

What: Executive Committee Agenda
When: January 20, 2021; 2:30-3:30 pm PST
Where: ZOOM

This meeting will take place solely by webinar. WVA values comments by the public about the work of the WVA. To register for the meeting, please review the [Public Comment Protocol](#) then email wvameetings@wavaccine.org at least two business days in advance of the meeting.

Notice: The meeting may be recorded for the benefit of the minute-taker. The WVA intends to delete the recording after the minutes are approved.

AGENDA

Approx. Time	*	Page	Topic/[Anticipated Action]	Presented by:
2:30-2:35pm			1. Welcome & Introductions a) Notice of Meeting Recording	J. Zell / C. Murphy
2:35-2:40pm	*	Pg. 3	2. Calendar Consent Items a) Approve December 16, 2021 Meeting Minutes	C. Murphy
2:40-2:45pm	*	Pg. 4	3. ED/AD Updates a) Board Development b) FY23 Budget and Assessment Grid Process c) Provider Liason	P. Miller / J. Zell
2:45-3:30pm			[Executive Session- Board members, AD/ED, & Outside Counsel only]	
3:30 pm			Closing	C. Murphy

*Indicates agenda item attached

**Washington Vaccine Association
Executive Committee Meeting
December 16, 2021, 2:30-4:00 p.m. (PT)**

- 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 & Company, Inc.</u>
Chad Murphy, PharmD, Chair, Premera	Patrick Miller, MPH, WVA Administrative Director
Beth Harvey, MD, South Sound Pediatrics, Vice Chair	Ashley Ithal, MPH, Senior Consultant
Ed Marcuse, MD, Emeritus Professor of Pediatrics, University of Washington, Secretary	Lisa White, MS, JD, Customer and Financial Support Specialist
	Leslie Walker, CPA, Mason+Rich, PA
<u>WVA:</u>	
Julia G. Zell, MA., Esq., Executive Director	<u>Others:</u>
	Anne Redman, Esq., Perkins Coie
	Anthony McCormick, Esq., Perkins Coie

II. Summary of Actions Taken and/or Recommended

Actions Taken (votes adopted)

- i. To approve the minutes of the October 14, 2021, Executive Committee meeting.

III. Minutes

Welcome & Introduction

Mr. Murphy called the meeting to order at 2:31p.m. Ms. Zell took attendance and provided a notice of recording. Mr. Miller introduced Ms. Ithal who will be providing support to the Washington Vaccine Association as part of the Helms and Company team. Ms. Redman introduced her partner, Mr. McCormick who will review the proposed bylaws updates.

Calendar Consent Items

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 October 14, 2021, Executive Committee meeting.

Finance Updates

Mr. Miller and Ms. Walker provided the financial update for the five-month period ending November 30, 2021. Mr. Miller noted that the WVA experienced a planned decrease in cash for three months followed by two months of increase. Ms. Walker provided insight into the increase in cash for November. She stated the reduction in cash for the fiscal year will not be linear due to the lag between vaccine purchasing and cash collection as well as additional, ongoing recoveries. Ms. Zell and Mr. Miller highlighted that the WVA will most likely be able to hold the grid steady for next July which provides stability to payers and providers. Mr. Miller reviewed the administrative budget which is under budget for the first five months of the fiscal year. There were no further questions.

The public meeting was adjourned at 2:46 p.m., and the Committee transitioned to Executive Session.

IV. Executive Session. Confidential.

- V. Closing.** The meeting concluded at 4:06 p.m.

2022-23 Budget & Vaccine Grid Development Process

