



Commonwealth Health Research Board Meeting Minutes for May 15, 2014

Members in Attendance:

Robert S. Call, M.D., Chairman
Cynda A. Johnson, M.D., M.B.A.,
Vice Chairman
George E. Broman, Jr., M.D.
Kenji M. Cunnion, M.D., M.P.H.
L. Matthew Frank, M.D.
Cynthia E. Keppel, Ph.D.

Members Absent:

Others in Attendance:

Anne C. Pace, M.P.A.
James F. O'Donnell, Ph.D.
Carlos E. Caban, Ph.D., M.P.H.
Carla R. Collins

Kristian Hargadon, Ph.D.
Amy Mathers, M.D.
Luisel Ricks-Santi, Ph.D.
Jayasimha Rao, Ph.D.
Elizabeth Gilbert, Ph.D.

Tushar Shah, M.D., M.P.H.
Dongfeng Pan, Ph.D.
Deborah Kelly, Ph.D.

Diane Duffy, Ph.D.
George Bloom, Ph.D.
Jia-Qiang He, Ph.D.

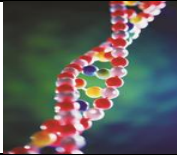
Todd Bauer, M.D.
Alan Ealy, Ph.D.

Aurora Kerscher, Ph.D.
Judith Voynow, Ph.D.

CHRB Administrator
Scientific Consultant
Scientific Consultant
Assistant Attorney General - III
Office of the Attorney General
Hampden-Sydney College
University of Virginia
Hampton University
Carilion Medical Center
Virginia Polytechnic Institute and State
University
Eastern Virginia Medical School
University of Virginia
Virginia Polytechnic Institute and State
University
Eastern Virginia Medical School
University of Virginia
Virginia Polytechnic Institute and State
University
University of Virginia
Virginia Polytechnic Institute and State
University
Eastern Virginia Medical School
Virginia Commonwealth University

Call to Order:

Chairman Robert S. Call, M.D. called the meeting to order at 10:02 a.m. The meeting was held at the Gottwald Science Center, University of Richmond, 28 Westhampton Way, Richmond, Virginia 23173. A quorum was present for the transaction of business throughout the meeting. Chairman Robert S. Call, M.D. thanked The Honorable George Broman, Jr. for his service to the CHRB for nine years and presented Dr. Broman with gifts of appreciation from the members.



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Approval of Minutes:

The April 10, 2014 meeting minutes were approved unanimously by the Board with the following edit submitted by Administrator Pace:

Page 7, delete sentence, “If approved by the Board, implementation would not take place until the summer of 2015 in preparation for the FY 2016/2017 CHR B Grants Process. “

Page 7, insert sentence, “If approved by the Board, implementation would not take place until the summer of 2015 in preparation for the FY **2015/2016** CHR B Grants Process. “

CLOSED SESSION: FY 2014/2015 CHR B Grant Process Step Three: Presentation of 6 Full Proposals to the Board

Chairman Robert S. Call, M.D. moved that the Board go into closed session pursuant to Virginia Code § 2.2-3711 (A) (7), § 2.2-3711 (A) (30), and § 2.2-3705.6 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 :

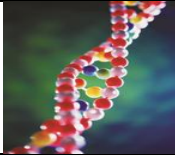
records submitted as a grant or loan application, or accompanying a grant or loan application.....to the extent such records contain proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, if the disclosure of such information would be harmful to the competitive position of the applicant. Virginia Code § 2.2-3705.6 (17).

The motion was seconded by Dr. Frank. The motion was voted upon and passed unanimously.

Chairman Robert S. Call, M.D. moved that the Board reconvene in open session. Dr. Cunnion 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



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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.

CLOSED SESSION: Personnel and Budget Discussion

Chairman Robert S. Call, M.D. 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. Johnson moved that the Board reconvene in open session. Dr. Cunnion seconded the motion. The motion was voted upon and passed unanimously. The Board adopted the following resolution by roll call vote.

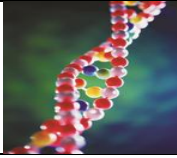
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Dr. Johnson moved that the Board approve the proposed FY 2014/2015 CHRB Administrative Budget in the amount of \$191,172.58. The approved CHRB Administrative Budget includes \$16,178.39 [rounded to \$16,200] for fiscal services provided by the Department of Accounts [DOA] to the Board. A breakdown of the DOA fiscal fee is provided in Attachment A. The contents of Attachment A are incorporated here by reference as if fully set forth here. The approved CHRB Administrative Budget includes a 2% salary increase and corresponding fringe benefits for the Administrator, Anne Pace. The Board also delegated authority to Chairman Robert S. Call, M.D. and authorized him to complete a performance review of the CHRB Administrator and to develop any contracts or contract amendments necessary to establish the scope of work, compensation, and terms and conditions governing the scientific consultants as independent contractors of the CHRB.

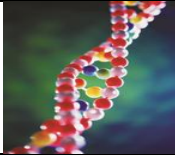
The Board also approved \$16,000 to develop and implement a project which will provide CHRB members with the capability to review grant applications [Concept Papers and Full Proposals] “on-line” versus receiving numerous emails with individual grant applications and summary reviews. The “CHRB Cloud Project” will be developed by and in coordination with the Department of Accounts Information Technology staff. Invoices will be submitted monthly for approval by Chairman Robert S. Call, M.D. and paid for from existing CHRB Administrative Budget cash balances. Administrator Pace will keep the members updated on each Phase of the CHRB Cloud Project and ask for their input during the development process.

Grant Funding Available for FY 2014/2015 CHRB Grant Awards

Administrator Pace distributed an Excel spreadsheet entitled, *Outstanding CHRB Grant Expenses as of May 2014*. This spreadsheet provides outstanding grant expenses for current year grant awards and funding obligations for years forward. The spreadsheet also reflects the 5-year average market value amount of \$26,853,814 provided by the Virginia Retirement System [VRS]. Grant funding is calculated by an amount not to exceed six percent of the moving average of the market value of the CHRF calculated over the previous five years on a one-year delayed basis, net of any administrative fee assessed. 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 2013/2014 YTD CHRB Administrative Expenses and Grant Payments [through April 30, 2014 or ten months of the fiscal year]

Administrator Pace provided the Board with FY 2013/2014 year-to-date administrative and grant expenses through April 30, 2014. The fiscal year 2013/2014 began on July 1, 2013 and ends on June 30, 2014. Actual expenditures for FY 2013/2014 year-to-date through April 30, 2014 were \$154,819.16 or 83% of the \$185,483.75 budget, with the greatest expenditures being for salaries [CHRB Administrator], management services [scientific consultants], and fiscal services [amount paid to the Department of Accounts]. FY 2013/2014 grant disbursements were \$ 692,409.22 with the majority of the funds being disbursed in July 2013 for initial grant payments.



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Chairman Robert S. Call, M.D., made a motion to approve the CHRB Grant Guidelines FY 2015/2016 effective July 1, 2014, the CHRB Policies and Procedures effective July 1, 2014 and the CHRB Grant Agreement effective July 1, 2014 as recommended by CHRB Administrator and the CHRB scientific consultants. Dr. Frank seconded the motion. The motion was voted upon and passed unanimously.

CLOSED SESSION: FY 2014/2015 CHRB Grant Process Step Three: Presentation of 9 Full Proposals to the Board

Chairman Robert S. Call, M.D. 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. Keppel. The motion was voted upon and passed unanimously.

Chairman Robert S. Call, M.D. 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

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

Chairman Robert S. Call, M.D. made a motion to approve the final letter of revocation for CHRB Grant Award #45-10. Dr. Broman seconded the motion. The motion was voted upon and passed unanimously.

Dr. Frank made a motion that the following 6 Principal Investigators receive a CHRB grant award for FY 2014/2015. Dr. Keppel seconded the motion. The motion was voted upon and passed unanimously. Administrator Pace will contact the following Principal Investigators regarding the outcome of the Board's decisions. She will also provide reviewer comments [from



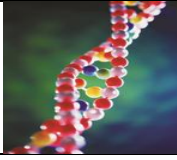
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the Full Proposal submission] to those Principal Investigators who will not receive a grant award.

Institution	Principal Investigator	Grant Title
Virginia Tech	Elizabeth Gilbert, Ph.D.	Using anorexic and obese chickens to identify targets for appetite regulation
Hampden-Sydney College	Kristian Hargadon, Ph.D.	The Role of Melanoma-derived Factors in Suppressing the Maturation, Activation, and T Cell Stimulatory Capacity of Dendritic Cells
Virginia Tech	Deborah Kelly, Ph.D.	BRCA1-directed Transcriptional Regulation in Hereditary Breast Cancer
University of Virginia	Dongfeng Pan, M.D.	Tumor-targeted Delivery of Farnesylthiosalicylic Acid (FTS)
Eastern Virginia Medical School	Tushar Shah, M.D., M.P.H.	Role of Novel Complement inhibitor in improving neurological outcomes in an animal model of Neonatal Hypoxic Ischemic Encephalopathy
Virginia Commonwealth University	Judith Voynow, Ph.D.	Inhaled 2-O, 3-O desulfated heparin is a multifunctional anti-inflammatory therapy for cystic fibrosis lung disease

The Board had previously approved second-year funding for the following grant awards at the April 10, 2014 and are provided below for reference:

Institution/ Organization	Principal Investigator	Grant Title
Eastern Virginia Medical School	Stephen Deutsch, M.D, Ph.D.	Identifying NMDA Receptor Interventions for the Treatment of Impaired Sociability in Autism Spectrum Disorders using an Automated High-Throughput Screening Technology
Virginia Commonwealth University	Rebecca Heise, Ph.D.	Development of Extracellular Matrix Hydrogels for Lung Regeneration
University of Richmond	Michael Leopold, Ph.D.	Amperometric Biosensors Incorporating Nanoparticle Networks: Monitoring Sepsis using Lactate Measurement
Virginia Commonwealth University	Michael Neale, Ph.D.	Whole Exome Sequencing to Improve Stem Cell Transplant Outcomes
Eastern Virginia Medical School	Laurie Wellman, Ph.D.	Oxytocin and Exposure Therapy: A Novel Approach for Treating PTSD

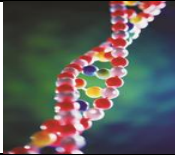


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Next meeting:

Chairman Robert S. Call, M.D. moved that the meeting be adjourned. The motion was seconded, voted upon and passed unanimously by the Board. The meeting adjourned at 4:45 p.m.

The Board's next meeting will be **Thursday, December 11, 2014** in Richmond, Virginia at the Wilton Center or the Gottwald Science Center Conference Room at the University of Richmond. The meeting will begin promptly at 10:00 a.m. At this meeting the Board will review the Concept Papers submitted, as part of the 2015/2016 grant process, and the review panel's recommendations regarding which ones should be developed into Full Proposals. The Board then will determine which Principal Investigators will be asked to submit Full Proposals.



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Attachment A: DOA Service Fee for FY 2014/2015

Service	FY 2014/2015 Initial Budget [Annual Costs]	FY 2014/2015 Monthly Costs	Description of Service
Payroll Service	\$110.00	\$9.17	Cost to process payroll checks/direct deposit for Administrator
Rent	\$4,827.42	\$402.29	Cost to rent for office space at DOA/Monroe Bldg.
Telephone	\$174.00	\$14.50	Telephone costs for Administrator
Caller ID	\$31.44	\$2.62	Telephone costs for Administrator
Voice Mail	\$42.60	\$3.55	Telephone costs for Administrator
Fax: CHRB printer/scanner/fax machine]	\$176.28	\$14.69	Costs related to the CHRB printer/scanner/fax machine. Telephone line for fax machine.
PC Hardware	\$503.64	\$41.97	Virginia Information Technology Agency [VITA] Computer costs for Administrator
PC Support	\$360.60	\$30.05	[VITA] Computer costs for Administrator
Help Desk Services	\$160.20	\$13.35	[VITA] Computer costs for Administrator
VITA-mailboxes	\$175.56	\$14.63	[VITA] Computer costs for Administrator
Network Access	\$171.72	\$14.31	[VITA] Computer costs for Administrator
Fiscal Services	\$1,546.16	\$128.85	CHRB vouchers processed: grant disbursements, travel reimbursements, payment to scientific consultants, etc.
Go to my PC	\$116.16	\$9.68	Access to Administrator's CHRB computer from offsite location
Administrative Support: purchasing, mail, maintenance and technical	\$1,168.96	\$97.41	Costs related to purchasing CHRB supplies, UPS mailings, printer maintenance and technical assistance to the Administrator
Human Resources: DOA leave	\$27.82	\$2.32	Human Resource costs related to the Administrator position.
Human Resources: DOA other	\$50.00	\$4.17	Human Resource costs related to the Administrator position.
Systems Support: Web/Data Base	\$5,200.00	\$433.33	52 hours x \$100 per hour for CHRB website support
Director, Supervisor: download reports, Year-end reporting	\$1,335.83	\$111.32	Assistance to CHRB Administrator: monthly and as requested fiscal reports for CHRF appropriation, cash and expenses. Year end reconciliation.
Total FY 2014/2015 Service Fee	\$16,178.39	\$1,348.20	