



DATE: Friday, February 7, 2020
TIME: 12:00 p.m.
LOCATION: Spectrum Engineers

USHE BOARD MEETING MINUTES

ATTENDED BY:

Linda Blair	Larry Knowlden	
Kendall Tate	Julee Attig	
Libby Crapo	Josh MacAvoy	
Ken Casper	Clark Timothy	
Robert Armstrong	Matt Lowder	
Bill Bonn	Marlin Michaelson	

NON-ATTENDEES:

Josh Farber		
Jared Kenitzer		
Jason Horne		
Brett Dille		

AGENDA TOPICS

Agenda: Josh M. motioned to accept, Matt seconded. Agenda was accepted.

Meeting Minutes from 1/10/2020: Julee motioned to accept, Josh M. seconded, the minutes were accepted.

Committee Updates:

Education: Winter Conference agenda has been finalized and is posted on the website. Speaker contracts and W-9's to be forwarded to Libby. Schedule a date for the ATC20 Course– No cost for the course as long as there are 25 attendees. Cost would be just the venue and lunch. Bill to work with Julee on logistics - possibly at the University or LDS. Need dates and themes for future conference well ahead of time. Need dates for Look and Learns for the year. 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. Possibly do a lessons learned from Okland on the Dixie Hospital project. HDR did the design and are doing several projects for Intermountain Healthcare.

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

Membership: Membership renewals going well. Forward a list of professional members who have not renewed to Ken, Larry and Josh to contact. Put up posters in hospitals. Looking to generate membership interest with the Certification Classes that we offer. Send invitations to ASHE members in the area that are not USHE members to join.

Treasurer: Treasurer report next month. Been working on Sponsorships. Need speaker contracts and W-9's from the Education committee. Need budgets from the committees – Education committee to submit a budget increase for review by the board.

ASHE: Chapter annual report was submitted. Quarterly liaison meeting coming up. Chapter award affiliation package due the end of April – Matt will email out a list of items needed. Need to select Regional Leader award. On track for platinum award. Annual Conference is August 2-5 in Chicago. PVC Conference is March 22-25 in San Antonio.

Communications: Kendall placed the banner order for the conference. Still have water bottles to give out at the conference. Awards will be presented to Heather and Amber at the Winter Conference. Will be collecting information for the next Newsletter to be issued the end of March. 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.

Sustainability: A link to be set up on the website for the Energy Awards program application. 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.

IT: Added a calendar to the USHE Home page.

Awards Criteria

Update 1-10-20: A draft of the criteria to be sent out to the Board to review and accept.

Need to set Criteria for future Eagle Awards, Business Partner and Professional of the Year Awards. Mirror the criteria from ASHE.

Board Member Job Descriptions

Update 01-10-20: In progress – Due at the July Board Meeting

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 – Changed to The Jaden at Trolley Square

Theme: Team Building and Leadership Development

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

Feature Speaker: Growing your Future Leaders – Marc Levy – Team Strengthening

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: On track for Platinum

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

Josh and Ken will have a follow up conversation next week. Different perceptions out there and might run into complications with corporate policies. May change from a sub-committee to a look and learn or a topic at a future conference. 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

Class offers training from an instructor for the certification. Discuss at the business meeting of the Winter Conference to get and interest prior to scheduling the course. 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:

- **Create a USHE brochure/poster to hand out to potential USHE Healthcare facilities.**
- **Create a list of all Utah Healthcare facilities to reach out to for membership.**
- **(2) Complimentary annual ASHE membership certificates to non-ASHE members**

Julee motioned to adjourn, Ken seconded. The meeting was adjourned.

USHE Meeting Calendar:

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