

**Washington Vaccine Association
Board of Directors Meeting
February 4, 2021; 2:00-4:00 p.m. (PST)**

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

9 <u>Directors</u>	26 <u>WVA</u>
10 Chad Murphy, PharmD, Chair, Premera	27 Julia G. Zell, MA., Esq., Executive Director
11 Patricia Auerbach, MD, MBA, FACP, Treasurer, 12 UnitedHealthcare	28
13 Helen Chea, MD	29 <u>Helms & Company, Inc.</u>
14 John Dunn, MD, MPH, Kaiser Permanente	30 Patrick Miller, MPH, WVA, Administrative Director
15 Cathy Falanga, Aetna Life Insurance Company ¹	31 Lisa White, MS, JD, Customer and Financial Support 32 Specialist
16 Jason Farber, Esq., Davis Wright Tremaine LLP	33 Leslie Walker, CPA, Mason+Rich, PA
17 Beth Harvey, MD, South Sound Pediatrics	34 Alyssa McKeon, Project Support Leader
18 Steve Lam, PharmD, Regence BlueShield 19 Washington	35
20 Ed Marcuse, MD, Emeritus Professor of 21 Pediatrics, University of Washington ²	36 <u>Others</u>
22 Randy Parker, Carpenters Trusts of Western 23 Washington	37 Lydia Bartholomew, MD, Aetna
24 Michele Roberts, MPH, MCHES, 25 Washington Department of Health	38 Anne Redman, Esq., Perkins Coie, LLP
	39 Janel Jorgenson, Washington Department of Health
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II. **Summary of Actions Taken and/or Recommended**

Actions Taken (votes adopted)

- i. To approve the minutes of the November 5, 2020 Board Meeting
- ii. To approve the 2021 WVA Goals with the addition of the two items presented.
- iii. To approve the Public Comment Protocol as proposed.

Follow up Tasks/Action Items

- Add two items to the 2021 WVA Goals as discussed.
- Schedule an additional 20 minutes to review the updated Plan of Operations at the next Board meeting.

III. **Minutes**

Welcome and Introductions

Mr. Murphy called the meeting to order at 2:03 pm. Ms. Zell announced that the meeting would be recorded for the benefit of the minute taker, to be deleted once the minutes are approved. Mr. Miller took roll call. Mr. Miller introduced a new, part-time Helms employee, Ms. McKeon, who will be assisting with meeting management, communications, and project management. Ms. Zell introduced Dr. Bartholomew who will be serving as a Board member alternate for Cathy Falanga.

Consent Calendar

Mr. Murphy asked for a motion to approve the minutes. Upon motion duly made and seconded, it was unanimously

VOTED: To approve the minutes of the November 5, 2020 Board Meeting.

¹ Ms. Falanga departed at 3:30 pm

² Dr. Marcuse arrived at 2:57 pm

73 Financial Update

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75 Ms. Zell provided an overview of the WVA finances. The WVA has begun to see an increase in cash, bolstered by
76 our compliance recoveries. She noted that the WVA's Finance Committee will be looking closely at the Investment
77 Policy Statement to ensure it continues to serve the WVA.

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79 Mr. Miller reviewed the WVA's cash flow, noting that the Finance Committee will be addressing the trend in the
80 collections increases. As part of the total asset review, he noted that the estimated collectable assessments have
81 dropped due to the write down in November 2020.

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83 Mr. Miller then went over the FY2022 budget and vaccine assessment grid development milestones graph, previously
84 shared with the Executive Committee. In the next few months, the Board and its Committees will be revisiting the
85 assumptions that drive the vaccine assessment grid approval process. Based on current cash levels, the current plan is
86 to keep the grid level in FY2022.

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88 Mr. Murphy thanked Ms. Zell and Mr. Miller for clearly laying out the process. Ms. Zell noted that the focus of 2020
89 was putting systems in place; she recognized the investment the Board made in moving the WVA forward in
90 automation and electronic processes.

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92 Department of Health Updates

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94 Ms. Roberts updated the Board on the progress of the Covid-19 vaccine campaign. She discussed the continuous
95 improvements in reporting data and the challenge of matching eligibility with supply as well as the timeline for
96 learning the number of dosages they have on any given week. She praised the hard-working healthcare staff across
97 the staff who are saving lives every day.

98

99 Ms. Roberts addressed the role of the WVA in the vaccine campaign. She expects a longer timeline until vaccines are
100 available to children under twelve. Ms. Roberts highlighted the high-level work with health plans on educating the
101 community and reminding individuals of the importance of receiving their 2nd dose. She sees an opportunity to partner
102 with the WVA in the future on ways to streamline administrative charges. The Board thanked Ms. Roberts for the
103 work of her and her team. Further discussion ensued. Several questions were asked pertaining to health plan
104 cooperation, immunization records, and rural distribution of Covid-19 vaccines.

105

106 Ms. Jorgenson provided an update on immunization trends. She stated that month-to-month provider ordering data
107 has begun to mirror pre-pandemic levels. She indicated that the Department of Health (DOH) is planning on pre-
108 booking the same volume of flu vaccine for the coming year. Ms. Zell inquired into the success the flu provider survey,
109 to which Ms. Jorgenson shared that it had a low response rate.

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111 Mr. Murphy inquired if there were ways for health plans to better support the vaccine efforts of the DOH. Ms. Roberts
112 acknowledged the volume of communication that health plans are providing to the beneficiaries right now and that
113 more help is needed and appreciated. She noted the disparities being experienced by historically marginalized
114 communities. Areas of additional support could include the following: working with and funding community partners
115 so that the messaging and outreach is in their voice and call center support given the high volume of calls DOH
116 receives. She emphasized that the door is open for help.

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118 Ms. Roberts also explained that their goal is to have the vaccine reach the community through a variety of ways. This
119 includes clinics, state vaccination sites, hospitals, pharmacies, and Indian Health Service facilities. She shared how
120 hard it was to balance the supply against the demand. The DOH is trying to send a message of patience to the public
121 and would appreciate any re-enforcement in messaging as well as reminding the public of prevention strategies such
122 as wearing a mask, washing your hands, and keeping physically distant.

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124 Executive Director Updates

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126 Ms. Zell reviewed the 2021 quarterly goals by workstream. She noted that the WVA will continue to build on its
127 success in 2020. Ms. Zell highlighted a few specific goals including creating a cohesive onboarding experience for
128 new Board members that includes the history of the WVA, deploying a Board governance survey to ensure we are

129 maximizing our time together, and plans to continue to share performance metrics with the Board through the ED /
130 AD reports.

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132 Mr. Murphy requested the addition of two items to the 2021 quarterly goals: 1) under Governance, add a goal to
133 solidify the infrastructure required to support the Executive Director's performance review; and 2) under Finance,
134 add a goal to ensure the WVA works with the DOH to plan for the eventual need for the WVA to include COVID-
135 19 vaccines for children.

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137 Mr. Murphy asked for a motion to approve the 2021 WVA Goals with the addition of the two goals noted above. Upon
138 motion duly made and seconded, it was unanimously

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140 **VOTED: To approve the 2021 WVA Goals with the addition of the two items discussed.**

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142 Ms. Zell previewed the proposed changes to the Plan of Operations, which will be brought before the Board for a vote
143 in April. She noted that the proposed assessment late interest fee change will be discussed at the next Finance
144 Committee meeting. The proposed change would lower the late assessment fee and clarify when an assessment is due.
145 Based on questions from the Board, Ms. Redman and Ms. Robert clarified that the statute empowers the WVA to set
146 the late assessment fee and the DOH to assess any penalties, up to 150% of the delinquent amount. Ms. Falanga
147 requested that the WVA take into consideration a communication plan that would alert organizations to any changes
148 and prepare them to set up their systems to handle any late fees automatically. Mr. Lam asked if fees would be applied
149 retroactively once the updated Plan of Operations has been approved; Ms. Zell restated that the intention of the changes
150 is to be clearer with all parties involved, not to be punitive, and would not be retroactive. Mr. Lam inquired about
151 providing additional notifications to members as Article VII.B. only specified notification after 90 days. Ms. Redman
152 shared that she likely would not recommend adding additional notifications due to the operational burden on the WVA.
153 Ms. Zell noted that she will budget additional time at the next Finance Committee and Board meetings for discussion.

154
155 Ms. Redman noted that the other area with updates included Exhibit C, which will support the WVA's compliance
156 efforts by ensuring the Association has the correct contact information.

157
158 Ms. Zell reviewed the new Public Comment Protocol that outlines procedures for members of the public to register
159 their attendance and desire to speak or distribute materials at WVA meetings. Mr. Murphy asked for a motion to
160 approve and adopt the Public Comment Protocol as proposed. Upon motion duly made and seconded, it was
161 unanimously

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163 **VOTED: To approve the Public Comment Protocol as proposed.**

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165 The public meeting was adjourned at 3:30 pm PST. Non-Board members were excused, excepting Mr. Miller, outside
166 counsel, and the Executive Director, and the Board transitioned to Executive Session.

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168 **IV. Executive Session. Confidential.**

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171 **V. Closing.**

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173 With no further business before the Committee, Mr. Murphy closed the meeting at 4:07 pm PST.

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