Date

West Park Hospital District Board of Trustees

Regular Board Meeting

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

May 31, 2023

6:00 PM

Trustees Present:

Ty Nelson, Chairman
Kelly Simone, Vice-Chair
Glenn Nielson, Treasurer
Jen Talich, Secretary
Lenox Baker, MD, Trustee
Howard Thompson, Trustee
Peter Sidor, MD, Trustee

Absent:

Thomas Etter, MD, Ex Officio

Also Present:

Doug McMillan, CEO
Hannah McRae, CFO
Kim Jacobs, Executive Assistant
Dick Smith, HRO
Laura Carpenter, LTCC
Carrie Steckler, Rev Cycle
Jennifer Roney, Quality
Tanya Bales, Risk
Clint Merritt, PA-C
Dr. Mark Ryzewicz

Mary Reed, Attorney
Jennifer Jones, Information Services
Graham Jackson, Foundation
Stephen Dow, Cody Enterprise
Phillip Franklin, EMS
Steve Humphries Wadsworth
Dr. Brad Low
Cindy Rohde, NWSC
Barb Mullaney
Dr. Kathleen DiVincenzo, CMO

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

Mission, Vision, and Values: Howard Thompson read the Mission, Vision, and Values.

Approval of Agenda

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

Conflict of Interest

None Disclosed – Peter Sidor stated he does not have a direct conflict but will abstain from voting on section G, employment agreement for Laurie Hipwell, PNP.

Consent Agenda

The following consent agenda items were presented for approval:

- April 26, 2023 BOT Minutes
- May 4, 2023 SPECIAL BOT Minutes
- April 2023 Vouchers

HOWARD THOMPSON MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.

Old Business

- **Physician Recruitment:** Doug McMillan, CEO reported that two site visits have been set up for the Basin APP search. The Cardiology APP search is active, and one candidate is being screened for a site visit. Dr. DiVincenzo, CMO reported that the Hospitalist search continues, and the team is working with several candidates who are very interested. The Pediatric APP search has commenced.
- **Strategic Planning Update:** Doug McMillan, CEO reported that invitations will be going out over the next several days to internal and external stakeholders for meetings scheduled for June 14 and 15.
- **Other Old Business:**

New Business

- **Extraordinary Employee of the Month:** The board of trustees named Clint Merritt, PA-C, as the extraordinary provider of the month. He is an Orthopaedic PA-C.
- **ACTION – Per Diem Employment Agreement – Glen Clinton, M.D.:** Doug McMillan, CEO presented and requested approval of a per diem employment agreement for Glen Clinton, M.D., Emergency Medicine.
 - *LENOX BAKER MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*
- **ACTION – Per Diem Employment Agreement – Ben Beasley, M.D.:** Doug McMillan, CEO presented and requested approval of a per diem employment agreement for Ben Beasley, M.D., Emergency Medicine.
 - *HOWARD THOMPSON MOVED TO APPROVE THE AGREEMENT AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*
- **ACTION – Per Diem Employment Agreement – Aaron Brown, M.D.:** Doug McMillan, CEO presented and requested approval of a per diem employment agreement for Aaron Brown, M.D., Emergency Medicine.
 - *GLENN NIELSON MOVED TO APPROVE THE AGREEMENT AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*
- **ACTION – Per Diem Employment Agreement – Danielle Sankey, ANP:** Kathleen DiVincenzo, CMO presented and requested approval of a per diem employment agreement for Danielle Sankey, ANP, Hospitalist.
 - *KELLY SIMONE MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement Amendment – Karie Burns, C-FNP:** Doug McMillan, CEO presented and requested approval of an employment agreement amendment for Karie Burns, C-FNP, WIC.
 - *LENOX BAKER MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement – Laurie Hipwell, C-PNP:** Doug McMillan, CEO presented and requested approval of an employment agreement for Laurie Hipwell, C-PNP, Pediatrics.
 - *LENOX BAKER MOVED TO APPROVE THE AGREEMENT PENDING LEGAL REVIEW. JEN TALICH SECONDED. MOTION CARRIED. PETER SIDOR ABSTAINED.*
- **ACTION – Mobile Clinic Trailer Graphics:** Phillip Franklin, EMS presented and requested approval to purchase a graphics package for the outside of the mobile medical clinic trailer at a cost of \$7,112. This is a non-budgeted item but will be reimbursed 100% from the CEMS Grant.
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HOWARD THOMPSON MOVED TO APPROVE THE PURCHASE AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.

ACTION – Zoll Case Review Premium Subscription: Phillip Franklin, EMS presented and requested approval to purchase a Zoll Case Review Premium Subscription at a cost of \$9,720. This is a non-budgeted item but will be reimbursed 100% from the CEMS Grant.

○ *HOWARD THOMPSON MOVED TO APPROVE THE PURCHASE AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*

- **ACTION – Mobile Networks (3):** Phillip Franklin, EMS presented and requested approval to purchase 3 mobile networks at a cost of \$15,110. This is a non-budgeted item but will be reimbursed 100% from the CEMS Grant.

○ *HOWARD THOMPSON MOVED TO APPROVE THE PURCHASE AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*

- **ACTION – Call Pay Program:** Kathleen DiVincenzo, CMO requested approval to modify the Physician Call Pay Plan by removing pediatrics from the plan and increasing the direct compensation to \$500 for each 24-hour shift.

○ *KELLY SIMONE MOVED TO APPROVE THE PROGRAM CHANGES AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*

- **ACTION – Call Pay Policy:** Dick Smith, HRO presented and requested approval of modifications to the Call Pay Policy.

○ *GLENN NIELSON MOVED TO APPROVE THE POLICY AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*

- **ACTION – Staffing Incentive Program Policy:** Dick Smith, HRO and Barbara Mullaney presented and requested approval of the new Staffing Incentive Program Policy which will replace 3 existing policies.

○ *GLENN NIELSON MOVED TO APPROVE THE POLICY AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*

- **ACTION – Compliance and Ethics Training Policy:** Jen Roney, Compliance Officer presented and requested approval of revisions to the Compliance and Ethics Training Policy.

○ *GLENN NIELSON MOVED TO APPROVE THE POLICY AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*

AT 7:00 PM JEN TALICH LEFT THE MEETING

- **ACTION – Document Retention and Destruction Policy:** Jen Roney, Compliance Officer presented and requested approval of revisions to the Document Retention and Destruction Policy.

○ *LENOX BAKER MOVED TO APPROVE THE POLICY AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*

- **ACTION – Grant Policy:** Hannah McRae, CFO presented and requested approval of a new Grant Policy.

○ *HOWARD THOMPSON MOVED TO APPROVE THE POLICY AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*

- **ACTION – Investment Policy:** Hannah McRae, CFO presented and requested approval of revisions to the Investment Policy.

○ *HOWARD THOMPSON MOVED TO APPROVE THE POLICY AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*

- **Other New Business:**

Medical Staff Report

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

Finance Report

Hannah McRae, CFO presented a financial update.

Executive Session

AT 7:20 PM KELLY SIMONE MOVED TO GO INTO EXECUTIVE SESSION TO RECEIVE INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW - LITIGATION PURSUANT TO WYO. STAT. §16-4-405(a)(iii) AND PERSONNEL PURSUANT TO WYO. STAT. §16-4-405(a)(X). PETER SIDOR SECONDED. MOTION CARRIED

Adjournment

AT 8:00 PM GLENN NIELSON MOVED TO ADJOURN THE MEETING. LENOX BAKER SECONDED. MOTION CARRIED.

	<i>6-28-23</i>		<i>6/28/23</i>
Board Secretary or Designee	Date	Recording Secretary	Date