



2020 West El Camino Avenue, Suite 800
Sacramento, CA 95833
hcai.ca.gov



Hospital Building Safety Board Education and Outreach Committee

April 23, 2025
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

Committee Members Present

Cody Bartley, Vice-Chair
Louise Belair
Gary Dunger
Teresa Endres
Courtney Johnson
Jim Malley

HCAI Staff Present

Chris Tokas
Arah Altoonash
Mia Marvelli
Jamie Schnick
Nanci Timmins
Andria Farzaneh

Consulting Members Present

Belinda Young
Bill Zellmer

HBSB Staff Present

Veronica Yuke, Executive Director
Marcus Palmer
Evetts Torres

- 1
- 2 **1. Call to Order and Welcome**
- 3 **Facilitator:** Scott Mackey, AIA, NCARB, APEC, Healthcare Design Consultant,
- 4 Committee Chair (or designee)
- 5 Cody Bartley officially called the meeting to order on April 23, 2025, at 10:00 AM.
- 6

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

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

3 Veronica Yuke welcomed everyone to the meeting conducted roll call and
4 establishing a quorum. She then outlined the Rules of Engagement for all
5 attendees, both in-person and virtual.

6 Veronica Yuke urged members not to leave as there were action items requiring
7 votes.

9 **3. Review and approve the draft February 13, 2025, meeting report/minutes**

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

11 **Discussion and input:**

12 Cody Bartley introduced the agenda item and requested a motion to approve the
13 draft minutes from the February 13, 2025, meeting of the Education and
14 Outreach Committee. He briefly noted that the minutes had been previously
15 distributed for review.

16 **Committee and Public Comments:**

- 17
 - No comments were offered during this agenda item

18 **Informational and Action Items:**

19 The committee confirmed that there were no edits or amendments required.

20 **Voting:**

- 21
 - **Motion:** Jim Malley moved to approve the draft February 13, 2025,
22 Education and Outreach Committee meeting report/minutes as written.
 - **Second:** Teresa Endres
 - **Vote:** Unanimous approval through voice vote.
 - **Action Item:** The committee approved the draft February 13, 2025,
26 Education and Outreach Committee meeting report/minutes as written.

28 **4. Coordination and cooperation with the Instrumentation Committee to**
29 **develop webinars, workshops, and other educational opportunities to**
30 **advance utilization of Structural Health Monitoring by hospitals using**
31 **seismic instrumentation.⁹**

32 **Facilitator:** Courtney B. Johnson, PG, CEG, Principal Geologist, Slate
33 Geotechnical Consultants, Board Member (or designee)
34

Discussion and Input:

Courtney Johnson opened the discussion by presenting an expanded outline for a webinar being developed in coordination with the Instrumentation Committee. She stated that the outline evolved from the Committee's February 13, 2025, meeting and reflected feedback from that session. She explained that the webinar would cover the benefits and applications of structural health monitoring and seismic instrumentation in hospitals. Courtney Johnson emphasized that seismic instrumentation could identify weaknesses in both structural and nonstructural systems before an earthquake, deliver critical real-time data immediately after an event, and record structural responses during the earthquake.

Courtney Johnson further noted that these tools could support site-level decision-making regarding evacuations or continued operation and would aid post-event inspections by helping identify likely damage zones. She highlighted the importance of grouped or shared data across facilities, enabling better system-wide analysis and benchmarking. She also discussed balancing instrumentation system selection with data transmission and processing capabilities, and she introduced funding pathways, including state programs through CGS and OSHPD and private options. Courtney Johnson emphasized that the goal was not to replace physical inspections but to supplement them and provide faster, more informed assessments.

Committee and Public Comments:

- Jim Malley asked when the Instrumentation Committee was scheduled to meet again. Courtney Johnson responded that the next formal meeting was not until October, which was why she proposed using the upcoming June Full Board meeting as a venue for further discussion. Jim Malley suggested two options: convene a focused conversation at the Full Board meeting or establish a subcommittee in advance.
- Veronica Yuke agreed that the June meeting would be an ideal opportunity to facilitate input from both the Education and Outreach Committee and the Instrumentation Committee, given their mutual involvement. Chris Tokas also supported using the Full Board meeting to continue coordination, citing resource availability post-July 1.
- Courtney Johnson asked for input on advertising methods. She cited earlier feedback from CGS recommending short promotional videos and urged the group to start working toward defined communication timelines. She also questioned whether a subcommittee should be formed to accelerate development.

- Cody Bartley stated that forming a subcommittee would be a logical next step if the committee wanted to move forward efficiently. He proposed using the June Full Board meeting to solicit interest from board members willing to participate.

Informational and Action Items:

- Courtney Johnson and the Education and Outreach Committee will present the seismic instrumentation webinar plan at the June Full Board meeting to explore the formation of a subcommittee.
- The committee will evaluate the need to form a dedicated subcommittee for content development and coordination with the Instrumentation Committee.
- Potential future promotional tools, including video shorts, will be considered in partnership with CGS and other stakeholders.
- Planning will include identifying appropriate timelines and audiences for outreach.
- Courtney Johnson will continue refining the webinar outline and exploring opportunities for broader committee involvement.

5. Discuss the Preapproved Fabricated Components and Systems webinar – Part 2 event

Facilitator: Cody Bartley, DPR Construction (or designee)

Discussion and Input

Cody Bartley introduced the agenda item by reflecting on the success of the first webinar on Preapproved Fabricated Components and Systems. He stated that the event drew high attendance and generated substantial interest but also revealed persistent confusion among participants about regulatory processes and technical expectations. Cody Bartley explained that many questions raised during the webinar had already been addressed in the presentation, indicating a need to reinforce the core content and clarify lingering uncertainties.

Cody Bartley invited the committee to provide direction on the development of Part 2 of the webinar. He asked whether the focus should remain on reinforcing key messages or expand to include advanced content such as real-world case studies and detailed technical lessons.

Committee and Public Comments:

- Teresa Endres responded by emphasizing the importance of presenting lessons learned from recent projects. She suggested that Part 2 should move beyond the conceptual framework of preapproved fabrication and focus instead on practical experiences. She proposed showcasing multiple projects, including both successful and problematic implementations, to help industry professionals understand the common pitfalls and best practices.
- Belinda Young offered to contribute insights from her ongoing work on a prefab project in Roseville. She indicated that with approval from project stakeholders, she could provide detailed accounts of their experience. She stated that there were “plenty of stories to be told” and that many of the lessons could be generalized for future use.
- Chris Tokas shifted the conversation toward developing a “how-to” document instead of or in addition to a second webinar. He argued that a formal white paper or advisory guide would provide lasting value and support for stakeholders. He proposed organizing the content around major topics such as fabrication techniques, inspection protocols, and regulatory compliance.
- Cody Bartley agreed and stated that people learn differently. He pointed out that while some benefit from webinars, others might prefer reading a structured, step-by-step document at their own pace. He suggested that written guidance could enhance clarity on issues such as inspection responsibilities and timeline expectations.
- Jamie Schnick proposed incorporating all unanswered webinar questions into a FAQ-style attachment for the white paper, so future readers can see responses to prior audience inquiries.
- Bill Zellmer voiced strong support for the idea of promoting prefab systems. He shared that early messaging in the industry was that prefab “doesn’t work,” but this view had shifted to “this works pretty well.” Bill Zellmer encouraged the committee to continue educating the public to help remove stigma and increase adoption.

Informational and Action Items:

- The committee agreed to deprioritize a second webinar in favor of drafting a white paper or “how-to” advisory guide on preapproved fabricated components and systems.

- The white paper will include:
 - Regulatory process overviews.
 - Case studies of successful and challenging projects.
 - Frequently asked questions from the previous webinar.
 - Clarification on timelines, approvals, and inspection requirements.
- Belinda Young will explore contributing content based on the Roseville project.
- Cody Bartley proposed using the June Full Board meeting to solicit additional contributors and define roles for white paper development.
- The committee tentatively agreed to target a draft version by the end of 2025, understanding that it would be a living document that could evolve.

6. Update from the Collaborative Inspection Approach to Field Inspections Webinar Development Subcommittee

Facilitator: Cody Bartley, Vice Chair, DPR Construction (on behalf of Michael Davis, CHI, Senior Consultant, Davis HBC, Inc.)

Discussion and Input

Cody Bartley provided the update on behalf of Michael Davis, who was absent. He reported that the Collaborative Inspection Approach subcommittee had convened twice since the February 13, 2025, Education and Outreach Committee meeting. Cody Bartley stated that the group had made a great deal of progress and had finalized the framework and flow for the upcoming webinar.

He explained that the webinar is being structured to present the inspection process through the lens of various key stakeholders, including:

- Owner
- Design Professional of Record
- Contractor
- Inspector of Record
- Testing Lab
- OSHPD Field Staff

1 Each stakeholder's role will be addressed to demonstrate how collaborative
2 inspection practices can improve project outcomes and compliance with
3 approved construction documents.

4 Cody Bartley noted that the subcommittee had intended to begin PowerPoint
5 development but admitted that this aspect had progressed slower than
6 anticipated. Nevertheless, he expressed optimism that the group would regroup
7 during the next scheduled meeting on April 24, 2025, and continue momentum.

8 **Committee and Public Comments:**

- 9 • Chris Tokas praised the subcommittee's work. He expressed
10 confidence that the webinar would fill a critical gap in the construction
11 industry's understanding of quality assurance and code compliance.
- 12 • Chris Tokas further envisioned the webinar becoming a national model
13 for construction quality assurance, emphasizing that successful
14 building performance depends not only on the quality of design but
15 also on whether the building is constructed in compliance with
16 approved plans and regulatory expectations.
- 17 • Jim Malley asked whether there was a projected timeline for delivery of
18 the webinar. Cody Bartley responded that the group would likely need
19 three to four more months to complete the webinar content and
20 presentation materials.
- 21 • Chris Tokas added that budget considerations for in-person seminars
22 or hybrid formats would become clearer after July 1, 2025. He
23 suggested that the committee initially launch the project as a webinar
24 but keep the option open for a seminar or in-person delivery at a later
25 time.

26 **Informational and Action Items:**

- 27 • The subcommittee will meet again on April 24, 2025, to review and
28 advance PowerPoint development.
- 29 • The current focus remains on stakeholder perspectives and clearly
30 outlining responsibilities to encourage collaborative inspections.
- 31 • Committee members will:
 - 32 ○ Finalize PowerPoint slides.
 - 33 ○ Schedule a tentative rollout date (webinar projected in 3–4
34 months).

- Cody Bartley and Chris Tokas will revisit options for seminar delivery based on budget availability post–July 1, 2025.
- The subcommittee will continue incorporating feedback and refining messaging.

7. Update on How to Write a Functional Program and Operational Program, and How to Make it Easy for CDPH to Approve

Facilitator: Mia Marvelli, Architect, Supervisor, HCAI; and Clara Wu, Compliance Officer, HCAI (or designee)

Discussion and Input

Mia Marvelli introduced Clara Wu, who presented a detailed update on the development of the Functional Program Advisory Guide. Clara Wu explained that the guide was designed to help facilities create clear, code-compliant functional and operational programs to ease CDPH approval. She walked through the document's structure, which includes:

- Code references and regulatory citations (Title 24 and Title 22)
- Terminology and acronyms
- Submission instructions
- Helpful hints
- A CAC 7-119 checklist
- Five anonymized example projects:
 - New acute care hospital
 - Acute psychiatric hospital
 - Skilled nursing facility
 - Remodel project
 - Nuclear medicine room

Clara Wu stressed that functional programs should be concise and project-specific, not overly lengthy. She added that the guide covers topics such as when to separate programs (e.g., pharmacy, dietary), working with mobile units, addressing psychiatric units, construction phasing, and distinguishing between AMC and CDPH Flex.

She provided the following development timeline:

- Drafted in late 2024 by the subcommittee and BSU

- Reviewed in February 2025
- Submitted to CDPH on March 28, 2025
- Feedback due April 23, 2025 (meeting date)
- Final comments due from committee members by May 15, 2025
- Target posting date: October 1, 2025

Committee and Public Comments:

- Teresa Endres expressed full support and praised the effort.
- Mia Marvelli noted that Kelly Martinez was absent but had previously contributed to the guide.
- Bill Zellmer stated he had not yet fully reviewed the emailed copy but expressed appreciation for the examples shown in the presentation. He raised a question about whether the guide relied solely on tables or also supported narrative formats.
- Clara Wu clarified that the examples reflect multiple formats, and that the committee is not prescribing one uniform method. Mia Marvelli reiterated that the guide includes both narrative and table-based examples and that the goal is flexibility while maintaining clarity and efficiency.
- Bill Zellmer added that many architectural teams rely on their medical planning consultants to write functional programs, and those professionals often struggle with what to include. He stated that the guide would be very helpful in clarifying expectations.
- Chris Tokas emphasized the importance of keeping functional programs concise, stating that lengthy and unfocused submissions delay review. He explained that the goal of the advisory guide is to accelerate CDPH and OSHPD review processes by ensuring alignment from the beginning.

Informational and Action Items

- Committee members are to submit comments on the guide by May 15, 2025.
- The Building Standards Unit will incorporate those comments and finalize the guide for posting by October 1, 2025.
- The finalized version will not return to the committee unless substantial revisions are proposed.

- The guide will remain dynamic, with updates made as needed.
- HCAI will consider using the guide as a foundation for a future webinar on how to write a compliant functional program.

Voting

- **Motion:** Jim Malley moved to approve the draft Functional Program Advisory Guide with the understanding that additional comments may be submitted by May 15, 2025.
- **Second:** Courtney Johnson
- **Vote:** Unanimous approval via roll call vote.
- **Action Item:** The committee approved the draft Functional Program Advisory Guide for finalization and public release, pending additional edits by May 15, 2025.

8. Update on the creation of a “Designing for Resilience” webinar subcommittee for dealing with extreme natural hazard events

Facilitator: Scott Mackey (or designee)

Discussion and Input

Cody Bartley opened the item by summarizing the purpose of the proposed subcommittee: to explore and promote hospital design strategies for resilience in the face of extreme natural hazards. He listed initial topics for the webinar, which would include:

- Power independence
- Air quality concerns (especially due to wildfire smoke)
- Wildfire protection strategies
- Hazard Vulnerability Assessments (HVAs)
- Island Hospitals (facilities capable of operating independently during disaster events)

Cody Bartley stated that the formal creation of the subcommittee would be postponed until the June Full Board meeting to allow for broader participation. He requested feedback from committee members on the proposed structure and scope.

Committee and Public Comments:

- Teresa Endres raised a foundational concern about how the committee was defining the term “resilience.” She noted that it may carry different meanings depending on professional background—for example, medical planners may interpret it differently from structural engineers. She suggested clarifying this definition early in the process so that expectations are aligned.
- Chris Tokas acknowledged Teresa Endres’ point and provided a working definition. He stated that resilience in the context of hospital infrastructure refers to a facility’s ability to remain functional during and after any adverse event, whether caused by power shutdowns, wildfires, or earthquakes. Chris Tokas emphasized that since 2018, Public Safety Power Shutoffs (PSPS) have become common, and hospitals must reduce dependency on external systems, particularly on diesel generators.
- Chris Tokas referenced UC Irvine (UCI)’s new microgrid system as a best-in-class example of energy resilience. He highlighted that while the upfront investment was significant, UCI estimated a three-year return on investment, which made the project both economically and operationally justifiable.
- Teresa Endres agreed and recommended that the UCI project be included as a case study in the proposed webinar or educational materials. She noted that many stakeholders remain unaware of the project’s details and lessons.
- Chris Tokas added that he and Jamie Schnick had attended the ribbon-cutting for what is now the largest microgrid system in the U.S., describing it as a model of hospital resiliency. He reiterated his long-term vision of creating "Island Hospitals" that are fully independent in terms of water, power, and fuel.
- Cody Bartley affirmed the importance of balancing resilience with cost and affordability. He stressed that the economic feasibility of design features must be considered alongside performance benefits to ensure scalable implementation.

Informational and Action Items

- The committee will defer formal creation of the Designing for Resilience subcommittee until the June Full Board meeting.

- At that meeting, the board will:
 - Define the subcommittee's mission and structure.
 - Identify members from a variety of backgrounds (e.g., engineers, planners, facility managers).
- The UCI microgrid system will be evaluated as a case study for inclusion in educational outreach.
- Definitions of resilience and its operational, structural, and financial dimensions will be established at the onset of subcommittee work.
- The committee agreed by consensus to add formal subcommittee creation to the June 2025 Full Board meeting agenda.

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

Facilitator: Scott Mackey (or designee)

Cody Bartley introduced the item and invited committee members and members of the public to raise any comments, concerns, or suggestions related to future agenda items or issues not formally listed in the current meeting.

Committee and Public Comments:

- Teresa Endres suggested that after the Functional Program Advisory Guide is finalized, the committee should consider following up with an educational webinar. She stated that a webinar would help industry professionals better understand how to apply the guide's recommendations and examples in real-world scenarios.
- Chris Tokas supported Teresa Endres' suggestion. He stated that once the advisory guide is posted, the Department would be able to develop and deliver a webinar to provide further clarification and industry outreach. He reiterated that a finalized product like the guide provides a strong foundation for education and implementation.

Informational and Action Items:

- The committee expressed interest in creating a webinar based on the Functional Program Advisory Guide once finalized.
- HCAI staff will evaluate the timeline and resources for developing the associated educational session after the guide's release.

10. Adjournment.

Cody Bartley adjourned the meeting at 11:01 AM.