



DATE: Friday, February 12, 2021
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	Matt Lowder	
Josh MacAvoy	David Emery	
Libby Crapo	Jared Kenitzer	

NON-ATTENDEES:

Elizabeth Currey		
Marlin Michaelson		

AGENDA TOPICS

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

Meeting Minutes from 1-8-2021: Larry motioned to accept, Josh seconded, the minutes were accepted.

Committee Updates:

Education: Conference has been finalized for February 25th. CEU's will be available to be issued once approved from ASHE. The bio's to be sent to ASHE for CEU approval. David to get (4) \$25 gift cards for raffles during conference. Posting presentations on the website was discussed. Larry moved to approve posting the recorded presentations on the USHE Website under an area only viewable by USHE Members. David motioned to approve, Robert seconded. This motion was approved. David and Clark suggested options for upcoming conferences. Possibly arranging for small groups to gather and watch the virtual conference together. These groups could be at a healthcare facility or sponsored by a vendor and held at their location. David stated that speaker costs are rising (especially Motivational) and that the Education Budget may need to be increased in order to cover speaker costs over the year. We will re-visit as we plan the Spring and Fall Conferences. The Board decided 2 virtual Look and Learns per month for now until we are able to hold more in-person meetings to reach the Education hours for Platinum level. Emails sent out to the membership also gain points.

A big Look and Learn is being planned for April 30th. Previous Look and Learns have been posted on the website to view. Larry suggested giving Sponsors the opportunity to sponsor each event to gain recognition. 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: Registration for the Conference is setup on the website. Julee is working to finalize the Agenda and coordination of the Virtual Winter Conference.

Membership: Professional members have extended out for 2021 with the complimentary one-year extension. Those who had already paid, were extended through 2022. 117 Professional active members and 90 Associate members.

A complimentary one-year extension of USHE membership to all Professional Members, a one-time 50% discounted renewal rate to all 2020 Business Partners and a 50% reduction to 2020 Sponsors to renew for 2021. New Professional Member rate would be \$45 for the year. New Business Partners could join at the standard rate. 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 professional member gets a ticket in a raffle. Also, a ticket would be given for Board Member nominations. The drawing would then happen at the fall conference for a nice prize.

Treasurer: Libby to send financial info to Larry to report during the Business portion of the Conference.

ASHE: Matt will be collecting the documentation over the next month to get the Awards application submitted before the deadline. On track for Platinum. Matt would like a small time slot during the Conference to share ASHE information and point members to the resources on website – YouTube channel. Forward info to Kendall to include in Newsletter. Matt will send out requests for information needed for the Awards package. 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: Starting on next Newsletter at the end of the month. Reach out to Sponsors for an article.

Send out an email to the membership to vote for Clark as President Elect. 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: Next quarterly sustainability meeting – plan to resume energy to care awards. Robert would like to show the new Dashboard to the membership at a future conference or a possible Energy Star/Energy to Care Look and Learn. Larry to forward speaker contacts to David Emery. Find a location to host a Treasure Hunt sponsored by USHE. The Energy Award will be presented to Cedar City Hospital during the Virtual Winter Conference. Larry received the Energy to Care Awards so they can also to be presented to the IHC Facilities during the Virtual Winter 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.

IT: Jared will be setting up the meeting in Zoom for the Winter Conference and forwarding link to Kendall to forward to those registered. Conference zoom rehearsal scheduled for 24th at 11 am. Jared gave his notice that he will be leaving the Board and will think about any possible replacements. 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 2-12-2021: 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 2-12-2021: 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 2-12-2021: Nominations still needed are Education Co-Chair, Sponsorship Co-Chair, ASHE Liaison Assistant Co-Chair, Membership Co-Chair and Logistics Committee.

By-Law Updates

It was decided that the By-Laws should be revisited and updated to add wording that includes Virtual meetings. Ken recommended the Board review the By-Laws and bring any suggestions to the next couple of Board Meetings for discussion/approval. Josh to reach out to other organizations regarding By-Law language. Ken to ask Matt to reach out to Avis at ASHE for recommendations.

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

USHE Meeting Calendar:

Mar 12th: Executive Only Board Meeting

Apr 9th: Executive Only Board Meeting

May 14th: Full Board Meeting