

health sciences & services authority of spokane county

Board Meeting Minutes

June 21, 2024, 7am – 9am

Health Sciences & Services Authority, 421 W Riverside #661, Spokane, WA 99201

Present: In person: Dr Francisco Velázquez, Daryll DeWald, Alex Jackson, Gaylene Lewin, Erin Williams Hueter; via zoom: Darryl Potyk, Alli Glasunow, Thaddeus O'Sullivan, Jason Thackston, Kevin Oldenburg, Leeanne Clegg

- 1. Meeting called to order 7am by Dr Francisco Velázquez Board Chair
- 2. Consent Agenda Darryl Potyk Board Secretary
 - a. Minutes approval: Board Meeting December 20, 2023; Special Board Meeting April 12, 2024; Special Board meeting April 19, 2024
 - i. Motion by Dr. Velázquez
 - ii. Second by Jason Thackston
 - iii. Approved unanimously

3. Executive Committee - Dr Francisco Velázquez - Board Chair

- a. Proposed Board Meeting schedule -3^{rd} Wednesday of each month with exceptions in November 2024 & November 2025 for Thanksgiving travel those months will be the 2^{nd} Wednesday.
 - i. Motion by Kevin Oldenburg
 - ii. Second by Jason Thackston
 - iii. Motion passes unanimously
- b. Strategic Planning
 - i. Finding date in August for all board members to attend
 - ii. Expected all day with a work lunch
 - iii. Outcome expectations:
 - 1. Review last 10 years
 - 2. Stay within boundaries of current needs
 - 3. Role of board
 - 4. Most effective board to execute money granted
 - iv. Discussion of types of presenters, group activities, cameos
 - v. ACTION ITEM: Dr. Velázquez and Erin will poll board members for a Tuesday or Thursday in August, prepare materials ahead of time, obtain a venue
- c. Executive Session began at 7:21am and ended at 7:32am no decisions made

- i. Jason Thackston motion that Executive Director be provided with a 5% raise retroactive to January 1, 2024
- ii. Darryl Potyk second
- Motion passes with all board members in favor except Kevin Oldenburg opposed

4. Grants Committee - Kevin Oldenburg - Committee Chair

- a. Review Proposed Changes to Grant Criteria, Applications and Review Process
 - i. Matching Grant Review Sheet
 - 1. Motion by Kevin Oldenburg
 - 2. Second by Jason Thackston
 - 3. Followed by discussion of aspects listed below
 - 4. Motion with the following revisions by Kevin Oldenburg
 - 5. Second with the following revisions by Jason Thackston
 - a. Make this an external document
 - Make corrections in last box on left to read "applicant must meet all requirements for grant submission to be reviewed otherwise it will be returned to applicant
 - c. Applicant must be current on payroll & taxes
 - d. Applicant must have a business license
 - e. ACTION ITEM: Review for legal language and make available July 2, 2024
 - 6. MOTION PASSES UNANIMOUSLY
 - ii. Matching Application has been revised with space limitations
 - 1. Motion by Kevin Oldenburg
 - 2. Second by Jason Thackston
 - 3. Motion passes unanimously
 - iii. Grant Review Process internal use only
 - Subject of external reviewers was discussed at length concerns included:
 - a. Conflict of Interest
 - b. Redacting identifying information effectively to maintain anonymity of applicant for outside reviewers
 - c. ACTION ITEM: topic of external reviewers has been referred to governance committee for appropriate documentation and policy & procedure development consistent with our legal boundaries with appropriate legal review.
 - ACTION ITEM: Grants Committee bring entire document back to next board meeting written in procedural form with appropriate language for external reviewers.
 - iv. Grant Funding Guidelines
 - Discussion regarding language under item b. "General Criteria Matching Grants and Investor Matching" concerning lifetime limit of "organization" receiving funds.
 - a. Concerns included: grantee changing name of company for more funds, clarifying language to include all types of grants and angel investors

- Suggestions to change "any organization" to the following types of language: individual proprietor, Seed Corp, C-Corp, or LLC – further discussion about these terms not including all types of matching grants.
- c. ACTION ITEM: vote on document as is and turn it over to governance committee for changing this language and bring it to next board meeting.
- 2. Motion by Kevin Oldenburg
- 3. Second by Daryll DeWald
- 4. Motion passes unanimously
- v. Access to Care Review Sheet
 - 1. Motion by Kevin Oldenburg
 - 2. Second by Daryll DeWald
 - 3. Motion passes unanimously
- vi. Grant Writing Assistance Awards
 - 1. Motion by Kevin Oldenburg
 - 2. Second by Jason Thackston
 - a. Discussion regarding the language under heading "HSSA Grant Committee NOTE:" language states, "...two (2) grant committee members for review"
 - b. ACTION ITEM: amend this language to include the full board and not just two members of the committee
 - 3. Motion by Kevin Oldenburg with amendment stated above
 - 4. Second by Jason Thackston
 - 5. Motion passes unanimously with amendment
- b. Recommended grants to award:
 - i. Glyciome \$454,968
 - ii. Litehouse Health \$150,000
 - iii. Parrots \$100,000
 - iv. Crimson grant writing assistance
 - 1. Motion to approve all 4 grants by Kevin Oldenburg
 - 2. Second by Daryll DeWald
 - 3. Motion passes unanimously

5. Governance Committee - Dr. Darryl Potyk - Board Chair

- a. Board Vacancies and Appointments
 - i. Recommendation for Governor Appointee
 - 1. Lewis Rumpler
 - ii. Recommendations for additional board positions
 - 1. Chandi Bandaranayaka
 - 2. Julie Orchard
 - 3. Patrick Jones
 - 4. Robin Pickering
 - 5. Vange Hochheimer
 - iii. Motion by Kevin Oldenburg to approve all recommendations for board positions
 - Iv. Second by Jason Thackston
 - v. Motion passes unanimously
- b. Policy on policies

- i. Motion by Kevin Oldenburg
- ii. Second by Jason Thackston
- iii. Motion passes unanimously
- c. Executive Director Review Policy
 - v. Motion by Jason Thackston
 - vi. Second by Kevin Oldenburg
 - vii. Motional passes unanimously
- d. Executive Director Job Description
 - viii. Motion by Kevin Oldenburg
 - ix. Second by Daryll DeWald
 - x. Motion passes unanimously

6. Finance Committee Report – Erin Williams Heuter and Accountant Gaylene Lewin

a. Finances are in order

7. Executive Director Report - Erin Williams Hueter

a. update on grants progress, 2024 work plan goals and regional health data

8. No Public Comment

9. Thank you by Dr Francisco Velázquez

- a. Motion to adjourn by Kevin Oldenburg
- b. Second by Alex Jackson
- c. Adjourned at 9:01am