



DATE: Friday, September 11, 2020
TIME: 12:00 p.m.
LOCATION: Zoom Meeting

USHE BOARD MEETING MINUTES

ATTENDED BY:

Linda Blair	Robert Armstrong	
Libby Crapo	Larry Knowlden	
Kendall Tate		
Ken Casper		
Matt Lowder		
Jared Kenitzer		

NON-ATTENDEES:

Brett Dille	Josh MacAvoy	
Jason Horne	Clark Timothy	
Marlin Michaelson	Josh Farber	
Julee Attig		

AGENDA TOPICS

Agenda: Libby motioned to accept, Kendall seconded. Agenda was accepted.

Meeting Minutes from 8-14-2020: Jared motioned to accept, Kendall seconded, the minutes were accepted.

Committee Updates:

Education: 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: Libby paying insurance. Bank account is now over 115K, no new costs. Libby suggested a credit to Sponsors for 2021 that will be discussed and voted on in the November Full Board Meeting.

ASHE: The same requirements apply for this year's Chapter Award. ASHE Virtual Conference Oct 5-7.

Communications: Kendall has started preparing the next newsletter to send out by the end of the month. Looking for ideas for a feature article such as a safety tip or possible sponsor with something interesting to share. Libby suggested Utah Disaster Kleenup from the wind event this week. Joint Commission puts out monthly articles and Ken will forward to Kendall to pull something out to share with the members. 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: October 29th Sustainability Liaison training. IHC facilities received Energy to Care Awards that will be announced by ASHE on 9-22-2020 and then can be included in the USHE Newsletter. The winners will also be recognized at the Winter Conference. 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: Webinars have been loaded onto the Website to view. Jared setup the USHE Zoom account to be used for Webinars and Board Meetings. 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 9-11-2020: 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 9-11-2020: 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 9-11-2020: Nominations needed for a Sponsorship Co-Chair as well. Include in the Newsletter. Need to confirm President Elect nominations meet requirements.

Kendall sent 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.

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

USHE Meeting Calendar:

Oct 9th: Executive Only Board Meeting

Nov 13th: Full Board Meeting

Dec 11th: Executive Only Board Meeting