utah society for
healthcare engineering

DATE: Friday, March 12, 2021
TIME: 12:00 p.m.
LOCATION: Zoom Meeting

USHE BOARD MEETING MINUTES

ATTENDED BY:

Linda Blair	Jared Kenitzer	
Robert Armstrong	Larry Knowlden	
Kendall Tate	David Emery	
Ken Casper	Matt Lowder	
Josh MacAvoy		
Libby Crapo		

NON-ATTENDEES:

Elizabeth Currey	Julee Attig	
Marlin Michaelson	Clark Timothy	

AGENDA TOPICS

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

Meeting Minutes from 2-12-2021: Kendall motioned to accept, Larry seconded, the minutes were accepted.

Committee Updates:

Education: Education Committee will be meeting next week to finalize a couple of Look & Learns for the end of March. Working on planning the virtual Spring Conference scheduled for Thursday May 13th. The topic for the conference is Leadership – Work/Life Balance. Motivational Speaker - Empower yourself and others through a difficult time (hoping attendees will be able to take something from the presentation to utilize in everyday life). Discussed more prize give-away and possible breakouts for more social interaction during the next conference. Also, discussed changing the Zoom to a Meeting vs. a Webinar to be able to see other faces.

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. 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: No updates.

Membership: A few new members have joined. Ken to call and welcome them an inquire how they heard about USHE to give out any referral tickets for the President's Challenge.

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: Reviewed Budgets. Committees to notify Libby if an increase is needed. Discussed a budget for the Facilities Week Gift Baskets for 2021 (Promotions budget – approx. $6,000).

ASHE: Ashe Liaison meeting – updates on monitoring the code. Information was sent out and will be included in the Newsletter. Award submittal is due April 1st. On track for Platinum Elite. Still need the Regional Leader Nomination. 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.

Communications: Newsletter is coming along. Sponsors have been contacted for Ads and Logo updates. Planning to send out the week of the 22nd. An email was sent out to the membership to vote for the next President Elect - 30 responses received: 24 votes for Clark, 6 write-in votes for Christian Larsen from the U of U. Ken will reach out to get Christian on the Board. Larry motioned to accept Clark as the President Elect, Libby seconded. No one opposed. Clark is officially the next 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.

Sustainability: 2021 Energy to Care Awards may still resume. The Chapter Challenge remains cancelled.

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. 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.

IT: Edited the website for members only to view past webinars and conferences. Link to download presentations. Will update website showing past Board Members. Update current Board of Directors and pictures. 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 3-12-2021: 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 3-12-2021: 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 3-12-2021: Nominations still needed are Education Co-Chair, Sponsorship Co-Chair, ASHE Liaison Assistant Co-Chair, Membership Co-Chair and Logistics Committee.

By-Laws Updates

Update 3-12-2021: By-Laws review and update to occur when we can meet in person. 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.

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

USHE Meeting Calendar:
Apr 9th: Executive Only Board Meeting
May 7th: Full Board Meeting
May 13th: Virtual Spring Conference
June 11th: Executive Only Board Meeting