

**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