

Washington State Society for Healthcare Engineering

Eastern Chapter Meeting – Minutes

November 19th, 2021

Host-Glenn Faulkner

Virtual Meeting

10am-12pm

WSSHE - Eastern Chapter Board Meeting-Minutes

Virtual

November 19th, 2021

10:00AM

Attendees;

Glen Faulkner, Ryan Fancher, Jonathan Lewis, Brad Jones, Tami Wais, Fawn Wilson

Administrative

1. Glenn Faulkner opens the Meeting with call to order 10:05 am
2. Approval of June meeting minutes-June minutes approved
3. Introductions and Icebreaker
4. 2022 Eastern Chapter Officers
 - President-Glenn Faulkner
 - President Elect - OPEN
 - Secretary-Eric Rodgers
 - Education Chair – Craig Greathouse
 - Treasurer –Brad Jones
 - Business Partner-Tami Wais- Johnson Controls
5. Treasurer's Report:
 - Eastern Chapter Account balance as of September is **\$63,658.93**
 - Membership Info;

Chapter	Professional	Business Partners
Eastern	123	122

6. 2022 Meeting Dates and Locations **It was decided at this meeting that we would start meeting in person beginning in March.** Meetings to be held the first Friday in the quarterly month. Host member designated next to dates below responsible to find educational speaker. (Can work with Craig Greathouse)
 - **March 4th 2022** Spokane -Tami Wais (Possibly Clark Reed -Brad J to contact Clark to find out availability)
 - **June 3rd , 2022** Goldendale -Jonathan Lewis
 - **September 2nd , 2022** Yakima -Glen Faulkner
 - **December 2nd , 2022** Wenatchee -Ryan Fancher
7. Newslines Articles Submissions –Please keep in mind all members can submit news articles and they only need to be a couple of paragraphs. These articles can be related to anything to do with Health Care Facilities Management that you feel our members may find valuable.
 - December-Glenn Faulkner
 - March- Brad Jones
 - June- TBD
 - September- TBD

Advocacy and Networking

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2022 WSSHE State Board Members

President: Scott Clinton (Pending)

Immediate Past President: Jonathan Lewis

President Elect: Marnie Boomer

Secretary/Treasurer: Mike Chitwood

WAM: Eastern Chapter Rep (*Tami Wais?*)

Communication: Jackie Roethel

Historian: Geoff Glass

Scholarship: Eric Rodgers

Emeritus: Phil Kercher

Education: Marnie Boomer

Advocacy/Sustainability: Kevin Kajita

Growth and Communication

1. WSSHE –2022 Conference Dates
 - Semi-Annual-Chelan WA. – April 19-22, 2022 (In-Person – Hopefully)
 - Fall Conference – Vancouver WA – Hilton Oct 18th – 21, 2022
2. Discussion about a gathering this Winter/Spring –
 - Brad has scheduled Tri Cities American Hockey Game for Saturday February 19th at 7pm (Limited to 40 persons) more discussion with President Glen Faulkner regarding invites to follow in next few weeks.

Education:

- Education Update
 - Mr. Craig Greathouse not present
 - Today's Education Session- Paul Koenig, Protect Your People: Safeguard Your Team from Hazardous Energy Presentation at 11:00 AM
 -
- Future Education Session Ideas.
 - Ask members to provide possible education topics as well as presenters to education chair.

WSSHE Scholarships:

Mac McKenzie Scholarship Fund

The scholarship is open to members wishing to further their education. There are **six (6) \$750 education scholarships** available each academic year, running from September through August. **No due date for scholarship applications, open until the awarded amounts are reached.**

Pete Peterson Scholarship Fund

The purpose of the Scholarship Fund will be to assist WSSHE Full Members to be able to attend conferences and educational meetings that they might not be able to due to financial restrictions. At the beginning of the year the Chapter Board shall meet and decide the amount of the funds, the number of awards to be given, and the individual amount of each award. The Board will then make the announcement of the chapter membership of the funding that will be available and the procedures

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for applying.

Priority of Awarding the Scholarship:

1. Awards shall be given on a first come first served basis
2. The PPSF Board will set the guidelines for the due dates of applications and the awarding criteria. Full members can use the enclosed application form to submit their requests.
3. The PPSF Board will approve/disapprove all requests at the regular PPSF Board meeting following the receipt of the requests.

Questions from Chuck?:

1. What's on your mind and how can we help each other?
 - Discussed working towards in person conferences, meetings etc.. and need to follow COVID protocols.

11:00AM

Education Session: Facilities Safety Best Practices - Paul Koenig Enterprise Account Manager: Safety Services



Paul provided a fantastic presentation with emphasis on protecting our staff, clients and visitors to our facilities. Paul stressed the importance of conducting risk assessments and keeping documentation of actions taken. Paul discussed Lock-out / Tag-out, Confined Spaces and Hazardous Energy Exposure and the importance of having plans and risk assessments in place. He shared the importance of creating policies and procedures for specific pieces of machinery that all persons would follow when working inside your facility including outside contractors. He also discussed the importance of not relying on memory for these processes. Lastly Paul stated how important it is to review and update these processes and procedures regularly.

Next meeting: Spokane-March 4th 2022 Host- Tami Wais

Building Tour- N/A Due to COVID19

Adjournment - 11am