



Andy Hill Cancer Research Endowment Board Meeting Minutes May 22, 2024

The following CARE Board Members, constituting a quorum, were present: Cliff Berkman, Thomas Brown, David Byrd, Marc Cummings, Gary Kaplan, Maura Little, Libby Mongue-Wymore, Karin Rodland

Board Members Absent: Elaine Albert, Carol Coram, Steve Harr, Beth Lawlor

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

Guest Attendees: Sandra Adix (Washington State Attorney General), Lyset Cadena (Cadena Consulting), Allegra Calder (Berk Consulting), Rachel Ferguson (Milliman, Inc.), Sabrina Santos (Berk Consulting)

Wednesday, May 22, 2024, 10:00 a.m. – 3:00 p.m. (PT)

1. Call to Order

David Byrd, CARE Board Chair, facilitated the initial portion of the Board meeting. Quorum was established and confirmed at 10:07 a.m. by David Byrd.

2. Performance Audit – Final Draft Report

Rachel Ferguson of Milliman, Inc. (Milliman), the firm engaged by the Department of Commerce (COM) to conduct the CARE Fund performance audit, introduced herself and summarized the performance audit results in the Final Draft Report. She noted that the performance audit is required by statute. She stated the performance audit was conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS) and covered the three years from July 1, 2020, to June 30, 2023. Milliman used the CARE Fund statute, Chapter 48.348 of the Revised Code of Washington (RCW), as the performance criteria for the audit. Rachel then presented key findings and recommendations from the performance audit to the Board.

Rachel noted the audit is in final draft form and the final report will be submitted to the Department of Commerce following the meeting. She added the conversation at the Board retreat will be documented in the Final Report.

At 10:13 a.m. Maura Little, incoming Vice Chair entered the meeting and assumed duties as Chair in the absence of the incoming Board Chair, Beth Lawlor.

The Board was asked to consider the recommendations of the auditor and management's response to address the results. After a Final Report is issued, the CARE Fund staff will provide a management response and will bring it back to the Board at a future meeting.

3. Appointment of Board Members to Standing Committee on Grants

Maura Little reminded the Board that at the April 27, 2022, CARE Board meeting, the Standing Committee on Grants was established. With committee members cycling off, it is necessary to appoint no fewer than three members to the Standing Committee on Grants. The slate of committee nominees for July 1, 2024–June 30, 2025, terms is as follows:

Committee Position 1: Cliff Berkman

Committee Position 2: Tom Brown

Committee Position 3: Libby Mongue-Wymore

There were no nominations for committee positions 4 and 5 at this time.

Maura confirmed that the remaining open positions on the Committee will be filled once the Board vacancies are filled to provide opportunities for new Board members to join.

David thanked Karin Rodland, Chair of the Standing Committee on Grants, for her leadership and contributions.

Sandra Adix joined the meeting at 10:35 a.m.

MOTION: Karin Rodland moved to approve the appointment of the nominated members of the Standing Committee on Grants for committee terms July 1, 2024, through June 30, 2025. The motion was seconded by David Byrd. The motion was approved unanimously.

4. Agenda Overview

Allegra Calder of Berk Consulting, retreat facilitator, reviewed the agenda and goals for the Board Retreat. Allegra asked board members to give feedback about their experiences with CARE Fund. Board members shared their interests and perspectives on CARE Fund.

5. Board Self-Assessment

Allegra Calder presented a summary of the major themes from the Board Self-Assessment survey conducted by Berk Consulting in the Spring of 2024. The survey findings noted that, overall, the timing and format of Board meetings work well for all. The survey noted the need to capture the understanding of the CARE Fund work as the Board transitions from founding members to new Board members. Several asked for an elevator pitch for the CARE Fund. It was noted this could be useful with new legislators and a new Governor coming in the next year. Allegra suggested it would be useful to pause, celebrate, and quantify wins.

The Board discussed whether they would continue to meet via Zoom or if an additional meeting beyond the retreat could be held in-person in Central or Eastern Washington. CARE Fund staff will explore the possibility of an additional in-person meeting, including the feedback of Board members, for future calendar planning.

6. CARE Fund Journey

Allegra Calder facilitated a panel discussion with CARE Board Members David Byrd, Maura Little, and Marc Cummings to discuss the history, challenges, and accomplishments of CARE Fund to date. Several key observations emerged in the conversation with the Board including the ability of CARE Fund to support innovation through the Life Science Startup and Development grants, to adapt and respond to needs with the COVID-19 grants, and to build capacity with the Distinguished Researcher grants.

Allegra then asked Board members to consider how the grant programs have evolved. A discussion followed.

Several board members noted that increased attention and broader communication could help to improve public understanding of CARE Fund's work, help bring attention to clinical trials and improve patient access.

7. Strategic Plan Year 1: Progress To-Date and Evaluation

CARE Fund Deputy Director Joseph Sparacio presented progress highlights to date of the Strategic Plan approved by the CARE Board at its November 8, 2023 meeting for the period of July 1, 2023–June 30, 2026. He provided information on the targets, strategies, and progress to date in the domains of capacity, collaboration and transparency, innovation, productivity, and healthcare delivery.

Board members were given the opportunity to comment and ask questions. A discussion followed.

Board members were informed this strategic plan update is preliminary as it has only been six months since the plan was approved. The next opportunity to review the strategic plan progress will be at the one-year mark.

Joseph Sparacio then asked Board members if the Key Dates calendar is helpful to them. After some discussion, Joseph recommended the calendar be provided in board meeting packets.

Peter Choi presented a mock-up of a grants dashboard being developed to better monitor and evaluate the impact of CARE Fund grantmaking. Allegra Calder asked the Board members for feedback on the dashboard and metrics to evaluate grantmaking. Peter noted questions included in the application can provide more information on whether research focuses on cancer disparities, childhood care, cancer type, and research area.

A discussion on impact metrics followed. Allegra asked Board members to share any additional thoughts on metrics with Peter.

8. Strategic Plan Year 2: Shaping the Future Funding Opportunities

Peter Choi presented the final draft of Resolution 06.1, Interpretation of RCW 43.348.040(1). Peter reminded the Board that at the November 8, 2023, and February 28, 2024, CARE Board meetings, the Board revisited its interpretation of the language "promotion of cancer research" due to a number of factors including the continued evolution of the Board as a grantmaking body.

Allegra Calder asked CARE Board Members if Resolution 06.1 Interpretation of RCW 43.348.040(1), Final Draft (Redlined) reflected a consensus of the Board's guidance.

Maura suggested the board delay the discussion for the next Board meeting so the input of absent and new board members could be included. Staff will work to prepare the Board for the discussion at the August 2024 Board meeting.

9. Program Areas and Funding Opportunities

Peter Choi reminded the Board that at the February 28, 2024 CARE Board meeting, the Board approved the names of the three program areas for future funding opportunities and the percentage allocated to each program. The Board also approved the Implementation & Outcomes Research Request for Proposals (RFP), which will be issued in the upcoming June 2024 cycle.

Peter noted that CARE Fund staff are seeking the Board's guidance for the January grant cycle to make it clear to prospective applicants how they fit within the funding opportunities. He noted the Implementation & Outcomes Research and Scientific Discoveries Research RFPs would each be open to a broad range of projects and institutions. Peter asked the Board to consider how CARE Fund should communicate these opportunities to potential applicants. Board members asked what would and would not be responsive for each opportunity and if examples could be provided to help applicants determine how their projects may fit. It was emphasized the language of the opportunities was meant to be inclusive and encourage institutions to seek funding.

Board members asked if at the next meeting, a more in-depth discussion of the January RFP could be explored with more Board members present. It was suggested a summary of the RFP, including a timeline and expected language for applicants, would be helpful for the board to review.

Allegra Calder asked Board Members to consider the Board's direction for the Distinguished Researchers program in the context of streamlining the two RFP opportunities (January and June cycles). Peter presented a profile of the awarded Distinguished Researchers grants to provide context for discussing the upcoming January 2025 funding opportunity and the future direction of the Distinguished Researchers grant opportunity. Peter asked the Board if the Distinguished Researchers program addresses workforce capacity and training objectives of the Board.

Allegra suggested continuing the discussion at the next board meeting taking into consideration the strategic plan and the levels of researchers to be targeted for the program.

Peter then asked Board members if there were other workforce capacity funding ideas they would like to explore aside from the Distinguished Researchers and to consider where workforce capacity, including the Distinguished Researchers, fits with the grantmaking programs. A discussion followed. Board members discussed that Partnership funding opportunities might be a better home for workforce capacity projects and that CARE Fund could partner with a workforce entity to look at a specific need in cancer research (e.g., training or hiring bilingual clinical trial staff).

10. Strategic Plan Year 2: Issues and Opportunities

Allegra Calder presented a summary of the key findings and recommendations from the Awareness Study among CARE Fund grant-seekers and partners conducted by Atrómitos Consulting in spring 2023. Allegra asked Board Members to reflect on the following questions:

- Does CARE Fund have the brand equity (i.e., brand loyalty, brand awareness, brand associations, and perceived quality) necessary to optimally carry out its mission?
- Should CARE Fund invest in advancing this work through a professional rebranding exercise which may include recommendations on renaming?
- What is the scope of information related to branding and communications that should regularly come back to the Board to support its strategic work and board-level decisions?

Joseph Sparacio noted staff capacity limits and asked the Board for direction on where to apply resources for extra help on branding investigation and work on messaging, brand identity, and name recognition. A discussion followed. CARE Fund staff will consider Board suggestions from the discussion to inform future communications projects and planning.

Allegra then asked Board members to share closing thoughts for the day. Several suggestions emerged. CARE Fund staff will work with the Board to utilize Board member strengths, particularly to improve outreach and communication.

11. Appreciation and Closing

Maura Little noted this was the final Board meeting for Karin Rodland and David Byrd. She joined the CARE Board Members and staff in thanking them for their years of dedicated service to the Board. Maura thanked Allegra for facilitating the retreat.

12. Public Comment

No members of the public were present to provide comment.

13. Adjourn

The meeting was adjourned at 2:43 p.m.

I certify that the foregoing is a true and correct copy of the minutes approved by the CARE Fund Board of Directors at a regular meeting of the board on August 14, 2024.

Signed by:

Marc Cummings

Marc Cummings, CARE Board Secretary

8/23/2024

Date