



DATE: Friday, May 3, 2019
TIME: 12:00 p.m.
LOCATION: Spectrum Engineers

USHE BOARD MEETING MINUTES

ATTENDED BY:

Linda Blair	Matt Lowder	Josh Farber
Bill Bonn	Jared Kenitzer	Brett Dille
Robert Armstrong	Josh MacAvoy	
Ken Casper	Larry Knowlden	
Clark Timothy	Amber Craighill	
Julee Attig	Marlin Michaelson	

NON-ATTENDEES:

Heather Knighton	Libby Crapo	
Jackie McGill		
James Kilpatrick		
Lauren Fessler		

AGENDA TOPICS

Agenda: Ken motioned to accept, Clark seconded. Agenda was accepted.

Meeting Minutes from 2/8/2018: Ken motioned to accept, Clark seconded, the minutes were accepted.

Committee Updates:

Education – Spring Conference speakers have been confirmed. Rebecca is working on speaker agreements. Try to get pictures of the speakers and forward finalized agenda and bios to Communications to send out to the membership. Bill to forward speaker presentations to Jared to load onto the USHE Laptop prior to the conference.

Logistics – Need sponsor info and golfer names. Need numbers on who will be attending the Board dinner at Rib and Chop House. Fall Conference will now be held at Noah’s in South Jordan due to The Falls closing. Golf in the Fall will be held at Top Golf.

Membership – Reaching out to Utah Hospital Association with a letter from Ken and Larry on who USHE is and what we do. Reach out to care centers/assisted living centers. Membership fees may need to be increased in 2020 to cover costs of conferences and add value (suggested fees - professional \$90, associate \$250).

ASHE – First quarter webinar report coming soon. ASHE Conference in Baltimore in July – Matt, Larry and Ken to attend the Leadership Meeting. USHE to help with some of the costs.

Communications – Will post Agenda and feature speakers on social media. Ordered swag and shirts. Need newsletter information for June Newsletter, include a re-cap of the Spring Conference.

Sustainability – Nothing new. Waiting for results of the challenge. Hype up next year's challenge in newsletter.

Treasurer – Libby will give an update quarterly. Working with the Committees to set up budgets for the year.

ASHE Leader/Professional of the Year 2019

Update 5-3-19: Professional of the Year award will be presented at the Spring Conference.

Update 4-12-19: Heather to send out a notification requesting nominations.

Update 3-8-19: Josh F. to get with Heather to send out a survey of eligible members for nominations for the Professional of the Year Award to be presented at the Spring Conference.

Update 2-8-19: It was discussed and decided that the ASHE Leader Nomination and the Professional of the Year would be separate individuals. An email was sent out to the membership requesting nominations for the Regional Leader Award, nominations due February 15th. Another email will be sent out requesting nominations for Professional of the Year that will be awarded at the Spring Conference. Once nominations are received, Josh F. will gather a committee together to make a selection.

Update 1-11-19: Need nominations and decision by Winter Conference. The Professional of the year will also be the ASHE Leader Nomination which is due by March 1st.

Update 12-14-18: Ken to send information to Heather to include in the Newsletter for nominations

Update 11-09-18: Ken to forward the required criteria to Jared to prepare a survey. An Associate Member will also receive recognition with similar requirements.

Update 10-12-18: The Professional of the year will also be nominated for the ASHE Regional Leader Award, so the nominee must be an ASHE Member and an active USHE Member. Ken to send Jared the format and criteria from ASHE to prepare a survey to send out to the membership. Nominations are due at the Winter Conference. Josh F suggested we also present an award to an Associate Member each year to recognize them for their USHE contributions.

Discussion: Nominations need to be submitted at the Winter Conference and need to include a reason why they are being nominated. Ken brought up the criteria used by ASHE for Regional Leader nominations that we could mirror.

ASHE Chapter Award Status

Education Hours: In order to reach Platinum Status, we will need Look & Learns every quarter. The Board to set up a calendar for the 2019 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.

Spring Conference – May 16 & 17, 2019

Location: Dixie College, Golf at Sun River Golf Course

Theme: The Future of Healthcare and Healthcare Facilities

Speakers:

- **David Sundwall, MD: Political Future of Healthcare and Healthcare Facilities, Keynote**
- **Andrew Baxter, Utah Department of Health: Proposed Updates to Utah Healthcare Construction Rules**
- **Implementing Cutting Edge Technologies in the U of U Craig H. Neilson Rehabilitation Hospital – Chris Noren and Thomas Cayias.**
- **Steve Ikuta, Intermountain Healthcare, Emergency Management and Nickolas Frandsen: Case Study Garfield Memorial Hospital Water Interruption**
- **Bill Bonn, U of U Health, Safety Manager: Shaping the 2022 Hospital Standards**

Fall Conference – October 17th and 18th

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

Theme: The Connected Hospital – IT in hospitals

****The Education committee is working on speakers**

Old Business:

- **Ken suggested a DMV Course or JC Course that would be helpful in preparing for a visit.**
- **Follett/Ice Machines Water Filtration System presentation suggestion – Ken to reach out to Jim at Follett for an August Look & Learn**

New Business:

- **Need to set Criteria for future Eagle Awards, Associate and Professional of the Year Awards.**
- **Board members were asked to think about their positions and bring a rough draft of their specific job descriptions to the next board meeting 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 and Larry talking to Corporate Sponsors (Grainger and CAT). Will talk to more vendors at the ASHE Conference.**

Amber motioned to adjourn, Josh M. seconded. The meeting was adjourned.

USHE Yearly Calendar: Capture all Meetings, Conferences, Deadlines

May 16th and 17th: Spring Conference

June 14th: Executive Only Board Meeting

July 12th: Executive Only Board Meeting

August 16th: Full Board Meeting

September 13th: Executive Only Board Meeting

October 11th: Executive Only Board Meeting

October 17th and 18th: Fall Conference

November 15th: Full Board Meeting