

Tuesday, January 30, 2018

10:30 a.m. — 11:30 a.m.



Conference call # (888) 670-3525

Conference code 5311418626

Ed and Ethel Moore Alzheimer's Disease Research Program

Alzheimer's Disease Research Grant Advisory Board

Meeting Agenda

Alzheimer's Disease Research Grant Advisory Board Members in Attendance:

- Leilani Doty, PhD, University of Florida, Chair
- Niharika Suchak, MBBS, MHS, FACP, Florida State University
- Uma Suryadevara, MD, University of Florida
- Eun-Sook Lee, PhD, Florida A&M University

DOH Staff:

- Bonnie Gaughan-Bailey, MPA, ASQ-CQIA, Administrator, Biomedical Research Section
- Donald R. Morgan, MS, MPA, Biomedical Research Section
- Dinithia Sampson, PhD, Advisory Board Liaison, Biomedical Research Section

Members of the Public:

None

A quorum was not present. Board members received all pertinent meeting materials consisting of a) the meeting agenda, b) Discussion notes from December 1 In-Person Meeting for grant funding recommendations c) November 15th meeting minutes for approval, and a copy of the latest version of the Research Agenda. Board members participated via conference call and could actively and equally participate in the discussion.

(1): Introductions and Meeting Overview: Dr. Leilani Doty, Chair

Meeting began at 10:32 am with four (4) Board members and DOH staff present. It was established that a quorum was not reached. However, discussion of the meeting agenda continued; no motions were taken.

(2): Approval of Prior Meeting Minutes (November 15, 2017): Dr. Doty, Chair

No motion was received to approve and pass the meeting minutes for November 15, 2017 due to not having a quorum present. However, Dr. Doty made a correction to the agenda, stating that it incorrectly listed the November 15th meeting as October 15th. It was then clarified by Dr. Sampson that the minutes in reference were in fact for November 15, 2017.

Dr. Doty then referenced the Annual Report discussion listed in the December 1, 2017 In-person meeting notes. She requested a copy of the Final Draft of the Annual Report, specifically the first 10 pages that displays the tables and charts of programmatic data, stating that she'd

like to review the numbers as well as the language for correctness. Mrs. Gaughan-Bailey added that the staff would be glad to provide the report to Dr. Doty and Board members, and will send page 1 through the page before the abstracts begin, per request.

(3): Program Update: Dinithia Sampson and Bonnie Gaughan-Bailey

a. Membership

The Board was informed about the resignation of Board member, Dr. Ranjan Duara. Dr. Duara's resignation left two neurologists vacancies on the Board. Dr. Sampson noted that Dr. Duara will receive a thank you letter, signed by the State Surgeon General, in recognition of his service to the Board. She then asked Board members to submit any recommendations they may have to fill the two vacancies. She stated that some applications have already been received, but the vacancies have yet to be filled.

Dr. Sampson then informed the Board that the chairperson and assistant chairperson positions expire on February 5, 2018 and that nominations are now being accepted. She commented that Board members, who would like to be considered for either position, should send her an e-mail expressing their interest by February 13th. The anonymous voting process will be hosted by an online Doodle Poll. Dr. Doty sought clarification on whether it was legal to host a vote through an online program. Dr. Sampson and Mrs. Gaughan-Bailey clarified that the nominations would be received through the online survey and that the names of the persons receiving the most votes would be voted on in the next conference call, granted quorum is reached.

Dr. Lee inquired about the terms and the eligibility requirements of the chairperson and assistant chairperson positions. Dr. Sampson stated the term is 2 years and candidates must be existing Board members. Dr. Doty asked the staff to ensure that term lengths and duties, position eligibility and the voting procedure are explicit when the online poll is sent out to Board members.

b. Grant Execution

Dr. Sampson updated the Board on the grant execution status. She stated that the press release and all award letters have been sent. She also informed the Board that the unfunded letters have been sent to applicants who were not awarded. Dr. Sampson announced that 34 grants were funded including 3 pay-ifs. Ms. Gaughan-Bailey added that all grants are in the process of being executed and are expected to be fully executed within the 2-3 weeks or so. Dr. Doty asked if any Principal Investigators (PIs) expressed concerns about not receiving full funding and Mrs. Gaughan-Bailey stated that they had not. Dr. Doty then thanked the staff for their hard work throughout the grant funding cycle.

(4): Updating Research Agenda

During the December 1, 2018 In-person meeting, 2 Board members were asked to provide information on the topics of Palliative Care (Dr. Suchak) and coordination with Healthcare Centers (Dr. Wiltshire). Dr. Suchak stated that she did not have the information at this meeting but will send it to the Board soon, before the next conference call. Dr. Wiltshire was not present.

The Board then briefly discussed language changes needed in the Research Agenda, revisiting the conversation from the December meeting. Dr. Lee's question concerning post-doctoral students' eligibility to be a PI was clarified, saying that the post-doctoral student can be a PI, granted that all criteria of a PI is met. Dr. Doty added that none of Board members can be PIs but Board members can educate other faculty to help submit grant applications as PI.

For Priority Area 5, the Board discussed updating the language to expand to basic and pharmacological research and not just clinical post-doctoral fellowships. Dr. Doty asked Dr. Lee to review the priority area and provide information on the best practice for expanding it beyond a clinical research focus.

Dr. Doty also gave remarks concerning language in the Research Agenda, stating that the Board should consider replacing the word "patients" with "persons with Alzheimer's disease" when referring to individuals with Alzheimer's disease. She further remarked that "Advisory Board" and "Research Agenda" should begin with capital letter. Dr. Lee added that the Board members names should be updated to remove former members and add new members.

Dr. Sampson received all suggestion recommendations, reminding the Board that updates have been noted but cannot be adopted and updated until a quorum is reached.

The Board then discussed Page 4 of the Research Agenda (Priority Area 1). The suggestion was to include "physical and spiritual" activities in **1.2 Social**. It was also noted that the word "caregiver" is used in broad sense. Dr. Doty proposed that education and training should be removed from **1.2 Social**. It was also discussed that specific examples of social activities should be provided to give more details about desired projects. Dr. Suryadevara suggested that this could be achieved by adding a subsection with social education, resources/training. Dr. Doty asked her to review this section and provide a write-up to the Board. She agreed to submit this information to DOH staff prior to the next conference call.

It was also discussed that the Florida Department of Elderly Affairs' *5 Wishes* brochure could be included as an example in Focus Area 1.3. Dr. Suchak agreed; more information on the details of *5 Wishes* will be provided when information is submitted by Dr. Suchak.

Dr. Doty ended the meeting by reiterating that all suggestions and recommendations for changes should be forwarded to Dr. Sampson prior to next conference call.

(5): Public Comment

None.

Meeting adjourned at 11:34 am