

1 **Washington Vaccine Association**
 2 **Board of Directors' Meeting**
 3 **June 25, 2020; 2:00-4:00 p.m. (PST)**
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5 **I. Attendance.** Due to Covid-19 and the Governor's Emergency Order, this meeting was conducted
 6 solely by webinar. Participating in all or part of the meeting were the following individuals:

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| 7 | | 24 | <u>WVA</u> |
| 8 | <u>Directors</u> | 25 | Julia G. Zell, MA., Esq., Executive Director |
| 9 | Chad Murphy, PharmD, Chair, Premera | 26 | |
| 10 | Patricia Auerbach, MD, MBA, FACP, Treasurer, | 27 | <u>Helms & Company, Inc.</u> |
| 11 | UnitedHealthcare | 28 | Patrick Miller, MPH, WVA Administrative Director |
| 12 | John Dunn, MD, MPH, Kaiser Permanente | 29 | Lisa White, MS, JD, WVA Customer and Financial |
| 13 | Cathy Falanga, Aetna Life Insurance Company | 30 | Support Specialist |
| 14 | Jason Farber, Esq., Davis Wright Tremaine LLP | 31 | |
| 15 | Beth Harvey, MD, South Sound Pediatrics | 32 | <u>Others</u> |
| 16 | Steve Lam, PharmD, Regence BlueShield Washington | 33 | Anne Redman, Esq., Perkins Coie |
| 17 | Ed Marcuse, MD, Emeritus Professor of | 34 | SheAnne Allen, Washington Department of Health |
| 18 | Pediatrics, University of Washington | 35 | Breelyn Young, GSK (public) |
| 19 | Randy Parker, Carpenters Trusts of Western | | |
| 20 | Washington | | |
| 21 | Michele Roberts, MPH, MCHES, | | |
| 22 | Washington Department of Health | | |

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

- 38 Actions Taken (votes adopted)
- 39 1. To approve the Board Meeting Minutes (April 23, 2020).
 - 40 2. To Vote to Adopt the 6/25/2020 Financial Controls Procedures Changes Resolution.
 - 41 3. To Vote to Approve 2020-21 WVA Annual Operations Budget.
 - 42 4. To Vote to Adopt a Board Resolution honoring Dr. John Sobeck for his service to the WVA.
 - 43 5. To Vote to Adopt the 2020 Executive Director performance goals with changes suggested in the Executive
 - 44 Session.
 - 45 6. Follow up Tasks/Action Items
 - 46 None.

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 48 **III. Minutes**

49 Welcome and Introductions

50 The meeting was called to order at 2 pm, and Ms. Zell stated that the meeting was being recorded for the purposes of
 51 minutes taking; a roll call was taken.

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 53 Consent Calendar

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 55 Upon motion duly made and seconded, it was unanimously

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 57 **VOTED:** To approve the Board Meeting Minutes (April 23, 2020).
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60 Financial Update

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- 62 a. Investment Report. Ms. Zell provided an overview of the current Morgan Stanley account balances. She
- 63 indicated that there is \$4.6M in liquid funds that can be transferred to KeyBank withing 24 hours if required.
- 64 b. Unaudited Financial Statements as of May 31, 2020. Mr. Miller stated the financial statements have been
- 65 reviewed with the Executive and Finance Committees previously, and there are no changes or additions.
- 66 While Department of Health (DOH) requests currently exceed remittances, there is adequate cash on hand to
- 67 meet vaccine funding and operational obligations. He described changes to the financial statements that will
- 68 occur with the July 2020 statements, including a monthly budget-to-actual format. The existing general ledger
- 69 accounts have been mapped to the new account format. There were no comments.
- 70 c. 2020-21 Annual Operations Budget. Ms. Zell and Mr. Miller reviewed the 2020-21 operation budget and
- 71 accompanying memorandum. The budget format is very similar to the one presented at the prior Board
- 72 meeting when the cash management model was presented. The budget consists of five, broad categories,
- 73 shows each line item by month for the current year, and shows projections for the next two years. Ms. Zell
- 74 detailed the investments made in the Provider and Payer Education line of the budget. These investments are
- 75 designed to address operational issues with provider and payer participation in the dosage-based assessment
- 76 system. Mr. Miller described the audit fees, cyber insurance fees, and the vendor replacement for MRM given
- 77 denial rates in excess of eleven percent versus three percent as previously reported by the prior Administrator.
- 78 There was additional discussion regarding the line item related to working with the DOH to ensure provider
- 79 compliance. Chairman Murphy thanked the Finance Committee for their work. A question was asked about
- 80 the additional expense budgeted for consultant M. Lane and an additional past-time provider/payer liaison.
- 81 Zell explained the intended purpose and need for each before asking for a vote.

82

83 Upon motion duly made and seconded, it was unanimously

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85 **VOTED:** To Adopt 2020-21 Annual Operations Budget.

- 86
- 87 d. Recommended Changes to Financial Procedures. Mr. Miller reviewed the recommended changes to
- 88 financial procedures. These have been developed in response to the requirement for greater financial controls
- 89 and transparency as outlined earlier this year by Helms and outside CPA, Leslie Walker. These controls
- 90 provide an electronic audit trail and a defined separation of duties. The Administrator will now initiate ACH
- 91 and wire transactions and either the WVA's employed Executive Director or a Board member will approve
- 92 them. The procedures also outline transfers between KeyBank and Morgan Stanley and Executive Director
- 93 expense report payments.

94

95 Upon motion duly made and seconded, it was unanimously

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97 **VOTED:** To Adopt Recommended Financial Procedures with recommended change to item five

98 per A. Redman.

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100 DOH Updates

101 Michelle Roberts described the DOH's role as lead agency for the COVID response and investigation, and the day to

102 day operational challenges for the DOH during the pandemic. Ms. Roberts is stepping into a new leadership role for

103 several months and will continue to be involved in COVID vaccine planning. The DOH has seen the number of vaccine

104 administrations drop off by about 40% in March and April across all ages and is concerned about preventing diseases

105 and is working to correct and reverse the trend. The health care community is starting to open back up and is reaching

106 out to patients to initiate routine immunization appointments. There will be changes to the grace period for school

107 immunizations and tightening up of school medical records documentation to align to new rules. DOH will focus

108 additional efforts on the upcoming flu season to avoid COVID-19 co-infections; the CDC has purchased additional

109 flu vaccine material for states. The DOH would like to do an educational session for the Board regarding any upcoming

110 COVID-19 vaccination. Dr. Marcuse cited both the importance of flu vaccinations for children as well as a recent talk

111 regarding vaccine development which he will ask Ms. Zell to share with the Board and Vaccine Committee.

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113 Executive Director Updates

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- 115 a. Operational Summary. Ms. Zell reviewed portions of the April/May Executive Director/Administrative
116 Director report. Mr. Miller commented that Helms and Ms. Zell will be examining further the decrease in
117 assessment revenue not just on a cash basis but also by dates of service. Ms. Zell described the progress of
118 the automation efforts.
- 119 b. Partnership Access Line (PAL) Program. Ms. Zell provided an overview of progress with the Health Care
120 Authority. It is expected that the Authority will be requesting data of the WVA this summer from our payer
121 database. Attorney Redman indicated that the WVA is not obligated to provide anything beyond what we
122 have in our files.
- 123 c. Communication Plan. Ms. Zell described plans for additional communications work beyond the new payer
124 and provider guide.
- 125 d. Former Chair Resolution. Ms. Zell asked the Board for a vote on the resolution commending Dr. Sobeck for
126 his work as a Board member and Board Chair.

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128 Upon motion duly made and seconded, it was unanimously

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130 VOTED: To Adopt a Board Resolution honoring Dr. John Sobeck for his service to the
131 WVA.

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133 Public Comment

134 Ms. Young identified herself from GSK and had no comments.

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136 Adjournment to Executive Session

137 The meeting adjourned to Executive Session at 3:26pm to discuss the following:

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139 a. WVA Liabilities
140 b. Compliance Actions
141 c. Annual ED 2020 Goals
142 i. Vote to Adopt ED 2020 Goals
143 d. Outside Counsel Matter (ED/AD excluded)

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145 Executive Session

146 Confidential.

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