

What: Executive Committee Meeting  
When: July 29, 2021; 3:00-4:00 p.m. PT  
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:
3:00-3:05 p.m.			1. Welcome and Introductions a. Notification of Recording	C. Murphy J. Zell
3:05-3:10 p.m.	3-4	*	2. Calendar Consent Items a. <b>Approve June 10, 2021, Meeting Minutes</b>	C. Murphy
3:10-4:00 p.m.			3. Executive Session- Public Excluded	EC Members
4:00 p.m.			4. Closing	

\*Indicates agenda item attached

Red text indicates an action item

**July 29, 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 the June 10, 2021 meeting minutes.

[To approve the June 10, 2021 meeting with the changes suggested at the meeting.]



**Washington Vaccine Association  
Executive Committee Meeting  
June 10, 2021, 2:30-4:00 p.m. (PDT)**

- 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 Director
Patricia Auerbach, MD, UnitedHealthcare*	Lisa White, JD, WVA Customer and Financial Support Specialist
Beth Harvey, MD, South Sound Pediatrics	Alyssa McKeon, Project Support Leader
Ed Marcuse, MD, Emeritus Professor of Pediatrics, University of Washington	
Michele Roberts, MPH, MCHES, Washington Department of Health	<u>Others:</u>
	Anne Redman, Esq., Perkins Coie
<u>WVA:</u>	Janel Jorgenson, Washington Department of Health
Julia G. Zell, MA., Esq., Executive Director	Christopher Wright, Esq., Assistant Attorney General, Washington State Attorney General's Office

\*Joined at 3:05 p.m.

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

Actions Taken (votes adopted)

- i. To approve the minutes of the March 18, 2021, Executive Committee Meeting
- ii. To recommend the Board approve the Plan of Operation as presented at the June 10, 2021, Executive Committee meeting.

**III. Minutes**

Welcome & Introduction

Mr. Murphy called the meeting to order at 2:33 p.m. Ms. Roberts introduced Mr. Wright from the Washington State Attorney General's Office. Ms. Zell took attendance and provided a notice of recording.

Consent Calendar

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

**VOTED: To approve March 18, 2021, meeting minutes.**

Operations Update

Ms. Zell shared that the assessment grid rollout went as expected. The WVA experienced a cash reduction in May as planned and is on track with financial statement production. Ms. Zell reviewed changes to the agenda including moving the cash recovery update to the executive session and adding a brief section for only Executive Committee members.

Ms. Zell presented the proposed Interest and Late Assessments section changes to the Plan of Operations that had been made since the Board of Directors meeting in April 2021. The changes allow for payers to inform the WVA if the payer had not received the assessment in a timely fashion and provide for a longer, 180-day period for an assessment to be considered late.

Mr. Murphy asked for a motion to recommend the Board approve the Plan of Operation as presented at the June 10, 2021, Executive Committee meeting. Upon motion duly made and seconded, it was unanimously

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

Ms. Zell stated that the Plan of Operation will be forwarded to the Secretary for signature. The public meeting was adjourned at 2:42 p.m. Ms. White and Ms. McKeon were excused, and the Committee transitioned to Executive Session. Dr. Auerbach joined the meeting at 3:05 p.m.

**IV. Executive Session.** Confidential.

**V. Closing.**