



## Andy Hill Cancer Research Endowment (CARE) Fund Board Meeting Minutes August 2, 2023

The following CARE Board members, constituting a quorum, were present: J. Elaine-Marie Albert, Fred Appelbaum, David Byrd, Thomas Brown, Marc Cummings, Steve Harr, Eunice Hostetter, Maura Little, Beth Lawlor

Board members not in attendance: Cliff Berkman, Gary Kaplan, Karin Rodland, Jennifer Kampsula Wong

CARE Fund Staff Attendees: Laura Flores Cantrell, Peter Choi, Tasha Florez, Jennifer Puttuck, Joseph Sparacio

Guest Attendees: Sandra Adix (Washington State Assistant Attorney General), Alison Beason (Department of Commerce), Lyset Cadena (Cadena Consulting), Beth Harvey (Evergreen Social Impact), Scott Neal (Public Health Seattle and King County)

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Wednesday, August 2, 2023, 3:00 – 5:00 p.m. (PT)

### 1. Welcome

The meeting was called to order at 3:00 p.m. A quorum was confirmed by the Board Chair, David Byrd.

### 2. Consent Agenda

Board Chair, David Byrd, presented the consent agenda consisting of Final Draft versions of the May 3, 2023 Board Special Meeting Minutes, May 24, 2023 Board Meeting Minutes, June 27, 2023 Standing Committee on Grants Meeting Minutes, POL 06.2 Grant Match and Allowable Cost Policy, POL 13.0 Change in Grant Scope Policy, and the CARE Board Calendar Year 2024 Meeting Schedule.

David opened the floor for discussion and called for a motion on the consent agenda. There was no discussion.

MOTION: Tom Brown moved to approve the consent agenda as presented. Beth Lawlor seconded the motion. The motion was approved unanimously.

### 3. Executive Director's Update

Laura Flores Cantrell provided a brief update to the Board.

Last month, CARE Fund was added to the Institute for Systems Biology (ISB) Donor Wall.

The Program Administrator contract with Evergreen Social Impact (ESI) has been executed through the end of the biennium (June 30, 2025).

Funds in the match transfer account exceeded the state forecasts. According to the Department of Commerce's (COM) records, the July 1, 2023 beginning balance that will be carried over is over \$11.5M. An increase in COM's biennial authority will be requested for the supplemental budget during the short legislative session.

The Request for Proposal (RFP) for the CARE Fund performance audit is closed. Work with the auditor is scheduled to begin after the contract is signed. Commerce is currently in the process of finalizing the contract.

#### **4. Grants Committee Report**

In the absence of Grants Committee Chair, Karin Rodland, Peter Choi provided an overview of the Standing Committee on Grant's activities since the last board meeting.

##### Allocation Plan

The board must develop a plan for the allocation of projected amounts in the grantmaking account, which it must update annually. The Committee discussed whether the funds should be allocated by absolute dollars or as a percentage of grant funds available.

The committee recommends that for the next allocation plan, the initial allocation of funds should be allocated as a percentage of funds available, with the condition that the board may revisit the allocation plan should the available funding level change +/- 15% from when the plan is approved. The draft allocation plan will be presented at a future meeting for the board's consideration and action.

##### Partnership Funds

The previous CARE Fund Strategic Plan (July 1, 2021–June 30, 2023) included an allocation for Partnership Funds of up to \$1.5M in total. As grantmaking for the \$30.683M appropriation was prioritized, activities to invest the Partnership Funds allocation was paused.

CARE Fund has since contracted with Kaya Strategic in March 2023, to complete an environmental scan and develop a decision-making framework for investing Partnership Funds. The committee recommends bringing the proposed decision-making framework to the full board for discussion.

##### AIBS Program Planning Assessment Report

CARE Fund contracted with AIBS to provide a program planning assessment of the CARE Fund's grant programs and RFP processes. The committee discussed several of the recommendations in the report including a regular grants calendar cycle, streamlining the CARE Fund's grantmaking, and operation recommendations.

The committee recommends that the board adopt AIBS's recommendation to implement a regular grant cycle calendar, with two grant cycles per year, issuing RFPs in January and June.

David Byrd summarized the Standing Committee on Grants' three recommendations for Board consideration.

1. Recommendation to approve developing an allocation plan based on percentages.
2. Recommendation to discuss the general decision-making framework for Partnership Funds.
3. Recommendation to approve adopting a regular grant cycle with January and June RFP announcements.

David opened the floor for a motion regarding Committee Recommendation 1.

MOTION: Fred Appelbaum moved to approve the committee recommendation to develop an allocation plan with initial allocations as a percentage of grant funds available (rather than fixed dollar amounts), with the condition that the Board may revisit the allocation plan should the available funding level change +/- 15% from when the plan is approved. Tom Brown seconded the motion. The motion was approved unanimously.

A discussion took place regarding Committee Recommendation 2. A consensus of the Board agreed that principles should be developed to guide exploration of potential partnerships in addition to the decision-making framework. A consensus of the Board also agreed that any partnerships should be approved by the Board after Committee review.

David Byrd opened the floor for a motion regarding Committee Recommendation 3.

MOTION: Steve Harr moved to approve the committee recommendation to adopt a regular grant cycle calendar, with two grant cycles per year, issuing RFP announcements in January and June. Beth Lawlor seconded the motion. The motion was approved unanimously.

## **5. Rivkin Center Co-Funding Pilot**

David Byrd reminded the Board that the previous CARE Fund Strategic Plan (July 1, 2021–June 30, 2023) included an allocation for Partnership Funds. That pool of funds of up to \$1.5M is currently unspent and available for the Board to commit to partnership projects.

David said that the partnership opportunity for CARE Board consideration today is to enter into a co-funding agreement with the Rivkin Center to support ovarian cancer research in Washington.

David provided a summary of the partnership opportunity and where it currently stands.

The Rivkin Center is a Seattle-based nonprofit organization investing in research to prevent, detect, and cure ovarian cancer. The co-funding opportunity is to match (not to exceed \$500,000), at a minimum of 1:1, the Rivkin Center's private funds with CARE Fund's public dollars to increase grant award amounts for Washington grantees in the 2024-2025 cycles. There is no ongoing commitment beyond the initial two years. The proposed structure is further outlined in the Board materials.

If approved by both governing Boards (Rivkin Center and CARE Fund, respectively), this would be the first such formal co-funding effort by the CARE Fund.

David asked board members to disclose any potential conflicts of interest and recusals.

Tom Brown disclosed his interest as a current Board member of the Rivkin Center and recused himself.

Fred Appelbaum disclosed his interest as a former Board member of the Rivkin Center approximately a decade ago.

After discussion, David opened the floor for a motion on the matter.

MOTION: David Byrd moved to approve entering into an agreement with Rivkin Center to co-fund grants for ovarian cancer research in Washington, with a minimum 1:1 non-state co-funder match requirement and total CARE Fund investment not to exceed \$500,000 over two years. Beth Lawlor seconded the motion. The motion was approved unanimously by eligible voting members. Tom Brown recused from the vote.

[Scott Neal joined the meeting.]

## **6. Awareness Study**

Joseph Sparacio presented an overview of the awareness study conducted earlier this year. A multi-year communications plan that will align with items identified for the strategic plan, is in development. Actionable recommendations from the study will be integrated into that plan.

[J. Elaine-Marie Albert joined the meeting.]

## **7. Public Health Seattle and King County | Cannabis, Tobacco, and Vaping Prevention Program**

David Byrd introduced Scott Neal from Public Health Seattle and King County.

Scott presented the latest information in the County's Cannabis, Tobacco, and Vaping Prevention Program and the County's recent settlement with Juul.

The County anticipates that half of the settlement amount will be distributed to the County this fall and the other half will potentially be distributed in annual installments thereafter.

Following the presentation, the floor was opened for questions from the Board.

After Board questions were addressed, Laura asked the Board whether there is a sufficient nexus to the CARE Fund's mission and a potential for investing partnership funds for research.

A discussion followed and the Board came to a consensus that there is a sufficient nexus to the CARE Fund's mission and exploratory discussions with the County should be pursued. The Board agreed that the Standing Committee on Grants should serve as a resource for staff and provide additional guidance.

[Eunice Hostetter joined the meeting.]

**8. Interpretation of RCW 43.348.040(1)**

David Byrd followed up on Board members’ questions at the May Board Retreat regarding the interpretation of CARE Fund’s statutory purpose as “for the promotion of cancer research...” The language from RCW 43.348.040(1) was presented for Board review.

Sandra Adix, Washington State Assistant Attorney General, provided clarification, including guidance regarding the CARE Board’s authority.

A discussion followed and the Board agreed to add this item to the November 8, 2023 Board Meeting agenda for further discussion.

**9. Strategic Plan**

Laura presented questions to the Board regarding specific areas of the strategic plan for future planning for the November 8, 2023 Board Meeting.

Laura asked whether the Board was seeking to grow, or stabilize, the CARE Fund’s revenue. The consensus was in favor of a staged growth strategy, allowing for an opportunity to strengthen organizational capacity at a pace that supports sustainable growth over the longer-term.

The Board discussed the expansion of infrastructure and investment to other entities related to the implementation of current diversity in clinical trials work with UW and WSU. The consensus was in favor of expanding these efforts to include other entities beyond UW an WSU.

**10. Board Chair’s Update**

The Board Chair did not present an update.

**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 November 8, 2023.

DocuSigned by:  
*Jennifer Kampsula Wong*  
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Jennifer Kampsula Wong, CARE Board Secretary

11/9/2023  
Date