



DATE: Friday, October 11, 2019
TIME: 12:00 p.m.
LOCATION: Spectrum Engineers

USHE BOARD MEETING MINUTES

ATTENDED BY:

Linda Blair	Larry Knowlden	
Josh MacAvoy	Jared Kenitzer	
Jackie McGill	Matt Lowder	
Ken Casper		
Robert Armstrong		
Bill Bonn		

NON-ATTENDEES:

Jason Horne	Amber Craighill	Heather Knighton
Lauren Fessler	Brett Dille	Libby Crapo
Marlin Michaelson	Clark Timothy	
Julee Attig	Josh Farber	

AGENDA TOPICS

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

Meeting Minutes from 9/13/2019: Josh M. motioned to accept, Ken seconded, the minutes were accepted.

Committee Updates:

Education: Speakers are lined up and confirmed for the conference. Speaker contracts have been received.

Electronic presentations have been requested from the speakers. Two speakers are being paid for this conference - Chad Hymas and Maryanne Phipps. Rebecca is taking care of the CEU credit certificates. Winter conference is still in the works, location TBD. Fall Conference Theme: Nuts, Bolts, Fluids and Filters – Practical Things in Maintaining your Hospital. Chad Hymas – Motivational Speaker, Kyle Peterson - National Camfil Filters, Maryanne Phipps – Non-structural seismic anchorage, Jim Hwang-King – Water Treatment for Ice Makers. Chad Hymas will have an assistant and has been promised a table for book sales. Bill to forward a list of all speaker attendees for check-in at registration. Looking for a theme and topics for the Winter Conference. A couple of suggestions were HR – how to hire the best people and Code Compliance – know who’s working in your building. Josh to send survey results with suggested topics. Look into Look and Learns for 2020.

Logistics: We have 112 registrants for the Fall Conference, 53 golfers for Top Golf. Noah's is all set up. We are in charge of bussing our own tables. Update the Fall Conference agenda on the USHE Website. Look into locations for the Winter Conference on Feb 21st – possibly Noah's, Jordan Event Center or the old Falls. The Spring 2020 Conference will be held on May 14th & 15th at Dixie and The Ledges. Fall 2020 will be held on Oct. 15th & 16th, Location TBD.

Membership: Josh needs 5 minutes at the conference to roll out the rate increase for next year. Suggested fees – Professional \$100, Associate \$300. Possible discounts for smaller facilities. Cost increase to provide further educational courses for added value, also locations and food prices have been on the rise. Reach out to students/professors and offer memberships at a minimal charge, possibly trade off with their knowledge/speaking.

Treasurer: Libby will get the annual report to Ken to review and Josh Farber to present at the conference.

ASHE: Matt went to the ASHE Liaison meeting in Denver, met with other ASHE Liasons. Matt was placed on a task force to review codes. Codes and Compliance was a big topic at the conference. How to get members to engage. Matt to present the information at the conference. On track for Platinum award for 2019. Received a Gold Elite Award from 2018 at the ASHE Conference. York Chan, CHFM, CHC, SASHE (ASHE Professional of the Year) and George Mills (Code Compliance Consultant) agreed to come and speak at one of our conferences. Dave Lockhart, ASHE Region 9 President would also like to come and speak. Larry to forward information to Bill. Look into offering Certified Healthcare Worker Training next year.

Communications: Heather to send an update by first of next week. Need to recruit a replacement. Start forwarding Heather information for the December newsletter. Heather reported stats from the Website and FaceBook page. Heather will be leaving the board at the end of the year. Need a replacement with experience in InDesign, Social Media, Website and Communications.

Sustainability: Robert will be rolling out the Energy Awards program and report on the Energy to Care website. There will be some positive changes with the new challenge. The new Annual Energy Awards program will be rolled out at the Fall Conference and the Awards will be presented at the Spring Conference. Robert and Marlin to judge the Applications. A link to be added to the website.

IT: Jared updated the Organizational Chart. Change templates for email system for communications team. Add calendar information for ASHE meetings to the website.

Awards Criteria

Update 10-11-19: Ken, Larry and Josh have been discussing and will have something by next meeting.

Update 7-12-19: Josh, Ken and Larry to discuss at the ASHE Conference.

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.

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.

Fall Conference: October 17th and 18th

Location: Noah's in South Jordan, Golf at Top Golf

Theme: Nuts, Bolts, Fluids & Filters – Practical Things in Maintaining your Hospital

- **Non-Structural Seismic Anchorage:** Maryanne Phipps (Estructure - Okland, CA)
- **Reducing Healthcare HVAC Operational Costs by Optimizing Air Filter Selection and Change Out Healthcare HVAC costs:** Kyle Peterson (National Camfil Filters)
- **Eagles Never Fly in Flocks, Seagulls Never Get Lonely, Inspirational Safety at Work and at Home:** Chad Hymas
- **Water Treatment and Best Practices for Ice Makers in Patient Care Settings:** Jim Hwang-King (Health Kare Associates)

Board Member Job Descriptions

Update 10-11-19: In progress

Update 6/14/2019: A couple of job descriptions were submitted, will continue to discuss 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 at the Fall Conference. Ken to report on the OR pressure temperature controls.

New Business:

- 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. **Ken to speak for 5 minutes regarding this committee at the conference.**
- **BYU Event – Larry and Matt attended. Met with Michael Bown, President. Students looking for work and internships. Healthcare is a steady industry.**
- **Larry contacted Avis for information on the ASHE Worker Certification Class. Suggested we hold the class the day before the 2020 Fall Conference – October 14th.**

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

USHE Meeting Calendar:

October 17th and 18th: Fall Conference

November 15th: Full Board Meeting

December 13th: Executive Only Board Meeting

January 10th: Executive Only Board Meeting

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