



SPECIAL BOARD MEETING ORIENTATION MINUTES

TUESDAY, JULY 9, 2024, 12:30-1:30PM

HEALTH SCIENCES & SERVICES AUTHORITY, 421 W RIVERSIDE #661, SPOKANE, WA 99201

Present: Dr. Francisco Velázquez, Darryl Potyk, Alex Jackson, Robin Pickering, Julie Orchard, Erin Williams Hueter, Leeanne Clegg, Vange M. Ocasio Hochheimer, Patrick Jones, Chandi Bandara, Jason Thackston, Allison Glasunow

Welcome and Introductions: Erin Williams Hueter & Dr. Francisco Velázquez

Overview of HSSA: Erin Williams Hueter

- Junior Tax Authority Status
 - Funded by tax dollars
 - Board of Trustees – govern funds and operations
- Day to Day Operations
 - Work with board members & committee scheduling, organizing, materials needed
 - Work with grant recipients
 - Community Outreach

History: Dr. Francisco Velázquez

- Evolution of HSSA since its 2007 inception
 - Only HSSA in WA state
 - RCW for the board: Health Sciences and Services Authority (HSSA) of Spokane County promotes bioscience based economic development and advances new therapies and procedures to prevent disease and promote public health.
 - Address gaps in life sciences area
 - Initially agency matching grants
 - Within last 2 years added investor-based companies & angel funded companies with very specific criteria
 - Next 15 years
 - Expecting growth and diversification
- Current duties and expectations of the Chair

- Director's and Officer's Insurance

HSSA Founding Documents: Erin Williams Hueter

- Review of RCW and Founding County Resolutions
 - RCW listed above
 - County Resolutions
 - Extends HSSA through 2038
 - Establishes goals and priorities of HSSA
 - Enhance efforts to create a nationally competitive healthcare cluster
 - Catalyze connections with higher education and healthcare that will lead to high wage job creation, economic diversification and long-term sustainability
 - Establishes 3 goals
 - Provide better health and healthcare
 - Create hundreds of well-paying jobs
 - Develop economic engine to power future growth within Spokane County

HSSA Bylaws and Governance: Dr. Darryl Potyk

- Current Board and Appointing Bodies
 - Original board composed of 9 members – 3 each approved by county, city, governor
 - Founding documents allow for 5 more board members – WELCOME
 - Terms staggered alphabetically – no term limits
 - Conflicts of interest submitted annually by each board member –
 - Reviewing grants any real or perceived conflict approach with high standard of integrity
 - Board Officers
 - President - Dr. Francisco Velázquez
 - President Elect – Allison Glasunow
 - Secretary – Darryl Potyk
 - Committees
 - Finance
 - Grants
 - Governance
 - Executive – officers and committee chairs
 - Contracted Services
 - Meetings
 - Monthly Meetings
- Quorum and Decision-Making
 - Quorum is 51% of the board
 - Any action takes place with majority present

HSSA Finance, Treasury and Budgeting: Gaylene Lewin (highlights by Erin Williams Hueter)

- County as Treasurer
- Role of the Accountant and Working with Finance Committee
- Audit Requirement Overview

HSSA Grants: Dr. Allison Glasunow/Grants Committee Member

- Grant Types
 - Access to Care
 - Personnel
 - Capital equipment
 - Grant writing assistance
- Scoring and Working as a Grants Committee
- Conflict of Interest Management

Open Public Meetings Act: Erin Williams Hueter

Public Comment

No public comment

Thank You and Adjourn: Erin Williams Hueter & Dr. Francisco Velázquez

- Critical Growing Period- **Strategic Planning on August 29, 2024**
 - Next Board Meeting July 17, 2024

Adjourn at 1:32pm