

California Society for Healthcare Engineering, Inc. (CSHE)

Board of Director's Conference Call

Friday, November 14, 2014 8:00 to 9:00 a.m.

Minutes

Attendees:

Chuck Peek, Vice President
David Lockhart, State Secretary
Rick Barker, State Treasurer
Patrick Silvestri, Immediate Past President
Robert Fischetti, Inland President
Norm Lantz, Los Angeles President
Steven Fox, San Diego President
Mike Rijavec, San Francisco President
Mike Cooper, Central Valley Vice President
Anthony Nguyen, Inland Vice President
Kim Wells, Kings River Vice President
Justin Montoya, Los Angeles Vice President
Kevin VanderVelden, Northeastern Vice President
Tom Minard, Redwood Vice President
Ken Gibson, San Diego Vice President
Anthony Alvernaz, San Francisco Vice President
Roger Richter, CSHE Executive Director
Joyce Jones

	Subject	Discussion	Action	Outcome
I	Call to Order/Introductions Quorum established	Chuck Peek called the meeting to order at 8:09 a.m.	Quorum established	
II	Approval of board agenda** <ul style="list-style-type: none"> • Approval of board minutes: July 25, 2014** • Review of Consent Agenda** <ol style="list-style-type: none"> 1. Official Call 2. Membership Statistics 9/30/14 3. Membership Type Chart 	Peek asked the board to review the minutes. Peek asked the board to review the consent agenda.		The minutes were approved as presented. Consent agenda approved as presented.

	<p>9/30/14</p> <p>4. Gold/Silver Sponsor Status Report 9/30/14</p> <p>5. Quarterly Operations Report 9/30/14</p> <p>**Action Item</p>			
III	<p>Executive Committee Report</p> <ul style="list-style-type: none"> CSHE Executive Committee Report 	<p>Peek requested Lockhart report on the EC meeting:</p> <ul style="list-style-type: none"> Third quarter financials approved. CSHE lost money hosting the ASHE BMS. ASHE Region 9 2015 Conference. The AOI and Bylaws will be reviewed by the EC before review by the BoD. Social events, Can-Spam will be part of the Policy and Procedures. 45th CSHE Annual Institute will be in Sacramento in 2016. Southern CA Seminar – OC NCA Seminar chair, Mike Rijavec 		<p>Letter to be written to ASHE to inform them of the loss.</p> <p>Hugie will be Region 9 representative in 2015.</p>
IV	<p>Financial Report</p> <ul style="list-style-type: none"> Third Quarter 2014 Financial Report** <p>**Action Item</p>	<p>Barker reported that CSHE lost money hosting the ASHE BMS and a letter would be written to Ken Gomes to inform ASHE.</p> <p>ASHE BMS 128 Registered, 11 no shows total: 117 6 new facility members.</p>	<p>CSHE is financially stable and solvent.</p>	<p>Third quarter financial report approved as presented.</p>
V	<p>Committee Reports</p> <ul style="list-style-type: none"> Education Adobe Connect for CSHE In-Service Committee 	<p>Hugie was unable to attend the board meeting.</p>		<p>Add Adobe Connect and In-Service presentations</p>

	<ul style="list-style-type: none"> • Membership <p>Event Reports</p> <ul style="list-style-type: none"> • Central Valley Golf Tournament, 8/29/14 • Northern CA Seminar, 10/23/14 	<p>Cooper reported on the marketing of CSHE to the board.</p> <p>Peek reported that the Central Valley Golf Tournament was a good time and successful.</p> <p>Rijavec reported that the event at the Scottish Rite Center was a success. Total registration 174, 17 no show, Total: 157 17 new facility members Profit: \$1,000.</p>	<p>Lantz suggested a goal of potentially having a CSHE member in every hospital in California.</p> <p>Review of the survey will determine if the Scottish Rite Center will be a potential location for fall, 2015.</p>	<p>as an agenda items for the next meeting.</p> <p>Norm volunteered to be on the Membership Committee.</p>
VI	Legislative & Regulatory Update	<p>Richter reported on SB 90 By January 1, 2015 hospitals requesting an extension under SB 90 need to perform a HAZUS assessment, perform a project financial feasibility report and have final construction documents into OSHPD. At this time it is not known how many hospitals may miss this deadline. Legislation will be introduced to address the needs of hospitals that do not meet these prerequisites so they are not forced to close by Licensing. Ebola Waste Category can be handled by Sericycle who handles 90%. OSPHD CDPH Designated hospitals that have isolation rooms for Ebola patients, which can be temporary. CalOSHA CA is more restricted for Ebola, requiring PAPR in CA.</p>		

VII	ASHE	Dave reported that the 2014 ASHE Region 9 conference which was to be held in AZ was cancelled.		Devin taking the helm of the ASHE Region 9 will hopefully help other states step up and work together.
VIII	<p>New Business</p> <ul style="list-style-type: none">• CSHE AOI, Bylaws and P&P• Social Events, Fundraisers, Vendor Events <ul style="list-style-type: none">• Can-Spam Memo• CSHE 45th Annual Institute location• LinkedIn	<p>Richter reported about the conference call in July with the non-profit attorneys regarding the updating of the CSHE AOI, Bylaws and P&P. The draft of the new AOI has been completed and currently Teri, Joyce and I are comparing the previous Bylaws with the template. At this time, the attorney will be contacted for clarification on election of board members. After the issue is resolved, the draft will be forwarded to the EC, then the BoD. There will be a board meeting scheduled to discuss the documents. With the new documents will be the design and definition for social events, fundraisers, vendor contributions at CSHE events and non-CSHE vendor events.</p> <p>The Can-Spam memo is in compliance of the Act and the protection of member's information.</p> <p>Dave reported that the EC had discussed the location for the CSHE 45th Annual Institute and suggested Sacramento because it had been ten years.</p> <p>Devin was unable to attend the meeting; hence the LinkedIn will be on the next agenda.</p>	<p>The necessity to have a definition of events that will not infringe on CSHE's non-profit status.</p> <p>Barker stated that any questions regarding the new AOI, Bylaws can be sent to the chapter officers for discussion.</p>	<ul style="list-style-type: none">• Jones to schedule a face-to-face meeting in February.• The 2015 chapter budgets will be ready prior to the meeting.• 2015 chapter scheduled meetings will be on hold until after the February meeting. <p>Dave Lockhart will chair the 2016 CSHE 45th Annual Institute in Sacramento.</p> <p>LinkedIn to be placed on the next board agenda.</p>

IX	<p>Old Business</p> <ul style="list-style-type: none"> RMSF Ambassador Chapter Program Executive Committee Ballot 	<p>Silvestri reported that it is time for the RMSF Ambassador program to encourage members to have the scholarship forms in by the deadline of 2/15/15.</p> <p>Pat requested that the letter to the board that was sent in August be resent to the chapter presidents.</p> <p>The EC Ballot will be forwarded on 11/14 to the CSHE BoD for voting on the executive committee for the term from 2015-2016.</p>	<p>Pat reminded the board to promote the RMSF Scholarship for college and trade school students.</p>	<p>Jones to resent Marty's RMSF letter to the chapter presidents.</p>
X	<p>Next Meeting : Conference Call Spring 2015</p>	<p>The board discussed when would be the best day in February for the face to face meeting. Another requirement would be that the location would be close to the airport.</p>	<p>The meeting would be for review of the new documents, and the first board meeting of 2015.</p>	<p>It was determined that the best days for the meeting would be Tuesday/Wednesday. Jones to schedule.</p>
XI	<p>Adjournment</p>	<p>Lockhart adjournment the meeting at 8:51 a.m.</p>		

Dave Lockhart, CSHE State Secretary

Committee Chairs

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| Bylaws | Vice President/Chuck Peek |
| Codes Committee | Ad Hoc when necessary |
| Education Committee | Devin Hugie |
| Ethics Committee | Past President/ Patrick Silvestri |
| Finance Committee | Treasurer/Rick Barker |
| Membership Committee | Mike Cooper |
| Publication | Joyce Jones |
| Robert Mack Contribution Committee | Vice President/Chuck Peek |
| Hospital Building Safety Board | Carl Scheuerman will report after the HBSB Meeting |