



Office of Statewide Health Planning and Development



Hospital Building Safety Board

400 R Street, Suite 200
Sacramento, California 95811-6213
(916) 440-8446
Fax (916) 324-9118
<http://www.oshpd.ca.gov/Boards/HBSB/index.html>

**MEETING REPORT
HOSPITAL BUILDING SAFETY BOARD (HBSB)
Wednesday, October 26, 2011
10:00 a.m. - 4:00 p.m.**

Victim Compensation and Government Claims Board
Sacramento River Room, 400 R Street
Sacramento, CA 95811

Board Members Present

Joe La Brie, HBSB Chairman
John Egan, HBSB Vice-Chairman
Paul Coleman, Ex-Officio
John Donelan
Enid K. Eck
Michael Foulkes
Lou Gilpin
Bert Hurlbut
Eric Johnson
Bob Kain
Scott Karpinen
Jeffrey Keaton
Trailer Martin
Jim McGowan, Ex-Officio
Brian Spindler
Chris Wills, Ex-Officio

OSHPD Staff

Lupe Alonzo-Diaz, Acting Chief Deputy Director
Duane Borba
Stephanie Clendenin
Glenn Gall
Mohammad R. Karim
Jacob Knapp, Legal Counsel
Ali Valenti
Elizabeth Wied

HBSB Staff

Linda Janssen, Executive Director
Evet Torres

1 **Call to Order**

2 Mr. Joe La Brie, Board Chairman, called the meeting to order at 10:12 a.m.

3

1 **Welcome and Introductions**

2 Participants took turns introducing themselves, and Mr. La Brie welcomed everyone to
3 the meeting.

4
5 **Announcements**

6 Mr. La Brie announced that former Board member Bruce Schell had passed away on
7 September 3. He suggested taking a moment of silence to acknowledge his service
8 and remember him. Participants observed a moment of silence.

9
10 Mr. La Brie expressed his appreciation to Linda Janssen and Evett Torres for their hard
11 work in organizing Board meetings. Board members applauded the staff. Mr. La Brie
12 urged Board members to be conscientious about submitting information and written
13 agenda materials well in advance of meetings.

14
15 Mr. La Brie formally recognized and thanked Jeffrey Keaton, outgoing member Board
16 member, for his four years of service on the Board. He commended Mr. Keaton for his
17 leadership of the Instrumentation Committee, presented him with a plaque, and he
18 invited him to continue attending committee and Board meetings. Mr. Keaton said he
19 continues to be impressed with the depth of expertise on the Hospital Building Safety
20 Board and the way multiple disciplines work together. He extended his best wishes for
21 carrying on the Board's excellent work.

22
23
24 **Review and Approve June 28, 2011 HBSB Meeting Report**

1 Mr. La Brie reviewed highlights of the June 28 Board meeting and summarized each
2 topic discussed.

3

4 Referring to Page 16 of 23, Line 6, Mr. Carl Scheuerman noted that the word “hospital”
5 should be “clinic.” He clarified that local jurisdictions are increasingly reviewing clinic
6 projects.

7

8 **MOTION:** (M/S/C) [Namkung/Hurlbut]

9 The Board voted unanimously to approve the June 23, 2011 meeting report as
10 amended.

11

12 **OSHPD Update**

13 Ms. Stephanie Clendenin, OSHPD Acting Director, proposed having the new members
14 sworn in before providing her update.

15

16 **Introduction and Swearing-In Ceremony for New HBSB Members**

17 Ms. Clendenin administered the oath of office and welcomed two new members of the
18 Board, Ms. Enid Eck, a public member, and Mr. Lou Gilpin, engineering geologist.

19 Board members applauded and welcomed the new members. Ms. Clendenin asked the
20 new members to introduce themselves.

21

22 Ms. Eck said she worked for Kaiser Permanente as Regional Director for Infection
23 Prevention and Control. She indicated she would do her best to fill the place of the
24 former public member, Marguerite Jackson.

1 Mr. Gilpin advised that he had worked as an engineering geologist in the Bay Area on
2 hospital projects. He said he went back to school in 1995, had studied paleoseismicity
3 in Alaska, and looked forward to his work on the Board.

4

5 **Update**

6 Ms. Clendenin reported that the Facilities Development Division (FDD) had been
7 extremely busy over the past few months. She said the staff was drafting regulations
8 for implementation of SB 90, preparing SB 499 reports for this year's submission, and
9 automating all FDD business processes.

10

11 Ms. Clendenin said the state continues to have a dismal outlook on budget issues over
12 the coming year, as revenue collections are falling short of projections. All state
13 agencies have already been instructed to reduce costs, conserve resources, and freeze
14 hiring. Ms. Clendenin noted that exemptions are considered on a case-by-case basis,
15 and Mr. Paul Coleman is actively recruiting and filling key positions.

16

17 Ms. Clendenin drew attention to recent articles regarding NPC and SPC compliance of
18 San Bernardino hospitals.

19

20 Mr. La Brie advised that he would be contacting the new members soon about possible
21 committee assignments.

22

23 **Presentation : Robert's Rules of Order**

1 Mr. La Brie said the purpose of Mr. Michael Foulkes' presentation was to familiarize
2 Board members with rules governing the conduct of meetings, making and voting on
3 motions, and common procedural issues. He invited Mr. Foulkes, Chair of the Board
4 Procedures Committee, to provide a briefing on Robert's Rules of Order.

5
6 Mr. Foulkes noted that the composition of the Board was changed substantially in the
7 late 1990's, and the group found a need to formalize some of its procedures and
8 establish rules governing voting, committees, agendas, and the roles and
9 responsibilities of chairpersons and members.

10
11 Mr. Foulkes discussed the meaning of a quorum and emphasized the importance of
12 regular attendance. He reviewed a typical meeting agenda, and explained that actions
13 are carried out through motions that are seconded, discussed, and voted upon
14 democratically. He said committee chairs can vote, but they do not generally introduce
15 motions themselves. Mr. La Brie clarified that motions to approve committee reports
16 should be seconded by a Board member not on that committee.

17
18 Mr. Foulkes talked about what constitutes a proper motion. He gave a brief summary of
19 different types of motions. Mr. Foulkes observed that parliamentary procedure entails
20 dealing with motions and amendments in a specific sequence.

21
22 Mr. Foulkes reminded committee chairs to make sure all motions are seconded, then
23 inviting a general discussion, and then taking a vote. He noted that the chairperson

1 has discretion to set time limits for debate and decide when a vote should be taken.

2 Members may vote yes, no, or abstain.

3

4 Mr. Foulkes reviewed highlights of the Hospital Building Safety Board bylaws. He urged
5 all Board members to read them for themselves to gain a better understanding of Board
6 rules and policies.

7

8 Mr. Jacob Knapp cautioned Board members about adhering to open meeting laws when
9 communicating with OSHPD staff and other Board members. Mr. Foulkes clarified that
10 Board members are not supposed to discuss or make decisions in settings that are not
11 accessible to the public, so there are limitations on what constitutes a meeting and how
12 to provide public notice. He advised that meetings can be conducted by telephone or
13 videoconference as long as those locations are noticed and open to the public.

14

15 Mr. La Brie thanked Mr. Foulkes for his presentation.

16

17 **Administrative Processes and Code Changes Committee**

18 Mr. Bert Hurlbut, Committee Chair, said the Administrative Processes and Code
19 Changes Committee met twice since the last meeting. He noted the July 12 meeting
20 was held by videoconference, and he reviewed highlights of that meeting. He reported
21 that the committee discussed the effort to align Title 22 and Title 24, requiring a
22 functional plan to ensure better coordination between OSHPD and licensing, having
23 dedicated licensing staff people assigned to work on particular projects, OSHPD's
24 collaborative review process, temporary conditions permits, SB 90 emergency

1 regulations, certified access specialists, green building standards, and adoption of the
2 national ASHRAE standard.

3

4 **MOTION** (M/S/C) [Hurlbut/Foulkes]

5 The Board voted unanimously to approve the July 12 meeting report as presented.

6

7 Mr. Hurlbut stated that the committee's October 12 videoconference meeting featured
8 an update on the Title 22 and Title 24 alignment process, a presentation on hospital
9 water system disruption and storage requirements, draft guidelines for a collaborative
10 review process, draft guidelines for temporary conditions permits, emergency
11 regulations for SB 90, the access CAN and certified access specialist program, green
12 building standards, the ASHRAE standard, and updating OSHPD 3 and primary care
13 standards.

14

15 Mr. Michael O'Connor pointed out the statement on Page 15 regarding scrub sinks
16 should say, "Scrub sinks are not required to be accessible."

17

18 **MOTION** (M/S/C) [Hurlbut/Kain]

19 The Board voted unanimously to approve the October 12 meeting report as amended.

20

21 Mr. La Brie expressed interest in hearing from each committee about its goals and
22 progress. He noted that as committees work on their tasks, they should strive to
23 develop work products in the form of documents with specific recommendations for

1 OSHPD. He said the Board will be setting its goals and tasks for 2012 at the next
2 meeting.

3

4 Mr. Hurlbut stated that the Administrative Processes and Code Changes Committee
5 established five goals:

- 6 1) define the collaborative review process;
- 7 2) align Title 22 with Title 24;
- 8 3) review and update OSHPD 3 amendments;
- 9 4) green building standards; and
- 10 5) access issues.

11 He reported that the committee had discussed each topic and would be coming to the
12 Board soon with recommendations pertaining to collaborative review and access. He
13 said the Title 22/24 alignment process is underway, committee members are beginning
14 to review OSHPD 3 and consider revisions; and the committee will be looking at
15 different green building standards that might be appropriate for Title 24.

16

17 Mr. Hurlbut estimated that the committee probably needs three or four more meetings to
18 complete its tasks.

19

20 Mr. La Brie thanked Mr. Hurlbut for his report.

21

22 **Education Opportunities Committee**

23 Mr. Arlee Monson, Committee Chair, reported that the Education Opportunities
24 Committee met on July 20 and September 14, and he drew the Board's attention to the

1 meeting reports in the binder. He noted that the committee has been focused on
2 developing and updating of the Best Practices Manual, a publication that describes
3 examples and tips for design professionals, inspectors of record, and hospitals owners
4 about how to deal with OSHPD field staff most effectively. He said the committee has
5 been going through the manual section by section and updating the text with new code
6 references and OSHPD practices. He described some of the key revisions being
7 proposed. Mr. Monson advised that at the July 20 meeting, the committee approved
8 the OSHPD introduction and the sections on IOR's and TIO; approval of the remaining
9 sections was deferred to the next meeting.

10

11 **MOTION** (M/S/C) [Monson/Karpinen]

12 The Board voted unanimously to approve the July 20 meeting report as presented.

13

14 Mr. Monson reported that at the September 14 meeting, the committee continued its
15 work on the Best Practices Manual. He said the committee reviewed the sections
16 approved at the July meeting, made some additional revisions, and went on to the
17 remaining sections. Mr. Monson indicated that the committee recommends
18 disseminating the revised Best Practices Manual in its current form and having it
19 reviewed by OSHPD staff.

20

21 **MOTION** (M/S/C) [Monson/Naaseh]

22 The Board voted unanimously to approve the September 14 meeting report as
23 presented.

24

1 Mr. La Brie thanked Mr. Monson and the committee for its hard work. He recommended
2 that OSHPD finalize and publish the Best Practices Manual.

3
4 Mr. La Brie remarked that the best way to educate the public and encourage use of the
5 Best Practices Manual might be through a Webinar training session, and he offered to
6 meet with OSHPD staff and committee members to discuss this further. Ms. Simin
7 Naaseh expressed support for exploring Webinars to publicize this resource.

8
9 Mr. La Brie proposed taking Mr. Gall's report out of order next.

10

11 **Regulation Update (Out of Order)**

12 Mr. Glenn Gall, FDD Building Standards Unit Supervisor, reported that the Building
13 Standards Commission approved and adopted all of OSHPD's proposed code changes
14 on July 20.

15

16 Mr. Gall said OSHPD has updated some existing PIN's and posted a new one. He drew
17 attention to PIN 14, fire watch; PIN 32, NPC seismic bracing upgrades; PIN 38,
18 electrical load capacity verification guidelines; PIN 40, dietary and food services; and
19 PIN 51, a new PIN pertaining to use of OSHPD preapproved details. He noted that all
20 of these PIN's are posted on the Website. Mr. Gall advised that the staff is still working
21 on PIN 52, seismic compliance extensions under SB 90.

22

23 Mr. Gall reviewed the CAN's updated since the last meeting: 1-72100, clinics; 2-102.6,
24 the remodel CAN; 2-11B, accessibility in health facilities, 2508-2-1, weather protection

1 for gypsum wallboard; 4-316, essential electrical power for heating; 4-408.15,
2 humidifiers; 3-11.9, overhead piping; and 9-1401, fire-resistant assemblies and
3 construction.

4

5 Mr. Gall reported that OSHPD staff was working with the Administrative Processes and
6 Code Changes Committee on temporary installation permits. He noted staff is revising
7 Q-3408, clarifying requirements for removal of acute-care services, and working on
8 CAN 3-517.40B, inpatient hospital services provided in a skilled nursing setting.

9

10 Mr. Gall said OSHPD's Building Standards Unit has been meeting with primary care
11 clinic stakeholders and licensing and certification authorities with respect to the OSHPD
12 3 update efforts. He indicated that OSHPD has a mandate to stipulate minimum
13 standards to ensure safe and adequate patient care, but providers complain that the
14 rules are unnecessarily burdensome, impractical, and costly. Mr. Gall noted that the
15 staff is looking at adoption of a national standard to define an appropriate minimum level
16 of care. He expressed hope that OSHPD will be able to draft proposed revisions in time
17 for the next code cycle; otherwise, there will be an eighteen-month delay.

18

19 Mr. Gall stated that OSHPD is working with the skilled nursing industry and the Care
20 Delivery and Design Improvement Committee to prepare a document to assist them in
21 complying with new OSHPD standards for skilled care. He said all parties are
22 interested in clarifying steps in compliance.

23

1 Mr. Gall noted that Mr. Tokas talked earlier about adopting national standards as the
2 basis for California code in the future, and he cited ASHRAE Standards 189.2 and 170
3 as examples.

4
5 Mr. Gall indicated that OSHPD had identified a number of other code issues that should
6 be clarified, including provisions for interventional radiology, dietary storage, health
7 facility finishes. Mr. Gall discussed the steps OSHPD takes in developing a CAN.

8
9 Mr. Paul Coleman commented that the HBSB and its committees are an important
10 source of technical expertise and input for OSHPD in developing CAN's to interpret
11 code provisions. He noted that OSHPD also seeks feedback from Board members and
12 the public on controversial issues of code interpretation before adopting an official
13 implementation policy, and he mentioned removal of acute-care services from hospitals
14 as an example.

15
16 Mr. Carl Scheuerman thanked Mr. Gall for his leadership in moving forward with
17 revisions to OSHPD 3. He commended OSHPD for being responsive to the concerns of
18 stakeholders. He explained that under current code, different requirements are
19 imposed on providers of clinic services, depending on the ownership structure of the
20 clinic, and this results in much higher and more expensive code requirements on one
21 type of owner. He recognized that OSHPD was constrained by statutory mandates, and
22 said the industry would work to change the requirements on a legislative level as well.

23

1 Ms. Eck asked about OSHPD's role in enforcing standards for clinical outpatient sites.
2 Mr. Gall explained that OSHPD is mandated in the Health and Safety Code with
3 preparation of standards for primary care clinics. He noted that many providers operate
4 as doctor's offices rather than clinics, but certain federal programs require licensure as
5 a clinic for funding eligibility, and this triggers OSHPD 3 requirements.

6
7 Mr. La Brie thanked Mr. Gall for his report.

8
9 At 12:27 p.m., the committee recessed for lunch. Mr. La Brie reconvened the meeting
10 at 1:30 p.m.

11

12 **Instrumentation Committee**

13 Mr. Trailer Martin, Committee member, reported that the Instrumentation Committee
14 held its annual meeting on Tuesday, October 18. He said the committee confirmed its
15 goals and objectives, and talked about the need for rapid post-earthquake collection of
16 perishable data, but concluded that this task exceeded the committee's scope. He
17 stated that the committee decided to add instrumentation of nonstructural elements to
18 its goals.

19

20 Mr. Martin noted that shake table testing was underway at San Diego State on a five-
21 story building with floors designed as hospital settings.

22

23 Mr. Martin indicated that the committee heard a presentation from the California Strong
24 Motion Instrumentation Program (CSMIP). He said two new installations were

1 completed this past year: Building K at Santa Clara Valley Hospital in San Jose, and a
2 building at the Kaiser Ontario facility.

3

4 Mr. Martin noted the committee reviewed and discussed candidate hospital buildings for
5 instrumentation, revised the priority list, and approved a priority order for
6 instrumentation projects for the coming year. He said written minutes of the October 18
7 committee meeting will be available soon.

8

9 Mr. Scheuerman expressed appreciation to the Instrumentation Committee for
10 recommending state-funded instrumentation of the new hospital facility in Castro Valley.

11

12 Participants talked about a recent earthquake felt in Berkeley. Mr. Scheuerman warned
13 that any activity on the Hayward Fault is a major concern to owners of hospital facilities
14 dotting that area. Mr. La Brie thanked Mr. Scheuerman for his comments highlighting
15 the importance of earthquake preparedness.

16

17 Mr. La Brie observed that the issue about collecting perishable data immediately after
18 earthquakes has been raised for many years. He suggested that the Instrumentation
19 Committee bring a formal problem statement to the Board for consideration.

20

21 Mr. Chris Tokas questioned whether the Instrumentation Committee was the proper
22 forum for dealing with collection of post-earthquake data. He suggested the Structural
23 and Nonstructural Regulations Committee might be better able to deal with the subject
24 in terms of post-earthquake response activities.

1 Mr. Chris Wills recalled that the committee had brought the same issue to the Board last
2 year. He observed that data collection was a continuing issue that was not really within
3 the purview of the Instrumentation Committee. He agreed that the Structural and
4 Nonstructural Regulations Committee might be a more appropriate body.

5
6 Mr. Tokas drew attention to the draft memorandum of understanding between OSHPD
7 and hospital owners. He said the document was being reviewed by the legal staff and a
8 final version should be in place soon.

9
10 Mr. Coleman noted that OSHPD has an emergency response plan that addresses staff
11 responsibilities in detail, but the plan does not address collection of perishable data. He
12 suggested having the Structural and Nonstructural Regulations Committee consider
13 whether OSHPD needs to revise its current forms and procedures to make sure the
14 best possible data is captured during the response. Mr. Coleman observed that it might
15 be helpful to have regulations requiring facilities to be checked for damage and cleaned
16 up quickly. One participant noted that cell phone technology makes it possible to take
17 pictures of damage conditions immediately.

18
19 Mr. Martin advised Board members that California now has 52 instrumented hospital
20 buildings, with fairly good coverage throughout the state.

21
22 Mr. La Brie encouraged all of the HBSB's committees to consider ways to help lighten
23 the staff's workload.

24

1 **Senate Bill 90 Committee**

2 Mr. John Donelan, Committee Chair, reported that the SB 90 Committee met on
3 September 7. He said Mr. Tokas gave a PowerPoint presentation summarizing SB 90
4 and explaining the basis of the proposed regulations being developed by staff. He
5 reviewed the three factors for OSHPD to consider in granting SB 90 extensions and
6 identified the applicable milestones.

7
8 Mr. Donelan reported that OSHPD staff is investigating the appropriateness of the 20
9 percent bed capacity figure and the 50 percent discharge rate for tertiary and specialty
10 hospitals.

11
12 Mr. Donelan advised that OSHPD is proceeding with SB 90 implementation plans,
13 although the law does not take effect until federal funding is approved, and if funding is
14 not obtained by January 1, 2013, the law will be void.

15
16 Mr. Bert Hurlbut asked for clarification of the federal funding sources. Mr. Coleman
17 stated that the state must first enter into an agreement with the federal government for
18 matching fund reimbursement, and then hospitals have to pay \$320 million in fees for
19 the program.

20
21 Mr. Scheuerman drew attention to the discussion at Lines 9 through 17 on Page 8. He
22 recalled that there was a request to clarify the treatment of consolidated facilities, a
23 point not reflected in the minutes. He asked how OSHPD would treat applications
24 where consolidated facilities may be involved in relocation of services to a third location,

1 and how the extension would apply to each building. Mr. Coleman noted that OSHPD,
2 like licensing, bases treatment to some extent on ownership, so such situations would
3 need to be determined on a case-by-case basis.

4
5 Mr. Donelan said the SB 90 Committee was formed as an ad hoc group to advise the
6 FDD staff with respect to certain issues pertaining to SB 90 implementation. He noted
7 that because of the timelines affecting the task, the committee should expect to
8 complete its goals within the next year.

9
10 Mr. Coleman suggested that the committee remain available to the staff for advice and
11 assistance in developing particular provisions of the regulations. Board members
12 expressed support for this approach.

13
14 **MOTION (M/S/C) [Donelan/Spindler]**

15 The Board voted unanimously to approve the report of the SB 90 Committee.

16
17 Mr. Coleman commented that PIN 52 should be ready for release within the next few
18 weeks.

19
20 Mr. La Brie thanked Mr. Donelan for his report.

21
22 **Senate Bill 499 Facilities Progress Reporting Committee**

23 Mr. Bob Kain, Committee Chair, reported that the SB 499 committee held a
24 teleconference meeting on September 12 to discuss 499 report templates and

1 information. He expressed his appreciation to Mr. Brett Beekman for his hard work. He
2 noted that OSHPD contacted all facilities by email and letter between June and August,
3 and report forms containing last year's data were provided for online updating. Since
4 then, the staff has been busy answering questions and helping with the online reporting
5 process.

6
7 Mr. Kain observed that the online process seems to be working smoothly already, but it
8 should get easier each year as more data is stored and participants become more
9 familiar with the process. He said that over the coming months, the committee can focus
10 on expanding the frequently asked questions, identifying problem issues, and compiling
11 lessons learned. He suggested limiting meetings to once or twice a year.

12
13 Mr. Coleman noted that once the SB 499 reports are received, OSHPD will post them
14 on the Website and begin to analyze the data. He welcomed the committee's
15 assistance in developing screening tools, interpreting information, and arriving at
16 conclusions before posting a summary report. Mr. Coleman stated that the reports
17 need to be posted by February 1, 2012. Mr. Kain proposed that the committee convene
18 in late December or early January to discuss the analysis of the reports.

19
20 Mr. Coleman advised that the deadline for submitted SB 499 reports was November 1.
21 He noted that the penalty for not submitting reports is \$10 per day per licensed bed for
22 every day past November 1. He added that the Hospital Building Safety Board serves
23 as the appeal body for disputes regarding penalties and reporting requirements.

24

1 Mr. Scheuerman commented that from his perspective, the online updating process
2 went smoothly this year. He praised and thanked Mr. Beekman and the staff for their
3 efforts. He asked OSHPD to make sure old log book data can be transferred easily to
4 new log books when reports are updated next year.

5
6 **MOTION** (M/S/C) [Kain/Egan]

7 The Board voted unanimously to approve the report of the committee's September 12
8 meeting.

9
10 **Standard Details Committee**

11 Mr. Brian Spindler, Committee Chair, reported that the Standard Details Committee met
12 on August 16. He said the partition details proposed were approved on August 15, a
13 major accomplishment for the committee. He noted the committee reviewed the
14 general instruction provisions and PIN 51 describing use of standard details, and Mr.
15 Beekman advised that OSHPD would publish the documents in a separate area of the
16 OSHPD Website.

17
18 Mr. Spindler said the committee was working on ceiling details and planned to develop
19 additional packages of standard details for electrical, mechanical, plumbing and fire and
20 life safety disciplines in the future. The committee will define criteria and establish a
21 process for approving new standard details. Each package will include a narrative
22 section and general instructions, and then actual drawings of details that can be
23 incorporated in construction drawings. Mr. Spindler noted that the partition details need

1 to be revised for the 2010 codes, and other packages will need to be updated for the
2 2013 code.

3
4 Mr. Spindler said the committee discussed the status of consulting members and future
5 roles on the committee. He noted that Ms. Dani Paxson and Mr. Kale Wisnia expressed
6 interest in remaining involved with the committee.

7
8 Mr. La Brie thanked Mr. Spindler for his report. He said he had seen the posted
9 partition details, and he complimented the committee for its outstanding progress on this
10 task.

11
12 Mr. Hurlbut gave an example of how incorporating a partition standard in a current
13 hospital project eliminated 50,000 screws.

14
15 Mr. La Brie noted that this committee and the Education Opportunities Committee had
16 both talked about incorporating provisions from the FREER Manual, and he suggested
17 working together to coordinate these efforts.

18
19 Mr. Scott Karpinen questioned the practicality of standard details, noting that almost all
20 aspects of hospital projects require OSP approval. Mr. Coleman said OSHPD has
21 allowed use of certain mechanical standard details for years. He suggested that the
22 committee focus on finding standard details that would help skilled nursing facilities, like
23 small generators and water heaters.

24

1 Mr. Hurlbut suggested that OSHPD highlight the new standard details in the “What’s
2 New” section of the Home Page and provide a link to the standard details. Mr. Coleman
3 thanked Mr. Hurlbut for this idea and said OSHPD will look for ways to publicize the
4 standard details.

5
6 **MOTION** (M/S/C) [Spindler/Foulkes]

7 The Board voted unanimously to approve the report of the committee’s August 16
8 meeting.

9
10 Mr. Spindler indicated that he would provide the staff with detailed PowerPoint
11 presentation on the committee’s goals and future plans. Mr. La Brie offered to make
12 time for a more thorough committee report at the next meeting.

13
14 **Structural and Nonstructural Regulations Committee**

15 Ms. Simin Naaseh, Committee Chair, reported that the committee met on September 28
16 in Sacramento and spent most of its time reviewing committee charges and tasks. She
17 said Mr. Tokas made gave a presentation on SB 90. The committee dealt with several
18 interpretation issues, including the definition of what constitutes an unsafe condition,
19 recognizing both structural and nonstructural causes; SB 90 implementation; approval
20 of special foundation systems; developing a path to compliance for NPC-3 buildings;
21 clarifying the basis for NPC-5 compliance; expanding the list of frequently asked
22 questions about seismic certification of equipment. Ms. Naaseh indicated that the
23 committee talked about offering Webinar seminars to explain seismic certification and
24 other issues.

1 Ms. Naaseh said the committee will focus on developing concise problem statements
2 and action item recommendations on the issues it will address in 2012. She noted the
3 next meeting is tentatively scheduled for February 8, 2012.

4
5 Mr. La Brie expressed his appreciation to Ms. Naaseh and the committee for the
6 progress made so far.

7
8 Ms. Naaseh added that the committee will take on the topic of collecting perishable
9 data.

10
11 Mr. Tokas recalled that the committee discussed the need to reach out to IOR's.

12
13 **MOTION** (M/S/C) [Naaseh/Johnson]

14 The Board voted unanimously to approve the report of the September 23 committee
15 meeting.

16
17 **Annual Administrative Paperwork**

18 Ms. Torres drew attention to the contents of the envelopes provided to Board members
19 with their meeting binders.

20
21 Travel Expense Requirements

22 Ms. Torres asked Board members to submit actual receipts with the travel expense
23 requests.

24

1 Sexual Harassment Prevention Memo

2 Ms. Torres asked Board members to sign the acknowledgement form and return it to
3 her by the end of the day.

4

5 Ethics Orientation Memo

6 Ms. Torres drew attention to the memo regarding ethics orientation sessions.

7

8 Authorization to Use Privately Owned Vehicles on State Business

9 Ms. Torres referred to the authorization form for mileage reimbursement and insurance
10 purposes.

11

12 Compensation Claim Forms/Meeting Sign-In Sheets

13 Ms. Torres emphasized the importance of each participant signing his or her name on
14 meeting sign-in sheets.

15

16 Timesheets (634's) for 2012

17 Ms. Torres asked Board members to complete and return their timesheets by the end of
18 the day.

19

20 Mr. La Brie suggested that Board members complete their paperwork immediately after
21 the meeting adjourns.

22

23 **Facilities Development Division (FDD) Update**

1 Mr. Paul Coleman, FDD Deputy Director, congratulated Mr. Tokas for his promotion to
2 the position of principal structural engineer.

3
4 Mr. Coleman gave an overview of FDD activities since the last Board meeting. He
5 noted that introduction of the new Web portal has resulted in an increase in projects in
6 both plan review and construction, and FDD was busier this year than the same period
7 last year. He stated that turnaround times increased for a while after the Web portal
8 was introduced, but that trend is improving as staff and users become more comfortable
9 with the new system.

10
11 Mr. Coleman added that OSHPD was working with Roger Richter, California Hospital
12 Association, to provide a Webinar seminar on November 17 to introduce the new Web
13 portal and explain its features.

14
15 Mr. Scheuerman asked if OSHPD could find a way to allow querying by facility name.
16 Mr. Coleman said the staff was working to build this capability without impairing the
17 security of information stored in the database.

18
19 Mr. Coleman informed the Board that OSHPD was trying to develop a stronger liaison
20 with licensing staff to coordinate their review with building code enforcement and plan
21 review.

22
23 Looking to the months ahead, Mr. Coleman advised that OSHPD plans to issue PIN 52
24 without further review. He said hospitals can follow PIN 52 on a voluntary basis until SB

1 90 takes effect. He noted that OSHPD hopes to bring draft emergency regulations to
2 the Building Standards Commission in January if federal funding is resolved by then.
3 Mr. Coleman indicated that OSHPD does not yet know how many SB 90 extensions will
4 be requested. He added that HAZUS evaluations are required for all participating
5 buildings.

6
7 Mr. Coleman pointed out that it might be prudent for hospital owners to maintain SB 90
8 eligibility so they can apply for an extension as soon as federal funding is obtained. He
9 cautioned that the milestones in the statute need to be met, so hospitals should be
10 prepared to move forward quickly.

11
12 Mr. Coleman stated that as of that morning, 32 percent of the 210 facilities in California
13 had not submitted SB 499 reports.

14
15 Mr. Coleman said OSHPD is looking at allowing voluntary seismic improvements
16 combined with a HAZUS assessment to address structural deficiencies in some
17 buildings and qualify for higher SPC ratings. He recommended bringing in a step that
18 allows OSHPD to review design criteria for the mitigation work to confirm its
19 effectiveness.

20
21 Mr. Coleman reported that FDD currently had 37 staff vacancies, and approval was
22 pending for three new hires. He noted that four RCO positions out of seven were
23 vacant, so this has increased the workload of other OSHPD staff. He said OSHPD was

1 actively recruiting, testing candidates, and filling vacancies as quickly as possible. Mr.
2 Coleman announced that Mr. John Gillengerten planned to retire on October 31.

3
4 Mr. Coleman reviewed FDD's revenues, expenses, and projections for the year ahead.
5 He said OSHPD hopes to keep management of smaller projects out of the regions so
6 the regions can concentrate on larger projects and better management of schedules.

7
8 Mr. O'Connor asked about the possibility of raising the threshold for projects handled by
9 the Rapid Review Unit. Mr. Coleman said he hoped to be ready to make that change by
10 January 1.

11
12 Ms. Naaseh asked about the documentation required to request field reviews through
13 the online Web portal. Mr. Coleman replied that the application itself should be
14 submitted, but not the plans. He said signing up through the portal makes it easier for
15 the review staff to refer to documents in the files and display the results of the review
16 immediately.

17 18 **Discussion**

19 Mr. La Brie said he was pleased and impressed with the progress made by the Board's
20 committees and OSHPD staff over the past year, and he suggested trying to do more in
21 2012. He encouraged Board members to work independently at home to conduct
22 research and develop work products for their committees. He asked committee chairs
23 and committee members to think carefully about their goals for 2012 so they can be
24 discussed at the next Board meeting.

1 Mr. La Brie emphasized the need for cross-coordination among committees to develop
2 multidisciplinary consensus on work products and recommendations coming to the
3 Board, reach out to stakeholders, help educate and train people in the field through
4 Webinars.

5
6 Mr. Kain expressed his opinion that too much time was spent reading meeting minutes
7 to the full group. He said Board members should read the materials in the binder, and
8 then committee chairs can invite comments and dialogue about key issues. Mr. La Brie
9 acknowledged that it would be better for Board members to read the reports. He
10 suggested that committee chairs try to provide brief summaries and highlight just the
11 important points and the motions.

12
13 Mr. Scheuerman commented that members are unable to review some of the reports in
14 advance because the binder is not available until the morning of the meeting. Mr. La
15 Brie said he would work with Ms. Linda Janssen to improve the process.

16
17 Mr. Foulkes cautioned that Board members should know what they are voting on, so the
18 detailed reviews can be beneficial. He recommended that committee chairs focus their
19 reports on the motions passed by their committees.

20
21 Board members talked about holding four meetings a year instead of three.

22
23 One Board member advocated using YouTube, podcasts, and other forms of
24 communication technology to reach out to new audiences.

1 Mr. Scheuerman agreed with Mr. La Brie that more cross-coordination among
2 committees should take place. He said he noticed that two or three committees were
3 working on the same topic, so more attention should be paid to making sure topics are
4 assigned to the appropriate committees in the first place and then avoiding duplication
5 of efforts. Mr. La Brie asked Mr. Foulkes to include cross-coordination on the Board
6 Procedures Committee's December agenda.

7
8 Mr. Kain suggested that the Board chairman hold a yearly conference call with all the
9 committee chairs to discuss lessons learned in developing agendas and conducting
10 meetings. Mr. La Brie cautioned that such meetings would have to be publicly noticed
11 and accessible to the public. Mr. Foulkes recalled that committee chairs used to meet
12 in conjunction with Board meetings.

14 **Information Items**

15 Mr. La Brie drew attention to the informational materials in the meeting packet.

- 16 • HBSB Membership
- 17 • HBSB Roster
- 18 • HBSB Consulting Members Roster
- 19 • HBSB Committee List

21 **Comments from the Public/Board Members on Issues not on this Agenda**

22 There were no additional issues brought to the attention of the Board.

24 **Adjournment**

1 Mr. La Brie thanked Board members, staff, and guests for their participation.

2

3 **MOTION:** (M/S/C)

4 The Board voted unanimously that the meeting be adjourned. There being no further

5 business, the meeting was adjourned at 4:00 p.m.

DRAFT