



**CALIFORNIA SOCIETY FOR HEALTHCARE ENGINEERING, INC.
BOARD OF DIRECTORS MEETING**

Conference Call
Friday, November 9, 2007
8:30 ~ 9:30 a.m.

MINUTES

Present:

- Thomas Schipper, State Chair/President
- Martin Schoonderwoerd, State Vice Chair/President
- Patrick Silvestri, State Secretary
- Mitch Greer, Central Coastal President
- Chuck Peek, Central Valley President
- Mark Nelson, Inland President
- Gary Sparks, Los Angeles President
- Dan James, Northeastern President
- Joseph Henry, Orange County President
- Rick Barker, Redwood President
- Raul Franco, San Diego President
- Mike Cooper, Central Valley Vice President
- Roger Richter, CSHE Executive Director
- Joyce Jones

<u>ITEM/SUBJECT</u>	<u>DISCUSSION</u>	<u>ACTION</u>	<u>OUTCOME</u>
Call to Order <ul style="list-style-type: none"> • Quorum Established • Approval of Board Agenda 	<p>Schipper called the meeting to order at 8:35 a.m.</p> <p>The board agenda was approved with the addition of a presentation by Raul Franco regarding black cast iron sewer</p>	<p>Agenda approved.</p>	
Consent Agenda <ul style="list-style-type: none"> • Proof of Meeting Notice • Chapter Reports • Membership Statistics • Gold/Silver Sponsor Status Report • Publication Schedule • 	<p>Schipper reviewed the items on the Consent Agenda with the following comments.</p> <p>Two chapters had contributed quarterly reports, Schipper asked for more chapter participation.</p>	<p>Consent Agenda approved.</p> <p>Schipper requested chapters submit reports.</p> <p>No comments</p> <p>No comments</p> <p>No comments</p>	



Board Reports

- Board Minutes, August 10, 2007

The August 10 minutes were presented.

Minutes approved as presented.

Financial Report

- Financial Report, third quarter 2007

Jones gave the third quarter financial report. The Profit & Loss, Balance Sheet and Cash Flow Statement were included in the board packet.

Third quarter financials approved as presented.

Seminar Reports

- LA Chapter 17th Annual Seminar 9/27/07

Sparks reported the committees efforts to increase attendance for the LA 9/27/07 seminar. The committee divided the membership list and made phone calls and emails marketing the program. Overall the attendance from facility technical engineers was a disappointment. Twenty exhibitors were scheduled throughout the day presenting hands-on, maintenance and trouble shooting classes. Management sessions were well attended. Two members took the MECH Certification Exam. At the conclusion of the educational classes, ten attendees participated in the golf tournament. Sparks presented to the board an abstract to open the educational program to engineers outside of healthcare. The concept is to eliminate the vendor show and have the presenter invite engineers from different disciplines and increase registration fee to cover costs. Some companies charge up to \$1K for a day class, and they are offering to present at a CSHE LA Seminar.

The board had minimal discussion regarding the concept presented. Planning conference call Mark Nelson, Sparks, James and Jones.

Conference call to be scheduled for Mark Nelson, Sparks, James and Jones.

- N. CA First Annual Seminar 10/18/07

James reported that the first Northern CA Seminar was a success. There were 125 attendees, 21 exhibitors and several who presented hands-on technical sessions. James stated that if the seminar was to be presented next year, the technical sessions would be arranged as the management track with dedicated room and educational materials in the binder.

The board congratulated Dan on a great seminar for Northern CA.



2008 Annual Institute

Barker reported that the speaker roster was about 90% completed. The 'draft' of the brochure cover had been approved. The hotel, Hiller Aviation Museum and banquet catering arrangements had been completed. The brochure will be sent with the December issue of the CSHE News and multiple marketing mailings would be accomplished to ASHE non-CSHE Members; CHA Hospitals without CSHE members; and inactive members. Rick requested that all CSHE presidents promote the institute at their chapter meetings. Brochures are available on the website, as well as, extra copies will be sent to the presidents.

Legislative Update

Richter reported that the California Building Standards Commission reviewed the OSHPD proposal for HAZUS. Fifty percent of SPC-1 hospitals will be moved to SPC-2 and he will notify the board.

SB 2-11 OSHPD pre-approved
medical/architectural/electrical/structural....

SB 306 Hospital financial ratio levels –
bankruptcy can file extension to 2020; grants
2020. Deadline all county hospitals. OSHPD
collect fees before deemed review.

Gillengerten, OSHPD Director, plan review-
replacement and new construction will work with
hospital during design phase, which will save
two years.

SB 766 Environmental Commission requires
disposal of pharmaceutical waste to be
amended "collection of drugs handled through
regulations." Work on pharmaceutical
hazardous waste, which will be expensive to
dispose.

ASHE Update

Schoonderwoerd reported that the ASHE
Hospital Management Course for
facility/construction will be offered on the west



coast.

Marty requested the CSHE board members to consider running for ASHE Region 9 representative. He stated there is a lot of work; however, very rewarding and a great opportunity for problem solving skills to be honed. Election will be in the fall; however, applications must be submitted in March. At this time, the following have shown interest in the position: Robert Hacker and a Utah member.

Contact Marty if any board member would be interested in running for ASHE Region 9 (619) 522-3812.

New Business

- Black Cast Iron Sewer Drain

Franco reported on the development of a task force to study black cast iron sewer drainage pipes.

Richter requested a final report from the task force study group.

- Robert Mack Reimbursement Scholarship

Schipper reported about a conference call with the Robert Mack Scholarship Trustees regarding a partnership with CSHE to offer members a reimbursement of tuition and books. The executive committee received a letter from the Robert Mack Trustees stating that their attorney counseled them to continue with the current scholarship process.

The CSHE executive committee requested that Jones inquire of legal counsel regarding establishing a reimbursement of tuition award.

Jones to contact attorney regarding a CSHE Reimbursement Tuition Award.

- State Chair vs. State President

Schipper discussed with the board the awkward use of state chair and president title. ASHE uses the term president, and Schipper requested a consensus regarding transitioning the title from state chair to president.

The board discussed and agreed that the title should align with ASHE and other chapters; therefore, the title will be changed from state chair to president.

Jones to transition title in CSHE documents from state chair to president after consulting CSHE Bylaws.

Old Business

- Chapter Budget Formula

Silvestri reported that the Robert Mack Ad Hoc Task Force Committee met via conference call. The committee discussed three formulas for contributing to the scholarship fund. The committee felt that before proceeding they recommended that legal counsel be obtained to assure that CSHE is protected.

CSHE to obtain legal counsel before establishing contributes perimeters for the organization.

Legal counsel to be obtained regarding contributions to the Robert Mack Scholarship and to be placed on subsequent board agenda.



- New Financial Policy for P & P
- Policy & Procedures

Silvestri reported that the new financial policy for the Policy and Procedure Manual was included in the board packet. Pat asked for comments or suggestions from the board.

The board reviewed and approved the new financial policy as presented.

New financial policy to be added to the revised manual.

Schipper requested the board review their team sections of the revised Policy & Procedures for accuracy. The new Policy & Procedure Manual had been reviewed and board voted to approve with the addition of the new financial policy.

Revised Policy and Procedure Manual approved with the addition of the new financial policy.

Jones to complete the revisions and distribute with the revised CSHE Chapter Handbook.

Next Meeting

The next scheduled executive committee meeting will be Friday, February 15th from 7:30 to 8:30 a.m. The board of directors will meet from 8:30 to 10:00 a.m.

Jones to send board packets by February 6th for the next meeting.

Adjournment

Schipper adjourned the meeting at 9:58 a.m.