



DATE: Friday, January 10, 2019
TIME: 12:00 p.m.
LOCATION: Spectrum Engineers

USHE BOARD MEETING MINUTES

ATTENDED BY:

Linda Blair	Larry Knowlden	
Kendall Tate	Josh Farber	
Libby Crapo	Josh MacAvoy	
Ken Casper	Brett Dille	
Robert Armstrong		
Bill Bonn		

NON-ATTENDEES:

Julee Attig	Matt Lowder	
Lauren Fessler	Marlin Michaelson	
Jason Horne	Jared Kenitzer	
Clark Timothy		

AGENDA TOPICS

Agenda: Larry motioned to accept, Ken seconded. Agenda was accepted.

Meeting Minutes from 12/13/2019: Robert motioned to accept, Josh F. seconded, the minutes were accepted.

Committee Updates:

Education: Bill still working on securing a feature speaker for the Winter Conference – possibilities include Jill Carter, IHC; MaryAnn Patela Young, UUHC Leadership Training Specialist; or other local speaker.

Theme for Winter Conference: Team Building and Leadership Development. **Keynote speaker:** Colby Jenkins, former Green Beret US Army. **Tracy Stocking:** Team building and collaboration on a challenging project. **Dave Lockhart:** ASHE Region 9 President. Start looking at a theme for the Spring Conference. Technology was suggested - Nurse call, metering, patient interactive systems, security systems, IT Systems. Education committee will be meeting to discuss ideas to email to the Board for feedback. Look into ideas for Look and Learns for 2020 that include more training opportunities. Would like to do a tour at the new 'smart' hospital.

Logistics: Layout has been finalized for the Winter Conference at Noah's. Spring 2020 Conference will be held at Dixie and The Ledges on May 14 & 15. Fall 2020 Conference Location TBD.

Membership: Email going out soon regarding membership renewals on a 12-month rolling membership. End of Q1 pushing professional memberships – put up posters in hospitals. Josh to get a listing of Professional members to Larry, Ken and Josh to contact those who have not renewed. Looking to generate membership interest with the Certification Classes that we offer.

Treasurer: Need budgets from the committees – Education committee to submit a budget increase for review by the board. Need speaker contracts and W-9's from Bill. Working on revised sponsorships opportunities.

ASHE: Will be sending out emails to request information for the ASHE Affiliation package. On track for platinum award. Annual Conference is August 2-5 in Chicago. PVC Conference is March 22-25 in San Antonio.

Communications: Will be holding a contest at the conference to get more likes on FaceBook. Placing an order for shirts – Kendall will send out an email with options and ask who needs one. Kendall and Josh M. to create poster to put up in hospitals.

Sustainability: Robert to send Communications Committee the information for the Energy Awards program. Make application available on the website. Robert will roll out the program and report on the Energy to Care website at the Winter Conference. Robert and Marlin will judge the applications and the awards will be presented at the Spring Conference. Summary of ASHE training was sent to Communications.

IT: Added a calendar to the USHE Home page.

Awards Criteria

Update 1-10-20: Josh F. put something together to discuss with Ken and Larry and will have reviewed by next meeting. Josh F. to also forward info to Libby to mirror in creating the criteria for Business Partner Award.

Need to set Criteria for future Eagle Awards, Business Partner and Professional of the Year Awards. Mirror the criteria from ASHE. Larry and Josh F. to review the current criteria for Professional of the Year Award and modify. Larry, Ken and Josh to come up with criteria for Eagle Awards. Jackie and Libby to create criteria for Business Partner Award.

Board Member Job Descriptions

Update 01-10-20: In progress

Board members were asked to think about their positions and bring a rough draft of their specific job descriptions to create Policies and Procedures. A Sub-Committee to be formed to review the descriptions and compare with the By-Laws. Any changes to the By-Laws to be presented to the membership.

Winter Conference: February 21, 2020

Location: Noah's in South Jordan

Theme: Team Building and Leadership Development

ASHE Update, Reliability Centered Maintenance – Dave Lockhart (ASHE Region 9 Representative)

Feature Speaker: Growing your Future Leaders – Speaker not confirmed (Jill Carter or MaryAnn Patela Young?)

Keynote Speaker: Build your A-Team - Colby Jenkins, former Green Beret US Army

A Team Takes on Extreme Challenge: Tracy Stocking

USHE Energy to Care Update – Robert Armstrong

ASHE Chapter Award Status: Received a Gold Elite Award from ASHE

Education Hours: In order to reach Platinum Status, we will need Look & Learns every quarter. Set up a yearly calendar to lay out meetings, look & learns and Webinars in order to reach the required 24 hours for the ASHE Platinum Award.

Newsletters: USHE must issue 4 newsletters per year.

Membership: USHE must either have 25% of its members also be ASHE members or show a continued growth in ASHE/USHE membership. Reach out to ASHE, Non USHE Members to join.

Temp Controls for OR's

Ken will send out a calendar invite this month to the Sub-Committee to discuss OR temperatures and humidity.

Differences in what the codes require and what the surgeons require. A Sub-Committee to be created to put together a letter of standards to be used in all facilities on Temp Controls for OR's, recommended by USHE. Committee Members: Ken Casper, Josh Farber, Matt Lowder, Robert Armstrong and Clark Timothy, Bill Bonn.

ASHE Worker Certification Class

Suggested we hold the class the day before the 2020 Fall Conference – October 14th. The class has been discounted to \$7,500 for no minimum number of attendees for a full day. Start sending out communications to other organizations to get the best turnout. Include Idaho and Colorado Chapters. Need course description.

New Business:

- Josh Farber suggested Code Blue and nurse call, not a lot of guidance in FGI. Would like to find a speaker to address this.
- ATC-20 Course – Post Earthquake Safety Evaluation of Buildings. Ken will contact state.

Josh M. motioned to adjourn, Libby seconded. The meeting was adjourned.

USHE Meeting Calendar:

February 7th: Full Board Meeting

February 21st: Winter Conference

March 13th: Executive Only Board Meeting

April 10th: Executive Only Board Meeting

May 1st: Full Board Meeting

May 14th & 15th: Spring Conference

Jun 12th: Executive Only Board Meeting

Jul 10th: Executive Only Board Meeting

Aug 14th: Full Board Meeting

Sep 11th: Executive Only Board Meeting

Oct 2nd: Executive Only Board Meeting

Oct 15 & 16th: Fall Conference

Nov 13th: Full Board Meeting

Dec 11th: Executive Only Board Meeting