

**BOARD MEETING AGENDA**

**FRIDAY, JUNE 21, 2024, 7:00-9:00AM**

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

**And Zoom:** [**https://zoom.us/j/95936965279?pwd=TEtvYzA3d0F3dmxNeW5DbTNSVlRwdz09**](https://zoom.us/j/95936965279?pwd=TEtvYzA3d0F3dmxNeW5DbTNSVlRwdz09)
**Meeting ID: 959 3696 5279**
**Passcode: 572041**

* Welcome & Establish Quorum- Board Chair, Dr. Francisco Velázquez
* Action Items
	+ Consent Agenda
	+ Meeting Schedule Adjustment (Deferred to Executive Committee Report)
	+ Changes to Grant Criteria, Applications, and Review Process (Deferred to Grants Committee Report)
	+ Grant Writing Assistance Application (Deferred to Grants Committee Report)
	+ Matching Grant Applications (7 Votes Deferred to Grants Committee Report)
	+ Policy on Policies (Deferred to Governance Committee Report)
	+ Policy on Executive Director Performance Review Procedure (Deferred to Governance Committee Report)
	+ Executive Director Job Description (Deferred to Governance Committee Report)
	+ Employee Handbook Vendor (Deferred to Governance Committee Report)
	+ Board Appointments and Recommendations (2 Votes Deferred to Governance Committee Report)
* Consent Agenda- Board Secretary, Dr. Darryl Potyk
	+ Approval of December 2023 Board Meeting Minutes
	+ Approval of April 12, 2024 Special Board Meeting Minutes
	+ Approval of April 19, 2024 Special Board Meeting Minutes
* Executive Committee Report- Board Chair, Dr. Francisco Velázquez
	+ Proposed Meeting Schedule Adjustment
	+ Strategic Planning
	+ Executive Session (5 minutes)
* Grants Committee Report- Grants Committee Chair, Dr. Kevin Oldenburg
	+ Proposed Changes to Grant Criteria, Applications, and Review Process
	+ Grant Writing Assistance Application
		- Crimson Medical
	+ Matching Grant Applications
		- Drip7
		- Glyciome
		- Lighthouse Health
		- Omniscia
		- Parrots
		- Phenomix Sciences
		- S2 Media
* Governance Committee Report- Governance Committee Chair, Dr. Darryl Potyk
	+ Policies
		- Policy on Policies
		- Executive Director Review Policy
		- Policy on Committee Formation
		- Executive Director Job Description
		- Employee Handbook Vendors
			* Associated Industries $2400 and about 8 weeks
			* Archbright $3300 and 8-10 weeks
			* O'Sullivan Law
	+ Board Vacancies and Appointments
		- Board Appointed Positions
		- Governor Appointed Position
* Finance Committee Report- Executive Director, Erin Williams Hueter and Accountant, Gaylene Lewin
* Executive Director Report- Executive Director, Erin Williams Hueter