

What: Board of Directors Meeting
 Date & Time: Thursday, February 3, 2022; 2:00-4:00 p.m. (PT)
 Call in Number: Zoom Invite Below
 Location: Webinar/Teleconference
 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 for Board of Directors Meeting

Approx. Time	Page		Topic/Anticipated Action (Votes are in Red)	Presented by:
2:00-2:10 p.m.			1. Welcome & Introductions a. Notification of Recording	J. Zell
2:10-2:15 p.m.	3-6 7 8 9	* * * *	2. Consent Calendar Items a. Board Meeting Minutes (November 4, 2021) b. Approve Randy Parker as Finance Committee Chair c. Approve John Sobeck as Board member for Regence d. Resolution for Steve Lam e. Resolution for Cathy Falanga f. Resolution for Patricia Auerbach	C. Murphy
2:15-2:25 p.m.	10-27 28	* *	3. Financial Update a. Investment Report b. Financials i. Financial Statements ii. Assessment Collections iii. FY 22-23 Budget and Assessment Grid Process	P. Miller / J. Zell
2:25-2:50 p.m.			4. DOH Updates	M. Roberts / DOH Staff
2:50-3:15 p.m.	29-30 31-34	* *	5. ED Updates a. Quarterly Goals Update b. Provider Outreach and Engagement c. HR/Governance Consultant Updates d. Board Development	J. Zell
3:15-3:20 p.m.			6. Public Comment (If time permits)	
3:20-4:00 p.m.			7. Executive Session (public excluded)	

*Indicates agenda item attached
 Red text indicates an action item

**WVA Meeting of the Board of Directors
February 3, 2022
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. All Board policy and the final form of votes is exclusively the province of the Board acting collectively as the Board of Directors.

Items under Agenda Section 2:

- VOTED: To approve the minutes of the November 4, 2021, Board Meeting.
[To approve the minutes of the November 4, 2021, Board Meeting with the changes suggested at the meeting.]
- VOTED: To approve Randy Parker as Finance Committee chairman for CY 2022.
[To approve Randy Parker as Finance Committee chairman for CY 2022.]
- VOTED: To confirm Dr. John Sobeck as a board member from Regence, whose term expires in 2025 pursuant to RCW 70.290.030 (3)(a).
[To approve Dr. John Sobeck as a board member from Regence, whose term expires in 2025 pursuant to RCW 70.290.030 (3)(a).]
- VOTED: To approve the Resolution honoring Steve Lam for his service as a WVA Board member.
[To approve the Resolution honoring Steve Lam for his service as a WVA Board member with the changes suggested at the meeting.]
- VOTED: To approve the Resolution honoring Cathy Falanga for her service as a WVA Board member.
[To approve the Resolution honoring Cathy Falanga for her service as a WVA Board member with the changes suggested at the meeting.]
- VOTED: To approve the Resolution honoring Patricia Auerbach for her service as a WVA Board member.
[To approve the Resolution honoring Patricia Auerbach for her service as a WVA Board member with the changes suggested at the meeting.]

Items under Agenda Section 7:

- VOTED: To approve the WVA bylaws changes as presented at the meeting.
[To approve the WVA bylaws changes with the additional edits suggested at the meeting.]
- VOTED: To approve the WVA governance policy updates in total as presented at the meeting.
[To approve the WVA policy updates with the changes suggested at the meeting]
- VOTED: To approve the WVA governance policy updates in total as presented at the meeting.
[To approve the WVA policy updates with the changes suggested at the meeting]

**Washington Vaccine Association
Board of Directors Meeting
November 04, 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:

Directors

Chad Murphy, PharmD, Chair, Premera
Beth Harvey, MD, South Sound Pediatrics, Vice Chair
Patricia Auerbach, MD, MBA, FACP, Treasurer,
UnitedHealthcare
Ed Marcuse, MD, Emeritus Professor of
Pediatrics, University of Washington, Secretary
Helen Chea, MD, Molina Healthcare
John Dunn, MD, MPH, Kaiser Permanente
Cathy Falanga, Aetna Life Insurance Company
Lydia Bartholomew, MD, Aetna Life Insurance
Company
Jason A. Farber, Esq., Davis Wright Tremaine LLP
Michele Roberts, MPH, MCHES, Washington
Department of Health
Andrew Oliveira, MD, Regence Blue Shield

WVA

Julia G. Zell, MA., Esq., Executive Director

Helms & Company, Inc.

Patrick Miller, MPH, WVA, Administrative Director
Lisa White, MS, JD, Customer and Financial Support
Specialist
Leslie Walker, CPA, Mason+Rich, PA
Alyssa McKeon, Project Support Leader

Others

Anne Redman, Esq., Perkins Coie, LLP
Christopher Wright, Esq., Assistant Attorney General,
Washington State Attorney General's Office
Rick Hourigan, MD, MHA, Market Medical
Executive, PNW (Seattle), Cigna

II. Summary of Actions Taken and/or Recommended

Actions Taken (votes adopted)

- i. To approve the minutes of the June 17, 2021, Board Meeting.
- ii. To confirm Dr. Bartholomew as a Board Member whose term expires in 2024 pursuant to RCW 70.290.030 (3)(a).
- iii. To confirm Dr. Oliveira as a Board Member whose term expires in 2024 pursuant to RCW 70.290.030 (3)(a).
- iv. To reappoint Dr. Marcuse as a WVA Board member pursuant to RCW 70.290.030 (3)(f) whose term expires in 2024.
- v. To approve the 2021 WVA officer and committee chairs listed as presented to the Board at the meeting.
- vi. To approve the individuals listed to serve on the WVA's Finance, Operations, and Vaccine Committee as presented to the Board at the meeting.
- vii. To ratify the action of the Finance Committee in adopting and authorizing publication of the 2020-21 Financial Statements and independent auditor's report.
- viii. To approve the 2020-21 WVA Annual Report with the changes suggested at the meeting.
- ix. To approve the 2022 WVA quarterly goals.
- x. To authorize the retention of a Human Resources consultant with total costs not to exceed \$50,000.

III. Minutes

Welcome and Introductions

Mr. Murphy called the meeting to order at 2:03 p.m. 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 introduced community members who were in attendance. Mr. Murphy previewed the agenda.

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 June 17, 2021, Board Meeting.

The Board welcomed Dr. Bartholomew (Aetna) and Dr. Oliveira (Regence) as new Board Members, for terms to begin in January. Dr. Bartholomew and Dr. Oliveira briefly introduced themselves. A round of thanks was given to Ms. Falanga for her long-time service to the Board and the organization. Ms. Falanga will remain on the Operations Committee.

Mr. Murphy asked for a motion to approve Dr. Bartholomew and Dr. Oliveira as Board Members. Upon motion duly made and seconded, it was unanimously

VOTED: To confirm Dr. Bartholomew as a Board Member whose term expires in 2024 pursuant to RCW 70.290.030 (3)(a).

VOTED: To confirm Dr. Oliveira as a Board Member whose term expires in 2024 pursuant to RCW 70.290.030 (3)(a).

Mr. Murphy then moved to discuss the approval of WVA officers and committee members. Ms. Zell stated that the current officers and committee members have agreed to continue in their current roles. Upon motion duly made and seconded, it was unanimously

VOTED: To reappoint Dr. Marcuse as a WVA Board member pursuant to RCW 70.290.030 (3)(f) whose term expires in 2024.

VOTED: To approve the 2021 WVA officer and committee chairs listed as presented to the Board at the meeting.

VOTED: To approve the individuals listed to serve on the WVA's Finance, Operations, and Vaccine Committee as presented to the Board at the meeting.

Financial Update

Mr. Miller reviewed the WVA financials for the thirteen months-ended September 2021. For the last three months, the WVA has seen the anticipated planned cash reduction. DOH actual remittances have been on target with DOH projections in recent months, and revised projections are expected in November. vs. actual remittances have been within a few percentages for the last few months. The October 2021 financials will be emailed to the Board mid-month.

Ms. Zell provided an update on compliance efforts. Last year the WVA collected \$6.4 million in grid denial and grid adherence issues. This year the WVA is on track to collect ~\$2 million, with much of it received from compliance work with a single provider.

Dr. Auerbach provided a summary of the independent auditor's report. The audit was "clean" and no issues were identified. She reported that the Finance Committee recommended at their last meeting that the Board adopt and publish the 2020-2021 Financial Statements and independent auditor's report.

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

VOTED: To ratify the action of the Finance Committee in adopting and authorizing publication of the 2020-21 Financial Statements and independent auditor's report.

Executive Director Update

Ms. Zell previewed the draft 2020-2021 Annual Report. A new diagram has been added and is intended to educate the public on the funding that the WVA coordinates. Dr. Dunn expressed appreciation for the new diagram. Ms. Zell thanked Ms. Jorgenson for her partnership in crafting the section that highlights the work of the Washington State Department of Health. Dr. Harvey requested an edit to the name of her medical practice. Ms. Roberts requested an edit to the name of her department.

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

VOTED: To approve the 2020-21 WVA Annual Report with the changes suggested at the meeting.

Ms. Zell reviewed the 2022 WVA Corporate Governance Calendar. All invitations have been sent for these meetings, and she encouraged any committee chairs or members to contact her with conflicts.

Ms. Zell reminded all Board members to complete and return the conflict of interest and code of ethics forms no later than January 2022. They were previously sent out by Mr. Miller.

Ms. Zell reviewed the 2021 Q3 / Q4 goals. Governance was a focus of Q3, including ensuring responsibilities are clear, Board policies are up to date, and Board Committee Charters are up to date. The WVA is on track to meet its Q4 goals. Ms. Zell previewed the 2022 quarterly goals. A focus on provider compliance will be a focus of 2022. Governance will also be a continued focus for 2022. Mr. Murphy provided context as to the governance focus. The WVA Executive Committee sees an opportunity to engage with a human resource consultant to collaboratively identify areas of improvement. The goal is to set up an infrastructure that will serve the WVA for years to come. There is also the possibility for a Board Governance consultant in the latter half of 2022 or early 2023 after the human resource consultant's work is completed.

Mr. Murphy asked for a motion to approve the 2022 WVA quarterly goals. Upon motion duly made and seconded, it was unanimously

VOTED: To approve the 2022 WVA quarterly goals.

Governance & Human Resource Contractors

Ms. Zell thanked the Board for completing the Board Governance Survey. Ms. Zell reviewed the strength, weakness, opportunity, and challenge themes that resulted from the survey. Based on those themes the WVA will be expanding and updating the Board orientation materials, considering a Board mentor strategy, developing a Board member success plan, planning a Board retreat, delineating Board and staff responsibilities, creating an Executive Director job description, and providing a copy of the financial auditor's report to the full Board earlier in the process. Mr. Miller previewed the data that drove the themes and recommendations. Dr. Marcuse expressed his appreciation for the work Ms. Zell is leading. Mr. Murphy noted there is an opportunity to better engage the whole Board and their deep skills and knowledge.

The Board discussed the retention of a human resource consultant. Ms. Zell noted that an human resource consultant was not in the current budget. Dr. Auerbach suggested that the Finance Committee approve engagement once bids have been received. Mr. Murphy suggested a \$50,000 cap and for the Finance Committee to work through the budget. Ms. Roberts expressed appreciation for the focus.

Mr. Murphy asked for a motion to authorize retention of a Human Resources consultant with total costs not to exceed \$50,000. Upon motion duly made and seconded, it was unanimously

VOTED: To authorize the retention of a Human Resources consultant with total costs not to exceed \$50,000.

Vaccine Committee Update

Dr. Dunn provided an overview of today's Vaccine Committee meeting. The meeting had two main topics: updating the committee charter and discussing vaccine uptake. Mr. Murphy asked about the implications of the COVID-19 vaccine no longer being paid for by the Federal Government. Mr. Miller shared that the WVA has started the operational work of preparing for the COVID-19 vaccine entering the assessment grid. Ms. Zell shared that preparing for the COVID-19 vaccine entering the assessment grid is a stretch goal for the WVA.

Department of Health Update

Ms. Roberts delivered the Department of Health (DOH) update. COVID case rates, hospitalizations, and deaths are trending down, although the rates are still the highest they have been throughout the pandemic. Pediatric vaccination for COVID-19 will be available at a variety of locations in the coming weeks. The initial focus will be on mass

vaccination before transitioning to primary care as the main mode of vaccination. In eleven months, the state has distributed 10 million doses of the COVID-19 vaccine.

The DOH has only distributed 40% of what was purchased for the flu vaccination program. The window for vaccine selection and provider choice has just closed. A new vaccine training program for providers and provider staff will be launching soon. Staffing shortages and turnover have led to a need for consistent support and training. Dr. Harvey expressed her appreciation for the DOH's investment in provider training.

Dr. Chea asked if the flu vaccine distribution was lower than previous years. Ms. Roberts and Dr. Dunn did not know the exact numbers but did confirm it was lower. Ms. Roberts confirmed there was less demand. Dr. Marcuse shared that the distribution is usually at 50% at this time of year. Dr. Harvey wondered if staffing shortages and time constraints were leading to less flu vaccination. Dr. Dunn shared a reflection from the Vaccine Committee meeting that fewer family members are coming in together, leading to fewer flu vaccinations being provided.

IV. Executive Session. The Board moved to Executive Session at 3:23 p.m. Confidential.

V. Closing.

With no further business before the Committee, Mr. Murphy closed the meeting at 4:47 p.m.

BE IT RESOLVED

WHEREAS,

The Washington Vaccine Association (the Association), created by the legislature in 2010 to provide a funding mechanism for the state's purchase of all recommended childhood vaccines, recognizes that Steve Lam, has provided exemplary service to the Association to ensure that all vaccine funding needs have been met so that children in the State of Washington continue to have equal access to childhood vaccines;

Whereas Mr. Lam faithfully served as WVA Board member for over three years, providing representation for Regence BlueShield;

Whereas Mr. Lam aided the Association in obtaining new administration, helped oversee implementation of a new data processing platform, and assisted by providing feedback on major payer and provider compliance initiatives,

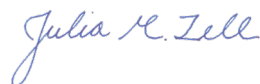
Whereas Mr. Lam served on the Vaccine Committee faithfully, never missing a meeting, and provided balanced and sagacious comments, utilizing his experience and expertise to guide the Committee in its role advising the Washington Department of Health in vaccine-related matters;

Whereas Mr. Lam's personal contributions to the Board as a dedicated, prudent-mannered, and generous person will be greatly missed by the Association's Board members and staff;

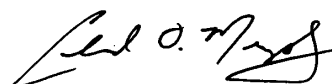
NOW, THEREFORE, IT IS HEREBY RESOLVED:

The Association's Board of Directors unanimously acknowledges with gratitude Mr. Lam's outstanding service to the State of Washington and notable contributions to the Association's mission of providing an equitable assessment system to fund Washington's pediatric universal vaccine program, thereby contributing to improve health outcomes for children throughout the state.

Signed on this ____ day of ____, Two-Thousand and Twenty-Two



Julia G. Zell, M.A., Esq., Executive Director



Chad Murphy, PharmD., Board Chairman

BE IT RESOLVED

WHEREAS,

The Washington Vaccine Association (the Association), created by the legislature in 2010 to provide a funding mechanism for the state's purchase of all recommended childhood vaccines, recognizes that Cathy Falanga, has provided long-standing and exemplary service to the Association to ensure that all vaccine funding needs have been met so that children in the State of Washington continue to have equal access to childhood vaccines;

Whereas Ms. Falanga led as a WVA Board member for close to a decade, providing guidance and insight into the Association's formation and establishment;

Whereas Ms. Falanga's insight was instrumental in helping the Association develop governing policies and procedures that allowed the organization to gain financial stability and achieve assessment equity;

Whereas Ms. Falanga served in various capacities on the Board, most notably on the Operations Committee, applying her knowledge of payer systems and provider relations to ensure that the Association ran smoothly and WVA operational matters were resolved efficiently and justly;

Whereas Ms Falanga's personal contributions as an intelligent, hard-working, dedicated, and generous person will be greatly missed by the Association's Board members and staff;

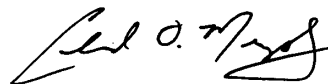
NOW, THEREFORE, IT IS HEREBY RESOLVED:

The Association's Board of Directors unanimously acknowledges with gratitude Ms. Falanga's outstanding service to the State of Washington and notable contributions to the Association's mission of providing an equitable assessment system to fund Washington's pediatric universal vaccine program, thereby contributing to improve health outcomes for children throughout the state.

Signed on this ____ day of ____, Two-Thousand and Twenty-Two



Julia G. Zell, M.A., Esq., Executive Director



Chad Murphy, PharmD., Board Chairman

BE IT RESOLVED

WHEREAS,

The Washington Vaccine Association (the Association), created by the legislature in 2010 to provide a funding mechanism for the state's purchase of all recommended childhood vaccines, recognizes that Doctor Patricia Auerbach has provided exemplary service to the Association to ensure that all vaccine funding needs have been met so that children in the State of Washington continue to have equal access to childhood vaccines;

Whereas Dr. Auerbach faithfully served as WVA Board member for over three years, providing distinguished representation for United HealthCare;

Whereas Dr. Auerbach immersed herself in the Association's work, chairing the Finance Committee helping to reform the Association's budget process, audit process, and aided in the creation of new employment policies, exhibiting fiduciary stewardship by contributing to the development of sound governance policies, standards, and funding practices;

Whereas Dr. Auerbach performed her responsibilities as Treasurer in an exemplarily and prudent manner, providing sagacious judgment while overseeing the Association's financial position, utilizing her experience and expertise while participating in the Executive Committee;

Whereas Dr. Auerbach's personal contributions to the Board as an intentional and prudent person will be missed by the Association's Board members and staff;

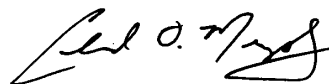
NOW, THEREFORE, IT IS HEREBY RESOLVED:

The Association's Board of Directors unanimously acknowledges with gratitude Dr. Auerbach's outstanding service to the State of Washington and notable contributions to the Association's mission of providing an equitable assessment system to fund Washington's pediatric universal vaccine program, thereby contributing to improve health outcomes for children throughout the state.

Signed on this ____ day of ____, Two-Thousand and Twenty-Two



Julia G. Zell, M.A., Esq., Executive Director

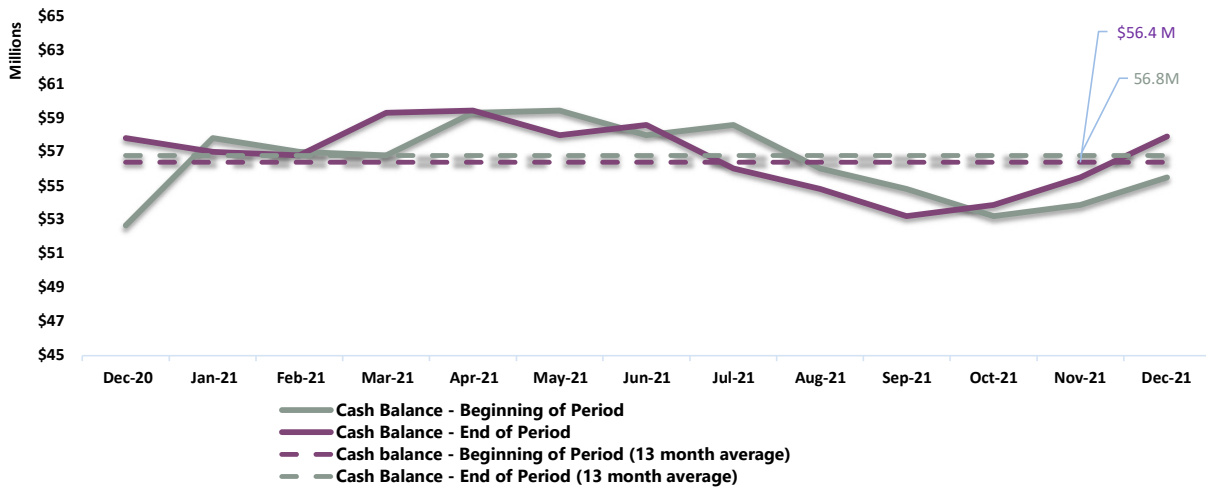


Chad Murphy, PharmD., Board Chairman

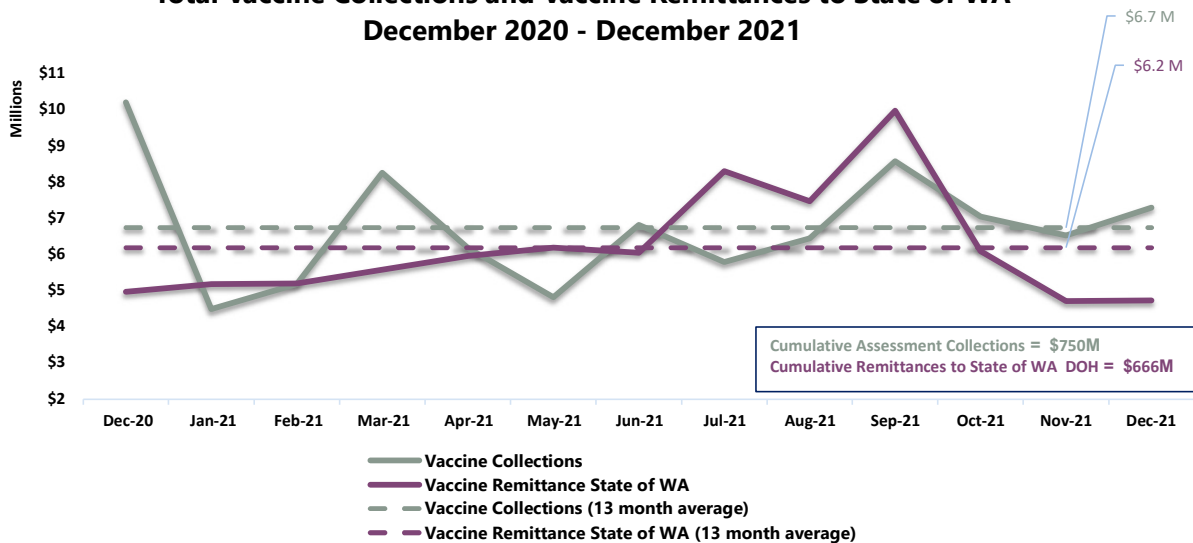
WASHINGTON VACCINE ASSOCIATION
UNAUDITED FINANCIAL STATEMENTS
FOR THE SIX MONTHS ENDED
December 31, 2021
With Supplemental Informational Reporting

Prepared by
Helms & Company, Inc., Administrator

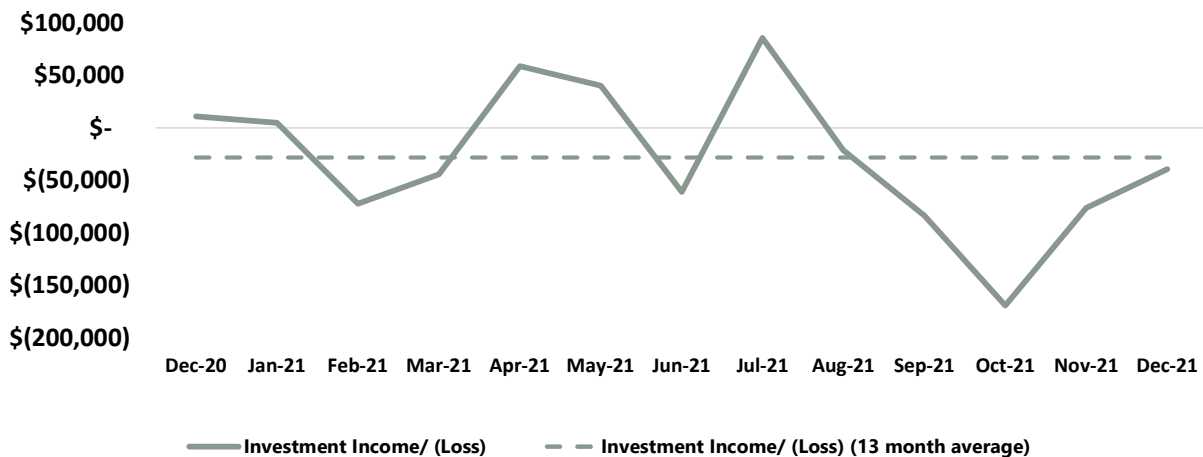
Cash Balances Beginning and End of Period December 2020 - December 2021



Total Vaccine Collections and Vaccine Remittances to State of WA December 2020 - December 2021



Investment Income / (Loss) December 2020 - December 2021



Washington Vaccine Association
Statement of Cash Flows
For the Periods Ended

	U	V	W	X	Y	Z	AA	AB	AB	AB	AB	AB	AB	Q
	Month 12/31/2020	Month 1/31/2021	Month 2/28/2021	Month 3/31/2021	Month 4/30/2021	Month 5/31/2021	Month 6/30/2021	Month 7/31/2021	Month 8/31/2021	Month 9/30/2021	Month 10/31/2021	Month 11/30/2021	Month 12/31/2021	13 Month Average
1 Cash balance - beginning	\$52,655,537	\$57,802,418	\$56,989,601	\$56,789,867	\$59,280,364	\$ 59,424,668	\$ 57,970,472	\$ 58,565,915	\$ 56,022,516	\$ 54,810,483	\$ 53,200,885	\$ 53,859,684	\$ 55,489,027	56,373,956.70
Inflows:														
2 Vaccine collections	10,198,444	4,490,717	5,179,085	8,252,789	6,176,261	4,815,842	6,814,919	5,786,296	6,438,402	8,574,576	7,041,909	6,526,672	7,292,657	6,737,582.18
3 Interest income - payers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4 Investment income/ (loss)	10,991	4,909	(72,190)	(44,049)	58,685	40,240	(60,885)	85,637	(21,373)	(83,457)	(168,946)	(75,953)	(39,134)	(28,117.31)
5 Total inflows	10,209,435	4,495,626	5,106,895	8,208,740	6,234,946	4,856,082	6,754,034	5,871,933	6,417,029	8,491,119	6,872,963	6,450,719	7,253,523	\$ 6,709,465
Outflows:														
Program														
6 Vaccine remittance State of WA	(4,969,621)	(5,182,384)	(5,194,407)	(5,579,121)	(5,957,838)	(6,192,181)	(6,044,223)	(8,298,943)	(7,465,552)	(9,970,890)	(6,094,402)	(4,713,678)	(4,724,632)	(6,183,682.49)
Administration														
7 Direct Processing Costs	(3,250)	(87,605)	(75,106)	(74,230)	(78,889)	(83,857)	(76,083)	(77,528)	(74,392)	(78,554)	(79,069)	(76,414)	(78,183)	(72,550.73)
8 Executive Director Costs and Support Fees	(17,762)	(19,093)	(20,231)	(19,275)	(23,346)	(22,105)	(20,809)	(20,793)	(20,085)	(19,093)	(18,113)	(19,564)	(20,100)	(20,028.42)
9 Provider and Payer Education and Outreach	(3,861)	(775)	(2,653)	-	(110)	(4,418)	-	-	-	-	-	-	-	(909.00)
10 Administrative Costs	(51,560)	(18,586)	(7,231)	(38,617)	(6,980)	(717)	(10,475)	(12,817)	(63,782)	(26,931)	(17,330)	(6,470)	(21,942)	(21,802.93)
11 Other Discretionary Expenditures	(16,500)	-	(7,000)	(7,000)	(23,480)	(7,000)	(7,000)	(5,250)	(5,250)	(5,250)	(5,250)	(5,250)	(5,250)	(7,652.31)
12 Total Administration	(92,933)	(126,059)	(112,221)	(139,122)	(132,805)	(118,097)	(114,367)	(116,388)	(163,509)	(129,827)	(119,762)	(107,697)	(125,475)	(122,943)
13 Net all other outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14 Total outflows	(5,062,554)	(5,308,443)	(5,306,628)	(5,718,243)	(6,090,643)	(6,310,278)	(6,158,590)	(8,415,332)	(7,629,062)	(10,100,718)	(6,214,164)	(4,821,375)	(4,850,107)	(6,306,625.88)
15 Net Cash Incr (decr) for period	5,146,881	(812,817)	(199,733)	2,490,497	144,303	(1,454,196)	595,443	(2,543,399)	(1,212,033)	(1,609,599)	658,799	1,629,344	2,403,416	402,839
16 Cash balance - end of period	\$57,802,418	\$56,989,601	\$56,789,867	\$59,280,364	\$59,424,668	\$ 57,970,472	\$ 58,565,915	\$ 56,022,516	\$ 54,810,483	\$ 53,200,885	\$ 53,859,684	\$ 55,489,027	\$ 57,892,443	\$ 56,776,796

Note: Cash balance includes amounts in KeyBank and Morgan Stanley

Washington Vaccine Association
Statement of Financial Position
As of December 31, 2021

ASSETS

1	Current Assets		
2	Cash and Cash Equivalents	\$	12,428,769
3	Accounts Receivable		-
4	Investments		45,463,674
5	Members Estimated Collectible Assessments		8,221,616
6	Prepaid Vaccine		4,683,253
7	Prepaid Administrative Services		-
8	Total Current Assets		<u>70,797,312</u>
9	Total Assets	\$	<u><u>70,797,312</u></u>

LIABILITIES AND NET ASSETS

10	Current Liabilities		
11	Accounts Payable	\$	74,782
12	Other Accruals		74,231
13	Total Current Liabilities		<u>149,014</u>
14	Assessments Collected in Excess of Vaccine Funding and Administrative Activities		<u>70,648,299</u>
15	Total Liabilities		<u>70,797,312</u>
16	Total Liabilities and Net Assets	\$	<u><u>70,797,312</u></u>

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F
	Month Ended December 31, 2021			Month Ended December 31, 2020		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Revenues / Vaccine Expenses					
1 Assessment Activity:						
2 Assessments	\$ (337,870)	\$ 7,625,634	\$ 7,287,764	\$ 398,546	\$ 9,936,283	\$ 10,334,829
3 Recoveries	-	46,275	46,275	-	-	-
4 Estimated Over (Under) Collections	-	-	-	-	-	-
5 Refunds	(25,196)	-	(25,196)	(23,668)	-	(23,668)
6 Estimated 2% Waste	(110,651)	-	(110,651)	(114,308)	-	(114,308)
7 Estimated Price Variance and Denial	(16,235)	-	(16,235)	(32,571)	-	(32,571)
8 DOH Replenishment	-	(6,220,526)	(6,220,526)	-	(6,467,425)	(6,467,425)
9 Adjustment to Correct Inventory	-	-	-	-	-	-
10 DOH Cost Recovery Admin Charge	(71,060)	-	(71,060)	(80,146)	-	(80,146)
11 Interest Income on Assessments	-	-	-	-	-	-
12 Net Assessment Activity	(561,013)	1,451,383	890,371	147,853	3,468,858	3,616,711
13 Investment Activity:						
14 Interest and Dividend Income - Morgan Stanley	101,116	-	101,116	88,438	-	88,438
15 Realized Gain/(Loss) on Investments - Morgan Stanley	(900)	-	(900)	1,383	-	1,383
16 Unrealized Gain/(Loss) on Investments - Morgan Stanley	(128,295)	-	(128,295)	(68,113)	-	(68,113)
17 Investment Management Expenses	(11,338)	-	(11,338)	(10,736)	-	(10,736)
18 Interest Income - KeyBank	282	-	282	19	-	19
19 Net Investment Activity	(39,134)	-	(39,134)	10,991	-	10,991
20 Net Revenues	(600,147)	1,451,383	851,236	158,845	3,468,858	3,627,703

**Washington Vaccine Association
Statement of Activities and Changes in Net Assets**

	A	B	C	D	E	F
	Month Ended December 31, 2021			Month Ended December 31, 2020		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Other Expenses					
21 Administrative Expenses:						
22 Direct Processing Costs						
23 Helms & Company	69,182	-	69,182	65,432	-	65,432
24 Lockbox Image Conversion and Clearinghouse Intake (OrboGraph)	8,666	-	8,666	30,085	-	30,085
25 Clearinghouse Intake Processing (Avality, Zelis)	2,827	-	2,827	1,042	-	1,042
26 Lockbox Fees	4,504	-	4,504	4,600	-	4,600
27 CollaborateMD	-	-	-	-	-	-
28 Total Direct Processing Costs	85,179	-	85,179	101,159	-	101,159
29						
30 Executive Director Costs and Related Support Fees						
31 Executive Director Salary	17,510	-	17,510	17,167	-	17,167
32 Payroll Taxes	408	-	408	400	-	400
33 Leased Employee per Check Fee	195	-	195	195	-	195
34 Executive Director Travel and Lodging, Education, and Other	1,987	-	1,987	-	-	-
35 Technology Support (Desktop and Telephony)	335	-	335	335	-	335
36 Total Executive Director Costs and Related Support Fees	20,435	-	20,435	18,097	-	18,097
37						
38 Provider and Payer Education and Outreach						
39 Provider Education Materials, Development and Printing	2,000	-	2,000	8,392	-	8,392
40 Postage	-	-	-	-	-	-
41 Website and Information Technology	-	-	-	-	-	-
42 Technical Consultant - Margaret Lane	-	-	-	-	-	-
43 Conferences and Education Sessions, Including Travel and Meals	-	-	-	-	-	-
44 Provider Office Training Sessions, Including Travel and Meals	-	-	-	-	-	-
45 Advertising and Sponsorships	-	-	-	-	-	-
46 Hospitality	-	-	-	-	-	-
47 Subcontractor Assistance	-	-	-	-	-	-
48 Total Provider and Payer Education and Outreach	2,000	-	2,000	8,392	-	8,392
49						
50 Administrative Costs						
51 Legal Counsel	7,328	-	7,328	15,783	-	15,783
52 Audit Fees	-	-	-	-	-	-
53 Government Relations, Including Travel, Meals, and Consultants	-	-	-	-	-	-
54 Registered Agent Fee	-	-	-	-	-	-
55 Bank Fees	-	-	-	-	-	-
56 Investment Management Fees	-	-	-	-	-	-
57 Office Supplies and Equipment	-	-	-	-	-	-
58 Rent, ELM and Storage Facility	-	-	-	-	-	-
59 Other Admin Support Provided by Lessor	-	-	-	-	-	-
60 Board Retreat and Meetings	-	-	-	-	-	-
61 Insurance	-	-	-	-	-	-
62 Cyber Liability	-	-	-	-	-	-
63 Directors and Officers	-	-	-	-	-	-
64 General Liability	-	-	-	-	-	-

**Washington Vaccine Association
Statement of Activities and Changes in Net Assets**

	A	B	C	D	E	F
	Month Ended December 31, 2021			Month Ended December 31, 2020		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
65 Total Administrative Costs	7,328	-	7,328	15,783	-	15,783
66						
67 Other Discretionary Expenditures						
68 Expenses Related to Unrec Liabilities	-	-	-	-	-	-
69 Tricare Legislative & Administrative Services	-	-	-	-	-	-
70 Executive Director and Other Contractor Bonus	-	-	-	-	-	-
71 Denied Claims Recovery Expenses	5,250	-	5,250	5,250	-	5,250
72 Direct Healthcare Practices Operations	-	-	-	-	-	-
73 Covid-19 Expenses	-	-	-	8,750	-	-
Total Other Discretionary Expenditures	5,250	-	5,250	5,250	-	5,250
74 Total Administrative Expenses	120,192	-	120,192	148,681	-	148,681
75 Total Change in Unrestricted Net Assets	\$ (720,339)	\$ 1,451,383	\$ 731,044	\$ 10,163	\$ 3,468,858	\$ 3,479,021

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	Month Ended December 31, 2021			For Six Months Ended December 31, 2021		
	A	B	C	D	E	F
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Revenues / Vaccine Expenses					
1 Assessment Activity:						
2 Assessments	\$ (337,870)	\$ 7,625,634	\$ 7,287,764	\$ (3,939,114)	\$ 45,868,115	\$ 41,929,001
3 Recoveries	-	46,275	46,275	-	138,670	138,670
4 Estimated Over (Under) Collections	-	-	-	-	-	-
5 Refunds	(25,196)	-	(25,196)	(202,070)	-	(202,070)
6 Estimated 2% Waste	(110,651)	-	(110,651)	(820,678)	-	(820,678)
7 Estimated Price Variance and 3% Denial	(16,235)	-	(16,235)	(111,671)	-	(111,671)
8 DOH Replenishment	-	(6,220,526)	(6,220,526)	-	(38,193,207)	(38,193,207)
9 Adjustment to Correct Inventory	-	-	-	-	-	-
10 DOH Cost Recovery Admin Charge	(71,060)	-	(71,060)	(410,496)	-	(410,496)
11 Interest Income on Assessments	-	-	-	-	-	-
12 Net Assessment Activity	(561,013)	1,451,383	890,371	(5,484,029)	7,813,578	2,329,549
13 Investment Activity:						
14 Interest and Dividend Income - Morgan Stanley	101,116	-	101,116	587,799	-	587,799
15 Realized Gain/(Loss) on Investments - Morgan Stanley	(900)	-	(900)	12,057	-	12,057
16 Unrealized Gain/(Loss) on Investments - Morgan Stanley	(128,295)	-	(128,295)	(832,171)	-	(832,171)
17 Investment Management Expenses	(11,338)	-	(11,338)	(71,966)	-	(71,966)
18 Interest Income - KeyBank	282	-	282	1,054	-	1,054
19 Net Investment Activity	(39,134)	-	(39,134)	(303,226)	-	(303,226)
20 Net Revenues	(600,147)	1,451,383	851,236	(5,787,255)	7,813,578	2,026,323

**Washington Vaccine Association
Statement of Activities and Changes in Net Assets**

	A	B	C	D	E	F
	Month Ended December 31, 2021			For Six Months Ended December 31, 2021		
	Administrative	Vaccine Other Expenses	Total	Administrative	Vaccine	Total
21 Administrative Expenses:						
22 Direct Processing Costs						
23 Helms & Company	69,182	-	69,182	415,092	-	415,092
24 Lockbox Image Conversion and Clearinghouse Intake (OrboGraph)	8,666	-	8,666	37,234	-	37,234
25 Clearinghouse Intake Processing (Availity, Zelis)	2,827	-	2,827	15,147	-	15,147
26 Lockbox Fees	4,504	-	4,504	23,092	-	23,092
27 CollaborateMD	-	-	-	-	-	-
28 Total Direct Processing Costs	85,179	-	85,179	490,565	-	490,565
29						
30 Executive Director Costs and Related Support Fees						
31 Executive Director Salary	17,510	-	17,510	105,308	-	105,308
32 Payroll Taxes	408	-	408	3,539	-	3,539
33 Leased Employee per Check Fee	195	-	195	1,170	-	1,170
34 Executive Director Travel and Lodging, Education, and Other	1,987	-	1,987	2,678	-	2,678
35 Technology Support (Desktop and Telephony)	335	-	335	2,010	-	2,010
36 Total Executive Director Costs and Related Support Fees	20,435	-	20,435	114,705	-	114,705
37						
38 Provider and Payer Education and Outreach						
39 Provider Education Materials, Development and Printing	2,000	-	2,000	9,274	-	9,274
40 Postage	-	-	-	40	-	40
41 Website and Information Technology	-	-	-	1,620	-	1,620
42 Technical Consultant - Margaret Lane	-	-	-	-	-	-
43 Conferences and Education Sessions, Including Travel and Meals	-	-	-	715	-	715
44 Provider Office Training Sessions, Including Travel and Meals	-	-	-	-	-	-
45 Advertising and Sponsorships	-	-	-	-	-	-
46 Hospitality	-	-	-	300	-	300
47 Subcontractor Assistance	-	-	-	-	-	-
48 Total Provider and Payer Education and Outreach	2,000	-	2,000	11,949	-	11,949
49						
50 Administrative Costs						
51 Legal Counsel	7,328	-	7,328	47,650	-	47,650
52 Audit Fees	-	-	-	15,540	-	15,540
53 Government Relations, Including Travel, Meals, and Consultants	-	-	-	-	-	-
54 Registered Agent Fee	-	-	-	-	-	-
55 Bank Fees	-	-	-	-	-	-
56 Investment Management Fees	-	-	-	-	-	-
57 Office Supplies and Equipment	-	-	-	1,103	-	1,103
58 Rent, ELM and Storage Facility	-	-	-	-	-	-
59 Other Admin Support Provided by Lessor	-	-	-	-	-	-
60 Board Retreat and Meetings	-	-	-	-	-	-
61 Insurance						
62 Cyber Liability	-	-	-	-	-	-
63 Directors and Officers	-	-	-	47,785	-	47,785
64 General Liability	-	-	-	1,390	-	1,390
65 Total Administrative Costs	7,328	-	7,328	113,468	-	113,468
66						
67 Other Discretionary Expenditures						
68 Conversion/Implementation Cost	-	-	-	-	-	-
69 Tricare Legislative & Administrative Services	-	-	-	-	-	-

**Washington Vaccine Association
Statement of Activities and Changes in Net Assets**

		A	B	C	D	E	F
		Month Ended December 31, 2021			For Six Months Ended December 31, 2021		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
70	Executive Director and Other Contractor Bonus	-	-	-	-	-	-
71	Denied Claims Recovery Expenses	5,250	-	5,250	31,500	-	31,500
72	Direct Healthcare Practices Operations	-	-	-	-	-	-
73	Covid-19 Expenses	-	-	-	-	-	-
	Total Other Discretionary Expenditures	5,250	-	5,250	31,500	-	31,500
74	Total Administrative Expenses	120,192	-	120,192	762,187	-	762,187
75	Total Change in Unrestricted Net Assets	\$ (720,339)	\$ 1,451,383	\$ 731,044	\$ (6,549,442)	\$ 7,813,578	\$ 1,264,136

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F
	For Six Months Ended December 31, 2021			For Six Months Ended December 31, 2020		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Revenues / Vaccine Expenses					
1 Assessment Activity:						
2 Assessments	\$ (3,939,114)	\$ 45,868,115	\$ 41,929,001	\$ 1,584,165	\$ 41,504,493	\$ 43,088,658
3 Recoveries	-	138,670	138,670	-	-	-
4 Estimated Over (Under) Collections	-	-	-	-	-	-
5 Refunds	(202,070)	-	(202,070)	(186,924)	-	(186,924)
6 Estimated 2% Waste	(820,678)	-	(820,678)	(682,099)	-	(682,099)
7 Estimated Price Variance and 3% Denial	(111,671)	-	(111,671)	(181,345)	-	(181,345)
8 DOH Replenishment	-	(38,193,207)	(38,193,207)	-	(45,662,194)	(45,662,194)
9 Adjustment to Correct Inventory	-	-	-	-	-	-
10 DOH Cost Recovery Admin Charge	(410,496)	-	(410,496)	(531,942)	-	(531,942)
11 Interest Income on Assessments	-	-	-	-	-	-
12 Net Assessment Activity	(5,484,029)	7,813,578	2,329,549	1,855	(4,157,702)	(4,155,847)
13 Investment Activity:						
14 Interest and Dividend Income - Morgan Stanley	587,799	-	587,799	605,652	-	605,652
15 Realized Gain/(Loss) on Investments - Morgan Stanley	12,057	-	12,057	103,930	-	103,930
16 Unrealized Gain/(Loss) on Investments - Morgan Stanley	(832,171)	-	(832,171)	(515,726)	-	(515,726)
17 Investment Management Expenses	(71,966)	-	(71,966)	(65,581)	-	(65,581)
18 Interest Income - KeyBank	1,054	-	1,054	231	-	231
19 Net Investment Activity	(303,226)	-	(303,226)	128,507	-	128,507
20 Net Revenues	(5,787,255)	7,813,578	2,026,323	130,361	(4,157,702)	(4,027,340)

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F
	For Six Months Ended December 31, 2021			For Six Months Ended December 31, 2020		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Other Expenses					
21 Administrative Expenses:						
22 Direct Processing Costs						
23 Helms & Company	415,092	-	415,092	392,592	-	392,592
24 Lockbox Image Conversion and Clearinghouse Intake (OrboGraph)	37,234	-	37,234	66,922	-	66,922
25 Clearinghouse Intake Processing (Availity, Zelis)	15,147	-	15,147	4,680	-	4,680
26 Lockbox Fees	23,092	-	23,092	23,215	-	23,215
27 CollaborateMD	-	-	-	378	-	378
28 Total Direct Processing Costs	490,565	-	490,565	487,786	-	487,786
29						
30 Executive Director Costs and Related Support Fees						
31 Executive Director Salary	105,308	-	105,308	102,610	-	102,610
32 Payroll Taxes	3,539	-	3,539	3,702	-	3,702
33 Leased Employee per Check Fee	1,170	-	1,170	1,170	-	1,170
34 Executive Director Travel and Lodging, Education, and Other	2,678	-	2,678	9,016	-	9,016
35 Technology Support (Desktop and Telephony)	2,010	-	2,010	2,580	-	2,580
36 Total Executive Director Costs and Related Support Fees	114,705	-	114,705	119,078	-	119,078
37						
38 Provider and Payer Education and Outreach						
39 Provider Education Materials, Development and Printing	9,274	-	9,274	30,535	-	30,535
40 Postage	40	-	40	159	-	159
41 Website and Information Technology	1,620	-	1,620	4,085	-	4,085
42 Technical Consultant - Margaret Lane	-	-	-	2,279	-	2,279
43 Conferences and Education Sessions, Including Travel and Meals	715	-	715	-	-	-
44 Provider Office Training Sessions, Including Travel and Meals	-	-	-	-	-	-
45 Advertising and Sponsorships	-	-	-	-	-	-
46 Hospitality	300	-	300	613	-	613
47 Subcontractor Assistance	-	-	-	-	-	-
48 Total Provider and Payer Education and Outreach	11,949	-	11,949	37,670	-	37,670
49						
50 Administrative Costs						
51 Legal Counsel	47,650	-	47,650	47,040	-	47,040
52 Audit Fees	15,540	-	15,540	30,697	-	30,697
53 Government Relations, Including Travel, Meals, and Consultants	-	-	-	-	-	-
54 Registered Agent Fee	-	-	-	-	-	-
55 Bank Fees	-	-	-	-	-	-
56 Office Supplies and Equipment	1,103	-	1,103	6,287	-	6,287
57 Rent, ELM and Storage Facility	-	-	-	252	-	252
58 Other Admin Support Provided by Lessor	-	-	-	-	-	-
59 Board Retreat and Meetings	-	-	-	-	-	-
60 Insurance	-	-	-	-	-	-
61 Cyber Liability	-	-	-	-	-	-
62 Directors and Officers	47,785	-	47,785	-	-	-
63 General Liability	1,390	-	1,390	38,753	-	38,753
64 Total Administrative Costs	113,468	-	113,468	123,029	-	123,029

**Washington Vaccine Association
Statement of Activities and Changes in Net Assets**

	For Six Months Ended December 31, 2021			For Six Months Ended December 31, 2020		
	A	B	C	D	E	F
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
65						
66 Other Discretionary Expenditures						
67 Conversion/Implementation Cost	-	-	-	16,500	-	16,500
68 Tricare Legislative & Administrative Services	-	-	-	-	-	-
69 Executive Director and Other Contractor Bonus	-	-	-	-	-	-
70 Denied Claims Recovery Expenses	31,500	-	31,500	-	-	-
71 Expenses Related to Unrec Liabilities	-	-	-	-	-	-
72 Covid-19 Expenses	-	-	-			
Total Other Discretionary Expenditures	31,500	-	31,500	16,500	-	16,500
74 Total Administrative Expenses	641,995	-	641,995	624,131	-	624,131
75 Total Change in Unrestricted Net Assets	\$ (5,829,102)	\$ 6,362,194	\$ 533,092	\$ (652,614)	\$ (7,626,559)	\$ (8,279,174)

Washington Vaccine Association
Administrative Budget Status
For Month of December 31, 2021

	A	B	C
	Approved	Actual	Budget
	Budget	December 31, 2021	Variance
1 Direct Processing Costs			
2 Helms & Company	\$ 69,182	\$ 69,182	\$ -
3 Lockbox Image Conversion and Clearinghouse Intake (OrboGraph)	9,428	8,666	762
4 Clearinghouse Intake Processing (Avality, Zelis)	2,033	2,827	(794)
5 Lockbox Fees	3,750	4,504	(754)
6 CollaborateMD	-	-	-
7 Total Direct Processing Costs	84,393	85,179	(786)
8 Executive Director Costs and Related Support Fees			
9 Executive Director Salary	18,039	17,510	529
10 Payroll Taxes	400	408	(8)
11 Leased Employee per Check Fee	195	195	-
12 Executive Director Travel and Lodging, Education, and Other	5,583	-	5,583
13 Technology Support (Desktop and Telephony)	417	335	82
14 Total Executive Director Costs and Related Support Fees	24,634	18,448	6,186
15 Provider and Payer Education and Outreach			
16 Provider Education Materials, Development and Printing	3,720	2,000	1,720
17 Postage	1,667	-	1,667
18 Website and Information Technology	1,250	-	1,250
19 Technical Consultant - Margaret Lane	417	-	417
20 Conferences and Education Sessions, Including Travel and Meals	-	-	-
21 Provider Office Training Sessions, Including Travel and Meals	417	-	417
22 Advertising and Sponsorships	167	-	167
23 Hospitality	-	-	-
24 Subcontractor Assistance	-	-	-
25 Total Provider and Payer Education and Outreach	7,638	2,000	5,638
26 Administrative Costs			
27 Legal Counsel	8,000	7,328	672
28 Audit Fees	-	-	-
29 Government Relations, Including Travel, Meals, and Consultants	417	-	417
30 Registered Agent Fee	-	-	-
31 Bank Fees	-	-	-
32 Investment Management Fees	10,625	11,338	(713)
33 Office Supplies and Equipment	450	-	450
34 Rent, ELM and Storage Facility	150	-	150
35 Other Admin Support Provided by Lessor	42	-	42
36 Board Retreat and Meetings	1,333	-	1,333
37 Insurance			
38 Cyber Liability	-	-	-
39 Directors and Officers	-	-	-
40 General Liability	-	-	-
41 Total Administrative Costs	21,017	18,666	2,351
42 Other Discretionary Expenditures			
43 Conversion/Implementation Cost	-	-	-
44 Executive Director and Other Contractor Bonus	32,471	-	32,471
45 Denied Claims Recovery Expenses	5,250	5,250	-
46 Direct Healthcare Practices Operations	2,000	-	2,000
47 Covid-19 Expenses	-	-	-
48 Total Other Discretionary Expenditures	39,721	5,250	34,471
49 Total Budget	177,403	129,543	47,860

**Washington Vaccine Association
Administrative Budget Status
For the Quarter Ending December 31, 2021**

	A Approved Budget	B Actual December 31, 2021	C Budget Variance
1 Direct Processing Costs			
2 Helms & Company	\$ 207,546	\$ 207,546	\$ -
3 Lockbox Image Conversion and Clearinghouse Intake (OrboGraph)	28,284	21,217	7,067
4 Clearinghouse Intake Processing (Availity, Zelis)	6,099	7,612	(1,513)
5 Lockbox Fees	11,250	12,230	(980)
6 CollaborateMD	-	-	-
7 Total Direct Processing Costs	253,179	248,605	4,574
8 Executive Director Costs and Related Support Fees			
9 Executive Director Salary	54,117	52,530	1,587
10 Payroll Taxes	1,200	1,224	(24)
11 Leased Employee per Check Fee	585	585	-
12 Executive Director Travel and Lodging, Education, and Other	16,749	2,678	14,071
13 Technology Support (Desktop and Telephony)	1,251	1,005	246
14 Total Executive Director Costs and Related Support Fees	73,902	58,022	15,880
15 Provider and Payer Education and Outreach			
16 Provider Education Materials, Development and Printing	11,160	5,275	5,885
17 Postage	5,001	-	5,001
18 Website and Information Technology	3,750	-	3,750
19 Technical Consultant - Margaret Lane	1,251	-	1,251
20 Conferences and Education Sessions, Including Travel and Meals	-	-	-
21 Provider Office Training Sessions, Including Travel and Meals	1,251	-	1,251
22 Advertising and Sponsorships	501	-	501
23 Hospitality	-	-	-
24 Subcontractor Assistance	-	-	-
25 Total Provider and Payer Education and Outreach	22,914	5,275	17,639
26 Administrative Costs			
27 Legal Counsel	24,000	22,778	1,222
28 Audit Fees	15,000	-	15,000
29 Government Relations, Including Travel, Meals, and Consultants	1,251	-	1,251
30 Registered Agent Fee	-	-	-
31 Bank Fees	-	-	-
32 Investment Management Fees	31,875	34,931	(3,056)
33 Office Supplies and Equipment	1,350	735	615
34 Rent, ELM and Storage Facility	450	-	450
35 Other Admin Support Provided by Lessor	126	-	126
36 Board Retreat and Meetings	3,999	-	3,999
37 Insurance			
38 Cyber Liability	-	-	-
39 Directors and Officers	-	-	-
40 General Liability	-	-	-
41 Total Administrative Costs	78,051	58,444	19,607
42 Other Discretionary Expenditures			
43 Conversion/Implementation Cost	-	-	-
44 Executive Director and Other Contractor Bonus	32,471	-	32,471
45 Denied Claims Recovery Expenses	15,750	15,750	-
46 Direct Healthcare Practices Operations	6,000	-	6,000
47 Covid-19 Expenses	-	-	-
48 Total Other Discretionary Expenditures	54,221	15,750	38,471
49 Total Budget	482,267	386,096	96,171

**Washington Vaccine Association
Administrative Budget Status
For Six Months Ended December 31, 2021**

	A Approved Budget	B Actual December 31, 2021	C Budget Variance
1 Direct Processing Costs			
2 Helms & Company	\$ 415,092	\$ 415,092	\$ -
3 Lockbox Image Conversion and Clearinghouse Intake (OrboGraph)	56,568	37,234	19,334
4 Clearinghouse Intake Processing (Avality, Zelis)	12,198	15,147	(2,949)
5 Lockbox Fees	22,500	23,092	(592)
6 CollaborateMD	-	-	-
7 Total Direct Processing Costs	506,358	490,565	15,793
8 Executive Director Costs and Related Support Fees			
9 Executive Director Salary	108,234	105,308	2,926
10 Payroll Taxes	4,594	3,539	1,055
11 Leased Employee per Check Fee	1,170	1,170	-
12 Executive Director Travel and Lodging, Education, and Other	33,498	2,678	30,820
13 Technology Support (Desktop and Telephony)	2,502	2,010	492
14 Total Executive Director Costs and Related Support Fees	149,998	114,705	35,293
15 Provider and Payer Education and Outreach			
16 Provider Education Materials, Development and Printing	22,320	9,274	13,046
17 Postage	10,002	40	9,962
18 Website and Information Technology	7,500	1,620	5,880
19 Technical Consultant - Margaret Lane	2,502	-	2,502
20 Conferences and Education Sessions, Including Travel and Meals	-	715	(715)
21 Provider Office Training Sessions, Including Travel and Meals	2,502	-	2,502
22 Advertising and Sponsorships	1,002	-	1,002
23 Hospitality	-	300	(300)
24 Subcontractor Assistance	-	-	-
25 Total Provider and Payer Education and Outreach	45,828	11,949	33,879
26 Administrative Costs			
27 Legal Counsel	48,000	47,650	350
28 Audit Fees	15,000	15,540	(540)
29 Government Relations, Including Travel, Meals, and Consultants	2,502	-	2,502
30 Registered Agent Fee	150	-	150
31 Bank Fees	-	-	-
32 Investment Management Fees	63,750	71,966	(8,216)
33 Office Supplies and Equipment	2,700	1,103	1,597
34 Rent, ELM and Storage Facility	900	-	900
35 Other Admin Support Provided by Lessor	252	-	252
36 Board Retreat and Meetings	7,998	-	7,998
37 Insurance			
38 Cyber Liability	-	-	-
39 Directors and Officers	41,050	47,785	(6,735)
40 General Liability	1,500	1,390	110
41 Total Administrative Costs	183,802	185,434	(6,307)
42 Other Discretionary Expenditures			
43 Conversion/Implementation Cost	-	-	-
44 Executive Director and Other Contractor Bonus	32,471	-	32,471
45 Denied Claims Recovery Expenses	31,500	31,500	-
46 Direct Healthcare Practices Operations	12,000	-	12,000
47 Covid-19 Expenses	-	-	-
48 Total Other Discretionary Expenditures	75,971	31,500	44,471
49 Total Budget	961,957	834,153	127,804

Washington Vaccine Association

Notes to Financial Statements

For the Month Ended December 31, 2021

Balance Sheet

Lines 2 and 4. Cash increased in December by approximately \$2,403,000. Total cash and investments at month end are approximately \$58 million as compared to the budgeted cash position of \$47 million. The time-lag between the date of service and the receipt of payment has been considered when projecting cash reserves for FY2022.

Line 6. The Prepaid Vaccine amount includes the amount requested by the Washington Department of Health (DOH) for the January 2022 replenishment of vaccines. The amount includes the administrative fee of 1.4% which equaled \$64,251 included in the request.

Line 5. Members Estimated Collectible Assessments reflects the value of vaccine funding provided to the DOH for the purchase of vaccines for which the Association expects to receive an assessment payment.

Profit and Loss

Line 2. The amount reported as Assessments includes all assessments received in the month of December. The assessments are tracked in the accounting system using the procedure code and date of service supplied by the provider's remittance advice. While it is assumed that the provider utilized a vaccine that was purchased by the Department of Health in either the corresponding month or a prior month(s), there are too many variables in the purchasing process, the supply chain, and the utilization driving the remittance to provide certainty.

Line 6. The amount reported as 2% Waste is an estimate that was recorded through a journal entry. This estimate will be refined as we continue to process and track the amount of collectible assessments remaining from each DOH funding request. The amount remaining would likely represent vaccines that were not administered and would be considered waste. This will take several months of data before we are able to provide a more accurate estimate and therefore the 2% Waste estimate will continue to be used for the foreseeable future.

Line 7. The amount reported in December as Price Variance and Denials is the actual total of variances and denials identified through the lockbox transactions processed through OrboGraph.

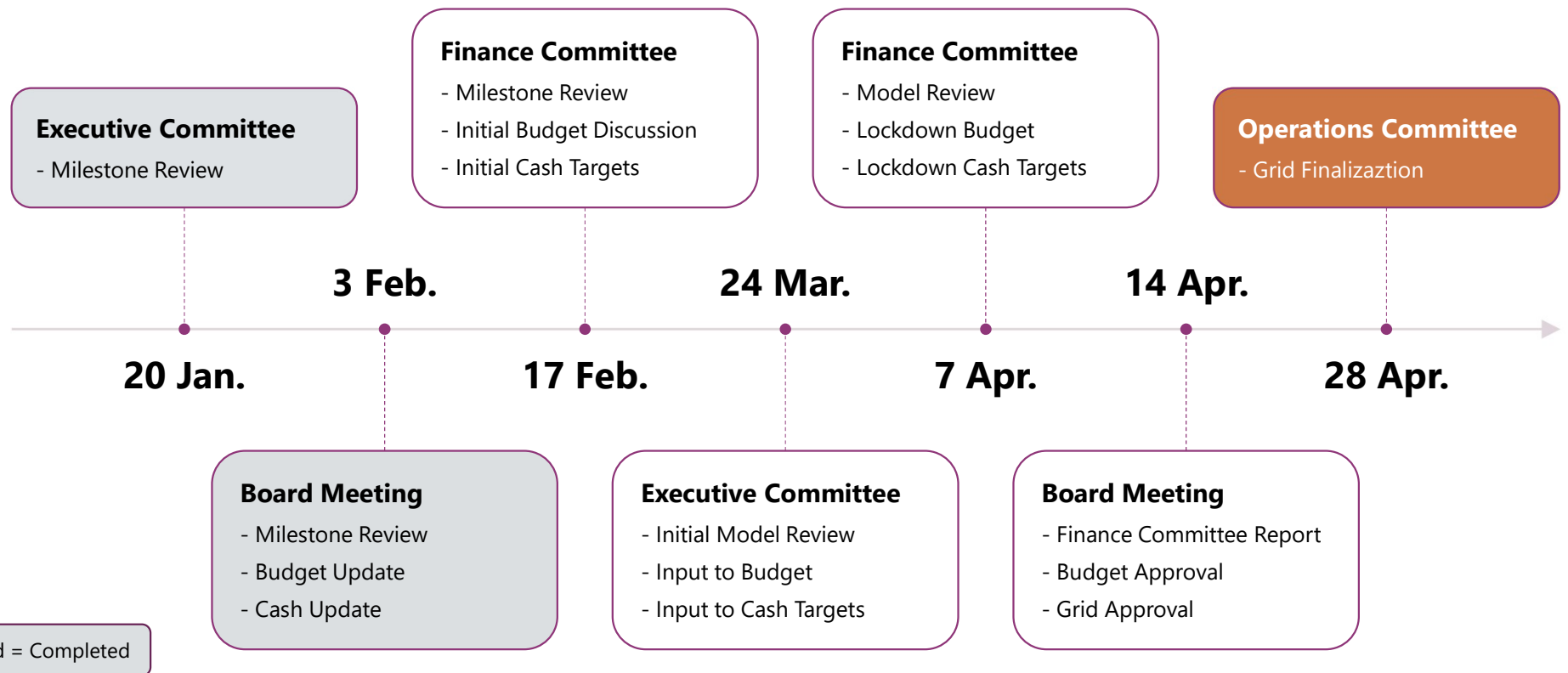
Line 8. The DOH replenishment is the actual "cost" of the vaccines that are associated with the Assessments received in December.

Line 10. The amount reported as DOH Cost Recovery Admin Charge is the amount requested by the DOH for administrative expenses incurred in November. It was paid with the January 2022 replenishment of vaccines.

Other

Based upon a review of detailed assessment remittance data, the Association at times receives both over- and under-payments for remittances. Overpayments are repaid through the refunds process, through balance forward remittances, or through a separate, specific analysis. Utilizing the assessment remittance database, the Association has been able to identify several instances whereby a payer has been incorrectly denying or underpaying assessments for a variety of reasons. The Association's compliance efforts work with payers to resolve these discrepancies and may result in additional assessment revenue or refunds attributable to the current fiscal year that may or may not be related to the current fiscal year.

2022-23 Budget & Vaccine Grid Development Process



DRAFT CY2022 Goals Updated 2022.01.24

WORKSTREAM	Q1 CY2022	Q2 CY2022	Q3 CY2022	Q4 CY2022
GOVERNANCE	<ul style="list-style-type: none"> Hire Governance Consultant Develop Consultant Work Plan Engage Work Plan 	<ul style="list-style-type: none"> Board Retreat Engage Work Plan 	<ul style="list-style-type: none"> Engage Work Plan HR Policies Drafted 	<ul style="list-style-type: none"> HR Policies Approved Election of Officers and Committee Chairs Set CY2023 Meeting Schedule Publish Annual Report Set CY2023 Annual Goals
COMPLIANCE - PAYER	<ul style="list-style-type: none"> Payer – Second Tier Compliance Review Update Payer Check List 	<ul style="list-style-type: none"> Payer – Second Tier Compliance Review 	<ul style="list-style-type: none"> Payer – Second Tier Compliance Review 	<ul style="list-style-type: none"> Payer – Second Tier Compliance Review
COMPLIANCE - PROVIDER	<ul style="list-style-type: none"> Revise Payer and Provider Guide & Provider Check List Revise DOH Provider Agreement Partner with DOH on Non-Billing Practices Maintain TIN Crosswalk with DOH Assistance 	<ul style="list-style-type: none"> Work with DOH to Add TIN to Annual Provider Survey Partner with DOH on Non-Billing Practices Other WVA-DOH Joint Projects Maintain TIN Crosswalk with DOH Assistance 	<ul style="list-style-type: none"> Partner with DOH on Non-Billing Practices Other WVA-DOH Joint Projects Maintain TIN Crosswalk with DOH Assistance 	<ul style="list-style-type: none"> Partner with DOH on Non-Billing Practices Other WVA-DOH Joint Projects Maintain TIN Crosswalk with DOH Assistance
COMMUNICATIONS - GENERAL	<ul style="list-style-type: none"> Explore Interactive Web Presence Monitor and Update Web and Print Content as Needed 	<ul style="list-style-type: none"> Monitor and Update Web and Print Content as Needed 	<ul style="list-style-type: none"> Monitor and Update Web and Print Content as Needed 	<ul style="list-style-type: none"> Monitor and Update Web and Print Content as Needed
COMMUNICATIONS - PAYER	<ul style="list-style-type: none"> See Compliance Workstream 	<ul style="list-style-type: none"> Statutory Letter / Vaccine Grid Mailing Distribute Payer Check List with Statutory Mailing See Compliance Workstream 	<ul style="list-style-type: none"> See Compliance Workstream 	<ul style="list-style-type: none"> See Compliance Workstream
COMMUNICATIONS - PROVIDER	<ul style="list-style-type: none"> Partner with DOH on Provider Communications 	<ul style="list-style-type: none"> FY2023 Vaccine Grid Mailing Revise and Send Provider Checklist Partner with DOH on Provider Communications 	<ul style="list-style-type: none"> Partner with DOH on Provider Communications 	<ul style="list-style-type: none"> Partner with DOH on Provider Communications

Legend: Blue = Board Task; Gray = Complete; Purple = In progress; Orange = On hold; Red = Behind schedule

Operations	<ul style="list-style-type: none"> Maintain ERA (93¹%) and ACH (94%) Volumes Quarterly Policies and Procedures Maintenance Updates Ongoing Payer Database Maintenance 	<ul style="list-style-type: none"> Maintain ERA (93%) and ACH (94%) Volumes Quarterly Policies and Procedures Maintenance Updates Ongoing Payer Database Maintenance Annual Contractor Performance Review 	<ul style="list-style-type: none"> Maintain ERA (93%) and ACH (94%) Volumes Quarterly Policies and Procedures Maintenance Updates Ongoing Payer Database Maintenance 	<ul style="list-style-type: none"> Maintain ERA (93%) and ACH (94%) Volumes Quarterly Policies and Procedures Maintenance Updates Ongoing Payer Database Maintenance
Finance	<ul style="list-style-type: none"> FY2023 Grid and FY2023 Budget Development / Set Grid Targets 	<ul style="list-style-type: none"> Annual Audit Preparation FY2023 Grid and FY2023 Budget Approval 	<ul style="list-style-type: none"> Annual Audit Performed Annual Review of Banking Account Authorizations / Access Privileges 	

¹ One of WVA's key payers has a sizable line of business that does not offer electronic remittance advices (RAs) which is impacting this number from increasing above 93% for the foreseeable future. All paper RAs are digitized currently.

Legend: Blue = Board Task; Gray = Complete; Purple = In progress; Orange = On hold; Red = Behind schedule



Ensuring Funds for Childhood Vaccines

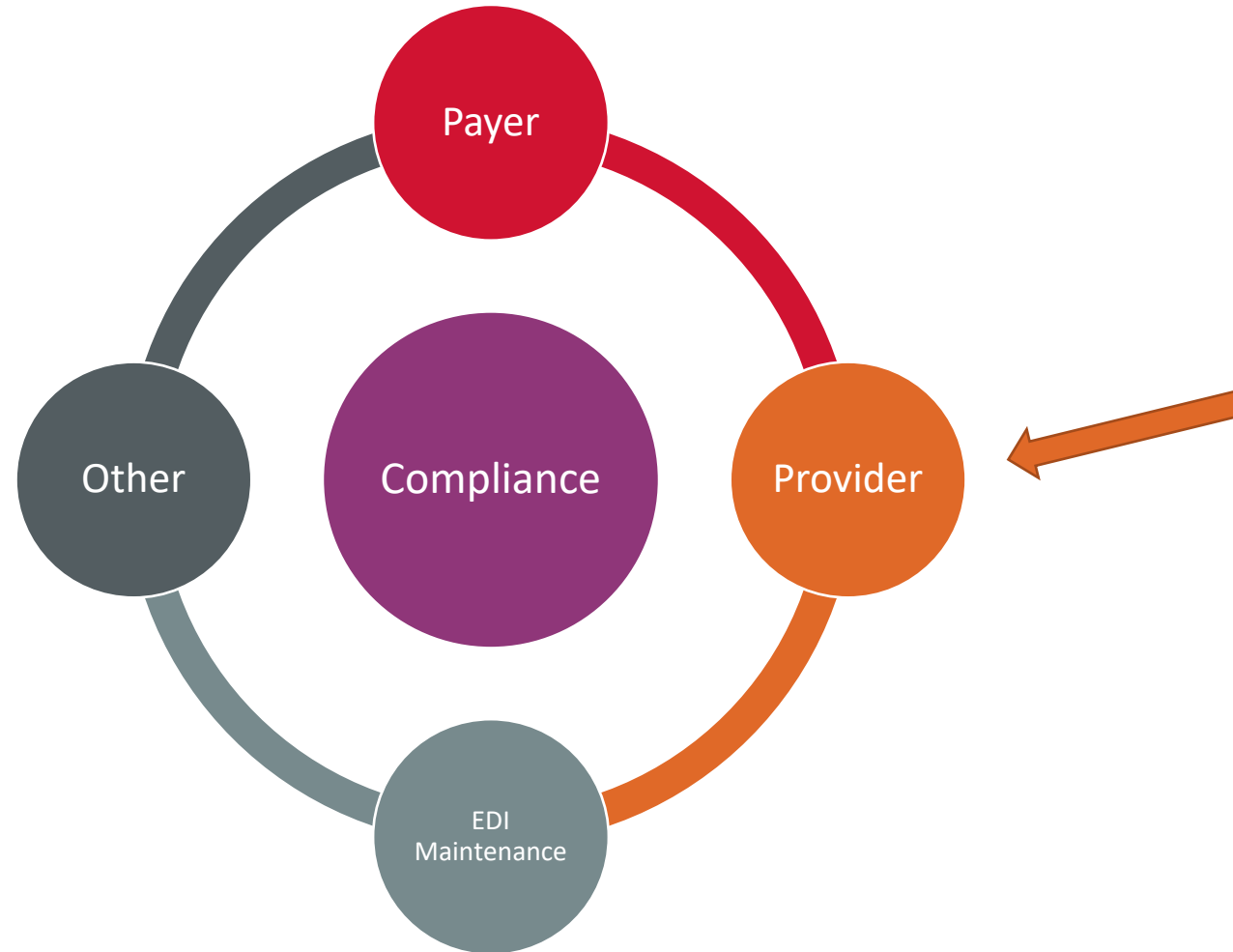
Provider Strategy CY 2022

Updated January 24, 2022

Confidential and Proprietary (C) 2022



WA Compliance Components Overview



WVA and DOH Successes and Opportunities

Successes

- Joint Provider Collateral Materials Development
- WVA Customer Service and DOH Site Visit Coordination Personnel Collaboration
- VFCID to TIN Crosswalk File
- General WVA Awareness Amongst Providers

Opportunities

- Patient Eligibility Determination
- Providers Billing \$0 Charges (e.g. Polyclinic)
- Providers Billing non-WVA TINs
- Providers Billing a DBA and a Combo Claim
- Providers Not Billing Correct Grid Price

Provider Compliance Plan Overview

Review Site Visit Process

1. Map and Re-Examine DOH's Current Process to Understand WVA Components
2. Develop Additional Ways to Infuse WVA's Expertise and Resources in the Process
3. Determine Any Additional Staffing Support and Supporting Shared Governance Model
4. Offer Providers Direct Scheduling for "Drop-in" Appointments w/ WVA Staff

Policy Development and Support

1. DOH Payer Compliance Letter to WVA
2. Define Process for Provider Adherence & Retroactive Activity
3. COVID Billing Roll Out Planning
4. Strategy for Direct Billing Practices (w/ OIC)

Data Management and Outreach

1. Link VFCIDs to TINs
2. WVA TIN Maintenance
3. Give Provider Database to Payers
4. Partner with Payers to Identify Providers
5. Joint DOH / WVA Provider Outreach
6. DOH Semi-Annual Provider File Updates for WVA

Review/Add/Update Resources

1. WVA Payer Checklist
2. DOH/WVA Webinar Content
3. WVA Payer/Provider Guide & Addendum
4. DOH Eligibility Grid
5. WVA Assessment Grid
6. WVA Provider Checklist
7. WVA Website
8. DOH Website
9. DOH Provider Agreement Language re: WVA Processes
10. Develop and Post "How to" Video Shorts

Green = In Progress