



2020 West El Camino Avenue, Suite 800  
Sacramento, CA 95833  
hcai.ca.gov



**\*\*\* SPECIAL NOTICE \*\*\***

This meeting will be held in-person at the location noted below, as well as by teleconference. Board members must attend this meeting in person. HCAI staff and members of the public may fully participate from their own locations.

**NOTICE OF PUBLIC MEETING**

**HOSPITAL BUILDING SAFETY BOARD**

**Full Board Meeting**

**APPOINTED MEMBERS**

Louise Belair, Chair  
Scott Jackson, Vice Chair  
Cody Bartley  
David Bliss  
Bruce Clark  
Michael L. Davis  
Gary Dunger  
Teresa Endres  
Michael Foulkes  
Sharon Goei  
John Griffiths  
Michele Lampshire  
Marshall Lew  
Scott Mackey  
Jim O. Malley  
Farzad Naeim

**DIRECTOR-APPOINTED  
EX-OFFICIO MEMBERS**

Bert Hurlbut  
Michael O'Connor

**Date:**

Tuesday, December 5, 2023

1:00 p.m. – 4:00 p.m.

**\*\*Please note late start time\*\***

Wednesday, December 6, 2023

9:00 a.m. – 3:00 p.m.

**\*\*Please note early start time\*\***

**Location:**

Department of Health Care Access  
and Information

355 South Grand Avenue, Suite 2000

Los Angeles, CA 90071

**Teleconference Meeting Access:**

**[Day 1- HBSB Teams Full Board Meeting](#)**

**[Day 2- HBSB Teams Full Board Meeting](#)**

**EX-OFFICIO MEMBERS**

Elizabeth Landsberg  
HCAI Director

Daniel Berlant (Acting)  
State Fire Marshal  
Wendy Collins (Delegate)

Jeremy Lancaster  
State Geologist  
Jennifer Thornburg (Delegate)

Kevin Day (Acting)  
Building Standards Commission  
Executive Director  
Irina Brauzman (Delegate)

Tomás J. Aragón, M.D., Dr. P.H.  
Dept. of Public Health Director  
Nathaniel Gilmore (Delegate)

Chris Tokas  
Statewide Hospital Planning and  
Development,  
HCAI  
Deputy Director

**EXECUTIVE DIRECTOR**

Veronica Yuke (Acting)

For more detailed instructions on joining or attending the meeting, see pages 5 – 6.

**AGENDA**

Item	Subject	Facilitator
1	Call to Order and Welcome	Louise Belair, Board Chair (or designee)

Item	Subject	Facilitator
2	<b>Roll Call and Meeting Advisories/Expectations</b> <ul style="list-style-type: none"> <li>• Determination of Quorum</li> <li>• Conduct of Meeting</li> </ul>	Veronica Yuke, Acting HBSB Executive Director (or designee)
3	<b>Nomination and election to fill the unexpired Vice-Chair vacancy</b> <ul style="list-style-type: none"> <li>• Nominations from the floor</li> <li>• Conduct election</li> <li>• Discussion and public input</li> </ul>	Louise Belair, Board Chair (or designee)
4	<b>Department of Health Care Access and Information (HCAI) Update</b> <ul style="list-style-type: none"> <li>• Swearing-in Ceremony for new HBSB members: <ul style="list-style-type: none"> <li>○ Janice Cheung, Fire/Life Safety Representative</li> <li>○ Martin Hudson, Geotechnical Engineer Representative</li> </ul> </li> <li>• Recognition of outgoing HBSB members: <ul style="list-style-type: none"> <li>○ Bruce Clark, Engineering Geologist Representative</li> <li>○ Scott Jackson, Fire/Life Safety Representative</li> <li>○ Michele Lampshire, Public Member Representative</li> <li>○ Marshall Lew, Geotechnical Engineer Representative</li> </ul> </li> <li>• HCAI Update</li> <li>• Discussion and public input</li> </ul>	Scott Christman, HCAI Chief Deputy Director (or designee)
5	<b>Overview and approval of the August 17, 2023, Full Board draft Meeting Report/Minutes</b> <ul style="list-style-type: none"> <li>• Discussion and public input</li> </ul>	Louise Belair, Board Chair (or designee)
6	<b>Energy Conservation and Management Committee</b> <ul style="list-style-type: none"> <li>• Overview and approval of the October 25, 2023, draft Meeting Report/Minutes</li> <li>• Discussion and public input</li> </ul>	John Griffiths, Committee Vice-Chair (or designee)
7	<b>Education and Outreach Committee</b> <ul style="list-style-type: none"> <li>• Overview and approval of the following draft Meeting Report/Minutes: <ul style="list-style-type: none"> <li>○ May 24, 2023</li> <li>○ July 26, 2023</li> <li>○ August 30, 2023</li> <li>○ September 27, 2023</li> <li>○ November 1, 2023</li> </ul> </li> <li>• Discussion and public input</li> </ul>	Scott Mackey, Committee Chair (or designee)

Item	Subject	Facilitator
8	<p><b>Codes and Processes Committee</b></p> <ul style="list-style-type: none"> <li>• Overview and approval of the following draft Meeting Report/Minutes:               <ul style="list-style-type: none"> <li>○ August 14, 2023</li> <li>○ October 17, 2023</li> </ul> </li> <li>• Discussion and public input</li> </ul>	Michael O'Connor, Committee Chair (or designee)
9	<p><b>Instrumentation Committee</b></p> <ul style="list-style-type: none"> <li>• Overview and approval of the October 26, 2023, draft Meeting Report/Minutes</li> <li>• Discussion and public input</li> </ul>	Jim Malley, Committee Vice-Chair (or designee)
10	<p><b>Structural and Nonstructural Regulations Committee</b></p> <ul style="list-style-type: none"> <li>• Overview and approval of the November 7, 2023, draft Meeting Report/Minutes</li> <li>• Discussion and public input</li> </ul>	Jim Malley, Committee Chair (or designee)
11	<p><b>Ad hoc Board Procedures Committee</b></p> <ul style="list-style-type: none"> <li>• Overview of the December 5, 2023, meeting               <ul style="list-style-type: none"> <li>○ Review and approve changes to the Board Policies and Procedures</li> </ul> </li> <li>• Discussion and public input</li> </ul>	Michael Foulkes, Committee Chair (or designee)
12	<p><b>Administration of process for filling Board Vice-Chair vacancy</b></p> <ul style="list-style-type: none"> <li>• The Board will administer the new process for filling Board Vice-Chair vacancy, as presented by the Ad hoc Board Procedures Committee</li> <li>• Discussion and public input</li> </ul>	Louise Belair, Board Chair (or designee)
13	<p><b>Review and approve 2024 Committee Assignments, Goals and Meeting Calendar</b></p> <ul style="list-style-type: none"> <li>• Discussion and public input</li> </ul>	Louise Belair, Board Chair (or designee)
14	<p><b>Office of Statewide Hospital Planning and Development (OSHPD) Update</b></p> <ul style="list-style-type: none"> <li>• Workload and performance</li> <li>• Personnel changes</li> <li>• Discussion and public input</li> </ul>	Chris Tokas, HCAI OSHPD Deputy Director (or designee)

Item	Subject	Facilitator
15	<p><b>Inspection Services Unit (ISU) Update</b></p> <ul style="list-style-type: none"> <li>• At the end of 2022, ISU learned that many certified hospital inspectors were not actively working on healthcare projects. One of ISU goals for 2023 was to better understand the reasons for this condition and determine some possible options to increase the supply of Inspectors of Record (IOR) in the industry. <ul style="list-style-type: none"> <li>○ Review findings of the ISU research regarding the utilization of IORs in 2023</li> </ul> </li> <li>• Update on other ISU accomplishments year-to-date</li> <li>• Discussion and public input</li> </ul>	<p>Joe LaBrie, ISU Supervisor</p> <p>Bob Lyons and James Pan, ISU (or designees)</p>
16	<p><b>Building Standards Unit (BSU) Update</b></p> <ul style="list-style-type: none"> <li>• Update on BSU accomplishments year-to-date</li> <li>• Discussion and public input</li> </ul>	<p>Mia Marvelli, BSU Supervisor (or designee)</p>
17	<p><b>Fire Prevention Unit (FPU) Update</b></p> <ul style="list-style-type: none"> <li>• Update on FPU accomplishments year-to-date</li> <li>• Discussion and public input</li> </ul>	<p>Nanci Timmins, Chief Fire Life Safety Officer (or designee)</p>
18	<p><b>Structural Services Section Update</b></p> <ul style="list-style-type: none"> <li>• Update on Structural Services Section accomplishments year-to-date</li> <li>• Discussion and public input</li> </ul>	<p>Roy Lobo, Principal Structural Engineer (or designee)</p>
19	<p><b>Comments from the Public/Board Members on issues not on this agenda</b></p> <p>The Board will receive comments from the Public/Board Members. Matters raised at this time may be taken under consideration for placement on a subsequent agenda.</p>	<p>Louise Belair, Board Chair (or designee)</p>

The Board may take action under any agenda item. Every effort will be made to address each agenda item as listed. However, the agenda order is tentative and subject to change without prior notice. A 30- to 90-minute lunch may be taken some time during the day.

For further information about this meeting, please contact HBSB Staff, Evett Torres or Marcus Palmer, at (916) 440-8300, [HBSBSupportStaff@hcai.ca.gov](mailto:HBSBSupportStaff@hcai.ca.gov), or by sending a letter to 2020 West El Camino Avenue, Suite 800, Sacramento, CA 95833. This agenda and other notices about meetings are posted on the Internet at <https://hcai.ca.gov/construction-finance/hbsb/>.

Individuals with disabilities may request an accommodation or modification to observe or participate in the meeting by contacting HBSB Staff as stated above. Providing your request at least five (5) business days before the meeting will help ensure availability of the requested accommodation.

**There are no future Full Board meetings scheduled.**

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### **Microsoft Teams Instructions**

Board members are required to attend the meeting in person. Members of the public, including HCAI staff, may join the meeting and provide public comment virtually through Microsoft Teams.

#### **Microsoft Teams:**

For best results, please use Google Chrome or Microsoft Edge browsers to join meeting.

**Members of the public are NOT required to identify themselves or provide other information to attend or participate in this meeting. If Microsoft Teams requires a name, you may enter “Anonymous.” You may also input fictitious information for other requested information if required to attend the meeting (e.g., anonymous@anonymous.com).**

### **DAY ONE—December 5, 2023**

Join on your computer or mobile app

- [Click here to join the meeting](#)
- Or copy and paste the following link into your browser:  
[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OWEwMWVvKnmYtMzM5Mi00MTA3LWIzMjltOTY2OWUxMDZjNjYz%40thread.v2/0?context=%7b%22id%22%3a%2228891a93-888f-489f-9930-e78b8f733ca6%22%2c%22oid%22%3a%224afdc7d5-a51c-4637-9e27-755fa3a30732%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWEwMWVvKnmYtMzM5Mi00MTA3LWIzMjltOTY2OWUxMDZjNjYz%40thread.v2/0?context=%7b%22id%22%3a%2228891a93-888f-489f-9930-e78b8f733ca6%22%2c%22oid%22%3a%224afdc7d5-a51c-4637-9e27-755fa3a30732%22%7d)
- Meeting ID: 297 598 508 112
- Passcode: NmJG46

Or call in (audio only)

- +1 (916) 535-0978 United States, Sacramento
- Enter Phone Conference ID: 586 355 929#

Or join with a video conferencing device

- [576732194@t.plcm.vc](mailto:576732194@t.plcm.vc)
- Video Conference ID: 115 121 407 9
- [Alternate VTC instructions](#)

## **DAY TWO—December 6, 2023**

Join on your computer or mobile app

- [Click here to join the meeting](#)
- Or copy and paste the following link into your browser:  
[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YTRmYTAyMWYtYjJyY00OWNkLWJiMDctMjU0ODhjZWVjZjcx%40thread.v2/0?context=%7b%22id%22%3a%2228891a93-888f-489f-9930-e78b8f733ca6%22%2c%22oid%22%3a%2224afdc7d5-a51c-4637-9e27-755fa3a30732%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTRmYTAyMWYtYjJyY00OWNkLWJiMDctMjU0ODhjZWVjZjcx%40thread.v2/0?context=%7b%22id%22%3a%2228891a93-888f-489f-9930-e78b8f733ca6%22%2c%22oid%22%3a%2224afdc7d5-a51c-4637-9e27-755fa3a30732%22%7d)
- Meeting ID: 239 606 794 937
- Passcode: xQXRPU

Or call in (audio only)

- +1 (916) 535-0978 United States, Sacramento
- Enter Conference ID: 740 313 837#

Or join with a video conferencing device

- [576732194@t.plcm.vc](mailto:576732194@t.plcm.vc)
- Video Conference ID: 114 755 722 2
- [Alternate VTC instructions](#)

### **Los Angeles Office:**

You may take public transportation via:

- The "B" or "D" Metro Lines to Pershing Square
- The "A" or "E" Metro Lines to Grand Avenue Arts/Bunker Hill
- The B Dash bus to Financial District (on Alameda St)
- The Commuter bus at Patsaouras Plaza (Stop# 3)

Public parking locations in the area:

- 330 S. Hope Street - Wells Fargo Center
  - On Site; \$4.40 for each 10 minutes/\$44 for 10 hours
- 465 S. Flower Street - Westin Bonaventure Garage
  - .12 Miles; \$20
- 530 S. Grand Avenue - Pac Mutual Building Garage
  - .15 Miles; \$25
- 601 W. 5th Street - Cal Edison Building
  - .18 Miles; \$18
- 625-631 S. Olive Street - Crown Plaza Garage
  - .23 Miles; \$10