



## **Andy Hill Cancer Research Endowment Board Meeting Minutes November 18, 2020**

The following board members, constituting a quorum, were present: Fred Appelbaum, Elaine Albert, Cliff Berkman, Lori Brown, Thomas Brown, David Byrd, Carol Dahl, Steve Harr, James Hendricks, Eunice Hostetter, and Jennifer Kampsula Wong

Board Members Absent: Leslie Alexandre

CARE Staff Attendees: Laura Flores Cantrell, Peter Choi, Beth Harvey, Sarah Hiller, Sooyoun Park

Guest Attendees: Sandra Adix (WA Assistant Attorney General), Erica Hallock (Empire Health Foundation Government Affairs Liaison), Julia Terlinchamp (WA Department of Commerce)

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Wednesday, November 18, 2020, 3:00–5:00 p.m. (PT)

### **1. Welcome**

The meeting was called to order at 3:03 p.m. A quorum was confirmed with a roll call of the board by the Chair.

### **2. CARE Program Administration Update**

Laura Flores Cantrell provided a program administration update.

- The CARE Fund currently has two open grant opportunities, the Distinguished Researchers Program (Cohort 5) and the COVID-19 Response Grant (Cycle 2). The award decisions for these two grant cycles, as well as the continued funding decision for the Breakthrough Research grant, are scheduled for the February 24, 2021 CARE Board Meeting agenda.
- Laura informed the board that the American Association for Advancement of Science (AAAS) is no longer offering scientific peer review services. However, AAAS will complete the scientific peer review services for the two open grant cycles as well as the Breakthrough Grant (Institute for Systems Biology) continued funding review.
- After receiving bids, a new scientific peer review organization was selected. American Institute of Biological Sciences (AIBS) will conduct the scientific peer review for the upcoming Population Health Grant. As due diligence, a few references were contacted for AIBS and the recommendation was positive. The agreement with AIBS should take us through the end of the fiscal year, at which point there will be an opportunity to assess how the new partnership is going.
- The Department of Commerce issued the Request for Proposals (RFP) for the performance audit of the CARE Fund. Commerce will conduct the process for review of bids and pay for contactor costs on a reimbursement basis. The proposed contract period is January 2021 – June 2021. The RFP is posted to the state's contracts website (WEBS)

and the CARE Fund website. Laura informed the board that in the event that a board member receives questions regarding the RFP, all questions must be directed to the RFP Coordinator at the Department of Commerce. Contact information is listed in the RFP.

- According to the CARE Fund bylaws adopted last October, the Board Chair, with board input, may provide input regarding the performance of the Executive Director to the program administrator. The board discussed the best method of conveying their input, and it was agreed they will relay all comments through Fred Appelbaum, who will be responsible for sharing the information with Empire Health Foundation. An executive session of the board may be scheduled for the February 24, 2021 Board Meeting to review the standard annual performance of the CARE Fund Executive Director.
- Laura reminded the board of the required Open Government Trainings that must be completed every four years. Laura thanked the board members who have already completed the training and advised that Sooyoun Park will be in contact with the remaining board members who have not yet completed the required trainings.
- The Governor's office confirmed that all reappointment steps were completed and all documentation was received by their office. The next reappointment cycle is scheduled for Spring 2022.
- Laura informed the board that the CARE Fund recently hired a Program Director, Alejandra Tres, and an Operations Director, Sarah Hiller. Sarah introduced herself to the board and shared some of her goals for the upcoming months.

### **3. Consent Agenda**

Fred Appelbaum presented the consent agenda for approval.

The consent agenda comprised of the September 25, 2020 Executive Ethics Training Meeting Minutes and September 25, 2020 Board Meeting Minutes was approved by consensus. [David Byrd was not present at this point in the meeting.]

### **4. Legislative Update**

Erica Hallock provided a legislative update for the board. She shared with the board information regarding the upcoming 2021 Washington State legislative session. Due to the pandemic, there continues to be a high level of uncertainty concerning the development of the next biennial budget. For the first time, each chamber will be convening in a virtual legislative session.

### **5. CARE Fund Strategy/Finance Ad Hoc Committee Overview**

David Byrd joined the board meeting. He provided an overview of the need for a CARE Fund committee to focus on CARE Fund financial planning. As the CARE Fund's state revenue sources have diversified over time, and the COVID-19 pandemic continues to create uncertainty for the state budget, there is now a stronger organizational need to focus on financial planning. CARE Fund staff and the board chair have developed a proposal to establish a Strategy/Finance Ad Hoc Committee charged with developing recommendations for the full board regarding the following financial management issues:

1. Modifications to the FY21 Allocation Plan in the event that increased grant funds were to become available to the CARE Fund in the current fiscal year;
2. Strategies, including exploration of segregated board-designated funds, to stabilize the CARE Fund's year to year finances in the future; and
3. Review key financial performance indicators for the board to monitor the financial health of the organization as well as guide priorities and decisions of the board.

The board discussed the prospect of a committee and the majority agreed that this would be beneficial for both the staff and the board. After consideration was given to whether it would function as a committee or a working group, by consensus the board was in favor of establishing a "Finance and Financial Planning Working Group."

The question was raised regarding whether this financial planning would be better addressed by the full board at a regular board meeting, instead of by a subset of the board. For clarification, it was agreed that the board is not delegating decision-making authority the working group, but rather is seeking the working group's recommendations that will be brought back to the full body.

David Byrd suggested board members with backgrounds in finance and budgeting might be best equipped to provide more clarity regarding complex financial information. David Byrd called for volunteers to serve on the working group. The working group is tentatively composed of Jim Hendricks, Carol Dahl, Steve Harr, and Thomas Brown.

A Finance and Financial Planning Working Group, charged with developing recommendations for the full board regarding the financial management issues outlined in the board materials was unanimously approved. The working group will be composed of Jim Hendricks, Carol Dahl, Steve Harr, and Thomas Brown.

## **6. Population Health Grant Program**

Fred Appelbaum provided a summary of the Population Health Grant Program Request for Proposals (RFP). A suggestion was made to include consistent language in the scope that research projects should be focused on the cancer-related health of "*populations in which cancer disparities are most prevalent.*" Peter Choi will check with AIBS regarding any existing trends related to the pandemic's impact on grantmaking that would indicate adjusting the CARE Fund Population Health Grant timeline, particularly the application open period and the ability to complete peer reviews.

David Byrd and Jim Hendricks volunteered to serve on an ad hoc committee to appoint the scientific reviewers.

**MOTION:** Thomas Brown made a motion to approve the Population Health Program RFP, amended to allow for staff to modify the timeline, if indicated. David Byrd seconded the motion and it was unanimously approved. [Elaine Albert was not present for this motion to approve the Population Health Program RFP.]

**7. Breakthrough Research Program – Continued Funding Application**

David Byrd and Jim Hendricks volunteered to serve on the ad hoc committee to appoint the reviewers for the Institute Systems for Biology’s Breakthrough Research Program continued funding application.

**8. Annual Report FY2020 (Jul 1, 2019–Jun 30, 2020)**

Laura Flores Cantrell introduced the Final Draft CARE Fund Annual Report. Laura requested board members review and provide final comments to Sooyoun by Wednesday, November 25, 2020. Once finalized, Laura requested the board’s help to distribute the Annual Report to colleagues via email. Staff will provide board members with a template email that they can edit as desired to send on to colleagues as they feel appropriate. The template will include a link to the Annual Report and an option to sign up for the CARE Fund distribution list to receive information regarding grant opportunities, award decisions, etc. The goal is to enhance the CARE Fund’s distribution list.

**9. Public Comment**

No members of the public were present to provide comment.

**10. Adjourn**

With no other business, the meeting was adjourned at 4:40 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 February 24, 2021.

DocuSigned by:  
*Eunice Hostetter*  
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Eunice Hostetter, CARE Board Secretary

3/2/2021  
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Date