



Andy Hill Cancer Research Endowment Special Board Meeting Minutes May 13, 2020

The following board members, constituting a quorum, were present: Elaine Albert, Leslie Alexandre, Fred Appelbaum, David Byrd, Carol Dahl, Steve Harr, Jim Hendricks, Eunice Hostetter, Jennifer Kampsula Wong

Board Members Absent: Thomas Brown, Lori Brown

CARE Staff Attendees: Laura Flores Cantrell, Peter Choi, Sooyoun Park

Guest Attendees: Sandra Adix (WA AAG)

Zoom: <https://us02web.zoom.us/j/89591751584> | Meeting ID: 895 9175 1584 | Telephone: (253) 215-8782 or (346) 248-7799 | Meeting ID: 895 9175 1584 | Wednesday, May 13, 2020, 9:00–10:00 a.m. (PT)

1. Welcome

The meeting was called to order after quorum was confirmed at 9:03 a.m.

2. CARE Fund Allocation Plan (FY21)

Fred Appelbaum initiated the meeting with a brief outline of the preliminary draft CARE Fund Allocation Plan for Fiscal Year 2021 (July 1, 2020–June 30, 2021). Laura Flores Cantrell informed the board that a revised plan and grantmaking calendar will be presented at the June 24, 2020 meeting to reflect today's board decisions.

3. COVID-19 Response Grant and Data Project

Fred Appelbaum provided an overview of the COVID-19 Response Grant Program, a rapid-response grant to support research that can be immediately initiated and focuses on the impact of COVID-19 on outcomes, research, risks, or well-being for cancer patients. The proposed COVID-19 Response Grant Program would provide up to \$100,000 per award. The total program cost is anticipated to be approximately \$500,000. Laura called to the board's attention that the program description explicitly states that tribal governments and entities and local health jurisdictions are eligible for an award.

There was discussion regarding whether the COVID-19 Response Grant Program should limit the amount of indirect costs allowed. The board affirmed its existing policy on allowable costs, including indirect costs.

To inform the CARE Fund's future grantmaking in response to the COVID-19 pandemic, Fred Applebaum introduced the proposal for an administrative expenditure, a statewide data project to evaluate the impacts of COVID-19 on cancer patients and cancer care. The goal would be to

identify and advance potential approaches to alleviating the impacts of COVID-19, with specific emphasis on cancer patients from minority, low socioeconomic status, and rural populations.

Sandra Adix notified the board that, operating under purchase exemption process currently in effect, at this time the Department of Commerce is waiving competitive solicitation for goods and services directly related to the State's response to COVID-19, and that the proposed administrative data project would be exempt from competitive procurement. The current purchase exemption is in effect until May 29, 2020, unless further extended by the Governor.

There was discussion regarding the importance and need for collecting COVID-19 and cancer data in Washington. There was further discussion regarding whether the Response Grant opportunity should be narrowed in scope and whether the grant award is right-sized for impact. Board members deliberated on the most impactful way to distribute the funds for the COVID-19 Response Grant and considered the option of awarding fewer grants at a higher funding level.

As the board considered the idea of awarding fewer grants at a higher funding level, it was noted that while \$100,000 may not be enough funding for researchers to complete a project, this amount could serve as pilot funds for their proposed research which could then be carried forward by other organizations. These types of grants have been extremely influential for younger investigators with less experience and provide the Board an opportunity to learn through small-scale investments.

[James Hendricks exited the board meeting.]

The board discussed potential modifications in the Response Grant RFP language to articulate that, at the board's discretion, promising projects may be eligible for additional funding in future grant rounds. Sandra Adix provided recommendations for integrating this language in the RFP and the board agreed on amending the language as advised by Sandra and Laura.

There was additional discussion regarding match funding required for COVID-19 Response Grant applicants and grantees. Specific match is not required under the COVID-19 Response Grant opportunity because, in order to reduce barriers to applying, the match will be fulfilled through the existing "match pool" (excess match from previous grant rounds). However, grantees will be asked to report non-state match, if applicable, as part of the post-award process.

4. COVID-19 Response Investments

Upon receiving board support for both the response grant and data project, two potential motions to proceed with the CARE Fund's response to the COVID-19 pandemic were brought forward.

MOTION: A motion to approve the COVID-19 Response Grant Program and allocate up to \$500,000 total for grant awards, as presented with language modifications indicating that promising projects may be eligible for future rounds of funding, was made by David Byrd, seconded by Carol Dahl, and unanimously approved.

MOTION: To allocate up to \$1,000,000 for a COVID-19/Cancer Data Project, with authority delegated to Empire Health Foundation, as the Program Administrator of the CARE Fund, to enter into a contract(s) for services to undertake a systematic collection of Washington State COVID-19/cancer patient data. Specific emphasis will be given to data related to minority, low socioeconomic status, and rural populations. The data will be used by the CARE Fund Board to inform future grantmaking and possible approaches to alleviating the impact of COVID-19 on cancer patients. Motion by Leslie Alexandre, motion seconded by David Byrd. The motion passed unanimously. Fred Appelbaum recused from the vote.

Laura Flores Cantrell communicated the need for an ad hoc committee to appoint the peer reviewers for the COVID-19 Response Grant. David Byrd and Carol Dahl volunteered.

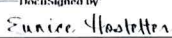
MOTION: A motion to approve the ad hoc committee of David Byrd and Carol Dahl to appoint the scientific review panel for the COVID-19 Response Grant was made by Leslie Alexandre, seconded by Eunice Hostetter, and unanimously approved.

There was a final discussion regarding ensuring the COVID-19 Response Grant opportunity announcement is distributed with many community partners in order to reach a broad audience.

5. Adjourn

No members of the public were present to provide comment. With no other business, the meeting was adjourned at 9:55 a.m.

I certify that the foregoing is a true and correct copy of the minutes approved by the CARE Board of Directors at a meeting of the board on June 24, 2020.

DocuSigned by


Eunice Hostetter, CARE Board Secretary

6/25/2020

Date