

Washington State Society for Healthcare Engineering
Board Meeting Minutes
August 20, 2010

Meeting convened at 11:30 a.m.

A. Process improvement

1. Improvement Communication

a. Status of communication flashes (Geoff)

We are doing well with WSSHE flash communications. 10 flashes so far this year; lag a little bit on chapter communications. Education flashes go to Geoff for edit and posting.

2. Policies and Procedures

a. Status of policy and procedure manual

Google documents are not working for the organization we are running into fire wall issues. Looking at WSSHE website for communication; both public and private.

3. Member recruiting

a. Status of new member recruiting

About two dozen new member recruited; most in Puget Sound.

4. Leadership development

a. Status of mentorship

The new board members report each having a mentor. They are happy with the process.

B. Standard Operating Objectives

1. Education

a. Northwest Rendezvous IV; area hospital "open invitation"

Registration for members and exhibitors is going very well. Thanks to Katie at AMI. Education program is very strong with speakers committed. McDonald Miller, ATS, Trane will charter busses for transport to Spokane.

Motion: Allow "local member hospital" staff to attend exhibits and one educational program using their facility name badges; no other activities. Passed

b. Selection of 2013 conference site: Tacoma

2013 conference candidate sites – Tri Cities and Tacoma. Selection Committee: Ray Tiedemann, Bruce Price, Puget Sound Representative, Heather Warner, Keith Deline (Chair), to make a recommendation to Board at September meeting. The committee was asked to identify selection criteria.

c. Scholarship Programs:

Mac McKenzie Scholarship Fund: This fund is not being used. There are several educational opportunities available.

Pete Peterson Scholarship: 8 available with 5 requested for conference attendance; includes hotel room. Contact Jim Mead in the Puget Sound Chapter.

Motion: WSSHE (including local chapters) will only use the Pete Peterson Scholarship to fund scholarships for attendance at WSSHE annual and semi-annual conferences. Passed

2. Advocacy

a. Issue update

DOH is struggling with the Certificate of Need process to identify bed count; actual versus licensed. There is a requirement, effective April 1, 2010, that contractors be certified to work with lead based paint.

3. Administration

a. Financial

i. Audit process

Three levels available for audits from limited to a high level of assurance.

Motion: Research the cost of securing a “basic” audit for WSSHE funds. This includes state and chapter books. Passed

b. Job posting guidelines

Motion: Job postings should be limited to postings that meet the same criteria as a full member in the bylaws. Those postings for active employment in or by healthcare related facilities (those that provide patient care) or those having responsibility in healthcare facility operations (e.g. facilities management, plant engineering, design/construction, security, safety, clinical engineering, contracted facility managers, and telecommunications). Passed

c. Fee schedules

No need at this time to change our fee schedule.

d. Draft policies

Russ wants feedback from board members on draft policies and other issues that should be committed to writing.

4. Chapter Affairs

a. Chapter reports

Puget Sound – Chapter just passed 400 members. Next scheduled education session on water conservation. They are planning efforts to reach out to Bellingham and points north.

Eastern – “Education Day” was very successful.

Southwest – Elected David DeVous as president elect. Golf tournament scheduled for Sept 9. Space is still available.

b. Shared Webinar Account

Proposal to establish a shared webinar account to host educational meetings. Dan Clark will contact other chapters to test interest and possible usage.

5. ASHE Affairs

a. Levels of Affiliation

Brad Jones received the Platinum Award from ASHE for his year as president in 2009.

b. Region 10 Issues

ASHE will be represented at our conference. They will have a seat at a front table, near registration, with a banner and information packets.

6. Communication

a. Outreach letter

AMI will send a letter to all hospitals in the state inviting them to our annual conference.

b. Social Media

The Board authorizes Ben Myers to research potential social media technologies that might be useful to our group.

Next Meeting: Spokane - Tuesday, September 21, 2010 at 2:00

Spokane Convention Center (Room 201-A)

Meeting adjourned at 2:38 p.m.

Action Items

Geoff Glass will contact AMI to check on the cost of additional flashes.

Keith will contact Dana regarding the establishment of a password protected page on the web site.

Selection Committee for 2013 conference: Ray Tiedemann, Bruce Price, Puget Sound Representative, Heather Warner, Keith DeLine (Chair), to make a recommendation to Board at next meeting. Identify selection criteria. Coordinate invitations to local hospitals in Spokane.

Continue membership recruiting.

Mike Chitwood to report back on audit and job posting.

Phil Coordinate ASHE with PS subcommittee (Robert Blakey) re: 2011 ASHE conference

Geoff develop outreach letter for recruiting

Dan Clark will contact other chapters to test interest and possible usage of webinar technology.

Ben Myers to research potential social media technologies that might be useful to our group.

All: contact Russ if you feel you haven't been receiving board emails

Russ: check board mailing list to ensure correct people are included

Phil: Coordinate purchase of door prizes for Spokane