

**Washington Vaccine Association Audit Committee Meeting
June 15, 2017; 3:00-4:00 p.m. (PST)**

I. Attendance. Participating in all or part of the meeting were the following individuals.

Members:

John Sobeck, M.D., Chairman – Market Medical Executive, Cigna
Jason Farber, Esq. – Davis Wright Tremaine, LLP
Derek LeBrun – Director, Finance & Risk Adjustment, Coordinated Care

Department of Health (DOH):

Sheanne Allen, MPH, MCHES – Vaccine Management Section Manager

Others:

Kayla Campbell – Senior Administrative Assistant, Cigna
Public – Representatives from Northwest Administrators, Inc.

KidsVax[®]:

Julia Walter Zell, M.A., Esq. – Executive Director
Heather Rautio – Executive Assistant
Claire Roberge, MBA – Controller
Norman Roberge – Accountant
Peter Smith, MBA – Financial Analyst

II. Summary of Actions Taken and/or Recommended

A. Actions Taken (votes adopted)

- i. To recommend the 2017-2018 Operation Budget to the Board as presented.

B. Follow up Tasks / Action Items

- i. KidsVax to compile a historical summary chart comparing financial position in relation to key milestones and actions taken.
- ii. Norman Roberge will compile a financial impact estimate of assessment denials by a top-tier payer.

III. Meeting Minutes

At 3:00 p.m., a quorum having been established, Chairman John Sobeck called the meeting to order. Introductions were made and Julia Walter Zell announced that the meeting was being recorded for the benefit of the minute-taker and would be deleted following the final approval of the minutes. Ms. Zell also noted that Derek Lebrun's affirmation as an Audit Committee member is on the agenda for the WVA Board Meeting on June 29, 2017.

Financial Update

Line of Credit & Financials

Peter Smith reported provided highlights of the financial reports, period ending May 31, 2017, contained in the meeting packet. Overall, the WVA financials are tracking fairly well with projections.

Mr. Smith also reminded the committee that the July 1, 2017 Assessment Grid rates will be in effect within a couple of weeks.

Dr. Sobeck noted the financial history of the WVA is a success story worth highlighting. He suggested compiling a historical comparison chart of the Association's financial position in relation to key milestones noting remediation steps taken, starting with the 2015 cash crunch and continuing through the present time. A discussion ensued regarding possible formats and desired components of the proposed chart. Ms. Zell noted the importance of highlighting the cost savings to payers which have been realized through the WVA's efforts, despite other financial challenges. KidsVax committed to apprising the Board Chair, John Pierce, of this suggestion, and agreed to follow up with Dr. Sobeck at a future Audit meeting.

Collections Report

Ms. Zell highlighted a couple payer compliance issues brought to her attention by Mr. Roberge. A top-tier payer is still not paying at the correct Assessment Grid rate after the WVA addressed the issue with them last year. They are also denying claims that do not have National Drug Codes (NDC). NDCs are not a requirement of WVA dosage assessments as of last month. Mr. Roberge is developing a ballpark estimate of the financial impact of the denials.

Payer Compliance Special Project Update

The "Payer Compliance Special Project" is progressing as expected. Mr. Roberge has distributed an explanatory letter and survey to several Washington providers and made initial contact with billing supervisors to reconcile data from each. The emphasis is on identifying issues that are causing claim denials and therefore delayed payments, such as incorrect dosage assessment grid rate usage and incorrect WVA mailing address for payments. A discussion ensued regarding specifics of the progress and initial findings. DHSS plans to distribute the letter and survey and/or highlight the project in their newsletter to providers with the goal of raising awareness.

Sheanne Allen reported that DOH notified providers about the WVA's questionnaire and will continue to remind them periodically.

The WVA Board will review progress of the project after six-months and determine whether the project should continue or be rolled in into the base contract. Dr. Sobeck recommended highlighting systemic issues found, if any, not just one time occurrences.

2017-2018 WVA Operations Budget

Ms. Zell and Mr. Roberge walked the committee through the 2017-2018 WVA Operations Budget. Generally, the budget is based on standard contract fees and adjusted for inflation, changes in volume, and supplier changes. A decrease in the Key Bank lock-box processing fees is anticipated as fewer claims are denied and processed only once. The investment to work with TRICARE is paying off in the form of claims recovered and their willingness to reprocess previously denied claims.

Upon motion duly made and seconded, it was unanimously

VOTED: To recommend the 2017-2018 Operation Budget to the Board as presented.

2016/17 Audit

Ms. Zell reported that delivery of the 2016/17 Audit Report is expected to be on time, in August 2017, per the WVA's engagement letter with CliftonLarsonAllen LLP. It will be presented to the Board in time for findings of note to be included in the 2017 WVA Annual Report. The audit report will be distributed and reviewed prior to the Board meeting.

Other Matters from Committee Members

There were no other matters from Committee members.

Executive Session

There were no matters for discussion.

Closing

There being no further business, the meeting adjourned at 3:30 p.m.

What: Audit Committee Meeting
 Date & Time: Thursday, June 15, 2017; 3:00-4:00 p.m.
 Location: Teleconference
 Conference Line: (267) 930-4000; Conference ID: 103063718#

Notice: Meeting may be recorded for the benefit of the secretary. The WVA intends to delete the recording after the minutes of the meeting are approved.

Approx. Time	Topic/[Anticipated Action]	Presented by:
3:00-3:05 p.m.	1. Welcome & Introductions a. Notification of Recording	J. Sobeck
3:05-3:20 p.m.	2. Financial Update a. Line of Credit * b. 2017/05/31 Financials * c. Collections Report	P. Smith/ N. Roberge
3:20-3:30 p.m.	* 3. Operations Budget a. Vote to approve the 2017-2018 Operations Budget	P. Smith/ N. Roberge
3:30-3:40 p.m.	4. 2016/17 Audit	
3:40-3:45 p.m.	5. Other Matters from Committee Members	Any
3:45-3:55 p.m.	6. Executive Session (KidsVax [®] excluded)	J. Sobeck
3:55-4:00 p.m.	7. Closing	J. Sobeck

*Indicates Agenda Item Attached
 Red text indicates an action item

**Washington Vaccine Association
Statement of Financial Position
As of May 31, 2017**

A

ASSETS

Current assets			
1	Cash and cash equivalents	\$	8,389,345.06
2	Investments		9,655.42
3	Members Estimated Collectible Assessments		11,469,246.00
4	Prepaid Vaccine		5,251,427.79
5	Prepaid Administrative Services		-
6	Total current assets		<u>25,119,674.27</u>
7	Total assets	\$	<u>25,119,674.27</u>

LIABILITIES AND NET ASSETS

Current liabilities			
8	Accounts payable	\$	25,392.52
9	Key Bank - Line of Credit		-
10	Payable to Washington Department of Health		-
11	Other accruals		-
12	Total current liabilities		<u>25,392.52</u>
Net assets			
13	Excess Assessments - Vaccines		20,708,841.46
14	Excess Assesments - Administrative Activities		4,385,440.29
15	Total net assets		<u>25,094,281.75</u>
16	Total liabilities and net assets	\$	<u>25,119,674.27</u>

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A		B		C		D		E		F	
	Month Ending May 31, 2017		Vaccine Activities		Total		Administrative Activities		Vaccine Activities		Total	
	Administrative Activities	Vaccine Activities	Administrative Activities	Vaccine Activities	Administrative Activities	Vaccine Activities	Administrative Activities	Vaccine Activities	Administrative Activities	Vaccine Activities	Administrative Activities	Vaccine Activities
Revenues:												
1 Assessments	\$ 1,205,225.03	\$ 5,240,566.00	\$ 6,445,791.03		\$ 17,852,192.16	\$ 61,746,745.00	\$ 79,598,937.16					
2 Less: Vaccine expense	-	(5,374,602.21)	(5,374,602.21)		-	(60,584,154.79)	(60,584,154.79)					
3 Net Assessment margins	1,205,225.03	(134,036.21)	1,071,188.82		17,852,192.16	1,162,590.21	19,014,782.37					
4 Investment income	-	-	-		-	-	-					
5 Other income	-	-	-		-	-	-					
6 Net revenues	1,205,225.03	(134,036.21)	1,071,188.82		17,852,192.16	1,162,590.21	19,014,782.37					
Expenses:												
7 Administrative services - fixed contract	38,188.83	-	38,188.83		405,077.17	-	405,077.17					
8 Adm services - variable compensation	-	-	-		-	-	-					
9 Administrative services - Tricare	20,000.00	-	20,000.00		221,639.54	-	221,639.54					
10 Tricare - Legislative Services	12,048.98	-	12,048.98		74,008.00	-	74,008.00					
11 Legal fees	15,543.54	-	15,543.54		44,205.85	-	44,205.85					
12 Audit	-	-	-		9,900.00	-	9,900.00					
13 Annual report / special communications	-	-	-		12,874.75	-	12,874.75					
Special projects:												
14 DOH vaccine order system	-	-	-		-	-	-					
15 Denied claims recovery	2,800.00	-	2,800.00		30,800.00	-	30,800.00					
16 All other special projects	3,897.81	-	3,897.81		43,605.74	-	43,605.74					
17 Insurance	-	-	-		45,579.37	-	45,579.37					
18 Bank fees	3,063.75	-	3,063.75		48,831.29	-	48,831.29					
19 Investment advisor / manager	-	-	-		-	-	-					
20 Other administration expenses	-	-	-		-	-	-					
21 Total administrative expenses	95,542.91	-	95,542.91		6,644.30	-	6,644.30					
22 Line of credit - financing costs	-	-	-		943,166.01	-	943,166.01					
23 Total expenses	95,542.91	-	95,542.91		1,057,626.42	-	1,057,626.42					
24 Increase (decrease) in net assets	\$ 1,109,682.12	\$ (134,036.21)	\$ 975,645.91		\$ 16,794,565.74	\$ 1,162,590.21	\$ 17,957,155.95					
25 Unrestricted net assets, beginning of year					(12,409,125.45)		19,546,251.25					
26 Unrestricted net assets, end of year	\$	\$	\$		\$ 4,385,440.29	\$	\$ 20,708,841.46	\$	\$	\$	\$	\$ 25,094,281.75

Unaudited - For Management Purposes Only
Prepared by KidsVax, LLC

**Washington Vaccine Association
Statement of Cash Flows
For the Periods Ending**

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	A Inception Through 3/31/2017	B Month 4/30/2017	C Month 5/31/2017	D Inception Through 5/31/2017
1 Cash balance - beginning of period	\$ -	\$ 8,077,870.76	\$ 7,946,590.57	\$ -
Inflows:				
2 Principal prepayments	7,800,001.00	-	-	7,800,001.00
3 Vaccine collections	368,950,937.77	5,261,907.98	5,811,993.55	380,024,839.30
4 Interest income	53,408.37	-	-	53,408.37
5 Investment income/ (loss)	149,787.97	-	-	149,787.97
6 Key Bank - LOC advances	-	-	-	-
7 Total inflows	<u>376,954,135.11</u>	<u>5,261,907.98</u>	<u>5,811,993.55</u>	<u>388,028,036.64</u>
Outflows:				
8 Principal repayments	<u>(7,799,908.85)</u>	-	-	<u>(7,799,908.85)</u>
Program				
9 Vaccine remittance State of WA	(354,511,838.87)	(5,334,157.58)	(5,286,633.25)	(365,132,629.70)
10 Vaccine Selection Development	(79,950.00)	-	-	(79,950.00)
11 Public information	(147,626.81)	-	-	(147,626.81)
12 Total program disbursements	<u>(354,739,415.68)</u>	<u>(5,334,157.58)</u>	<u>(5,286,633.25)</u>	<u>(365,360,206.51)</u>
Administration				
13 Administrative services	(3,362,568.72)	(50,248.30)	(62,086.64)	(3,474,903.66)
14 Project management fees	(419,878.90)	-	-	(419,878.90)
15 Denied claims recovery	(104,533.44)	(2,800.00)	(2,800.00)	(110,133.44)
16 Design and advertising	(31,031.38)	-	-	(31,031.38)
17 Claims system development	(26,000.00)	-	-	(26,000.00)
18 Legal fees	(292,804.32)	(1,904.42)	(5,000.00)	(299,708.74)
19 Audit fees	(84,555.00)	-	-	(84,555.00)
20 Website and information technology	(113,993.32)	-	-	(113,993.32)
21 Travel	(1,829.68)	-	-	(1,829.68)
22 Total administration	<u>(4,437,194.76)</u>	<u>(54,952.72)</u>	<u>(69,886.64)</u>	<u>(4,562,034.12)</u>
Office				
23 Bank Fees	(500,402.53)	(4,077.87)	(3,063.75)	(507,544.15)
24 Office supplies	958.92	-	-	958.92
25 Postage and shipping	(1,438.36)	-	-	(1,438.36)
26 Printing	(4,819.61)	-	-	(4,819.61)
27 Office Rent	(51,313.90)	-	-	(51,313.90)
28 Telephone	(2,514.23)	-	-	(2,514.23)
29 Total office	<u>(559,529.71)</u>	<u>(4,077.87)</u>	<u>(3,063.75)</u>	<u>(566,671.33)</u>
Other				
30 Insurance	(202,082.44)	-	-	(202,082.44)
31 Interest Line of Credit	(1,136,610.90)	-	-	(1,136,610.90)
32 Board meetings	(1,522.01)	-	-	(1,522.01)
33 Total Other	<u>(1,340,215.35)</u>	-	-	<u>(1,340,215.35)</u>
34 Total outflows	<u>(368,876,264.35)</u>	<u>(5,393,188.17)</u>	<u>(5,359,583.64)</u>	<u>(379,629,036.16)</u>
35 Cash balance - end of period	<u>\$ 8,077,870.76</u>	<u>\$ 7,946,590.57</u>	<u>\$ 8,399,000.48</u>	<u>\$ 8,399,000.48</u>

Note: Cash balance includes amounts in Key Bank and Morgan Stanley

Washington Vaccine Association
Thirteen (13) Months of Key Financial Information
Prepared by Norm Roberge - KidsVax, LLC

	May 2016 (000)	Jun 2016 (000)	Jul 2016 (000)	Aug 2016 (000)	Sep 2016 (000)	Oct 2016 (000)	Nov 2016 (000)	Dec 2016 (000)	Jan 2017 (000)	Feb 2017 (000)	Mar 2017 (000)	Apr 2017 (000)	May 2017 (000)	12 Months Average (000)
Cash Balance	6,139	5,149	4,915	5,932	4,777	5,408	7,196	5,304	5,235	6,736	8,066	7,935	8,989	6,304
Investments	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Prepaid Vaccines	4,998	6,208	5,708	6,820	8,162	6,099	5,166	5,837	5,523	4,310	5,448	5,339	5,251	5,823
Line of Credit Outstanding	11,000	10,000	10,000	9,000	7,000	5,000	2,500	-	-	-	-	-	-	3,625
Assessments Collected	5,346	6,319	5,626	7,739	9,039	7,482	8,855	6,135	5,340	5,824	6,844	5,261	5,811	6,690
Payments to DOH (non flu)	5,041	6,208	4,444	5,615	5,542	4,748	4,457	5,450	5,318	4,226	5,434	5,334	5,286	5,172
Payments to DOH - Flu	-	-	1,264	-	2,507	-	-	-	-	-	-	-	-	n/a
Line of Credit Interest	(32)	(32)	(29)	(28)	(28)	24	19	9	-	-	-	-	-	(5)

Grid in effect: A A A B B B B B B B B B B B B B B B B B

Note: Grids in effect for above information: New WVA grid effective 07/01/2016
 A: From: 7/1/2015 To: 6/30/2016
 B: From: 7/1/2016 To: Present

**Washington Vaccine Association
Statement of Activities and Changes in Net Assets**

	A		B		C		D	
	For 11 Months Ending May 31, 2017		Vaccine		Actuals for 11 months		for 12 months ending	
	Administrative	Activities	Activities	Activities	ending May 2017	30-Jun-17	(Projected)	
1	Revenues:							
2	Assessments	\$ 17,852,192.16	\$ 61,746,745.00	\$ 79,598,937.16	\$ 85,998,937.16			
3	Less: Vaccine Expense	-	(60,584,154.79)	(60,584,154.79)	(65,835,581.79)			
4	Net Assessment Margins	17,852,192.16	1,162,590.21	19,014,782.37	20,743,398.95			
5	Investment Income	-	-	-	-			
6	Other Income	-	-	-	-			
7	Net Revenue	17,852,192.16	1,162,590.21	19,014,782.37	20,743,398.95			
8	Expenses:							
9	Administrative services - Fixed Contract	405,077.17	-	405,077.17	443,266.00			
10	Adm services -variable compensation	-	-	-	42,827.00			
11	Admin services - TRICARE	221,639.54	-	221,639.54	241,639.54			
12	Admin services - TRICARE legislative initiative	74,008.00	-	74,008.00	86,008.00			
13	Legal fees	44,205.85	-	44,205.85	48,224.56			
14	Audit	9,900.00	-	9,900.00	9,900.00			
15	Annual Report / Special Communications	12,874.75	-	12,874.75	14,045.18			
16	Special Projects:							
17	Denied Claims Recovery	30,800.00	-	30,800.00	33,600.00			
18	Assessment Review	-	-	-	-			
19	All Other	43,605.74	-	43,605.74	48,605.74			
20	Insurance	45,579.37	-	45,579.37	45,579.37			
21	Bank Fees	48,831.29	-	48,831.29	53,270.50			
22	Other	6,644.30	-	6,644.30	6,644.30			
23	Total administrative Expenses	943,166.01	-	943,166.01	1,028,908.37			
24	Line of Credit - Financing Costs	114,460.41	-	114,460.41	146,796.35			
25	Total expenses	1,057,626.42	-	1,057,626.42	1,153,774.28			
26	Increase (decrease) in net assets	16,794,565.74	\$ 1,162,590.21	\$ 17,957,155.95	\$ 19,589,624.67			
27	Unrestricted net assets, beginning of year	(12,409,125.45)	19,246,251.25	7,137,125.80	7,137,125.80			
28	Unrestricted net assets, end of year	4,385,440.29	\$ 20,708,841.46	\$ 25,094,281.75	\$ 26,726,750.47			

Budget worksheet

	E	F
	2016/17 Expense Budget Approved June 2016	2017/18 Expense Budget Recommended June 2017
428,265	428,265	474,305
42,827 ^a	42,827 ^a	47,430 ^a
180,000	180,000	180,000
60,000	60,000	150,000
35,000 ^b	35,000 ^b	35,000 ^b
11,000	11,000	11,000 ^c
35,000 ^d	35,000 ^d	0 ^d
33,600	33,600	33,600 ^e
0	0	25,000
10,000	10,000	10,000
45,000	45,000	47,000
75,000	75,000	60,000
955,692	955,692	1,073,335

Notes:

^a This is full contractual target. The board retains full discretion as to actual final amount.

Some nominal legal expenses should be anticipated as a baseline. Additionally, the Treasurer has requested Arne Redmann to attend every meeting. Finally, although the TRICARE claim is expected to be handled by outside counsel under a contingent-fee arrangement, WVA itself should anticipate some related legal/audit expenses.

^b

^c Desautel Hege communications contract -- estimated costs.

^d AMCC claims recovery services for 12 months. No increase from previous year. Estimated claims reprocessed \$270,000

^e Suggested WVA data security audit, internal & external (see ED report)

June 15, 2017

Audit Committee Meeting

Proposed Form of Votes

The following are suggested forms of votes only. They are intended to be an aid to facilitate work by individual directors. All board policy and the final form of votes is exclusively the province of the Board acting collectively as a Board of Directors.

Items under Agenda Section 3:

VOTED: To recommend the 2017/18 operation budget to the board as presented.

[To recommend the 2017/18 operation budget to the Board with the changes suggested at this meeting.]

DRAFT

WVA AUDIT COMMITTEE

as of 6/9/2017

John Sobeck, MD, Chairman

Derek LeBrun

Jason Farber, Esq.

**2017 Washington Vaccine Association Directory
As of 6/9/2017**

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Board Governance Roles & Committees

Executive Committee

Chair & President: John Pierce
Vice-Chair: John Sobeck
Treasurer: Dennis Kirkpatrick
Secretary: Ed Marcuse
Beth Harvey, MD
Michele Roberts

Audit Committee

Chair: John Sobeck, MD
Derek LeBrun
Jason Farber

Vaccine Committee

Chair: Ed Marcuse, MD
(Open Position)
Cathy Falanga
Michele Roberts
Mary Kay O'Neill, MD (public member)
Jan Hicks-Thomson, Ex-Officio (without vote)
Jeff Gombosky, *representative to Committee
under HB 2551 sec. 5(1) (non-voting)*

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