



HSSA BOARD OF DIRECTORS
Minutes of the November 7, 2012 Meeting
665 N. Riverpoint Boulevard, Spokane, WA

Members Present:

Nancy Isserlis, Board Chair; Earl F. “Marty” Martin, Vice Chair; Jeff Collins, Gary Pollack, Jason Thackston, Frank Velàzquez and Mike Wilson

Members Absent:

Dave Vachon, Kevin Oldenburg

Staff Present:

Susan Ashe, Acting Executive Director
Gaylene Lewin, Consulting Accountant

Counsel Absent:

James Emacio

Guests:

Stephen Warren, Dr, Pari Sengupta, Lorna Walsh

1) Call to Order

Nancy Isserlis welcomed everyone and called the meeting to order at approximately 3 p.m.

2) Approval of Minutes

Vice Chair Marty Martin moved to approve the minutes of the September 5, 2012 Board meeting, and Mike Wilson seconded the motion, which passed unanimously.

3) Board Action

A. Vice Chair Marty Martin moved to approve the September 5, 2012 Board minutes and Mike Wilson seconded the motion, which passed unanimously.

B. Grants Committee Member Marty Martin moved to approve the Grants Committee recommendation that HSSA fund under RFP #7 the Providence Medical Research proposal “Medication Intervention in Transitional Care to Improve Outcomes in End-Stage Renal Disease” in the amount of \$100,000 per year for two years for a total of \$200,000. The motion was seconded by Jason Thackston and it carried unanimously. Three Board members including Mike Wilson, Jeff Collins and Gary Pollack did not vote citing potential conflicts.

C. Finance Committee Chair Jason Thackston moved adoption of the 2013 HSSA budget as presented by to the Board, Marty Martin seconded the motion, and the motion passed unanimously.

4) Chair's Report

A) Authorization to Pay Warrants

Since we didn't meet in October, there is a fairly large packet of warrants that I will need to sign, many of them in excess of the \$10,000 signature requirement. On October 1st I signed warrants 1263-1269 totaling \$28,964.67 and the Vice Chair signed a couple of those. On Oct. 15th, I signed warrants amounting to \$25,641 and Dave Vachon joined me to sign a grant reimbursement to Project Access. On Oct. 31st, Jason Thackston in my absence signed warrants 1273-1275 totaling \$5,583.75 and today I am signing warrants 1276-1281 totaling \$51,461.31, with several requiring two signatures.

5) Executive Director's Report

Susan Ashe said that HSSA is working very well with GSI on our economic development outreach contract, and in fact, next week the Director will be in Portland with Gary Mallon (GSI) at the national SBIR/STTR conference. We will be having some meetings and I've been asked to make a brief presentation about HSSA at a breakfast meeting on Thursday. We are also working with GSI on identifying an inventory of lab space in Spokane, and a matter to preserve the federal NIOSH Spokane Research Lab for Spokane.

The Executive Director raised the issue of making RFPs 5 and 6 "open" grants like RFP 7 where the grant competition is open and proposals may be received at any time, and the Board would meet quarterly to discuss the proposals for recommendation for action to the full Board. This matter was discussed and by consensus agreed to as we move forward.

The Executive Director created a PowerPoint presentation for HSSA and she is engaged in outreach both in Spokane and outside the region and listed several such activities for the Board. Ms. Ashe prompted a discussion about HSSA's lease which is up the end of 2012. After conducting an analysis, the Board by consensus agreed to move its office to the McKinstry Spokane Innovation Center. The Executive Director was directed to provide Innovate Washington a 30-day written notice immediately, and to move forward with lease discussions with McKinstry.

6) Board Committee Reports

A) **Grants Committee** – Mike Wilson, Chair, reported for the Grants Committee.
HSSA RFP #7: "Support Innovative Research that Advances Spokane as National Leader in Health Delivery Research."

HSSA received its first proposal for funding under RFP #7. Drs. Kathy Tuttle and Cindy Corbett titled “Medication Intervention in Transitional Care to Improve Outcomes in End-Stage Renal Disease.” Mike Wilson, Dr. Jeff Collins and Gary Pollack had all previously excused themselves from any discussion of the proposal at the Grants Committee and Board levels, and they did vote on the Grant Committee’s recommendation. Vice Chair Marty Martin discussed the proposal at length with the Board and recommended that the Board approve the Committee’s recommendation that HSSA fund under RFP #7 the Providence Medical Research proposal “Medication Intervention in Transitional Care to improve Outcomes in End-Stage Renal Disease” in the amount of \$100,000 per year for two years for a total of \$200,000. The matter passed unanimously with the three abstentions.

B) Finance Committee – Jason Thackston, Chair

Mr. Thackston had emailed the Board with his comments on the organization’s finances earlier in the day, and said that the HSSA is in good financial shape at HSSA, overall we are running under budget, and our state tax remittance are above budget. He reminded the Board that at the beginning of the year HSSA was running under budget so it was nice to see that trend has reversed. For 2012 year-to-date everything is good. The next bond interest and principal payment is due on December 1st and he projected that HSSA will be able to pay that without dipping into the reserves.

Mr. Thackston introduced and reviewed the proposed 2013 budget. He highlighted some areas for the Board: total income from state tax remittance is flat, and that’s intentional. Expenses are budgeted for \$125,000 in 2012, and next year we have budgeted \$139,000. Even with the proposed increase to expenses to \$139,000 and a flat revenue forecast, we’re still projected to be under 10% for administrative costs at 9.5%.

On behalf of the Finance Committee, Jason Thackston moved adoption of the 2013 HSSA budget as presented by the Board, Marty Martin seconded the motion, and the motion passed unanimously.

7) Counsel’s Report

Mr. Emacio did not attend the meeting and there was no report.

8) Board Member Comments and Announcements

There were no board member comments or announcements.

Board Chair Isserlis adjourned the meeting at approximately 4:05 p.m.

The next HSSA Board meeting will be December 5, 2012, 3 p.m. at the McKinstry Spokane Innovation Center, 850 E. Spokane Falls Boulevard, in the first floor large conference room.