



## Commonwealth Health Research Board Meeting Minutes for March 31, 2022

### Members in Attendance:

Robert W. Downs, Jr., M.D., Chair  
Eric Lowe, M.D., Vice Chair  
Francis X. Farrell, Ph.D.  
Ethlyn McQueen-Gibson, DNP  
Cynda A. Johnson, M.D., M.B.A.  
(virtual via WebEx video conferencing)  
Julia A. Spicer

### Members Absent:

Thomas W. Eppes, Jr., M.D.

### Others in Attendance:

Anne C. Pace, M.P.A.  
Raya Mandler, Ph.D. (virtual via WebEx)  
Merrill Mitler, Ph.D. (virtual via WebEx)  
Arnold Revzin, Ph.D. (virtual via WebEx)  
Carla R. Collins

CHRB Administrator  
Scientific Consultant  
Scientific Consultant  
Scientific Consultant  
Senior Assistant Attorney General,  
Office of the Attorney General  
Systems Engineer, Department of Accounts

Matt Winders

### Call to Order:

Chair Robert W. Downs, Jr., M.D. called the meeting to order at 10:00 a.m. The meeting was held at the Monroe Building, 101 North 14<sup>th</sup> Street, 2<sup>nd</sup> Floor, George Washington Conference Room, Richmond, Virginia 23219. A quorum was present for the transaction of business throughout the meeting.

Francis X. Farrell, Jr., Ph.D. was welcomed to the Commonwealth Health Research Board.

### Approval of Minutes:

Julia Spicer moved to approve the minutes of the December 9, 2021 meeting. Dr. McQueen-Gibson seconded the motion. The motion was voted upon and passed unanimously.



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### **Robert's Rules of Order and Freedom of Information Act (FOIA)**

Senior Assistant Attorney General Collins provided an overview of the Robert's Rules of Order and the Freedom of Information Act (FOIA).

As part of her presentation, there was a discussion of electronic or virtual participation in CHRB Meetings.

#### **Electronic Communication Meetings Policy**

It is the policy of the Commonwealth Health Research Board (the "CHRB") that individual members of the CHRB may participate in meetings of the CHRB by electronic means as permitted by §2.2-3708.2 of the Code of Virginia. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the CHRB to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

When such individual participation is due to a personal matter, such participation is limited in accordance with Virginia Law that is in effect at that time.

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act (§§2.2-3700 et seq. of the Code of Virginia). If a member's participation from a remote location is challenged, then the CHRB shall vote on whether to allow such participation. If the CHRB votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

This policy applies to any meeting of any subcommittee of the CHRB as well as to meetings of the full CHRB.

Dr. Lowe made a Motion that the Board approve the policy for electronic communication meetings. The Motion was seconded by Ms. Spicer, and passed unanimously. This policy will be added to the CHRB's Policies and Procedures, effective July 1, 2022.



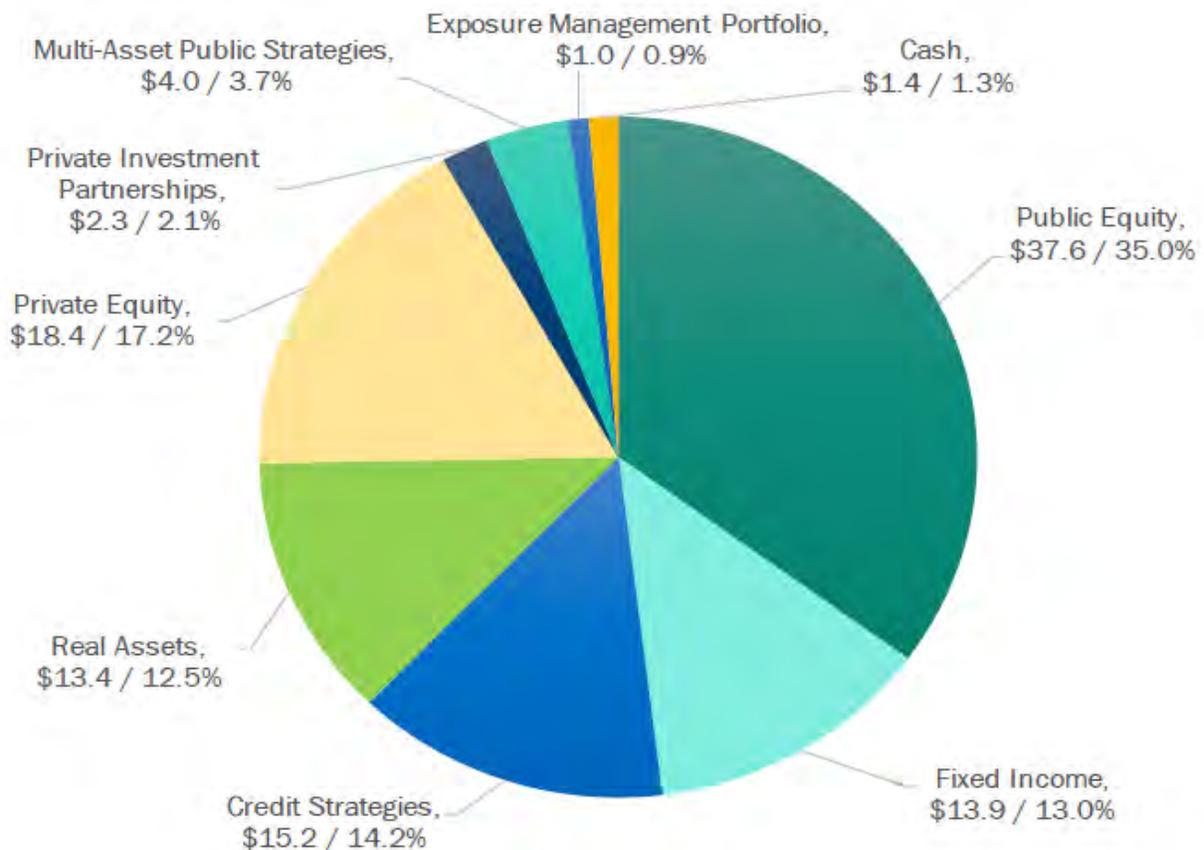
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## Virginia Retirement System (VRS) Financial Reports:

Administrator Pace provided updates on the quarter ending December 31, 2021:

1. Commonwealth Health Research Fund Activity through December 31, 2021; which reflects the CHRF balance at \$49,523,068.01.
2. Performance Summary Rolling Periods as of December 31, 2021; which reflects Total VRS Fund Performance for various periods ranging from 1 year to 10 years.
3. VRS Asset Allocation as of December 31, 2021 for the Total VRS Fund: \$107.2 billion.

### Total Fund Market Value = \$107.2 billion





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### CHRB Financial Reports:

**Year-to-date FY 2021/2022 (July 1, 2020 - June 30, 2021) CHRB Administrative & Grant Expenses** Administrator Pace provided the Board with FY 2021/2022 YTD administrative and grant expenses through February 28, 2022: (Per the Commonwealth's CARDINAL accounting system)

**Cash Balance as of February 28, 2022 = \$1,077,621.54**

<b>FY 2021/2022 Approved Budget</b>	<b>Approved</b>	<b>YTD Expenses as of February 28, 2022</b>	<b>Difference</b>
Administrative	\$304,625.42	\$189,212.59	\$115,412.83
Grants	\$1,400,000.00	\$1,049,649.59	\$350,350.41
Total	\$1,704,625.42	\$1,238,862.18	\$465,763.24



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## Grant Funding Available for FY 2022/2023 CHRB Grant Awards

Administrator Pace provided updates regarding grant funding available for 2022 Grant Awards. Various funding scenarios ranging from 4.0% up to 6.0% were provided. VRS and CHRB Administrative Expenses, as well as outstanding CHRB Grant Obligations will be subtracted from the grant funding available to provide the amount of CHRB funds available for new FY 2022/2023 grants.

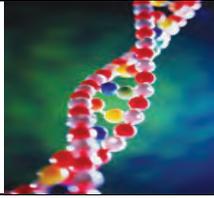
### Funds available for 2022 Grant Awards

**DRAFT**

Calendar Year		Market Value as of 12/31/xx	
January 1 - December 31, 2016	Year 1	\$35,296,332.08	Source: VRS Finance Division Activity Report through December 31, 2016
January 1 - December 31, 2017	Year 2	\$38,776,234.09	Source: VRS Finance Division Activity Report through December 31, 2017
January 1 - December 31, 2018	Year 3	\$36,998,370.93	Source: VRS Finance Division Activity Report through December 31, 2018
January 1 - December 31, 2019	Year 4	\$40,977,689.88	Source: VRS Finance Division Activity Report through December 31, 2019
January 1 - December 31, 2020	Year 5	\$43,250,731.05	Source: VRS Finance Division Activity Report through December 31, 2020
	<b>Total</b>	<b>\$195,299,358.03</b>	
	<b>Average Market Value</b>	<b>\$39,059,871.61</b>	

### Available Grant Funding and Funding Scenarios for 2022 Grant Awards to be awarded July 1, 2022

	4.00%	4.25%	4.50%	4.90%	5.00%	5.25%	5.50%	5.75%	6.00%
Average Market Value = \$39,059,871.61	\$39,059,872	\$39,059,872	\$39,059,872	\$39,059,872	\$39,059,872	\$39,059,872	\$39,059,872	\$39,059,872	\$39,059,872
Available Grant Funding AMV and % scenario	\$1,562,395	\$1,660,045	\$1,757,694	\$1,913,934	\$1,952,994	\$2,050,643	\$2,148,293	\$2,245,943	\$2,343,592
Less VRS admin expenses	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
Less CHRB admin (est based upon 21/22 budget)	\$304,625	\$304,625	\$304,625	\$304,625	\$304,625	\$304,625	\$304,625	\$304,625	\$304,625
Grant funding available less VRS & CHRB administrative expenses	\$1,255,169	\$1,352,819	\$1,450,469	\$1,606,708	\$1,645,768	\$1,743,418	\$1,841,068	\$1,938,717	\$2,036,367
Grant Expenses Obligated for FY 2022/2023	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
<b>Grant funding available to award FY 2022/2023</b>	<b>\$505,169</b>	<b>\$602,819</b>	<b>\$700,469</b>	<b>\$856,708</b>	<b>\$895,768</b>	<b>\$993,418</b>	<b>\$1,091,068</b>	<b>\$1,188,717</b>	<b>\$1,286,367</b>



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### **CLOSED SESSION: FY 2021/2022 CHRB Grant Process**

#### **Step Two: Discussion of Full Proposals recommended for a presentation to the Board**

In accordance with the provisions of Sections 2.2-3711 (A)(8), 2.2-3711(A)(30), and 2.2-3705.6 (17) of the Code of Virginia, Vice Chair Eric Lowe, M.D., moved that the Board go into closed meeting for the purpose of

Consultation with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice by such counsel regarding:

Information relating to a grant or loan application, or accompanying a grant or loan application, to the Commonwealth Health Research Board because disclosure of such information would (i) reveal 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, and (ii) be harmful to the competitive position of the applicant. Virginia Code § 2.2-3705.6 (17).

Julia Spicer seconded the Motion, and it passed unanimously.

Vice Chair Eric Lowe, M.D. moved that the Board reconvene in open session. Dr. McQueen-Gibson 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 the members who were present was taken. Each approved this certification.

The following motions were made after the Closed Session, voted upon, and passed unanimously:

Julia Spicer moved that 12 Full Proposals be presented to the CHRB on May 5, 2022, which was seconded by Dr. Lowe, Vice-Chair. The motion passed unanimously. Administrator Pace will contact those 12 Principal Investigators requesting that each make a presentation to the Board and will also provide reviewer comments to those Principal Investigators from whom a presentation of the Full Proposal was not requested.



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### Recommendations for Second Year Funding for Two-Year Grant Awards

Administrator Pace provided the members with interim scientific and fiscal reports, along with review comments, for two CHRB Grant recipients:

#247-01-21 Lee Solomon, Ph.D., George Mason University (GMU), *An Environmentally Responsive Peptide Material Capable of Oxygen Delivery*

#236-07-21 Babette Fuss, Ph.D., Virginia Commonwealth University, *The role of LPA6 receptor signaling in myelin repair*

Vice Chair, Eric Lowe, M.D. made a motion, with a second by Dr. Johnson, to continue grant funding for Year 2 for these two grant awards. The motion was unanimously approved.

### CLOSED SESSION: Personnel and Budget Discussion

In accordance with the provisions of Sections 2.2-3711 (A)(8) and 2.2-3711 (A)(1) of the Code of Virginia, Vice Chair, Eric Lowe, M.D., moved that the Board go into closed meeting for the purpose of

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); more specifically: the administrative budget and terms, conditions, and salary of each of the scientific consultants' and the Administrator's contracts.

The motion was seconded by Julia Spicer. The motion was voted upon and passed unanimously.

Merrill Mitler, Ph.D., M.P.H., Raya Mandler, Ph.D., and Arnold Revzin, Ph.D. were not present during the personnel and budget discussion.

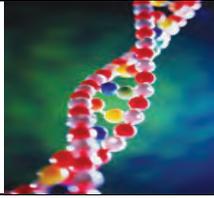
Dr. Lowe, Vice Chair, moved that the Board reconvene in open session. Dr. McQueen-Gibson seconded the motion. The motion was voted upon and passed unanimously. The Board adopted the following resolution by roll call vote.

#### 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



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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 was taken. Each approved this certification.

Julia Spicer moved that the Board approve the CHRB Administrative Budget for FY 2022/2023 to include \$22,999.15 for fiscal services to be provided by the Department of Accounts (DOA) to the CHRB and a \$10,000.00 retainer fee to the OAG for legal services. The Approved Budget also included an increase in salary for the CHRB Administrator for a total annual salary of \$141,191.18. Dr. Johnson seconded the motion and it passed unanimously. A breakdown of the DOA fiscal fee is provided in Attachment A. The contents of Attachment A are incorporated here by reference thereto as if they are fully set forth here.

### **Issue regarding transfer of CHRB-funded equipment and data from one in-state institution to another in-state institution**

Administrator Pace provided an overview of the issue: The CHRB received a request from Eastern Virginia Medical School (EVMS) to transfer data and equipment from EVMS to Christopher Newport University (CNU) for Jessica Burket, Ph.D., to establish and continue her research program at CNU. Dr. Burket served as a participant on a CHRB-funded 2013 grant awarded to Stephen Deutsch, M.D., Ph.D., EVMS.

Chair Robert Downs, Jr., M.D. made a motion to approve the transfer of data and equipment from EVMS to CNU. Vice Chair, Eric Lowe, M.D. seconded the motion. The motion passed unanimously.

### **Proposed FY 2023/2024 CHRB Grant Guidelines and Application Instructions CHRB Policies and Procedures, CHRB Grant Agreement and CHRB By laws Effective July 1, 2022**

Administrator Pace reviewed the proposed revisions to all grant related documents with the Board with a focus on significant changes. The Board will vote on these proposed changes at the May 5, 2022 meeting.

### **Next meeting:**

Chair Robert Downs, Jr., M.D. moved that the meeting be adjourned. The motion was seconded by Julia Spicer, voted upon, and passed unanimously by the Board. The meeting adjourned at 4:00 p.m.

The Board's next meeting will be Thursday, May 5, 2022 at a location, in Richmond, Virginia, to-be-determined. At this meeting, presentations will be heard from 12 grant finalists. The Board will also make decisions regarding those finalists that will be awarded a CHRB Grant. Due to the number of presenters, the meeting will begin at 8:00 am.