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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.

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

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

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

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

#### **Discussion:**

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

#### **Action:**

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

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

**Facilitator:** Scott Mackey

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

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

#### **Discussion:**

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

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

#### **Action:**

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

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

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

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

#### **Discussion:**

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

**Action:**

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

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

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

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

**Discussion:**

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

**Action:**

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

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

**Facilitator:** Scott Mackey

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

**Discussion:**

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

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

**Action:**

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

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

**Facilitator:** Scott Mackey

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

**Discussion:**

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

**Action:**

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

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

**Facilitator:** Scott Mackey

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

**Discussion:**

- Gary Dunger suggested that the guide should provide specific recommendations for reducing energy consumption, particularly in older hospital buildings. He noted the increasing pressure on healthcare facilities to comply with new energy efficiency standards.
- Jim Malley emphasized the importance of addressing seismic resilience in 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.

### 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.



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.

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

#### **Actions:**

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

### **13. Adjournment**

**Facilitator:** Scott Mackey

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