

West Park Hospital District Board of Trustees

Regular Board Meeting

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

October 29, 2025

6:00 PM

Trustees Present:

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

Absent:

Also Present:

Hannah McRae, CEO
Stephanie Kearney, CAO
Dr. Kathleen DiVincenzo, CMO
Brad Hamilton, Ovation Health
Coby La Blue, CFO
Mary Reed, Board Attorney
Brad Tyer, Facilities
Darryn McGarvey, CPA, CLA
Scott Arnim, Gallaher (virtual for Item VII.C.)

Meghan Cheney, HR Generalist
Keith Ungrund, CCO
Laura Carpenter, LTCC
Dick Smith, HRO
Heather Stambaugh, Foundation
Paula Mitchell, ACU/CCU
Kat Vuletich, Education
Will Mark, CPA, CLA

- I. **Call to Order:** Ty Nelson, Chair, called the meeting to order at 6:03 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:** None declared.
- V. **Consent Agenda**

The following consent agenda items were presented for approval:

 - September 24, 2025, BOT Minutes
 - September 24, 2025, Work Session Minutes
 - September 2025 Vouchers
 - *HOWARD THOMPSON MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*

VI. Old Business

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

OBGYN: In communication with one provider. A second candidate was interviewed, and it was decided that they were not a good fit.

Nurse Midwife: Search continues. One candidate under consideration.

Rad Onc: 3 candidates in the pipeline, one new grad declined. A second new grad won't be making a decision until the end of the year. We interviewed a third candidate, working on scheduling onsite visit.

Cardiology: Search continues. Interview scheduled for tomorrow.

Internal Medicine: 2027 grad is interested, hoping to meet him in December.

Med Onc APP: Search initiated.

Wound Care APP: 3 candidates under consideration.

Keith Ungrund, CCO presented the following:

Anesthesia MD/DO: Dr. Suffern accepted his LOI. One MDA position open with a candidate who is scheduled for interview tomorrow. Another MDA was onsite Monday, looking to work as a locum. CRNA search is open with a couple of candidates being screened.

Hospitalist Nocturnist APP: Search has commenced.

B. Other Old Business: None.

VII. New Business

A. Employee of the Month: Laura Carpenter, LTCC Administrator presented the Seedlings Center staff as Employees of the Month.

B. ACTION – FY 2025 Audit: Darryn McGarvey, CPA and Will Mark, CPA presented the results of the FY2025 audit identifying no material weakness or significant deficiencies.

- *RICH PETERSEN MOVED TO APPROVE THE FY2025 AUDIT AS PRESENTED. ANGIE JOHNSON SECONDED. MOTION CARRIED.*

C. ACTION – CY 2026 Employee Health Plan: Meghan Cheney, HR Generalist and Scott Arnim of Gallagher presented and requested approval of the employee health plan for CY2026.

- *JEN TALICH MOVED TO APPROVE THE CY2026 EMPLOYEE HEALTH PLAN AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*

D. ACTION – Employment Agreement Amendment – Steven Bischoff, PA-C: Keith Ungrund, CCO presented and requested approval of an employment agreement amendment for Steven Bischoff, PA-C.

- *TRAVIS GRAHAM MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*

- E. ACTION – Employment Agreement Amendment – Tracy Dunn, C-FNP:** Dr. Kathleen DiVincenzo presented and requested approval of an employment agreement amendment for Tracy Dunn, C-FNP.
- *JEN TALICH MOVED TO APPROVE THE AGREEMENT AS PRESENTED. TRAVIS GRAHAM SECONDED. MOTION CARRIED.*
- F. ACTION – Employment Agreement Amendment – Clint Merritt, PA-C:** Stephanie Kearney, CAO presented and requested approval of an employment agreement amendment for Clint Merritt, PA-C.
- *RICH PETERSEN MOVED TO APPROVE THE AGREEMENT AS PRESENTED. JEN TALICH SECONDED. MOTION CARRIED.*
- G. ACTION – Employment Agreement Amendment – Jeff Turner, PA-C:** Stephanie Kearney, CAO presented and requested approval of an employment agreement amendment for Jeff Turner, PA-C.
- *JEN TALICH MOVED TO APPROVE THE AGREEMENT AS PRESENTED. ANGIE JOHNSON SECONDED. MOTION CARRIED.*
- H. ACTION – Employment Agreement – Courtney Spence, D.O.:** Stephanie Kearney, CAO presented and requested approval of an employment agreement for Courtney Spence, D.O.
- *TRAVIS GRAHAM MOVED TO APPROVE THE AGREEMENT AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED.*
- I. ACTION – Orthopedic Surgeon Search:** Stephanie Kearney, CAO presented and requested approval to initiate a search for an Orthopedic Surgeon and approve a search agreement with Pacific Companies.
- *JEN TALICH MOVED TO APPROVE THE REQUEST AS PRESENTED. TRAVIS GRAHAM SECONDED. MOTION CARRIED.*
- J. ACTION – Medical Oncology APP Search:** Stephanie Kearney, CAO presented and requested approval to initiate a search for a Medical Oncology APP and approve a search agreement with Pacific Companies.
- *HOWARD THOMPSON MOVED TO APPROVE THE REQUEST AS PRESENTED. RICH PETERSEN SECONDED. MOTION CARRIED.*
- K. ACTION – OBGYN/Internal Medicine APP Search:** Stephanie Kearney, CAO presented and requested approval to initiate a search for an OBGYN/Internal Medicine APP.
- *JEN TALICH MOVED TO APPROVE THE REQUEST AS PRESENTED. ANGIE JOHNSON SECONDED. MOTION CARRIED.*
- L. ACTION – Vocera Communication System:** Coby La Blue, CFO presented and requested approval to purchase a Vocera Communication System. This item is budgeted for \$135,000 and is priced at \$116,876.50.
- *PETER SIDOR MOVED TO APPROVE THE REQUEST AS PRESENTED. HOWARD THOMPSON SECONDED. MOTION CARRIED.*

- M. ACTION – Women’s Health Remodel Bid Selection:** Brad Tyer, Facilities, presented the two bids received for the Women’s Health remodel project. Both Sletten Construction and Groathouse Construction submitted bids with the bid from Sletten coming in several thousand dollars less at a total of \$903,926. JJCA recommends moving forward with the bid from Sletten.
- *RICH PETERSEN MOVED TO APPROVE THE BID FROM SLETTEN CONSTRUCTION. HOWARD THOMPSON SECONDED. MOTION CARRIED*
- N. ACTION – Xenex Lightstrike Pulsed UV Robot Service Agreement:** Brad Tyer, Facilities, presented and requested approval to purchase a service agreement to cover parts for the 5 Xenex Lightstrike machines in the amount of \$34,500.00. This item is not budgeted.
- *JEN TALICH MOVED TO APPROVE THE REQUEST AS PRESENTED. RICH PETERSEN TRAVIS GRAHAM SECONDED. MOTION CARRIED*
- O. ACTION – Vital Sign Monitors:** Paula Mitchell, ACU/CCU Director, presented and requested approval to purchase 11 vital sign monitors for the north hall of ACU in the amount of \$45,034.37. This item is budgeted for \$48,528.
- *JEN TALICH MOVED TO APPROVE THE REQUEST AS PRESENTED. PETER SIDOR SECONDED. MOTION CARRIED*
- P. INFORMATION – FY2026 Q1 Strategic Plan Update:** Hanah McRae provided an update on the FY2026 Q1 strategic initiatives.
- Q. INFORMATION – Strategic Planning Retreat Date:** Strategic planning retreat for week of March 16 or 23rd to be schedule. A Doodle Poll will be sent to Trustees.
- R. Other New Business: None.**

VIII. Medical Staff Report



- A. ACTION – Credentials Report:** Dr. Drew Hoene, Chief of Staff, left the meeting for a call. Dr. Kathleen DiVincenzo presented the credentials report to the board and requested approval.
- *JEN TALICH MOVED TO APPROVE THE CREDENTIALS REPORT AS PRESENTED. TRAVIS GRAHAM SECONDED. MOTION CARRIED.*

IX. Finance Report

Coby La Blue, CFO, presented a financial update.

X. Adjournment

At 7:50PM TRAVIS GRAHAM MOVED TO ADJOURN THE REGULAR OCTOBER MEETING. JEN TALICH SECONDED THE MOTION, AND THE MOTION CARRIED.

	12/10/25		12/10/25
Board Secretary or Designee	Date	Recording Secretary	Date