

**California Society for Healthcare Engineering, Inc. (CSHE)**  
**Board of Director's Meeting**  
**Friday, July 10, 2015**  
**8:00 a.m. to 9:30 a.m.**  
**Minutes**

**Attendees:**

Chuck Peek, CSHE President  
 Rick Barker, CSHE Vice President  
 Dave Lockhart, CSHE Secretary  
 Mark Nelson, CSHE Immediate Past President  
 Mitch Greer, Central Coastal President  
 Mike Cooper, Central Valley President  
 Robert Fischetti, Inland Empire President  
 Tim Hersey, Los Angeles President  
 Thomas Minard, Redwood President  
 Ken Gibson, San Diego President  
 Mike Rijavec, San Francisco President  
 John Folk, South Bay Counties President  
 Terrell Estes, CV Vice President  
 Matthew Bond, IE Vice President  
 Ted Liu, LA Vice President  
 Kevin VanderVelden, NE Vice President  
 Thomas Peterson, Redwood Vice President  
 Cheri Hummel, CHA/CSHE Liaison  
 Joyce Jones

	<b>Subject</b>	<b>Reporting</b>	<b>Action</b>	<b>Outcome</b>
I	<p>Call to Order/Introductions</p> <p>Quorum established</p>	<p>Peek called the meeting to order at 8:06 a.m.</p> <p>At the beginning of the call a quorum was not established.</p>		<p>During the call other officers joined which established the quorum.</p>
II	<p>Approval of board agenda**</p> <ul style="list-style-type: none"> <li>• Approval of board minutes: April 29, 2015**</li> <li>• Review of Consent Agenda**                             <ol style="list-style-type: none"> <li>1. Official Call</li> <li>2. Membership Statistics 6/30/15</li> </ol> </li> </ul>	<p>Minutes from the April 29 meeting were reviewed and approved.</p> <p>The board reviewed the consent agenda.</p>		<p>Board minutes for the April 29, 2015 meeting were approved.</p> <p>Consent Agenda approved by the board.</p>

	<p>3. Membership Ratio Chart 6/30/15</p> <p>4. Gold/Silver Sponsor Status Report 6/30/15</p> <p>5. Quarterly Operations Report 6/30/15</p> <p>**Action Item</p>			
III	<p>Executive Committee Report</p> <ul style="list-style-type: none"> <li>CSHE Executive Committee Report</li> </ul>	<p>Peek reviewed the topics discussed by the executive committee: Peek informed the board that a letter would be designed and sent to the CSHE gold and silver sponsors regarding roles and objectives of CSHE chapter events.</p> <p>There have been numerous complaints received from vendors regarding the conduct of individual chapter social events that have required funds to participate.</p>	<p>Barker to develop a PowerPoint webinar that will be required by newly elected chapter officers to be educated on conduct and chapter organization, etc.</p> <p>This education webinar would outline the educational rules and regulations and mentorship. New officers need direction to maintain consistent management of chapter education and events.</p>	<p>Peek will draft a letter for review by the executive committee and the board of directors prior to being sent to the CSHE sponsors.</p>
IV	<p>Financial Report</p> <ul style="list-style-type: none"> <li>Draft 2<sup>nd</sup> Qtr Financial Report**</li> </ul> <p>**Action Item</p>	<p>Hugie was unable to attend the conference call.</p>	<p>Barker reviewed the second quarter draft and quarterly update</p>	<p>Finalized second quarter report will be in the next board packet.</p>
V	<p>Committee Reports</p> <ul style="list-style-type: none"> <li>Education</li> <li>Membership</li> <li>Membership Application Review</li> </ul>	<p>Lockhart reported that the 2015 educational topics have been completed and moving forward with 2016.</p> <p>Cooper reported that CSHE educational events are an excellent benefit of being a CSHE member.</p> <p>Peek asked the board to review the 'draft' of the new CSHE Membership Application. Baker, OC President, had requested that CSHE have a membership application with ten potential members for hospital administrators.</p>	<p>Comments:</p> <ul style="list-style-type: none"> <li>Hands on Tool Belt</li> <li>Engineer using Smart Phone</li> </ul>	<p>Board approved the new CSHE membership applications.</p>

	<ul style="list-style-type: none"> <li>• New CSHE Website</li> </ul> <p>Event Reports</p> <ul style="list-style-type: none"> <li>• Northeastern Golf Tournament 6/12/15</li> <li>• San Francisco Golf Tournament 7/27/15</li> <li>• San Diego Golf Tournament 8/7/15</li> <li>• Central Valley Golf Tournament 8/28/15</li> <li>• CSHE Southern CA Seminar 9/24/2015</li> <li>• Northern CA Seminar 10/22/15</li> </ul>	<p>Currently, the new website is being designed.</p> <p>Temperature during the golf tournament was 102, but the golfers had a wonderful event. Mike Lewis, NE golf chair, is stepping down, but will work with the new chair.</p> <p>Rijavec reported that currently they have 120 golfers registered.</p> <p>Gibson reported that the hole sponsorships were close to being sold out, and current registration is 70 golfers. This year is "Crazy Pants Tournament."</p> <p>Cooper reported that the CV Golf Tournament will be the week-end before Labor Day. The contract with the Reserve at Spanos has been signed.</p> <p>The registration for the CSHE Southern CA Seminar has been emailed statewide, and it is expected that the exhibit show will be sold out very soon.</p> <p>Rijavec reported that the 8<sup>th</sup> Annual Northern CA Seminar will be at the Scottish Rite Center in Oakland and the brochures have been emailed statewide.</p>		<p>When draft of the new website has been completed it will be forwarded to the executive committee for review and approval.</p>
VI	Legislative & Regulatory Update	<p>Hummel reported on the following key points:  <u>Diesel Hot Spot</u>...Hugie and CHA have worked jointly on this issue which requires changes to formulas on how</p>		

		<p>to reduce harmful toxics in the air by 80%. Issues are to evaluate the department legal authority requirements; talking points why amounts are different than previously.</p> <p><u>Medical Waste</u> AB 333 Concerns for hospitals and confusion with requirements. <u>Newly sponsored bill SB 225</u> to medical waste management. act...related to deposition of pharmaceutical waste.</p> <p><u>Elevator Regulations</u> Under CalOSHA proposed a costly package for hospitals, which required structural and mechanical changes, which are challenges and impossible for hospitals. Working with a number of industries for building codes.</p> <p><u>OSHPD</u> proposed 2016 changes in building codes; particular issues flexible ducts and plastic pipes with additional hearings...OSHPD reached to CHA for additional hospital support for benefit changes for hospitals.</p> <p><u>Drought</u> Emergency regulatory package weekly: CHA a number of comment letters, not full exemption but asked hospitals to conserve. Requested full exemption, which not sure how it will play out. Encourage hospital to have representative, with their local jurisdiction, because of differences across the state</p> <p><u>Disaster Preparedness Conference</u> Will be September 29-30 in Sacramento at the Convention Center.</p>	<p>When documents are available, Cheri to forward to Joyce for distribution to the board and facility membership to encourage participation</p>	<p>Cheri to forward Power Point strategy and approach. Barker stated that the benefit changes in building code with professional support for engineers that would be willing to assist to help facilities.</p> <p>CMS Life Safety Codes biggest challenge is licensing in the state and how they will approach. A meeting will be set-up to discuss.</p>
VII	<p>ASHE</p> <ul style="list-style-type: none"> <li>• ASHE 52<sup>nd</sup> July 12-15, 2015 Boston</li> <li>• Mike Cooper Region 9 Emerging Leader</li> <li>• CSHE Platinum Award</li> </ul>	<p>The ASHE Conference will be next week and several board members will be attending: Peek, Lockhart, Cooper, Hugie, Barker and Gibson.</p>		<p>CSHE received the Platinum Award for 2014.</p> <p>Mike Cooper will be awarded the Region 9 Emerging Leader Award.</p>

	<ul style="list-style-type: none"> <li>ASHE Region 9 Conference</li> </ul>	<p>Barker reported that the Region 9 conference has not been schedule; however, Hugie is on the committee to develop for ASHE.</p>		
VIII	<p>New Business</p> <p>Status of Policy and Procedures</p> <p>Approval of the new Policy and Procedures **</p> <p>Chapter Budgets</p>	<p>Barker reported that the Bylaws had been approved by the membership and the P&amp;P had been written, with the expertise of the board of directors which mirrors the new Bylaws.</p> <p>The executive committee has reviewed and approved the new P&amp;P and must be approved by the board of directors.</p>	<p>Barker reported the following items from the new P&amp;P:</p> <ul style="list-style-type: none"> <li>P&amp;P amendments can be directed to the executive committee for review, voting by the board and adoption.</li> <li>Institute chapter officer webinar regarding rules and regulations.</li> <li>When annual revenue exceeds \$2M, an audit committee will be appointed.</li> <li>Vacancies in chapter offices, must be voted on by the members.</li> <li>Joyce can sign checks under \$5K, and over if contracts have been approved. EC to be notified contract checks written.</li> <li>All events are membership drives.</li> <li>Define educational; social events and fundraisers.</li> <li>Alcohol consumption at events must be in moderation.</li> </ul>	<p>Barker to develop webinar for new members</p> <p>A motion for approval of the new CSHE P&amp;P was presented, and the board of directors voted to approve.</p>

			<ul style="list-style-type: none"> <li>CSHE will not pay for alcohol.</li> </ul>	
IX	<p>Old Business</p> <p>Election of new officers for the Los Angeles, VP and the San Diego, secretary</p>	<p>It was determined that there would be a committee developed to develop a new chapter officer training program.</p> <p>As stated in the new P&amp;P, to complete a chapter officer term there would need to be a nomination and vote by the chapter members to fill a position. With the selection of a new chapter officer, a nomination chair must be appointed, who has been a previous chapter officer.</p>	<p>A webinar would be developed by CSHE experienced leadership for newly elected chapter officers.</p> <ul style="list-style-type: none"> <li>Running a chapter</li> <li>The purpose of CSHE, and those issues that infringe upon CSHE non-profit status.</li> </ul>	<p>Nelson and Lockhart volunteered to be the co-chair of this new committee in the development of a webinar for newly elected chapter officers.</p>
X	Next Meeting	The next CSHE conference call will be Friday, September 11, 2015 from 8 to 9 a.m.		
XI	Adjournment	Peek adjourned the meeting 9:01 a.m.		

**Committee Chairs**

Bylaws	Vice President/Rick Barker
Codes Committee	Ad Hoc when necessary
Education Committee	Devin Hugie
Ethics Committee	Past President/Mark Nelson
Finance Committee	Treasurer/Devin Hugie
Membership Committee	Mike Cooper
Publication	State Secretary/Dave Lockhart
Robert Mack Contribution Committee	Vice President/Rick Barker
Hospital Building Safety Board	Carl Scheuerman will report after the HBSB Meeting