

**HEALTH FACILITIES ADVISORY COMMITTEE (HFAC)**

**MEETING MINUTES**

**August 23, 11:00 a.m. Central  
Conference Call**

**Roll Call:**

Chairman: Mr. Tommy Bowman

Vice-Chairman: CDR Darrell LaRoche

Members: CAPT Jose Cuzme CDR Gary Gefroh   
Mr. Jim Biasco Mr. Gilbert Harrison   
Mr. Ken Harper  CAPT Keith Shortall

Alternates: Mr. Kevin D'Amada  CDR Candace Tsingine   
Mr. Howard Wellspring

Guests: Mr. Joe Bermes

**Approval of the previous meeting minutes.** Gary made motion to approve the July 27, 2007 Meeting Minutes without revisions. Gilbert seconded motion. **Motion to approve passed without objections.**

**Old Business:**

1. HFAC Committee Membership – Bowman
  - a. Ken remarked that nominees may exceed the 2 term limit due to the lack of previous interest of serving on this committee. Tommy clarified that the HFAC charter prohibits members from serving beyond 2 consecutive terms but could serve again after a break in the 2 terms.
  - b. Tommy stated the letter requesting nominees would be sent out this week with a suspense date to reply no later than September 19.
2. Ken announced that the Technical Handbook Chapter on Metric had been approved and posted on the webpage.
3. Gary informed the committee that he has received the USP 797 pricing information from Alaska and Aberdeen Area Office. Ken emphasized the need to provide cost information to Gary. Ken suggested a special HFAC meeting to approve the USP 797. Gary established a deadline for comments by the end of August.
4. Tommy asked for the status on the updating of the Technical Handbook Chapter 21-5 Electrical Guidelines. Joe replied that there has been limited communication between him and Howard and Ray Cooke. But he had

converted the current document into a word document for review and estimated this task to be completed before the next HFAC call.

### **New Business:**

#### Approval of Revised A/E Design Guide (2007) – Bermes

1. Ken expressed reluctances to approve the proposed 2007 A/E Design Guide because of the absence of 2 key HFAC members: Jose Cuzme and Jim Biasco. Ken suggested postponing this action unless the committee wanted to proceed with discussion and approval of this action. The committee agreed to proceed with the approval process rather than postpone it. Although, Jim was absent; he was represented by Kevin D'Amanda, his alternate.
2. Gilbert commented he concurred to proceed with the discussion leading to the approval of the A/E Guide if minor revisions could be made after approval. Ken assured him that minor amendments could be made.
3. Joe briefed the committee stating the comments submitted by the HFAC had been addressed by Stephen Christopher. A compilation of those comments were sent to the HFAC and are attached to these meeting minutes. Joe suggested for brevity that the HFAC consider the recommended comments and edits as presented by Stephen.
4. Ken explained that the earlier proposed A/E Guide attempted to clarify the supportable space and its accountability to be consistent with the former PHS Manual, Volume I and the IHS M&I funding distribution policy. Ken cited problematic example of Alaska's accounting of canopy and crawlspace. This unfairly advantaged Alaska in obtaining more shares of the M&I funding pot.
5. Joe suggested HFAC approve the proposed A/E Guide with the revision to exclude Appendix 2 – Program and Space Accounting.
6. Kevin added that the comment Box 8a – Program and Space Accounting, should, also, be deleted. Kevin stated he was unaware of any other comments from Jim or Jose.
7. Ken stated the Program and Space Accounting was a national issue and that no timeframe has been establish to resolve this.
8. ~~Gilbert made motion to approve the proposed A/E Guide with the revision to delete the proposed Appendix 2 – Program and Space Accounting and include the other recommendations per the attached compiled comments. Therefore, the current Appendices: C – Space Comparison Reporting and D – IHS/HSP Template Rule Book would continue to be used. Keith seconded motion. **Motion passed without opposition.**~~

**Correction during conference call 15 Nov 2007.** Michael requested correction to Item 8 under New Business. He stated Appendix D - IHS/HSP Template Rule Book was not to be continued in the 2007 Edition of the A/E Design Guide. Hence, reference of continuing to use Appendix D should be stricken from the minutes. Michael, also, stated Appendix C - Space Comparison Reporting was to be aligned with the Department's Space Criteria Policy. Jim commented that he was not ready to discuss

Appendix C because it had been so long since he last reviewed it. Ken suggested the committee review Appendix C again and to discuss this item later. Ken stated the space accounting for crawlspaces and canopy were inconsistent and that he, Jim, and Jose could resolve differences by a conference call and have a final document ready for approval by the time the HFAC met again in Sacramento. Jim made motion to approve previous meeting minutes with Michael's request to delete reference to Appendix D. Ken seconded motion. **Motion passed without opposition.**

**Next Conference Call:** A special meeting to consider new members is to be determined.

**Adjournment:** Gilbert made motion to adjourn; Ken seconded motion. **Motion passed.**

Attachment: Compiled 2007 AEDG Draft 8.2, HFAC Comment