

## Cancer Research Endowment Authority Board Meeting Minutes

### **Board Attendees (Quorum Attained):**

Frederick Appelbaum, Leslie Alexandre, David Byrd, Weihang Chai, Carol Dahl, Eunice Hostetter, Jennifer Kampsula Wong

**Board Members Absent:** Elaine Albert, Thomas Brown, Steve Harr, James Hendricks

**Guest Attendees:** Thomas Bates, Sandra Adix

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### **Board Meeting Via Conference Call | April 13, 2017 3:30 p.m. – 4:50 p.m.**

**3:30pm Welcome and Roll Call**

**Fred Appelbaum**

**3:35pm Review of February Minutes**

Minutes accepted and approved by acclamation.

**3:40pm Program Administrator RFP Responses and Review**

**Thomas Bates**

Status of the RFP for the CARE Fund Program Administrator was reviewed by Thomas. The RFP was broadly disseminated by the Department of Commerce and Washington State's RFP system resulting in responses from the Seattle Foundation and Empire Health Foundation In Spokane. Bids were reviewed and scored by Board RFP Review Committee members Leslie, Carol and Jim. Thomas also participated but did not score bids.

Leslie and Carol shared perspectives from the review process which resulted in a unanimous recommendation (based on a bid score of 91/100) to enter contract negotiations with Empire Health Foundation (EHF).

EHF's proposal was considered technically strong, responsive to RFP specifics and included suggestions for future consideration. EHF appears to be well positioned to administer the Program with an interim team until a lead administrator is hired.

Discussion followed concerning the reporting relationship of the program administrator and accountability to the head of the CARE Board vs the head of EHF with consensus that this would be addressed in negotiations along with requirements for HR, IT, communications and marketing support.

A motion was made by Carol and seconded by Leslie to have the Department of Commerce initiate contract negotiations with EHF, subject to background checks. The motion was approved unanimously.

Contract negotiations will be led by the Department of Commerce and Thomas with Board subcommittee support. Fred moved and Eunice seconded a motion to delegate decision making authority to the Board subcommittee for contract negotiations. The motion was unanimously approved. At Fred's request Steve, Carol and Leslie will serve on the subcommittee for contract negotiations.

**4:10pm Legislative Update**

**Thomas Bates**

Thomas briefed the Board on legislative efforts to rename the CARE Fund as the Andy Hill Cancer Research Endowment Fund in honor of the late Senator. The senate passed this bill but the House bill under consideration was among several not voted on before the end of the regular session. Thomas expects the bill to be acted upon under the designation "as necessary to pass the budget". Ten million dollars was included for cancer research in the Senate budget as well as the Governor's budget.

**4:15pm Legal Update**

**Thomas Bates**

Thomas reviewed two issues that were directed to Sandra Adix for legal guidance:

(a) matching funds and pledges and (b) funding for the program administrator. Related to the requirement for non-state matching funds, alternative forms of "proof of contributions" as opposed to actual advance deposits are acceptable. Sandra advised that the Board needs to require binding contractual commitments from organizations committing private or non-state funds. A binding contractual commitment would meet the statutory requirement allowing transfer of money from the CARE fund to a private account. Sandra advised that federal funds would be regarded as "non-state funds" for matching purposes.

Options for funding the program administrator were discussed. Suggestions put forth included requesting a budget proviso to move a not to exceed amount to pay for first year costs; explore advance funding support from research institutions for program administration; pursue transfer of funds from Dept. of Commerce; identify a % of award allocation for program administration support. Thomas will speak to Senator Fein about short term solutions. Fred will draft a memo to explore possibility of institutional support for advance funding from local research institutions.

**4:50pm Dates for Upcoming Meetings**

**Fred Appelbaum**

**Next dates are July 13 and October 25 from 3-5 pm**

**4:51pm Meeting adjourned**

Dated: 1/18/2019

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*Eunice Hostetter*  
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Eunice Hostetter  
CARE Board Secretary