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**Hospital Building Safety Board
Inspect-to-Pass Webinar Development Subcommittee
of the Education and Outreach Committee**

**Thursday, October 24, 2024
10:00 a.m. – 4:00 p.m.**

Locations: 2020 West El Camino Ave, Conference Rm 930, Sacramento, CA 95833
355 South Grand Avenue, Conference Room 1901, Los Angeles, CA 90071
Teams Meeting Access; Meeting ID: 293 040 157 57; Passcode: iMnzax
Call in: (916) 535-0978; Phone Conference ID: 314 139 717#

Committee Members (Present)

Michael Davis (Chair)
Cody Bartley (Vice-Chair)
Bert Hurlbut
Scott Mackey

HCAI Staff Present

Chris Tokas
Richard Tannahill
Monica Colosi
Joe LaBrie
Andia Farzaneh

HBSB Staff Present

Veronica Yuke, Executive Director
Marcus Palmer
Evet Torres

- 1 **1. Call to Order and Welcome**
- 2 **Facilitator:** Michael Davis, CHI, CEO Emeritus, DavisHBC, Inc.; Subcommittee Chair
- 3 Michael Davis called the meeting to order at 10:05 a.m.
- 4

1 **2. Roll Call and Meeting Advisories/Expectations**

2 **Facilitator:** Veronica Yuke, Acting Executive Director

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

5

6 **3. Review the Current Presentation Outline**

7 **Facilitator:** Michael Davis

8 Michael Davis introduced the presentation outline, explaining its primary focus on
9 Inspectors of Record (IORs) but noting that it also included the roles of owners,
10 designers, contractors, and field staff. He clarified that the "Inspect-to-Pass" approach
11 was not intended to imply leniency or a reduction in inspection standards, but rather to
12 encourage a collaborative mindset and a proactive approach to inspections.

13 **Discussion:**

- 14 • Scott Mackey suggested the addition of a new section in the outline explicitly
15 defining "Inspect-to-Pass."
- 16 • Joe LaBrie proposed that the outline should further include a clarification on what
17 "Inspect-to-Pass" does not represent, such as automatic inspection approvals or
18 a relaxation of regulatory standards.
- 19 • Cody Bartley supported the inclusion of this clarification, underscoring that the
20 outline should emphasize that "Inspect-to-Pass" represents proactive readiness,
21 accountability, and a focus on shared responsibilities rather than just passing
22 inspections.
- 23 • Public Input: An interested party voiced concern that the term "Inspect-to-Pass"
24 might mislead some into perceiving it as a more permissive inspection
25 philosophy.

26 **Information and Action:**

- 27 • The committee decided to add a clarification section to the presentation outline,
28 which would define "Inspect-to-Pass" and specify that it represents a mindset of
29 readiness, collaboration, and commitment to high standards.
- 30 • The committee noted this adjustment as a preliminary step toward refining the
31 presentation materials, with additional content to be developed by each assigned
32 member.

33

34 **4. Discuss assignments for developing remaining material**

35 **Facilitator:** Michael Davis

1 Michael Davis opened the discussion on the current presentation outline, which focused
2 on the role of Inspectors of Record (IORs). The committee discussed assignments for
3 content development based on members' expertise:

- 4 • **IOR Material:** Michael Davis volunteered to prepare content on the Inspector of
5 Record's role.
- 6 • **Contractor and Subcontractor Material:** Cody Bartley agreed to create content
7 focusing on contractor and subcontractor responsibilities in inspection processes.
- 8 • **Design Professional (DPOR) Material:** Scott Mackey offered to cover the
9 design professional's role, noting the importance of their oversight.
- 10 • **Ownership Material:** Despite his absence, Gary Dunger had previously agreed
11 to develop material addressing the owner's perspective in inspections.
- 12 • **OSHPD and Field Staff Material:** Joe LaBrie and Monica Colosi volunteered to
13 prepare material outlining the responsibilities of OSHPD and field staff.

14 **Discussion:**

- 15 • Michael Davis suggested that contributors develop content in a shared Word
16 document first. This approach, he explained, would make it easier for members
17 to contribute and refine their sections before moving to PowerPoint for the final
18 presentation.
- 19 • Scott Mackey voiced concerns that the term "Inspect-to-Pass" could create an
20 inaccurate perception, potentially implying leniency. He recommended that the
21 outline include a section defining "Inspect-to-Pass" as a mindset of readiness,
22 collaboration, and commitment to high standards.
- 23 • Joe LaBrie supported Scott's suggestion and proposed adding a specific
24 clarification in the outline about what "Inspect-to-Pass" does not mean, such as
25 that it does not imply passing inspections without meeting regulatory standards.
- 26 • Cody Bartley agreed, underscoring the importance of communicating that
27 "Inspect-to-Pass" emphasizes proactive preparation and shared accountability,
28 rather than merely aiming for inspection approvals.

30 **5. Discuss approach to presentation delivery and speaking assignments**

31 **Facilitator:** Michael Davis

32 Michael Davis proposed that each committee member present the material they
33 developed to ensure that the content is communicated by those most knowledgeable on
34 each topic. He suggested this approach would bring clarity and depth to each section of
35 the presentation.

1 **Discussion:**

- 2 • Scott Mackey offered to take on the role of facilitator for the webinar to manage
3 transitions between topics. He explained that as facilitator, he could provide
4 continuity and ensure that each segment flows smoothly, enhancing audience
5 engagement and understanding.
- 6 • Monica Colosi supported Scott Mackey’s suggestion and emphasized the
7 importance of a structured, clear handover between speakers. She noted that
8 each presenter’s expertise would enrich the presentation by providing detailed,
9 accurate insights.
- 10 • Cody Bartley agreed with the proposed structure, adding that allowing each
11 member to present their own section would reinforce the credibility of the content.
12 He pointed out that this format could also make the presentation more interactive
13 by enabling each presenter to address questions specific to their area of
14 expertise.

15 **Action:**

- 16 • The committee decided to proceed with a format where each member presents
17 their own material.

18

19 **6. Explore options for renaming the webinar**

20 **Facilitator:** Joe LaBrie, Regional Compliance Officer, HCAI

21 **Discussion:**

- 22 • Joe LaBrie raised the possibility of renaming the webinar to avoid
23 misconceptions that "Inspect-to-Pass" implies permissive or lenient inspection
24 standards. He suggested that a title change might better communicate the
25 intended philosophy of collaboration and high standards.
- 26 • Scott Mackey reviewed recent modifications to the webinar content based on
27 previous discussions, noting the incorporation of feedback to better define the
28 philosophy behind the Inspect-to-Pass approach. He emphasized that these
29 changes aim to clarify the approach’s proactive and collaborative nature,
30 addressing concerns raised about possible misinterpretations of the term.
- 31 • Public Input: Interested parties shared their thoughts on renaming, agreeing that
32 an alternative title could help avoid misinterpretation and recommended
33 choosing a title that reflects a balanced, collaborative approach to inspections.

34

35 **7. Determine Schedule and Plan for Future Meetings and Practice Sessions**

36 **Facilitator:** Michael Davis

1 Michael Davis initiated the discussion on the timeline and frequency of future meetings,
2 emphasizing the need for a structured schedule to ensure timely completion of the
3 webinar materials. He proposed a two-month timeline for finalizing the presentation
4 content, aiming to review the full draft in early 2025.

5 **Discussion:**

- 6 • Scott Mackey suggested incorporating practice sessions before the official
7 webinar launch to help each presenter refine their delivery and ensure smooth
8 transitions. He recommended that each practice session focus on specific
9 sections of the presentation, allowing presenters to address questions and
10 improve clarity.
- 11 • Cody Bartley supported Scott Mackey's suggestion and highlighted the benefit of
12 conducting multiple practice sessions to allow for iterative improvements. He
13 emphasized that practice would be essential for maintaining audience
14 engagement and ensuring each speaker could confidently address their material.
- 15 • Monica Colosi proposed working closely with HCAI's technical support team
16 during the practice sessions to test the virtual setup and troubleshoot any
17 potential issues with the presentation platform. She emphasized the importance
18 of a stable and user-friendly virtual environment, particularly given the remote
19 nature of the webinar.

20 **Action:**

- 21 • The committee agreed on a two-month timeline to complete content development
22 and prepare for a preliminary review in early 2025. They scheduled multiple
23 practice sessions to focus on content delivery, flow, and technical aspects, with
24 each session dedicated to different sections of the presentation. Technical
25 rehearsals with HCAI support staff were also scheduled to ensure platform
26 readiness.

27

28 **8. Comments from the Public/Committee Members on Issues not on this Agenda**

29 **Discussion:**

- 30 • Scott Mackey shared his perspective on the broader potential impact of the
31 "Inspect-to-Pass" framework, suggesting that if the webinar is well-received, the
32 committee could consider developing additional training materials or workshops.
33 He highlighted the framework's potential to set a new standard for inspection
34 practices and foster consistent quality across the industry.
- 35 • Joe LaBrie expressed appreciation for the collaborative work among the
36 committee members, acknowledging the value that each member's expertise
37 contributed to the discussions. He encouraged the continuation of this

1 collaborative approach in future projects and emphasized how it could benefit
2 similar HCAI initiatives.

- 3 • Public Input: Interested parties provided positive feedback, expressing
4 appreciation for the committee's dedication to establishing a structured, high-
5 quality inspection framework. They praised the committee's transparency and
6 inclusive approach.

7 **Information and Action:**

- 8 • The committee expressed general support for continuing the collaborative
9 approach and exploring potential expansions of the "Inspect-to-Pass" framework
10 based on the success of the upcoming webinar.

11

12 **9. Adjournment**

13 **Facilitator:** Michael Davis

14 Michael Davis adjourned the meeting at 11:05 am.