

What: Executive Committee Agenda
When: March 24, 2022; 2:30-3:30 pm PDT
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. 3-4	2. Calendar Consent Items a) Approve January 20, 2022 Meeting Minutes	C. Murphy
2:40-2:50pm	*	Pg. 5-12	3. ED/AD Updates a) FY23 Budget and Assessment Grid Process b) Provider Outreach	P. Miller / J. Zell A. Redman
	*	Pg. 13-14	c) Vote to Recommend Approval of Executive Committee Charter	
2:50-3:30pm			[Executive Session- Board members, AD/ED, & Outside Counsel only]	
3:30 pm			Closing	C. Murphy

*Indicates agenda item attached

March 24, 2022

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 January 20, 2022 meeting minutes.

[To approve January 20, 2022 meeting minutes with the changes suggested at the meeting.]

Items under Agenda Section 3:

VOTED: To recommend approval of the Executive Committee Charter to the Board.

[To recommend approval of the Executive Committee Charter to the Board with the changes suggested at the meeting.]

Items under Agenda Section 4:

VOTED: To recommend to the Board the enagement of an Executive Coach for the ED.

[To recommend to the Board the enagement of an Executive Coach for the ED with the changes suggested at the meeting.]

**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>	<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
<u>WVA:</u>	<u>Others:</u>
Julia G. Zell, MA., Esq., Executive Director	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.
67

68 The public meeting was adjourned at 2:46 p.m., and the Committee transitioned to Executive Session.
69

70 **IV. Executive Session.** Confidential.
71

72 **V. Closing.** The meeting concluded at 4:00 p.m.
73



Ensuring Funds for Childhood Vaccines

2022-23 Vaccine Assessment Grid Development

Presented to the
Washington Vaccine Association
Executive Committee
March 24, 2022

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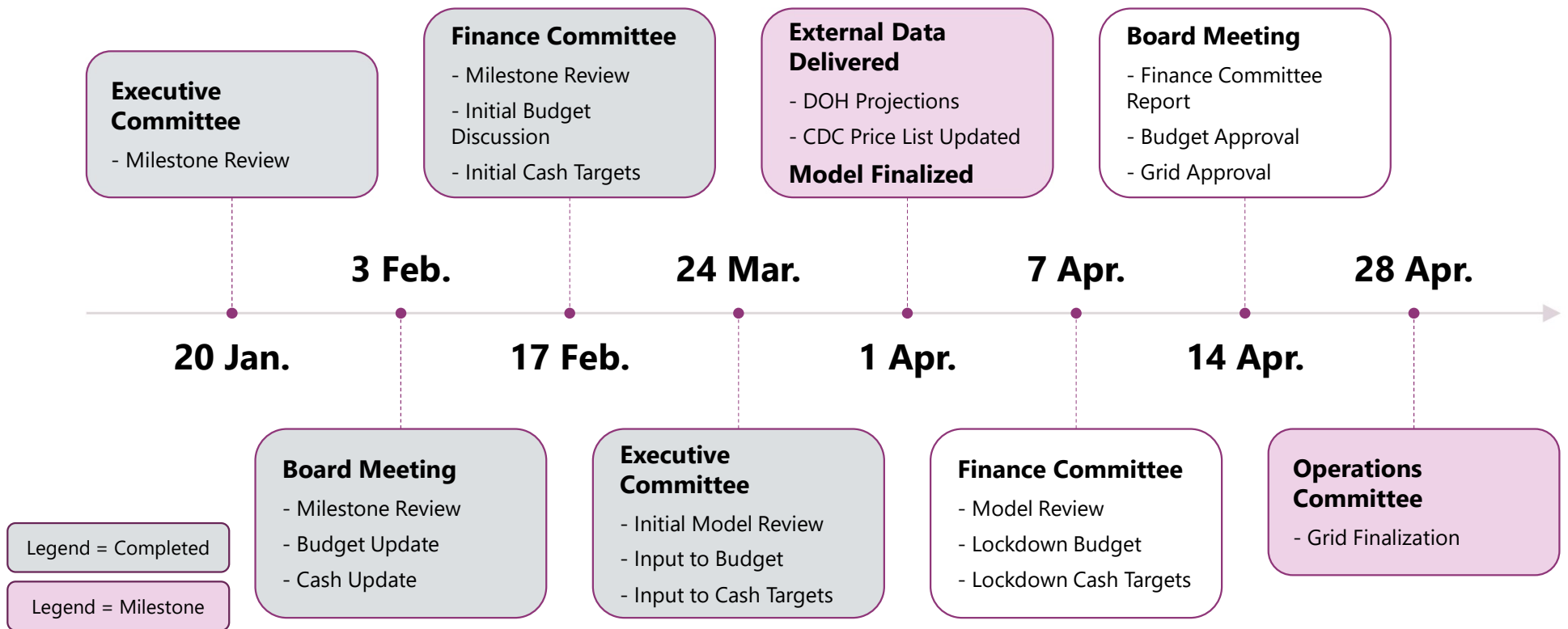


Presentation Overview

1. Process Timeline
2. Approach
3. Model Assumptions Summary
4. Administrative Budget Assumptions
5. Cash Balance Goals Driving the Model

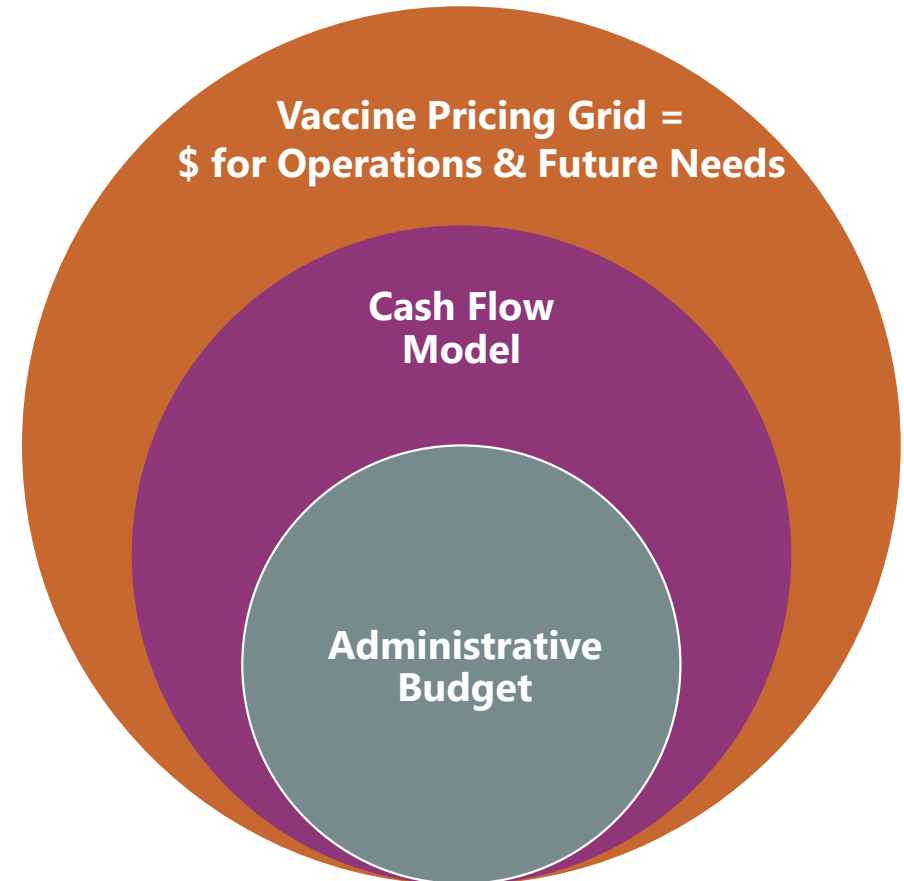
Note: All information presented is preliminary; additional data is required from the WA DOH and the CDC to finalize the model; an interim model will be presented at the Executive Committee meeting in March; the final model will be presented in April.

1. 2022-23 Budget & Vaccine Grid Development Process



2. Integrated Approach

1. There is a nested relationship between the administrative budget, the cash flow model, and the vaccine pricing grid that was not considered in prior years
2. Goals of the 2022-23 vaccine grid process include:
 1. Providing grid stability to minimize year-to-year fluctuation
 2. Reducing cash on hand to a Board-approved level
 3. Allowing for reasonable reserves



3. Last Year's Model Assumptions Summary

Adjustment Variables	Assumptions		
	FY2022	FY2023	FY2024
Assessment Grid as Percent of Prior Year	100%	103%	103%
DOH Indirect Charge	1.4%	1.4%	1.4%
DOH Cost Recovery Fee	1.4%	1.4%	1.4%
Vaccine Wastage	2.4%	2.4%	2.4%
Denials	13.0%	11.5%	10.5%
Denial Recoveries	4.0%	3.5%	2.5%
Administrative Budget	\$1.86M	\$1.94M	\$1.96M
Cash "Burn Down" Amount	\$8.1M	\$11.0M	\$11.0M
Year End Balance	\$47.6M	\$36.6M	\$25.56M
CDC Price Increase	3.0%	3.0%	3.0%

To be
discussed
today.

3. This Year's Model Assumptions Summary

Adjustment Variables	Assumptions		
	FY2023	FY2023	FY2023
Assessment Grid as Percent of Prior Year	100%	103%	103%
TRICARE Surcharge	2.5%	2.5%	2.5%
DOH Indirect Charge	1.4%	1.4%	1.4%
DOH Cost Recovery Fee	1.4%	1.4%	1.4%
Vaccine Wastage	2.7%	2.5%	2.4%
Denials	13.0%	11.5%	10.5%
Denial Recoveries	4.0%	3.5%	2.5%
Administrative Budget	\$1.86M	\$1.94M	\$1.96M
Cash "Burn Down" Amount	\$8.1M	\$11.0M	\$11.0M
Year End Balance	\$47.6M	\$36.6M	\$25.56M
CDC Price Increase	3.0%	3.0%	3.0%

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4. Administrative Budget Assumptions

• Added Line Items

- Hospitality (previously removed)
- Human Resources and Governance Consultant
- Provider Services Representative

• Deleted Line Items

- Direct Healthcare Practice Recoveries

• Changed Line Items

- Split out Legal
 - General Counsel and Governance
 - Special Projects and Litigation

• Increases/Decreases

- ↓ Orbograph Fees
- ↑ Clearinghouse Fees
- ↑ Bank Fees

- ↑ ED Salary and Benefits
- ↑ Provider and Payer Education Materials and Printing
- ↓ Postage
- ↑ Provider Office Training
- ↑ Technical Consultants
- ↑ Audit Fees
- ↑ Investment Management Fees
- ↑ Office Supplies and Equipment for ED and Provider Services Representative
- ↓ Board Retreat, Meetings and Hospitality
- ↑ Insurance – Cyberliability
- ↑ Insurance – D&O
- ↑ Investment Management Fees

• Past / Future Budget Totals

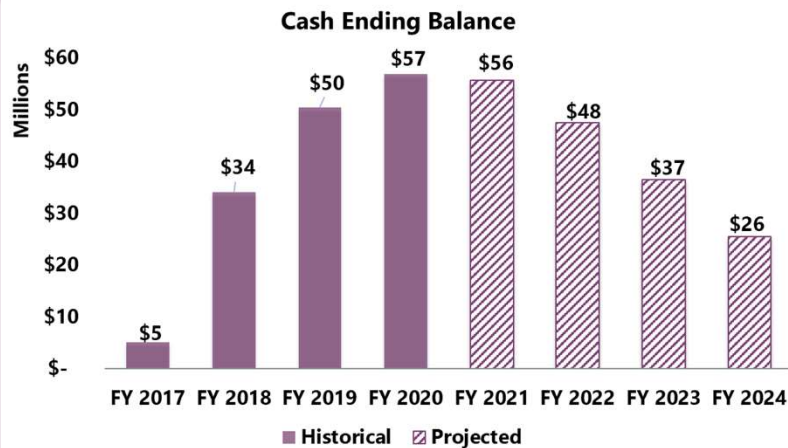
FY2021	FY2022	FY2023	FY2024	FY2025
\$2.027M	\$1.856M	\$2.086M	\$2.061M	\$2.090M

5. Historical and Projected End of FY Cash Balance – FY2017-24

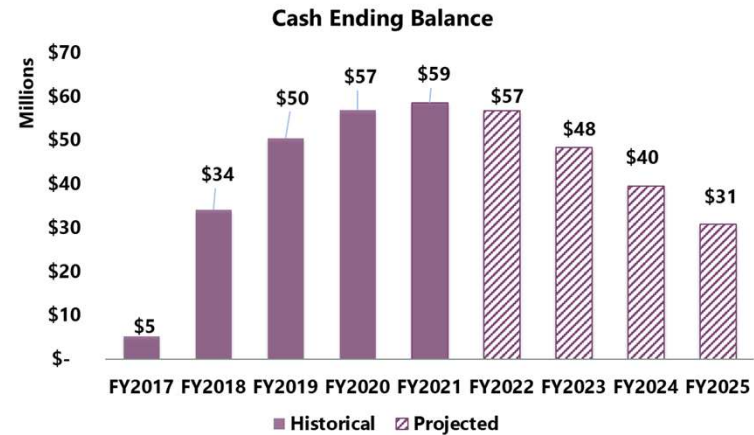
Remaining Inputs Needed:

1. April 1 CDC Price List
2. April 1 WA DOH Projections.
3. WA DOH Fund Source Split Update.
4. COVID Vaccine Reserves.

FY 2022 Planning



FY 2023 Planning



**WASHINGTON VACCINE ASSOCIATION
EXECUTIVE COMMITTEE
COMMITTEE CHARTER**

Purpose

The Executive Committee of the Board of Directors of the Washington Vaccine Association shall have all of the authority of the board of directors of the Association, subject to the limitations set forth in Section 5.10 of the bylaws and applicable law. Those limitations limit delegation of authority in reference to amending, altering, or repealing the bylaws; electing, appointing, or removing any member of any such committee or any director or officer of the association; amending the Articles of; adopting a plan of merger or consolidation with another association; authorizing the sale, lease, or exchange of all or substantially all of the property and assets of the association other than in the ordinary course of business; authorizing the voluntary dissolution of the association or adopting a plan for the distribution of the assets of the association; or amending, altering or repealing any resolution of the board of directors which by its terms proves that it shall not be amended, altered, or repealed by such committee.

The purposes and responsibilities of the Executive Committee are:

- (a) to take action with the full authority of the board of directors as necessary from time to time to expedite the work of the board of directors, for example, by taking action between meetings of the board of directors;
- (b) to monitor the performance of the Executive Director, conduct the Executive Director's annual performance review, and make recommendations to the Board regarding the Executive Director's performance goals for the subsequent year;
- (c) to obtain and evaluate relevant compensation information and make recommendations to the board of directors regarding the Executive Director's compensation (including benefits, if any);
- (d) to serve as a sounding board and source of advice to the Executive Director;
- (e) to report its activities to the board of directors on a regular basis and keep minutes of its meetings;
- (f) to review this charter periodically and recommend any proposed changes to the board of director for review. The board of directors may amend this charter at any time.

Meetings:

The Executive Committee may, but shall not be required, to establish a regularly scheduled time and place for meetings. Notice of meetings shall be as required and set forth in the association bylaws for director meetings. Committee members are required to attend meetings in person

or by conference telephone. The Executive Committee may take action by unanimous written consent.

Membership:

The Members of the Executive Committee shall include the officers of the association, and such other members as shall be as appointed by the board of directors. The board chair and the board vice chair shall be the chair and vice chair of the committee respectively.

Quorum; Voting:

A quorum for a meeting of the committee shall consist of three members. The vote of a majority of the members of the committee at a meeting at which a quorum is present shall be sufficient to approve a proposed action.

Independent Advice; Engagement of Consultants

In discharging its responsibilities, the Executive Committee shall have access to any relevant books, records, facilities, and personnel of the Corporation. The Executive Committee, upon approval of the Board and at the Corporation's expense, may obtain advice and assistance from outside consultants to advise the Executive Committee. The Executive Committee may also request that any officer or other employee of the Corporation, the Corporation's outside counsel or any other person meet with any members of, or consultants to, the Executive Committee, or provide other assistance to the Executive Committee in the discharge of its duties.

Approved by WVA Board on _____