



**ARIZONA BIOMEDICAL RESEARCH COMMISSION MEETING MINUTES
VIA TELECONFERENCE**

Wednesday, September 9, 2015
3:00 p.m. – 5:00 p.m.

Commissioners in Attendance via teleconference

Clayton Dehn	Peter Kelly (Co-Chair)	Mitchell Shub
Hugo Vargas	Brandy Wells	

Commissioners Absent

None

ABRC Staff and Visitors via teleconference

Jennifer Botsford	Theresa Napoleon	Victor Waddell
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I. Call to Order and Verification of Board Quorum

The Arizona Biomedical Research Commission (ABRC) meeting convened via teleconference on September 9, 2015.

A quorum being present, Commissioner Kelly called the meeting to order at 3:10 p.m.

II. Approval of July 30, 2015 Minutes

Commissioner Shub made the motion to approve the revised draft minutes as presented, seconded by Commissioner Wells. The minutes were unanimously approved, none abstained.

III. Executive Director Update – Victor Waddell

Victor Waddell discussed the following updates:

- Jennifer Botsford will be moving over to ABRC full-time within the next two to three weeks.
- He continues to work towards having Theresa Napoleon's temporary position transitioned to a permanent position.
- Don Herrington, Assistant Director of Public Health Services, has committed to providing ABRC with temporary resources to assist with the RFGA process, if necessary.
- There has not been any movement regarding the appointment of additional commissioners. Dr. Waddell will continue to follow up with the department regarding this matter.
- Dr. Waddell will be out of the office from September 16th to October 12th (attendance at CLSI board meeting from 9/16 – 9/18, and then vacation). Don Herrington will be Acting Executive Director of ABRC during his absence.

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IV. Letter of Intent/RFGA's – Jenni Botsford

Jenni Botsford discussed the Letter of Intent and the changes in language for the two draft RFGA's. The RFGA's have been reformatted in a way that organizes the information in a more concise manner. Ms. Botsford confirmed that the \$2 million amount referred to in the RFGA's was the total award amount available for both RFGA's combined.

Procurement has agreed that we can use a Letter of Intent. The requirements for the Letter of Intent are incorporated into each RFGA, thereby ensuring continuity in the process.

Researchers will have three weeks, from the RFGA posting date, to submit their Letters of Intent. The Commissioners will then have four weeks to review the LOI's and determine which researchers will be invited to submit full applications. Commissioner Shub suggested that the process for accomplishing this needs to be set out in detail. Another Commissioner meeting (via teleconference) will be set up for a final review of the RFGA's after today's revisions are incorporated.

The Commissioners unanimously agreed that requirements for the Letter of Intent capture the information we need to receive, specifically how the research will have a positive impact on the health of Arizonans. It was also agreed that the new format of the RFGA's lays out the information in a more organized fashion.

It was agreed that once revisions are made, the RFGA's will be e-mailed to the Commissioners. A conference call will then be set up and the Commissioners will decide on moving forward with the RFGA's.

V. Agenda Items to be Considered for Next Meeting

The next meeting will be a teleconference meeting to decide on moving forward with the RFGA's.

During the Commission meeting previously scheduled for October 16th, the Commissioners will discuss, in detail, the process for reviewing the Letters of Intent. Dr. Reiman, Banner Health, will be presenting information on Alzheimer's disease. Due to time constraints, Dr. Reiman will be asked to keep his presentation to twenty minutes, followed by ten minutes of questions and answers.

VI. Confirmation of the Next Meeting

A date has not yet been determined for the teleconference meeting. A Doodle Poll will be sent out to ascertain availability of the Commissioners.

A Commission Meeting has previously been scheduled for October 16, 2015. That date has been confirmed

VII. Adjournment

The meeting was adjourned at 4:36 p.m.

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