



707 Sheridan Avenue, Cody WY 82414
1-800-654-9447
(307) 527-7501

West Park Hospital District Board of Trustees

Board of Trustees Work Session

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

March 1, 2023

4:15 PM

Trustees Present:

Ty Nelson, Chairman
Kelly Simone, Vice-Chair
Glenn Nielson, Treasurer
Lenox Baker, MD, Trustee
Peter Sidor, MD, Trustee

Absent:

Howard Thompson, Trustee
Jen Talich, Secretary

Also Present:

Doug McMillan, CEO
Hannah McRae, CFO
Keith Ungrund, CCO
Dick Smith, HRO
Laura Carpenter, LTCC
Stephanie Kearney, CAO
Jennifer Roney, Compliance & Quality

Mary Reed, Attorney
Heather Bates, Infection Prevention
Tanya Bales, Risk Management
Suzette Duhe, QHR
Woody White, QHR
Kim Jacobs, Executive Assistant

Call to Order: Ty Nelson, Chair called the meeting to order at 4:18 PM.

Executive Session: AT 4:18 PM PETER SIDOR MOVED TO GO INTO EXECUTIVE SESSION TO RECEIVE INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW PURSUANT TO WYO. STAT. §16-4-405(a)(ix). GLENN NIELSON SECONDED. MOTION

Approval of Agenda: GLENN NIELSON MOVED TO APPROVE THE AGENDA AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.


Quality Report Jennifer Roney presented the Quality Report.

Corporate Compliance Report: Jennifer Roney presented the Corporate Compliance Report.

Infection Prevention Report: Heather Bates presented the Infection Prevention Report.

Risk Management Report: Tanya Bales presented the Risk Management Report.

Adjournment: AT 5:16 PM LENOX BAKER MOVED TO ADJOURN EXECUTIVE SESSION AND THE MEETING. PETER SIDOR SECONDED. MOTON CARRIED.



Board Secretary or Designee Date



Recording Secretary Date

West Park Hospital District Board of Trustees

Regular Board Meeting

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

March 1, 2023

6:00 PM

Trustees Present:

Ty Nelson, Chairman
Kelly Simone, Vice-Chair
Glenn Nielson, Treasurer
Lenox Baker, MD, Trustee
Peter Sidor, MD, Trustee
Thomas Etter, MD, Ex Officio

Absent:

Howard Thompson, Trustee
Jen Talich, Secretary

Also Present:

Doug McMillan, CEO
Hannah McRae, CFO
Keith Ungrund, CCO
Dick Smith, HRO
Laura Carpenter, LTCC
Stephanie Kearney, CAO
Kim Jacobs, Executive Assistant
Woody White, QHR
Steve Humphries-Wadsworth, BH
Carrie Steckler, Rev Cycle
Alyssa Zantello, PA-C
Dr. Jimmie Biles

Mary Reed, Attorney
Jennifer Jones, Information Services
Meghan Asay, Lab Director
Stephen Dow, Cody Enterprise
Graham Jackson, Foundation
Laura Farnworth, Employee Health
Kyle Watson, LTCC
Suzette Duhe, QHR
Tom Spiering, CMC
Dr. Sarah Frances McClure
Dr. Brad Low

Call to Order: Ty Nelson, Chair called the meeting to order at 6:02 PM.

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

Approval of Agenda

- *LINOX BAKER MOVED TO APPROVE THE AGENDA AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*

Conflict of Interest

None Disclosed

Consent Agenda

The following consent agenda items were presented for approval:

- January 25, 2023 BOT Minutes
- January 25, 2023 Work Session Minutes
- January 2023 Vouchers
 - *KELLY SIMONE MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. GLENN NIELSON SECONDED. MOTION CARRIED.*

Old Business

- **Physician Recruitment:** Stephanie Kearney, CAO reported that the Cardiology search continues, scheduling a second virtual interview and the APP search continues for the Basin Clinic. Doug McMillan, CEO, reported that a Hospitalist search continues. A per diem agreement has been drafted for a hospitalist candidate. Two hospitalist interviews have occurred, with evaluation of each candidate continuing. Teledigm Health Telemedicine agreement has been finalized.
- **ACTION – Drug & Alcohol Testing Policy:** Dick Smith, HRO presented revisions to the Drug & Alcohol Testing Policy for final review and approval. Discussion ensued.
 - *LENOX BAKER MOVED TO APPROVE REVISIONS TO THE DRUG AND ALCOHOL TESTING POLICY AS PRESENTED. PETER SECONDED. MOTION CARRIED.*
- **ACTION – Coe Memorial Scholarship Agreement:** Ty Nelson presented and requested approval of an agreement with the Cody Regional Health Foundation to manage the Coe Memorial Scholarship endowment and program.
 - *LENOX BAKER MOVED TO APPROVE THE AGREEMENT AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*
- **Other Old Business:** None Discussed

New Business

- **Extraordinary Employee of the Month:** The board of trustees presented Meghan Asay with the honor of director of the year and extraordinary employee of the month
- **Board of Trustees Committee Assignments:** Ty Nelson announced the 2023 Board of Trustees Committee Assignments for 2023. Finance: CEO, CFO, Ty Nelson, Kelly Simone, Glenn Nielson; Executive: CEO, Ty Nelson, Kelly Simone, Howard Thompson; Home Health/Hospice: Jen Talich; QI Council: Ty Nelson; Corporate Compliance: Jen Talich, Glenn Nielson; Pension Plan: Peter Sidor; Building and Grounds: Howard Thompson, Peter Sidor; NWSC: CEO, Peter Sidor; Foundation: Howard Thompson; Seedlings Center: Jen Talich; Benefits: Glenn Nielson.
- **ACTION – Per Diem Employment Agreement – Lisa Flora, MD:** Doug McMillan, CEO presented and requested approval of an employment agreement for Lisa Flora, MD.
 - *LENOX BAKER MOVED TO APPROVE THE AGREEMENT AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*
- **ACTION – Professional Services Agreement – Lisa Williams, MD:** Stephanie Kearney, CAO presented and requested approval of a professional services agreement for Lisa Williams, MD.
 - *PETER SIDOR MOVED TO APPROVE THE AGREEMENT AS PRESENTED. GLENN NIELSON SECONDED. MOTION CARRIED.*

- **ACTION – Professional Services Agreement – Billings Clinic/Laurie Hipwell, PNP:** Keith Ungrund, CCO presented and requested approval of a professional services agreement with Billings Clinic for Laurie Hipwell, PNP.
 - *LENOX BAKER MOVED TO APPROVE THE AGREEMENT AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*
- **ACTION – CMC Nurses Station – Addition of 2nd Door:** Steve Humphries-Wadsworth, CMC Director presented and requested approval of a capital request to add a 2nd door to the CMC Nurses station for safety purposes. This item costs \$9,203.00 and is not budgeted.
 - *LENOX BAKER MOVED TO APPROVE THE REQUEST AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*
- **ACTION – Extended Illness Benefits Policy:** Dick Smith, HRO presented and requested approval of revisions to the EIB Policy.
 - *KELLY SIMONE MOVED TO APPROVE THE POLICY AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*
- **ACTION – Physician Self Prescribing Policy:** Jennifer Roney, Quality Director presented and requested approval of revisions to the Physician Self Prescribing Policy. Discussion ensued.
 - *KELLY SIMONE MOVED TO TABLE THE REQUEST. LENOX BAKER SECONDED. MOTION CARRIED.*
- **ACTION – Conflict of Interest Policy:** Jennifer Roney, Quality Director presented and requested approval of revisions to the Conflict-of-Interest Policy.
 - *GLENN NIELSON MOVED TO APPROVE THE POLICY AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*
- **ACTION – Code of Conduct:** Jennifer Roney, Quality Director presented and requested approval of revisions to the Code of Conduct.
 - *LENOX BAKER MOVED TO APPROVE THE POLICY AS PRESENTED. KELLY SIMONE SECONDED. MOTION CARRIED.*
- **ACTION – Health Care Fraud Self Disclosure Protocol:** Jennifer Roney, Quality Director presented and requested approval of the Health Care Fraud Self Disclosure Protocol.
 - *LENOX BAKER MOVED TO APPROVE THE PROTOCOL AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*

Medical Staff Report

- **ACTION – Credentials Report:** Dr. Thomas Etter 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 7:31 PM KELLY SIMONE MOVED TO GO INTO EXECUTIVE SESSION TO RECEIVE INFORMATION CLASSIFIED AS CONFIDENTIAL BY LAW - PERSONNEL PURSUANT TO WYO. STAT. §16-4-405(a)(x). PETER SIDOR SECONDED. MOTION CARRIED




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Adjournment

AT 9:07 PM PETER SIDOR MOVED TO ADJOURN EXECUTIVE SESSION AND THE MEETING. KELLY SIMONE SECONDED. MOTION CARRIED.

 3/29/23

Board Secretary or Designee Date

 3/29/2023

Recording Secretary Date