



## **Andy Hill Cancer Research Endowment (CARE) Fund Board Meeting Minutes April 27, 2022**

The following CARE Board members, constituting a quorum, were present: J. Elaine-Marie Albert, Fred Appelbaum, Cliff Berkman, Thomas Brown, David Byrd, Carol Dahl, Eunice Hostetter, Steve Harr, Gary Kaplan, Beth Lawlor, Karin Rodland, Jennifer Kampsula Wong

Board Members Absent: none

CARE Fund Staff Attendees: Laura Flores Cantrell, Peter Choi, Sarah Hiller, Jennifer Puttuck, Joseph Sparacio

Guest Attendees: Alison Beason (WA State Department of Commerce), Lyset Cadena (Cadena Consulting), Allegra Calder (BERK Consulting), Beth Harvey (Evergreen Social Impact)

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Wednesday, April 27, 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. Consent Agenda**

David Byrd presented the consent agenda consisting of the Final Draft version of the February 23, 2022 CARE Board Meeting Minutes and a revision to the Disclosure and Recusal Policy to reflect Sandra Adix's (WA State Assistant Attorney General) clarifications regarding recusal and quorum, which were made at the February 23, 2022 Board Meeting.

David requested the vote on revision to the Disclosure and Recusal Policy be postponed to a future meeting when Sandra is present.

MOTION: Fred Appelbaum made a motion to approve the Final Draft version of the February 23, 2022 Board Meeting Minutes. Thomas Brown seconded the motion. The motion was unanimously approved.

### **3. CARE Fund Executive Director's Update**

Laura Flores Cantrell informed the Board that the Population Health Cycle 2 Letter of Intent (LOI) acceptance period closed on April 6, 2022. Six LOIs were submitted, all of which were

invited to submit a full application. She noted the diversity of research topics in the applicant pool this cycle.

Laura thanked everyone for attending the Special Meeting of the Board last month and noted that per the Board's request, an announcement of congratulations to Fred Hutchinson Cancer Research Center and Seattle Cancer Care Alliance, now the Fred Hutchinson Cancer Center, was issued and is posted on the CARE Fund website.

Laura provided a follow-up on the Board's decision from the February 23, 2022 Board Meeting to modify the scientific peer review process of grant applications. She said that the American Institute of Biological Sciences (AIBS) contract agreement now reflects the requested changes and noted the costs are expected to be higher, but still within budget as far as can be predicted. Cost estimates will change, however, with the additional new funding for FY23.

Laura provided a CARE Fund staffing update. Jennifer Puttuck has joined the CARE Fund team as Assistant to the Leadership Team and Joseph Sparacio as Director of Strategy and External Affairs.

Laura noted that she has been in communication with the Washington State Department of Commerce to confirm the source of the \$30M in new funding and any restrictions on use of the funds. According to the Department of Commerce, the \$30M is classified as WA State general funds, not federal funds. She said new information on this topic was learned since the Board packet was sent out and invited Lyset Cadena to provide additional information.

#### **4. Legislative Update**

Lyset Cadena, Principal of Cadena Consulting, presented a legislative update to the Board.

[Steve Harr and Jennifer Kampsula Wong joined the meeting.]

Lyset said that the legislature recently finished its short 60-day session. She said that the Washington State projected revenue forecast was higher than expected. CARE Fund received additional State appropriations that bring the biennial appropriations authority total to \$50.2M for the CARE Fund match transfer account.

#### **5. Upcoming Requests for Proposals (RFP) Update**

The Board reviewed and discussed the proposed RFP for the Distinguished Researchers Grant Cycle 6.

The Board suggested editing the RFP to include cancer disparities as a factor in "Criterion 3: Broader Impacts" and clarifying the "CARE Fund Priorities and Considerations" section, perhaps moving the section's introductory statement.

MOTION: Fred Appelbaum made a motion to approve the Distinguished Researchers Cycle 6 RFP, with the following two edits: 1) clarify the CARE Fund Priorities and Considerations section, and 2) include cancer disparities as a factor in assessing Criterion 3: Broader Impacts. Thomas Brown seconded the motion. The motion was unanimously approved.

The Board reviewed and discussed the proposed RFP for the Emergent Issues in Public Health Grant Cycle 3 (formerly named the COVID-19 Response Grant in the two previous cycles).

The Board suggested editing the RFP to clarify that potential research projects could arise from the listed categories provided and investigators may also identify emergent issues from other categories not listed.

MOTION: Thomas Brown made a motion to approve the Emergent Issues in Public Health Cycle 3 RFP with the edit to clarify that potential research projects could arise from the categories listed or from other categories not listed. Eunice Hostetter seconded the motion. The motion was unanimously approved.

## **6. Grantmaking Update**

Laura described how the CARE Fund grants portfolio has grown and grants management is becoming increasingly complex. She explained Resolution 12.0 To Establish a Standing Committee on Grants, Final Draft (as revised by AAG).

MOTION: Thomas Brown made a motion to approve Resolution 12.0 To Establish a Standing Committee on Grants, Final Draft (as revised by AAG) as presented; Gary Kaplan seconded the motion. The motion was unanimously approved.

MOTION: Thomas Brown made a motion to appoint the inaugural Standing Committee on Grants members whose terms would begin upon appointment and end on June 30, 2023; Karin Rodland seconded the motion. The following Board members agreed to serve on the inaugural committee: Cliff Berkman, Thomas Brown, David Byrd, Carol Dahl, and Karin Rodland. The motion was approved unanimously.

MOTION: Carol Dahl made a motion to authorize the Standing Committee on Grants to implement and make grant cycle-specific modifications (if necessary) to the peer review process to ensure a timely and efficient review of grant applications; Eunice Hostetter seconded the motion. The motion was approved unanimously.

## **7. Board Officers Elections**

David Byrd thanked this year's officers, whose terms end on June 30, 2022, for serving. Nominations for the upcoming year's officers are for terms beginning July 1, 2022 and ending June 30, 2023.

David thanked Elaine Albert for serving as Vice Chair this year; she has decided to step down from this role after her current term is completed.

MOTION: David Byrd made a motion to remain as Chair for the upcoming term. The motion was approved unanimously.

MOTION: David Byrd made a motion to nominate Beth Lawlor for Vice Chair for the upcoming term; Elaine Albert seconded the motion. The motion was approved unanimously.

MOTION: David Byrd made a motion to nominate Eunice Hostetter to continue serving as Board Secretary for the upcoming term; Fred Appelbaum seconded the motion. The motion was approved unanimously.

MOTION: David Byrd made a motion to nominate Steve Harr to continue serving as Board Treasurer for the upcoming term; Thomas Brown seconded the motion. The motion was approved unanimously.

## **8. One-Time Funding**

The Board discussed potential uses and restrictions of the \$30M in new FY23 funding. From this discussion, it was decided that to make the best use of the upcoming June 15, 2022 Board retreat, an additional meeting should be scheduled prior to the retreat date. CARE Fund Staff will work to schedule a Special Meeting of the CARE Board, accordingly.

## **9. Department of Commerce**

Alison Beason, Director/Sector Lead for Life Sciences and Global Health at the Washington State Department of Commerce provided a brief agency update.

## **10. Board Chair's Update**

David said that he looks forward to continuing the discussion on the best utilization for the new FY23 funding of \$30M.

## **11. Public Comment**

No members of the public were present to provide comment.

## **12. 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 September 7, 2022.



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Eunice Hostetter, CARE Board Secretary

09/08/2022

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Date