



## **Andy Hill Cancer Research Endowment Board Meeting Minutes September 25, 2020**

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

Board Members Absent: Elaine Albert, Lori Brown

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

Guest Attendees: Sandra Adix (WA Assistant Attorney General), Charles Drescher (Swedish Medical Center), Erica Hallock (Empire Health Foundation Government Affairs Liaison), James Heath (Institute for Systems Biology), Kim Murray (Institute for Systems Biology), Julia Terlinchamp (WA Department of Commerce)

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Friday, September 25, 2020, 3:00 – 5:00 p.m. (PT)

### **1. Welcome**

The meeting was called to order at 3:02 p.m. A quorum was confirmed with a roll call of the board by the Chair.

### **2. CARE Program Administration Update**

Laura Flores Cantrell provided a CARE Program Administration Update. The Department of Commerce informed EHF that due to COVID-19, Commerce does not have the capacity to issue the CARE Fund performance audit RFP. Laura is working with Commerce, Empire Health Foundation, and the Assistant Attorney General on other options that will enable the CARE Fund to comply with the statutory requirement to issue an RFP for a performance audit at least every three years.

The Giving Practice final draft report from the board retreat, included in the board materials, outlines the results of the retreat and areas for further exploration in the coming year. One suggestion for follow up from the retreat was the potential for staff to develop a dashboard to help the board more closely assess and monitor organizational risk. A draft dashboard is in process. Laura thanked Steve for his input and advice. Staff will present a draft to the board at a future board meeting.

In an effort to broaden the CARE Fund's engagement with public health, staff submitted a proposal to present at the Washington State Public Health Association (WSPHA) Annual Conference, which was accepted. Laura Flores Cantrell, Peter Choi, and Julia Terlinchamp will present on the CARE Fund's grantmaking response to the COVID-19 Pandemic (*COVID-19*

*Impacts on Cancer Prevention, Treatment, and Outcomes: A Statewide Public-Private Partnership Response*) on October 12, 2020.

Sooyoun Park reminded the board about best practices for record retention for CARE Fund related e-mails and to complete the required Open Government Trainings. The board requested clarification of which trainings were required versus recommended. The required trainings are the Open Public Meetings Act Training and the Open Public Records Act Training.

The Open Public Meetings Act Training and Open Public Records Act Training must be completed at least every four years. The board asked when the last training took place. Staff will look into this question and bring additional information back to the next board meeting.

### **3. Consent Agenda**

Fred Appelbaum presented the consent agenda for approval.

MOTION: Fred Appelbaum made the motion to approve the consent agenda, June 24, 2020 Board Meeting Minutes and July 8, 2020 Board Retreat Meeting Minutes, as presented; David Byrd seconded the motion. The motion was unanimously approved.

### **4. Breakthrough Research Grant Presentation: Dr. James Heath and Dr. Charles Drescher**

Dr. James Heath (President and Professor, Institute for Systems Biology) and Dr. Charles Drescher (Medical Director of Gynecologic Cancer Research, Swedish Medical Center) were invited to provide an update on the progress of their Breakthrough grant research, “Proactive Cancer Immunotherapies for Initial and Recurrent Disease.” Dr. Heath presented on the research program aims, challenges their team has faced and addressed, and the current state of the research, including technology developments and recent publications. Drs. Heath and Drescher explained the value of their approach to detecting cancer recurrences, and how it differs from other approaches.

### **5. Legislative Update**

Erica Hallock provided the following legislative update. It is anticipated that the 2021 Regular Legislative Session will be a virtual session. The projected budget shortfall has fallen from \$8.8 billion to \$4.2 billion over the next three years. In Fiscal Year 2020, the CARE Fund’s share of Washington’s collected vapor products tax was \$2.8 million, which is higher than earlier projections. Substantial uncertainty continues.

### **6. CARE Fund Allocation Plan and 2021 Board Calendar**

Adoption of an annual Allocation Plan is required by statute. Laura provided some initial context for the CARE Fund funding scenarios and outlined the assumptions upon which the scenarios are based. Beth Harvey provided a more detailed walk through of the most likely case scenario and presented the Final Draft CARE Fund Allocation Plan.

MOTION: Carol Dahl made the motion to approve the CARE Fund Allocation Plan as presented. The motion was seconded by Leslie Alexandre. The motion was unanimously approved.

The Allocation Plan is a planning document based on the information currently available. The board will be kept apprised of significant changes that may impact the Allocation Plan.

The CARE Board Meeting Calendar for calendar year 2021 was presented. Laura Flores Cantrell informed the board that the February 24, 2021 and the April 28, 2021 board meetings will be virtual-only. The regular board meetings after April 28, 2021 are tentatively planned to take place at the Fred Hutchinson Cancer Research Center with a remote option. Laura asked whether there were any major conflicts with the proposed board meeting dates. The calendar was adopted by consensus.

## **7. Distinguished Researchers Cycle 5**

Having previously approved proceeding with a fifth cycle of Distinguished Researchers Funding (in the adopted Allocation Plan from this meeting), the board considered additional questions regarding the program. Laura Flores Cantrell introduced the final draft Distinguished Researchers Cycle 5 Program Overview and Program Description. At least three decision points remained for board discussion:

- Whether to modify the program to receive applications through two tracks: Early Investigator and Established Investigator. As currently defined, “Early Investigator” has no more than 10 years since terminal degree in biomedical science was conferred.
- Whether to continue to require applicants have an element in the research plan to address a cancer disparity to be eligible for an award
- Whether to make explicit the practice of classifying early-career researchers currently on a temporary fellowship or post-doctoral position at a Washington-based organization being recruited to a permanent faculty position and who will lead independent research projects as eligible for an award.

There was a discussion regarding the Distinguished Researchers Program, including the above topics.

MOTION: Carol Dahl made a motion to approve the Distinguished Researchers Cycle 5 Program Description as presented. David Byrd seconded the motion. The motion was unanimously approved.

## **8. COVID-19 Cycle 2 Grant**

Having previously approved proceeding with a second cycle of the COVID-19 grant (in the adopted Allocation Plan from this meeting), the board considered additional questions regarding the program. Laura Flores Cantrell presented the final draft COVID-19 Cycle 2 Program Overview and Program Description for approval. At least four decision points remained for board discussion:

- Should the COVID-19 Response Program seek to support specific research areas or remain broad?
- Should this COVID-19 Response Program cycle require a one-to-one (1:1) non-state match to requested grant funds, or should the requirement be waived?
- Should the COVID-19 Response Program require researchers to apply through one of two tracks (*basic/clinical* track and *population-based* track)?
- Should research projects funded in COVID-19 Response Program Cycle 1 be eligible to apply during Cycle 2?

There was a discussion regarding the COVID-19 Response Program, including the above topics.

While under the draft program description COVID-19 Response Program Cycle 1 awardees are not eligible to apply for Cycle 2, the board may consider a separate round of supplemental funding to promising Cycle 1 awardees in the future. After the COVID-19 Response Program Cycle 1 reports from grantees are received, staff will assess and share results with the board.

MOTION: James Hendricks made a motion to approve the COVID-19 Response Cycle 2 Program Description, revised to waive the 1:1 non-state funds match requirement. David Byrd seconded the motion. The motion was unanimously approved.

James Hendricks and David Byrd volunteered to serve on the ad hoc committee to appoint the scientific review panels for the Distinguished Researchers Grant and COVID-19 Response Grant.

## **9. Population Health Grant**

Having previously approved proceeding with a Population Health grant (in the adopted Allocation Plan from this meeting), the board considered additional questions regarding this new program. Laura Flores Cantrell presented the Population Health Research Grant Program Overview, which was developed based on the discussions at the July 8, 2020 board retreat.

There was a discussion regarding *access* and *disparities* as presented in the program overview. Laura requested clarification of the board's intention regarding whether or not the program objectives should be strongly focused on *access*. There was further discussion that *access* can be defined broadly and can pertain to a wide range of equity issues, including financial burden, lack of transportation, and more. The board concluded that applicants to a population health request for proposal (RFP) should be asked to make their case for how their proposal would address a cancer disparity in Washington. Access to care is important and may be the focus of some applications. However, access to care is not intended to be an eligibility requirement to the exclusion of other approaches that address cancer disparities.

The CARE Fund staff will develop a draft Population Health Research Grant Program RFP for the board to consider at the next board meeting.

## **10. Public Comment**

No members of the public were present to provide comment.

## 11. Adjourn

With no other business, the meeting was adjourned at 5:01 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 November 18, 2020.

DocuSigned by:  
*Eunice Hostetter*  
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Eunice Hostetter, CARE Board Secretary

11/24/2020

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Date