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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
Evelt Torres

HCAI Staff Present

Richard Tannahill
Arash Altoontash
Joe LaBrie
Carl Scheuerman
John Gray

1. Welcome and Introductions

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

2. Roll Call and Meeting Advisories/Expectations

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

Ms. Yuke read the meeting rules and procedures.

3. Review of Board Policies and Procedures

Presenter: Michael Foulkes, Committee Chair

Discussion and Input

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

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

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

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

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

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

MOTION: [Belair/Jackson]

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

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

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

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

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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.

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11 **6. Adjournment**

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