

**BOARD MEETING MINUTES**

**WEDNESDAY, June 21, 2023, 3:00PM, SPOKANE REGIONAL HEALTH DISTRICT AUDITORIUM**

**ZOOM LINK AVAILABLE UPON REQUEST**

Board Members Present: Francisco Velázquez (Chair), Jason Thackston (Past Chair) via zoom, Allison Glasunow (Finance Committee Chair), Darryl Potyk (Governance Committee Chair), Kevin Oldenburg (Grants Committee Chair), Alison Poulsen, David Vachon.

Staff Present: Erin Williams Hueter Executive Director

Guests: See presenters in item 2 below

1. **Welcome- Dr. Francisco Velázquez** 
   1. Establish Quorum. Call to Order.
      1. Board Chair Dr Francisco Velázquez called the meeting to order at 3:00pm.
   2. Approve March 2023 Meeting Minutes
      1. Kevin Oldenburg motioned for the minutes to be approved. David Vachon seconded the motion. The motion passed unanimously.
2. **Grantee Presentation:** [**SRHD Quality of Life Survey**](https://countyhealthinsights.org/county/spokane/quality-of-life/data-summary/)
   1. Summary presented by Dr. Brittany Banon and Danielle Wren
3. **Action Items** 
   1. Grant Writing Assistance Micro Grant Renewal- Defer to Grants Committee Report
4. **Board Chair's Report- Dr. Francisco Velázquez**
   1. Review of the important work being done at the committee level.
5. **Executive Director's Report**
   1. Key Performance Indicators
      1. Better health and health care in Spokane County
         1. HSSA currently funds one translative research project. There is a lot of growth potential in this area.
      2. Create well-paying jobs in Spokane County
         1. Direct questions need to be asked in grant applications about the creation of jobs with HSSA match.
      3. Power future economic growth
         1. Meetings are scheduled with regional experts in economics to discuss developing accurate measures for more direct reporting.
   2. Active Grants
      1. 6 matching grants. 7 Access to Care Grants.
      2. Several prospective grantees.
      3. Prospective grantee meetings have stalled due to lack of clarity in grant eligibility.
   3. Office Efficiencies
      1. Now able to electronically contract
      2. Check printing in next month
   4. Clarity & Transparency
      1. Website update
      2. Letter of Interest procedure removed for clarity into process.
      3. Grants and Governance Committees will offer a very large amount of insight into our procedures as their work continues.
   5. Increased Awareness & Community Engagement
      1. Quarterly email newsletter provides updates on grant types and examples of successful recipients to help clarify the work of HSSA.
      2. Weekly prospective grantee office hours with online sign up.
      3. Quarterly Applicant Information Meetings are now being scheduled. The first is on June 29th.
      4. HSSA has the opportunity to engage in a collaborative national marketing campaign with sp3nw, GSI, University District, and Life Science Washington Institute
   6. On the horizon
      1. The budgeting process for 2024 will begin in the late summer.
      2. An audit of Board Meeting Minutes to more succinctly document the decisions made by the Board.
      3. Documenting HSSA policies and procedures
      4. Updated Board Book
6. **Finance Committee Report- Dr. Francisco Velázquez, Substitute Committee Chair** 
   1. Review items of note from the quarterly meeting.
      1. Total expenses are within 10% guideline at 7.6%.
      2. 2022 Access to Care Grants with remaining balances
         1. Spokane Regional Domestic Violence Coalition $19,000
            1. Final invoice was close to this amount and processed in May.
         2. Spokane Prescription Assistance Network $4,970
            1. This was due to an error that has been corrected.
         3. Partners with Families and Children $356
            1. The Board gave authority to HSSA’s accountant to write off balances less than $500 at the December 2022 meeting.
      3. Innovative Health Care Delivery and Translative Research Matching Grant awarded to Dr. Hosseinabad/EWU
         1. Equipment was purchased during the last quarter of her time at EWU. Dr. Hosseinabad left for employment at another University. Per EWU this equipment remains at EWU, and at this time there is not faculty conducting ultrasound biofeedback work.
         2. HSSA has the option of asking for a payback for the equipment, the return of the equipment, or no action.
            1. Erin Williams Hueter will send the Board an email with the exact equipment purchased to see if any of the medical professionals on the Board know of a way to put this equipment to use for its intended purpose.
7. **Grants Committee Report- Dr. Kevin Oldenburg** 
   1. Clarifying Grant Criteria & Application Requirements for matching private investor fun ds. Amending language for matching investor funds only.
      1. The company must be a for profit “Life Science” or “Life Science Related” company. Examples include but are not limited to the following: Drug discovery, drug manufacturing, medical device research & development, manufacture or production, products or devices that prevent injury or illness, equipment or devices that improve food security or safety, and animal health and safety. If there is a question about whether or not your company qualifies, please ask.
      2. The company must have a physical presence in Spokane County. This could include an office, warehouse, other facility where business is conducted, or a home office.
      3. All funds provided by HSSA must be spent in Spokane County except for instances related to testing or procurement where services or goods are not available within Spokane County. Equipment and supplies purchased from sources outside of Spokane County must be located and used in Spokane County.
      4. A Qualified investor must make an investment in the company and fill out the form provided by the HSSA certifying the investment, the amount, and the timing.
      5. The investment shall be treated under GAAP accounting rules as an exchange of “equity for cash”, a “convertible debenture”, or a legal contract (SAFE) that provides the investor with a right to purchase equity in the future.
      6. Investments from Founders, Friends, or Family do not count for matching funds.
      7. HSSA will match up to $250,000 in the first round and if the company meets the milestones that they set out in the first round, they will be eligible for up to an additional $1,000,000 in matching funds.
      8. No minimum investment amount is required.
      9. The company must fill out the HSSA Application which includes the following:
         1. Human Capital and Infrastructure Matching Grant Application Line Item budget describing how the matching funds will be spent.
         2. Narrative on how the matching funds will be used to expand upon the investor funds
         3. Narrative on how the company plans to commercialize their product
         4. Narrative on the short term and long term company goals.
         5. A 5 year plan for increasing their presence in Spokane County.
   2. Review of submitted proposals.
   3. Grant Writing Assistance Micro Grant Renewal
      1. A motion was made by Allison Glasunow to continue the Grant Writing Assistance Micro Grant opportunity increasing the award amount to $10,000 for five years with a $50,000 per year limit. Alison Poulsen seconded the motion. It was approved unanimously.
8. **Governance Committee Report- see attached- Dr. Darryl Potyk** 
   1. Bylaws
      1. A first reading opportunity was presented to the Board. A vote on updated bylaws will continue at a later meeting.
      2. There is an opportunity for regular training on open public meetings regulations.
   2. Conflict of Interest
      1. A first reading opportunity was presented to the Board. A vote on updated policy will continue at a later meeting.
   3. Travel Policy
      1. HSSA will be adopting the Spokane County Travel Policy for internal use.
9. **Life Science Washington Update- Dr. David Vachon** 
   1. The Board is focusing much of its work on building the talent pool at every level of education, training and certification in Washington State.
10. **Public Comments** 
    1. None
11. **Adjourn**
    1. Next Meeting: September 20, 2023, 3pm, location TBD
    2. Kevin Oldenburg moved to adjourn. David Vachon seconded the motion which was approved unanimously. Alison Poulsen had to leave the meeting early and did not vote on this matter.