

## Commonwealth Health Research Board Meeting Minutes for June 29, 2011

### Members in Attendance:

Robert S. Call, Chairman  
George Broman, Vice Chairman  
Fred Hadeed  
Karsten Konerding

### Members Absent:

Matthew Frank  
Cynda A. Johnson  
S. Lawrence Kocot

### Others in Attendance:

Carla Collins, Assistant Attorney General  
Carlos Caban, Scientific Consultant  
Anne Pace, Administrator

### Call to Order:

Chairman Dr. Robert S. Call called the meeting to order at 11:05 a.m. The meeting was held at the Science Museum of Virginia, 2500 West Broad Street, Richmond, Virginia 23220. A quorum was present for the transaction of business throughout the meeting.

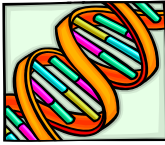
### Proposed FY 2011/2012 CHRB Administrative Budget:

Administrator Pace presented the proposed FY 2011/2012 CHRB administrative budget to the Board. The FY 2011/2012 CHRB administrative budget amounts to \$165,500.

At the May 17, 2011 CHRB meeting, the Board approved a fulltime position for the CHRB Administrator, Anne Pace. The Board also determined that Dr. O'Donnell and Dr. Caban, scientific consultants to the CHRB, would be compensated at an hourly rate of \$100 per hour. The Board delegated authority to Dr. Call and authorized him to negotiate on its behalf with the administrator and the scientific consultants to develop any contracts or contract amendments necessary to address these individuals' compensation. Staff compensation is reflected in the attached budget.

In consultation with Assistant Attorney General Collins, Administrator Pace recommended that Department of Accounts [DOA] assume responsibility for the CHRB website. In order to ensure that the CHRB maintains control over its domain name and has supervision of its website provided by a government entity, it is prudent for CHRB to obtain the services of DOA for these purposes. Provided there is a favorable resolution of contract terms and conditions this should avoid a reoccurrence of the previous problem experienced by the CHRB website. DOA has stated that the website services can be absorbed within the \$13,700 budget for FY 2011/2012. DOA has requested \$13,700 annually with the following breakdown of expenses:

Work Station	\$ 6,600
Computer/Printer/Support	\$ 2,200
Phone/Fax/Support	\$ 300
Fiscal and Miscellaneous Services*	\$ 4,600
<b>Total</b>	<b>\$13,700</b>



## Commonwealth Health Research Board Meeting Minutes for June 29, 2011

Miscellaneous services: Procurement and Mail services, Accounts Payable, Travel, Deposits, Vendor Inquiries, Payroll, CARS reconciliations, Vendor Table Maintenance, 1099 Reporting and Year End submissions.

Dr. Broman made a motion that the proposed FY 2011/2012 CHRB Administrative Budget be approved. Dr. Konerding seconded the motion and the motion passed unanimously.

### Next meeting:

Dr. Call moved that the meeting be adjourned. The motion was seconded, voted upon and passed unanimously by the Board. The meeting adjourned at 11:20 a.m.

The Board's next meeting will be Tuesday, December 13, 2011 at a location to be determined but probably at the Medical Society of Virginia [MSV] in the second floor Boardroom or the Virginia Hospital and Healthcare Association [VHHA] in the first floor Boardroom. The meeting will begin promptly at 10:00 a.m. At this meeting the Board will review recommendations for those concept papers submitted, as part of the 2012/2013 grant process, to be developed into full proposals.