

## Washington Vaccine Association - Board of Directors Meeting

September 16, 2010, 2:00 - 4:00 PM

Location: Law office of Ellis, Li &amp; 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. Beth Harvey  
Dennis Kirkpatrick  
Dr. Ed Marcuse  
Laura McMillan  
Dr. Mary Kay O'Neill  
Dr. Roger Muller (T)  
Dorothy Teeter

Vaccine Association:

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

Others:

Ross Baker  
John Goddard (GSK)  
Jan Hicks-Thomson (DOH)  
Janna Bardi (DOH)

III. **Summary of Actions Taken and / or Recommended****A. Actions Taken (votes adopted)**

See votes adopted under the Consent Calendar.

**B. Actions Recommended**

1. That the WVA Audit Committee review the recommendations for accounting reporting and present a recommendation to the Board at the November meeting.
2. That initial repayment to the health plans begin in November by the WVA.
3. That a section be added to the compliance dashboard that indicates the percentage of total vaccine administration for hospitals in relation to that of all vaccine administration.

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.

**Review of Consent Calendar**

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

**VOTED:**

To adopt the WVA Board meeting minutes from the August 19, 2010 meeting, as corrected.

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

**VOTED:**

To adopt the revised Conflicts of Interest Policy.

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

**VOTED:**

To adopt the committees established as WVA Board Committees.

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

**VOTED:**

To authorize the WVA Audit Committee to publish and approve WVA financial statements.

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

**VOTED:**

To adopt the Annual Report in lieu of an Annual Meeting for the members.

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

**VOTED:**

To adopt the proposed WVA budget and staffing recommendations for the remainder of 2010 and the proposed for 2011.

### **Executive Director Report**

Fred Potter provided the Executive Director Overview. It was noted that the auditors for the WVA have recommended that the assessment funds from payers that eventually are sent to the State are not reflected in the financial records. The CPA who records WVA lockbox funds disagrees with this recommendation and suggests that all financials be shown in the records. It is recommended that this decision on reporting go to the Audit Committee. The auditors recommend policies to compute leakage based on the margin and not the liability and post the liability for loss of margin which is an understatement of a liability. Some disagree with this method because the WVA is accountable to the State for the leakage. It was recommended that the board set the expectation that WVA has complete accounting for all the funds received even if the process is a little more expensive. It is noted that the sense of the board was that all the funds should be displayed in the financial records.

It is suggested that an initial repayment to the plans be made in November 2010 because of the positive state of the funds. It is also proposed that a formula be set that when funds get to a certain amount in the bank, a repayment will be automatically be triggered. It is predicted that the prepayments will likely be paid back to the plans within a year based on current WVA fund trends. At the same time, the market rate which the WVA charges for each vaccine would gradually get closer to the CDC rate until the WVA rate is only marginally over the CDC rate to cover only the operational costs of the WVA. Further discussion regarding the payment schedule and specific guidelines determining the additional payments are to be made will be held at the November meeting.

### **Operational Reports**

As mentioned in the previous Board meeting, the WVA has begun tracking providers in different segments based on new information that allows more strategic tracking and follow-up. The data reflected on the revised compliance dashboard is now based more on precise vaccine volume of specific office locations. Using this modified dashboard, the WVA staff will refocus outreach with a phone-a-thon and develop a database that decreases the reliance on the health plans and their data. WVA was recently able to acquire all the Tax ID and NPI numbers for the Washington providers from OneHealthPort. The WVA will now be able to match the list of non-compliant providers

submitted from the plans and WPAS with this identifying information and more easily follow-up with the provider. It was requested that a section be added to the compliance dashboard that indicates the percentage of total vaccine administration for hospitals in relation to that of all vaccine administration.

WVA has taken the steps suggested in the previous Board meeting regarding TriWest's non-compliance. A provider certification application was completed and follow-up with TriWest is underway. A letter to George Cargill, the area VP for the Northwest market, has been sent, and a draft letter to the delegation has been written. Follow-up with Cargill will occur as soon as Fred and Margaret are available.

#### **Communications Update**

The new website has been launched and is noted as more functional and easy to use as well as aesthetically improved. Through this process, the protocol with the Washington State Department of Health was developed. Appreciation was noted to those on the Board who contributed to the website.

#### **Board Development – Annual Report Discussion**

Noting that the Vaccine Committee has two items which must be presented to the Board, it was suggested that the December and January Board meetings remain on the calendar, but cancel the October meeting. The Board meetings will continue to be held monthly through April 2011 and then we will re-evaluate and schedule meetings on an as appropriate. The October 21, 2010, meeting is cancelled, but the November 18, 2010 and December 16, 2010 meetings are confirmed as being held.

#### **Public Comment**

Dennis Kirkpatrick has been asked to speak at an Oregon claims payer association meeting but he suggested that perhaps Fred Potter, Margaret Lane or Chairman Ancell should also attend as WVA representatives.

**There being no further business, the meeting was adjourned at 3:50 pm.**