

West Park Hospital District Board of Trustees

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

October 26, 2022

6:00 PM

Members Present:

Howard Thompson, Vice Chair
Jen Talich, Treasurer
Peggy Rohrbach, Secretary
Lenox Baker, Trustee
Ty Nelson, Trustee
Glenn Nielson, Trustee

Absent: Graham Jackson, Chairman

Also Present:

Doug McMillan, CEO
Hannah McRae, CFO
Keith Ungrund, CCO
Dick Smith, HRO
Laura Carpenter, LTCC
Kathleen DiVincenzo, CMO
Kelly Simone, PA-C
John Turner, QHR
Luke Sypherd, EMS
Jennifer Ball, Cancer Center
Mary Reed, Attorney
Kyle Young, SCL Health
Heather Stayme, SCL Health
Brandon Mickelson, CLA Auditor

Jennifer Jones, IS
Carrie Steckler, Rev Cycle
Coby LaBlue, Controller
Natalie Agudo, Med Staff
Kristi Jensen, Surgical Services
Eric Lipe, Radiology
Peter Sidor, MD
Phillip Franklin, EMS
Kirk Bollinger, MD
Greg Cross, MD
James Mann, CLA Auditor
Stephanie Emerson, SCL
Kim Jacobs, Executive Assistant
Stephen Dow, Cody Enterprise

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

Mission, Vision, and Values: Glenn Nielson read the Mission, Vision and Values.

Approval of Agenda

PEGGY ROHRBACH MOVED TO APPROVE THE AGENDA AS PRESENTED. TY NELSON SECONDED. MOTION CARRIED.

Consent Agenda

The following consent agenda items were presented for approval:

- September 28, 2022 BOT Minutes
- October 19, 2022 BOT Minutes
- September 2022 Vouchers

GLENN NIELSON MOVED TO APPROVE THE CONSENT AGENDA WITH THE CORRECTION OF THE END TIME ON THE OCTOBER 19, 2022 BOT MINUTES TO 11:06 AM. TY NELSON SECONDED. MOTION CARRIED.

Old Business

- **Physician Recruitment:** Doug McMillan discussed the continued search for a second cardiologist, Orthopedic PA-C and an APP for the new Basin Clinic.
- **E.H.R Update:** Jennifer Jones discussed EPIC Go Live and that is has gone well. Still working through issues.
- **Viral Management Masking Policy Update:** CMS guidelines have been adjusted regarding masking. The policy was updated to align with CMS and the CDC.
- **Basin Clinic Update:** Currently working with the architect to provide final plans for the remodel. Will advertise for bids as soon as the plans are complete. The Rural Health designation is in process as well as operational development. The goal is to open in January 2023.
- **Other Old Business:** None Discussed

New Business

- **Extraordinary Employee of the Month:** Luke Sypherd, EMS Supervisor was named the Extraordinary Employee of the Month by the Board of Trustees.
- **ACTION – FY2022 Audit:** James Mann and Brandon Mickelson, Auditors, presented the FY2022 Audit. Very successful audit with no proposed audit adjustments.
 - *PEGGY ROHRBACH MOVED TO APPROVE THE FY2022 AUDIT AS PRESENTED. TY NELSON SECONDED. MOTION CARRIED*
- **ACTION – SCL Health JV Operating Agreement:** Doug McMillan discussed the evolution of the Flight JV proposal with SCL Health. The goal is to reduce response time, reduce cost to patients, and increase quality. Kyle Young, Stephanie Emerson and Heather Stayme all of SCL Health provided additional information. CRH and SCL would initiate the program with the intent of bringing on additional partners.
 - *LENOX BAKER MOVED TO APPROVE THE OPERATING AGREEMENT AS PRESENTED. TY NELSON SECONDED. MOTION CARRIED.*
- **INFORMATION – Employee Health Insurance Benefits:** Dick Smith, HRO reviewed the plan. There are no changes to the plan design.
- **ACTION – Employment Agreement – Christopher Rice, MD:** Doug McMillan presented and requested approval of a renewal employment agreement for Christopher Rice, MD.
 - *JEN TALICH MOVED TO APPROVE THE EMPLOYMENT AGREEMENT AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement – Gary Hart, MD:** Doug McMillan presented and requested approval of a renewal employment agreement for Gary Hart, MD.
 - *PEGGY ROHRBACH MOVED TO APPROVE THE EMPLOYMENT AGREEMENT AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*
- **ACTION – Employment Agreement Addendum – Tarra Deiter-Enright, DO:** Doug McMillan presented and requested approval of a renewal employment agreement for Tarra Deiter-Enright, DO.
 - *JEN TALICH MOVED TO APPROVE THE EMPLOYMENT AGREEMENT AS PRESENTED. PEGGY ROHRBACH SECONDED. MOTION CARRIED.*
- **ACTION – AGFA PACS Upgrade:** Eric Lipe requested approval to upgrade the AGFA PACS system in the amount of \$175,800.03. This is a budgeted item.

- *LENOX BAKER MOVED TO APPROVE THE REQUEST AS PRESENTED. GLENN NIELSON SECONDED THE MOTION. MOTION CARRIED.*
- **ACTION – PenRad Mammography Tracking Software:** Eric Lipe requested approval to purchase PenRAD Mammography Tracking software in the amount of \$92,830. This is a budgeted for the full amount. \$30,470 will be reimbursed by a USDA Grant.
 - *PEGGY ROHRBACH MOVED TO APPROVE THE REQUEST AS PRESENTED. TY NELSON SECONDED. MOTION CARRIED.*
- **ACTION – PORTABLE X-RAY UNIT –** Eric Lipe requested approval to purchase a portable x-ray unit for the Basin Clinic in the amount of \$117,432. This is not a budgeted item. \$64,587.60 will be reimbursed by a USDA Grant.
 - *PEGGY ROHRBACH MOVED TO APPROVE THE REQUEST AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*
- **ACTION – Stryker System 8 Large Power System:** Kristi Jensen requested approval to purchase a Stryker System 8 Large Power System in the amount of \$150,743.05. This is a budgeted item.
 - *LENOX BAKER MOVED TO APPROVE THE REQUEST AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*
- **ACTION – Instrument Tracking System:** Kristi Jensen requested approval to purchase an Instrument Tracking System in the amount of \$28,000. This is a budgeted item.
 - *TY NELSON MOVED TO APPROVE THE REQUEST AS PRESENTED. PEGGY ROHRBACH SECONDED. MOTION CARRIED.*
- **ACTION – Cancer Center Access Control:** Jennifer Ball requested approval to install an access control system at the cancer center at a cost of \$27,487. This is a budgeted item.
 - *LENOX BAKER MOVED TO APPROVE THE REQUEST AS PRESENTED. PEGGY ROHRBACH SECONDED. MOTION CARRIED.*
- **ACTION – Vision RT Service Agreement:** Jennifer Ball requested approval of a service contract with VISION RT in the amount of \$205,991 over 5 years.
 - *PEGGY ROHRBACH MOVED TO APPROVE THE REQUEST AS PRESENTED. TY NELSON SECONDED. MOTION CARRIED.*
- **ACTION – Grant Application Resolution:** Mary Reed presented a resolution to the board which will allow the acting board chair to sign any and all grant applications when the application is due within 35 days. This resolution does not commit the board to make any capital purchases without board review.
 - *GLENN NIELSON MOVED TO APPROVE THE RESOLUTION AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*
- **ACTION – Notice of Intent to Amend Medical Staff Bylaws:** Dr. Cross presented the DRAFT Medical Staff Bylaws for review. Mary Reed presented the Notice of Intent to Amend. The notice needs to be published in the newspaper.
 - *LENOX BAKER MOVED TO PROCEED WITH THE NOTICE OF INTENT TO AMEND THE MEDICAL STAFF BYLAWS. PEGGY ROHRBACH SECONDED. MOTION CARRIED.*
- **ACTION – FY2023 Management Action Plan Q1:** Doug McMillan presented the Q1 update to the Management Action Plan.
 - *PEGGY ROHRBACH MOVED TO APPROVE THE Q1 UPDATE TO THE MANAGEMENT ACTION PLAN AS PRESENTED. LENOX BAKER SECONDED. MOTION CARRIED.*
- **OTHER NEW BUSINESS:** None discussed.

Medical Staff Report

- **ACTION – Credentials Report:** Dr. Kathleen DiVincenzo presented the credentials report to the board and requested approval.
 - *PEGGY RORHBACH MOVED TO APPROVE THE CREDENTIALS REPORT AS PRESENTED. TY NELSON SECONDED. MOTION CARRIED.*

Finance Report

Hannah McRae, CFO presented a financial update.

Adjournment

AT 7:51 pm LENOX BAKER MOVED TO ADJOURN THE MEETING. TY NELSON SECONDED. MOTION CARRIED.

Board Secretary or Designee

Date

Recording Secretary

Date