utah society for
healthcare engineering

DATE: Friday, November 15, 2019
TIME: 12:00 p.m.
LOCATION: Spectrum Engineers

USHE BOARD MEETING MINUTES

ATTENDED BY:

Linda Blair	Larry Knowlden	
Julee Attig	Jared Kenitzer	
Josh Farber	Jason Horne	
Ken Casper	Marlin Michaelson	
Robert Armstrong	Clark Timothy	
Bill Bonn	Josh Farber	

NON-ATTENDEES:

Amber Craighill	Libby Crapo	
Lauren Fessler	Heather Knighton	
Josh MacAvoy	Brett Dille	
Matt Lowder		

AGENDA TOPICS

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

Meeting Minutes from 10/11/2019: Larry motioned to accept, Clark seconded, the minutes were accepted.

Committee Updates:

Education: Theme for Winter Conference: Team Building and Leadership Development. Keynote speaker: Cory Jenkins, former Green Beret US Army – need speaker agreement. Tracy Stocking and Jerry North – partnership on a challenging project. Dave Lockhart - ASHE Region 9 President. Looking for a Leadership Development speaker. Working out details to wrap up the Fall Conference with Chad Hymas. Look into Look and Learns for 2020.

Logistics: Winter Conference will be held at Noah's. Follow up with Josh on survey results. Spring 2020 Conference will be held at Dixie and The Ledges on May 14 & 15. Fall 2020 Conference Location TBD.

Membership: Looking to generate membership interest with the Certification Classes that we offer. Suggested rate increase 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: Annual report was presented at the Conference. Jason Horne joined the meeting for the first time as Sponsorship Chair.

ASHE: Quarterly ASHE Liaison Meeting coming up in December. On track for platinum award.

Communications: USHE Facebook stats and USHE Website stats were presented. Suggestion was made to move from FaceBook to LinkedIn. Need to recruit a replacement for the Communications Chair. Kendall Tate from JRCA has applied for the position, she will need to become a member. Larry to contact her. Still looking for a Co-Chair. Forward Heather information for the December newsletter. Heather will be leaving the board at the end of the year.

Sustainability: Post the Energy Awards Program on Facebook and include in newsletter. Robert will roll out the program and report on the Energy to Care website at the Winter Conference. There will be some positive changes with the new challenge. The new Annual Energy Awards program will be rolled out at the Winter Conference and the Awards to be presented at the Spring Conference. Robert and Marlin to judge the Applications. A link to be added to the website.

IT: Working with Noah's on IT solutions for the Winter Conference. Uploading photos and presentations from the Fall Conference. Change templates for email system for communications team. Add calendar information for ASHE meetings to the website.

Awards Criteria

Update 11-15-19: 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.

Winter Conference: February 21, 2020

Location: Noah's in South Jordan

Theme: Team Building and Leadership Development

Keynote Speaker: Cory Jenkins, former Green Beret US Army

Partnership on a challenging Project: Tracy Stocking and Jerry North

ASHE Region 9 President: Dave Lockhart

Looking for a Leadership Development speaker

Board Member Job Descriptions

Update 11-15-19: In progress

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.

Temp Controls for OR's

Ken will send out a calendar invite to the Sub-Committee to discuss OR temperatures and humidity. Differences in what the codes require and what the surgeons require. Start in January. 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.

New Business:

- **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. 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. Need a course description.**
- **Josh Farber inquired about Propane yards – backup for boilers. This is more of a unique arrangement.**
- **Josh Farber suggested Code Blue and nurse call, not a lot of guidance in FGI. Would like to find a speaker to address this.**
- **Bill looking into the ATC-20 Course – Post Earthquake Safety Evaluation of Buildings.**

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

USHE Meeting Calendar:

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