

SPECIAL BOARD MEETING MINUTES

WEDNESDAY, JULY 17, 2023, 3:00PM, 421 W RIVERSIDE #805, SPOKANE, WA 99201

In attendance: Gaylene Lewin, Thad O’Sullivan, Erin Williams Hueter, Dr. Francisco Velázquez, Kevin Oldenburg, Patrick Jones, Julie Orchard, Alisha Benson, Chandi Bandara, Allison Glasunow, Robin Pickering, Jason Thackston, Vange Hochheimer, Darryl Potyk, Alex Jackson, Daryll DeWald, Leanne Clegg

Public Attendee: Lewis Rumpler

- 1) Welcome- Dr. Francisco Velázquez - called to order at 3:01pm
 - a) Introductions
 - b) Quorum Established – 13 voting members present
 - c) Approval of Minutes for June 21, 2024, Board Meeting & July 9, 2024, Special Board Meeting Orientation
 - i) Jason Thackston moves to approve both meetings
 - ii) Kevin Oldenburg second
 - iii) Motion passes unanimously

- 2) Executive Committee Report- Dr. Francisco Velázquez
 - a) Strategic Planning Update
 - i) Secured a facilitator – Roger Woodworth
 - ii) Likely location at the MAC in Gilkey Room
 - iii) Board members please complete survey sent by Roger
 - iv) Discussed general outline including presenters & active panel discussions

- 3) Governance Committee Report- Dr. Darryl Potyk
 - a) Changing from quarterly to monthly meetings
 - i) Quarterly meetings will be “Board Meetings”
 - ii) In-between quarterly meetings will be “Special Board Meetings”
 - iii) Comply with open meetings act for public notification, etc.
 - iv) Not changing bylaws
 - v) **ACTION ITEM: Note one year from now to revisit monthly meeting necessity and bylaws referring to meeting frequency**
 - b) Conversation regarding HR Policy for Employees
 - c) Conversation about Contract Services
 - i) Working on process for hiring and evaluating
 - d) Conversation by board members about Conflicts of Interest

- i) Board members submit annually
 - e) Anyone outside of board considering grants require conflict of interest policies
 - f) Governance Committee will continue working on appropriate policies and procedures moving forward
- 4) Dr. Velázquez comments – Kevin Oldenburg will transition to stepping down from the board. He will stay long enough to keep momentum going & hand off to new committee chair
- 5) Grants Committee Report- Dr. Kevin Oldenburg
 - a) Summary of grants committee operations
 - b) Omniscia Grant
 - i) Recommend approving grant for \$20,000 match which was what was approved in the last 12 months
 - ii) Discussion about 12-month requirement not published before July 2nd, but at HSSA discretion
 - iii) Motion by Kevin Oldenburg
 - iv) Jason Thackston second
 - v) Motion passes unanimously to give Omniscia \$20,000 grant matching award
 - c) Litehouse amended application
 - i) Previously granted \$150,000 – grant matching materials appeared to say \$150,000 but actually said \$750,000.
 - ii) **ACTION ITEM – Litehouse will go back to grants committee for review**
 - d) Discussion of maximum amount permitted, matching grants, investor funded grants, caps for lifetime
 - e) Discussion about revisiting all caps on amounts. Discussion about 1 to 1 matching specifically.
 - f) **ACTION ITEM: Kevin will recirculate matching grant criteria to all board members**
 - g) Discuss providing feedback to companies who are not awarded grants; this may be public record; this will be a discussion moving forward to improve clear and consistent communication regarding this issue; discussion of continued transparency and policies and procedures for grant making decisions.
- 6) Finance Committee Report- Erin Williams Hueter
 - a) Budget is on track

- b) Working with grantees who have outstanding balances as well as communicating with those who have not sent reimbursement requests as of yet
- c) **ACTION ITEM: Grants committee will include policy for no cost extension.**
- d) **ACTION ITEM: Finance Committee will present a snapshot of where we are with available dollars for grants**
- e) Call for board members to join & rebuild finance committee

7) Executive Director Report

- a) Grant recipient highlights
 - i) 8 new grant award agreements in first 7 months of 2024
 - ii) 4 more applications this month
 - iii) Cost reimbursement contracting
 - iv) Many highlights
 - (1) Qualterra - agricultural company produces bio-char through agricultural waste, studying effect on crop yields while decreasing carbon footprint; have increased Spokane county hires and use of vendors in Spokane County
 - (2) Integrated Lipid Biofuels – hired new CEO, started at WSU in Pullman and moved most operations to Spokane County, creation of bioplastics
 - (3) Mujeres in Action – culturally specific sexual assault and domestic violence services for the Latina community in Spokane, licensed as behavioral health providers

8) No public comment

9) Dr. Francisco Velázquez

- a) Next meeting August 21, 2024, 3pm
- b) Motion to adjourn made by Kevin
- c) Second by Daryll DeWald
- d) Motion passed unanimously
- e) Meeting adjourns at 4:01pm