



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



**HOSPITAL BUILDING SAFETY BOARD  
Ad hoc Board Procedures Committee**

**Tuesday, December 5, 2023  
10:00 a.m. – 12:00 p.m.**

**Teleconference Meeting Access:  
HBSB Teams BP Committee  
Access Code: 846-098-932**

**Committee Members Present**

Michael Foulkes, Chair  
Scott Jackson, Vice chair  
Louise Belair

**HBSB Staff Present**

Veronica Yuke, Acting Executive Director  
Evet Torres

**HCAI Staff Present**

Richard Tannahill  
Arash Altoontash  
Joe LaBrie  
Carl Scheuerman  
John Gray

1 **1. Welcome and Introductions**

2 Michael Foulkes, Chair, called the meeting to order on December 5, 2023, at 10:11  
3 a.m., and HBSB Acting Executive Director, Veronica Yuke called roll.

4

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

6 Three members of the Committee present constitute a quorum. There being three  
7 present at the time of roll, a quorum was established.

8

9 Ms. Yuke read the meeting rules and procedures.

10

1 **3. Review of Board Policies and Procedures**

2 **Presenter:** Michael Foulkes, Committee Chair

3 **Discussion and Input**

4 Mr. Foulkes stated that the goal of the meeting was to discuss how to handle the vice  
5 chair vacancy since Mr. Jackson was retiring.

6 Mr. Foulkes noted that the HBSB Policies and Procedures addressed the elevation of  
7 the vice chair in the absence of the chair but lacked provisions for the absence or  
8 retirement of the vice chair.

9 Mr. Foulkes proposed that if the vice chair position became vacant during a two-year  
10 term, the chair should recommend a replacement candidate to the board to ensure  
11 approval and potentially prevent appointing someone lacking experience or value to the  
12 existing chair.

13 Mr. LaBrie suggested implementing a minimum tenure requirement for nominated  
14 committee candidates.

15 Mr. Foulkes added paragraph D, under section VI, to state that should the vice chair  
16 become unable to serve out the full term, the chair shall nominate a board member at  
17 the next scheduled Full Board meeting.

18 Mr. LaBrie asked whether the added paragraph D would affect the eligibility limits for  
19 serving in the vice chair role in the future. Mr. Foulkes answered that the vice chair term  
20 would not count towards the limits outlined in section VI. A.1.a.

21

22 **MOTION: [Belair/Jackson]**

23 The committee unanimously voted to approve the addition of item D in section VI  
24 related to the replacement of the Vice Chair when not able to serve out the full term.

25 **Informational and Action item**

- 26 • None

27

28 **4. Discussion of future items for the Committee to consider**

29 **Presenter:** Michael Foulkes, Committee Chair

30 **Discussion and Input**

- 31 • None.

32

33 **Informational and Action item**

- 34 • None

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

2 **Presenter:** Michael Foulkes, Committee Chair

3

4 **Discussion and input**

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

7

8 **Informational and Action item**

- 9 • None.

10

11 **6. Adjournment**

12 Mr. Foulkes adjourned the meeting on December 5, 2023, at approximately 10:58 a.m.