



**Andy Hill Cancer Research Endowment Board  
Ad Hoc Committee Meeting Minutes**  
June 12, 2018, 3:00–4:00 p.m.

**The following board members, selected to serve on the ad hoc committee and constituting a quorum, were present:**

Elaine Albert (phone)  
Thomas Brown (phone)

**Board Members Absent:** None

**Guest Attendees:** Jaclyn Woodson (Department of Commerce), Sandra Adix (AAG), Laura Flores Cantrell (CARE), Sarah Lyman (EHF), Peter Choi (CARE)

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Board Ad Hoc Committee Meeting Conference Call | Tuesday, June 12, 2018 3:00–4:00 p.m.

**3:00 p.m. Welcome (Laura Flores Cantrell)**

The meeting was called to order.

**3:05–3:15 p.m. Program Administrator Contract Scope of Work and Budget (Laura Flores Cantrell)**

This Ad Hoc Committee was authorized at the March 30 board meeting to review and decide whether to approve the program administrator scope of work and budget for the contract year beginning July 1, 2018 and ending June 30, 2019.

An overview of the meeting materials, the proposed program administrator scope of work and budget, was presented.

There was agreement that the responsibility for responding to public disclosure requests is adequately reflected in the program administrator's scope of work as presented.

There were no questions or issues regarding the scope of work or budget.

A final overview of the scope of work and budget was provided.

A motion to approve the Program Administrator scope of work and budget was made by Thomas Brown, seconded by Elaine Albert, and unanimously approved.

The full CARE Board will be updated regarding the decision at the June 27 CARE Board Meeting. Empire Health Foundation will submit the scope of work and budget to the Department of Commerce to renew the CARE Administrator contract.

**3:15 p.m. Meeting Adjourned (Laura Flores Cantrell)**

With no other business, the meeting was adjourned.

1/18/2019

Dated:

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A handwritten signature in blue ink that reads "Eunice Hostetter".  
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Eunice Hostetter  
CARE Board Secretary