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HOSPITAL BUILDING SAFETY BOARD Ad hoc Board Procedures Committee

**Wednesday, December 11, 2024
10:00 a.m. – 12:00 p.m.**

Location:

2020 West El Camino Ave, Conference Room 900, Sacramento, CA 95833
Teams Meeting Access; Meeting ID: 281 904 909 114; Passcode: NsU6eA

Committee Members Present

Michael Foulkes, Chair
Gary Dunger, Vice chair
Louise Belair

HCAI Staff Present

Joe LaBrie
Andia Farzaneh

HBSB Staff Present

Veronica Yuke, Executive Director
Marcus Palmer
Evelt Torres

1. Call to Order and Welcome

Facilitator: Michael Foulkes, Director, State and Local Government Affairs, Apple Inc.;
Committee Chair

Michael Foulkes, Chair, called the meeting to order on December 11, 2024, at 10:00
a.m., and HBSB Executive Director, Veronica Yuke called roll.

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2. Roll Call and Meeting Advisories/Expectations

Facilitator: Veronica Yuke, Manager, HCAI; Executive Director

Veronica Yuke conducted the roll call, confirming a quorum, and outlined meeting
expectations and rules of engagement for both in-person and virtual attendees.

3. Review of Board Policies and Procedures

Presenter: Michael Foulkes, Committee Chair

Discussion and Input

Michael Foulkes disclosed that the Board was scheduled to have only two, two-day Full Board meetings next year, instead of two, one-day Full Board meetings, and one, two-day Full Board meeting. Because the Board Policies and Procedures states that the that the Board meets three times a year, he noted that the Board Policies and Procedures needed to be updated to reflect the change.

The Committee discussed various wording options for changing section VII.A.1 and decided to add the words “up to” before “three times a year” and to remove “usually in April, August and December.”

Gary Dunger pointed out the need to update section V.A.1 to replace “Facilities Development Division” with the Office’s new name, “Office of Statewide Hospital Planning and Development.”

MOTION:

The committee unanimously voted to approve changing “Facilities Development Division” in section V.A.1. to “Office of Statewide Hospital Planning and Development,” and changing the second sentence of section VII.A.1 to “The Board will meet up to three times a year.”

Informational and Action item

- None

4. Discussion of future items for the Committee to consider

Presenter: Michael Foulkes, Committee Chair

Discussion and Input

- None.

Informational and Action item

- None

5. Comments from the public/committee members on issues not on this agenda

Presenter: Michael Foulkes, Committee Chair

1 **Discussion and input**

2 Mr. Foulkes mentioned that there were no upcoming scheduled meetings, but the
3 committee would convene as necessary.

4 **Informational and Action item**

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 - None.

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7 **3. Adjournment**

8 Mr. Foulkes adjourned the meeting on December 10, 2024, at approximately 10:40 a.m.

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