



**DATE:** Friday, August 16, 2019  
**TIME:** 12:00 p.m.  
**LOCATION:** Spectrum Engineers

## USHE BOARD MEETING MINUTES

**ATTENDED BY:**

Linda Blair	Larry Knowlden	
Josh MacAvoy	Jared Kenitzer	
Robert Armstrong	Matt Lowder	
Ken Casper	Julee Attig	
Lauren Fessler	Clark Timothy	
Libby Crapo	Bill Bonn	

**NON-ATTENDEES:**

Jackie McGill	Amber Craighill	
Heather Knighton	Brett Dille	
Marlin Michaelson		
Josh Farber		

### AGENDA TOPICS

**Agenda:** Josh M. motioned to accept, Clark seconded. Agenda was accepted.

**Meeting Minutes from 7/12/2019:** Larry motioned to accept, Josh M. seconded, the minutes were accepted.

### Committee Updates:

**Education:** Fall Conference Theme: Nuts, Bolts, Fluids and Filters – Practical Things in Maintaining your Hospital. Chad Hymas – Motivational Speaker and Kyle Peterson - National Camfil Filters have been contracted. Maryanne Phipps – Non-structural seismic anchorage has been verbally confirmed. Jim Hwang-King – Water Treatment for Ice Makers is also scheduled to speak. Chad Hymas will have an assistant and has been promised a table for books. Bill to forward a list of all speaker attendees for check-in at registration. Starting to look at topics for the Winter Conference.

**Logistics:** Fall Conference will be held at Noah’s in South Jordan, Golf will be held at Top Golf. Jackie to set up Registration on the website. Looking into locations for Winter Conference on Feb 21<sup>st</sup>. The Spring 2020 Conference will be May 14<sup>th</sup> & 15<sup>th</sup> at Dixie and The Ledges. Fall 2020 will be Oct. 15<sup>th</sup> & 16<sup>th</sup>, Location TBD.

**Membership:** Dues increase to be presented at the Fall conference. Suggested fees – Professional \$100, Associate \$300). Possible discounts for smaller facilities. Cost increase to provide further education 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:** New Sponsorship Co-Chair – Jason Horne/Johnson Controls. Need to get W9 from all speakers to include with Speaker Contracts. Preparing the annual report to be presented at the Fall Conference.

**ASHE:** Received a Gold Elite Award at the Conference. York Chan, CHFM, CHC, SASHE (ASHE Professional of the Year) and George Mills (Code Compliance Consultant) agreed to come and speak at one of our conferences. Larry to forward information to Bill. ASHE Liaison meeting September 19-21, Matt and Robert will be attending. Look into offering Certified Healthcare Worker Training next year.

**Communications;** The next Newsletter is being prepared – need President's Message, ASHE Updates, Membership Updates and the Fall Conference outline. Larry, Josh M, Matt and Bill to forward this information to Heather.

**Sustainability:** There will be some positive changes with the new challenge. Robert presented the Application and Information on the Annual Energy Awards. The program will be rolled out at the Fall Conference and the Awards will be presented at the Spring Conference. Robert and Marlin to judge the Applications. A link to be added to the website.

**IT:** Hospital photos have been added to the website from UVRMC. Change templates for email system for communications team.

## **Awards Criteria**

**Update 8-16-19:** Still need to discuss.

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.

**Fall Conference:** October 17<sup>th</sup> and 18<sup>th</sup>

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

**Theme:** Nuts, Bolts, Fluids & Filters – Practical Things in Maintaining your Hospital

- **Non-Structural Seismic Anchorage:** Marianne Phipps (Estructure - Oakland, CA)
- **Reducing Healthcare HVAC Operational Costs by Optimizing Air Filter Selection and Change Out Healthcare HVAC costs:** Kyle Peterson (National Camfil Filters)
- **Eagles Never Fly in Flocks, Seagulls Never Get Lonely, Inspirational Safety at Work and at Home:** Chad Hymas
- **Water Treatment and Best Practices for Ice Makers in Patient Care Settings:** Jim Hwang-King (Health Kare Associates)

## **Board Member Job Descriptions**

### **Update 8-16-19: In progress**

Update 6/14/2019: A couple of job descriptions were submitted, will continue to discuss at the July Board Meeting. 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 at the Fall Conference.

### **New Business:**

- 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.

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

### **USHE Meeting Calendar:**

**September 13<sup>th</sup>:** Executive Only Board Meeting

**October 11<sup>th</sup>:** Executive Only Board Meeting

**October 17<sup>th</sup> and 18<sup>th</sup>:** Fall Conference

**November 15<sup>th</sup>:** Full Board Meeting

**December 13<sup>th</sup>:** Executive Only Board Meeting

**January 10<sup>th</sup>:** Executive Only Board Meeting

**February 7<sup>th</sup>:** Full Board Meeting

**February 21<sup>st</sup>:** Winter Conference

**March 13<sup>th</sup>:** Executive Only Board Meeting

**April 10<sup>th</sup>:** Executive Only Board Meeting

**May 1<sup>st</sup>:** Full Board Meeting

**May 14<sup>th</sup> & 15<sup>th</sup>:** Spring Conference

**Jun 12<sup>th</sup>:** Executive Only Board Meeting

**Jul 10<sup>th</sup>:** Executive Only Board Meeting

**Aug 14<sup>th</sup>:** Full Board Meeting

**Sep 11<sup>th</sup>:** Executive Only Board Meeting

**Oct 2<sup>nd</sup>:** Executive Only Board Meeting

**Oct 15 & 16<sup>th</sup>:** Fall Conference

**Nov 13<sup>th</sup>:** Full Board Meeting

**Dec 11<sup>th</sup>:** Executive Only Board Meeting