

**Washington Vaccine Association
Executive Committee Meeting**
March 24, 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>WVA:</u>
Chad Murphy, PharmD, Chair, Premera	20	Julia G. Zell, MA., Esq., Executive Director
Beth Harvey, MD, South Sound Pediatrics, Vice Chair	21	
Ed Marcuse, MD, Emeritus Professor of Pediatrics, University of Washington, Secretary	22	<u>Helms & Company, Inc.</u>
John Soback, MD, Regence	23	Patrick Miller, MPH, WVA Administrative Director
	24	Ashley Ithal, MPH, Senior Consultant
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	26	
	27	<u>Others:</u>
	28	Anne Redman, Esq., Perkins Coie

II. Summary of Actions Taken and/or Recommended

Actions Taken (votes adopted)

- i. To approve the minutes of the January 20, 2022, Executive Committee meeting.
- ii. To recommend approval of the Executive Committee Charter to the Board.

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

After hearing no comments, 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 January 20, 2022, Executive Committee meeting.

FY23 Budget and Assessment Grid Process

Mr. Miller provided an overview of the status of the FY23 budget and assessment process. External data, including Department of Health (DOH) projections and the Centers for Disease Control and Prevention (CDC) price list, will be provided in early April, which will allow the model to be finalized. The Finance Committee will review the model and draft administrative budget on April 7. The Board will review and provide final approval of the budget and the assessment grid on April 14. The final grid approval will take place by the Operations Committee on April 28.

Mr. Miller reported on the model assumptions for the next three fiscal years. Of note, the TRICARE surcharge rate will be locked in for the next three years and vaccine wastage numbers have slightly increased, due to COVID, in FY2023 but will decrease in FY2024 and again in FY2025. The remaining assumptions will be developed the week of April 4 once the DOH projections are received.

Provider Outreach

Mr. Miller and Ms. Zell have been working with the DOH on understanding process and communications for onboarding new providers into the DOH program. From these conversations, a new process has been established whereby the DOH will notify the WVA when a new provider enrolls in the childhood vaccination program. This notification will allow for WVA to onboard the provider to the WVA process.

67 Mr. Miller and Ms. Zell are working with the WVA's graphic designer to redesign the WVA Billing Guide so as
68 to incorporate the DOH eligibility process and to more clearly demonstrate the WVA processes. As part of this,
69 Mr. Miller and Ms. Zell have been working with the DOH to update the language in the DOH eligibility grid so
70 that it reflects WVA billing requirements. Both a payer and provider checklist are being developed as part of the
71 revised Guide and the Guide will be sent out with the assessment grid in May/June.
72

73 The DOH and WVA held their first joint webinar for providers on WVA billing which was well attended with
74 more than 100 participants. A follow-up to providers based on a list of questions raised during the webinar is
75 planned. Ideally this webinar will run quarterly going forward.
76

77 Executive Committee Charter

78 After hearing no comments, Mr. Murphy asked for a motion to recommend approval of the Executive
79 Committee Charter to the Board. Upon motion duly made and seconded, it was unanimously
80

81 **VOTED: To recommend approval of the Executive Committee Charter to the Board.**
82

83 The public meeting was adjourned at 2:46 p.m., and the Committee transitioned to Executive Session.
84

85 **IV. Executive Session.** Confidential.
86

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