

1 **Washington Vaccine Association**
2 **Board of Directors Meeting**
3 **April 22, 2021; 2:00-4:00 p.m. (PST)**

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

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9 Directors

10 Chad Murphy, PharmD, Chair, Premera
11 Beth Harvey, MD, South Sound Pediatrics, Vice
12 Chair
13 Patricia Auerbach, MD, MBA, FACP, Treasurer,
14 UnitedHealthcare
15 Ed Marcuse, MD, Emeritus Professor of
16 Pediatrics, University of Washington, Secretary
17 John Dunn, MD, MPH, Kaiser Permanente
18 Cathy Falanga, Aetna Life Insurance Company
19 Jason A. Farber, Esq., Davis Wright Tremaine LLP
20 Randy Parker, Carpenters Trusts of Western
21 Washington
22 Michele Roberts, MPH, MCHES,
23 Washington Department of Health

24
25 WVA

26 Julia G. Zell, MA., Esq., Executive Director
27 Helms & Company, Inc.
28 Patrick Miller, MPH, WVA, Administrative Director
29 Lisa White, MS, JD, Customer and Financial Support
30 Specialist
31 Leslie Walker, CPA, Mason+Rich, PA
32 Alyssa McKeon, Project Support Leader
33
34 Others
35 Lydia Bartholomew, MD, Aetna
36 Anne Redman, Esq., Perkins Coie, LLP
37 Janel Jorgenson, Washington Department of Health
38 Polly Sidwell, Morgan Stanley
39 Rick Hourigan, MD, MHA, Market Medical
40 Executive, PNW(Seattle), Cigna
41 Derek LeBrun, MBA, Coordinated Care
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43
44 **II. Summary of Actions Taken and/or Recommended**

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46 Actions Taken (votes adopted)

- 47 i. To approve February 4, 2021 meeting minutes.
48 ii. To adopt the proposed changes to the Investment Policy Statement with the changes suggested at the meeting.
49 iii. To authorize the Operations Committee to finalize the 2021-22 Assessment Grid in accordance with the
50 Board's direction.
51 iv. To approve the 2021-22 Administrative Budget as presented at the meeting.
52

53 **III. Minutes**

54
55 Welcome and Introductions

56 Mr. Murphy called the meeting to order at 2:03 pm. Ms. Zell announced that the meeting would be recorded for the
57 benefit of the minute taker, to be deleted once the minutes are approved. Ms. Zell took roll call and introduced Dr.
58 Hourigan from Cigna who will serve as a new member of the Vaccine Committee.
59

60 Consent Calendar

61 Mr. Murphy asked for a motion to approve the minutes. Upon motion duly made and seconded, it was unanimously
62

63 **VOTED: To approve February 4, 2021 meeting minutes.**

64
65 Financial Update

66 Ms. Sidwell reviewed the WVA investment policy, investment portfolio, and the rationale for requesting approval for
67 a modification to the WVA investment policy. The current WVA investment policy is appropriately conservative,
68 holding fixed income securities for 0-to-5-years with only 20% in the 3-to-5-years range to ensure ample liquidity.
69 Investments are limited to treasury securities, US agency bonds, corporate bonds, and FDIC-secured CDs.
70

71 Ms. Sidwell reviewed the WVA investment summary and noted there was a slight loss in the last year due to low
72 interest rates. Interest rates have recently risen which has created an opportunity to invest in the 3-to-5-year range.
73 Ms. Sidwell explained that the 0-1-year range was returning close to 0%.

74
75 Ms. Zell reviewed the proposed changes to the Investment Policy Statement (IPS). Mr. Farber suggested that the
76 policy should give discretion to determine the timing of when a sale of a security is mandated due to a change in the
77 credit rating. Ms. Sidwell and Dr. Auerbach agreed that the language should ensure proper due diligence prior to when
78 a sale occurs and allow for flexibility in response to the market conditions/opportunities. It was agreed that page 2 of
79 the policy should add this language. Ms. Zell and Ms. Sidwell confirmed that they would draft proposed language and
80 have it reviewed by the Finance Committee members.

81
82 Upon motion duly made and seconded, it was unanimously

83
84 **VOTED: To adopt the proposed changes to the Investment Policy Statement with the**
85 **changes suggested at the meeting.**

86
87 Mr. Miller provided an overview of the WVA unaudited financial statements for nine-months ending March 2021.
88 Assessment collections in March exceeded remittances to the Department of Health (DOH) and the cash position
89 remains strong. The administrative expenses are ahead of budget by \$153,359 and the WVA is expect to end the
90 year ahead of budget.

91
92 Mr. Miller reviewed the projected FY2022 budget which has a reduction in total expenses compared to the FY2021
93 budget. The FT2022 budget has been reviewed in detail by the Finance Committee and several lines have been
94 removed or consolidated. Dr. Auerbach confirmed that the Finance Committee worked to simplify and provide
95 greater transparency in the FY2022 budget.

96
97 Mr. Miller reviewed the process for the development of the 2021-22 Assessment Grid (Grid). Dr. Harvey asked how
98 pediatric COVID-19 vaccines were factored into the Grid. Mr. Miller clarified that the COVID-19 vaccine is not
99 included in the 2021-22 Grid, but discussions have taken place regarding inclusion in the next year's Grid or at such
100 time as the vaccine is no longer a federal asset. Ms. Zell confirmed that a portion of the WVA cash reserves are
101 intended offset the addition of a pediatric COVID-19 vaccine to the Grid in the future to ensure stability in the Grid
102 pricing; the WVA is fully assuming it will be responsible for the COVID vaccine at some point. Dr. Auerbach
103 agreed that Grid stability for payers was important and that it would lead to lower denials and administrative cost for
104 the WVA. Dr. Marcuse requested that the Board re-evaluate the assumptions used in the creation of the Assessment
105 Grid if cash reserves do not begin to decrease as planned.

106
107 Upon motion duly made and seconded, it was unanimously

108
109 **VOTED: To authorize the Operations Committee to finalize the 2021-22 Assessment Grid**
110 **in accordance with the Board's direction.**

111
112
113 **VOTED: To approve the 2021-22 Administrative Budget as presented at the meeting.**

114
115 Ms. Zell shared with the Board that the Finance Committee approved the auditor selection for the FY2021 audit
116 which will begin shortly. The letter of agreement has been updated to avoid unanticipated expenses.

117
118 Executive Director Updates

119 Ms. Zell previewed the WVA brochure. It will be shared with the Operations Committee before going to print. Mr.
120 Murphy requested consideration of an adjustment from the phrase "raised" to "collected" in one of the graphics. He
121 encouraged all Board members to send additional comments directly to Ms. Zell. She then previewed the brand identity
122 guide. The goal is to have a professional look through consistency across WVA communication and resources. Finally,
123 Ms. Zell reviewed the quarterly goals. All goals are on track.

124
125 Ms. Zell reviewed the proposed changes to the Plan of Operations related the late payment interest provision. Ms.
126 Redman clarified for the Board that according to the statute, the WVA has authority to charge interest while the
127 Department of Health has the authority to collect penalties. Ms. Falanga expressed a concern regarding the triggering
128 event, the date of service. She suggested the triggering event instead be the date a payer receives a dosage-based
129 assessment (DBA) which generated robust discussion about what data is in the WVA's possession. The Board

130 discussed several approaches to the triggering event as well as when interest may be applied. Mr. Murphy
131 recommended this provision of the Plan of Operation be sent to the Operations Committee next week for further
132 discussion before coming before the Board for a final vote.

133

134 Department of Health Update

135 Ms. Roberts delivered the DOH update on the COVID-19 vaccine rollout. Four months into vaccine availability, 25%
136 is fully vaccinated and an additional 35% of the population is in the process of being vaccinated. She commended the
137 work by the providers, local health departments, and others for the rapid uptake. Ms. Roberts stated that the vaccination
138 effort is in a race against a fourth wave of infections in the state. While the fourth wave has been muted by the
139 vaccination effort, the disease rate is high. Everyone must continue to be diligent in following prevention measures
140 such as mask wearing, social distancing, and holding interactions outside. The DOH is focusing on reducing vaccine
141 access inequities by race and ethnicity by ensuring that communities at risk have easy access to vaccinations through
142 working with community-based partners and using trusted messengers to share accurate information about the
143 COVID-19 vaccine. Ms. Rogers requested everyone's help to amplify the DOH message, to encourage individuals to
144 get vaccinated, and to answer vaccination questions.

145

146 Ms. Jorgenson, from the DOH presented various updates regarding new vaccines and school-based immunization
147 campaigns. Ms. Jorgenson review two vaccines that will be introduced to the grid in 2021, MenQuadfi and Vaxelis.
148 MenQuadfi will replace Menactra and will be phased in over time. Vaxelis is a new hexavalent vaccine that will
149 replace a combination of vaccinations. She reminded everyone that a survey is open to providers right now that will
150 help inform the DOH decisions on vaccine purchasing of these two, new vaccines. Ms. Jorgenson shared that National
151 Infant Immunization Week starts Saturday and that the Vax to School campaign is also in the works. Media kits are
152 available on the DOH website. She stressed the importance of having children caught up on their immunizations before
153 the rollout of a pediatric COVID-19 vaccine.

154

155 Mr. Murphy thanked Ms. Roberts and Ms. Jorgenson for their hard work. Mr. Murphy asked about access to the
156 vaccine registry by payers to support targeted messaging. Ms. Roberts said that it is a matter of staffing and
157 prioritization at the moment.

158

159 Vaccine Committee Update

160 Dr. Marcuse said that many of the items shared by the DOH were discussed at the most recent Vaccine Committee.
161 He shared that the Committee heard from office-based providers from around the state. Key takeaways were that
162 children under three were catching up on their immunizations but that the Committee members shared a concern for
163 the immunization rates of adolescents as well as the buildup of more susceptible populations. Dr. Marcuse said that
164 as we move ahead with a pediatric COVID-19 vaccine we will need to figure out how to integrate it with a catch up
165 for measles and HPV vaccines. Dr. Harvey said that the lack of a flu season this year was making it harder to ensure
166 infants were vaccinated for flu.

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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 4:02 pm PST.

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