

West Park Hospital District Board of Trustees

Regular Board Meeting

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

April 26, 2023

6:00 PM

Trustees Present:

Kelly Simone, Vice-Chair
Glenn Nielson, Treasurer
Jen Talich, Secretary
Lenox Baker, MD, Trustee
Howard Thompson, Trustee
Peter Sidor, MD, Trustee
Thomas Etter, MD, Ex Officio

Absent:

Ty Nelson, Chairman

Also Present:

Doug McMillan, CEO
Hannah McRae, CFO
Keith Ungrund, CCO
Dick Smith, HRO
Laura Carpenter, LTCC
Stephanie Kearney, CAO
Kim Jacobs, Executive Assistant
Laurie Torczon, Surgery
Krista Blough, NP
Danny Gross, EVS

Mary Reed, Attorney
Jennifer Jones, Information Services
Graham Jackson, Foundation
Stephen Dow, Cody Enterprise
Phillip Franklin, EMS
Carrie Steckler, Rev Cycle
Steve Humphries Wadsworth
Dr. Brad Low
Cindy Rohde, NWSC

Call to Order: Kelly Simone, Vice 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

- *LENOX BAKER MOVED TO APPROVE THE AGENDA WITH THE DELETION OF ITEM O. GLENN NIELSON SECONDED. MOTION CARRIED.*

Conflict of Interest

None Disclosed

Consent Agenda

The following consent agenda items were presented for approval:

- March 29, 2023 BOT Minutes
- March 2023 Vouchers
 - *JEN TALICH MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*

Old Business

- **Physician Recruitment:** Stephanie Kearney, CAO reported that the Cardiology physician search continues, and an APP search has been initiated. The APP search continues for the Basin Clinic with an interview scheduled for next week. The Hospitalist search continues.
- **Other Old Business:** Stephanie Kearney updated the board regarding the restructuring of the Physician Clinics leadership team.

New Business

- **Extraordinary Employee of the Month:** The board of trustees named Danny Gross, EVS Technician, as the extraordinary employee of the month. Danny has worked for CRH for the past several months and has made a tremendous impact in a very short time.
- **ACTION – Employment Agreement – Kathleen DiVincenzo, M.D.:** Doug McMillan, CEO presented and requested approval of an employment agreement for Kathleen DiVincenzo, M.D., Hospitalist.
 - *LENOX BAKER MOVED TO APPROVE THE AGREEMENT AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement – Karen Wineteer, C-ACNP:** Doug McMillan, CEO presented and requested approval of an employment agreement for Karen Wineteer, C-ACNP, Hospitalist.
 - *HOWARD THOMPSON MOVED TO APPROVE THE AGREEMENT AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement – Matt Swartz, D.O.:** Doug McMillan, CEO presented and requested approval of a per diem employment agreement for Matt Swartz, D.O., Hospitalist.
 - *PETER SIDOR MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement – Adam Glanzer, D.O.:** Doug McMillan, CEO presented and requested approval of a per diem employment agreement for Adam Glanzer, D.O., Hospitalist.
 - *PETER SIDOR MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement – Stephen Mainini, M.D.:** Stephanie Kearney, CAO presented and requested approval of a renewal employment agreement for Stephen Mainini, M.D.
 - *LENOX BAKER MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED. GLENN NELSON ABSTAINED.*
- **ACTION – Employment Agreement – Laura Pleban, ANP:** Stephanie Kearney, CAO presented and requested approval of a renewal employment agreement for Laura Pleban, ANP.
 - *JEN TALICH MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement Addendum – Courtney Spence, D.O.:** Stephanie Kearney, CAO presented and requested approval of an employment agreement addendum for Courtney Spence, D.O., Hospitalist.
 - *HOWARD THOMPSON MOVED TO APPROVE THE AGREEMENT AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*

- **ACTION – Medifis AMN VMS Agreement:** Keith Ungrund, CCO presented and requested approval of an agreement changing the hospital’s provider of travel nursing staff.
 - *GLENN NIELSON MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*
- **ACTION – Stryker Core Consoles:** Laurie Torczon, Surgical Services Director presented and requested approval to purchase Stryker Core Consoles in the amount of \$17,672.00. This item is budgeted.
 - *JEN TALICH MOVED TO APPROVE THE PURCHASE AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Data Center UPS Replacement:** Jennifer Jones, Information Services Director presented and requested approval to purchase 2 Data Center UPS units to replace the existing end of life units. This request is in the amount of \$62,682.00 and is not budgeted. The department will not be purchasing other approved items in the amount of approximately \$75,000 in order to stay within the budget.
 - *HOWARD THOMPSON MOVED TO APPROVE THE PURCHASE AS PRESENTED. GLENN NIELSON SECONDED. MOTION CARRIED.*
- **ACTION – Eitan Medical Sapphir Infusion Pumps (10):** Keith Ungrund, CCO presented and requested approval to purchase 10 Infusion pumps to be used in Community EMS. This request is in the amount of \$23,184.00 and is not budgeted but will be covered in full by the Community EMS Grant.
 - *JEN TALICH MOVED TO APPROVE THE PURCHASE AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Stryker Lifenet Pro:** Keith Ungrund, CCO presented and requested approval to purchase Lifenet Pro software which allows EMS in the field to transmit ECG’s to the ED Physician. This request is in the amount of \$39,595.00 and is not budgeted but will be covered in full by the Community EMS Grant.
 - *HOWARD THOMPSON MOVED TO APPROVE THE PURCHASE AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*
- **ACTION – Medical Equipment Bags:** Keith Ungrund, CCO presented and requested approval to purchase Medical Equipment Bags to be used by Community EMS. This request is in the amount of \$4,376.30 and is not budgeted but will be covered in full by the Community EMS Grant.
 - *HOWARD THOMPSON MOVED TO APPROVE THE PURCHASE AS PRESENTED. GLENN NIELSON SECONDED. MOTION CARRIED.*
- **ACTION – Wyoming COVID-19 Healthcare Disparities Grant Resolution:** Kim Jacobs, Executive Assistant presented and requested approval of the following resolution: The West Park Hospital District Board of Trustees authorizes Douglas A. McMillan, CEO to unilaterally authorize the filing of applications for Wyoming COVID-19 Health Disparities Grant – Hospital and Healthcare Systems Preparedness and Infrastructure Program including the execution of any required resolution and or certification through May 31, 2023. These funds were appropriated to the Wyoming State Department of Health by the CDC’s National Center for State, Tribal, Local, and Territorial Public Health Infrastructure and Workforce from the Coronavirus Response and Relief Supplemental Appropriations Act, 2021, requires no match and projects must meet eligibility rules for funding. Any project(s) utilizing these funds will require approval of the Board of Trustees and to meet advertising/RFP requirements.
 - *LENOX BAKER MOVED TO APPROVE THE RESOLUTION AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*

- **ACTION – Chagemaster Analysis & Recommendations:** Hannah McRae, CFO presented the Chagemaster Analysis and requested approval of the recommendations effective July 1, 2023.
 - *LENOX BAKER MOVED TO APPROVE THE REQUEST AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- **ACTION – Medicare Reimbursement Bad Debt Engagement Letter:** Hannah McRae, CFO presented and requested approval of the Medicare Reimbursement Bad Debt Engagement Letter with the intent of moving forward with the project.
 - *LENOX BAKER MOVED TO APPROVE THE REQUEST AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*

Medical Staff Report

- **ACTION – Credentials Report:** Dr. Thomas Etter presented the credentials report to the board and requested approval.
 - *GLENN NIELSON MOVED TO APPROVE THE CREDENTIALS REPORT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*

Finance Report


Hannah McRae, CFO presented a financial update.

Adjournment

AT 7:05 PM HOWARD THOMPSON MOVED TO ADJOURN THE MEETING. JEN TALICH SECONDED. MOTION CARRIED.



Board Secretary or Designee Date



Recording Secretary Date