



## Andy Hill Cancer Research Endowment (CARE) Fund Board Meeting Minutes February 23, 2022

The following CARE Board members, constituting a quorum, were present: Fred Appelbaum, Cliff Berkman, David Byrd, Carol Dahl, Eunice Hostetter, Beth Lawlor, Karin Rodland, and Jennifer Kampsula Wong

Board Members Absent: J. Elaine-Marie Albert, Thomas Brown, Steve Harr, Gary Kaplan

CARE Fund Staff Attendees: Laura Flores Cantrell, Peter Choi, Sarah Hiller, Christie Roening

Guest Attendees: Sandra Adix (WA State Assistant Attorney General), Ambar Algera (WA State Boards and Commissions, Office of Governor Jay Inslee), Alison Beason (WA State Department of Commerce), Lyset Cadena (Cadena Consulting), Beth Harvey (Evergreen Social Impact), Keith Swenson (WA State Department of Commerce)

---

Wednesday, February 23, 2022, 3:00–5:00 p.m. (PT)

### 1. Welcome

The meeting was called to order at 3:02 p.m. A quorum was confirmed with a roll call of the Board by the Chair, Dr. David Byrd.

### 2. Annual Public Hearing

[Jennifer Kampsula Wong joined the meeting.]

David Byrd opened the public hearing at 3:03 p.m. With no members of the public present to participate or provide comment, the public hearing was adjourned.

### 3. New Board Member Welcome and Board Chair's Comments

David Byrd welcomed new CARE Board member, Dr. Karin Rodland. David invited Karin to introduce herself. Karin provided a brief summary of her professional background.

### 4. Consent Agenda

David Byrd presented the consent agenda consisting of Final Draft versions of the December 8, 2021 CARE Board Meeting Minutes, November 18, 2021 Ad Hoc Committee Meeting Minutes, Resolution Interpreting RCW 43.348.040(8): Purchasing Goods and Services from Washington State Suppliers, and the CARE Fund Allocation Plan.

David noted a needed correction in the Final Draft December 8, 2021 CARE Board Meeting Minutes. David Byrd's first recusal was due to the potential merger of Seattle Cancer Care Alliance (not the University of Washington) and the Fred Hutchinson Cancer Research Center. The entity "University of Washington" in section 5, paragraph 4, line 4 should be replaced by the entity "Seattle Cancer Care Alliance."

MOTION: Fred Appelbaum made a motion to approve the consent agenda items inclusive of the correction noted by David Byrd to the Final Draft December 8, 2021 CARE Board Meeting Minutes; Beth Lawlor seconded the motion. The motion was unanimously approved.

## **5. CARE Fund Program Administrator Report**

David Byrd welcomed Beth Harvey, Executive Director of Evergreen Social Impact (ESI), and invited her to provide a CARE Fund Program Administrator update to the Board.

Beth informed the Board that ESI received its Internal Revenue Code 501(c)(3) status and the Washington State Department of Commerce (COM) completed the assignment of the CARE Fund program administrator contract to ESI effective February 1, 2022. The contract period between COM and ESI is through the end of the biennium, June 30, 2023.

Beth provided an overview of the Endowment Investment Account Summary report (as of December 2021) and informed the Board of discussions with the Bernstein team regarding account activities and performance. She also noted that ESI and the CARE Fund meet with the Bernstein team on a quarterly basis.

Beth closed by saying she looks forward to working with Steve Harr as the Treasurer, David as the Chair, and the entire Board and staff to ensure the CARE Fund's success.

## **6. Legislative Update**

David Byrd introduced Lyset Cadena, Principal of Cadena Consulting, and invited her to present a legislative update to the Board.

Lyset noted this is day 45 of a short (60 day) legislative session. Lyset provided a legislative overview. She noted that the Senate and House released supplemental budgets this week and she provided a summary of the proposals that may impact the CARE Fund and/or cancer research.

## **7. Institute for Systems Biology Breakthrough Research Grant Continued Funding Award Decision for Year 4**

David Byrd presented the Year 4 continued funding request from the Institute for Systems Biology for Dr. James Heath's project "Proactive Cancer Immunotherapies for Initial and Recurrent Disease." The funding request for board consideration is for \$3 million.

David noted that the Breakthrough Research grant to the Institute for Systems Biology was originally awarded in December 2018 and that it was designed as a multi-year grant with each year of funding contingent upon board approval.

Board members were asked to disclose potential conflicts of interest and the nature of the potential conflict prior to the discussion.

Sandra Adix, Washington State Assistant Attorney General, clarified that a recusal does not affect the quorum. The Board members remaining after recusals are considered the voting members of which a majority is required to pass a motion.

Fred Appelbaum disclosed a potential appearance of a conflict of interest due to his employment with Fred Hutchinson Cancer Research Center, because a key member of the project team has an appointment with the Fred Hutchinson Cancer Researcher Center.

MOTION: David Byrd made a motion to approve Year 4 continued funding, up to \$3 million, for the Institute for Systems Biology's Breakthrough Research Grant for Dr. Heath's project, "Proactive Cancer Immunotherapies for Initial and Recurrent Disease." Eunice Hostetter seconded the motion. The motion was approved unanimously by eligible voting members. Fred Appelbaum recused.

## 8. Grantmaking Update

David Byrd invited Peter Choi and Laura Flores Cantrell to discuss the peer review process.

Peter explained that the CARE Fund statute requires grants made from the CARE Fund must be reviewed by an independent expert scientific review committee consisting of individuals with nationally recognized expertise in the scientific, clinical, ethical, commercial, and regulatory aspects of cancer research, prevention, and care.

Peter gave a brief review of the CARE Fund's peer review process to-date. He then noted that during the appointment of the scientific reviewers for Distinguished Researchers grant at the September 17, 2021 ad hoc committee meeting, committee members recommended discussing the scientific review process with the full Board. Peter further explained that the CARE Fund staff worked with the American Institute of Biological Sciences (AIBS) to develop alternative approaches to the review process.

Peter then presented an overview of three peer review process options. Any option that is selected would still require expert scientific reviewers be appointed by the Board.

The Board discussed the differences among the three options, including cost, panel size, reviewer expertise, and scoring. It was noted that should peer review result in significant costs increases, staff would bring the cost issue back to the Board.

The Board also agreed that further discussion would be helpful in the near future to examine the roles and responsibilities of the ad hoc peer review committee.

MOTION: Eunice Hostetter made a motion to approve Peer Review Process Option C, as presented, which would have three subject matter experts assigned to each application and where the final scoring is determined after a chairperson-led panel discussion among reviewers for a cohort of applications in a specific grant cycle. The motion was seconded by Cliff Berkman. The motion was unanimously approved.

## 9. Upcoming Request for Proposals (RFP)

David Byrd presented the CARE Fund Grants Calendar through the end of the current biennium (June 30, 2023). He said CARE Fund staff is attempting to establish a regular Spring/Fall grant cycle for specific RFPs/grant opportunities to increase predictability for applicants and streamline organizational planning.

MOTION: Beth Lawlor made a motion to approve the CARE Fund's Grants Calendar as presented. Jennifer Kampsula Wong seconded the motion. The motion was unanimously approved.

David requested the Board's review and approval to issue the Population Health (Cycle 2) RFP. He noted the Final Draft RFP before the Board was informed by the CARE Fund Strategic Plan for Fiscal Years 2022 and 2023 (July 1, 2021–June 30, 2023).

He noted that the maximum available per grant award will be \$500,000 (up to \$250,000 per year) and that up to five grants may be awarded at the maximum amount. He also noted that grantees must match the grant award with a minimum one-to-one in non-state funds.

A suggestion was made to revise the criteria to more closely tie in, or restate, the RFP objectives into the criteria.

MOTION: Carol Dahl made a motion to approve the Population Health (Cycle 2) RFP, as amended with the revised criteria. The motion was seconded by Eunice Hostetter. The motion was unanimously approved.

Laura Flores Cantrell requested volunteers for the ad hoc committee to appoint the scientific reviewers for the Population Health grant review. David Byrd, Beth Lawlor, and Karin Rodland volunteered to serve on the ad hoc committee. The ad hoc committee members were approved by consensus.

David noted the CARE Fund staff is requesting strategic guidance from the Board that will inform drafting the next round of RFPs to be presented at future board meetings.

[Ambar Algera joined the meeting.]

Regarding the Distinguished Researchers RFP, the Board agreed that in order to increase the chances of a sufficient number of eligible applicants for the RFP, a cancer disparities focus area should not be required for the next Distinguished Researchers RFP. However, cancer disparities as an area of interest could be noted in the RFP. Additionally, the Board agreed that cancer disparities research is a focus in the Population Health grant program.

Regarding the Emergent Issues in Public Health RFP (formerly COVID-19 Response), the Board agreed that the upcoming Emergent Issues in Public Health RFP should not be limited to COVID-19 and cancer, and that applicants should have the opportunity to make the case as to why their cancer research is an emergent public health issue.

## **10. Washington State Boards and Commissions, Office of the Governor**

David introduced Ambar Algera, Office of the Governor, and invited her to present.

Ambar provided an overview of the Washington State Boards and Commissions process and how it relates to CARE Board appoints and reappointments.

Ambar described the outreach conducted by the Governor's Office and the processes in place for state boards and commissions recruitment, including monthly outreach activities and identification of nominees to help ensure statewide representation.

In response to a question regarding "holdover" appointments in the hypothetical instance in which a board member may be awaiting confirmation on a reappointment, Ambar explained that based on continuing authority, if a statute does not specifically call out a service time deadline, then a board member may continue to serve until replaced.

Laura requested Board members review the board matrix and notify staff of any edits.

## **11. Department of Commerce**

Keith Swenson introduced Alison Beason, the new Director/Sector Lead for Life Science and Global Health at the Washington State Department of Commerce. He invited Alison to introduce herself. Alison provided an overview of her background and experience.

## **12. CARE Fund Executive Director's Report**

Laura Flores Cantrell informed the Board that the CARE Fund’s federal grant application for the Build Back Better (Phase 1) to the Economic Development Administration of the U.S. Department of Commerce was not awarded.

Laura asked the Board for ideas or recommendations for CARE Fund outreach to local and state government (in addition to the WA Department of Health, Public Health – Seattle and King County, etc.). Fred Appelbaum noted there is a growing movement in Washington state for health care facilities to screen for Social Determinants of Health (SDoH). The effort has the support of the Washington State Health Care Authority (HCA) and health quality groups.

Board officer elections will be on the agenda for the April 27, 2022 Board Meeting for one-year officer terms beginning July 1. Board members were asked to please consider whether they would be interested in serving as an officer, either for the upcoming elections or next year when some officers will reach the term limit.

CARE Fund staff will contact each Board member to complete and sign the annual Conflict of Interest and Disclosure and Acknowledgement Form.

Laura provided a staffing update. The Director of Strategy and External Affairs position is in the final stages of the hiring process. Also, the CARE Fund's Program Coordinator, Christie Roening has given notice; this is her last week with the CARE Fund.

### 13. Adjourn

With no other business, the meeting was adjourned by David at 5:00 p.m.

I certify that the foregoing is a true and correct copy of the minutes approved by the CARE Board of Directors at a regular meeting of the board on April 27, 2022.

DocuSigned by:  
  
5840701D4508455...  
Eunice Hostetter, CARE Board Secretary

5/3/2022  
Date