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## Hospital Building Safety Board Education and Outreach Committee

**Thursday, September 26, 2024**  
**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  
Teams Meeting Access; Meeting ID: 222 564 840 521; Passcode: TSXypi  
Call in: (916) 535-0978; Phone Conference ID: 314 139 717#

### **Committee Members Present**

Scott Mackey, Chair  
Cody Bartley, Vice-Chair  
Louise Belair  
Janice Cheung  
Michael Davis  
Gary Dunger  
Burt Hurlbut  
Courtney Johnson  
Jim Malley

### **HCAI Staff Present**

Chris Tokas  
Arash Altoontash  
Monica Colosi  
Darren Graves  
Mia Marvelli  
Diana Navarro  
Jamie Schnick  
Nanci Timmins  
Andia Farzaneh

### **Consulting Members Present**

Kelly Martinez  
Bill Zellmer

### **HBSB Staff Present**

Veronica Yuke, Executive Director  
Marcus Palmer  
Evet Torres

- 1 **1. Call to Order and Welcome**
- 2 **Facilitator:** Scott Mackey, AIA, NCARB, APEC, Design Manager, Hensel Phelps;
- 3 Committee Chair (or designee)

1 Scott Mackey called the meeting to order at 10:00 a.m. and welcomed the participants.  
2 The agenda was introduced, and a roll call was initiated.

3

## 4 **2. Roll Call and Meeting Advisories/Expectations**

5 **Facilitator:** Veronica Yuke, Executive Director

6 Veronica Yuke conducted the roll call, confirming attendance for committee members  
7 and HCAI staff, establishing a quorum.

8

## 9 **3. Review and approve the draft August 1, 2024, meeting report/minutes**

10 **Facilitator:** Scott Mackey (or designee)

11 Scott Mackey presented the minutes from the August 1, 2024, meeting, emphasizing  
12 the following key discussions:

- 13 • Preapproved Fabricated Components Webinar: Held on June 25, 2024, this  
14 webinar had 393 attendees. The session covered compliance and integration of  
15 preapproved components, but many technical questions went unanswered. A  
16 follow-up session was proposed to address these issues.
- 17 • CAP Training Webinar: The California Administrative Proficiency (CAP) training  
18 webinar resulted in a 39% pass rate. This led to discussions on improving  
19 accessibility to training and potential exam location expansions to support  
20 professionals in more regions.
- 21 • Inspect-to-Pass Webinar: A proactive webinar was proposed to ensure  
22 Inspectors of Record (IORs) and project teams collaborate for better inspection  
23 outcomes. Suggestions were made to rename the initiative for a more positive  
24 framing, such as Inspect for Success.
- 25 • Policy Intent Notice (PIN) 50 Webinar: A webinar focused on the integrated  
26 review process for hospital projects using the OSHPD Electronic Services Portal.

### 27 **Discussion:**

- 28 • Cody Bartley emphasized the need for follow-up webinars to address unresolved  
29 questions, especially for the Preapproved Fabricated Components Webinar.
- 30 • Jim Malley agreed and proposed including real-world case studies in future  
31 sessions to help participants better understand the application of preapproved  
32 components.

### 33 **Action:**

34 A motion to approve the August 1, 2024, meeting minutes was made by Cody Bartley  
35 and seconded by Jim Malley. The motion was unanimously approved.

1 **4. Update on Policy Intent Notice (PIN) 50 – Integrated Review Webinar**

2 **Facilitators:** Diana Navarro, Supervisor, HCAI

3 Diana Navarro presented an overview of the PIN 50 Integrated Review Webinar held on  
4 September 25, 2024, which had 530 registered participants and 324 attendees. The  
5 session aimed to streamline the integrated review processes, especially structural  
6 reviews, through the use of the OSHPD Electronic Services Portal.

- 7
  - Key Feedback: While the presentation was well received, participants suggested  
8 extending the Q&A session for more detailed responses to complex questions.

9 **Discussion:**

- 10
  - Scott Mackey inquired whether the portal's functionalities were fully explained in  
11 the webinar.
  - Diana Navarro confirmed that the session covered the basics but acknowledged  
12 that some advanced features required more attention. Additional training  
13 sessions may be needed to address these features.
  - Michael Davis recommended conducting hands-on demonstrations in future  
14 webinars, allowing participants to submit mock projects through the portal.
  - Cody Bartley stressed the importance of addressing all participant queries and  
15 suggested organizing longer Q&A periods to cover advanced topics.  
16  
17  
18

19 **Action:**

- 20
  - The committee agreed to schedule additional training sessions focused on  
21 advanced functionalities of the portal, with more interactive components such as  
22 live demonstrations.  
23

24 **5. Review of Participant Feedback from the Preapproved Fabricated Components  
25 and Systems Webinar**

26 **Facilitator:** Scott Mackey

27 Scott Mackey reviewed feedback from the June 25, 2024, webinar, which focused on the  
28 use of preapproved fabricated components in hospital projects. While the webinar had a  
29 strong attendance, many technical questions were left unanswered due to time  
30 constraints.

- 31
  - Key Participant Feedback: Attendees sought further clarification on compliance  
32 requirements, especially for seismic compliance when integrating preapproved  
33 components into hospital retrofitting projects.

34 **Discussion:**

- 35
  - Michael Davis emphasized the need for more technical depth in future sessions  
36 to address these complex questions.

- 1 • Scott Mackey suggested developing case studies to showcase successful  
2 integrations of prefabricated systems into hospital settings, especially in seismic  
3 zones.
- 4 • Gary Dunger raised concerns about how preapproved components comply with  
5 current code requirements, especially during retrofitting projects in existing  
6 hospitals. He recommended that future webinars provide detailed guidelines on  
7 this matter.
- 8 • Cody Bartley proposed creating a formal FAQ document to address the most  
9 common questions raised during the session, which could be shared prior to any  
10 follow-up webinar.

11 **Action:**

- 12 • The committee decided to plan a follow-up webinar to address unresolved  
13 technical questions, with a focus on seismic compliance and real-world case  
14 studies.
- 15 • An FAQ document will be drafted to support the follow-up webinar and  
16 disseminated to participants in advance.
- 17

18 **6. Update on the Inspect-to-Pass Approach to Field Inspections Webinar**  
19 **Subcommittee**

20 **Facilitators:** Michael Davis, CHI, Senior Consultant, DavisHBC, Inc.; Committee  
21 Member

22 Michael Davis provided an update on the Inspect-to-Pass Webinar being developed by  
23 the subcommittee. The webinar focuses on promoting collaborative efforts between  
24 Inspectors of Record (IORs) and project teams to ensure that inspections result in  
25 proactive compliance.

26 **Discussion:**

- 27 • The subcommittee discussed renaming the initiative to something more positive,  
28 such as Inspect for Success, to reflect the webinar's focus on teamwork and  
29 collaboration.
- 30 • Scott Mackey emphasized the importance of highlighting successful projects  
31 where collaboration between IORs and project teams resulted in smoother  
32 inspection outcomes.
- 33 • Gary Dunger agreed and suggested that the webinar include open discussion  
34 periods where inspectors can share their challenges and successes.
- 35 • Joe LaBrie added that buy-in from the entire project team is crucial, not just the  
36 IORs. He recommended expanding the audience for the webinar to include  
37 architects and engineers.
- 38

1 **Action:**

- 2 • The subcommittee will incorporate case studies and interactive discussion  
3 periods into the Inspect-to-Pass Webinar to promote collaboration and highlight  
4 success stories.  
5 • Scott Mackey tasked the subcommittee with finalizing the content and scheduling  
6 the webinar for early 2025.  
7

8 **7. Update on PINs, Code Advisory Notices (CANs), and Advisory Guides**

9 **Facilitators:** Mia Marvelli, Supervisor, HCAI

10 Mia Marvelli updated the committee on recent publications of PINs, CANs, and Advisory  
11 Guides. Key publications included CAN 1-0 (clarifying effective dates for the California  
12 Administrative Code) and CAN 2-108 (guidelines for temporary structures like tents  
13 during emergencies).

14 **Discussion:**

- 15 • Scott Mackey suggested that the committee offer more training on these updates  
16 through webinars or workshops.  
17 • Mia Marvelli confirmed that her team is working on webinar development to  
18 explain these documents, including updates on healthcare microgrids and non-  
19 material alterations (NMA).  
20 • Bill Zellmer raised concerns about the practical implementation of microgrids in  
21 healthcare settings, particularly their reliability in emergencies. Jamie Schnick  
22 addressed this by explaining that the microgrids meet Type I Essential Electrical  
23 Systems (EES) standards.

24 **Action:**

- 25 • The committee will develop a webinar to explain the implications of these new  
26 PINs and CANs, particularly in relation to microgrids and temporary structures.  
27

28 **8. Exploring Program Flex Unit Collaboration with the California Department of**  
29 **Public Health (CDPH)**

30 **Facilitator:** Scott Mackey

31 The committee discussed the potential for collaborating with CDPH to develop a  
32 Program Flex Unit that would streamline the regulatory approval process for healthcare  
33 projects.

34 **Discussion:**

- 35 • Kelly Martinez highlighted the need for clearer guidelines on Program Flex  
36 approvals, suggesting that HCAI and CDPH should work together to create a  
37 consistent approval process.

- 1 • Mia Marvelli mentioned that an Advisory Guide is being developed to provide  
2 more detailed instructions on Program Flex and Alternate Methods of  
3 Compliance (AMC).

4 **Action:**

- 5 • The committee will collaborate with CDPH to draft a joint Program Flex Guide  
6 and plan a webinar to introduce the new process to stakeholders.  
7

8 **9. Exploring the Development of a Small and Rural Hospital Relief Program**  
9 **Webinar**

10 **Facilitator:** Scott Mackey

11 The committee explored the idea of creating a Small and Rural Hospital Relief Program  
12 Webinar to educate smaller hospitals on funding opportunities for seismic retrofitting  
13 and infrastructure improvements.

14 **Discussion:**

- 15 • Chris Tokas explained that the recent \$50 million funding for small and rural  
16 hospitals creates an opportunity for better outreach.  
17 • Bill Zellmer and Cody Bartley offered to assist in the development of the webinar  
18 to ensure that eligible hospitals can access this funding.

19 **Action:**

- 20 • A webinar will be developed to guide small and rural hospitals through the  
21 funding application process for seismic compliance and infrastructure  
22 improvements.  
23

24 **10. Explore the opportunity to create a guide for dealing with climate change**

25 **Facilitator:** Scott Mackey

26 The committee discussed the creation of a guide to address the impact of climate  
27 change on healthcare facilities. Scott Mackey opened the floor for comments on how  
28 climate change is affecting healthcare facilities, particularly in California.

29 **Discussion:**

- 30 • Gary Dunger suggested that the guide should provide specific recommendations  
31 for reducing energy consumption, particularly in older hospital buildings. He  
32 noted the increasing pressure on healthcare facilities to comply with new energy  
33 efficiency standards.  
34 • Jim Malley emphasized the importance of addressing seismic resilience in  
35 conjunction with climate change impacts, stating that as climate-related events

1 increase in frequency, hospitals must be equipped to handle multiple types of  
2 emergencies (e.g., wildfires, earthquakes, power outages).

- 3 • Kelly Martinez added that wildfire smoke and airborne pollutants are becoming  
4 major concerns for healthcare facilities. She proposed that the guide should offer  
5 practical solutions for improving indoor air quality and suggested including  
6 information on advanced filtration systems and air circulation methods to  
7 minimize the impact on patient care.
- 8 • Bill Zellmer raised the need for aligning the climate change guide with existing  
9 regulations in the state, such as those from the California Energy Commission  
10 and California Air Resources Board (CARB), to ensure hospitals comply with  
11 broader regulatory frameworks.
- 12 • Cody Bartley proposed including case studies in the guide that demonstrate  
13 successful strategies healthcare facilities have used to mitigate the effects of  
14 climate change. These case studies could help guide other facilities in adapting  
15 to similar challenges.

16 **Action:**

- 17 • The committee agreed to initiate the development of a Climate Change Guide  
18 that would focus on strategies to enhance hospital resilience in the face of  
19 climate-related risks. The following actions were decided:
  - 20 ○ A subcommittee will be formed to develop the guide, which will include  
21 contributions from energy experts, facility managers, and HCAI staff.
  - 22 ○ Scott Mackey tasked the subcommittee with gathering feedback from  
23 healthcare facilities that have already implemented climate adaptation  
24 strategies, particularly regarding energy efficiency and air quality  
25 management.
  - 26 ○ The subcommittee was also charged with identifying best practices and  
27 innovative technologies that can be included in the guide, with the goal of  
28 producing a comprehensive resource by mid-2025.

29  
30 **11. Prioritize development of future educational programs**

31 **Facilitator:** Scott Mackey

32 The committee discussed prioritizing the development of various educational programs  
33 aimed at addressing current and emerging challenges within the hospital and healthcare  
34 sectors. These programs will serve to educate and inform healthcare professionals,  
35 design teams, and facility operators on critical topics such as regulatory compliance,  
36 best practices, and innovation in healthcare facility design and operation. The following  
37 key areas were identified for program development:

1 **a. Classification of Imaging Procedures into Class 1, 2, and 3**

2 This program would focus on educating healthcare professionals about the  
3 classification of imaging procedures, particularly those classified as Class 1,  
4 Class 2, and Class 3. Understanding these classifications is essential for  
5 ensuring that hospitals are in compliance with HCAI guidelines and for planning  
6 spaces that align with the regulatory requirements for each class.

7 **Discussion:**

- 8 ○ Jim Malley noted that a clear understanding of these classifications is  
9 critical for healthcare facility design, especially in facilities with high  
10 volumes of diagnostic imaging. He recommended providing case studies  
11 on hospitals that have successfully integrated these classifications into  
12 their design and operations.

13 **Action:**

- 14 ○ The committee agreed to move forward with the development of an  
15 educational program on this topic, including the creation of a guide that  
16 outlines the specific requirements for each imaging class.  
17

18 **b. Tips on How to Work with HCAI in the Field**

19 The committee acknowledged the importance of creating an educational  
20 program that offers practical tips for working with HCAI in the field. This program  
21 would target design professionals, inspectors, and project teams, helping them  
22 better understand HCAI's role in hospital construction and regulatory  
23 compliance.

24 **Discussion:**

- 25 ○ Louise Belair emphasized the need for clear communication between  
26 project teams and HCAI staff to ensure smoother project approvals and  
27 timely compliance checks. She proposed creating video tutorials as part of  
28 this program to provide visual demonstrations of field inspections.  
29 ○ Scott Mackey suggested that the program should include best practices  
30 for communicating with HCAI field inspectors and design professionals  
31 during site inspections.

32 **Action:**

- 33 ○ The committee decided to begin developing content for this program,  
34 starting with a workshop-style webinar featuring insights from both HCAI  
35 inspectors and field professionals.  
36

1 **c. How to Write a Functional and Operational Program for CDPH Approval**

2 This program will help healthcare professionals, architects, and designers  
3 understand the process for writing functional and operational programs that are  
4 easier for CDPH to review and approve. The goal is to improve the quality and  
5 efficiency of program submissions, streamlining the approval process.

6 **Discussion:**

- 7 ○ Teresa Endres and Kelly Martinez took the lead in discussing the  
8 complexities of the CDPH approval process, emphasizing that many  
9 submissions fail because they lack clarity or do not align with CDPH  
10 expectations. They proposed offering sample templates and guidelines to  
11 assist professionals in writing functional programs.

12 **Action:**

- 13 ○ Teresa Endres and Kelly Martinez were assigned to develop this program,  
14 which will include detailed guides and templates to ensure consistency in  
15 submissions. The committee will also offer training sessions to walk  
16 through these templates.

17  
18 **d. Develop a formal Design-Professional Mentorship Program with HCAI**

19 The committee explored the idea of establishing a formal mentorship program  
20 for design professionals working on healthcare facility projects. The program  
21 would pair experienced HCAI staff or board members with less-experienced  
22 architects and designers, providing them with the guidance they need to  
23 navigate HCAI's regulatory landscape.

24 **Discussion:**

- 25 ○ Kelly Martinez shared that mentorship programs are crucial in ensuring  
26 younger professionals understand the intricacies of healthcare regulations.  
27 This mentorship would help new designers avoid common mistakes during  
28 the project submission and inspection processes.  
29 ○ Scott Mackey supported this initiative, noting that mentorship would  
30 reduce the number of resubmissions due to minor errors and ultimately  
31 help streamline the approval process.

32 **Action:**

- 33 ○ The committee approved the development of a Design-Professional  
34 Mentorship Program. Teresa Endres and Kelly Martinez volunteered to  
35 spearhead the mentorship program, with an initial pilot expected to launch  
36 in 2025. The program will include a formal structure for pairing mentors  
37 and mentees, as well as resource materials to support the mentorship  
38 process.

1 **e. 2025 Educational Seminar**

2 The committee briefly discussed the planning of a large-scale 2025 educational  
3 seminar, which would bring together key stakeholders in the healthcare  
4 construction and design community. The seminar would focus on new  
5 regulations, innovations, and compliance strategies.

6 **Discussion:**

- 7 ○ Scott Mackey suggested that the seminar should feature breakout  
8 sessions on emerging topics, such as climate change, energy efficiency,  
9 and technology integration in hospital design.
- 10 ○ Jim Malley proposed inviting industry leaders to present on cutting-edge  
11 technologies and sustainable practices in healthcare facilities.

12 **Action:**

- 13 ○ The committee agreed to begin early planning for the 2025 seminar, with  
14 further discussions to be held in upcoming meetings. Scott Mackey and  
15 Jim Malley were tasked with developing an initial outline for the seminar  
16 agenda.

17  
18 **12. Comments from the Public/Committee Members on Issues not on this Agenda**

19 **Facilitator:** Scott Mackey

20 Scott Mackey opened the floor for any public comments or additional remarks from  
21 committee members regarding issues not formally included in the meeting agenda.

22 **Discussion:**

- 23 • Teresa Endres shared details about a recent presentation she conducted with  
24 Richard Tannahill for the AIA Central Valley Academy of Architecture for Health.  
25 The presentation covered the differences between HCAI and OSHPD and  
26 highlighted the critical role of the Hospital Building Safety Board (HBSB) in  
27 regulating healthcare facility construction in California.
- 28 • The presentation was well received and generated significant interest from other  
29 AIA chapters across the state. Given the success of the event, Teresa proposed  
30 that the committee consider making this type of presentation a recurring  
31 educational outreach effort, with the goal of expanding public knowledge about  
32 HCAI's and HBSB's roles.

33 **Discussion:**

- 34 • Scott Mackey expressed strong support for this idea, emphasizing the  
35 importance of educational outreach as a core part of the committee's mission. He  
36 noted that such initiatives align with the committee's broader goals of improving  
37 public understanding and fostering stronger industry engagement.

- 1 • Scott Mackey suggested formalizing these outreach efforts by developing a  
2 series of standardized presentations that could be delivered to various  
3 professional organizations, including AIA chapters, construction industry groups,  
4 and hospital administrators.
- 5 • Cody Bartley agreed, adding that increasing awareness of HCAI's regulations  
6 and processes will help streamline hospital construction projects across the  
7 state. He recommended that the committee create a presentation template to  
8 ensure consistent messaging and content, which could be adapted based on the  
9 audience's specific needs.

## 10 **Actions:**

- 11 • Educational Outreach Initiative:
  - 12 ○ The committee agreed to develop a recurring outreach program based on  
13 the success of the recent AIA presentation by Teresa Endres and Richard  
14 Tannahill. The goal is to formalize presentations about HCAI and HBSB  
15 for professional organizations and industry groups across California.
  - 16 ○ Scott Mackey tasked Teresa Endres and Richard Tannahill with creating a  
17 presentation template that could be customized for different audiences.
  - 18 ○ The committee will work on expanding this effort, with an emphasis on  
19 educating professionals about HCAI's role, compliance standards, and the  
20 approval process for healthcare facilities.
  - 21 ○ Target launch: 2025.
- 22 • Ongoing Support:
  - 23 ○ The committee agreed to support further development of public-facing  
24 educational materials to ensure broader industry engagement and  
25 understanding of HCAI's regulations.

## 27 **13. Adjournment**

28 **Facilitator:** Scott Mackey

29 Scott Mackey thanked the committee members and HCAI staff for their contributions  
30 and officially adjourned the meeting at 12:06 p.m.