

1 **Washington Vaccine Association**
2 **Board of Directors Meeting**
3 **April 14, 2022; 2:00-4:00 p.m. (PT)**
4

5 **I. Attendance.** Due to COVID-19, this meeting was conducted solely by webinar. Participating in all or part of the
6 meeting were the following individuals:
7

8 <u>Directors</u>	21
9 Ed Marcuse, MD, Emeritus Professor of	22 <u>WVA</u>
10 Pediatrics, University of Washington, Secretary	23 Julia G. Zell, MA., Esq., Executive Director
11 Chad Murphy, PharmD, Chair, Premera	24
12 Randy Parker, Carpenters Trusts	25 <u>Helms & Company, Inc.</u>
13 Helen Chea, MD, Molina Healthcare	26 Patrick Miller, MPH, WVA, Administrative Director
14 John Sobeck, MD, Regence Blue Shield	27 Ashley Ithal, MPH, Project Support Leader
15 Janel Jorgenson, Washington Department of Health 16 (proxy)	28 Lisa White, MS, JD, Customer and Financial Support 29 Specialist
17 Beth Harvey, MD, South Sound Pediatrics, Vice Chair	30 Leslie Walker, CPA, Mason+Rich, PA
18 John Dunn, MD, MPH, Kaiser Permanente	31
19 Jason A. Farber, Esq., Davis Wright Tremaine LLP	32 <u>Others</u>
20 Cathy Falanga, Aetna (proxy)	33 Jane Frissell, Perkins Coie

34
35 **II. Summary of Actions Taken and/or Recommended**
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37 Actions Taken (votes adopted)

- 38 i. To approve the minutes of the February 3, 2022, Board meeting.
39 ii. To approve the 2022-23 Administrative Budget as presented at the meeting.
40 iii. To authorize the Operations Committee to finalize the 2022-23 Assessment Grid in accordance with the
41 Board's direction.
42 iv. To approve the Executive Committee Charter.
43 v. To approve the changes to the Finance Committee Charter.
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45 **III. Minutes**
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47 Welcome and Introductions

48 Mr. Murphy called the meeting to order at 2:04 p.m. Ms. Zell announced that the meeting would be recorded for the
49 benefit of the minute taker, to be deleted once the minutes are approved. Mr. Murphy previewed the agenda.
50

51 Consent Calendar

52 Mr. Murphy asked for a motion to approve the minutes. Upon motion duly made and seconded, it was unanimously
53

54 **VOTED: To approve the minutes of the February 3, 2022 Board Meeting.**
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56 **IV. Financial Update**
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58 Financial Statements

59 Ms. Zell and Mr. Miller presented the unaudited February financial statements. Ms. Zell provided an overview of the
60 WVA's investments at Morgan Stanley, which approximate \$44M. She noted that while the market value of the bond
61 portfolio decreased, the WVA would not see the loss unless it had to liquidate the bonds. Further, Ms. Zell reminded
62 the Board of their obligation to review the WVA investment portfolio on a regular basis.
63

64 FY 22-23 Budget and Assessment Grid Process

65 Mr. Miller reviewed the goals of the 2022-23 WVA vaccine grid development process, citing the desire to provide
66 grid stability, to reduce cash on hand, and to allow for reasonable reserves. He also explained the relationship between
67 the assessment grid and the administrative budget, which he outlined. He reviewed the WVA Finance Committee's
68 discussion regarding cash needs and multi-year cash targets; they instructed Helms to add a 3% inflator in FY2024
69 and FY2025 grid projections to account for CDC price increases. Ms. Zell noted that these targets can be changed

70 next year if needed to accommodate for other factors that may not be account for as of yet. Mr. Miller pointed out the
71 historical trend difference between the weighted average grid price and private sector price, noting that for the last
72 three years, the WVA has absorbed inflation by keeping the Grid level. The draft Grid in the packet level funds the
73 Grid for another year, and while no new vaccines will be added for FY2023, there are NDC code changes. The
74 Department of Health (DOH) will recalculate the VFC fund source split this summer; any adjustments could have a
75 significant impact on the WVA's cash. Another factor in consideration of cash levels is the potential inclusion of the
76 COVID vaccine in the Childhood Vaccine Program (CVP). The WVA will work closely with the DOH to ensure a
77 successful roll-out when this occurs.

78
79 Mr. Murphy invited the Board to ask questions. Discussion ensued regarding the potential for future vaccine funding
80 needs.

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82 Mr. Murphy asked for a motion to approve the 2022-2023 administrative budget. Upon motion duly made and
83 seconded, it was unanimously

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85 **VOTED: To approve the 2022-23 Administrative Budget as presented at the meeting.**

86
87 Mr. Murphy asked for a motion to approve the 2022-2023 assessment grid. Upon motion duly made and seconded, it
88 was unanimously

89
90 **VOTED: To authorize the Operations Committee to finalize the 2022-23 Assessment Grid in**
91 **accordance with the Board's direction.**

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93 Auditor Selection

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95 Ms. Zell updated the Board that the Finance Committee approved Clifton Larson Allen's proposal to continue as the
96 WVA auditor for the current fiscal year. The auditor's work will take place this summer.

97
98 **V. DOH Updates**

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100 Ms. Jorgenson provided a DOH staff update. She noted Ms. Michele Roberts has transitioned into her permanent role
101 as Assistant Secretary for the Division of Prevention and Community Health. Ms. Roberts will continue serving on
102 the WVA Board while delegating duties to Ms. Jorgenson, as needed. Related to staffing, Ms. Jorgenson noted that
103 an online survey evaluation has been distributed to gather feedback on what an Office Director within the WA DOH
104 Office of Immunization could look like and requested further feedback from the WVA Board.

105
106 Ms. Jorgenson reported that the DOH assessment team is finalizing a report focused on routine vaccine coverage in
107 children. She discussed how the COVID coverage rate has decreased across all age groups and that the decreases get
108 larger for younger age bands. The DOH is partnering with Seattle Children's Hospital to administer a provider survey
109 on COVID vaccine coverage that will be used in combination with vaccine coverage rates for targeted improvement.
110 Related to this, Ms. Jorgenson said that the DOH is in discussions about conducting a vaccine confidence campaign
111 specifically targeted around general vaccine confidence for children.

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113 Finally, Ms. Jorgenson described how the DOH is early discussions on COVID vaccine bulk ordering projections.

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115 **VI. ED/AD Updates**

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117 Quarterly Goals

118 Ms. Zell provided an update on the status of the CY2022 organizational goals. For Q1 CY2022, the payer and provider
119 compliance activities have been documented and are on track. She highlighted other workstreams, and

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121 Provider Outreach and Engagement

122 Ms. Zell provided an update on the progress being made with the WVA's graphic designer on the revised Payer and
123 Provider Billing Guide. The existing Guide is being split into two different documents and the checklists are being
124 updated. The document will continue to be co-branded between the DOH and WVA. Mr. Miller provided an overview
125 on the joint presentation the WVA and DOH offered to provider office billing staff last month. The presentation

126 reviewed the DOH and WVA eligibility and billing requirements for VFC and WVA billing. Approximately 125
127 participants attended the call. Mr. Miller noted that this call was also an opportunity to gather feedback directly from
128 the provider offices to allow for input into the revised materials that Ms. Zell described earlier. He also noted that the
129 WVA has also recently partnered with the DOH on onboarding education for WVA billing practices for newly
130 contracted provider practices.

131

132 HR Consultant Update

133 Ms. Zell reported that the HR development work is underway. She received a report today outlining current WVA HR
134 policies and those that are recommended for future development.

135

136 Committee Charters

137 Ms. Zell provided an overview of the changes made to the existing Finance Committee Charter noting the edits
138 included clarity around the code of ethics and that any budget changes over 10% should be brought to the Finance
139 Committee and then the Board for review.

140

141 Mr. Murphy asked for a motion to approve the Executive Committee Charter. Upon motion duly made and seconded,
142 it was unanimously

143

144 **VOTED: To approve the Executive Committee Charter.**

145

146 Ms. Zell provided an overview of the changes made to the existing Finance Committee Charter noting the edits
147 included clarity around code of ethics and that budget changes over 10% should be brought to the Finance Committee
148 and then the Board.

149

150 Mr. Murphy asked for a motion to approve the Finance Committee Charter. Upon motion duly made and seconded, it
151 was unanimously

152

153 **VOTED: To approve the changes to the Finance Committee Charter**

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155 Board Development and Future Meetings

156 Ms. Zell is working on filling the UnitedHealthcare Board vacancy by the June 2022 meeting. Ms. Zell led a discussion
157 regarding future meetings and the pros and cons of meeting in person or remotely. Discussion ensued and the overall
158 thought was that the online format should continue, but that holding at least one in-person meeting per year would be
159 valuable. Ms. Zell will arrange for an in-person meeting, tentatively for the November 2022 meeting.

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161 **VII. Public Comments.** There were no members of the public present.

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163 **VIII. Executive Session.** Confidential.

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165 **IX. Closing.**

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167 With no further business before the Committee, Mr. Murphy closed the meeting at 4:01PT.

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