



## **BOARD MEETING MINUTES**

**Wednesday, August 20, 2025, 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

Board Members in Attendance: Dr. Francisco Velázquez, Dr. Allison Glasunow, Lewis Rumpler, Chandima Bandara, Dr. Vange Ocasio Hochheimer, Alex Jackson, Julie Orchard, Dr. Robin Pickering, John Powers, K. Collins Sprague, at 3:26pm Dr. Darryl Potyk, at 3:33pm Dr. Patrick Jones

Professional Consultants in attendance: Thaddeus O’Sullivan - attorney

Staff in Attendance: Erin Williams Hueter – Executive Director, Leeanne Clegg – Grants Administrator

1. Welcome- Board Chair Dr. Francisco Velázquez
  - a. Establish Quorum – 3:03pm
  - b. Identify any potential conflicts of interest
  - c. Approval of July 16, 2025, Board Meeting Minutes
    - i. Motion to approve by Chandima Bandara
    - ii. Second by K. Collins Sprague
    - iii. Motion approved with John Powers abstaining

- d. No public comment
- 2. Board Chair Report and Executive Committee Update- Dr. Francisco Velázquez
  - a. Thank you to all committees and members of committees
- 3. Executive Director Report- Erin Williams Hueter
  - a. Strategic Plan Implementation
    - i. Review of HSSA last couple of years
    - ii. Review of completed goals including published annual report, new grant packages, and clear metrics for success with grant rubrics
    - iii. Review goals in process
    - iv. Reviewed specifics of RFPs as listed on website, reviewed timelines for each RFP, addressed questions from board members such as how HSSA will verify employees are living and working in Spokane County
      - 1. Julie Orchard expressed appreciation for the thoughtful methodical manner in which this was accomplished.
  - b. Foundant Implementation
    - i. Weekly meetings
    - ii. Application for Access to Care ready for release on September 1, 2025.
    - iii. Continuing work on follow-up documents for Access to Care Grants.
  - c. Access to Care RFP Release September 1, 2025
    - i. Priorities are
      - 1. Affordable Housing
      - 2. Mental Health
      - 3. Substance Use Disorders
    - ii. \$96,000 total available to award for Access to Care Grants
  - d. Additional discussion of budget items allowed for reimbursement in matching grants – for example high paying jobs, special purpose medical equipment
- 4. Finance Committee Report- Lewis Rumpler
  - a. Review of Financial Statements
    - i. Clarification of restriction vs unrestricted funds
  - b. Budget Modification Requests
    - i. Credential Network
      - 1. Motion to approve by Julie Orchard
      - 2. Second by Lewis Rumpler
      - 3. Motion passes unanimously
    - ii. Inherent Biosciences
      - 1. Lewis Rumpler is recused and leaves the room before discussion and vote
      - 2. Motion to approve by Chandima Bandara

3. Second by Dr. Patrick Jones
    4. Motion passes with Lewis Rumpler recused
  - iii. Integrated Lipid Biofuels
    1. Motion to Approve by Dr Patrick Jones
    2. Second by Chandima Bandara
    3. Motion passes unanimously
  - iv. Spokane Regional Health District
    1. Dr. Francisco Velázquez is recused and leaves the room before discussion and vote
    2. Motion to approve by John Powers
    3. Second by K. Collins Sprague
    4. Motion passes with Dr. Francisco Velázquez recused
5. Grants Committee Report- Dr. Francisco Velázquez
  - a. Summarized in Executive Report
  - b. Streamline work for grants
6. Governance Committee Report- Dr. Darryl Potyk
  - a. New committee member K Collins Sprague
  - b. Conflict of Interest Policy and Ethics in Public Service Training- Thad O'Sullivan
    - i. Detailed HSSA's conflict of interest policy citing examples and answering questions posed by board members.
7. Other Business
  - a. None
8. Adjourn
  - a. Motion by K Collins Sprague
  - b. Second by Lewis Rumpler
  - c. Motion passes unanimously
  - d. Meeting adjourns at 4:31pm