



**DATE:** Friday, August 14, 2020  
**TIME:** 12:00 p.m.  
**LOCATION:** Zoom Meeting

## USHE BOARD MEETING MINUTES

**ATTENDED BY:**

Linda Blair	Matt Lowder	
Julee Attig	Larry Knowlden	
Josh Mac Avoy	Kendall Tate	
Ken Casper	Robert Armstrong	
Clark Timothy		
Jared Kenitzer		

**NON-ATTENDEES:**

Libby Crapo	Josh Farber	
Jason Horne		
Marlin Michaelson		
Brett Dille		

**AGENDA TOPICS**

**Agenda:** Julee motioned to accept, Clark seconded. Agenda was accepted.

**Meeting Minutes from 7-17-2020:** Josh M. motioned to accept, Julee seconded, the minutes were accepted.

**Committee Updates:**

**Education:** Webinar setup for August 26<sup>th</sup> at 11am with STI Firestop. MediTrack to be scheduled for a September Webinar. Looking for more Webinar opportunities including from ASHE. Clark to contact Dave Lockhardt. Julee suggested spotlighting some recent healthcare facilities projects for Webinar presentations.

Clark talked with Rogers Machinery for a possible Webinar on medical air and vacuum pump compressors. ASHE will be doing a lessons learned from COVID-19 webinar that we may also use for a future webinar. Looking into doing 2 Webinars per month – one local and one national was suggested. Committee is looking at doing walk throughs at various facilities or mock surveys, code violations for look and learns. These could be done anywhere in the state to gain education hours. Still looking at scheduling 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. Clark to work with Julee on logistics - possibly at the University or LDS.

**Logistics:** It was decided that we cancel the Fall Conference and lean toward gearing up and focusing on our Winter Conference in February 2021. Julee will start looking for a venue in the area with a refundable deposit due to COVID-19 restriction possibilities.

**Membership:** Josh sent out a list of Professional Members for nominations to interview for the COVID Champions. Would like to recognize in the next Newsletter. Josh has a list of Utah ASHE members to cross check against USHE members and is planning to reach out to those who are not currently involved in USHE. Membership renewal dues for 2021 were discussed and a further discussion and decision will happen at the Full Board Meeting in November. Kendall and Josh looking for member spotlights. Forward a list of professional members who have not renewed to Ken, Larry and Josh to contact. Create and put up posters in hospitals to gain an interest in USHE. 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:** No new costs. Libby is checking on how taxes will be impacted next year and will report next month. Libby is currently working on taxes and will have the Treasurer report next month.

**ASHE:** Larry reported that from last year's Gold Award, USHE earned 2 free certificates for the ASHE Conference. If USHE registers 25 people to attend the ASHE Virtual Conference then we would get a discount. It was suggested that USHE purchase the registrations up front and give Sponsors an opportunity to sponsor the registrations and raffle them off to the professional members. Larry was also selected as the Region 9 Professional of the Year and will receive a free membership, ASHE to be announcing soon. Matt will look into some ASHE contacts for Webinars. ASHE canceled their in-person conference, but still doing the Virtual conference in October. ASHE Award has been submitted.

**Communications:** As soon as Jared gets the Zoom link setup Kendall will send out info on upcoming Webinar. Kendall will be sending out a request for nominations to fill the Board Member openings including Education Co-Chair, Communication Co-Chair, President Elect and ASHE Liaison Assistant Co-Chair. A President Elect needs to be assigned by the end of the year. Larry will forward to Kendall all ASHE Communications to send out to the general membership. Awards will be presented to Heather and Amber at an upcoming Conference.

**Sustainability:** Nothing new to report. The Energy Awards program winner is the facility in Cedar City. The award will be presented at the next conference. The 2020 Chapter Challenge has been canceled.

**IT:** Jared setup the USHE Zoom account to be used for Webinars and Board Meetings. Feature webinars on the webpage. Jared will work with Clark on posting any videos for education hours. Speaker Application and Board of Directors Call for Nominations form have been uploaded to the Website under the Resources tab.

## **Board Member Job Descriptions**

**Update 8-14-2020:** In progress – Josh has completed his job description. Clark sent his to Ken for review.

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.

## **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.

**ASHE Communications:** USHE must have 24 points from distributing ASHE Communications. Points are given for emailing out any announcement from ASHE to the USHE Membership. ASHE will be sending out 5 topics a month. For every email sent out to the general membership, a point is given.

## **Temp Controls for OR's**

**Update 8-14-2020: Tabled for now.** 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**

**Matt to reach out to ASHE to schedule the Worker Certification Class for 2021.** ASHE has rules and regulations that need to be reviewed. About 30 people at the winter conference showed interest in attending. Class offers training from an instructor for the certification. The class has been discounted to \$7,500 for no minimum number of attendees for a full day. Send out communications to other organizations early to get the best turnout. Include Idaho and Colorado Chapters. Need course description.

## **USHE Leadership Role Changes**

**Update 8-14-2020: Kendall to send out a request for nominations for Education Co-Chair, Communication Co-Chair, President Elect and ASHE Liaison Assistant Co-Chair.** Ken suggested we move forward with an informal transition in the fall and do the formal recognition at the Winter Conference. A request for nominations will be sent out in the September Newsletter and nominations will be reviewed by the Board at the October Board Meeting. Once the nominations have been selected the nomination ballot will be sent out to the Membership to vote. The President Elect must have previously served on the Board and be an active ASHE member.

## **New Business:**

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

## **USHE Meeting Calendar:**

**Sep 11<sup>th</sup>:** Executive Only Board Meeting

**Oct 2<sup>nd</sup>:** Executive Only Board Meeting

**Oct 15 & 16<sup>th</sup>:** Fall Conference

**Nov 13<sup>th</sup>:** Full Board Meeting

**Dec 11<sup>th</sup>:** Executive Only Board Meeting