

**Washington Vaccine Association
Board of Directors' Meeting
November 7, 2019; 2:00-4:00 p.m. PDT**

I. **Attendance.** Participating in all or part of the meeting in person or by telephone (T) were the following individuals:

Directors

John Sobeck, MD, MBA, Chair, Cigna
 Patricia Auerbach, MD, UnitedHealthcare
 John Dunn, MD, MPH, Kaiser Permanente
 Cathy Falanga, Aetna (T)
 Beth Harvey, MD, South Sound Pediatric Associates
 Steve Lam, PharmD, Regence
 Ed Marcuse, MD, Emeritus Professor of Pediatrics, University of Washington
 Chad Murphy, PharmD, Premera
 Michele Roberts, MPH, MCHES, Washington Department of Health

WVA

Julia G. Zell, Esq., Executive Director

KidsVax®

Norman Roberge, Accountant (T)
 Claire Roberge, MBA, Controller (T)
 Terry Mills, Executive Assistant (T)

Others

Patrick Miller, Helms & Company
 Anne Redman, Esq., Perkins Coie
 Peter Smith, CPA (T)
 SheAnne Allen, Department of Health
 Hailey Oilgood, Department of Health
 Polly Sidwell, CIMA, CFP, Morgan Stanley (T)
 Derek LeBrun, MBA

Directors Absent

Jason Farber, Esq., Davis Wright Tremaine
 Randy Parker, Carpenters Trusts of Western Washington

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

A. **Actions Taken (votes adopted)**

1. To approve the minutes of the September 19, 2019 Special Board Meeting as presented.
2. To confirm Dr. Auerbach as a Board Member whose term expires in 2022 pursuant to RCW 70.290.030 (3)(c).
3. To confirm Dr. Lam as a Board Member whose term expires in 2022 pursuant to RCW 70.290.030 (3)(c).
4. To ratify the action of the Finance Committee in adopting and authorizing publication of the 2018/19 Financial Statements and Independent Auditors' Report.
5. To approve the 2018-19 WVA Annual Report pending further edits as presented to the Board.
6. To approve the 2020 WVA officer and committee chairs as presented to the Board at the meeting.
7. To approve the individuals listed to serve on the WVA's Finance, Operations, and Vaccine Committee as presented to the Board at the meeting.

III. **Minutes**

Welcome and Introductions

At 2:00 p.m., a quorum having been established, Chairman John Sobeck, MD, called the meeting to order. Ms. Zell made the notice of recording.

Consent Calendar Items

Chairman Sobeck directed the Board's attention to the consent items submitted for approval, including the Special Board meeting minutes of September 19, 2019 and the Finance Committee Meeting minutes of September 19, 2019. Ms. Zell indicated that the Finance Committee minutes will be pulled from approval today pending outside counsel's review.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the minutes of the September 19, 2019 Special Board Meeting as presented.

Ms. Zell introduced the two new Board members: Steve Lam, PharmD with Regence and Patricia Auerbach, MD with UnitedHealthcare.

Upon motion duly made and seconded, it was unanimously

VOTED: To confirm Dr. Auerbach as a Board Member whose term expires in 2022 pursuant to RCW 70.290.030 (3)(c).

1 Upon motion duly made and seconded, it was unanimously
2

3 **VOTED:** To confirm Dr. Lam as a Board Member whose term expires in 2022 pursuant to RCW
4 70.290.030 (3)(c).
5

6 Financial Update

7 Ms. Sidwell gave a brief update of the status of WVA's Morgan Stanley portfolio. The portfolios are extremely diversified
8 which is why there is a full accounting that allows Ms. Sidwell and Mr. Keller to have a very good comprehensive picture every
9 day of what is taking place. WVA has such a short-term portfolio that Ms. Sidwell cannot imagine a scenario that represents a
10 significant risk to WVA or something that there would be a need to change strategies.
11

12 Ms. Zell requested that Mr. Smith give a brief financial overview from his perspective. He referred to the Savings Calculations
13 found on page 12 of the packet which represent the calculations of the program costs versus the CDC market survey for the last
14 fiscal year. The savings went from 26.87% last year to 30.01% this year, which is very positive. The current financials are in
15 the packet, as well. Discussion ensued. Dr. Sobeck indicated that over the past year, WVA has completely recovered from the
16 cash position it was in five years ago and has been accumulating cash. For that reason, there has been a couple of CDC rate
17 increases that were not passed on in terms of the grid. This past year there was a 2% reduction in the assessment grid, but the
18 prior year was only a 1% reduction. There was also 5.75% net inflation to the WVA this past year. There are going to be
19 changes at the DOH level that may change the percentage of all vaccine purchases that WVA is responsible for covering based
20 on the split between the private and government markets. Further discussion ensued.
21

22 CliftonLarsonAllen concluded the 2018-19 audit. It was another clean audit. There will be a stub audit at the end of the year
23 and there will be six months' worth of data from the current administrator and then six months under the new administrator for
24 the 2019-20 audit. The Independent Auditors' Report was also included in the packet. There were no questions regarding the
25 Auditors' Report.
26

27 Upon motion duly made and seconded, it was unanimously
28

29 **VOTED:** To ratify the action of the Finance Committee in adopting and authorizing publication of the 2018/19
30 Financial Statements and independent auditors' report.
31

32 Administrative Services Transition

33 Ms. Zell expressed her appreciation to the Board for their diligence during the past few months during the selection process.
34 Ms. Zell turned the discussion over to Mr. Miller for his overview of upcoming changes. Mr. Miller reviewed his presentation
35 handout with the Board in detail. Helms is trying to create a high-level of accountability, as well as important analytics so that
36 they can monitor what is happening with the various stakeholders and eliminating as many manual processes as possible by
37 automating those processes. Helms is working with Mason & Rich, PA to understand the existing WVA financial controls that
38 are in place, test those controls, and see if there are opportunities for improvement. Lengthy discussion ensued with Mr. Miller
39 answering various questions from the Board regarding the transition.
40

41 ED/Committee Updates

42 Ms. Zell discussed the need for a provider liaison that understands the operations of a provider office. Dr. Harvey was nice
43 enough to allow one of her office managers to work a few hours a week, one day a week, reaching out to some providers that
44 have had problems processing dosage-based assessments.
45

46 Ms. Zell also mentioned contractor consolidation. KidsVax has used a number of subcontractors to fill various functions, but
47 once Helms understands what their whole function is, Ms. Zell is hopeful they will be able to take over those functions as well.
48 The goal is to have everything running at full functionality on January 1, 2020 and make sure there is a clean transition, but then
49 try to consolidate some of these other contractors if Helms can be utilized for some of these other services. Helms will have a
50 full-time person working with the payers and providers on Pacific time hours. Lengthy discussion ensued.
51

52 The Annual Report is still undergoing revisions by the DOH and others. There is going to be one change on the infographic, as
53 well as switching some text on the back. Pending the changes mentioned, Ms. Zell requested it be approved by the Board.
54

55 Upon motion duly made and seconded, it was unanimously
56

57 **VOTED:** To approve the 2018-19 WVA Annual Report pending further edits as presented to the Board.
58

59 Dr. Marcuse gave a brief summary from the Vaccine Committee meeting, noting that the Committee has been repopulated with
60 new members, principally some primary care physicians around the State. The question had to do with the ordering of vaccines.
61 A letter was recently received from GSK asking for a discussion regarding pre-filled syringes versus multi-dose or single-dose
62 vials. All of the vaccines on the CDC contract have been available for providers to order. However, not all presentations of
63 each vaccine are available. The State has worked hard to make sure that all brand types of all brands are available. The letter
64 requested that single-dose vials and pre-filled syringes be made available to healthcare providers on the vaccine order set. Dr.
65 Marcuse indicated that an informal survey of a handful of providers demonstrated that demand for pre-filled syringes versus
66 vials is not clear. Different people had varying rationales. The committee had a long discussion on the matter at its meeting

1 earlier today. Ms. Roberts and Ms. Allen are going to undertake a year-long process now to try to understand how other states
2 have dealt with the brand versus presentation and order usage to ascertain provider preferences and make a recommendation on
3 how to do what is best for providers without creating overwhelming complexity for the provider offices on order sets. Further
4 discussion ensued.

5
6 Department of Health Updates

7 Ms. Roberts reported that a state audit was performed on the childhood vaccination program. She is happy to report that it was
8 a clean audit, thanks in large part to the tremendous amount of the work done by Hailey Oilgood, one of the key staff members
9 on Ms. Allen's team. One informal recommendation made was made: to ensure that the DOH has follow-up documentation on
10 the frozen vaccines which are shipped via a different tracking system. The DOH will adopt this recommendation and implement
11 it. Ms. Roberts noted the audit was just on the state's funding, but any program that gets over a certain level of federal funding
12 automatically receives a state audit of the federal funds.

13
14 Ms. Roberts gave a status update on the flu season vaccine utilization stating that DOH purchased 650,000 doses of flu vaccine
15 and as Ms. Allen mentioned previously, there are approximately 200,000 doses remaining to be ordered. There are no further
16 measles outbreaks in the U.S. at all at this point, but it came right up to the edge of losing reasonable elimination status.
17 Unfortunately, there has been an outbreak of Hepatitis A in Washington, mostly in the adult population. There are over 100
18 cases in Washington and fairly consistently approximately 50% of those cases are being hospitalized. Most cases are in the
19 Spokane area, but there have been a few cases in other areas as well.

20
21 A lot of DOH's work this year has been on immunization policies, starting with the measles outbreak that started in Clark
22 County. The state passed legislation to remove the personal belief exemption for schools and child cares for the core vaccines.
23 More changes are coming concerning the rules for vaccines for the next school year. Further discussion ensued.

24
25 Board Development

26 Ms. Zell reported that a treasurer is needed to have a full officer's slate. Dr. Harvey has agreed to continue serving as Vice-
27 Chair with Dr. Sobeck as Chair and Dr. Marcuse as Secretary. The Finance Committee currently consists of Dr. Sobeck, Mr.
28 Farber, and Mr. Parker joining. Dr. Marcuse has agreed to continue as the Chair of the Vaccine Committee, Ms. Zell Chairs the
29 Operations Committee, and the Executive Committee consists of WVA officers.

30 Upon motion duly made and seconded, it was unanimously

31
32 **VOTED:** To approve the 2020 WVA officer and committee chairs as presented to the Board at the meeting.

33
34 Upon motion duly made and seconded, it was unanimously

35
36 **VOTED:** To approve the individuals listed to serve on the WVA's Finance, Operations, and Vaccine Committee
37 as presented to the Board at the meeting.

38
39 Ms. Zell reported that the 2020 meeting schedule is similar to this year. The meetings are typically scheduled on the same days
40 and times as before and try to keep to three Board meetings per year. Ms. Zell and Dr. Sobeck have discussed having a Board
41 retreat next year, but this has not been scheduled yet. Ms. Zell would like to wait and see how the transition goes before
42 committing to that. There has been discussion of having an extended Vaccine Committee and an extended Annual Board
43 meeting to give plenty of time for discussion following up on the transition. It will be scheduled at a later date.

44
45 Ms. Zell indicated that during the recent search for a new administrator, it became apparent that the Board does not have the
46 facility to move quickly. Some of these decisions took a lot of work and burdened the Chair and the, the Executive Committee.
47 There was some discussion about "lessons learned" from this experience and, if there is, what kind of committee or task force
48 the Board may want to form next year. Further discussion ensued. Ms. Zell indicated that she would like to see the Board move
49 from conference line only to Zoom Conferencing. In the future, Helms has agreed to run the meeting using Zoom.

50
51 The public meeting concluded at 3:44 p.m. and was followed by an Executive Session of the Board.