



Andy Hill Cancer Research Endowment Board Meeting Minutes April 22, 2020

The following board members, constituting a quorum, were present: Leslie Alexandre, Fred Appelbaum, David Byrd, S. Lori Brown, Thomas Brown, Carol Dahl, Steve Harr, Jim Hendricks, Eunice Hostetter, Jennifer Kampsula Wong

Board Members Absent: Elaine Albert

CARE Staff Attendees: Laura Flores Cantrell, Peter Choi, Sooyoun Park

Guest Attendees: Sandra Adix (WA Assistant Attorney General), Thomas Bates (Insight Strategic Partners, Jeff Bell (Empire Health Foundation), Erica Hallock (Empire Health Foundation Government Affairs Liaison), Sindhu Knotz (The Giving Practice), Anne Katahira (The Giving Practice), Julia Terlinchamp (WA Department of Commerce)

Zoom: <https://zoom.us/j/111739713> | Meeting ID: 111 739 713 | Telephone: (669) 900-6833 or (929) 436-2866 | Meeting ID: 111 739 713 | Wednesday, April 22, 2020, 3:00-5:00 p.m. (PST)

1. Welcome

The meeting was called to order at 3:04 p.m. A quorum was confirmed with a roll call of the board.

2. CARE Fund Update

Laura Flores Cantrell provided a CARE Fund update.

- Due to the impact of COVID-19 on research activities, the CARE Fund will provide flexibility, such as reporting deadline extensions or zero cost contract extensions, to grantees to meet grant award obligations.
- One of the CARE Fund's investment policy goals is to preserve principle in order to meet payout obligations. Therefore, CARE Fund local account funds from which grants are paid were not significantly affected by recent market fluctuations.
- Reappointments of board members whose terms expired March 31, 2020, have been approved by the Governor's Office. Due to COVID-19 reassignments, there is a delay of the renewal paperwork.
- Ad hoc committee work related to new RFP development following the board's discussion of workforce diversity is postponed due to COVID-19 and will be added to the July Board Retreat.
- A board meeting will be added for June 2020 to approve grant awards and conduct regular board business.

3. Program Administrator Update

Jeff Bell, Interim President of Empire Health Foundation (EHF), introduced himself to the board and provided a CARE Fund Program Administrator update.

- There is an ongoing national search for the next President of EHF, with an anticipated start date of June or July 2020.
- EHF will add capacity to support the CARE Fund's finance and accounting needs by adding a financial analyst role.
- As of January 1, 2020, as part of a lawsuit settlement, \$20 million was invested to establish the Empire Health Community Advocacy Fund as a 501(c)(4) affiliated with EHF.

Jeff Bell exited the meeting.

4. Consent Agenda

Fred Appelbaum presented the February 5, 2020, ad hoc committee meeting minutes and February 28, 2020 board meeting minutes for approval.

MOTION: A motion to approve the February 5, 2020, ad hoc committee meeting minutes and February 28, 2020, board meeting minutes was made by Carol Dahl, seconded by Leslie Alexandre, and unanimously approved.

Fred Appelbaum presented the updated Conflict of Interest Policy for approval. There were no comments or objections.

MOTION: The updated Conflict of Interest Policy was approved by consensus.

Fred Appelbaum presented the 2020 Investment Policy for approval. There were no comments or objections.

MOTION: The 2020 Investment Policy was approved by consensus.

5. Distinguished Researchers Cohort 4 Scientific Review Committee

Fred Appelbaum presented the AAAS Reviewer Candidate Qualifications. There were no objections to the reviewer candidates' qualifications.

MOTION: A motion to appoint the AAAS expert reviewer candidates to review the Distinguished Researchers Cohort 4 applications was made by David Byrd, seconded by Jim Hendricks, and unanimously approved.

6. Officer Elections

Fred Appelbaum presented the slate of candidates for election to serve as board officers for the next year:

- Fred Appelbaum as Chair
- David Byrd as Vice Chair
- Steve Harr as Treasurer

- Eunice Hostetter as Secretary

Fred Appelbaum asked for additional nominations. No additional nominations were made.

MOTION: A motion to approve the slate of board officer candidates to serve as incoming board officers for the next year was made by Jim Hendricks, seconded by Leslie Alexandre, and unanimously approved.

Julia Terlinchamp exited the meeting.

7. Program Administrator Contract

Laura Flores Cantrell provided an overview of the program administrator contracting process for the next fiscal year (FY21). Due to the impact of COVID-19, the Department of Commerce (COM) does not have the capacity to issue a request for proposal (RFP). COM will initiate the process for a sole source contract to EHF for Fiscal Year 2021. COM anticipates issuing a competitive RFP for the CARE Fund program administrator contract that will begin July 1, 2021.

Laura Flores Cantrell requested the board approve a maximum contract amount of \$750,000 for the EHF/COM contract beginning July 1, 2020. This maximum amount is approximately 10% of FY21 state appropriation and maintains a nearly flat year-over-year operating budget for CARE Fund program administration. In the current year, EHF contributed over \$150,000 to supplement the state contracted portion of \$600,000.

There was a discussion regarding whether the maximum amount was within a reasonable range for similar program administration services. It was noted that a 10% administrative level was reasonable, and on the lower end, as a percentage of overall costs.

MOTION: A motion to approve a \$750,000 maximum contract amount for the FY21 CARE Fund program administrator contract was made by Carol Dahl, seconded by Leslie Alexandre, and unanimously approved.

8. 2020 Legislative Session Update

Erica Hallock provided a legislative update.

- The COVID-19 pandemic is impacting the work of Washington State. A significant impact on State revenue is anticipated. However, the full magnitude of this impact is still unknown. There will likely be significant budget cuts when the legislature reconvenes.
- The Governor vetoed several line items before signing the FY21 budget. The CARE Fund appropriations were not affected.
- The House and the Senate did not reach a policy agreement regarding the extension of the ban on flavored vaping products.

There was a discussion regarding the economic impact of COVID-19 pandemic and how that might affect CARE Fund funding.

9. Administrative Expenditure

Laura Flores Cantrell presented the possibility, based on consultation with the AAG, of using CARE funds for administrative (non-grant) expenditures to help inform the board's future grantmaking related to COVID-19. Collaborations with the Department of Health or local health jurisdictions for developing a cancer registry or special projects were provided as examples.

There was a discussion regarding administrative expenditures. There was further board discussion regarding the possibilities of the CARE Fund's response to the COVID-19 pandemic and ways to best support organizations in their respective responses. The board discussed the need for quantitative data such as payor data, as well as qualitative data (e.g., through focus groups). Board members emphasized that the CARE Fund's response would need to be flexible and assembled as quickly as possible in order to be most effective.

There was consensus that CARE staff should begin work on developing potential non-grant administrative projects as well as rapid response grants related to COVID-19 and cancer research to present to the board at a future meeting.

Thomas Brown entered the meeting during the discussion.

10. Department of Commerce Update

Julia Terlinchamp re-entered the meeting.

Julia Terlinchamp notified the board that her work within the Office of Economic Development and Competitiveness (OEDC) has been significantly impacted by COVID-19 and as a result, the Department will request a sole source contract for EHF to serve as the CARE Fund Program Administrator for FY21. In addition, she affirmed that \$750,000 was a reasonable amount for the program administrator contract and is supportive of the board.

11. Breakthrough Year 2 Funding (University of Washington)

Fred Appelbaum provided an overview of the University of Washington (UW) Breakthrough Research project and the context and purpose of the continued funding review. He disclosed the nature of his potential or perceived conflict of interest as he holds a dual appointment at Fred Hutch and UW. Fred Appelbaum would participate in the discussion but abstain from the vote related to the proposal under consideration. David Byrd's potential or perceived conflict of interest as a UW employee was disclosed and he would neither participate in the discussion nor vote on the matter.

There was discussion regarding the progress of the UW research project and the results of the independent scientific review provided by AAAS. There was consensus that the UW project should continue to be funded for Year 2, as recommended by the AAAS reviewers.

MOTION: A motion to award the requested level of Year 2 funding for the University of Washington Breakthrough Research Project conditioned on satisfactory progress of toxicology

study milestones was made by Thomas Brown, seconded by Jim Hendricks, and unanimously approved. Fred Appelbaum and David Byrd abstained.

12. Board Retreat

Laura introduced Sindhu Knotz and Anne Katahira, from The Giving Practice, who will facilitate the July 8, 2020, board retreat. Sindhu provided an overview of the purposes of the retreat: 1) to gain more clarity regarding a population health strategy for grantmaking, and 2) to continue to foster a culture of strong relationships and positive dynamics among board members. Sindhu and Anne will conduct individual interviews with the board in May and synthesize common themes to build upon at the retreat.

Sindhu asked board members to share their questions and concerns pertaining to population health. There was a discussion regarding healthcare disparities, access to care (including cancer screening), and stakeholders who should be included in future discussions. Additionally, the board discussed how the COVID-19 pandemic has impacted clinical trials, increased the use of telemedicine, and may affect the way medicine is practiced in the future.

13. Public Comment

No members of the public were present to provide comment.

14. Adjourn

With no other business, the meeting was adjourned at 4:50 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 June 24, 2020.

DocuSigned by
Eunice Hostetter
Eunice Hostetter, CARE Board Secretary

6/25/2020

Date