



DATE: Friday, October 9, 2020
TIME: 12:00 p.m.
LOCATION: Zoom Meeting

USHE BOARD MEETING MINUTES

ATTENDED BY:

Linda Blair	Robert Armstrong	
Clark Timothy	Larry Knowlden	
Kendall Tate	Julee Attig	
Ken Casper		
Josh MacAvoy		
Jared Kenitzer		

NON-ATTENDEES:

Josh Farber		
Matt Lowder		
Libby Crapo		
Marlin Michaelson		

AGENDA TOPICS

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

Meeting Minutes from 9-11-2020: Clark motioned to accept, Ken seconded, the minutes were accepted.

Committee Updates:

Education: Look and Learn scheduled for next week with Siemens, Clark will submit to ASHE for credit.

Another one to follow in November that Jessica is working on. Clark also contacted Dave Lockhardt for a Webinar. Another potential speaker would be the President of ASHE, Jeff Henning. Forward Clark any potential business partner for webinars. Still looking for an Education Co-Chair. Looking for more Webinar opportunities including from ASHE. 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. 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 discussed that we wait until mid-November to decide on whether we plan an in-person Winter Conference or a Virtual Conference. Possible speakers could include those who were supposed to speak at the Spring or Fall Conferences. Susie Demi from Select Health would be a great speaker on Pandemic planning and what to do afterwards.

Membership: Josh reported there have been some new members join. Josh and Kendall working on posters to put up in the engineering spaces of healthcare facilities to gain an interest in USHE. A USHE Letter will be sent to ASHE members in the area, inviting them to join USHE to grow our ASHE/USHE membership. A thank you letter will be sent to Professional Members at the end of the year along with a call for renewal clarifying the value and why to get involved in USHE. It was suggested we also send out masks with the USHE logo. Larry motioned to approve the purchase of the masks, Clark seconded, no one opposed. Jared will talk with Libby and get the masks ordered. We will need an updated contact list to be able to send them out. Hospital Engineering week coming up October 19-23. Clark suggested USHE send posters and pizza to all hospital engineering departments to generate interest and membership. Julie suggested sending a snack item in lieu of pizza. A list of all hospitals and the size of their engineering department to be sent to Josh. Josh and Julie to check on cost and treat options from a company that specializes in the packaging/delivery of such items. Ken proposed a President challenge - each member that brings on a new member gets a ticket in a raffle. The drawing would then happen at the conference for a nice prize.

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: Larry reported that the ASHE Virtual Conference turned out well with a lot of good information. The same requirements apply for this year's Chapter Award.

Communications: Newsletter was sent out. Kendall working on getting the posters printed and ready to have done by next week to post inside Hospitals. 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: First annual energy award still needs to be presented to the Cedar City facility. IHC facilities received Energy to Care Awards that Larry and Robert will deliver and will also be recognized at the Winter Conference. October 29th Sustainability Liaison training. The 2020 Chapter Challenge has been canceled.

IT: Webinars going smoothly and well participated. 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 10-09-2020: 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 10-09-2020: 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 10-09-2020: The Board expressed appreciation to Larry for his service as President as he moves into the role of Past President and Ken now takes the role of the USHE President. Liz from VBFA has been nominated for the Communication Co-Chair. Larry motioned to approve, Julee seconded. Ken will contact Liz and welcome her to the Board. Only one nomination has been received for President Elect. Nominations still needed for a Sponsorship Co-Chair, Education Co-Chair and ASHE Liaison Assistant Co-Chair. Need to confirm President Elect nominations meet requirements.

Ken suggested we move forward with an informal transition in the fall and do the formal recognition at the Winter Conference. Once the nominations have been selected for President Elect 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.

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

USHE Meeting Calendar:

Nov 13th: Full Board Meeting

Dec 11th: Executive Only Board Meeting