

Washington Vaccine Association - Board of Directors Meeting

August 19, 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:

II.

Directors:

Brian Ancell
Dr. Joe Gifford
Phil Haas
Dr. Beth Harvey
Dennis Kirkpatrick
Dr. Ed Marcuse
Laura McMillan
Dr. Mary Kay O'Neill

Vaccine Association:

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

Others:

Ross Baker
Abbi Kaplan
Ann Senechal
Michelle Roberts (DOH) (T)

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

A. Actions Taken (votes adopted)

1. Voted to approve WVA Board meeting minutes from the July 15, 2010 meeting, as corrected.
2. Voted to ratify the actions of the Executive Committee approving the Vaccine Committee charge.
3. Voted to approve the committee authority of the Executive Committee.
4. Voted to adopt the Conflicts of Interest Policy with the edits noted.
5. Voted to approve the Geographic Scope Policy.
6. Voted to approve the members of the WVA Vaccine Committee with the changes noted. Laura McMillan will serve on the committee in the place of Dr. Roger Muller.

B. Actions Recommended

1. That WVA finalize the research related to whether WVA can function as a Tri-West/Tri-Care certified provider, and then send a letter documenting TriWest status to TriWest, the WA delegation, and Olympia staff identified herein.
2. That we allow payers up to 30 days, rather than two weeks, to submit their settlement reports and payments

IV. **Minutes**

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

Allene Mares was introduced as the newest board member with the WVA. Allene has been with the WA Department of Health for two years. She is currently the Assistant Secretary for Community and Family Health and the Director of Public Health Systems Development. Allene has spent over thirty years working with local public health and has a background in nursing.

The Conflicts of Interest Policy that was distributed for this meeting is not the most current version of the policy. The sentence, "All board members must make decisions based solely on the best interest of the Association" will be deleted from the paragraph on page three of the policy.

Review of Consent Calendar

Upon motions duly made and seconded, it was unanimously

VOTED:

To adopt the WVA Board meeting minutes from the July 15, 2010 meeting.

Upon motions duly made and seconded, it was unanimously

VOTED:

To adopt the Executive Committee's ratification of the Vaccine Committee.

Upon motions duly made and seconded, it was unanimously

VOTED:

To adopt the committee authority of the Executive Committee.

Upon motions duly made and seconded, it was unanimously

VOTED:

To adopt the Conflicts of Interest Policy with the edits noted.

Upon motions duly made and seconded, it was unanimously

VOTED:

To adopt the Geographic Scope Policy.

Executive Director Report

Fred Potter provided the Executive Director Overview. The Long-Term Task Force has received an analysis from BMI and will reconvene shortly to discuss the options. The analysis will go through extensive edits and working sessions with the Task Force before a recommendation is scheduled to be made to the Board at the November meeting.

Project Milestones

Three new items were highlighted on the Project Milestones: the assessment grid policy, the database for TPA registrants and the development of the influenza vaccine purchase proposal for the WVA Board. New sections were added to the chart for updated goal deadlines and to denote a goal newly added to the milestones.

Operational Reports

Compliance appears to be down from the month of July, but is a result of more accurate tracking data. Last month's data included providers that verbally committed to complying with the DBA, but for various reasons were unable to follow through with compliance. Within the top 45 providers, only Valley Medical, who is dealing with a Misys vender issue, has not verbally committed. Polyclinic now reports that compliance will not be possible until 2011 and will continue with the single submission due to a system conversion issue. The more accurate compliance data make it possible to track individual office locations. One clinic may have multiple sites, e.g., the top 45 providers,

and actually be over 300 locations. A communications update will be developed and sent to providers with the final compliance deadline of December 31, 2010.

The final hospital strategy will be presented to the Board next month. The initial strategy is to encourage hospitals to submit a DBA using the UB4 form, and focus on the larger Hep B vaccine providers. Swedish has verbally committed to compliance in the next two weeks while Providence has already implemented the DBA process.

WVA has drafted a letter documenting Tri-West/Tri-Care's non-compliance position. It was recommended to send the letter and follow up with congressional delegation, collaborating with providers, payers and professionals as soon as possible. The recommendation is that the WVA staff draft the letter and the Board will develop the distribution list which would include Marty Levenger and David Hanig.

Given the current positive cash position and the need for time to accurately complete back end processing reports requested by WVA, by action of the Board, the WVA staff will modify the settlement report policy. The due date for settlement reports and payments for single submission claims will change from 15 days after the end of the month to 30 days following the end of the month.

Board Development – Annual Report Discussion

The Board suggested that the annual report focus on updating providers and payers on the achievements of the WVA, following a brief history, and that WVA accountability and transparency should guide the narrative. The tone should indicate appreciation of providers' and payers' contributions to WVA's success, including their quick compliance. The providers should get a sense that their efforts have made a difference in the grand scope of Washington State vaccinations. The board also discussed including a brief section on WVA's goals for the future. It was recommended that the annual report have some style, but not appear to be expensive or flashy. Everyone agreed that there was no need for a printed version -- a PDF was ample, and should be accessible on our web site.

Communications Update

Abbi Kaplan presented the communications update to the Board. The next communications' milestone is the new website which will be launched near or just following the end of the month. Coordinating with the launch of the website, a provider letter will be sent communicating the updated compliance deadline of December 31, 2010.

Vaccine Committee

Upon motions duly made and seconded, it was unanimously

VOTED:

To adopt the members of the WVA Vaccine Committee with the changes noted. Laura McMillan will serve on the committee in the place of Dr. Roger Muller.

Dr. Ed Marcuse reported that the first issue for the Vaccine Committee to consider is the flu vaccine, with a goal of bringing a proposal to the Board by December. The second issue the Vaccine Committee will tackle is "vaccine choice," which must be decided upon by March.

Dr. Marcuse reported that he solicited consultants to the Vaccine Committee, but because there was no local Health Officer, he asked Larry Jecha and Jeff Duchin to consult. Dr. Beth Harvey suggested Anthony Chen would be a good local health officer if the committee needs another consultant.

Executive Session

Fred Potter provided an overview of the four options for D&O coverage available to WVA. He noted the benefits of including the fidelity coverage with the policy and the advantages of a separate (additional) defense cost bucket feature in the Chartis proposal. It was the sense of the board the Fred should proceed to bind Option 4 (from Chartis) as presented to the meeting.

The Board expressed appreciation for the offer of Anne Redman to attend WVA board meetings without charge in order to stay informed herself and be available to the board for initial impressions and follow up work. It was the sense of the Board that Anne has done a great job for WVA and should be continued as counsel. To maintain good management controls, the Board directed that all assignments for counsel should be handled through Fred, as Executive Director. Fred was asked to express the Board's appreciation to Anne for her assistance and also supported in his recommendation that Anne's firm be continued in the longer range operating plan for 2011 he is developing for presentation to the Board this fall.

There being no further business, the meeting was adjourned at 3:45 pm.