

## Washington Vaccine Association - Board of Directors Meeting

July 15, 2010, 2:00 - 4:00 PM

Location: Law office of Ellis, Li & McKinstry PLLC, Market Place Tower, PH-A

- I. **Attendance.** Participating in all or part of the meeting in person (P) or by telephone (T) were the following individuals:

Directors:

Brian Ancell  
Dr. Beth Harvey  
Laura McMillan  
Dr. Ed Marcuse  
Dr. Roger Muller (T)  
Dr. Mary Kay O'Neill  
Phil Haas  
Dennis Kirkpatrick (T)  
Dorothy Teeter (T)

Others:

Dan Asterino (GSK)  
Ross Baker  
Janna Bardi  
Erik Conroy  
Abbi Kaplan  
Sarah Michaels (Sanofi-Aventis)  
Loy Suderman (T)  
Jeri Trice (Zenith)

Vaccine Association:

Margaret Lane  
Fred Potter  
Anne Redman (counsel)  
Claire Roberge (controller)

II. **Summary of Actions Taken and / or Recommended**

**A. Actions Taken (votes adopted)**

1. Voted to approve WVA Board meeting minutes from the June 17, 2010 meeting, and the May 3, 2010 meeting, as corrected.
2. Voted to engage Monson & Bass as the WVA auditors.

**B. Actions Recommended**

1. That an updated Project Milestones plan addressing the next six months and beyond be presented to the board during the next board meeting.
2. That the WVA document TriWest's failure to comply with its statutory payment obligations in a letter to Tri-West prior to approaching the federal delegation and taking this issue to the state.
3. Each board member to notify the WVA of non-board members to whom SharePoint access should be given.
4. For the WVA communication team to create a plan of communications and present it to the board during the August meeting; and annual publication will be considered.

III. **Minutes**

At 2:05, a quorum having been established, Brian Ancell, Chairman of the Vaccine Association, convened the meeting of the Washington Vaccine Association.

## **Review of Minutes of Prior Meetings**

**Upon motions duly made and seconded, it was unanimously**

### **VOTED:**

To adopt the WVA Board meeting minutes from the June 17, 2010 meeting, with Dr. Beth Harvey's correction.

The correction in the June 17, 2010 minutes was that Allene Mares is an MPH, not an NPH. Also, the sentence directly preceding this typo should be deleted from the minutes. It reads, "Janna Bardi announced Mary Wendt's successor, also as appointed by Secretary Selecky."

## **Financial Report**

Claire Roberge, controller for the WVA through CML Administrators, was introduced to the Board. Claire and Fred presented the financials to the Board. It was noted that the first page of financials were estimates and the projections of vaccines administered in the first months were higher than actual amounts. Fred reported that the WVA had \$900,000 less in vaccine cost than anticipated. Notes one and three at the bottom of page 3.b.1 were noted as out of date due to the numbers on the page becoming more accurate and less estimated. An updated cash flow will be presented to the Board in August.

## **Project Milestones**

This section was presented to the Board to give a visual look at internal project plans and mark the progress. It was suggested that a plan for the next six months be presented at the next Board meeting. It was also noted that if a change in goal date occurs, the milestone will be highlighted for the next meeting and the Board notified.

## **Operational Reports**

A new format for the operational reports was presented for the Board's approval or modification suggestions. Updates from the time of printing the board book were reported and highlighted as positive changes. It was noted that the next 50 providers are listed as decreasing in compliance only due to the data being more accurate at the time of this meeting than at last month's meeting. Providers using the Epic system now report that they are advancing toward compliance and will address the capability to comply in the future.

A small work group from the Operations Group who are familiar with hospital billing, including two representatives from Evergreen and Swedish Hospitals, have met to discuss the best way for the hospitals to comply. Hospitals are low dosage vaccine providers and of those administered, about half are to children with Medicaid rather than privately insured children. A preliminary recommendation for hospital compliance is expected for the next Board meeting in August.

Compliance conversations are underway with Tri-West. TriWest has made the suggestion to take the issue to the federal delegation level. It was suggested that the WVA get this suggestion by Tri-West in writing before going to the state. The Washington Plan, a new plan offered under Community Health Plan, is also questioning the need to comply.

It was noted that TPA communication is now around 60%, up from the 37% noted on the chart. Those TPAs which did not attend the webinar and have not yet reached out to WVA will be called by the WVA. Tier One and Tier Two TPAs have both experienced an increase in compliance.

## **Board Development – SharePoint**

Ryan Cich from Solutionworx presented a brief tutorial on SharePoint. Board members will have access to the Home site and the Board site. Members on additional committees will have access to those committee sites as well. Sharepoint can be accessed by going to <http://portal.wavaccine.org> or by going to the WVA and clicking on a link in the top right corner that says “Board & Staff”.

Basic functions include:

- Document sharing with check-in and check-out functionality. When checking in a document, it was suggested to save with the name of the version it is (i.e. editor name and date)
- Key Discussion where members are able to post an idea or comment and other members are able to review and reply to the comment.
- Task tracking functions as a list that members can check off when tasks and goals are met and tasks can be delegated to others.

Board materials will be updated on the SharePoint site before each meeting. It was suggested that the board members give an approved list of non-board members who should be given access to SharePoint.

## **Communications Update**

Abbi Kaplan reported on the new process for review that has been instituted for the WVA communications in order to ensure a communication is not prematurely released to the public again.

The Communications Work Group is being reconstituted to address higher level issues of policy and identify issues for the communications team to address. Invitations will be sent out in the next couple of days for that group.

It was suggested that regular communications be made standard practice for the WVA. The WVA communications staff will put together a communications plan (how, when and what for providers) for board approval in time for the August Board meeting. Interest was expressed in releasing an annual report that is broadly shared with the community and potentially a quarterly communication to be posted on the website. The plan and the communications will be passed through the Communications Work Group. The TPA representative asked that TPAs not be forgotten in the communication that is sent.

## **Auditor Selection**

The Audit Committee recommended Monson & Bass as the selection for the audit.

**Upon motions duly made and seconded, it was unanimously**

**VOTED:**

To engage Monson & Bass as the WVA auditors.

## **Executive Committee**

The board met in executive session. In response to a comment by Ross Baker, representing Regence, there was general discussion of the difficulties of ensuring an adequate supply of flu vaccines and possible future collaboration with the Department of Health on this issue. Legal counsel was present during the discussion.

## **Comments on upcoming Board Meetings**

The next board meeting is scheduled for August 19, which will be kept; Fred will join by phone. All future phone board meetings are canceled and it is anticipated that in the next few months, in-person board meetings will no longer be every month, but every other month or quarterly.

**There being no further business, the meeting was adjourned at 3:55 pm.**