



**DATE:** Friday, September 13, 2019  
**TIME:** 12:00 p.m.  
**LOCATION:** Spectrum Engineers

## USHE BOARD MEETING MINUTES

**ATTENDED BY:**

Linda Blair	Larry Knowlden	
Josh MacAvoy	Jared Kenitzer	
Jackie McGill	Matt Lowder	
Ken Casper	Bill Bonn	
Heather Knighton		
Libby Crapo		

**NON-ATTENDEES:**

Robert Armstrong	Amber Craighill	Jason Horne
Lauren Fessler	Brett Dille	
Marlin Michaelson	Clark Timothy	
Julee Attig	Josh Farber	

### AGENDA TOPICS

**Agenda:** Larry motioned to accept, Ken seconded. Agenda was accepted.

**Meeting Minutes from 8/16/2019:** Ken motioned to accept, Matt seconded, the minutes were accepted.

### Committee Updates:

**Education: Speakers have all been confirmed. Working on final paperwork and contracts.** Fall Conference Theme: Nuts, Bolts, Fluids and Filters – Practical Things in Maintaining your Hospital. Chad Hymas – Motivational Speaker, Kyle Peterson - National Camfil Filters, Maryanne Phipps – Non-structural seismic anchorage, Jim Hwang-King – Water Treatment for Ice Makers have all been confirmed. Chad Hymas will have an assistant and has been promised a table for book sales. Bill to forward a list of all speaker attendees for check-in at registration. Looking for a theme and topics for the Winter Conference. A couple of suggestions were HR – how to hire the best people and Code Compliance – know who’s working in your building. Josh to send survey results with suggested topics. Look into Look and Learns for 2020.

**Logistics:** Fall Conference will be held at Noah’s in South Jordan, Golf will be held at Top Golf. Update the Fall Conference agenda on the USHE Website. Looking into locations for the Winter Conference on Feb 21st – Noah’s or Jordan Event Center. The Spring 2020 Conference will be held on May 14<sup>th</sup> & 15<sup>th</sup> at Dixie and The Ledges. Fall 2020 will be held on 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:** Need to get W9 from all speakers to include with Speaker Contracts. Preparing the annual report to be presented at the Fall Conference by Josh Farber.

**ASHE:** ASHE Liaison meeting coming up in Denver on Sept 19-21, Matt will report at next meeting. On track for Platinum award for 2019. Received a Gold Elite Award from 2018 at the ASHE 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. Dave Lockhart, ASHE Region 9 President would also like to come and speak. Larry to forward information to Bill. Look into offering Certified Healthcare Worker Training next year.

**Communications:** Newsletter is near completion for 3<sup>rd</sup> quarter. Start forwarding Heather information for the December newsletter. Heather reported stats from the Website and FaceBook page. Heather will be leaving the board at the end of the year. Need a replacement with experience in InDesign, social media, website and communications.

**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:** Change templates for email system for communications team. Add calendar information for ASHE meetings to the website.

## **Awards Criteria**

**Update 9-13-19:** Ken, Larry and Josh have been discussing and will have something by next meeting.

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:** Maryanne Phipps (Estructure - Okland, 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 9-13-19:** 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:**

- Ken suggested sharing lessons learned among all facilities
- 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.

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

## **USHE Meeting Calendar:**

**October 11th:** 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