

**Health Sciences & Services Authority
of Spokane County
Board Meeting Minutes
August 5, 2009 – 3PM**

Present: Mari Thomas, Roger Woodworth, Alethea McCann, Kelsey Gray, Jeff Collins, and Earl “Marty” Martin, Board Attorney Jim Emacio, and Susan Ashe.

Roger Woodworth, Vice Chair, called the meeting to order at approximately 3 p.m. and determined a quorum existed. Meeting minutes for May, June and July were approved by a unanimous vote of the Board.

Board Committee Reports: At Patricia Butterfield’s request, Susan Ashe reported on the Grant Subcommittee’s recommendations regarding the Proposal Checklist and the protocols for review of submitted Proposals. The Proposal Checklist essentially ensures that directions were followed, and Proposals that do not meet the checklist’s standard are ineligible for consideration. The Evaluation Criteria form includes all of the components identified in the RFP and will be scored on a scale of 1 to 9, with 1 being the best possible score and 9 being the worst possible score. The protocols approved by the Board when considering Proposals will be as follows:

- All submitted Proposals will initially be screened by a Board designee using the Proposal Checklist derived from the Board-approved Request for Proposals;
- Proposals will be reviewed by the Grants Subcommittee and HSSA Board Chair, each reviewer individually scoring and commenting on each proposal using the Evaluation Criteria form derived from the Board-approved Request for Proposals;
- The reviewers will meet to develop a consensus recommendation that, along with a copy of each Proposal, Proposal Checklist, and Evaluation Criteria form, will be provided to each Board member for individual evaluation;
- The full HSSA Board will then convene to discuss individual evaluations and make its decisions regarding acceptance of each Proposal;
- Once a Proposal is accepted, a Board designee will in good faith negotiate with the Applicant a funding contract that is substantially consistent with the Grant Template Agreement approved by the Board and specifies conditions of the grant award.

Finance Committee Report: Alethea McCann informed the Board that she was working with Susan and Gaylene Lewin on developing the budget and appropriate financial reports for the Board’s quarterly review. She passed out three documents recommended for these Board reports, and they include a Profit & Loss Statement, Balance Sheet, and Budget Performance. Jim Emacio reminded the Board that it is his recommendation that Gaylene Lewin meet with the Spokane County Treasurers staff to ensure that HSSA keep records according to County needs and those of the State Auditor.

Chair’s Report: In Nancy Isserlis’ absence, Roger Woodworth asked Susan to cover the Chair’s Report. She informed the Board about the 4 warrants totaling \$9,277.39 Nancy would sign to pay outstanding expenses. The Board acknowledged this amount was within the Chair’s approval authority for expenditures.

Susan is drafting a HSSA progress report for the Higher Education Coordinating (HEC) Board that is due Aug. 15th. The Board authorized Nancy and Roger to review the report to approve before the deadline. Susan Musselman, a contractor to the HEC Board attending this meeting, offered to share suggestions for the report.

A discussion ensued about the potential purchase of Directors and Officers Liability insurance, and asked Susan to seek a reasonably priced policy for presentation it at its September Board meeting.

Alan Dashen, DashenMusselman, has contacted D.A. Davidson in Spokane to provide the HSSA Board with nine primers about bonding, which should be available within a week.

Jim Emacio reported that according to Marshall Farnell, Spokane County CEO, the County will **not** have another bond issuance in 2009. If the Board was interested in protecting its incoming revenue, it might contact Mr. Farnell about the possibility of acquiring a loan from the County's Investment Pool. Roger suggested that the Chair and consultant explore methods to encumber the money while continuing to be prepared to bond sometime in the future. The results should be reported at the September meeting.

Consultant's Report: Susan reported that HSSA had received one Proposal from the Institute for Systems Medicine (ISM) in response to its June 15th RFP to increase local infrastructure capacity for bioscience research. The proposal met all the criteria on the Proposal Checklist. In addition, HSSA received three Letters of Intent (LOIs) in response to its July 15th RFP to increase access to health services for under-served citizens of the County. These three letters were from Project Access, Providence Sacred Heart and Partners with Families and Children.

Susan also noted that HSSA was recognized in an article in the most recent Sirti newsletter as a new tenant. She said that she was in the embryonic stages of searching other funding sources for HSSA, and that initial approach to the Empire Health Foundation Board about a potential joint meeting to discuss common goals was met positively. Finally, she said she is working with Maureen Harlow, Washington Biotechnology and Biomedicine Association (WBBA) regarding the potential to co-host an event and reception in Spokane in early October featuring Dr. Gregory Milman, Director of the Office of Innovations & Special Programs, National Institute of Allergies & Infectious Disease, and Chris Rivera, President of WBBA.

The next HSSA Board meeting will be **Wednesday, September 2, 2009, 3-5 PM**, in the Sirti Board Meeting room.

The meeting was adjourned at approximately 4 PM.

