



Andy Hill Cancer Research Endowment (CARE) Fund Board Meeting Minutes February 22, 2023

The following CARE Board members, constituting a quorum, were present: Fred Appelbaum, Cliff Berkman, Marc Cummings, Steve Harr, Eunice Hostetter, Gary Kaplan, Maura Little, Beth Lawlor, Karin Rodland, Jennifer Kampsula Wong

Board Members Absent: J. Elaine-Marie Albert, Thomas Brown, David Byrd

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 (Washington State Department of Commerce), Lyset Cadena (Cadena Consulting), Beth Harvey (Evergreen Social Impact), Daveda Russell (Soul Light Collaborative)

Wednesday, February 22, 2023, 3:00–5:00 p.m. (PT)

1. Welcome

Beth Lawlor, Vice Chair of the CARE Board, stated that she will be facilitating this Board meeting in the Chair's absence.

The meeting was called to order at 3:01 p.m. A quorum was confirmed with a roll call of the Board by Beth Lawlor.

2. Annual Public Hearing

Beth Lawlor opened the public hearing at 3:01 p.m. She stated the purpose of the hearing is to seek public input to inform the CARE Board on how the projected amounts in the Fund might be allocated. Public feedback will be considered as the Board develops its plan.

With no members of the public present to participate or provide comment, the public hearing was adjourned at 3:02 p.m.

3. Consent Agenda

Beth Lawlor presented the consent agenda consisting of Final Draft versions of the November 2, 2022 Board Meeting Minutes, the November 16, 2022 Standing Committee on Grants Meeting Minutes, the January 11, 2023 Standing Committee on Grants Meeting Minutes, the Board Expense Reimbursement Policy (POL 01.1), and the Grant Eligibility Policy (POL 07.1). Mid-year financial reports prepared by the Program Administrator were also included in the consent agenda.

A question was raised by a board member regarding the Final Draft Grant Eligibility Policy (POL 07.1) so this item was pulled from the Consent Agenda. The Board discussed clarifications. The

Board agreed that the language should be revised to broaden eligibility by adding “including but not limited to...”. The Board also agreed to change “universities” to “higher education” and to explicitly include “nonprofit institutions”. The reference to “research institutions” in this section should remain.

MOTION: Karin Rodland made a motion to revise the “Entity Type and Location Requirements” section of the Grant Eligibility Policy (POL 07.1) to add “including but not limited to” before listing eligible organizations as well as to change “universities” to “higher education institutions” and to add “nonprofit institutions” to the list of eligible institutions. Marc Cummings seconded the motion. The motion was approved unanimously.

MOTION: Gary Kaplan made a motion to approve the remainder of the consent agenda as presented. Marc Cummings seconded the motion. The motion was approved unanimously.

4. Breakthrough Research Grant Continued Funding

Peter Choi provided background information to the Board regarding the two Breakthrough Research continued funding applications: one from the Institute for Systems Biology (ISB) and one from the University of Washington (UW). Both applications were rated “recommended” by The American Institute for Biological Sciences (AIBS) independent reviewers. Peter reminded the Board that they may only award a grant that has been rated highly recommended, recommended, or worthy of consideration.

Peter gave the floor to Beth Lawlor. Beth asked Board members to disclose any conflicts of interest or recusals. Beth Lawlor and Fred Appelbaum each disclosed affiliations with UW and recused themselves from the UW Breakthrough Research continued funding decision.

Beth noted that both grants were originally awarded in 2018 and that the AIBS recommendations are within that context. Beth opened the floor for Board discussion.

A discussion followed. A Board member had questions regarding what the AIBS recommendations were based on (i.e., milestones or goals). Additional historical context was provided by staff.

Beth reminded the Board of their general options for voting on the applications: approve continued funding, approve continued funding with one or more contingencies, or decline continued funding.

Beth asked if there was a motion on ISB’s continued funding application and noted that this will be for carry forward funding and continued funding for Year 5 of the grant.

MOTION: Karin Rodland made a motion to approve Year 5 continued funding in the requested amount of up to \$3M plus carry forward of remaining Year 4 funds (estimated \$1.5M) to the Institute for Systems Biology for the project *Proactive Cancer Immunotherapies for Initial and Recurrent Disease* led by James Health. Eunice Hostetter seconded the motion. The motion was approved unanimously.

A discussion took place regarding the UW Breakthrough Research continued funding application. A Board member had a question regarding whether adequate progress had been made on the Investigational New Drug (IND) application for this project. The Board agreed that this was a

concern and evaluated whether to approve the application with the contingency that progress be made on the IND application prior to additional funding for Year 3 of the project.

MOTION: Karin Rodland made a motion to approve a no-cost extension or carry forward of the remaining Year 2 funds (estimated \$383,745) and Year 3 continued funding in the requested amount of up to \$421,555 to the University of Washington for the project *Recombinant Epithelial Junction Opener Protein for Enhanced Drug Penetration in Epithelial Tumors* led by André Leiber with the contingency that the grantee be notified that satisfactory progress be made on the IND prior to additional funding for Year 3 of the project is available. Eunice Hostetter seconded the motion. The motion was approved unanimously by voting members: Beth Lawlor and Fred Appelbaum recused.

5. Standing Committee on Grants Report

Karin Rodland provided the Board with a summary of the Standing Committee on Grants activities since the November 2, 2022 Board meeting.

Karin gave the floor to Peter Choi. Peter presented an overview of the grants process and the proposed award decision process for making awards to the following funding opportunities that do not require non-state matching contributions: Population Health (Cycle 3); Inclusion and Diversity in Cancer Clinical Trials; Shared Resources and Infrastructure; and Life Science Start-Up and Development. A discussion followed regarding the prioritization of the four funding opportunities and the Standing Committee on Grants' proposed process for preliminary review and recommendations for the Board. It was proposed that the Board plan to consider the Committee's recommendations when making award decisions at the May 3, 2023 Special Board Meeting. The Board agreed with the proposed award decision process for these four funding opportunities. Additionally, the Board recognized the need to periodically review the priorities to create a diverse portfolio of grants.

Beth Lawlor stated that the Board is being asked to affirm the authority of the Standing Committee on Grants and the proposed approach as outlined by the Committee Chair and staff.

MOTION: Fred Appelbaum made a motion to affirm the authority of the Standing Committee on Grants and the proposed approach as outlined by the Committee Chair and staff. Gary Kaplan seconded the motion. The motion was approved unanimously.

6. Standing Committee on Grants Member Appointment

Beth Lawlor reminded the Board that they previously approved the membership of the Standing Committee Grants which shall consist of no fewer than three and no more than five CARE Board members.

The Committee is currently comprised of four members: Karin Rodland (Committee Chair), Cliff Berkman, Tom Brown, and David Byrd. This leaves one vacant committee position.

MOTION: Beth Lawlor made a motion to appoint Fred Appelbaum to fill the vacancy on the Standing Committee on Grants through the remainder of the fiscal year ending June 30, 2023. Karin Rodland seconded the motion. The motion was approved unanimously.

7. Breakthrough Seed Funding Replacement Reviewer Appointment

Laura Flores Cantrell introduced an addition to the agenda that needs board action and gave the floor to Peter Choi. Peter informed the Board that an AIBS reviewer appointed by the Standing Committee on Grants to participate in the Breakthrough Seed Funding review panel is unable to participate in the review. AIBS recommended a potential replacement reviewer with similar credentials. Peter presented a slide with side-by-side bios for the appointed review and replacement reviewer for Board consideration. Board members commented on the substantially similar credentials between the appointed reviewer and the replacement reviewer candidate.

MOTION: Karin Rodland made a motion to appoint the replacement reviewer candidate to serve on the Breakthrough Seed Funding Cycle 1 grant review panel in place of the previously appointed reviewer. Beth Lawlor seconded the motion. The motion was approved unanimously.

8. Government Affairs Update

Lyset Cadena provided a brief update on the current legislative session and the status of legislation related to the CARE Fund.

9. Department of Commerce (COM) Update

Alison Beason updated the Board on the process for the Request for Proposals (RFP) for the CARE Fund's statutorily required program audit. She said that the Program Administrator contract for Evergreen Social Impact (ESI) ends on June 30, 2023.

Laura described that the next Program Administrator contract will begin on July 1, 2023. CARE Fund recently received additional information from COM about the contracting process. It is unclear whether a "sole source" contract (with no-RFP) will be allowed. If the Board agrees that it is satisfied with the current Program Administrator and would like to save the expense and program disruption of potentially moving to a new Administrator, then the request is for the Board to consider a motion to authorize the Chair to make a request on behalf of the Board for a sole source contract.

MOTION: Fred Appelbaum made a motion to authorize the CARE Board Chair to act on behalf of the CARE Board by submitting a request to the State of Washington or taking other action as necessary, for a sole source contract with the current Program Administrator (Evergreen Social Impact) for CARE Fund Program Administration. Beth Lawlor seconded the motion. The motion was approved unanimously.

10. Strategic Planning Update

Daveda Russell gave a brief update on the strategic planning process. She shared five trends that she identified in her conversations with Board members and said that additional details will be included in the Board materials for the May 24, 2023 Board Retreat.

11. Board Chair's Update

Beth Lawlor, CARE Board Vice Chair, provided a brief update on behalf of David Byrd, CARE Board Chair. Beth reminded the Board that the Board retreat is on May 24 and is in-person only. She also reminded the Board of the Special Meeting scheduled for May 3 that will include making grant award decisions for the four no-match required grant opportunities as well as making Board Officer and Standing Committee on Grants member appointments for the term beginning on July 1, 2023. Board members interested in serving in an officer position are encouraged to contact David.

Beth Lawlor referenced the invitation to participate in a site visit to the Cancer Prevention & Research Institute of Texas (CPRIT), a \$6B, publicly funded cancer research and prevention program. She thanked Marc and Eunice for representing the Board. The CPRIT site visit is an important learning opportunity that will help inform and inspire future CARE Fund programs.

12. CARE Fund Executive Director's Report

Laura said that the King County Final Report was successfully submitted and accepted by the County Executive and Council. She also reminded the Board that the CARE Fund FY22 Annual Report is now available on the CARE Fund website.

Laura informed the Board that the CARE Fund Population Health grant award to Washington State University was matched by non-state funds from the Kuni Foundation.

An RFP for an Awareness Study was issued to raise awareness of the CARE Fund. Details can be found on the CARE Fund website.

13. Executive Session

The Executive Session to discuss with legal counsel matters in accordance with RCW 42.30.110(1)(i) was tabled until a future regular meeting of the CARE Board.

14. Adjourn

With no other business, the meeting was adjourned by Beth at 4:46 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 special meeting of the Board on May 3, 2023.

Eunice Hostetter

[Eunice Hostetter \(May 5, 2023 10:45 PDT\)](#)

Eunice Hostetter, CARE Board Secretary

May 5, 2023

Date