



2020 West El Camino Avenue, Suite 800  
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**Hospital Building Safety Board  
Collaborative Inspection Approach to Field Inspections  
Webinar Development Subcommittee  
of the Education and Outreach Committee**

**March 27, 2025  
10:00 a.m. – 4:00 p.m.**

**Locations:**

2020 West El Camino Ave, Conference Room 930, Sacramento, CA 95833  
355 South Grand Avenue, Conference Room 1901, Los Angeles, CA 90071

**Subcommittee Members Present**

Michael Davis, Subcommittee Chair  
Cody Bartley, Subcommittee Vice Chair  
Gary Dunger  
Bert Hurlbut  
Scott Mackey

**HCAI Staff Present**

Chris Tokas  
Arash Altoontash  
Richard Tannahill  
Monica Colosi  
Joe LaBrie  
Andia Farzaneh

**HBSB Staff Present**

Veronica Yuke, Acting Executive Director  
Marcus Palmer  
Evelt Torres

1     **1. Call to Order and Welcome**

2     **Facilitator:** Michael Davis, CHI, CEO Emeritus, DavisHBC, Inc.; Subcommittee  
3     Chair (or designee)

4     Michael Davis opened the meeting at 10:00 a.m. and welcomed all attendees to  
5     the Collaborative Inspection Approach to Field Inspections Subcommittee. He  
6     noted that this session builds on prior meetings and serves as a mid-  
7     development checkpoint to refine the content of the presentation that will  
8     ultimately be delivered in a public webinar.

9  
10    **2. Roll Call and Meeting Advisories/Expectations**

11    **Facilitator:** Veronica Yuke, Manager, HCAI; Executive Director (or designee)

12    Veronica Yuke welcomed everyone to the meeting and conducted a roll call, and  
13    confirmed a quorum. She reviewed virtual meeting protocols, instructions for  
14    public comment, and the use of roll call for all voting matters.

15  
16    **3. Progress review of the current presentation outline subsections**

17    **Facilitator:** Michael Davis (or designee)

18    The subcommittee reviewed draft content for five subsections of the  
19    presentation, as organized by project role.

20    **Discussion & Public Input**

21    **Item #3a: Ownership - Gary Dunger**

- 22       • Gary Dunger acknowledged limited prior involvement but committed to  
23       actively developing the ownership section going forward.
- 24       • Michael Davis encouraged all subcommittee members to contribute ideas  
25       to any section by submitting material to HBSB support staff for  
26       centralized dissemination.
- 27       • Bert Hurlbut stressed that the owner sets the tone for the inspection  
28       program and must contractually embed expectations for collaboration,  
29       performance, and quality.
- 30       • Chris Tokas added that the building code expects owners to drive QA/QC  
31       and that even sophisticated owners need guidance from the design team.
- 32       • Bert Hurlbut illustrated successful owner involvement using UCLA and  
33       Stanford steel inspection protocols, where pre-approved tags streamlined  
34       jobsite inspections.

- Michael Davis supported this as a compelling presentation example and emphasized early owner buy-in as foundational to success.
- Scott Mackey noted that inexperienced owners often need their architects to act as educators and stewards during the process.

### **Informational and Action Items**

- Michael Davis introduced the phrase “Hire to Pass” as a working title for the ownership section, part of a proposed theme aligning each role with its project accountability.
- All members were encouraged to submit ideas for ownership, even if not directly assigned to the section.

### **Subcommittee Comments**

- Joe LaBrie endorsed the slogan concept and emphasized keeping messaging accessible and memorable.

### **Public Comments**

None.

### **Item #3b. Design Professional of Record (DPOR) – Scott Mackey**

#### **Discussion & Public Input**

- Scott Mackey outlined his draft content, centered on the DPOR’s responsibility to lead the project from concept through construction completion.
- He emphasized the architect as “team captain”, tasked with defining the vision, managing expectations, and collaborating with contractors, inspectors, and owners.
- Key subsections included: team collaboration model, maintaining design integrity, problem solving through obstacles, code adherence, and active presence during construction.
- Scott proposed evolving “OAC” meetings into “OACI” meetings, integrating Inspectors of Record (IORs) as formal participants.
- He encouraged the DPOR role to include ongoing constructability review, not just upfront design.

### **Informational and Action Items**

- Michael Davis introduced the theme phrase “Design to Pass”.
- Scott committed to clarifying who comprises the DPOR “team” and building out visual support materials.

## **Subcommittee Comments**

- Bert Hurlbut noted the DPOR must also serve as arbiter of their own drawings when disputes arise.
- Chris Tokas affirmed that liability and final authority rest with the design team.
- Michael Davis commented that engaged DPORs dramatically improve inspection outcomes, but their field presence is often reduced when CA phase fees are cut.
- Scott Mackey stated that DPOR engagement must intensify during construction, not taper off.

## **Public Comment**

None.

## **Item #3c. Contractor of Record / Subcontractor - Cody Bartley**

### **Discussion & Public Input**

- Cody Bartley framed his content under “Build to Pass”, focusing on the contractor’s quality control (QC) program and role in collaborative inspection.
- He outlined how internal QC procedures—signoffs by subcontractors and general contractors—must precede IOR inspection.
- Cody emphasized open dialogue with inspectors and DPORs as key to avoiding failed inspections and construction delays.
- He provided a real-world example of improperly installed screw heads missed during early inspections that led to significant rework.
- Cody advocated for QC checklists, pre-installation field reviews, and IOR-partnered mentorship to elevate subcontractor awareness and job readiness.

### **Informational and Action Items**

- Cody to include QC checklist examples and visuals in presentation development.
- Michael Davis reiterated the impact of pre-cons, mockups, and trade coordination meetings as critical contractor contributions to successful inspections.

## **Subcommittee Comments**

- Bert Hurlbut noted large contractors often hire former IORs to lead QA/QC teams.

- Michael Davis supported the idea of experienced IORs mentoring young contractor staff as a practical alternative for mid-size projects.
- Scott Mackey praised Cody's points and emphasized the value of contractors offering value-engineered solutions or alternatives during the build phase.
- Cody noted that design documents must be reviewed early for constructability, especially on medium or small projects.

## **Public Comments**

None.

## **Item #3d. Inspector of Record / Testing Lab - Michael Davis**

### **Discussion and Input**

- Michael Davis shared his refined content outline centered around "Inspect to Pass".
- He focused on shaping the inspector's mindset, collaboration habits, and communication style.
- He emphasized that inspectors must be proactive, not reactive, and engage with all team members.
- The IOR's role was discussed across three phases:
  1. Pre-Construction: Attend early meetings, clarify inspection processes.
  2. Construction: Maintain daily field presence, communicate ahead of formal inspection requests.
  3. Closeout: Final verification, clear documentation, and support for turnover.
- Michael Davis stressed that "Inspect to Pass" is not about compromising standards but about supporting the project team toward first-time success.

### **Informational and Action Items**

- Michael Davis to integrate IOR metrics tracking, transparency culture, and admin support roles into the presentation.
- Scott Mackey explicitly emphasized that the lead Inspector of Record should plan to attend OACI meetings for the full duration of the project and should build that time commitment into their project planning and staffing.

- Scott Mackey, Gary Dunger, Joe LaBrie, and Bert Hurlbut strongly supported keeping Inspectors of Record (IORs) engaged in OACI meetings throughout the project.

#### **Subcommittee Comments**

- Bert Hurlbut proposed the use of inspection success metrics and weekly reporting as a performance yardstick.
- Joe LaBrie encouraged the team to confront and dispel any stigma of secrecy around inspections.
- Gary Dunger emphasized the need for formal inspection request procedures and owner-supported admin help to free inspectors to focus on field work.

#### **Public Comments**

None.

#### **Item #3e. OSHPD and Field Staff - Monica Colosi**

##### **Discussion and Input**

- Monica Colosi described the project delivery process as a “chair,” where each stakeholder forms a critical leg.
- She emphasized shared accountability regardless of project delivery method.
- Monica introduced HCAI-developed tools to support teams: IOR Daily Report template, and CAP (Construction Administration Proficiency) Exam.
- She advocated for high engagement and clear role understanding as drivers of project success.

##### **Informational and Action Items**

- Monica Colosi to incorporate visuals for the “chair” metaphor and HCAI tools.
- Joe Labrie’s “Care to Pass” suggestion noted for possible use in the final conclusion of the webinar.

#### **Subcommittee Comments**

- Bert Hurlbut emphasized the need for OSHPD participation in resolving as-built field issues quickly.
- Joe LaBrie proposed the phrase “Care to Pass” as a potential thematic conclusion; underscoring that caring drives quality and collaboration.

- Monica Colosi, Joe LaBrie, and Bert Hurlbut were key contributors expressing and reinforcing the theme of OSHPD as a collaborative and constructive partner.

#### **Public Comments**

None.

#### **4. Plan for future meetings and practice sessions**

**Facilitator:** Michael Davis (or designee)

Michael Davis initiated discussion on how the subcommittee will complete and prepare its presentation on the Collaborative Inspection Approach to Field Inspections. He emphasized the need to establish intermediate deadlines, assign responsibilities for slide development, and schedule practice sessions in preparation for the final public webinar.

#### **Discussion and input:**

- Michael Davis confirmed that the next scheduled subcommittee meeting is on April 24, 2025, and stated it will serve as a mock walkthrough of the presentation. He clarified that the walkthrough does not need to be a fully rehearsed delivery but should serve to evaluate structure, logic, transitions, and overall content flow.
- Scott Mackey asked for clarification on whether the April 24, 2025, meeting is the date of the webinar or the next subcommittee meeting. Michael Davis confirmed it is the next subcommittee meeting, not the webinar.
- Scott Mackey then recommended treating that session as a rough dry run and evaluating from there whether additional interim sessions would be needed.
- Cody Bartley pointed out that in the last webinar, multiple iterations of the slide deck were needed. He raised concern that the subcommittee does not yet have a complete outline or designated point person for PowerPoint. He offered to take responsibility for assembling and formatting the PowerPoint slides, provided that he receives the full outline first.
- Michael Davis responded that once all members complete their sections, they should submit them to HBSB support staff. He will then assemble the sections into a master outline and distribute it back to the subcommittee ahead of the April 24, 2025, meeting.
- Cody Bartley proposed a milestone schedule to stay on track:

- By April 9, 2025: All subcommittee members submit their section outlines to HBSB support staff.
- By April 16, 2025: All PowerPoint slides and visual content should be submitted to Cody Bartley.
- Cody Bartley will compile the presentation and send it to HBSB support staff, who will then distribute it to the subcommittee.

Veronica Yuke reminded Michael Davis that the agenda for the April 24, 2025, meeting must be submitted to her by Wednesday, April 2, 2025, in order to meet the legal deadline of April 4, 2025. Michael Davis confirmed he would submit the agenda on time.

Michael Davis outlined that the April 24, 2025, meeting agenda will include:

- A full mock walkthrough of the presentation.
- A group feedback session on flow and structure.
- A discussion on how to shape the introduction and conclusion.
- Scott Mackey added that visual content should also be finalized and provided before April 24, 2025, so subcommittee members are not seeing the materials for the first time during the walkthrough.
- Veronica Yuke asked if the subcommittee planned to meet again before the full board meeting in June. Michael Davis requested the date of the full board meeting, and Veronica Yuke confirmed it is scheduled for June 3–4, 2025.
- Veronica Yuke proposed that the subcommittee meet again during the week of May 19, 2025. Michael Davis agreed and said he would provide his availability, noting he will be out of town for part of that week. Veronica Yuke offered to poll the subcommittee for availability during that window.
- Michael Davis stated that the May meeting would serve as a refined practice session, incorporating completed slides, final outline structure, and transitions. He emphasized that the introduction and conclusion should be finalized by that time and that the subcommittee should aim for a well-paced, polished presentation for board delivery.

#### **Informational and Action items**

- Subcommittee members must submit section outlines to HBSB support staff by April 9, 2025.
- PowerPoint slides must be submitted to Cody Bartley by April 16, 2025.
- Michael Davis will submit the April 24 agenda to Veronica Yuke by April 2, 2025.

- Cody Bartley will assemble the slide deck and submit it to HBSB staff for distribution before April 24, 2025.
- The subcommittee will meet again the week of May 19, 2025, for a full practice session (exact date TBD by poll).
- Full board presentation is targeted for the June 3–4, 2025 meeting.

### **Voting**

No votes were held or required during this agenda item.

### **Subcommittee Comments**

- Scott Mackey, Cody Bartley, and Veronica Yuke all contributed to shaping the workflow and meeting cadence.
- All subcommittee members agreed on the value of a structured development timeline and collaborative refinement process.

### **Public Comments**

No public comments were made or recorded during this agenda item.

## **5. Comments from the Public/Subcommittee Members on Issues not on this Agenda**

**Facilitator:** Michael Davis (or designee)

Michael Davis opened the floor to the subcommittee and the public for any comments or concerns related to the Collaborative Inspection Approach to Field Inspections that were not listed on the meeting agenda.

### **Discussion and input:**

- No subcommittee or public comments were made.

## **6. Adjournment.**

Michael Davis emphasized the importance of the action items discussed, including preparation for the mock walkthrough, the development of the full presentation, and the planning of future practice sessions. He expressed appreciation for the collaborative tone of the meeting and the commitment shown by the subcommittee members.

Michael Davis adjourned the meeting at 11:20 a.m.