



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

Conference Call
Friday, August 10, 2007
8:00 ~ 9:00 a.m.

MINUTES

Present:

Thomas Schipper, state chair
Patrick Silvestri, state secretary
Michelle Malone-Keith, state treasurer
Bruce Peterson, immediate past chair

Chuck Peek, Central Valley president
Mark Nelson, Inland president
Dan James, Northeastern president
Charles Witcher, Northeastern vice president
Rick Barker, Redwood Chapter president
David McIntosh, San Diego president
Michelle Malone-Keith, South Bay Counties president
Raymond Long, South Bay Counties, vice president
Ted Beshwate, policies and procedures chair
Roger Richter, executive director
Joyce Jones, program manager

<u>ITEM/SUBJECT</u>	<u>DISCUSSION</u>	<u>ACTION</u>	<u>OUTCOME</u>
Call to Order	Schipper called the meeting to order at 808.		
Proof of Meeting Notice	Schipper verified that meeting packet had been received.		
Establishment of Quorum	Schipper confirmed quorum established for the meeting.		
Approval of Agenda	Meeting agenda approved as presented.		
Consent Agenda Article	Schipper referred to the article in the packet regarding the Consent Agenda document.	Future meetings will contain a consent agenda.	October 26 th meeting to have consent agenda.



Executive Committee Meeting Report

Schipper reported the outcomes of the executive committee meeting:

- CD maturing on 9/2 will be increased by \$40K and placed at a 60 month term, maturing 9/2/2012.
- Teri Frost, database administrator, will be given a salary increase.
- Reported that CSHE might have the opportunity to offer four HRSA Grant programs in 2008, which would be offer visibility and potential new members to the organization.
- Schipper asked the board to consider changing the title of the state chair to president to align with other organizations and bylaws.

CMS training in California for DHS.

Board to discuss at next board meeting

Richter to keep board informed of potential grant proceedings affecting CSHE.
State Chair title change to be placed on next agenda.

Board Minutes, April 18, 2007

Minutes from the April 18, 2007 board meeting were approved as presented.

Minutes approved.

Financial Report

- Second quarter 2007 Financials
- Certificate of Deposit 9/07

Silvestri reported the financial status of the CSHE as of June 30th. CSHE is financially stable with the objective of having 1 ½ times the annual operating budget in reserves. To accomplish this goal, the executive committee approved adding to the maturing CD and to change the term to 60 months with Edward Jones Investment.

Board approved the new amount and term for the CD.

Jones to complete the change of amount and terms of CD.

Committee Activities Reports

- Education Chair
 1. LA Chapter 17th Annual Seminar 9/27/07

Nelson reported that the LA Chapter seminar will take place on 9/27/07 in Monterey Park with six management presentations and numerous hands-on, technical sessions throughout the day. The NIMS and MECH Certification will be offered. At the conclusion of the educational sessions, nine holes of golf at the executive course will be offered for attendees.

Requested that southern CA chapter presidents promote the seminar at their meetings and consider sponsoring a member.



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

- Membership
- Publications

James reported that the First Northern CA Mid-Year Seminar will offer five management educational tracks and numerous hands-on, technical learning opportunities. The NIMS and MECH certification will be offered. Also, after the educational sessions, nine holes of golf have been planned at the Buchanan Field course.

James requested that northern CA chapter presidents promote the seminar at their meetings, as well as, sponsoring a chapter member.

There was no membership report at this time.

Peterson reviewed the article schedule for the September issue of the CSHE News. Articles must be to the state office by August 16th for publication.

Schipper asked Peterson to chair remainder of the board meeting.

Deadline for articles August 16th for September News.

Chapter

- Fall Elections Reminder
- Membership Roster Distribution Clarification
- Budget Format Clarification
- Chapter Secretary Replacement Clarification

Peterson reminded presidents about the fall chapter elections.

The board discussed the need for member information confidentiality. Chapter presidents are not to dispense phone numbers or email address of CSHE members. Teri Frost, database administrator will reiterate confidentiality policy when sending membership rosters to chapter officers.

Member database information to be protected by chapter officers.

Chapter president's to notify office of election results. Member phone numbers and email address not to be given to other chapter members or company sponsors.

At the April board meeting there was confusion regarding revenue and expenses for the individual chapters. The board discussed the need to develop a budget format that would be more user-friendly.

Silvestri and Jones to develop budget reporting forms and procedures.

Silvestri to report at the next board meeting regarding new budget format.

The board discussed the procedure for replacing a chapter secretary. The procedure for a state secretary replacement according to the P&P would be an appointment to the position until the next election.

The board felt that the procedure for the state should be used at the chapter level.

Chapter officers can be appointed to fill the remaining term of an officer, with the approval of chapter members.

Staff Report

- Membership

Jones reported membership is slightly less than a year ago due to Ms. Frost removing members that fail to pay their dues in a timely manner from the current roster.

Jones requested that chapter officers contact members who are



Also, a third of the membership renews in the first quarter of the year; therefore, those who fail to renew are inactivated in the first half of the year.

highlighted in red on the quarterly membership roster reports.

- Gold/Silver Sponsor Status Report
- Program Manager Quarterly Report
- Legislative Update

Jones reported that CSHE currently has 13 gold sponsors and five silver sponsors. Huntair became a silver sponsor after the annual institute.

Program Manager quarterly report in the board packet.

Richter reviewed the hospital seismic mandate and the reclassifying of hospitals from SPC-1 to SPC-2 through HAZUS. OSHPD plans to take HAZUS to the CBSC in September. More information will be available by October '07 on HAZUS.
SB 306 may become a two year bill

CA State Budget: Richter reported that at this time no one knows when it will be resolved and the legislature is out on vacation
OSPHD financial reserves are able to make loans until the budget issue has been resolved.

- Energy Star

The board discussed promoting Energy Star with our members via free exhibitor table at trade shows. The board agreed that to give preferential treatment to a company other than the CSHE sponsors would not be acceptable. If companies wish to exhibit they are to pay the exhibitor fee.

Companies wishing to exhibit at CSHE vendor shows must pay the registration fee.

Annual Institute

- 2008 Burlingame

Barker reported that the 2008 Annual Institute planning committee agreed to pursue education regarding surge/emergency preparedness. The hotel contract has been signed, as well as, the Hiller Aviation Museum in San Carlos for the annual catered banquet. Discussion regarding counting attendees before and after each speaker's presentation was agreed that this would assist in future institute planning.

Assigned board member making introduction will count before and after attendance.

Those who will introduce speakers to be assigned prior to institute.



ASHE Update

- 2007 ASHE Conference New Orleans Schoonderwoerd report was deferred until later.

Robert Mack Scholarship

- Robert Mack Contribution Formula
In the board packet was a summary of the investigation of approved formula for contributing to the Robert Mack Scholarship Fund. After discussion, Peterson appointed Silvestri to chair an Ad Hoc Committee to review the formula and report at the next board meeting the outcome of his committee.
The following members will participate on the Ad Hoc Committee:
 - Patrick Silvestri, chair
 - Rick Barker
 - Dan James
 - Michelle Malone-Keith
 - Bruce Peterson
 - Ted Beshwate, Robert Mack Trustee

- CSHE Reimbursement Award

Peterson reported that the Robert Mack Trustees and CSHE board members had met and developed criteria and scope for the development of the CSHE Reimbursement Award. The next collaborative meeting is scheduled for Tuesday, August 14th. Metcalfe will report the outcome of his meeting with legal counsel regarding Robert Mack's involvement with this proposed CSHE member reimbursement award.

Peterson requested that the CSHE Reimbursement Award be placed on the next meeting agenda. The board would like to make the first award at the institute in April 2008. Report at the October 26th board meeting.

Old Business

- Policy & Procedure Revision Report

Silvestri and Jones to revise Financial portion of the Policy and Procedures. Teams were asked to review their section of the work done at the 2007 Institute to assure accuracy and compliance with their individual team work.

When Policy and Procedures document has been approved copies will be forwarded to all CSHE officers.

New Business

Schipper requested that the board discuss changing the state chair title to state president to correspond with ASHE and other state chapters, which would ultimately save confusion.

Discussion at this time was tabled.

State Chair name change to be included on the next board meeting agenda.



Adjournment

Peterson adjourned the meeting at 9:35 a.m.

Next Executive Committee Conference Call

Date: Friday, October 26, 2007 0730 to 0830

Next Board of Directors Meeting Conference Call

Date: Friday, October 26th, 2007 0830 to 1000