



## 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<sup>rd</sup> Wednesday of each month with exceptions in November 2024 & November 2025 for Thanksgiving travel – those months will be the 2<sup>nd</sup> 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
- iii. 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
      - b. 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
    - 1. 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.***
    - 2. ***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
    - 1. 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



- 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. Motion 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