

Washington Vaccine Association – Board of Directors Meeting

June 14, 2012, 2:00 – 4:00 PM

Location: By teleconference

I. **Attendance.** Participating in the meeting were the following individuals:

Directors:

Brian Ancell
Jason Farber
Dr. Joe Gifford
Dr. Beth Harvey
Laura McMillan
Dr. Roger Muller
Allene Mares
Norman Seabrooks

KidsVax.org™:

Fred Potter
Claire Roberge
Norman Roberge
Emily McKenna

WVA:

Margaret Lane

Others:

Janna Bardi
Mark Thomas
Anne Redman

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

A. Actions Taken (votes adopted)

1. Voted to approve the May 17, 2012 minutes, as submitted.
2. Voted to amend the prior approved 2012-2013 budget by adding as a special project a supplemental WVA expense not to exceed \$950 for a proposed Founders Recognition event to be held in conjunction with the Board's September 2012 meeting.
3. Voted to support the proposed Amended and Restated WVA Plan of Operation as presented to the meeting and request the Executive Director to work with Department of Health staff to bring an updated version, acceptable to the Secretary, back for final review and consideration.
4. Voted to approve the 2012-2013 proposed KidsVax.org™ performance goals for the WVA contract as presented to the meeting.

III. **Minutes**

Welcome and Introduction

At 2:00 p.m., a quorum having been established, Brian Ancell, Chairman of the Vaccine Association, called the meeting of the Board of Directors to order.

Consent Calendar Items

A motion was made to approve the minutes from the May 17, 2012, WVA Board meeting.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the minutes of the May 17, 2012 WVA Board meeting.

Executive Director Updates

The Executive Director's report was submitted in advance of the meeting. There were no questions from the Board regarding the report. Mr. Potter indicated that the management reports through 5/30/12 remain the same.

Board Development

The Audit Committee met twice in the last month. The first meeting was to plan for the audit that will take place in the fall with the expectation that the audited financial statements will be available to the Board at the September meeting. An Audit Committee meeting will be held in advance of the September Board meeting so that the Audit Committee will have an opportunity to review the audited financials and will bring a recommendation to the Board. The second Audit Committee meeting, held on Monday, June 11, 2012, was held to review and confirm the Form 1023 for tax-exempt filing. The document was signed and mailed on June 13, 2012, and a complete copy is now in the records of the WVA.

Ms. McKenna provided an update to the Board regarding the plan for the September 7th Board meeting and Founders Recognition. A room has been reserved at the Department of Health, but alternative locations continue to be researched as well. The Secretary will attend, but the Governor is unable to attend. The "Save the Date" notices went out to the Universal Purchase Planners Group and many affirmative RSVPs have already been received. The budget for this event has been decreased significantly. The new budget figure of \$950 covers the cost of printing the letters and includes a light breakfast for 50-60 guests. The Board expressed their appreciation in bringing the budget to under \$1,000 for this event.

Upon motion duly made and seconded, it was unanimously

VOTED: To amend the prior approved 2012-2013 budget by adding as a special project a supplemental WVA expense not to exceed \$950 for a proposed Founders Recognition event to be held in conjunction with the Board's September 2012 meeting.

Other Board Matters

The updated WVA Plan of Operation was discussed. The changes reflect the feedback provided by the Board. Once the Board has reviewed the revisions, the Plan will be sent to the DOH for follow-up with a goal to finalize it at the September meeting. Mr. Potter provided a detailed overview of the changes made to the Plan since the last Board meeting. These changes now represent the Amended and Restated Plan of Operation. Ms. Mares indicated that the Plan needs to include all language necessary to allow the DOH to move into a rulemaking process with regard to leveling fines for carriers or TPAs who fail to remit. A question was raised regarding the reference to the annual notice of assessment in Article VII, A. Mr. Potter explained that it is conceivable, because of the way the statute now stands, there might be a carrier that opts to pay the assessment on

an annual basis, in which case failure to pay would trigger the interest charge for late payment. It is not anticipated that would be the case because essentially everyone except Group Health is on the dosage-based assessment method and Group Health is a specialized version of the dosage-based assessment in which they self-report and square up monthly.

Upon motion duly made and seconded, it was unanimously

VOTED: To support the proposed Amended and Restated WVA Plan of Operation as presented to the meeting and request the Executive Director to work with Department of Health staff to bring an updated version, acceptable to the Secretary, back for final review and consideration. (Ms. Mares abstained from the vote until the DOH has completed the process.)

The 2012/2013 goals were discussed. The core service matrix was reviewed. These are largely the same as last year with the exception that the white mail acknowledgements, which were expanded after discussion with Mr. Potter regarding his operational procedures so that they would match. The provider target compliance stays at 95%. It is currently at 94% and KidsVax.org™ will confirm this by the end of June. There has been 100% payer compliance apart from TriCare and TriWest with a goal to seek resolution of TriCare and TriWest by 12/31/12. TriCare is the federal program and TriWest is the administrator and one or the other is accountable to payment. Further discussion ensued. The System/Operational goal 3.c. was updated for clarity to describe the type of system that is being reviewed and researched for implementation. This does not change the dosage-based assessment system, but is for the purpose of enhancing the ability of KidsVax.org™ to track and monitor payment of claims, etc. The overall management of the Plan of Operation/Board Governance to implement a revised Plan of Operation, finalize and communicate Board members' election, and development of a long-term recommendation for TPA registration was discussed. The implementation of the revised Plan of Operation date was originally 9/1/2012 and that has been moved to 12/31/2012 to allow an opportunity for review and input from DOH on the revised Plan. The proposed preparation of follow-up legislation to TPA registration has been removed. There were no changes to the cash management and investment policy as outlined.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the 2012-2013 proposed KidsVax.org™ performance goals for the WVA contract with an 85.1% performance bonus as presented to the meeting.

There being no further business, the meeting was adjourned at 2:39 pm.