



DATE: Friday, December 11, 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	Larry Knowlden	
Josh MacAvoy	Libby Crapo	
Jared Kenitzer	Matt Lowder	

NON-ATTENDEES:

Elizabeth Currey		
Marlin Michaelson		

AGENDA TOPICS

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

Meeting Minutes from 11-13-2020: Robert motioned to accept, Larry seconded, the minutes were accepted.

Committee Updates:

Education: Look and Learn scheduled for December 17th – **CMMS: The KAIZEN of Health Care Facilities by Casey from the U of U. Working on finalizing speakers for the Virtual Winter Conference. The theme will be “Lean Planning and Design”.** Discussed having four 45-minute sessions with breakout groups in between that would include vendor spotlights. Also, Trivia/Raffle during the conference to hold interest. Provide lunch? It was suggested we offer a meal voucher to all who register for the conference by the deadline. Lunch sponsorships will be available to the business partners. Still looking for an Education Co-Chair. 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 our Winter Conference will be virtual.

Membership: Will be sending out a Thank you letter to all Professional Members which will include a note to log into the USHE website and enter address information to receive a free USHE mask. The newsletter will also include information on how to receive the free USHE mask. Concern was raised that the U od U and other Healthcare Facilities would be limiting the support of memberships in 2021 due to COVID-19. Ken to reach out to the U of U to see how USHE can help to retain the Professional Members. Ken, Josh and Libby to meet to discuss options for 2021 renewal dues. A USHE Letter will be sent to ASHE members in the area, inviting them to join USHE to grow our ASHE/USHE membership. Ken proposed a President's Challenge - each member that brings on a new member gets a ticket in a raffle. Also, a ticket would be given for Board Member nominations. The drawing would then happen at the conference for a nice prize.

Treasurer: Libby working on the Audit. Finished up the taxes. Working on sponsorships and will be contacting sponsors.

ASHE: Matt reported that the Advocate conference went well and will be sending out information to the membership. Update on awards program: Avis is working on how to help Chapters get the points they need by offering bonus points. Need 24 hours for Education. Regional leader award – need a submission before April 1.

Communications: Working on the newsletter to send out December 21st. 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: Robert reported from the sustainability conference: ASHE teaming up with Healthcare without Harm - aimed at healthcare facilities in rural areas that may not have the funds for Energy to Care program. More information to follow. Suggested USHE sponsor a future treasure hunt at a facility that wants to host. 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.

IT: Breakout rooms via Zoom during the Virtual Conference. Julee will be helping with the breakout rooms. 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 12-11-2020: 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 Elite

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 12-11-2020: 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 12-11-2020: Ken motioned to approve David Emery from UVRMC to serve on the Board as the Chair of the Education Committee, Josh seconded. Larry moved to nominate Clark Timothy as President Elect, Matt seconded and it will be sent out to the membership for a vote. Ken motioned to add Kit Caldwell to the Education Committee, Clark seconded. Other nominations still needed are Sponsorship Co-Chair, ASHE Liaison Assistant Co-Chair, Membership Co-Chair and Logistics Committee. Ken will be meeting with other individuals to fill open positions.

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

USHE Meeting Calendar:

Jan 8th: Executive Only Board Meeting

Feb 12th: Full Board Meeting

Feb 25th: Winter Conference (Virtual)

Mar 12th: Executive Only Board Meeting

Apr 9th: Executive Only Board Meeting

May 14th: Full Board Meeting