



## Andy Hill Cancer Research Endowment (CARE) Fund Board Meeting Minutes November 2, 2022

The following CARE Board members, constituting a quorum, were present: Fred Appelbaum, Cliff Berkman, Thomas Brown, David Byrd, Marc Cummings, Eunice Hostetter, Maura Little, Beth Lawlor, Karin Rodland, Jennifer Kampsula Wong

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

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

Guest Attendees: Sandra Adix (Washington State Assistant Attorney General), Lyset Cadena (Cadena Consulting), Eliza Cohn (Fred Hutchinson Cancer Center, Hutchinson Institute for Cancer Outcomes Research), Ryan Donahue (Principal Investigator, King County Health Equity Project), Catherine Fedorenko (Fred Hutchinson Cancer Center, Hutchinson Institute for Cancer Outcomes Research), Beth Harvey (Evergreen Social Impact), Shannon Kestner (Fred Hutchinson Cancer Center, Hutchinson Institute for Cancer Outcomes Research), Jason Mendoza (Fred Hutchinson Cancer Center, Office of Community Outreach and Engagement), Scott Ramsey (Fred Hutchinson Cancer Center, Hutchinson Institute for Cancer Outcomes Research), Daveda Russell (Principal, Soul Light Collaborative), Alejandra Tres (Principal, Juntos Consulting Collaborative LLC)

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Wednesday, November 2, 2022, 3:00–5:00 p.m. (PT)

### 1. Welcome

The meeting was called to order at 3:00 p.m. A quorum was confirmed with a roll call of the Board by the Chair, Dr. David Byrd.

David introduced two new Board members appointed by Governor Inslee. Marc Cummings, President & CEO of Life Science Washington, was appointed as a representative of businesses or industries engaged in the commercialization of life sciences research or cancer research. Maura Little, Managing Principal at Echo Health Advisors, was appointed as a member of the public. The new Board members each gave a brief overview of their backgrounds.

### 2. Consent Agenda

David Byrd presented the consent agenda consisting of draft versions of the September 7, 2022 Board Meeting Minutes and the September 28, 2022 Standing Committee on Grants Meeting Minutes as well as Final Draft versions of the Disclosure and Recusal Policy (POL 11.1), the Endowment Investment Policy (POL 12.1), an updated Investment Policy Statement, and the Revised Breakthrough Seed Funding Request for Proposals (RFP).

The September 7, 2022 Board Meeting Minutes and the September 28, 2022 Standing Committee on Grants Meeting Minutes were reviewed by the Secretary of the Board in the time between the

final Board materials being disseminated and this meeting. The Secretary of the Board had requested an addition to the “Population Health Grant Cycle 2 Award Decision” section of the September 7, 2022 Board Meeting Minutes. The requested addition was presented to the Board for approval. The addition reads as follows: “The Board may not award a grant for project proposals that are rated ‘Not Recommended’ by the independent scientific peer review committee. The two proposals rated ‘Not Recommended’ were neither discussed nor considered for a grant award.”

The consent agenda, with the aforementioned amendment to the September 7, 2022 Board Meeting minutes, was approved by consensus.

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

Laura Flores Cantrell invited Sandra Adix, Washington State Assistant Attorney General, to describe Board members’ responsibilities in retaining public records. Sandra described best practices for complying with the Open Public Records Act.

Laura updated the Board regarding state budget process and timeline. Laura also explained the need for CARE Fund to provide timely responses to questions during the session.

MOTION: Fred Appelbaum made a motion to delegate limited authority to the Board Chair, David Byrd, to act on behalf of the CARE Board regarding state funding for the CARE Fund, as necessary to move the budget process forward. Thomas Brown seconded the motion. The motion was approved unanimously.

Laura called the Board’s attention to the Final Draft of the Annual Report and asked Board members to please review and send any comments to CARE Fund staff by November 9, 2022.

### **4. Standing Committee on Grants**

David Byrd recognized Karin Rodland as the new Chair of the Standing Committee on Grants. He noted there is one vacancy on the committee and asked if any Board members to consider volunteering to serve on this important committee.

David described committee’s charge and said that the committee meeting schedule is not yet set, but the committee has been meeting periodically between regular Board meetings. He then gave the floor to Karin Rodland.

Karin provided a report on the committee’s activities. The Standing Committee on Grants met on September 28, 2022. The committee discussed the four RFPs that were issued for the \$30 million state appropriation. They reviewed and discussed the revised draft RFPs and made a few additional revisions. The revisions were approved by Sandra Adix (AAG) and the four RFPs were announced on October 6, 2022. The Letter of Intent (LOI) deadline for the four RFPs was October 27, 2022. Karin gave the floor to Tasha Florez to present the LOI results.

Tasha said that CARE Fund received 51 eligible LOIs requesting more than \$53M in funding. She presented a PowerPoint slide to the group showing the following breakdown of applications by grant opportunity.

Tasha informed the Board that the full application deadline is January 5, 2023, and that independent scientific reviews are anticipated to be provided to the Board for grant award decisions in May 2023.

Tasha gave the floor to Joseph Sparacio to discuss the impact of the RFP announcements on CARE Fund's visibility. Joseph shared a PowerPoint slide showing a significant increase in unique visitors to the website in the month in which the RFPs were announced.

## 5. Grant Award Decisions

David Byrd presented the applicant scores for the Distinguished Researchers Cycle 6 grant. Three applications were received and reviewed by the American Institute of Biological Sciences (AIBS). Of the three applications, the independent scientific peer review committee rated all three applications as "recommended."

David reminded the Board that in addition to consideration of the scientific reviews of the proposals, it is within the Board's authority to consider the CARE Fund's program objectives and priorities as they relate to a variety of cancer-related disciplines, geographic distribution of awards, population groups to be impacted, etc. in making award decisions.

David asked Board members to disclose any potential conflicts of interest and recusals. Fred Appelbaum and Beth Lawlor recused themselves from all three Distinguished Researcher decisions due to their affiliation with the Fred Hutch/University of Washington/Seattle Children's Cancer Consortium.

MOTION: Thomas Brown moved to approve Distinguished Researcher awards up to the amounts requested for the three recommended applications: \$500,000.00 to Fred Hutchinson Cancer Center for Christina Termini; \$497,518.56 to Seattle Children's Research Institute (SCRI) for Jay Sarthy; and \$500,000.00 to SCRI for Mallory Taylor. Karin Rodland seconded the motion. The motion was approved by the voting members: Fred Appelbaum and Beth Lawlor recused.

David presented the applicant scores for the Emergent Issues in Public Health Cycle 3 grant. Two applications were received for the Emergent Issues in Public Health grant and reviewed by AIBS. Of the two applications, the independent scientific peer review committee rated one as "highly recommended" and one as "not recommended."

David asked Board members to disclose any potential conflicts of interest and recusals. David Byrd, as a representative of the University of Washington (UW), recused himself from the Emergent Issues in Public Health grant award decision, and Beth Lawlor and Fred Appelbaum recused each themselves due to their appointments at the University of Washington.

MOTION: Thomas Brown made a motion to approve an Emergent Issues in Public Health Cycle 3 award up to the amount requested of \$249,992.69 to the University of Washington for the research project *Building Capacity of Bilingual and Bicultural Community Health Workers to Implement Evidence-Based Cancer Prevention and Control Interventions to Promote Health Equity* by the Principal Investigator Linda Ko. Eunice Hostetter seconded the motion. The motion was approved unanimously by the voting members. Fred Appelbaum, David Byrd, and Beth Lawlor recused.

The Board may not award a grant for project proposals that are rated “Not Recommended” by the independent scientific peer review committee. The proposal rated “Not Recommended” was neither discussed nor considered for a grant award.

## **6. Grantmaking Update**

Peter said CARE Fund staff will finalize the application materials and issue the Breakthrough Seed Funding RFP as it was approved in the Consent Agenda earlier in this meeting. He also provided the Board with the estimated timeline for this RFP.

Peter reminded the Board that at the February 23, 2022 Board meeting, they voted to approve the review process to include a chairperson-led panel discussion of all applications in the cohort after the initial independent review of the applications. At that same meeting, the Board requested that staff provide an update on how the new review process was working. Peter said that it may take more time and cost more but assures more consistency across the applications reviewed by the panel. CARE Fund staff will continue to work with the Standing Committee on Grants on areas for improvement in the review process and bring any recommendations or areas for additional consideration to the full Board.

[Eliza Cohn, Shannon Kestner, Jason Mendoza, and Scott Ramsey joined the meeting.]

## **7. Department of Commerce (COM) Update**

Laura Flores Cantrell said that Alison Beason from the Department of Commerce sends her regrets for not being available to attend today’s meeting.

Laura described the plan for the performance audit RFP and the request for the CARE Fund Board to approve a contract maximum of \$150,000 for the upcoming RFP.

MOTION: Thomas Brown moved to approve that the Department of Commerce conduct an RFP process and retain the services of an independent auditor for the next performance audit review with a maximum contract amount not to exceed \$150,000. Beth Lawlor seconded the motion. The motion was approved unanimously.

## **8. Strategic Planning**

Laura Flores Cantrell reminded the Board that the upcoming strategic plan will be a three-year plan. The strategic planning process will be facilitated by Daveda Russell, Principal, Soul Light Collaborative. The Strategic Planning External Advisory Committee will provide recommendations for the Board’s consideration. Laura introduced Daveda Russell.

Daveda gave a brief introduction of her background and her plans for facilitating the strategic planning process with the CARE Board.

[Catherine Fedorenko joined the meeting]

The Board discussed nominees for appointment to the Strategic Planning External Advisory Committee.

MOTION: Karin Rodland moved to approve appointment of the CARE Fund Strategic Planning External Advisory Committee members as presented. Thomas Brown seconded the motion. There was no vote on this motion.

The Board discussed the composition of the Strategic Planning External Advisory Committee and the diversity of the panel of nominees.

Fred Appelbaum made a friendly amendment to appoint Peggy Hannon, Ph.D., from the University of Washington's Department of Health Sciences in place of the original University of Washington nominee. In the event that Peggy Hannon is unavailable, Michelle Le Beau, Ph.D., Chief Science Officer of the Cancer Prevention and Research Institute of Texas (CPRIT) is an alternate appointment.

Karin Rodland and Tom Brown accepted the friendly amendment. Therefore:

MOTION: Karin Rodland moved to approve the appointment of the CARE Fund Strategic Planning External Advisory Committee members with an amendment appointing Peggy Hannon in place of the original University of Washington nominee. Michelle LeBeau, Ph.D. from CPRIT is appointed as an alternate in the event that Peggy Hannon is unavailable. The motion was approved.

[Alejandra Tres joined the meeting]

## **9. COVID-19 and Cancer Data Project**

David Byrd introduced Dr. Scott Ramsey from the Fred Hutchinson Cancer Center, Hutchison Institute for Cancer Outcomes Research (HICOR). Dr. Ramsey and his team presented an update on results from the COVID-19 and Cancer Data Project.

[Ryan Donahue joined the meeting]

## **10. King County Project**

Joseph Sparacio reminded the Board of the purpose and scope of the King County Health Equity Project. Joseph introduced Ryan Donahue, Principal Investigator, and invited him to provide an update on the project. Ryan provided a brief summary of the recommendations from the stakeholder group.

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

David Byrd thanked Board members and CARE Fund staff.

## **12. Public Comment**

No members of the public were present to provide comment.

## **13. Adjourn**

With no other business, the meeting was adjourned by David at 5:06 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 22, 2023.

*Eunice Hostetter*

Eunice Hostetter (Feb 26, 2023 11:42 PST)

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Eunice Hostetter, CARE Board Secretary

**02/26/2023**

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Date