



Andy Hill Cancer Research Endowment Ad Hoc Committee Meeting Minutes June 18, 2025

The following Ad Hoc Committee Members, constituting a quorum, were present: Tom Brown, Marc Cummings, and Alicia Klein

CARE Staff Attendees: Laura Flores Cantrell, Peter Choi, Jennifer Puttuck, and Joseph Sparacio

Guest Attendees: Beth Lawlor (CARE Board Chair)

Wednesday, June 18, 2025, 10:00 a.m. – 11:00 a.m. (PT)

1. CARE Fund Program Administration RFP (Draft)

Laura Flores Cantrell provided an overview of SB 5455 that included statutory updates related to CARE Fund program administration. Laura provided an overview of the current anticipated timeline for the CARE Fund Program Administration RFP and a history of program administration at CARE Fund. She reminded the Ad Hoc Committee of their charge to act as advisory to the CARE Board to make recommendations related to the Request for Proposals (RFP) for the CARE Fund Program Administrator.

Laura invited committee members to disclose any actual, potential, or perceived conflicts of interest. Laura disclosed, on behalf of herself and CARE Fund staff, a potential conflict with the current program administrator serving as the employer of record for all CARE Fund staff. She informed the committee that there is a firewall in place between CARE Fund staff and the current program administrator to mitigate this conflict. Committee members did not disclose any actual, potential, or perceived conflicts of interest.

She opened the floor to the Committee for discussion regarding the Draft CARE Fund Program Administration RFP.

A discussion followed.

Committee members provided substantive suggested revisions to the Draft RFP. By consensus, the Committee recommended the CARE Board include a scoring sheet as part of the evaluation process.

CARE Fund staff will revise the Draft CARE Fund Program Administration RFP based on the Committee's feedback and recommendations. The revised draft will be presented to the full board at the CARE Board Special Meeting on July 2, 2025.

2. Annual Public Hearing

No members of the public were present to provide comment.

3. Adjourn

With no further business, the meeting was adjourned at 11:03 a.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 August 20, 2025.

Signed by:


Marc Cummings, CARE Board Secretary

9/9/2025

Date