



Andy Hill Cancer Research Endowment (CARE) Fund Board Meeting Minutes February 28, 2024

The following CARE Board members, constituting a quorum, were present: J. Elaine-Marie Albert, Fred Appelbaum, Cliff Berkman, David Byrd, Marc Cummings, Steve Harr, Eunice Hostetter, Gary Kaplan, Maura Little, Karin Rodland, Jennifer Kampsula Wong

Board members not in attendance: Thomas Brown, Beth Lawlor

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

Guest Attendees: Sandra Adix (Washington State Assistant Attorney General), Alison Beason (Washington State Department of Commerce), Lyset Cadena (Cadena Consulting), Allegra Calder (Berk Consulting), Beth Harvey (Evergreen Social Impact)

Wednesday, February 28, 2024, 3:00 – 5:00 p.m. (PT)

1. Welcome

David Byrd (Board Chair) called the meeting to order at 3:00 p.m. and a quorum was confirmed.

2. Consent Agenda

David Byrd presented the consent agenda consisting of Final Draft versions of the November 8, 2023 Board Meeting Minutes and the December 13, 2023 Standing Committee on Grants Meeting Minutes.

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

MOTION: Fred Appelbaum made a motion to approve the consent agenda as presented. Karin Rodland seconded the motion. The motion was approved unanimously.

3. Executive Session

Before convening the Executive Session, David Byrd publicly announced the purpose for excluding the public from the meeting place, and the time when the executive session will be concluded. The purpose of the Executive Session is to discuss with legal counsel matters protected by RPC 1.6 or RCW 5.60.060(2)(a) concerning legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risk is likely to result in an adverse legal or financial consequence to the agency.

The Board entered an Executive Session in accordance with RCW 42.30.110(1)(i). The Executive Session was convened at 3:02 p.m. The Executive Session concluded at 3:34 p.m.

The Board returned to regular order following the Executive Session.

4. Annual Public Hearing

David Byrd opened the public hearing at 3:35 p.m.

[Steve Harr entered the meeting.]

David stated the purpose of the hearing is to seek public input to inform the CARE Board regarding 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 3:36 p.m.

5. Government Relations Update

Lyset Cadena provided a brief update on government relations. She noted that the 2024 Washington Legislative Session is scheduled to conclude on March 7, 2024. CARE Fund staff will summarize the high-level points regarding the CARE Fund funding cap discussed by the Board after consultation with the Assistant Attorney General (AAG) and make the summary available to the Board at a future board meeting.

6. Resolution 06.1 Interpretation of “Promotion of Cancer Research to be Conducted in the State”

David Byrd noted that at the November 8, 2023 CARE Board meeting, the Board revisited its interpretation of the language “promotion of cancer research”. The staff incorporated the Board’s feedback into a revised resolution, included in the meeting materials for the CARE Board’s consideration.

David asked the Board to discuss and provide feedback on the revised draft Resolution 06.1. CARE Fund staff will incorporate comments from the Board into a final draft resolution for review at the upcoming CARE Board Retreat scheduled for May 22, 2024.

A Board member recommended that additional clarity could be provided for applicants in future CARE Fund Request for Proposals (RFPs) regarding the collection or recording of data as part of cancer prevention research projects. CARE Fund staff will work with the Grants Committee Chair to refine RFP language to this effect, as applicable.

7. Grants Committee Update

Karin Rodland, Standing Committee on Grants Chair, thanked Fred Appelbaum for chairing the Committee’s December 13, 2023 meeting and turned the floor over to Fred for an update.

Fred presented the Grant Opportunities by Program Area matrix.

A discussion followed and the Board agreed that the matrix was reflective of past Board discussions on this topic.

MOTION: Karin Rodland made a motion to adopt the CARE Fund program area names, descriptions, and grant/funding opportunities as presented for future potential grantmaking and funding opportunities. Steve Harr seconded the motion. The motion was approved unanimously.

Peter Choi presented the Final Draft Fiscal Years 24–25 Allocation Plan, noting that the CARE Fund statute requires an Allocation Plan to be reviewed by the Board annually.

MOTION: Gary Kaplan made a motion to adopt the Final Draft Fiscal Years 24–25 Allocation Plan as presented. Marc Cummings seconded the motion. The motion was approved unanimously.

Joseph Sparacio provided an update on the proposed Public Health Seattle and King County (PHSKC) partnership. He presented the Partnership Pathways slide to illustrate what type of co-funding model the PHSKC partnership follows and noted that in contrast to the Rivkin Center joint Request for Proposals, the PHSKC proposed partnership is an intergovernmental agreement with no RFP for grants. Joseph then presented an overview of the PHSKC partnership opportunity. The proposal is to support the first two phases of the three-phase Research Assessment.

A discussion followed.

MOTION: Fred Appelbaum made a motion to approve the funding partnership with Public Health Seattle and King County as proposed up to a maximum of \$500,000. Eunice Hostetter seconded the motion. The motion was approved unanimously.

8. Request for Proposals for Review

Peter Choi reminded the Board that at the Aug 2, 2023 Board meeting, the Board approved funding two grant cycles per year, with January and June release dates. Also, at the November 8, 2023 Board meeting, structuring the CARE Fund’s funding areas into three categories was approved.

Based on the Board’s and Grant Committee’s discussions, staff have drafted an RFP, Implementation and Outcomes Research, which would fall under Program Area B. This RFP would have a release date in June 2024. The RFP(s) for January will be presented at a future board meeting after the May retreat.

Peter provided an overview of the Implementation and Outcomes Research opportunity, including the updated review criteria and factors to better align with the simplified review framework for research project grant applications from the National Institutes of Health. He also proposed an update to the ratings that correspond to the overall impact score to differentiate the top-scoring applications that are rated Recommended. The change would classify applications with an Overall Impact Score of 1–3 from “Recommended” to “Highly Recommended.” Applications with an Overall Impact Score of 4–6 would continue to correspond with a “Recommended” rating and applications receiving an Overall Impact Score of 7–9 would continue to correspond with a “Not Recommended” rating.

David Byrd opened the floor for discussion and suggestions for revisions. A discussion followed regarding how to include projects anywhere along the implementation/translational research continuum as eligible. There was general agreement that projects should result in knowledge gained. Examples of what might fall in scope versus out of scope were provided. A project to launch a product to fund advertising and promotion might be out of scope for this RFP. A project that aims to research how a new product changes the behavior of physicians who apply the product, where knowledge is gained, might be in scope for this RFP. Scaling up of biologics for research might also be in scope for this RFP.

MOTION: Steve Harr moved to approve the Implementation and Outcomes Research RFP as presented with the addition of language to define projects along the implementation/translational research continuum. Cliff Berkman seconded the motion. The motion was approved unanimously.

9. Communications Briefing

Joseph Sparacio presented Communications Metrics for the Board's review and input. He explained each metric to the Board. David Byrd opened the floor for questions and discussion.

The Board discussed the importance of disseminating the Board's decisions discussed today regarding funding categories, funding availability, and the anticipated timing of upcoming opportunities.

An example provided was a federal pre-announcement is the U.S. Department of Defense Congressionally Directed Medical Research Programs (DOD CDMRP).

10. Board Chair's and Executive Director's Update

David Byrd and Laura Flores Cantrell provided brief updates.

Laura introduced Pam Fujita-Yuhas as CARE Fund's new Program Officer.

David reminded the Board there is a Special Meeting of the CARE Board scheduled for March 13. David communicated that Rivkin/CARE Fund awards will be publicly announced on April 3, 2024. The in-person Board Retreat is scheduled for May 22, 2024, at the Washington Park Arboretum.

Allegra Calder from Berk Consulting has been engaged to facilitate the May retreat. Allegra asked Board members to complete a brief 10-minute survey in preparation for the retreat, which they may complete online or by phone if preferable.

The Board Chair and Program Administrator have approved sabbatical leave for Laura Cantrell beginning in mid-April and ending in mid-June. In Laura's absence, Joseph Sparacio will take on additional responsibilities and will serve as the primary point of contact for Commerce, AAG, the Governor's Office, and the CARE Board. Laura will retain certain responsibilities including authorizing expenditures from the Endowment.

11. Adjourn

With no other business, the meeting was adjourned by David Byrd at 4:58 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 6, 2024.

Signed by:

Marc Cummings

Marc Cummings, CARE Board Secretary

11/21/2024

Date