

**Washington Vaccine Association  
Board of Directors Meeting  
November 5, 2020; 2:00-4:00 p.m. (PST)**

**I. Attendance.** Due to COVID-19 and the Governor’s Emergency Order, this meeting was conducted solely by webinar. Participating in all or part of the meeting were the following individuals:

<u>Directors</u>	<u>WVA</u>
Chad Murphy, PharmD, Chair, Premera	Julia G. Zell, MA., Esq., Executive Director
Patricia Auerbach, MD, MBA, FACP, Treasurer, UnitedHealthcare	<u>Helms &amp; Company, Inc.</u>
John Dunn, MD, MPH, Kaiser Permanente	Patrick Miller, MPH, WVA, Administrative Director
Cathy Falanga, Aetna Life Insurance Company	Lisa White, MS, JD, Customer and Financial Support Specialist
Jason Farber, Esq., Davis Wright Tremaine LLP	Leslie Walker, CPA, Mason+Rich, PA
Beth Harvey, MD,	
Steve Lam, PharmD, Regence BlueShield Washington	<u>Others</u>
Ed Marcuse, MD, Emeritus Professor of Pediatrics, University of Washington	Anne Redman, Esq., Perkins Coie LLP
Randy Parker, Carpenters Trusts of Western Washington	Mary Fliss, Washington Health Care Authority
Michele Roberts, MPH, MCHES, Washington Department of Health	SheAnne Allen, Washington Department of Health
Helen Chea, MD	Hailey Sly, Washington Department of Health
	Janel Jorgenson, Washington Department of Health
	Hannah Febach, Washington Department of Health

**II. Welcome and Introductions**

The meeting was called to order at 2 pm. Ms. Zell stated that the meeting was being recorded for the purposes of minutes taking. Mr. Miller conducted a roll call.

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

Actions Taken / Votes Adopted:

- To approve the minutes of the June 25, 2020 Board Meeting.
- To approve the minutes of the September 17, 2020 Finance Committee Meeting.
- To confirm Dr. Chea as a Board Member whose term expires in 2022 pursuant to RCW 70.290.030 (3)(c).
- To approve the 2020 WVA officer and committee chairs listed as presented to the Board at the meeting.
- To approve the individuals listed to serve on the WVA’s Finance, Operations, and Vaccine Committee as presented to the Board at the meeting.
- To reappoint Chad Murphy and a WVA Board member pursuant to RCW 70.290.030 (3)(a) whose term expires in 2023.
- To ratify the action of the Finance Committee in adopting and authorizing publication of the 2019/20 Financial Statements and independent auditor’s report.
- To approve the 2019-20 WVA Annual Report as presented to the Board.

**IV. Consent Calendar Items**

Chairman Murphy asked for a motion to approve the minutes. Dr. Harvey asked that the name of her practice be corrected for the record.

Upon motion duly made and seconded, it was unanimously

**VOTED:** To approve the minutes of the June 25, 2020 Board Meeting.

72 **VOTED:** To approve the minutes of the September 17, 2020 Finance Committee Meeting.  
73

74 The Board welcomed Dr. Chea as a new Board Member, for a term to begin in January. Dr. Chea introduced herself  
75 and described she became familiar with the WVA as a former Medical Director with Molina Washington. She is a  
76 native of Washington state and is a pediatrician who has spent the majority of her career in academia versus  
77 practice. Dr. Marcuse confirmed the group's welcome of Dr. Chea and thankfulness that another pediatrician is on  
78 the board.  
79

80 Chairman Murphy asked for a motion to approve Dr. Chea as a Board Member. Upon motion duly made and seconded,  
81 it was unanimously  
82

83 **VOTED:** To confirm Dr. Chea as a Board Member whose term expires in 2022 pursuant to RCW  
84 70.290.030 (3)(c).  
85

86 Chairman Murphy then moved to discuss the approval of WVA officers and committee members. Ms. Zell stated  
87 that the current officers and committee Members have agreed to continue in their current roles. It was unanimously  
88

89 **VOTED:** To approve the 2020 WVA officer and committee chairs listed as presented to the Board  
90 at the meeting.  
91

92 **VOTED:** To approve the individuals listed to serve on the WVA's Finance, Operations, and  
93 Vaccine Committee as presented to the Board at the meeting.  
94

95 **VOTED:** To reappoint Chad Murphy and a WVA Board member pursuant to RCW 70.290.030  
96 (3)(a) whose term expires in 2023.  
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## 98 **V. Financial Updates**

### 99 Status Update and Vote to Ratify and Publish the 2019-20 Audit & Report

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101  
102 Dr. Auerbach stated that the Finance Committee has reviewed the audit report and moved to have the Board  
103 consider same for approval. Ms. Zell stated that there were no findings, and it was a "clean audit".  
104

105 Chairman Murphy asked Mr. Miller to provide a brief overview of the audit material presented for approval to the  
106 Board. Mr. Miller stated that over all the WVA is on strong financial footing with a strong cash position. The  
107 Statement of Financial Position shows \$4.7M in cash and cash equivalents and \$52.2 in investments as of June 30,  
108 2020.  
109

110 Mr. Miller stated that the October 2020 financial statements are being compiled now and will be available next  
111 week. Mr. Miller stated that it is expected that the administrative budget will be under budget for the first four  
112 months of FY2021. Savings have come from the more-rapid-than-expected transition to electronic remittances. Line  
113 items such as legal and insurance are over budget for the quarter.  
114

115 Chairman Murphy asked for a motion to approve and publish the 2019/20 financial statements and independent  
116 auditor's report. It was unanimously  
117

118 **VOTED:** To ratify the action of the Finance Committee in adopting and authorizing publication of  
119 the 2019/20 Financial Statements and independent auditor's report.  
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## 121 **VI. Executive Director Updates**

### 122 ED/AD Report

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125 Ms. Zell reviewed the latest report and stated there is a new introduction section. Even though collections are down  
126 for the WVA, Ms. Zell stated that the reserves are ample and there has been no trouble meeting Washington  
127 Department of Health (DOH) funding requests. No off-cycle grid assessment changes are planned. The WVA is

128 leveraging the data improvements and analysis developed by Helms to reach out to payers regarding grid and other  
129 payment compliance issues. This is leading to successful settlements.

130  
131 Mr. Miller reviewed the operations-related graphs in the report. Automation continues to advance. Ms. Zell  
132 indicated the prior Administrator's manual process did not easily allow for the recognition of major compliance  
133 issues and trends. The investment in this new data platform has paid for itself. Chairman Murphy praised the Helms  
134 team.

135  
136 Annual Report

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138 Ms. Zell reviewed the Annual Report. The report acknowledges the 10-year anniversary of the WVA, COVID-19,  
139 and details a number of statistics provided by the DOH. There were 971,758 childhood vaccinations in 2019.  
140 Provider enrollment has been stable and the WVA continues to collaborate with the DOH. The report is published to  
141 our website and used to introduce stakeholders to the WVA. Dr. Marcuse asked if the report would go to a broad  
142 group of stakeholders as it will promote continued interest and support for the WVA. Ms. Zell stated that she will  
143 respond to the question during the communications update.

144  
145 Chairman Murphy asked for a motion and vote to approve the Annual Report. It was unanimously

146  
147 **VOTED:** To approve the 2019-20 WVA Annual Report as presented to the Board.

148  
149 Communications Update

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151 Ms. Zell strives to have a communication plan for the Board in February.

152  
153 Ms. Zell provided an update on a new communication plan she is developing with Mr. Miller and a consultant.  
154 Recently, a new packet folder has been created and Ms. Zell is aiming to finalize the new WVA brochure. The payer  
155 contacts in our database are being reviewed and updated regularly, and the DOH provided a provider list for us to  
156 conduct our spring mailing.

157  
158 Dr. Harvey expressed concerns that retail pharmacies may impact the universal program, especially as the Federal  
159 government rolls out the COVID-19 vaccine which will create new access points for patients to obtain vaccine  
160 material. She offered a recent example of a patient who went to a pharmacy to obtain an immunization and was  
161 administered others that were not needed or potentially indicated, as the material was available and the pharmacy  
162 had a financial interest in the administration charges.

163  
164 Dr. Marcuse indicated the WVA should work toward developing a stakeholder communication plan for the  
165 Washington legislature. Ms. Zell stated the legislature is in our communication plan draft. Dr. Harvey agreed and  
166 indicated that given the legislator turnover it will be important to remind them of the importance of the WVA.

167  
168 2021 Meeting Schedule

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170 Ms. Zell reviewed the proposed 2021 meeting calendar. The Board Members approved the schedule, and it was  
171 adopted. Ms. Zell stated that meeting invitations will be sent.

172  
173 Conflict of Interest and Code of Ethics Forms

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175 Ms. Zell recently asked Attorney Redman to review the organization's Conflict of Interest and Code of Ethics forms.  
176 The changes are minimal. Ms. Zell stated that the Board and the Vaccine Committee will need to review, sign, and  
177 return the two documents to Ms. Zell by January 31, 2021.

178  
179 **VII. Vaccine Committee Updates**

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181 Dr. Marcuse provided an overview of the Vaccine Committee meeting held earlier today. There has been a drop in  
182 immunizations due to COVID-19. The DOH has extensive and thorough plans regarding rolling out the COVID-19  
183 vaccine. Chairman Murphy asked if the DOH had information regarding potential costs the WVA might need to

184 assume regarding the COVID-19 vaccine. Ms. Roberts shared that the Federal government is going to pay for the  
185 vaccine for all. Ms. Roberts said it will be a while before a COVID-19 vaccine is developed for children, which is of  
186 course the WVA’s focus.

187  
188 **VIII. Partnership Access Line (PAL) Program**  
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190 Dr. Murphy introduced Ms. Fliss from the Washington State Health Care Authority (HCA) to provide an update on  
191 the Partnership Access Line (PAL) program and an upcoming payer assessment. This past spring, the Legislature  
192 updated the legislation to include an assessment on payers to fund the program. The HCA will hire a third-party  
193 administrator to manage the assessment process. Dr. Murphy asked whether the assessment will be for Washington  
194 residents only. Ms. Fliss indicated the statute references Washington residents. Both local and national plans will be  
195 assessed. Chairman Murphy indicated the eligibility and definition of covered lives, given the different types of  
196 coverage and plans in the State, is important to clarify. Dr. Marcuse asked whether Ms. Fliss anticipated any impact  
197 on the work of the WVA as it is now functioning. Ms. Fliss indicated the PAL assessment mechanism is going to be  
198 on a covered lives basis versus the WVA’s dosage-based assessment (DBA) process. Per the legislation, she will  
199 expect the WVA to provide a list of its payers to the PAL program. Ms. Falanga indicated that the WVA does not  
200 have information about the type of coverage – self-insured or not, for patients. Ms. Zell stated the State and the  
201 Office of the Insurance Commissioner (OIC) do not have a list of TPAs and the WVA will share its payer list with  
202 the PAL program as it includes TPAs.

203  
204 **IX. Department of Health Updates**  
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206 Ms. Roberts advised of staffing changes at the DOH prompted by COVID-19. Ms. Allen, former Vaccine Manager,  
207 is stepping into Ms. Roberts’ former role, and the day-to-day program administration is now being handled by Ms.  
208 Janel Jorgenson, Acting Manager for the Immunization Office. Additionally, Ms. Sly develops the vaccine  
209 projections and budgeting. The DOH’s most recent activity has been focused on the promotion of flu vaccines and  
210 there have been more adult vaccinations this year than in previous years. Ms. Roberts reported that another large  
211 body of work is planning the rollout in anticipation of the future COVID-19 vaccine. The best estimate of first  
212 availability is approximately the beginning of the year. The DOH believes the first target group will be healthcare  
213 workers and first responders. Ms. Roberts said the DOH has been looking at childhood immunization data very  
214 closely, which is lower than past years. August was much lower than prior years, as COVID-19 and school closings  
215 affected the usual back to school immunizations. Mr. Farber said the Ms. Roberts report was excellent. The Board  
216 thanked Ms. Roberts and her team for their work.

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218 **X. Adjournment to Executive Session**  
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220 The public meeting concluded at 3:32pm and the Board entered Executive Session.

221  
222 Executive Session

223 Confidential.

224 # # #  
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