

What: Executive Committee Meeting  
When: June 10, 2021; 2:30-3:30 p.m. PST  
Where: Zoom Meeting

To register for the meeting, please review the [Public Comment Protocol](#) then email [wvameetings@wavaccine.org](mailto:wvameetings@wavaccine.org) at least two business days in advance of the meeting.

*WVA Agendas are subject to revision up to and including the time of the meeting.*

### Agenda for Executive Committee Meeting

Approx. Time	Page		Topic / [ <b>Anticipated Action</b> ]	Presented by:
2:30-2:35 p.m.			1. Welcome and Introductions a. Notification of Recording	C. Murphy J. Zell
2:35-2:40 p.m.	3-4	*	2. Calendar Consent Items a. <b>Approve March 18, 2021 Meeting Minutes</b>	C. Murphy
2:40-3:00 p.m.	5-14	*	3. Operations Update a. Assessment Grid Update b. Cost Recovery Update c. <b>Recommend Approval of Plan of Operation</b>	J. Zell
3:00-3:30 p.m.			4. Executive Session (public excluded)	J. Zell & A. Redman

\*Indicates agenda item attached  
**Red text indicates an action item**

**June 10, 2021**

**WVA Meeting of the Executive Committee**

**Proposed Form of Votes**

The following are suggested forms of votes only. They are intended to be an aid to facilitate work by individual directors and committee members.

**Items under Agenda Section 2:**

VOTED: To approve March 18, 2021 meeting minutes.

[To approved March 18, 2021 meeting with the changes suggested at the meeting.]

**Items under Agenda Section 3:**

VOTED: To recommend the Board approve the Plan of Operation as presented at the June 10, 2021 Executive Committee meeting.

[To recommend the Board approve the Plan of Operation with the changes suggested at the meeting.]

**Items under Agenda Section 4:**

VOTED: To recommend the Board approve the Helms contract amendment as presented at the June 10, 2021 Executive Committee meeting.

[To recommend the Board approve the Helms contract amendment with the changes suggested at the meeting.]

**Washington Vaccine Association  
Executive Committee Meeting**  
March 18, 2021, 2:30-4:00 p.m. (PST)

- I. Attendance.** This meeting was conducted solely by webinar. Participating in all or part of the meeting were the following individuals:

<u>Directors:</u>	<u>Helms &amp; Company, Inc.</u>
Chad Murphy, PharmD, Chair, Premera	Patrick Miller, MPH, WVA Administrative
Patricia Auerbach, MD, UnitedHealthcare	Director
Beth Harvey, MD, South Sound Pediatrics	Lisa White, JD, WVA Customer and Financial
	Support Specialist
<u>WVA:</u>	Alyssa McKeon, Project Support Leader
Julia G. Zell, MA., Esq., Executive Director	
	<u>Others:</u>
	Anne Redman, Esq., Perkins Coie

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

Actions Taken (votes adopted)

- i. To approve the minutes of the November 19, 2020 Executive Committee Meeting.
- ii. To approve the minutes of the January 21, 2021 Executive Committee Meeting.

**III. Minutes**

Welcome & Introduction

Mr. Murphy called the meeting to order at 2:35 pm and thanked the Executive Committee for extending the meeting length by 30 minutes. Ms. Zell took attendance and provided a notice of recording.

**IV. ED/AD Updates**

Financial Update

Mr. Miller reviewed the WVA financial statements dated February 28, 2021. He noted the beginning and ending cash balances as well as the total vaccine collections and remittances to the Department of Health (DOH). The administrative budget variance is better than budget by \$143,563 for the first eight months of the year. Mr. Murphy noted that the WVA continues to be in a robust cash position. Dr. Auerbach shared that the February 2021 Finance Committee had a discussion as to the approach the WVA should regarding its strong cash position and decided not to adjust the current trajectory due to the number of unknown expenses that may result from an upcoming pediatric COVID-19 vaccine.

Assessment Grid Setting Process

Mr. Miller reviewed several upcoming dates and deliverables associated with the assessment grid setting process. A draft of the administrative budget has been developed and the projections for FY2022/23 have been received from the DOH. The WVA is expecting an updated price list from the CDC on April 1, 2021 that will trigger adjustments in the assessment modeling. The Finance Committee will review the full model package at the April 8, 2021 meeting with recommendations to be brought to the Board of Directors at its April 28, 2021 meeting. On April 8, 2021, the Vaccine Committee will also receive an update from the DOH on vaccine additions to the grid. The Operations Committee will have the final review of the grid at the April 29, 2021 meeting. Ms. Zell and Mr. Miller shared that their goal throughout the process is to leave the existing grid prices in place for the next year to provide maximum stability to the system.

Plan of Operations

Ms. Zell and Ms. Redman presented the Plan of Operations changes to the Interest and Late Assessments section. The Executive Committee members discussed how to ensure the trigger and accrual of interest would be applied in a fair manner. The Executive Committee concluded that removing the words "In its discretion"

65 would clarify and strengthen the Plan of Operations. The next step is to bring the Plan of Operations to the  
66 Board of Directors for approval.

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68 The public meeting was adjourned at 3:00 pm PST. Ms. White and Ms. McKeon were excused, and the  
69 Committee transitioned to Executive Session.

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71 **V. Executive Session.** Confidential.

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73 **VI. Closing.**  
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**WASHINGTON VACCINE ASSOCIATION****AMENDED AND RESTATED PLAN OF OPERATION**

WHEREAS, the Washington State Universal Childhood Vaccine Program operated by the Washington State Department of Health provides vaccines to children less than 19 years of age resident in Washington (the "Program");

WHEREAS, the Washington legislature has enacted SSHB 2551, Ch. 174, 61st Leg., 2010 Reg. Sess. (Wash. 2010) (the "Act"), now codified as Chapter 70.290 RCW, establishing a mechanism to assess insurers and third-party administrators for the costs of vaccines provided to certain children in Washington in support of the Program;

WHEREAS, the Act authorizes the formation of a not-for-profit corporation known as the Washington Vaccine Association (the "Association");

WHEREAS, the Association is governed by a Board of Directors (the "Board");

WHEREAS, as required by the Act, the Board has adopted a plan of operation dated May 10, 2010, which plan has been amended and restated in form approved by the Secretary of the Department of Health (the "Secretary") on April 11, 2013, and on February 21, 2019;

WHEREAS, the Association desires to amend and restate the plan, subject to approval by the Secretary;

WHEREAS, the Association has members ("Members") consisting of (i) all health carriers issuing or renewing health benefit plans in Washington state; and (ii) all third-party administrators as defined in the Act ("TPAs") conducting business on behalf of residents of Washington state or Washington health care providers and facilities (collectively, the "Payers");

RESOLVED that the Board hereby adopts the following plan as required by the Act.

**ARTICLE I****Effective Date; Amendment**

This Amended and Restated Plan of Operation and any amendments to same as may be approved from time to time by the Board (the "Plan") shall become effective upon the approval of the Secretary. Amendments may include a retroactive effective date if such date is proposed in the amendments and approved by the Secretary. The completion of any blanks in the exhibits will not constitute an amendment to this Plan, but the change in the structure or substance of any exhibit will be considered an amendment requiring approval.

## **ARTICLE II**

### **Conformity to Act, Articles and Bylaws; Limitation of Liability; Priority of Documents**

**A.** The Association shall perform its functions under this Plan and in accordance with the Act, which is hereby incorporated as part of this Plan. The provisions of the Articles of Incorporation and the Bylaws of the Association, as amended from time to time, are incorporated in this Plan by reference.

**B.** The liability of the Association, its members, directors, officers, employees and agents, and of health care providers arising from the lawful performance of their duties or required activities under the Act shall be limited as provided in the Act,<sup>1</sup> and further limited as provided in the Articles of Incorporation and Bylaws of the Association, as amended from time to time. The Association is governed by the above referenced documents together with the Policies as described in Article X. In the event of any conflict between these documents, the order of priority of authority shall be as follows: The Act, Articles of Incorporation, Bylaws, this Plan, and the Policies.

## **ARTICLE III**

### **Management of the Association and its Assets**

**A.** The Board may select and employ an Executive Director to be responsible for the administration and conduct of the business and affairs of the corporation pursuant to guidance established by the Board, from time to time. The Executive Director shall have the full authority necessary for direction and conduct of the affairs of the Association. The Association may have such additional employees as the Board of Directors shall approve.

**B.** The Board may select and contract with one or more third parties for services needed to administer the affairs of the Association and to implement the functions contemplated by this Plan.

## **ARTICLE IV**

### **Public Awareness**

The Board may establish and maintain public awareness of the Association through development of a website containing basic descriptive data and downloadable copies of the Association's Articles and Bylaws, together with this Plan and such other information as the Board or the Executive Director may determine to be helpful or necessary from time to time. If, in the judgment of the Board, additional efforts are required to establish and maintain public awareness of the Association and understanding of its purpose and functions, the Board shall be authorized to undertake such additional efforts.

## **ARTICLE V**

### **Administrative Expenses; Accounting; Financial Reporting**

**A. Financial and Other Records.** Monthly, quarterly and annual financial records shall be maintained and distributed by the Executive Director in accordance with the schedule set forth in **Exhibit A**. The quarterly report information shall include rolling forward-looking cash flow projections suitable to assist the Board in assuring adequacy of funds for future vaccine purchases and revising its assessment levels from time to time.

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<sup>1</sup> See, for example, Sec. 8 of the Act.

**B. Annual Association Audit.** The Association shall retain an independent certified public accounting ("CPA") firm to conduct an annual audit of the financial statements of the Association. The audit shall be conducted in accordance with generally accepted auditing standards, and an opinion shall be rendered by the CPA firm as to whether the Association's financial statements are fairly stated in accordance with generally accepted accounting principles. In conjunction with the annual audit, the CPA firm shall produce a management letter for the benefit of the Board. The results of the annual audit, together with the management letter, shall be presented to the Board's audit committee and forwarded to the entire Board. The CPA firm selected by the Association must be authorized to provide accounting services in the State of Washington.

**C. Budgeting.** The Executive Director shall draft an annual expense budget for review, modification as deemed necessary or appropriate, and approval by the Board prior to the commencement of each fiscal year. The Board shall assure that adequate internal control policies and procedures with respect to the handling of Association assets and liabilities by the Executive Director including but not limited to, cash, cash receipts, cash disbursements, assessments, investments, accounts payable, and administrative expenses, are in place, and may, in its discretion, at any time, engage the CPA firm to review such policies and procedures.

**D. Bank Accounts.** Money and marketable securities shall be kept in bank accounts and investment accounts as approved by the Board. The Association shall deposit receipts and make disbursements from these accounts. All bank accounts/checking accounts shall be established in the name of the Association and shall be approved by the Board members. Authorized check signers shall be approved by the Board.

**E. Examination and Annual Report.** The Association shall be subject to examination by the Secretary. The Board shall submit to the Secretary each year, not later than 120 days after the Association's fiscal year, a financial report and a report of its activities during the preceding fiscal year as required by the Act.

## ARTICLE VI Assessment Plan

**A. Dosage-Based Assessment.** Because the Act contemplates an assessment methodology based on each Payer's actual use of vaccines (RCW 70.290.040(3)) and a payment plan (RCW 70.290.030(5)(n)), the Association has adopted a dosage-based assessment methodology ("DBA") further described on **Exhibit B**. Following Board vote of approval of DBA amounts as described in Section B of this Article, all Payers shall timely pay the Association all such assessments in accordance with the DBA amounts in effect, unless the Association has specifically agreed in advance with a Payer to an alternative payment method. The DBA is not a medical claim. Payment of any DBA within the timeframe applicable under Washington State law to a medical claim will be deemed timely payment.

**B. Assessment Grid.** The Association has posted to its public website a grid of assessment amounts ("Assessment Grid"), by vaccine, to be applied to DBA transactions. From time to time, the Association will update the Assessment Grid as needed to assure that adequate funds, in aggregate, are available each month for transfer to the State's universal payment vaccination account for timely payment of invoices arising from the State's purchase of vaccines for which the Association is charged to provide funding under the Act. The Association will provide notice to its known Members of any revision to the assessment amounts and such assessment revisions will be posted to the Association's website at least sixty (60) days prior to the effective date of the revisions.

**ARTICLE VII**  
**Member Audits; Interest and Late Assessments;**  
**Calculation of Penalty; Collection**

**A. Member Audits.** An audit of a Member's compliance with obligations under the Act requires a majority vote of the Board or request of the Secretary. The Association may audit compliance when a Member (i) fails to respond fully to any written request authorized by the Board for information concerning such Member's reporting for assessment purposes; a response is timely if made within forty-five (45) days after the date the request is mailed, postage pre-paid; or (ii) refuses to comply with the DBA without prior written approval by the Board of an alternative payment method. Any Member so audited shall reimburse the costs of such audit as required by the Act and this Plan within forty-five (45) days of the Board mailing, postage pre-paid, the Member notice that the Board has certified the audit costs. Upon failure of any such Member that has been audited to reimburse the costs of such audit, the Association shall provide notification to the Secretary of the unpaid costs due.

**B. Interest and Late Assessments.** Assessments shall be due and deemed late if not paid within one hundred and eighty (180) days following the date of service of the vaccine. The Association may charge interest on assessments (or any portion thereof) not paid when due after providing notice to the Member liable for payment of such delinquent assessment(s) that interest will be charged on delinquent assessments. The notice shall identify the delinquent assessments by reference to the applicable date or dates of service or by other reasonable methods. Interest on delinquent assessments shall be charged from the date of such notice to the Member on the total of delinquent assessments at the rate of twelve percent (12%) per annum. Provided further that if the Member has not received the assessment or assessments at issue during the one hundred and eighty (180) day period following the date of service and so informs the Association within thirty (30) days of receipt of the Association's notice of interest to be charged, the Association shall delay charging interest from the date of notice until such time as the Member has received the assessment or assessments and can make payment ("the Delayed Interest Accrual Date"). Upon failure of a Member to make payment within ninety (90) days of the date of such notice, or if application the Delayed Interest Accrual Date, the Association shall send notification to the Secretary of the total unpaid assessment amount, the notice date for interest accrual, the Delayed Interest Accrual Date if applicable, and the amount accruing interest..

**C. Calculation of Civil Penalties.** Upon receipt of notification from the Association pursuant to this Article, the Secretary shall calculate the civil penalty amount and assess a civil penalty against any Member as required by RCW 70.290.060.

**D. Collection.** The Association may separately pursue collection of amounts past due as may be authorized by the Board.

**ARTICLE VIII**  
**Remittance to Universal Vaccine Purchase Account**

The Association shall remit its assessment receipts, less the Association's administrative costs and any reserves set by the Board from time to time, to the credit of the universal vaccine purchase account ("UVPA") established pursuant to RCW 43.70.720. Funds transferred to the UVPA shall be delivered on a "just-in-time" basis, in order to support the assessment collection process and to enable the Association to gain as much interest income as reasonably possible through its collection process to help offset its costs of administration. The Secretary or the Secretary's designee can request and the Association shall promptly provide information on the Association's accounts balances at any time. The Association shall promptly



respond to any inquiry of the Secretary concerning the availability and timely transfer of funds, enabling the Secretary to make payment of the Association's share under the Act for vaccine purchases made by the State of Washington.

## **ARTICLE IX**

### **Disputes**

**A. Member Appeal of Disputes to Board.** Members may request permission to appear before the Board at any time in connection with any dispute with the Association relating to an assessment or assessment reconciliation. No request or appeal relating to assessments shall be heard until the protesting party has paid the assessment in full.

**B. Arbitration.** All disputes and differences that cannot be agreed upon by the parties will be decided by arbitration. The arbitrator(s) will have the authority to interpret this Plan and, in doing so, shall consider the customs and practices of the insurance industry. The arbitration shall be conducted under the auspices of the American Arbitration Association in accordance with its commercial arbitration rules. Such arbitration shall be held in Seattle, Washington. This agreement to arbitrate shall be enforceable and judgment upon any award may be entered in any court having jurisdiction, which the parties hereby stipulate and agree, will include any court of appropriate subject matter jurisdiction located within the state of Washington. Reasonable costs of arbitration shall be borne equally by the parties, and each party shall pay the cost of its own personnel and counsel involved in such proceedings.

## **ARTICLE X**

### **Board Policies**

The Board may from time to time adopt and post to the Association website one or more policies ("Policies"). Such Policies shall govern the operation of the Association from and after the date of such posting, subject to further amendment by the Board from time to time.

## **ARTICLE XI**

### **Health Information**

**A. Authority of the Association.** The Association, including its authorized subcontractors, will receive and use certain health information of individuals to whom a vaccine is administered and for which an assessment is collected by the Association as provided by the Act and this Plan. The Association receives and collects such information pursuant to the grant of authority and direction of the Act as part of the public health activities constituting the Program and solely for such purpose. For clarity, no personal or health information of individuals (including "protected health information" as defined by the HIPAA administrative simplification rules) is or shall be obtained from or disclosed to the Department of Health in connection with the activities of the Association and operation of the Program.

**B. Compliance with Health Information Privacy and Security Laws.** As required by applicable federal and state law, including the Act, the Association will preserve and protect the privacy and security of individual health information that the Association receives and uses in the course of carrying out its statutory purpose, including without limitation maintaining appropriate privacy and security policies and procedures, and agreements with the Association's contractors, subcontractors and associates to preserve the privacy and security of the health information of individuals.

## **ARTICLE XII**

### **Agreements with Other States**

Subject to approvals of the Secretary and the Board, the Association may from time to time (a) enter into one or more agreements with states other than Washington or vaccine funding organizations in such other states to address the needs of Washington resident children who receive vaccines in such other states and/or (b) make payments for vaccines for such children as requested by the Secretary. Such agreements may also address assessment equity and seek to minimize the risk of duplicate assessments for childhood vaccines. Payments under this Article or pursuant to agreements it authorizes shall be considered as vaccine costs in determining the assessments needed by the Association.

### ARTICLE XIII TPA Registration

Each TPA Member shall provide the data elements identified in **Exhibit C** to the Association by making an initial filing when first becoming a Member, using such web-based tools as shall be offered by the Association and, thereafter, review and update any information so filed with the Association within ten (10) days of the date of change in the data previously filed by the Member. **Exhibit C** may be modified from time to time by the Association but not more frequently than annually. The Association shall undertake reasonable efforts to make available, generally 24/7 apart from periodic maintenance and backup, a web-based tool which enables TPAs to check and update their **Exhibit C** information on file with the Association.

In accordance with the Act, the foregoing Plan, as amended, is approved by the Secretary.

By:

Dated:

\_\_\_\_\_  
Umair A. Shah, MD, MPH  
Washington Department of Health

**Exhibit A**  
**Schedule of Financial Statements**

Financial Statements will be released on the following schedule:

1. Monthly Statements: To the Treasurer and the Chairman of the Board fifteen (15) business days after the close of each month.
2. Quarterly Statements: To the full Board twenty-five (25) business days after the close of each quarter.
3. Annual Statements: Management's statements will be ready for internal review sixty (60) business days after the close of the year; full statements will be released to the public as soon as the audit is completed and the audit report accepted by the Board.

**Bank and Investment Statements.** Reconciled bank statements will be sent to the Finance Committee fifteen (15) business days after the close of each month. Investment statements will be sent to the Finance Committee within fifteen (15) business days after the close of each quarter. Both the reconciled bank statements and the investment statements shall be made available upon request to all Board members.

**Exhibit B****Washington Vaccine Association Dosage Based Assessment Methodology**

Pursuant to Chapter 70.290 RCW, the Association collects and remits funds from health carriers and third-party administrators (collectively, the "Payers") for the cost of vaccines provided to covered children in Washington state. The Association has developed a dosage-based assessment ("DBA") method that uses a process similar to medical claims submissions to assess Payers for vaccines administered by providers to children who are Covered Lives of the Payers. "Covered Lives" has the meaning defined in Chapter 70.290.010 RCW. Providers administering vaccines to Covered Lives are required to submit a claim to the applicable Payer for administration of the vaccine and to submit separately a form (in claims format) complete with the billing code(s) for the vaccine(s) administered, the current vaccine assessment amount, the Association's federal tax identifier and NPI (national provider identification) number, and other typical claim form information (date, patient, payer and provider information, etc.)

The provider is paid by the applicable Payer for the claim for vaccine administration.

Each DBA form sent by providers generates payment by the applicable Payer to the Association in the amount of the DBA assessment. Per-vaccine DBA assessment amounts are established and published to the Association as referenced in Article V1 Section B.

**Exhibit C**  
**TPA Data Elements**  
**for**  
**Web-based TPA Registration with the Washington Vaccine Association**

Pursuant to this Plan, TPAs are required to maintain current information with the Washington Vaccine Association ("WVA") on the following data elements:

**A. TPA name and address**

*(to identify the entity and provide basic corporate or other business contact information)*

1. TPA legal name.
2. Alternative or d/b/a name(s), if any.
3. Mailing Address:
  - a. Address line 1
  - b. Address line 2
  - c. City
  - d. State
  - e. Zip
4. NAIC and Group #s, if any.
5. Federal Tax ID number.
6. State or jurisdiction of legal formation/incorporation.

**B. Primary Regulatory/Compliance Contact**

*(contact information for individual primarily responsible for day-to-day WVA compliance)*

1. First Name
2. Last Name
3. Position
4. Phone
5. Fax
6. Email
7. Mailing Address
  - a. Address line 1
  - b. Address line 2
  - c. City
  - d. State
  - e. Zip

**C. Secondary Regulatory/Compliance Contact**

*(contact information for executive primarily responsible for overall WVA compliance and/or policy communications)*

1. First Name
2. Last Name
3. Position
4. Phone
5. Fax
6. Email
7. Mailing Address
  - a. Address line 1
  - b. Address line 2

- c. City
- d. State
- e. Zip