

Commonwealth Health Research Board Meeting Minutes for May 17, 2011

Members in Attendance:

Robert S. Call, Chairman
George Broman, Vice Chairman
Karsten Konerding
Matthew Frank

Members Absent:

Fred Hadeed
S. Lawrence Kocot

Others in Attendance:

Carla Collins, Office of the Attorney General
James O'Donnell, Scientific Consultant
Carlos Caban, Scientific Consultant
Anne Pace, Administrator
Donald Brophy, Virginia Commonwealth University
Hisashi Harada, Virginia Commonwealth University
Aylin Rizki, Virginia Commonwealth University
Masoud Manjili, Virginia Commonwealth University
Birgit Winther, University of Virginia
Molly Hughes, University of Virginia
Laurie Wellman, Eastern Virginia Medical School
Frank Lattanzio, Eastern Virginia Medical School
Eva Forgacs, Eastern Virginia Medical School
Yumi Imai, Eastern Virginia Medical School
Kylene Kehn-Hall, George Mason University
Michael Stacey, Old Dominion University
David Caudell, Virginia Polytechnic Institute and State University

Call to Order:

Chairman Dr. Robert S. Call called the meeting to order at 10:00 a.m. The meeting was held at the Medical Society of Virginia, 2024 Emerywood Parkway, Richmond, Virginia 23294. A quorum was present for the transaction of business throughout the meeting.

Approval of Minutes:

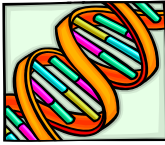
The following correction was made to the April 5, 2011 meeting minutes:

Page 6, under Other Business to come before the Board:

~~Delete: Proposed 2020/2012 CHRB Annual Report~~

~~Insert: Proposed 2010/2011 CHRB Annual Report.~~

Dr. Broman moved to approve the minutes of the April 5, 2011 meeting with this correction. Dr. Konerding seconded the motion. The motion was voted upon and passed unanimously.



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FY 2011/2012 CHRB Grant Process Step Three: Presentation of Full Proposals to the Board

Dr. Call moved that the Board go into closed session pursuant to Virginia Code § 2.2-3711 (A) (30) for the purpose of discussion or consideration of grant application records excluded from the Virginia Freedom of Information Act pursuant to subdivision 17 of § 2.2-3705.6. The motion was seconded by Dr. Frank. The motion was voted upon and passed unanimously.

Dr. Call moved that the Board reconvene in open session. Dr. Broman seconded the motion. The motion was voted upon and passed unanimously. The Board adopted the following resolution by roll call vote.

CERTIFICATION

WHEREAS, the Commonwealth Health Research Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

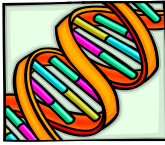
WHEREAS, Section 2.2-3712 of the *Code of Virginia* requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Commonwealth Health Research Board certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

A roll call vote of members present approved this resolution unanimously.

Dr. Konerding made a motion that the following 5 principal investigators receive a CHRB grant award for FY 2011/2012. Dr. Frank seconded the motion. The motion was voted upon and passed unanimously. Mrs. Pace will contact the following principal investigators regarding the outcome of the Board's decisions.

Institution	Grant Title	PI
Virginia Commonwealth University	<i>The Role of MRE11/RAD50/NBS1 in ER/PR/HER2 Negative Breast Pre-Cancer Progression</i>	Rizki
Virginia Commonwealth University	<i>Sequential common gamma chain cytokines can expand tumor antigen-reactive T cells that are resistant to cancer-associated immune suppression & generate long-lasting memory responses against HER-2/neu</i>	Manjili
University of Virginia	<i>Development of Novel Antimicrobial Agents for Multi-Drug Resistant Bacterial Pathogens</i>	Hughes



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Institution	Grant Title	PI
Eastern Virginia Medical School	<i>Development of a well tolerated, anti-angiogenic agent to treat drug resistant cancers</i>	Lattanzio
George Mason University	<i>BTK induction by HIV: implications for therapeutics</i>	Kehn-Hall

Dr. Frank made a motion to approve Year 2 of the following six two-year grants awarded in July 2010. Dr. Broman seconded the motion. The motion was voted upon and passed unanimously.

PI	Institution/ Organization	Grant Title	First Interim Report Due	Second Interim Report Due
Justin R. Anderson, Ph.D.	Radford University	<i>Characterization of La Crosse virus receptors in mosquito tissues</i>	March 31, 2011	January 31, 2012
John Harrington, M.D.	Children's Hospital of The King's Daughters	<i>Treatment of Behavior Disorders among School-Aged Children with Autism Spectrum Disorders (ASD)</i>	March 31, 2011	January 31, 2012
Mary Jayne Kennedy, Pharm.D.	Virginia Commonwealth University	<i>Evaluation of mitochondrial gene sequence variants as biomarkers of aminoglycoside-induced renal injury in newborn infants</i>	March 31, 2011	January 31, 2012
Jennifer Stewart, Ph.D.	Virginia Commonwealth University	<i>Generation of Mice Deficient in Vesicular Monoamine Transporter-1: Potential Links to Schizophrenia</i>	March 31, 2011	January 31, 2012
Claretta J. Sullivan, Ph.D.	Eastern Virginia Medical School	<i>Atomic force microscopy in sepsis research: a new look at bacterial membrane vesicles</i>	March 31, 2011	January 31, 2012
Arthur Weltman, Ph.D.	University of Virginia	<i>Effects of exercise intensity on postprandial glucose disposal and endothelial function in prediabetic adults</i>	March 31, 2011	January 31, 2012

CHRB Financial Reports

Grant Funding Available for FY 2011/2012 CHRB Grant Awards

Administrator Pace distributed an Excel spreadsheet entitled, *Outstanding CHRB Grant Expenses* as of May 16, 2011. This spreadsheet provides outstanding grant expenses for current year



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grant awards and funding obligations for years forward. The spreadsheet also reflects the 5-year average market value amount of \$27,776,844 provided by the Virginia Retirement System [VRS]. This amount is the average market value of the prior five calendar years. Administrator Pace provided scenarios ranging from 3.2% to 6.0% and the respective grant funding available for grant awards [minus VRS and CHRB administrative expenses].

FY 2010/2011 YTD CHRB Expenses [through May 15, 2011]

The FY 2010/2011 CHRB administrative budget amounts to \$97,065.89. The fiscal year 2010/2011 began on July 1, 2010 and ends on June 30, 2011. Expenditures for FY 2010/2011 through May 15, 2011 amounted to \$76,940.75, with the largest expense related to salaries, management services and fiscal services [amount paid to the Department of Accounts].

Proposed FY 2011/2012 CHRB Administrative Budget

Administrator Pace presented the proposed FY 2011/2012 CHRB proposed administrative budget to the Board. The Department of Accounts [DOA], has requested \$13,700 annually with the following breakdown of expenses:

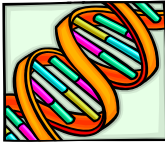
\$2,257.64 DOA fiscal services
\$4,000 Telephone/fax
\$5,000 office rental
\$1,200 Vita computer rental
\$1,242.35 Vita computer assistance
\$13,700 Total [rounded]

In consultation with Assistant Attorney General Collins, Administrator Pace recommended that 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 our website. DOA has stated that the website services can be absorbed within the \$13,700 budget.

The CHRB FY 2011/2012 Administrative Budget will be reviewed prior to, and approved, at the June 2011 CHRB Grants Workshop.

Proposed CHRB By-Laws
Proposed FY 2011/2012 CHRB Grant Agreement
Proposed FY 2012/2013 CHRB Grant Guidelines
Proposed FY 2011/2012 CHRB Policies and Procedures

The Board had previously reviewed the proposed CHRB documents at the April 5, 2011 CHRB meeting. In preparation for the May 17, 2011 meeting, the proposed CHRB documents were distributed to the Board with only new changes reflected in red. Some clarification is needed regarding the submission dates for interim and final scientific and fiscal reports. Administrator Pace will clarify the reporting deadlines with the CHRB documents.



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Proposed FY 2011/2012 CHRB Grant Agreement:

Dr. O'Donnell recommended revising the wording on page 4, second paragraph:

Delete: The chart below outlines the projected dates of payment for two-year awards.

Insert: *The chart below outlines the projected dates of payment for two-year grant awards using a \$100,000 grant award as an example.*

Dr. Konerding made a motion to approve the CHRB documents with amendments. Dr. Broman seconded the motion. The motion was voted upon and passed unanimously.

CHRB Personnel Discussion

Dr. Call moved that the Board go into closed session pursuant to Virginia Code § 2.2-3711 (A)(7) and 2.2-3711 (A)(1) for the purpose of consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Board, and consultation with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice by such counsel regarding a personnel matter pursuant to Virginia Code § 2.2-3711(A)(1).

Dr. Broman moved that the Board reconvene in open session. Dr. Frank seconded the motion. The motion was voted upon and passed unanimously. The Board adopted the following resolution by roll call vote.

CERTIFICATION

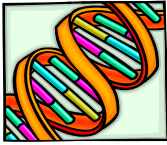
WHEREAS, the Commonwealth Health Research Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the *Code of Virginia* requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Commonwealth Health Research Board certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

A roll call vote of members present approved this resolution unanimously.

The Board approved a fulltime position for the CHRB Administrator, Anne Pace. Dr. O'Donnell and Dr. Caban, scientific consultants to the CHRB, will 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 contract amendments or contracts necessary to address these individuals' compensation. The CHRB FY 2011/2012 Administrative Budget, including the personnel changes, will be reviewed prior to, and approved, at the June 2011 CHRB Grants Workshop.



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Other Business to come before the Board:

CHRB Grants Workshop:

The Board discussed a CHRB Grants Workshop for interested parties during the latter part of June 2011. Mrs. Pace will follow up with CHRB members to determine the best date for the workshop.

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 4:30 p.m.

The Board's next meeting will be Tuesday, June 29, 2011 at the Science Museum of Virginia followed by the Grants Workshop. 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.