

**California Institute for Regenerative Medicine
Scientific and Medical Research Facilities Working Group Search
Subcommittee**

DRAFT Summary Minutes of Subcommittee Meeting
March 16, 2005

Roll Call

Michael Friedman (Chair)	Present
Robert Klein	Present
Ted Love	Present
Claire Pomeroy	Present
Francisco Prieto	Present
John Reed	Present
Gayle Wilson	Absent

Agenda Item # 3:

Consideration of timeline for Real Estate Specialist candidate screening, interviewing and recommendation to ICOC.

The subcommittee discussed the timeline for their process of identifying, vetting and recommending a slate of Real Estate Specialist candidates to the full ICOC, as well as the candidate scoring system to be used and the worksheet that will be provided to interview teams as a tool for recording their impressions.

- The Facilities Working Group slate nomination timeline has been developed so this subcommittee's slate recommendation to the ICOC will follow those of the Grants Working Group Search Subcommittee and the Standards Working Group search Subcommittee.
- Facilities grants will be driven by science, and both research and facilities grants will be impacted by the work of the Standards Working Group, hence the Grants and Standards Working Groups must be created before the Facilities Working Group.
- The Facilities Working Group Search Subcommittee benefits from being able to streamline our process as we learn from the processes of the other two Working Group Search Subcommittees.
- There are no disadvantages to the proposed July 12 slate recommendation date – it is suggested to ensure this subcommittee is aiming for a date that will follow the slate

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recommendations of the Grants and Standards Working Group Search
Subcommittees.

- The date of the Facilities Working Group slate recommendation could be pushed up to June, to be done at the June 6 ICOC meeting, if Standards and Grants are both done by May.
- April 18 deadline Information Form and resume submissions is fine.
- The Subcommittee's recommended slate will be larger than the minimum needed.
 - The Working Group will have 4 Real Estate specialists.
 - The Subcommittee will recommend 4-12 people to serve on the Working Group, giving the ICOC the chance to pick the 4 it considers best. Of course, the Facilities Working Group can hire ad-hoc consultants as needed over time.
- SCORING SYSTEM comments:
 - Some candidates may have attributes not included in the simple scoring system - that's fine as the scoring system is meant to serve as a guideline to help being grouping of candidates.
 - Years of Experience: We will use ranges for years of experience, i.e. 10-15+ years for a score of 4 and also for a score of 3; 8-10 years for a score of 2 and 5-8 years for a score of 1.
 - An outstanding candidate with much of the desired expertise may only have 12 years of experience, this is why we need a range and not the specific requirement that someone have 15+ years of experience in order to get the top score (a score of 4)
 - If a candidate has more of the desired criteria but fewer years of experience, interview teams can still award a top score - such blending of criteria that lead to scoring decisions is fine.
 - Scoring is meant to be flexible -- interview teams have some discretion to recognize other skills not mentioned in the scoring system.
 - Need to add the following criteria to scoring system:
 - Leadership skills
 - Communication skills
 - Openness
 - Exclusion criteria as listed on Information Form and agreed upon Criteria for Real Estate Members.
 - Need to add short overall comment at the top of the scoring document saying:
 - Scoring criteria listed are important but other experience and expertise will be taken into account
 - Emphasize leadership
 - The Subcommittee would like this scoring information posted on the web site, along with the draft worksheet in order to have as open a process as possible.

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ACTION TAKEN: Motion made by Francisco Prieto to approve use of Scoring System and criteria with changes as discussed. Robert Klein seconded. A roll call vote was conducted with the following results:

Michael Friedman (Chair)	Yes
Robert Klein	Yes
Ted Love	Yes
Claire Pomeroy	Yes
Francisco Prieto	Yes
John Reed	Yes
Gayle Wilson	Absent

Agenda Item #4:

Informational update on candidate identification.

- We have received information on a total of 18 candidates thus far, including those suggested by Subcommittee members, those obtaining details and the Information Form from our web site and through other channels.
- The candidates are from diverse geographic areas in California, including San Diego, Los Angeles, Sacramento and the Bay area.
- Candidates are being contacted by CIRM staff for initial discussions and then asked to fill out the Information Form and send it back with their resume.
- Dr. Friedman will review all candidates as a preliminary screen and then distribute to the Subcommittee interview teams in real time.
- The subcommittee requests that interview information be sent to them via email.
- Interviews are to be done via telephone unless an in-person meeting is possible.
- Interviews can be conducted by Subcommittee members one at a time and individuals can then confer with their interview team mate.

Agenda Item #5:

Consideration of cooperation between the Search Subcommittees for the Facilities and Funding (“Grants”) working groups, as well as potential cooperation between the working groups themselves, once appointed.

- The challenge for the Facilities Working Group Search Subcommittee is that we are to appoint 6 members of the Grants Working Group to the Facilities Working Group, with the intent that these will be Patient Advocate members of the Grants Working Group. (It is less likely that any of the scientists on the Grants Working Group could serve on both anyway.)
- The Subcommittee agreed that Chair Dr. Friedman should continue working individually with Grants Working Group Search Subcommittee Chair Dr. Ed Holmes and separately with Standards Working Group Search Subcommittee Chair Dr. David Kessler to develop a clear explanation of the inter-workings of the three

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Working Groups -- and of their Search Subcommittees during slate identification, particularly with regard to Patient Advocate members of each Working Group.

- The overlap of Patient Advocate members on the three soon-to-be-formed Working Groups will drive collaboration between the three and also provide a clear reporting channel back to the ICOC from each Working Group.
- Over time, a description of what Patient Advocates will do to drive cross-communication between Working Groups, the ICOC and CIRM staff will be developed.
- The Facilities Working Group will be able to hire ad-hoc consultants to participate in reviews of specific proposals for which additional expertise is needed.
 - CIRM staff can help ID these ad-hoc members
 - The Subcommittee will be recommending some ad-hoc members when putting forth its slate to the ICOC.
 - ICOC members representing institutions may also have recommendations for ad-hoc members in the future.
 - Dr. Friedman identified NIH Facilities Review teams and their members who could also be hired as ad hoc consultants.
 - There are other organizations with similar teams that CIRM staff can research.
 - Working Group members themselves will have contacts who could serve as ah-hoc consultants.
- The job of this Subcommittee: what does it include?
 - Is this subcommittee to come up with plans and policies for the actual Working Group?
 - Yes, to an extent - these policies need to begin being developed sooner rather than later because the public wants to know how the CIRM and its ICOC and Working Groups will work.
 - This Subcommittee will come up with a menu of suggestions, agendize it for our next Subcommittee meeting and then bring it to the full ICOC.
 - Dr. Hall and the CIRM staff will determine how to implement the policies, but the Subcommittees and the full ICOC will develop the policies.
 - We will continue to discuss openly and publicly these potential policies so the public has insight into forecasting and can engage in the dialogue.
- Suggestion from member of the public:
 - Consider the time frame - once a grant expires, make sure facilities built or renovated with CIRM funds continue to be used for stem cell research.

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Real Estate Specialist Candidate Scoring System for Scientific and Medical Research Facilities Working Group Search Subcommittee

This scoring information is meant to serve as a guideline for the Facilities Working Group Search Subcommittee interview teams as they review candidate credentials, conduct interviews and determine how to rank candidates for presentation back to the full Subcommittee and then to the ICOC.

The scoring criteria listed are considered important for members of the Scientific and Medical Research Facilities Working Group, however there are other types of experience and expertise that will be taken into account at the discretion of the Subcommittee interview teams and the full Subcommittee. Particular emphasis will be given to leadership qualities.

SCORE	CRITERIA REQUIRED TO REACH SCORE
4 (Highest Score)	<ul style="list-style-type: none">• 10-15+ years in Real Estate/Property Development/Construction• 2 or more of the following criteria:<ul style="list-style-type: none">○ Developing and overseeing large-scale property development○ Implementing designs for ground-up infrastructure building as well as○ Implementing designs for reconstruction of existing facilities○ Experience with regulations and policies governing construction of government-funded facilities○ Experience with Capital proposals for state-of-the-art laboratory facilities (as a Facilities Project Officer or equivalent)○ Extensive experience with general commercial real estate including long term leasing in one or more of the major real estate markets in California○ General experience in facilities management

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	<ul style="list-style-type: none">○ Experience reviewing facilities grant proposals● Experience managing real estate or construction firm, or large piece of business for major firm.● Demonstrated leadership and communication skills. <p>Other features to consider in awarding this highest score:</p> <ul style="list-style-type: none">● Demonstrated community/civic interest● Demonstrated interest in health care and/or scientific research
3	<ul style="list-style-type: none">● 10-15+ years in Real Estate/Property Development/Construction● 1 or more of the following criteria:<ul style="list-style-type: none">○ Developing and overseeing large-scale property development○ Implementing designs for ground-up infrastructure building as well as○ Implementing designs for reconstruction of existing facilities○ Experience with regulations and policies governing construction of government-funded facilities○ Experience with Capital proposals for state-of-the-art laboratory facilities (as a Facilities Project Officer or equivalent)○ Extensive experience with general commercial real estate including long term leasing in one or more of the major real estate markets in California○ General experience in facilities management○ Experience reviewing facilities grant proposals● Experience managing real estate or construction firm, or large piece of business for major firm.● Demonstrated leadership and communication skills. <p>Other features to consider in awarding this second highest score:</p> <ul style="list-style-type: none">● Demonstrated community/civic interest● Demonstrated interest in health care and/or scientific research
2	<ul style="list-style-type: none">● 8-10+ years in Real Estate/Property Development/Construction● 1 or more of the following criteria:<ul style="list-style-type: none">○ Developing and overseeing large-scale property

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	<ul style="list-style-type: none">development○ Implementing designs for ground-up infrastructure building as well as○ Implementing designs for reconstruction of existing facilities○ Experience with regulations and policies governing construction of government-funded facilities○ Experience with Capital proposals for state-of-the-art laboratory facilities (as a Facilities Project Officer or equivalent)○ Extensive experience with general commercial real estate including long term leasing in one or more of the major real estate markets in California○ General experience in facilities management○ Experience reviewing facilities grant proposals <p>Other features to consider in awarding this score:</p> <ul style="list-style-type: none">● Experience managing real estate or construction firm, or large piece of business for major firm.● Demonstrated leadership and communication skills.● Demonstrated community/civic interest● Demonstrated interest in health care and/or scientific research
1	<ul style="list-style-type: none">● 5-8+ years in Real Estate/Property Development/Construction● 1 or more of the following criteria:<ul style="list-style-type: none">○ Developing and overseeing large-scale property development○ Implementing designs for ground-up infrastructure building as well as○ Implementing designs for reconstruction of existing facilities○ Experience with regulations and policies governing construction of government-funded facilities○ Experience with Capital proposals for state-of-the-art laboratory facilities (as a Facilities Project Officer or equivalent)○ Extensive experience with general commercial real estate including long term leasing in one or more of the major real estate markets in California○ General experience in facilities management○ Experience reviewing facilities grant proposals <p>Note: Candidates receiving this score would have none of the</p>

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	“Other features to consider” listed in the criteria for scores of 2 and above.
EXCLUSION CRITERIA AS PER PROPOSITION 71	A potential Facilities Working Group Member will be excluded from consideration if he/she: <ul style="list-style-type: none">• Resides outside of California• Receives compensation from any construction or development entity providing specialized services for medical research facilities• Provides real estate facilities brokerage services for any applicant for, or any funding by the Scientific and Medical Research Facilities Working Group• Receives compensation from any recipient of institute funding grants.

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**California Institute for Regenerative Medicine
Scientific and Medical Research Facilities Working Group**

**PROPOSED TIMELINE FOR
FACILITIES WORKING GROUP NOMINATION PROCESS**

KEY DATES

- 3/16: Subcommittee Meeting - Teleconference
- 4/7: ICOC Meeting in Los Angeles
- 4/18: Proposed Nomination Deadline
- 6/13 or 6/20 WEEK: Subcommittee meeting to discuss and vote on slate of candidates to recommend at July ICOC meeting

3/7 WEEK

- Candidate nomination documents finalized and posted on web site
- Chair begins vetting candidate information received to date
- CIRM staff begins contacting candidates suggested to date, gathering additional information needed for review process

3/14 WEEK

- **Wednesday 3/16:** Subcommittee meeting including discussion of timeline and nomination deadline
- Final nomination deadline posted on web site
- Projected timeline provided to all current candidates
- Chair continues vetting candidate information received to date
- CIRM staff continues contacting candidates suggested to date, gathering additional information needed for review process

3/21 WEEK

- Chair continues vetting candidate information received to date
- Chair begins sending candidate information to Subcommittee Interview Team to begin interview process
- Interview teams begin conducting interviews
- CIRM staff continues contacting candidates suggested to date, gathering additional information needed for review process

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3/28 WEEK

- Chair continues vetting candidate information received to date
- Chair continues sending candidate information as needed to Subcommittee Interview Team to begin interview process
- Interview teams continue conducting interviews
- CIRM staff continues contacting candidates suggested to date, gathering additional information needed for review process

4/4 WEEK

- **Thursday 4/7:** ICOC Meeting including Facilities WG Search Subcommittee report and announcement of nomination deadline
- Chair continues vetting candidate information received to date
- Chair continues sending candidate information as needed to Subcommittee Interview Team to begin interview process
- Interview teams continue conducting interviews
- CIRM staff continues contacting candidates suggested to date, gathering additional information needed for review process

4/11 WEEK

- Chair continues vetting candidate information received to date
- Chair continues sending candidate information as needed to Subcommittee Interview Team to begin interview process
- Interview teams continue conducting interviews
- CIRM staff continues contacting candidates suggested to date, gathering additional information needed for review process

4/18 WEEK

- **Monday 4/18:** Proposed nomination deadline
- Chair continues vetting candidate information received to date
- Chair continues sending candidate information as needed to Subcommittee Interview Team to begin interview process
- Interview teams continue conducting interviews
- CIRM staff continues contacting candidates suggested to date, gathering additional information needed for review process

4/25-6/6 WEEKS

- Chair continues vetting candidate information received to date

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- Chair continues sending candidate information as needed to Subcommittee Interview Team to begin interview process
- Interview teams continue conducting interviews

6/13 or 6/20 WEEKS:

- Subcommittee meets to discuss candidates and vote on slate for recommendation to ICOC at July ICOC Meeting

Scientific and Medical Research Facilities Working Group

INFORMATION FORM FOR POTENTIAL MEMBERS

Pursuant to California Health and Safety Code [125290.65] the Independent Citizens' Oversight Committee of the California Institute for Regenerative Medicine shall have a Scientific and Medical Research Facilities Working Group make recommendations to the ICOC on interim and final criteria, requirements and standards for applications for, and the awarding of, grants and loans for buildings, building leases, and capital equipment. The Working Group will also make recommendations to the ICOC on oversight procedures to ensure grantees' compliance with the terms of an award.

__Mr. __Ms. __Dr. __Mrs. __Other__

First Name Middle Initial Last Name

Title

University, Company or Organization

Business Address

City/State/ Zip

Work Number

Cell Phone

Email

1. For which position on the Facilities Working Group are you applying?
 Member of Grants Working Group Real Estate Specialist

2. If you are applying for a Real Estate Specialist position on the Working Group, please indicate whether or not you are an expert in the following subjects. Use a "Y" for yes and an "N" for no. Please use the blank lines to list any other areas of your expertise that you feel might be relevant to serving on the working group.

- ___ Developing and overseeing large-scale property development
___ Implementing designs for ground-up infrastructure building as well as
___ Implementing designs for reconstruction of existing facilities

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- ___ Experience with regulations and policies governing construction of government-funded facilities
- ___ Experience with Capital proposals for state-of-the-art laboratory facilities (as a Facilities Project Officer or equivalent)
- ___ Experience reviewing facilities proposals
- ___ Extensive experience with general commercial real estate including long term leasing in one or more of the major real estate markets in California
- ___ General experience in facilities management
- ___ _____

Please describe any constraints you have that may impact your service on this Working Group, e.g time or geographical.

4. Please attach a resume or CV.

5. Please be aware that Working Group members will be required to comply with conflict of interest standards determined by the Independent Citizens' Oversight Committee based on standards applicable to members of scientific review committees of the National Institutes of Health. These standards are currently under development.

6. Please be advised of the following exclusion criteria:

A potential Facilities Working Group Member will be excluded from consideration if he/she:

- Resides outside of California
- Receives compensation from any construction or development entity providing specialized services for medical research facilities
- Provides real estate facilities brokerage services for any applicant for, or any funding by the Scientific and Medical Research Facilities Working Group
- Receives compensation from any recipient of institute funding grants.

Please send your completed information sheet and resume or CV by email (preferred) or mail with "Attn: Facilities WG Search" to either:

- mking@cirm.ca.gov
- CIRM, P.O. Box 99740, Emeryville, CA 94662-9740

Forms are due postmarked or emailed by midnight Monday April 18, 2005.

PLEASE NOTE: THIS APPLICATION, TOGETHER WITH ANY ATTACHED MATERIALS, MAY BE SUBJECT TO DISCLOSURE PURSUANT TO THE CALIFORNIA PUBLIC RECORDS ACT.