

**Washington Vaccine Association
Executive Committee Meeting**
January 20, 2022, 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>	19	<u>Helms & Company, Inc.</u>
Chad Murphy, PharmD, Chair, Premera	20	Patrick Miller, MPH, WVA Administrative
Beth Harvey, MD, South Sound Pediatrics, Vice Chair	21	Director
Ed Marcuse, MD, Emeritus Professor of Pediatrics, University of Washington, Secretary	22	Ashley Ithal, MPH, Senior Consultant
	23	Lisa White, MS, JD, Customer and Financial Support Specialist
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<u>WVA:</u>	26	<u>Others:</u>
Julia G. Zell, MA., Esq., Executive Director	27	Anne Redman, Esq., Perkins Coie

II. Summary of Actions Taken and/or Recommended

Actions Taken (votes adopted)

- i. To approve the minutes of the December 16, 2021, Executive Committee meeting.

III. Minutes

Welcome & Introduction

Mr. Murphy called the meeting to order at 2:33p.m. Ms. Zell took attendance and provided a notice of recording.

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 December 16, 2021, Executive Committee meeting.

Board Development

Ms. Zell reported that Mr. Parker has agreed to be Finance Committee Chair. Ms. Zell is working to recruit a Treasurer, as there is a vacancy in that seat. Given Dr. Auerbach's departure from United, the board has one vacant seat. Ms. Zell spoke with United, and they plan to name a replacement by April 2022. Dr. Marcuse suggested that current board members be interviewed to understand their interest in filling executive board positions.

FY23 Budget and Assessment Grid Process

Mr. Miller provided an overview of the FY23 budget and assessment process and stated it was similar to last year. The Finance Committee will kick off the process in February, there will be multiple iterations of the budget reviewed by the Finance Committee and the Board in March and April, and the final grid approval will take place by the Operations Committee in April. Ms. Redman commented that the Operations Committee does not have any delegated authority. The Executive Committee suggested editing the language regarding the Operations Committee's actions stating the Committee will perform a final review as opposed to approval. Mr. Miller will make those changes to the process diagram.

Provider Liaison

In conjunction with the DOH, Mr. Miller and Ms. Zell have developed a comprehensive plan for provider compliance. Historically, the DOH has been tasked with managing provider relationships, however, both the

65 DOH and the WVA would like to increasingly partner on these activities going forward. A more detailed plan
66 will be discussed at the next Board meeting and will likely have budget impacts for FY23.

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

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70 **IV. Executive Session.** Confidential.

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72 **V. Closing.** The meeting concluded at 4:00 p.m.

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