



health sciences & services authority of spokane county

**SPECIAL BOARD MEETING MINUTES**

**Wednesday, January 15, 2025, 3:00PM, 421 W RIVERSIDE #805, SPOKANE, WA 99201**

In attendance:

Trustees: Dr. Francisco Velázquez, Darryl Potyk arriving at 3:30pm, Julie Orchard, Lewis Rumpler, Vange Ocasio Hochheimer, Daryll DeWald, Chandi Bandara, Robin Pickering, Alex Jackson, Alisha Benson, Patrick Jones

Others: Erin Williams Hueter – Executive Director, Leeanne Clegg – Program Assistant, Thaddeus O’Sullivan - Contracted Attorney

1. Welcome: Dr. Francisco Velázquez
  - a. Quorum established at 3pm
  - b. Identified potential conflicts of interest
  - c. Approval of December 18, 2024, Board Meeting Minutes
    - i. Motion by Julie Orchard
    - ii. Second by Alisha Benson
    - iii. Motion passes unanimously
  - d. Public Comment – none present
2. Board Chair Report and Executive Committee Update- Dr. Francisco Velázquez
  - a. Executive Director Performance Review Process
    - i. Thank you to Julie Orchard and Lewis Rumpler for their service on this subcommittee
    - ii. Reminder to fill out surveys
      1. Includes:
        - a. Staff
        - b. Board members
        - c. Members of the public
        - d. Executive director
      - iii. Send any additional comments or suggestions to Dr. Francisco Velázquez
    - b. Meeting time change request – brief discussion – decision to keep the current meeting time - third Wednesday of each month 3pm – 4:15pm
  3. Executive Director Report- Erin Williams Hueter
    - a. 2023-2024 Review
      - i. 2024 – 22.7% of all matching grants in history of HSSA
      - ii. 2023 15.9% of all matching grants in history of HSSA

- iii. Due to good foundation set by predecessors
    - iv. 2024 19 awards totaling \$5,694,452
    - v. Sept – Dec 2023
      - 1. 1.9 million in grants awarded
  - b. Strategic Plan Goals Pertaining to Bioscience Based Economic Development Review and Discussion
    - i. Mission and Goals of HSSA are discussed, as well as strategic plan as found at this link: [HSSA Strategic Plan](#)
    - ii. Steps to accomplish first goals in strategic plan are discussed
    - iii. **ACTION ITEM: Specific discussion regarding matching or otherwise leveraging dollars and how to compare businesses that are strictly bioscience and other businesses the impact bioscience but not strictly in that space**
      - 1. **The subcommittee will create a survey and distribute it to the members of the board for input.**
      - 2. **This will then be passed through the executive committee who will make a recommendation to the full board.**
- 4. Grants Committee Report- Dr. Daryll DeWald
  - a. **ACTION ITEM: Publish on website that March 1, 2025, will be last deadline for current RFP's and current RFP's will sunset on March 2, 2025.**
  - b. Grants Committee will be moving to monthly meetings
- 5. Governance Committee Report- Dr. Darryl Potyk
  - a. Thank you to all who serve on the board, serve on committees and subcommittees.
  - b. Board Vacancy Update
    - i. City Vacancy – waiting to hear from Mayor on choice
    - ii. New County Vacancy with Jason Thackston stepping down – expressed great appreciation for his many years of service on the board, on committees, as well as Board Chair.
    - iii. HSSA will engage with county in process to fill county vacancy
  - c. Policies in Development
    - i. Signing of warrants discussed
      - 1. **ACTION ITEM: Final review by Thaddeus O'Sullivan for legality**
    - ii. Public Comment Structure for Agendas
      - 1. **ACTION ITEM: Thaddeus O'Sullivan will research county policies**
  - d. Employee Handbook
    - i. Thank you to Julie Orchard and Thad for final review
    - ii. **ACTION ITEM: Will be brought to board for approval in February's meeting.**
- 6. Finance Committee Report- Lewis Rumpler
  - a. Did not meet in January due to Presidential Holiday
  - b. Working on 2025 budget

- i. **ACTION ITEM: Will bring to board in February or March**
- c. Budget Modification Requests
  - i. Blaze Barrier
    1. Motion to approve by Alisha Benson
    2. Second by Patrick Jones
    3. Motion passes unanimously
  - ii. Bovi
    1. Accountant available to give feedback on whether loan payment is allowable
    2. Defer to February Board Meeting
  - iii. Gestalt
    1. Motion to approve by Patrick Jones
    2. Second by Julie Orchard
    3. Motion passes unanimously
  - d. Further discussion regarding 2025 projected cash flow
- 7. Other Business - Dr. Francisco Velázquez
  - a. EWU Community Engagement Program series – upcoming on opioid crisis
  - b. Dr. Francisco Velázquez is the new chair of the Life Science Executive Advisory Council – Discussion of building synergies with other organizations to help grow economy in Spokane County
- 8. Other Business – Dr. Daryll DeWald
  - a. Seattle Children’s and & WSU partnering to provide funds for seed grants to bring further medical growth to this side of the state
- 9. Adjourn
  - a. Motion by Patrick Jones
  - b. Second by Alisha Benson
  - c. Motion passes unanimously at 4:15pm