



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



## **HOSPITAL BUILDING SAFETY BOARD Board Procedures Committee**

**Friday, November 18, 2022  
10:00 a.m. – 4:00 p.m.**

### **Teleconference Meeting Access:**

[HBSB Teams BP Committee](#)

Access Code: 101-830-911

#### **Committee Members Present**

Michael Foulkes, Chair  
Scott Jackson, Vice Chair  
Louise Belair  
Bruce Rainey

#### **HCAI Staff Present**

Richard Tannahill  
Carl Scheuerman  
James Yi

#### **HBSB Staff Present**

Ken Yu, Executive Director  
Evet Torres  
Veronica Yuke

### **1. Welcome and introductions**

Michael Foulkes, Committee Chair, called the meeting to order on November 18, 2022, at 10:00 a.m., and HCAI Executive Director, Ken Yu called roll.

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### **2. Roll Call And Meeting Advisories/Expectations**

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

Mr. Yu read the meeting rules and procedures.

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### **3. Discussion about Joint Committee Meetings**

**Presenter:** Ken Yu, HBSB Executive Director

#### **Discussion and Input**

Mr. Yu proposed the committee discuss policies that govern Joint Committee meetings.

Mr. Foulkes asked the outcome in case where one committee present in a Joint Committee voted against a motion. Mr. Yu answered that the policies to be made would tackle such a situation.

Mr. Jackson asked if a motion is not approved by one committee, would it still get to the Full Board for recommendations. Mr. Yi answered that any member could raise a motion in the Full Board, so committee could not prohibit a motion to be presented.

Ms. Belair asked for the meaning of the vote of the committee. Mr. Scheuerman answered that it meant the board recommended or endorsed policy to HCAI for adoption.

Ms. Belair asked if a voted recommendation goes to the Full Board or stops at committee level. Mr. Scheuerman answered that the committee functions on behalf of the board and makes recommendations to the board.

Mr. Yi communicated that Bagley-Keene makes a distinction between a committee that has been delegated some Full Board authority versus an advisory committee. He recommended that HBSB delegate a committee decision-making authority before going to the Full Board.

Mr. Yi stated that there were regulations that stated that, even for an advisory committee, whatever state body they advised, if they accept recommendations without reviews, the advisory committee would be considered a decision-making authority.

Mr. Foulkes suggested that if there is a majority of board members present in a Joint Committee, then the meeting should be considered a Full Board Meeting.

#### **Informational and Action item**

- None

### **4. HBSB Leadership Training for Committee Chairs and Vice-chairs**

**Presenter:** Louise Belair, Committee Chair

Ms. Belair expressed that the intent of the training was to discuss, develop, and plan training curriculum for new board members. That would include the following topics:

- Drafting agendas
- PowerPoint presentations

- Roles and responsibilities
- Robert's Rules
- Discussion and public input

## **Discussion and Input**

Mr. Rainey asked if the training would be done immediately after new board members were appointed. Mr. Yu said that it would be for seasoned chairs and vice chairs to have a refresher course. Ms. Belair suggested that the training be done at the beginning of the year or during a Full Board meeting.

Ms. Belair asked how the training was developed in the past. Mr. Foulkes said it was a combination of discussion between the chair and vice chair, and members with questions and answers.

Ms. Belair asked if there could be a separate meeting in which all Full Board members were involved in the training. Mr. Jackson agreed with that since that meeting would accomplish the goal of the training. Mr. Foulkes suggested that since the meetings were done virtually, then the training be done as a standalone meeting. Mr. Belair added that the idea would be not to have another Full Board meeting but a meeting in which all board members were present.

Ms. Belair asked how the meeting would be noticed. Mr. Rainey answered that since the meeting would be educational, there would be no need for a quorum.

Ms. Belair concluded that the training was necessary for all interested board members, the session could be done virtually at the beginning of the year.

Ms. Belair asked if Bagley-Keen could be an item on the agenda for the upcoming Full Board meeting. Mr. Yu said that Bagley-Keen would be a refresher in the Full Board meeting.

## **Informational and Action item**

- None.

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

**Presenter:** Michael Foulkes, Committee Chair

## **Discussion and input**

- None.

1    **Informational and Action item**

- 2    •   None.

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4    **6. Adjournment**

5    Mr. Foulkes adjourned the meeting on November 18, 2022, at approximately 11:33 a.m.