

**SPECIAL BOARD MEETING AGENDA**

**MONDAY, NOVEMBER 25, 2024, 3:00PM, 421 W RIVERSIDE #805, SPOKANE, WA 99201**

<https://zoom.us/j/91797158985?pwd=ycpjHz7TXvQCd1BmQrYAtFd0NfWZF9.1>Meeting ID: 917 9715 8985 Passcode: 935976

HSSA promotes bioscience based economic development and advances new therapies and procedures to prevent disease and promote public health.

The HSSA Board and staff comply with the Washington State Ethics in Public Service Act, chapter 42.52 RCW and the HSSA Ethics and Conflicts of Interest Policy.

A conflict of interest exists when a Board Member or employee has a direct or indirect Beneficial Interest in a proposed grant or other contract.

For purposes of disclosure a “Beneficial Interest” means a direct or indirect through business, investment, or family:

1. Ownership or Investment interest in any entity that has submitted a proposal for a contract or grant;

2. a current compensation arrangement with any entity or individual that has submitted a proposal for a contract or grant with the HSSA, a reasonably foreseeable potential future ownership or investment interest in, or compensation arrangement; or

3. a current compensation arrangement with any entity or individual that has a significant competitive interest that would be affected by a grant or contract awarded by the HSSA.

If a Board Member or employee has conflict of interest, they should disclose the conflict to the Board Chair and not participate in discussion, approval, administration, or monitoring any such grant or contract.

Rev 8.21.2024

1. Welcome- Board Chair Dr. Francisco Velázquez
	1. Establish Quorum
	2. Identify any potential conflicts of interest
	3. Approval of October 16, 2024, Board Meeting Minutes
	4. Review of Action Items
		1. Community-Minded Enterprises Contract Extension
		2. Photon Biosciences Contract Extension
		3. Preveal Budget Modification
2. Board Chair Report and Executive Committee Update- Dr. Francisco Velázquez
	1. Executive Session- Contracted Services
	2. Executive Director Performance Review Process
3. Grants Committee Report- Dr. Daryll DeWald
	1. Grant Award Agreement
	2. Strategic Plan Actions
	3. Contract Extension Requests
		1. Community-Minded Enterprises
		2. Photon Biosciences
	4. Review of applicants to be discussed at December Board Meeting
4. Governance Committee Report- Dr. Darryl Potyk
	1. Update on Identifications of Slate of Officers for 2025
	2. Update on Employee Handbook
	3. Update on Mayor-Appointed Board Vacancy
5. Finance Committee Report- Lewis Rumpler
	1. Review of Financial Statements
	2. Finance Contractor Update
	3. Internal Audit Update
	4. Preparations for 2025 Budgeting
	5. Request for Budget Modification
		1. Preveal
6. Executive Director Report- Erin Williams Hueter
	1. Strategic Plan
	2. Grant Recipient and Other Project Update
7. Public Comment
8. Adjourn- Dr. Francisco Velázquez
	1. Next Meeting December 18, 2024