

Commonwealth Health Research Board
Meeting Minutes for December 8, 2022
DRAFT

Members in Attendance:

Robert W. Downs, Jr., M.D., Chair
Eric Lowe, M.D., Vice Chair
Thomas W. Eppes, Jr., M.D.
Ethlyn McQueen-Gibson, DNP
Julia Spicer (via Zoom video conferencing)

Members Absent:

Others in Attendance:

Anne C. Pace, M.P.A.
Carla R. Collins

Raya Mandler, Ph.D. (virtual via Zoom)
Merrill Mitler, Ph.D. (virtual via Zoom)
Arnold Revzin, Ph.D. (virtual via Zoom)

Position:

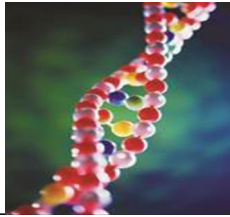
Administrator
Senior Assistant Attorney General
Office of the Attorney General
Scientific Consultant
Scientific Consultant
Scientific Consultant

Call to Order:

Chair, Robert Downs, Jr., M.D., called the meeting to order at 10:01 a.m. The meeting was held at the University of Richmond, Jepson Alumni Center, Rosenbaum Conference Room, 442 Westhampton Way, Richmond, Virginia 23173. A quorum was present for the transaction of business throughout the meeting.

Approval of May 5, 2022 CHRB Meeting Minutes

Dr. Lowe moved to approve the minutes of the May 5, 2022 meeting. Dr. Eppes seconded the motion. The motion was voted upon and passed unanimously.



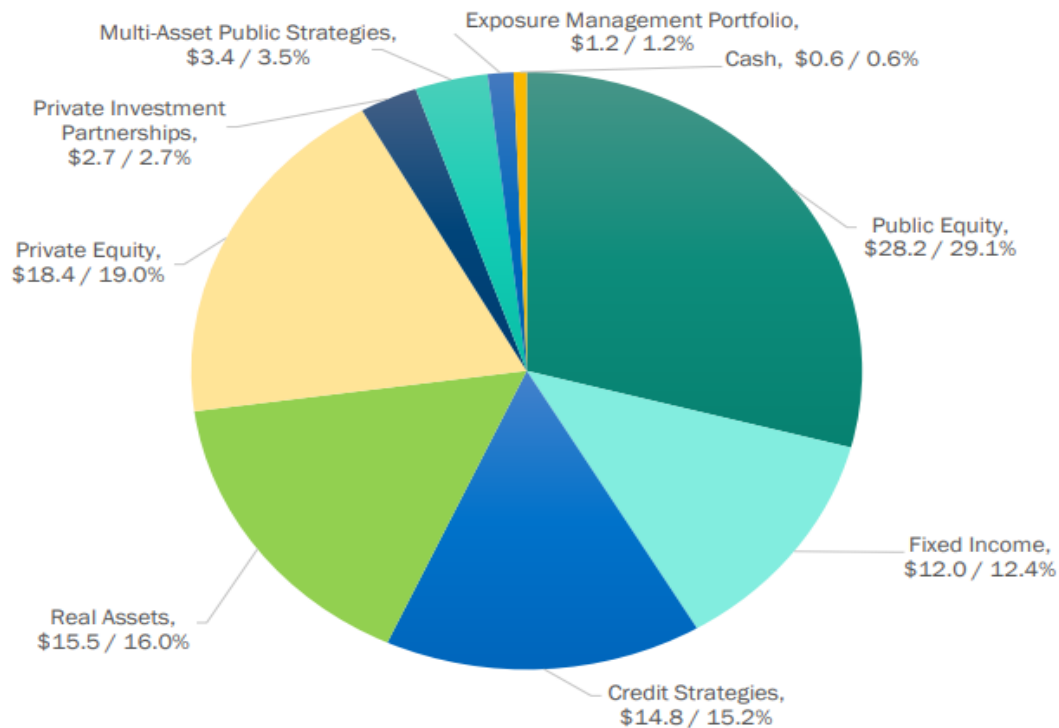
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Virginia Retirement System (VRS) Financial Reports

CHRB Administrator Anne Pace discussed several documents with the members to include the following: [Source of documents: VRS Finance Division]

1. Analysis of Commonwealth Health Research Fund Activity Report reflects the September 30, 2022 CHRF ending balance at \$43,667,346.24.
2. Virginia Retirement System Asset Allocation as of September 30, 2022 for the Total VRS \$96.8 billion VRS Fund. See pie chart below for more detail.
Source: <https://www.varetire.org/pdf/publications/investments-quarterly-report-9-30-22.pdf>

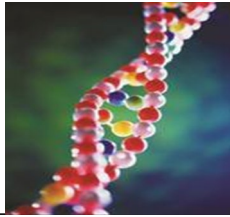
Total Fund Market Value = \$96.8 billion



Dollar Amounts in Billions / Percent of Total Fund

Source: Bank of New York Mellon

Differences in totals are due to rounding



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CHRB Financial Reports

Administrator Pace provided the Board with FY 2021/2022 FINAL administrative and grant expenses through June 30, 2022 and FY 2022/2023 YTD through October 31, 2022: [Per the Commonwealth's CARDINAL accounting system]

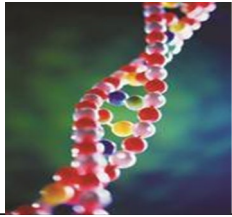
**FINAL FY 2021/2022 (July 1, 2021 – June 30, 2022)
CHRB Administrative & Grants Expenses**

FY 2021/2022 Revenue and Cash Balance

CHRB Revenue and Cash Balance as of June 30, 2022	\$ 755,987.25
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FY 2021/2022 Final Expenses

FY 2021/2022 Budget	Approved	FINAL Expenses as of June 30, 2022	Difference	Expenses as a % of Budget	Notations
Administrative	\$304,625.42	\$311,561.33	\$6,935.91	102%	Majority of difference related to management services provided in May and June 2021 and paid in July 2021 (FY 2021/2022).
Grants	\$1,400,000	\$1,249,649.59	\$150,350.41	89%	Majority of funds disbursed in July 2021 for initial and ongoing grant payments.



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**Year-to-Date 2022/2023 (July 1, 2022 – June 30, 2023)
CHRB Administrative & Grants Expenses through October 31, 2022**

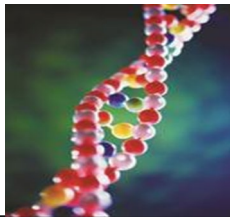
FY 2022/2023 Revenue and Cash Balance

CHRB Revenue and Cash Balance as of October 31, 2022	\$ 1,162,106.69
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FY 2022/2023 Year to Date (YTD) Expenses

FY 2022/2023 Approved Budget	Approved	YTD Expenses as of October 31, 2022	Difference	Expenses as a % of Budget	Notations
Administrative	\$326,132.17	\$72,840.48	\$253,291.69	22%	Expenditures related to salaries and management services.
Grants	\$1,500,000.00	\$1,275,000	\$225,000	85%	Majority of funds disbursed in July 2022 for initial and ongoing grant payments.

Administrator Pace stated that the significant cash balance is related to approval of no-cost extensions for ongoing grant awards. Although funds have been transferred to the Commonwealth Health Research Fund (CHRF), the funds have not yet been distributed due to these extensions, some for up to 12-months.



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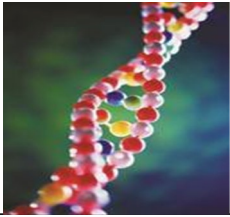
Grant Funding Available for FY 2023/2024 CHRB Grant Awards and Commonwealth Accounting and Financial Reporting (CAFR)

Per the *Code of Virginia* § 32.1-162.28 E. : An amount not to exceed six percent of the moving average of the market value of the Fund calculated over the previous five years or since inception, whichever is shorter, on a one-year delayed basis, net of any administrative fee assessed pursuant to subsection E of § ~~51.1-124.36~~, may be expended in a calendar year for any purpose permitted by this chapter.

Administrator Pace provided updates regarding grant funding available for 2023/2024 Grant Awards:

Funds available for 2023 Grant Awards			
Calendar Year		Market Value as of 12/31/xx	
January 1 - December 31, 2017	Year 1	\$38,776,234.09	Source: VRS Finance Division Activity Report through December 31, 2017
January 1 - December 31, 2018	Year 2	\$36,998,370.93	Source: VRS Finance Division Activity Report through December 31, 2018
January 1 - December 31, 2019	Year 3	\$40,977,689.88	Source: VRS Finance Division Activity Report through December 31, 2019
January 1 - December 31, 2020	Year 4	\$43,250,731.05	Source: VRS Finance Division Activity Report through December 31, 2020
January 1 - December 31, 2021	Year 5	\$49,523,068.01	Source: VRS Finance Division Activity Report through December 31, 2021
	Total	\$209,526,093.96	
	Average Market Value	\$41,905,218.79	

Available Grant Funding and Funding Scenarios for 2023 Grant Awards to be awarded July 1, 2023									
	4.00%	4.25%	4.50%	4.90%	5.00%	5.25%	5.50%	5.75%	6.00%
Average Market Value = \$41,905,218.79	\$41,905,219	\$41,905,219	\$41,905,219	\$41,905,219	\$41,905,219	\$41,905,219	\$41,905,219	\$41,905,219	\$41,905,219
Available Grant Funding AMV and % scenario	\$1,676,209	\$1,780,972	\$1,885,735	\$2,053,356	\$2,095,261	\$2,200,024	\$2,304,787	\$2,409,550	\$2,514,313
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 22/23 budget)	\$326,132	\$326,132	\$326,132	\$326,132	\$326,132	\$326,132	\$326,132	\$326,132	\$326,132
Grant funding available less VRS & CHRB administrative expenses	\$1,347,477	\$1,452,240	\$1,557,003	\$1,724,624	\$1,766,529	\$1,871,292	\$1,976,055	\$2,080,818	\$2,185,581
Grant Expenses Obligated for FY 2023/2024	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000
Grant funding available to award FY 2022/2023	\$247,477	\$352,240	\$457,003	\$624,624	\$666,529	\$771,292	\$876,055	\$980,818	\$1,085,581



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Streamlining the CHRB Grant Process

At the May 5, 2022 meeting of the Commonwealth Health Research Board (CHRB), Robert Downs, Jr., M.D., Chair, asked the members to review notes from a CHRB meeting with Virginia Commonwealth University's Division of Sponsored Programs and suggest questions for future meetings between the CHRB and Offices of Sponsored Program representatives at Virginia Institutions of Higher Education across Virginia. Outcomes from these discussions can be addressed in preparation for the FY 2024/2025 grant process, which begins in the spring of 2023.

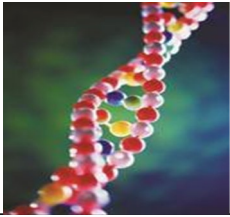
The CHRB began their visits in August 2021 with Virginia Commonwealth University and continued throughout the calendar year 2022 with visits to Eastern Virginia Medical School, Old Dominion University Research Foundation, The College of William and Mary, James Madison University, Virginia Polytechnic Institute and State University, George Mason University, and the University of Virginia. A virtual discussion was held on September 22, 2022 via WebEx video conferencing with other institutions of higher education.

The focus of these meetings was to discuss the CHRB's grant process with a focus on what works and what doesn't work. The CHRB wants to hear feedback regarding our three-step grant process; how can the CHRB awards advance the goals of the University and where does the CHRB fit in with grant opportunities for each institution? Dr. Downs has asked that CHRB Members, Dr. Francis Farrell and Dr. Ethlyn McQueen-Gibson, review the current grant guidelines, taking into consideration the feedback from all institutions, with the goal of streamlining our grant process and to make our grant process more like other foundations and grant funding entities. Input was also provided by Scientific Consultants to the CHRB.

Dr. Farrell reviewed the recommendations as follows:

Recommendations for the Board's consideration:

1. Announce CHRB Grant competition by May 15th of each year (versus July 1st each year)
2. Revise Concept Paper deadline to between October 1st and 5th each year (versus early September after Labor Day)
3. Decrease the content and length of the Concept Paper submission: Please refer to the handout that begins with "Study Abstract".
 - ✓ Eliminate the budget forms and budget rationale (Attachments 1 and 2). Provide a high-level budget justification summary (personnel, equipment, supplies, and travel); (would still require notification of subcontract)
 - ✓ Eliminate the Tax-Exempt Status form (Attachment 5);
 - ✓ Eliminate the Checklist form (Attachment 6); and,
 - ✓ Eliminate the Federally Negotiated Rate Agreement (Attachment 10).
4. Provide feedback to successful candidates at the Full Proposal and Presentation stage of the grant process (currently, feedback is only provided to unsuccessful candidates or candidates that do not move forward at each step in the grant process)
5. Allow CHRB grant funds to be used for conference travel at a cap of 5% per year



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In regards to “Unique Virginia Considerations”, Dr. Lowe suggested that points be assigned as follows:

- Research in Virginia (1 point)
- Students will participate in the project (1 point)
- More than one Virginia institution involved in the project (1 point)
- Involve patients in Virginia (2 points)

Other suggestions included two separate documents for guidance: one document for Concept Paper and one document for Full Proposal.

Dr. Downs asked the CHRB Administrator to:

- ✓ Work with Dr. Farrell and Dr. Gibson on the implementation of the recommendations into the proposed FY 2024/2025 grant guidelines;
- ✓ Distribute proposed changes to the grant guidelines individually to CHRB members and scientific consultants for feedback.
- ✓ Distribute proposed changes to the grant guidelines with institutions of higher education for their feedback.

CLOSED SESSION: FY 2022/2023 CHRB Grant Process

MOTION

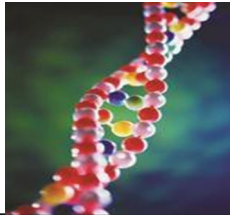
Dr. Lowe moved that the Board go into closed session in accordance with the provisions of Sections 2.2-3711 (A)(8), 2.2-3711(A)(30), and 2.2-3705.6 (17) of the Code of Virginia, for the purpose of

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).

Dr. Eppes seconded the motion; which was voted upon and approved unanimously.

Dr. Lowe moved that the Board reconvene in open session. Dr. Eppes 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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CERTIFICATION (After closed meeting; roll-call vote)

Dr. Lowe moved, and Dr. Eppes seconded, the adoption of the following resolution:

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.

CHRB Vice Chair, Dr. Lowe, made a motion that 21 Concept Papers be developed into Full Proposals. Dr. Eppes seconded the motion. The motion was voted upon and passed unanimously. Administrator Pace will contact these 21 Principal Investigators regarding the CHRB's request for a Full Proposal submission. Administrator Pace will also provide reviewer comments to those Principal Investigators from whom Full Proposal submissions will not be requested.

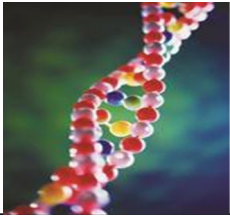
Other Business to come before the Board:

Electronic Communication Meetings Policy Concerning Remote Participation by Individual Members

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.

Requests for a member to participate from a remote location shall be conveyed to the CHRB's Administrator, who shall then relay such request to the Chair of the CHRB. The request of the member to participate from a remote location shall be recorded in the minutes of the meeting.



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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.

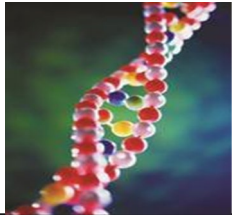
CHRB Member, Thomas Eppes, M.D., made a motion to approve this policy. The motion was seconded by Dr. Farrell, and unanimously approved by the members.

Electronic Communication Meetings Policy Concerning the CHRB's Holding All-Virtual Public Meetings

It is the policy of the Commonwealth Health Research Board (the "CHRB") that the CHRB may hold all-virtual public meetings as permitted by §2.2-3708.3 of the Code of Virginia. This policy shall apply to the entire membership of the Board and without regard to the identity of the member who requests that the meeting be held virtually via electronic communications means and without regard to the matters that will be considered or voted on at the meeting.

Whenever a member of the CHRB wants the CHRB to hold an all-virtual public meeting, that member shall notify the CHRB's Administrator in writing by e-mail at least 7 working days before the date on which the meeting is to be held, and the CHRB's Administrator shall poll each member individually to determine whether there are any objections to proceeding in that fashion. If no objections are received in writing by the Administrator, the Administrator shall relay to the Chair that the request was made, note the all-virtual nature of the meeting in all notices concerning the meeting, and provide such notice to the public at least three working days before the date on which the meeting is to be held. The request that the CHRB conduct an all-virtual public meeting shall be recorded in the minutes of the meeting. If any objection to holding the all-virtual meeting is received by the Administrator from any member of the Board, the Board shall vote on whether to allow an all-virtual meeting, and if it disapproves of holding an all-virtual meeting, because holding an all-virtual meeting would violate this policy or Virginia law, such disapproval shall be recorded in the minutes with specificity. The minutes shall include other information as required by §§2.2-3707 and 2.2-3708.3 depending on the type of all-virtual public meeting held.

This policy requires that any notice notifying the public of the method by which the CHRB chooses to meet shall not be changed unless the CHRB provides a new meeting notice that complies with Virginia Code §2.2-3707. This policy also requires that public access shall be provided to any all-virtual public meeting by electronic communication means such that the public will be able to hear all members of the CHRB that are participating in the all-virtual public meeting and to see them when audio-visual technology is available. Live contact information shall be provided to the public so that the CHRB can be alerted if the audio or video transmission of the meeting fails, and the CHRB is required to take a recess until public access is restored if public transmission fails. This policy also requires the CHRB to provide a copy of the proposed agenda and copies of all non-exempt material furnished to the CHRB members to the public in electronic format at the same time that such material is provided to the CHRB members. The public must be afforded an opportunity to provide comment electronically when public comment is customarily received, and public transmission of the all-virtual meeting must resume to the public before the CHRB votes to certify any closed session held during the all-virtual meeting. No more than two CHRB members can be together at the same remote location for an all-virtual meeting unless that location provides physical access to the public, as well.



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Under this policy, the CHRB can convene an all-virtual public meeting only two times per calendar year or 25% of the meetings held per calendar year rounded to the next whole number, whichever is greater, and the CHRB cannot hold an all-virtual public meeting consecutively with another all-virtual public meeting. Minutes of all-virtual public meetings shall be taken as required by Virginia Code §2.2-3707 and state the type of electronic communication means by which the meeting was held.

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

CHRB Member, Thomas Eppes, M.D., made a motion to approve this policy. The motion was seconded by Dr. Lowe, and unanimously approved by the members.

Discussion of Virtual Presentations for Grant Finalists

Virtual presentations of Full Proposals was discussed by the members. The CHRB Administrator was directed to find a location within the Jepson Alumni Center, or on the University of Richmond campus that could better accommodate virtual presentations.

Election of CHRB Officers effective November 1, 2022:

The Board unanimously approved the election of CHRB officers for November 1, 2022 through November 1, 2023: Dr. Eppes nominated Dr. Downs as Chair, and Dr. Lowe seconded that nomination. Dr. Farrell nominated Dr. Lowe as Vice Chair, and Dr. Eppes seconded that nomination. Robert Downs, Jr., M.D. was re-elected unanimously as CHRB Chair, and Eric Lowe, M.D. was re-elected unanimously as the CHRB's Vice Chair.

Annual Financial Disclosure Forms due by February 1, 2023:

The Virginia Conflict of Interest and Ethics Advisory Council has issued a reminder regarding the requirement that each of the CHRB's members submit an annual financial disclosure form. All disclosures must be submitted electronically through the on-line filing system. Administrator Pace will coordinate this process with the members.

Next Meeting:

Dr. Downs moved that the meeting be adjourned. The motion was seconded by Dr. Lowe, voted upon, and passed unanimously by the Board. The meeting adjourned at 1:22 p.m.

The Board's next meeting is planned for Thursday, March 30, 2023 in Richmond, Virginia at the Jepson Alumni Center, Rosenbaum Conference Room, University of Richmond. The meeting will begin promptly at 10:00 a.m. At this meeting, as part of the 2023/2024 grant review process, the Board will review the recommendations of the review panel and determine which Full Proposals should be presented to the Board.

For planning purposes, please note that presentations to the Board are scheduled for Thursday, May 4, 2023 at the Jepson Alumni Center, Rosenbaum Conference Room, University of Richmond.