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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

2. Roll Call and Meeting Advisories/Expectations

Facilitator: Veronica Yuke, Acting Executive Director

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

3. Review the Current Presentation Outline

Facilitator: Michael Davis

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

Discussion:

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

Information and Action:

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

4. Discuss assignments for developing remaining material

Facilitator: Michael Davis

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

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

Discussion:

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

5. Discuss approach to presentation delivery and speaking assignments

Facilitator: Michael Davis

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

Discussion:

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

Action:

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

6. Explore options for renaming the webinar

Facilitator: Joe LaBrie, Regional Compliance Officer, HCAI

Discussion:

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

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

Facilitator: Michael Davis

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

Discussion:

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

Action:

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

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

Discussion:

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

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

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

Information and Action:

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

9. Adjournment

Facilitator: Michael Davis

Michael Davis adjourned the meeting at 11:05 am.