

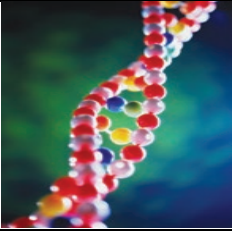
Commonwealth Health Research Board
Meeting Minutes for May 4, 2023
DRAFT

Members in Attendance:

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

Staff in Attendance:

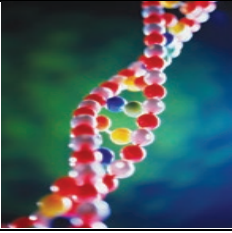
Anne C. Pace, M.P.A.	Administrator
Raya Mandler, Ph.D. (virtual via WebEx)	Scientific Consultant
Merrill Mitler, Ph.D. (virtual via WebEx)	Scientific Consultant
Arnold Revzin, Ph.D. (virtual via WebEx)	Scientific Consultant
Carla R. Collins (virtual via WebEx)	Senior Assistant Attorney General, OAG



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Others in Attendance virtually via WebEx Videoconferencing:

Principal Investigator/ Presenter	Applicant Institution	Presentation Participants
Michelle Rockwell, Ph.D., R.D.	Carilion Clinic	<u>Study Collaborator:</u> Scott Strayer, M.D., Ph.D., VCU
Steven Pascal, Ph.D.	Old Dominion University Research Foundation	
Andrew Lowell, Ph.D.	Virginia Polytechnic Institute and State University	
Zhaomin Yang, Ph.D.	Virginia Polytechnic Institute and State University	<u>Co-Investigator:</u> Webster Santos, Ph.D. VT
Swadesh Das, Ph.D.	Virginia Commonwealth University	<u>Co-Investigators:</u> Preetam Ghosh, Ph.D., VCU Paul Fisher, M.Ph., Ph.D., VCU Asit Paul, M.D., Ph.D., VCU
Michael Schulz, Ph.D.	Virginia Polytechnic Institute and State University	<u>Co-Investigator:</u> John B. Matson, Ph.D., VT
Michael McVoy, Ph.D.	Virginia Commonwealth University	<u>Consultant:</u> Nicholas Farrell, Ph.D., Bioplatinum Technologies <u>Co-Investigator:</u> Nisha Duggal, Ph.D., VCU
Peter Pidcoe, Ph.D.	Virginia Commonwealth University	<u>Co-Investigator:</u> Eyuphan Bulut, Ph.D., VCU
Robert Hinkle, Ph.D.	The College of William and Mary	<u>Co-Investigator:</u> Douglas Y. Young, Ph.D., CWM
Donald Brown, Ph.D.	University of Virginia	<u>Co-Investigator:</u> Kathy Hosig, Ph.D., VT
Diane Duffy, Ph.D.	Eastern Virginia Medical School	
Elizabeth Krieger, M.D.	Virginia Commonwealth University	<u>Advisor/Mentor:</u> Amir Toor, Ph.D., VCU <u>Co-Investigator:</u> Rebecca Martin, Ph.D.



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Call to Order:

Chair Robert Downs, Jr., M.D., called the meeting to order at 8:00 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 Minutes:

Vice Chair Eric Lowe, M.D., moved to approve the Minutes from the March 30, 2023 meeting. Julia Spicer seconded the motion. The meeting minutes were then unanimously approved.

Chair Robert Downs, Jr., M.D., reviewed the instructions for presentations, the format for the presentations and the time limitations for each presentation.

CLOSED SESSION: FY 2023/2024 CHR B Grant Process Step Three: Presentation of 12 Full Proposals to the Board via WebEx Videoconferencing and Consideration of Second Year Funding for existing CHR B Grants

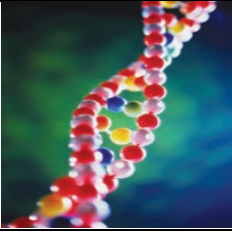
Vice Chair Eric Lowe, M.D., moved that the Board go into closed session pursuant to Virginia Code § 2.2-3711 (A) (7), § 2.2-3711 (A) (30), and § 2.2-3705.6(17) for the purpose of

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. Farrell. The motion was voted upon and passed unanimously.

Vice Chair Eric Lowe, M.D., moved that the Board reconvene in open session. Julia Spicer 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

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.

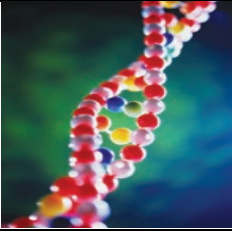
A roll call vote of members present was taken. Each approved this certification.

Results of Closed Session:

2023 Commonwealth Health Research Board Grant Awards

Ms. Julia Spicer made a motion that the following eight Principal Investigators receive a CHRB grant award for FY 2023/2024. Dr. Lowe, seconded the motion. The motion was voted upon and passed unanimously. Administrator Pace will contact the following successful candidates regarding the outcome of the Board's decisions. She will also provide reviewer comments to those Principal Investigators who will not receive a grant award.

Principal Investigator	Institution
Swadesh Das, Ph.D.	Virginia Commonwealth University
Diane Duffy, Ph.D.	Eastern Virginia Medical School
Robert Hinkle, Ph.D.	The College of William and Mary
Andrew Lowell, Ph.D.	Virginia Polytechnic Institute & State University
Michael McVoy, Ph.D.	Virginia Commonwealth University
Peter Pidcoe, Ph.D.	Virginia Commonwealth University
Michael Schulz, Ph.D.	Virginia Polytechnic Institute & State University
Zhaomin Yang, Ph.D.	Virginia Polytechnic Institute & State University



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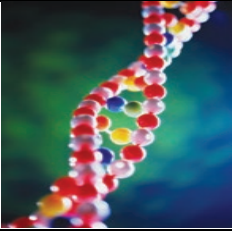
Recommendations for Second-Year Continued Funding:

Julia Spicer made a motion, with a second by Dr. Farrell, to continue grant funding for Year 2 for these seven grant awards, pending any outstanding reports, and to delegate authority to Chair, Robert Downs, Jr., M.D. to approve second year funding for #274-05-22 pending an additional scientific and fiscal report due to the CHRB by October 31, 2023. This motion was unanimously approved.

Principal Investigator	Institution
Michael Brown, Ph.D.	University of Virginia
Todd Fox, Ph.D.	University of Virginia
Bryan Hsu, Ph.D.	Virginia Polytechnic Institute & State University
Timothy Jarome, Ph.D.	Virginia Polytechnic Institute & State University
Masahiro Sakagami, Ph.D.	Virginia Commonwealth University
Julia Sharp, Ph.D.	Eastern Virginia Medical School
Lisa Shollenberger, Ph.D.	Old Dominion University Research Foundation

**Proposed FY 2024/2025 CHRB Grant Guidelines and Application Instructions
CHRB Policies and Procedures, CHRB Grant Agreement and CHRB By laws
Effective July 1, 2023**

Vice Chair, Eric Lowe, M.D., made a motion to approve the FY 2024/2025 grant related documents effective July 1, 2023. Julia Spicer second the motion. This motion was unanimously approved.



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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

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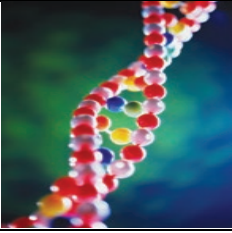
WHEREAS, Section 2.2-3712 of the *Code of Virginia* requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

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 was taken. Each approved this certification.

Julia Spicer moved that the Board approve the CHRB Administrative Budget for FY 2023/2024 in the amount of \$550,723.78 to include \$20,792.23 for fiscal services to be provided by the Department of Accounts (DOA) to the CHRB, a 7% increase in salary for the CHRB Administrator, an hourly increase for each of the scientific consultants, and funding for a replacement for the current CHRB Administrator. Dr. Farrell 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.

Vice Chair Eric Lowe, M.D. moved that the Board approve a \$10,000.00 retainer fee to the OAG for legal services and approval of the MOU between the CHRB and the OAG as written. Dr. Farrell seconded the motion and it passed unanimously.



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Next Meeting:

Chair Robert Downs, Jr., M.D., moved that the meeting be adjourned. The motion was seconded by Dr. Farrell, voted upon, and passed unanimously by the Board. The meeting adjourned at 5:20 p.m.

The Board's next meeting will be **Thursday, December 7, 2023** at the Jepson Alumni Center, University of Richmond or at a location to be determined. 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 2024/2025 grant process, and review the 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.