

**West Park Hospital District Board of Trustees**

Regular Board Meeting

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

December 10, 2025

6:00 PM

**Trustees Present:**

Ty Nelson, Chairman  
Jen Talich, Treasurer  
Peter Sidor, MD, Secretary  
Howard Thompson, Trustee  
Travis Graham, MD, Trustee  
Rich Petersen, Trustee  
Drew Hoene, MD, Ex Officio

**Absent:**

Angie Johnson, Vice-Chair

**Also Present:**

Hannah McRae, CEO  
Stephanie Kearney, CAO  
Dr. Kathleen DiVincenzo, CMO  
Brad Hamilton, Ovation Health  
Coby La Blue, CFO  
Eric Lipe, Radiology  
Brad Tyer, Facilities  
Heather Stambaugh, Foundation  
Ashley Trudo, Marketing Director  
Vern Orndorff, PCSD #6 Superintendent  
Mary Sims, PCSD #6 Board  
Cathy Roes, PCSD #6 Board

Jennifer Roney, Quality/Compliance  
Keith Ungrund, CCO  
Laura Carpenter, LTCC  
Dick Smith, HRO  
Mary Reed, Board Attorney  
Laurie Torczon, Surgery  
Dick Smith, HRO  
Penny Acton, HR  
Jen Roney, Quality & Compliance Officer  
Brandi Nelson, PCSD #6 Board  
Karen Schipfmann, PCSD #6 Board  
Brandie Black, Radiology

- I. **Call to Order:** Ty Nelson, Chair, called the meeting to order at 6:01 PM.
- II. **Mission, Vision, and Values:** Howard Thompson read the Mission, Vision, and Values.
- III. **Approval of Agenda:**
  - *RICH PETERSEN MOVED TO APPROVE THE AGENDA AS PRESENTED. TRAVIS GRAHAM SECONDED. MOTION CARRIED.*
- IV. **Conflict of Interest:** PETER SIDOR DECLARED A CONFLICT WITH ITEM VII.H.
- V. **Consent Agenda**

The following consent agenda items were presented for approval:

  - October 29, 2025, BOT Minutes
  - October 29, 2025, Work Session Minutes
  - October/November 2025 Vouchers



**VI. Old Business**

**A. Provider Recruitment:** Stephanie Kearney, CAO presented the following:

OBGYN: Search continues. Phone screen scheduled.

Rad Onc: Search continues.

Cardiology: Search continues. Interview scheduled for next week.

Internal Medicine: Search continues. In conversations with one candidate. A second Local candidate has expressed interest.

Med Onc APP: Search continues.

Wound Care APP: Search continues.

Orthopedic Surgery: Search continues.

Keith Ungrund, CCO presented the following:

Anesthesia MD/DO: Search continues for a 3<sup>rd</sup> MDA. Candidate scheduled for a site visit.

CRNA: Search continues.

Dr. Kathleen DiVincenzo, CMO presented the following:

Hospitalist Nocturnist APP: Search continues. One candidate under consideration.

**B. Other Old Business:** None.

**VII. New Business**

**A. Park County School District #6 Presentation:** Vernon Orndorff, PCSD #6 Superintendent and several school board members presented the Champion of Education Award to Dick Smith recognizing his work with the classrooms to careers program. Vern and PCSD #6 board members left the meeting.

**B. Employee of the Month:** Eric Lipe, Radiology Director presented Brandie Black, Radiology Supervisor as Employees of the Month.

**C. ACTION – Employment Agreement Amendment – Alyssa Whitlock, NP:** Stephanie Kearney, CAO presented and requested approval of an employment agreement amendment for Alyssa Whitlock, NP.

- *RICH PETERSEN MOVED TO APPROVE THE AGREEMENT AS PRESENTED. TRAVIS GRAHAM SECONDED. MOTION CARRIED.*

**D. ACTION – Employment Agreement – Layne Lash, NP:** Stephanie Kearney, CAO presented and requested approval of an employment agreement for Layne Lash, NP.

- *JEN TALICH MOVED TO APPROVE THE AGREEMENT AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*

- E. ACTION – Employment Agreement Amendment – Julie Steward, NP:** Keith Ungrund, CCO presented and requested approval of an employment agreement amendment for Julie Steward, NP
- *JEN TALICH MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- F. ACTION – Per Diem Employment Agreement – Shannon Vance, CRNA:** Keith Ungrund, CCO presented and requested approval of an employment agreement for Shannon Vance, CRNA.
- *JEN TALICH MOVED TO APPROVE THE AGREEMENT AS PRESENTED. TRAVIS GRAHAM SECONDED. MOTION CARRIED.*
- G. ACTION – PSA – Golden Rule Anesthesia, LLC:** Keith Ungrund, CCO presented and requested approval of a professional services agreement with Golden Rule Anesthesia, LLC.
- *RICH PETERSEN MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*

**PETER SIDOR RECUSED HIMSELF AND LEFT THE ROOM AT 6:28 PM**

- H. ACTION – Big Horn Basin Children’s Clinic – Nursing Services Agreement:** Keith Ungrund, CCO presented and requested approval of nursing services agreement with Big Horn Basin Children’s Clinic.
- *RICH PETERSEN MOVED TO APPROVE THE AGREEMENT AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*

**PETER SIDOR RETURNED TO THE ROOM AT 6:30 PM**

- I. ACTION – Seedlings Center/CMAC Lease Agreement:** Hannah McRae, CEO presented and requested approval of a lease agreement between Cody Medical Arts Complex and CRH(Seedlings Center). Discussion ensued regarding the price per square foot and federal STARK regulations.
- *TY NELSON MOVED TO APPROVE THE AGREEMENT PENDING LEGAL. RICH PETERSEN SECONDED. MOTION CARRIED.*
- J. ACTION – Deferred Comp Call Pay Plan:** Hannah McRae, CEO presented and requested approval to freeze the call pay plan with Pangburn.
- *RICH PETERSEN MOVED TO APPROVE THE REQUEST AS PRESENTED. TRAVIS GRAHAM SECONDED. MOTION CARRIED.*
- K. ACTION – Walk In Clinic – Xray Room:** Eric Lipe, Radiology presented and requested approval of a project to replace the Xray Room in the Walk In Clinic in the amount of \$382,659. This item is budgeted.
- *HOWARD THOMPSON MOVED TO APPROVE THE REQUEST AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*

- L. ACTION – Surgical Stretchers:** Laurie Torczon, Surgical Services Director presented and requested approval to purchase 2 surgical stretchers in the amount of \$19,417.82. This is not budgeted.
- *JEN TALICH MOVED TO APPROVE THE REQUEST AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*
- M. ACTION – Host Hardware Replacement:** Coby La Blue, CFO presented and requested approval to move forward with the host hardware replacement project. This item is priced at \$78,554.05 with the service agreement costing an additional \$27,584.01. This project is budgeted.
- *JEN TALICH MOVED TO APPROVE THE BID FROM SLETTEN CONSTRUCTION. HOWARD THOMPSON SECONDED. MOTION CARRIED*
- N. ACTION – Carpet Replacement – Ballison Building:** Brad Tyer, Facilities, presented and requested approval to replace the carpet in the Ballison Building for \$33,161.21. This item is budgeted.
- *JEN TALICH MOVED TO APPROVE THE REQUEST AS PRESENTED. TRAVIS GRAHAM SECONDED. MOTION CARRIED*
- O. ACTION – Window Replacement – Ballison Building:** Brad Tyer, Facilities, presented and requested approval to replace the windows in the Ballison Building for \$36,444.71. This item is budgeted for \$30,492.
- *JEN TALICH MOVED TO APPROVE THE REQUEST AS PRESENTED. RICH PETERSEN SECONDED. MOTION CARRIED*
- P. ACTION – Walk Behind Floor Scrubber:** Brad Tyer, Facilities, presented and requested approval to purchase a walk behind floor scrubber in the amount of \$25,295.73. This item is budgeted for \$19,999.
- *TRAVIS GRAHAM MOVED TO APPROVE THE REQUEST AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED*
- Q. ACTION – Corporate Compliance Committee Charter:** Jennifer Roney, Compliance, presented and requested approval of the Corporate Compliance Committee Charter.
- *TRAVIS GRAHAM MOVED TO APPROVE THE REQUEST AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED*
- R. ACTION – Instructor Pay Policy:** Keith Ungrund, CCO, presented and requested approval of the Instructor Pay Policy.
- *RICH PETERSEN MOVED TO APPROVE THE REQUEST AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED*
- S. INFORMATION – CRH Foundation Campaign Announcement:** Heather Stambaugh and Howard Thompson presented the Living Made Lovely Campaign.
- T. Other New Business: None.**

**VIII. Medical Staff Report**

**A. ACTION – Credentials Report:** Dr. Kathleen DiVincenzo, CMO presented the credentials report to the board and requested approval.

- *HOWARD THOMPSON MOVED TO APPROVE THE CREDENTIALS REPORT WITH JULIE STEWARD, NP'S APPROVAL PENDING MEDICAL MALPRACTICE INSURANCE. TRAVIS GRAHAM SECONDED. MOTION CARRIED.*

**IX. Finance Report**

Coby La Blue, CFO, presented a financial update.

**X. Executive Session**

*AT 7:22 PM JEN TALICH MOVED TO GO INTO EXECUTIVE SESSION TO DISCUSS ITEMS CONSIDERED CONFIDENTIAL BY LAW PURSUANT TO WYO. STAT. §16-4-405(a)(IX). TRAVIS GRAHAM SECONDED. MOTION CARRIED.*

*AT 8:23 PM TRAVIS GRAHAM MOVED TO ADJOURN EXECUTIVE SESSION AND RETURN TO THE REGULAR SESSION. JEN TALICH SECONDED AND THE MOTION CARRIED UNANIMOUSLY.*

**XI. Adjournment**

*At 8:24 PM JEN TALICH MOVED TO ADJOURN THE REGULAR DECEMBER MEETING. TRAVIS GRAHAM SECONDED THE MOTION, AND THE MOTION CARRIED.*



Board Secretary or Designee

*1/28/26*

Date



Recording Secretary

*1/28/26*

Date