



Summer Board Meeting

Minutes

August 24, 2018

Ft Lauderdale, Fl.

*Kevin Daniel,
CHE,CHFM
President
Jackson
Hospital*

*Thomas
Gibson, CHE,
CHFM,
CHSP,CHC
Vice-
President*

*T. Wayne
Gibbs CHE,
CHFM
Secretary
Orlando
Health*

*Russ
Schilling,
CHE
Treasurer
Pembroke
Pines*

- I. Call to Order: Kevin Daniel called the meeting to order at 8:04 AM
- II. Secretary Report: Wayne Gibbs reported that the minutes from Spring Board meeting were sent out to the board members via email for review. No revisions or corrections were requested. The minutes were approved.
- III. Treasurer Report: Russ Schilling and Mike Streeper presented the Treasurer's report. Russ began by letting the board know that the CPA representing FHEA had filed for an extension in order to provide more time to thoroughly review the financial transactions for the reporting year. FHEA's tax exempt status is very important to the organization and any issues that may be a red flag to an auditor were carefully reviewed. The tax filling were reviewed and found to be in order and sent to the IRS. Mike Streeper presented the financial report explaining the various counts and how the accounts are related with balances.
The total ending balance of all accounts was \$1,098,454.30. Russ asked for 2 members to complete the financial audit as is customary. Tom Gibson and Edgard Niebles, District #4 volunteered to audit the financial statements. The treasurer report was approved.
- IV. Vice President Report: Thomas Gibson reported that he along with Kevin Daniel, Russ Schilling and Fred Kiesel attended the ASHE conference in Seattle. They represented FHEA at the conference and attended the Leadership Forum held on the Sunday before the conference. Kevin accepted the Platinum Award for FHEA. Thomas also noted that Bobby Baird received his SASHE designation for his contributions to ASHE. Also there was 1 new CHE renewal. V.P. report was approved.
- V. Executive Director Report: Sarah Jeffcoat reported the following;
Membership: Active members 313, Life members 35, Supporting member 768 and 8 pending Active members. Susan designed a membership brochure to include the AHCA/FHEA registration packets. Ten packets were mailed to each board member. A save the date card is being mailed to vendors thanking them for their support and to let them know that the 2019 Spring meeting will be held at Pier 66 in Ft. Lauderdale and letting them know that the annual and trade show will be held at the Marriott World Center in Orlando. Also a Service project will be conducted to collect items to build care packages to send to our military service members. Cash contributions can be made in lieu of donating items. At this year's meeting and trade show MMG personnel will be wearing embroidered polo shirts at registration and around the conference to help them be easily identified as representing FHEA. Additionally as speaker agreement and copyright release was developed. Executive Director Report was approved.

VI. District Reports:

District #1: Reported 2 meeting since the last board meeting. The 1st meeting was held on June 6th at Sacred Heart Emerald Coast and sponsored by Tremco. The educational program was "Building Envelope & Moisture Intrusion". There were 14 members in attendance. The second meeting was held on August 1st at Jackson Hospital. The educational program was sponsored by Trane. The educational program was "Heat Recovery Chiller options with Energy Savings". There were 20 members in attendance. One hour CEUs were awarded for each program.

Membership: 22 Active members, 6 Life members, 298 Supporting members.

Treasurer Report as of 8-1-2018:

Beginning Balance: \$11,660.08

Ending: \$16,358.53

Additional Information:

2019 District Officers

President - Don Russell

Vice President/Dist. Rep. - Todd Arno

Secretary - Jackie Kennington

Treasurer - Kevin Daniel

District #2: Reported 1 meeting since the last board meeting. The meeting was held at Orange Park Medical Center with 18 members attending. The educational program was sponsored by Barrier Technologies and the subject was "Fire Barrier Management". One hour CEU was awarded for the program.

Membership: 42 Active members, Life members and 388 Supporting members.

Treasurer Report as of 7-10-2018:

Beginning Balance: \$16,814.10

Ending Balance: \$22,557.00

Additional Information: The next district meeting will be held Sep 11th at UF Health North Jacksonville.

The annual pig roast will be held Nov 1st at Bradford Sportsmen Farm.

District #3: Reported two meeting since the last board meeting. The 1st meeting was on April 13th at FL Hospital Celebration. There were 43 active members and 51 supporting members in attendance. The educational program was conducted by Kelly Proctor DNV-GL Healthcare. The presentation was about whom DNV is and their most common findings. The second meeting was held on June 8th at FL Hospital Tampa. There were 26 active members and 38 supporting members in attendance. The educational program was conducted by Phigentics. The subject was regarding efficiencies opportunities of a comprehensive water management program. 2 CEUs were awarded for each educational program.

Membership: 190 Active members, 20 Life members and 540 Supporting members.

Treasurer Report as of 6-31-2018:

Beginning Balance: \$12,490.83

Ending Balance: \$30,027.12

Additional Information: District #3 created a committee to "Give Back" to local communities where the districts meets are held. The 1st annual charity event was in Lakeland at Kids Pack and volunteered to pack food for kids. The district raised monetary donations of \$250, collected donations of non-perishable food items and packed food for 3 kids for 1 year.

President's Night Out will be held Sep. 21st at the Omni Hotel and Resort Champions Gate.

District#4: Reported one meeting since the last board meeting. The meeting was held on August 1st at St. Mary's Medical Center. There were 21 members present. The educational program was sponsored by Structural Technologies and titled "Concrete 101 for Healthcare Engineers"

Membership: 77 Active members, 4 Life members

Treasurer Report as of Aug 10th:

Beginning Balance: \$40,305.99

Ending Balance: \$39,321.64

Additional Information:

Tabletops: 6 vendors paid \$500.00 each for tabletops at the district meeting held at St. Mary's Medical Center.

2019 Officers:

President - Edgard Niebles

Vice President – Adam Mayle

Treasurer – Russ Schilling

Secretary – John Hatfield

VII. Committee Reports:

Certification: There was 1 new CHE renewal. Also discussed was the mentor program. The purpose of the program is to promote new members the CHE program and to maintain the CHE participation. The mentors would have to be recruited by the district. Thomas created a mentor form for review by the board for use by the districts.

Codes & Standards: Bobby reported the following;

NFPA 99 & 101 are now closed to Public comment. There was no submission from Florida. Bobby continues to work with ASHE on code improvements. Also after 2 years of trying to change the frequency of medical equipment inspection from semi-annual to annual the code was finally changed on Aug 15th to annual or manufacturer's recommendation. Ambulatory Care centers fall under a different standard but he would be working to have that standard also changed. Bobby also reported that AHCA is following and enforcing the CMS Emergency Preparedness standard under appendix Z. This standard requires hospitals to provide temperature control via generators when there is an event that causes normal power loss. The information is posted on the FHEA website.

Education/Membership: Scott McCormick was unable to attend the board meeting but provided the following;

Spoke with representative from IBFSCM (International Board for Certification of Safety Managers) to inquire about the Certified Healthcare Emergency Professional (CHEP) class and testing for possibly the spring meeting education class and test in Fort Lauderdale. Scott was provided pricing of \$330.00 each for 20 or more attendees for the education class which we would pay and the application fee and testing would be \$330.00 each to be paid by the member taking the test. As most facility managers are involved with emergency preparedness work for their facilities this may be a good opportunity to investigate. Jim Tweedy is the contact at IBFSCM and also conducted the CHSP class in Clearwater. The phone number is 205-664-8412.

The membership continues to grow. The driving force behind the continued growth is better educational presentations in all districts, including attendees getting CEU's for their meeting presentations.

Attendance in all Districts remains strong. Lily is working on a couple of major educational opportunities along with some new events that will hopefully draw in new members. Lily would like to continue to challenge active members to try to bring a non-member engineer to a meeting. Supporting members in all districts must now be currently paid members to attend the meetings and this is verified before RSVP's are accepted. They must RSVP and badges are given out to all attendees at these meetings.

By Laws: Don reported on the By Law for installing New Members. The By-Law states that new members have to be present at the district meeting to be voted in by the membership. This also delayed membership approval because of the length of time between meetings. The recommended change would be for the district officers to review the application and grant approval. The recommended change will be presented to the membership at the annual meeting. If approved by the membership the changes will be effective next year. Additional By Laws are under consideration.

Sustainability: Ben Fitzgerald reported the following;

- Energy to Care presentation at recent District III meeting in Lakeland
 - Kevin Gombotz with Envinity
 - Great audience participation and engagement
- Recommend we coordinate the same presentation for all Districts. Not sure if they would do this at no charge but can ask
- E2C Participation Across the State
 - No updates on growth of participation
 - District level Sustainability Officer
 - Updates from each District?
 - Have we made any progress?
 - We appear to have stalled on this over the last few months
- Goal/targets for 2019
- Valencia EMCT Program
 - Fall semester commences on 8/29
 - Enrolled in the first class
 - Opportunities for \$500 Scholarships and close working relationship between FHEA and Valencia???
 - Verticals engaged already include: Entertainment, Industrial, City/County Government, Engineering, Healthcare, Public Education, and Controls Manufacturers

Scholarship Program: Of the applications received only one application met the requirement required for the scholarship. One \$2,500.00 scholarship was awarded. All agreed that the scholarship program needed more advertising by the districts.

ASHE Report: Fred reported that he attended a webinar on June 20. The ASHE webinars are posted on the FHEA website under Advocacy. The ASHE annual meeting will be held in Baltimore in 2019. Fred said he will be retiring from the board at the end of this year.

Webmaster Report:

New Pages:

Board Resources – listed under ABOUT, password protected page: 2018BOD. Page contains, board meeting dates & details, board minutes, and board member contact information.

Continuing Education – listed under Resources, password protected page: FHEA ceu. Page contains links to educational resources and later can contain speaker information and their presentations for District use.

2019 Spring Meeting – Save the Date and hotel information, more to be added when available.

Updates:

Advocacy Page – added pdf copies pf ASHE quarterly webinars

Annual Meeting – Golf section added, Trade Show Map, Special Projects, Annual Mtg. Sponsors logos

District III – President's Night Out page

Ongoing: Regular maintenance such as FHEA Membership rosters are updated monthly. District Meeting information posted as received.

Publication Update:

FHEA Membership Info pamphlet was r-designed and printed

FHEA Membership electronic membership booklet was re-designed and posted on the website

First e-news was sent out in July

The Fall Whistle to be mailed in August

Annual Meeting & Trade Show Onsite Magazine in the layout stage, collecting the sponsor's ads and placing them in the publication.

Speakers Committee: N/A

VIII. Old Business:

2018 AHCA/FHEA Annual Conference

Theme: "Charting the Course" was decided as the theme for the 2018 conference.

Annual Meeting Gift: After some discussion the board selected golf shirts for the annual meeting.

Introductions: To be decided at the next board meeting when bios are available.

IX. New Business

FHEA Insurance:

Participant Agreements for events – Marty Streeper discussed with the board the current insurance coverage. When switching over insurance coverage Marty found that FHEA has very good D&O (Director & Officer) policy, crime policy and property liability policy. However, there was no coverage for special events such as golf, fishing, clay shoots, conventions, etc. Hartford Insurance the general liability policy holder would not

provide Special Event coverage. A policy was found on the specialty market covering accidental death, medical expense, abuse & molestation, etc. A waiver must be signed by all participants participating in FHEA special events.

Contract Signing – Russ spoke to the issue of contracts being signed before being vetted by the Executive Director. All contracts must be reviewed by the Executive Director in order to ensure protection of the organization.

Survey Results: The survey results were reviewed by the board. The results were good overall and there were some good suggestions noted. The results will be summarized for the next meeting with action items.

2019 Spring Meeting – Kevin requested a survey be sent out to determine which certification course would be offered at the 2019 spring meeting. Marty brought up a suggestion made at the spring meeting for having a reception the night before the conference hosted by the vendors. All agreed this would be a good way to provide social time with the vendors. Russ requested the “signing of documents” be an agenda at the 1st meeting of the year. This will insure the message is not getting forgotten as board members leave. Also discussed were the suggested registration fees for the 2019 spring meeting. The suggested fees were; Members \$75, Supporting \$125, CHE \$65, Non-Member \$225. Event Sponsor fees were not ready for discussion.

- X. Good of the Order: Don asked if there were plans to have a golf tournament or only fishing. Marty confirmed that golf and fishing would be offered.
Kevin reminded the board that CHFM & CHC waivers were available for 1st time qualified test takers.
- XI. Adjournment: 12:10