



Andy Hill Cancer Research Endowment Board Meeting Minutes November 6, 2024

The following CARE Board Members, constituting a quorum, were present: Cliff Berkman, Thomas Brown, Carol Coram, Marc Cummings, Nancy Davidson, Beth Lawlor, Maura Little, Libby Mongue-Wymore, and Bobbie-Jo Webb-Robertson

Board Members Absent: Gary Kaplan

CARE Staff Attendees: Laura Cantrell, Peter Choi, Tasha Florez, Pam Fujita-Yuhas, Krissy Keller, Jennifer Puttuck, and Joseph Sparacio

Guest Attendees: Sandra Adix (Washington State Office of the Attorney General), Alison Beason (Department of Commerce) Lyset Cadena (Cadena Consulting), and Beth Harvey (Evergreen Social Impact)

Wednesday, November 6, 2024, 3:00 p.m. – 5:00 p.m. (PT)

1. Welcome and Summary of Key Action Items

Beth Lawlor, Board Chair, called the meeting to order at 3:01 p.m. At 3:03 p.m., Quorum was established and confirmed. Beth welcomed new board member Bobbie-Jo Webb-Robertson.

Beth invited Joseph Sparacio to introduce the Board to new CARE Fund staff member Krissy Keller, Partnership Development Manager. Beth summarized the key action items for the meeting.

2. Consent Agenda

Beth reviewed the Consent Agenda, comprised of the final drafts of February 28, 2024 Board Meeting Minutes, August 14, 2024 Board Meeting Minutes, and October 7, 2024 Standing Committee on Grants Meeting Minutes. Laura Flores Cantrell noted updates to the final draft August 14, 2024 minutes since the board packet was sent. (On page 3, the project's name has been restated for clarification in the second motion. On page 4, the language in paragraph one of the Executive Director's Update has changed from "The CARE Board previously approved funding in the amount of \$300,00 for this year" to "The CARE Board previously approved funding in the amount of \$300,000 for year two." The last paragraph on page 4 was modified to accurately reflect Marc Cumming's title from Executive Director to Chief Executive Officer.)

MOTION: Tom Brown made a motion to approve the Consent Agenda, as revised. The motion was seconded by Cliff Berkman. The motion was approved unanimously.

3. Standing Committee on Grants Report

In the absence of a Committee Chair, Peter Choi, Director of Program Design & Evaluation presented an update on the Committee's activities. He reminded the Board that the Standing Committee on Grants was established through Resolution 12.0 and briefly summarized the Committee's authority. He then reported the following Committee activities from its October 7, 2024 meeting: (1) appointment of Implementation & Outcomes Research (IOR) peer reviewers; (2) review of the Scientific Discoveries Research Request for Proposals (RFP) draft; and (3) Breakthrough Research continued funding decision appeal request from the Institute for Systems Biology (ISB). He also noted staff is currently drafting a CARE Board policy regarding appeals, and staff will work with the grants committee and consult with the AAG to develop a final draft policy for board consideration at a future board meeting.

Peter then turned the floor to Board Chair Beth Lawlor to facilitate a discussion and vote.

Scientific Discoveries Research RFP

Beth highlighted the committee's recommendations for the Scientific Discoveries Research RFP:

1. Maintain the limit of five (5) applications per organization rather than lowering back down to three (3) applications per organization; and
2. Language will be added to the RFP to clarify that applicants must submit proof of their secured minimum one-to-one (1:1) match of non-state of Washington funds to requested grant funds. Applicants must also demonstrate that the required matching funds will be available and dedicated for use during the grant period. At CARE Fund's sole discretion, applications that fail to sufficiently demonstrate the non-state match funds requirements (e.g., nonstate source, availability of the match for grant period, etc.) may be determined ineligible and not advanced for review.

A discussion followed.

MOTION: Nancy Davidson made a motion to approve the Scientific Discoveries Research RFP with an anticipated release in January 2025, subject to legal review and any unanticipated changes in the RFP timeline. The motion was seconded by Tom Brown. The motion was approved unanimously.

Breakthrough Research Continued Funding (ISB)

Before beginning the discussion of the Breakthrough Research Continued Funding decision appeal request from ISB, Beth invited board members to disclose any potential conflicts of interest and the nature of the conflict.

[Staff presented a list of ISB collaborations to facilitate identification of potential conflict of interest disclosures.]

Beth Lawlor disclosed her employment with Seattle Children's Research Institute and affiliation with University of Washington (UW) and Fred Hutchinson Cancer Center (FHCC). Tom Brown disclosed his affiliate appointment with ISB. Nancy Davidson disclosed her employment with FHCC.

A discussion followed.

Sandra Adix, Assistant Attorney General, affirmed that because the request from ISB was rated by the independent scientific review panel as "Not Recommended," the Board is limited by statute

and may not award a grant for the proposal. Laura Flores Cantrell reiterated the decision before the board is not a funding decision on the request but a decision to either approve or not approve adopting the recommendation of the Standing Committee on Grants, which was to not advance the proposal for additional review by AIBS.

MOTION: Maura Little made a motion to approve adopting the recommendation of the Standing Committee on Grants to not advance the proposal for additional review by AIBS and to affirm the continued funding request from ISB was rated by the independent scientific review panel as “Not Recommended,” for the project *Proactive Cancer Immunotherapies for Initial and Recurrent Disease*. The motion was seconded by Bobbie-Jo Webb-Robertson and approved by all voting board members. Beth Lawlor, Tom Brown, and Nancy Davidson abstained from the vote.

4. Breakthrough Research Continued Funding Award Decision

Peter Choi noted the Standing Committee on Grants did not discuss this agenda item at their most recent meeting, and he provided background information on the Breakthrough Research grant awarded to University of Washington (UW) for the project *Recombinant Epithelial Junction Opener Protein for Enhance Drug Penetration in Epithelia Tumors*.

Peter noted the review panel listed several contingencies for continued funding in its written statements. Peter added that the Principal Investigator requested that grant funds be paused and funds from the current funding period (period three) and the continued funding periods (period four and period five) be made available in 2026 for the clinical trial.

Beth Lawlor asked board members to disclose any potential conflicts of interest. [A list of UW collaborations was presented to facilitate conflict-of-interest disclosures.] Beth Lawlor disclosed affiliate appointments with the UW and FHCC, and Nancy Davidson disclosed employment with FHCC and an affiliate appointment with UW.

A discussion followed.

MOTION: Tom Brown made a motion to approve continued funding to University of Washington for the project *Recombinant Epithelial Junction Opener Protein for Enhance Drug Penetration in Epithelia Tumors* up to the remaining balance of the grant award, contingent upon the satisfactory provision of the information outlined in the AIBS review to conduct an IRB-approved Phase 1 clinical trial that is actively enrolling patients. The motion was seconded by Cliff Berkman. The motion was approved unanimously by all voting board members. Beth Lawlor and Nancy Davidson abstained from the vote.

5. Allocation Plan

Beth Harvey, Evergreen Social Impact Executive Director, presented the Allocation Plan.

Beth Lawlor facilitated discussion by the Board.

MOTION: Nancy Davidson made a motion to adopt the Final Draft Allocation Plan as presented. The motion was seconded by Tom Brown. The motion was approved unanimously.

6. Department of Commerce Update

Alison Beason of the Washington State Department of Commerce provided the Board with an update regarding changes in agency staffing.

Alison then provided a program administration contracting update and noted the Department of Commerce managed the selection and contracting for program administration services for the current biennium. Alison informed the Board that, with the close of the 2023–25 biennium, the contract with Evergreen Social Impact for CARE Fund program administration ends on June 30, 2025. She reported Commerce anticipates an RFP for the CARE Fund program administrator will be issued in early Spring 2025. She noted the CARE Board, in past RFP processes for program administration, voted on the not-to-exceed (NTE) amounts for the program administrator RFP and asked the board to vote on an NTE amount for the next RFP. She recommended the NTE amount remain flat for FY26 at \$1,968,347.00 and increase 5% for FY27 (\$2,066,765.00) for a two-year contract NTE of \$4,035,112.00.

Beth Lawlor invited discussion by the Board.

MOTION: Nancy Davidson made a motion to approve a Not to Exceed (NTE) amount of \$4,035,112.00, as recommended, for contracted CARE Fund program administration services for the contract period beginning July 1, 2025 and ending June 30, 2027. The motion was seconded by Tom Brown and approved unanimously.

7. Executive Director's Update

Laura Flores Cantrell reported on several program activities. Appointments for the three CARE Board of Directors vacancies are in process with the Governor's Office. Laura then presented the FY2024 CARE Fund Annual Report Draft for Board Review. Laura noted that, after Board review and contingent upon review and approval by the Department of Commerce, the FY2024 Annual Report is scheduled to be made available to the public by mid-December 2024. Laura noted that, while no formal board action is required prior to issuing the report, board members are requested to send any additional individual feedback to Joseph Sparacio no later than Friday, November 15, 2024.

Sandra Adix notified the Board that she had reviewed a public records request received by CARE Fund and advised CARE Fund staff on how to comply with Open Public Records Act requirements.

8. Board Chair's Update

Beth Lawlor presented a slate of Strategic Planning External Advisory Committee Candidates that incorporates the Board's recommendations from the August 14, 2024 meeting. A discussion of the External Advisory Committee candidates followed.

MOTION: Tom Brown moved to approve appointment of the Strategic Planning External Advisory Committee candidates and alternates according to the slate, as presented. The motion was seconded by Nancy Davidson. The motion was approved unanimously.

Beth facilitated a discussion regarding whether the workforce capacity topic should be addressed by the Strategic Planning External Advisory Committee or the Standing Committee on Grants. After a discussion, there was consensus among board members that the External Advisory Committee should consider this question, and its recommendations should be brought to the board at the May 28, 2025 board retreat.

9. Government Relations Update

Lyset Cadena provided the CARE Board with an update on the upcoming legislative session and noted a new administration will be in place in 2025.

10. Executive Session

Beth Lawlor led the Board into Executive Session beginning at 4:46 p.m. in accordance with Revised Code of Washington (RCW) 42.30.110(1)(i). The purpose of the Executive Session was to discuss with legal counsel matters protected by Rules of Professional Conduct (RPC) 1.6 or RCW 5.60.060(2)(a) that relate to potential board policies, procedures, or actions. The Executive Session ended at 5:07 p.m. and the Board meeting returned to regular order.

11. Public Comment

No members of the public were present to provide comment.

12. Adjourn

With no further business, the meeting was adjourned at 5:08 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 March 12, 2025.

Signed by:

Marc Cummings
Marc Cummings, CARE Board Secretary

3/19/2025

Date