

What: Board of Directors Meeting
 Date & Time: Thursday, June 16, 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.	Pg. 3-5	*	2. Consent Calendar Items a. Board Meeting Minutes (April 14, 2022) b. Vote to Confirm K. Manley as a Board Member c. Vote to Appoint J. Sobeck as Treasurer	C. Murphy
2:15-2:25 p.m.	Pg. 6-23	*	3. Financial Update a. Financials	P. Miller / J. Zell
2:25-2:40 p.m.			4. DOH Updates	M. Roberts / DOH Staff
2:40-3:00 p.m.	Pg. 24 Pg. 25-26	* *	5. ED/AD Updates a. Provider Compliance i. Major Practices ii. Direct Care Practices b. Quarterly Goals Update	J. Zell / P. Miller
3:00-3:05 p.m.			6. Public Comment (If time permits)	
3:05-4:00 p.m.			7. Executive Session (public excluded)	

*Indicates agenda item attached

Red text indicates an action item

**WVA Meeting of the June 16, 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 April 14, 2022, Board Meeting.

[To approve the minutes of the April 14, 2022, Board Meeting with the changes suggested at the meeting.]

To confirm Kara Manley as a Board Member whose term expires in 2025 pursuant to RCW 70.290.030 (3)(a).

To appoint Dr. John Sobeck as Treasurer of the Association.

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

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

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

II. Summary of Actions Taken and/or Recommended

Actions Taken (votes adopted)

- i. To approve the minutes of the February 3, 2022, Board meeting.
- ii. To approve the 2022-23 Administrative Budget as presented at the meeting.
- iii. To authorize the Operations Committee to finalize the 2022-23 Assessment Grid in accordance with the Board's direction.
- iv. To approve the Executive Committee Charter.
- v. To approve the changes to the Finance Committee Charter.

III. Minutes

Welcome and Introductions

Mr. Murphy called the meeting to order at 2:04 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. 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 February 3, 2022 Board Meeting.

IV. Financial Update

Financial Statements

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

FY 22-23 Budget and Assessment Grid Process

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

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

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

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

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

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

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

Auditor Selection

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

V. DOH Updates

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

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

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

VI. ED/AD Updates

Quarterly Goals

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

Provider Outreach and Engagement

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

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

HR Consultant Update

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

Committee Charters

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

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

VOTED: To approve the Executive Committee Charter.

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

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

VOTED: To approve the changes to the Finance Committee Charter

Board Development and Future Meetings

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

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

VIII. Executive Session. Confidential.

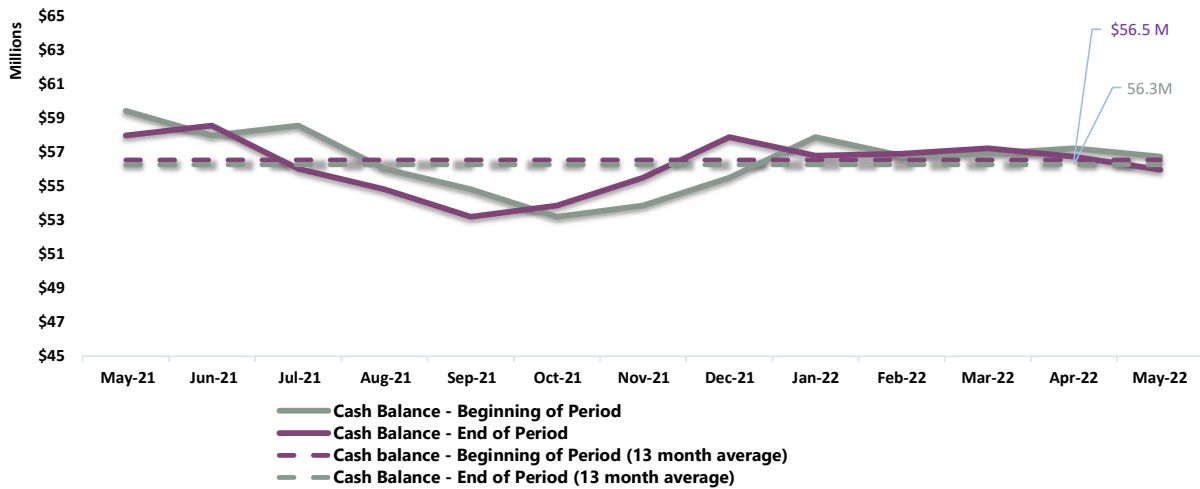
IX. Closing.

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

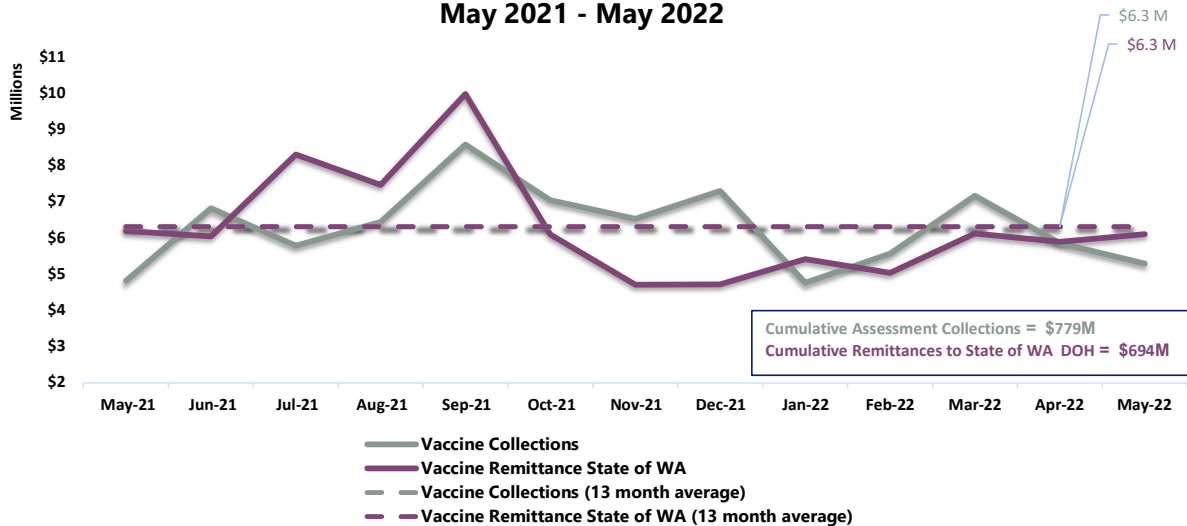
WASHINGTON VACCINE ASSOCIATION
UNAUDITED FINANCIAL STATEMENTS
FOR THE ELEVEN MONTHS ENDED
May 31, 2022
With Supplemental Informational Reporting

Prepared by
Helms & Company, Inc., Administrator

Cash Balances Beginning and End of Period May 2021 - May 2022



Total Vaccine Collections and Vaccine Remittances to State of WA May 2021 - May 2022



Investment Income / (Loss) May 2021 - May 2022



Washington Vaccine Association
Statement of Cash Flows
For the Periods Ended

	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	Q
	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	Month 1/31/2022	Month 2/28/2022	Month 3/31/2022	Month 4/30/2022	Month 5/31/2022	13 Month Average
1 Cash balance - beginning	\$ 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	\$ 56,794,955	\$ 56,901,662	\$ 57,228,006	\$ 56,731,278	56,726,236.98
Inflows:														
2 Vaccine collections	4,815,842	6,814,919	5,786,296	6,438,402	8,574,576	7,041,909	6,526,672	7,292,657	4,758,484	5,567,703	7,165,492	5,855,575	5,295,645	6,370,368.25
3 Interest income - payers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4 Investment income/ (loss)	40,240	(60,885)	85,637	(21,373)	(83,457)	(168,946)	(75,953)	(39,134)	(343,834)	(263,415)	(603,741)	(319,989)	156,297	(138,166.54)
5 Total inflows	4,856,082	6,754,034	5,871,933	6,417,029	8,491,119	6,872,963	6,450,719	7,253,523	4,414,650	5,304,288	6,561,751	5,535,586	5,451,942	\$ 6,232,202
Outflows:														
Program														
6 Vaccine remittance State of WA	(6,192,181)	(6,044,223)	(8,298,943)	(7,465,552)	(9,970,890)	(6,094,402)	(4,713,678)	(4,724,632)	(5,409,431)	(5,037,313)	(6,117,841)	(5,891,576)	(6,102,649)	(6,301,423.06)
Administration														
7 Direct Processing Costs	(83,857)	(76,083)	(77,528)	(74,392)	(78,554)	(79,069)	(76,414)	(78,183)	(76,802)	(71,898)	(71,381)	(74,821)	(74,116)	(76,759.24)
8 Executive Director Costs and Support Fees	(22,105)	(20,809)	(20,793)	(20,085)	(19,093)	(18,113)	(19,564)	(20,100)	-	(70,227)	(23,646)	(20,142)	(22,606)	(22,924.93)
9 Provider and Payer Education and Outreach	(4,418)	-	-	-	-	-	-	-	-	-	-	-	-	(348.31)
10 Administrative Costs	(717)	(10,475)	(12,817)	(63,782)	(26,931)	(17,330)	(6,470)	(21,942)	(20,656)	(12,893)	(10,489)	(32,125)	(11,475)	(18,738.96)
11 Other Discretionary Expenditures	(7,000)	(7,000)	(5,250)	(5,250)	(5,250)	(5,250)	(5,250)	(5,250)	(5,250)	(5,250)	(12,050)	(13,650)	(8,850)	(8,090.77)
12 Total Administration	(118,097)	(114,367)	(116,388)	(163,509)	(129,827)	(119,762)	(107,697)	(125,475)	(102,708)	(160,268)	(117,566)	(140,738)	(117,047)	(126,862)
13 Net all other outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14 Total outflows	(6,310,278)	(6,158,590)	(8,415,332)	(7,629,062)	(10,100,718)	(6,214,164)	(4,821,375)	(4,850,107)	(5,512,139)	(5,197,581)	(6,235,407)	(6,032,314)	(6,219,696)	(6,428,285.27)
15 Net Cash Incr (decr) for period	(1,454,196)	595,443	(2,543,399)	(1,212,033)	(1,609,599)	658,799	1,629,344	2,403,416	(1,097,489)	106,707	326,344	(496,728)	(767,754)	(196,084)
16 Cash balance - end of period	\$ 57,970,472	\$ 58,565,915	\$ 56,022,516	\$ 54,810,483	\$ 53,200,885	\$ 53,859,684	\$ 55,489,027	\$ 57,892,443	\$ 56,794,955	\$ 56,901,662	\$ 57,228,006	\$ 56,731,278	\$ 55,963,525	\$ 56,530,153

Note: Cash balance includes amounts in KeyBank and Morgan Stanley

Washington Vaccine Association
Statement of Financial Position
As of May 31, 2022

ASSETS

1	Current Assets		
2	Cash and Cash Equivalents	\$	11,878,354
3	Accounts Receivable		-
4	Investments		44,085,171
5	Members Estimated Collectible Assessments		4,793,189
6	Prepaid Vaccine		6,112,664
7	Prepaid Administrative Services		-
8	Total Current Assets		<u>66,869,378</u>
9	Total Assets	\$	<u><u>66,869,378</u></u>

LIABILITIES AND NET ASSETS

10	Current Liabilities		
11	Accounts Payable	\$	108,806
12	Other Accruals		74,231
13	Total Current Liabilities		<u>183,038</u>
14	Assessments Collected in Excess of Vaccine Funding and Administrative Activities		<u>66,686,341</u>
15	Total Liabilities		<u>66,869,378</u>
16	Total Liabilities and Net Assets	\$	<u><u>66,869,378</u></u>

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

		For Eleven Months Ended May 31, 2022			For Eleven Months Ended May 31, 2021		
		A	B	C	D	E	F
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
		Revenues / Vaccine Expenses					
1	Assessment Activity:						
2	Assessments	\$ (5,444,438)	\$ 70,509,286	\$ 65,064,848	\$ (1,112,862)	\$ 73,368,012	\$ 72,255,150
3	Recoveries	-	513,937	513,937	-	-	-
4	Estimated Over (Under) Collections	-	-	-	-	-	-
5	Refunds	(312,148)	-	(312,148)	(345,985)	-	(345,985)
6	Estimated 2% Waste	(907,766)	-	(907,766)	(1,216,305)	-	(1,216,305)
7	Estimated Price Variance and 3% Denial	(166,696)	-	(166,696)	(263,884)	-	(263,884)
8	DOH Replenishment	-	(62,178,042)	(62,178,042)	-	(72,778,648)	(72,778,648)
9	Adjustment to Correct Inventory	-	-	-	-	-	-
10	DOH Cost Recovery Admin Charge	(729,886)	-	(729,886)	(963,262)	-	(963,262)
11	Interest Income on Assessments	-	-	-	-	-	-
12	Net Assessment Activity	(7,560,933)	8,845,182	1,284,248	(3,902,298)	589,364	(3,312,935)
13	Investment Activity:						
14	Interest and Dividend Income - Morgan Stanley	874,093	-	874,093	1,033,404	-	1,033,404
15	Realized Gain/(Loss) on Investments - Morgan Stanley	12,692	-	12,692	137,193	-	137,193
16	Unrealized Gain/(Loss) on Investments - Morgan Stanley	(2,606,996)	-	(2,606,996)	(935,963)	-	(935,963)
17	Investment Management Expenses	(115,135)	-	(115,135)	(119,130)	-	(119,130)
18	Interest Income - KeyBank	2,016	-	2,016	596	-	596
19	Net Investment Activity	(1,833,329)	-	(1,833,329)	116,099	-	116,099
20	Net Revenues	(9,394,262)	8,845,182	(549,080)	(3,786,199)	589,364	(3,196,835)

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F
	For Eleven Months Ended May 31, 2022			For Eleven Months Ended May 31, 2021		
	Administrative	Vaccine Other Expenses	Total	Administrative	Vaccine	Total
21 Administrative Expenses:						
22 Direct Processing Costs						
23 Helms & Company	761,002	-	761,002	719,752	-	719,752
24 Lockbox Image Conversion and Clearinghouse Intake	65,571	-	65,571	93,726	-	93,726
25 Clearinghouse Intake Processing (Availability, Zelis)	26,814	-	26,814	48,448	-	48,448
26 Lockbox Fees	43,403	-	43,403	48,787	-	48,787
27 CollaborateMD	-	-	-	1,223	-	1,223
28 Total Direct Processing Costs	896,790	-	896,790	911,937	-	911,937
29						
30 Executive Director Costs and Related Support Fees						
31 Executive Director Salary	196,360	-	196,360	189,816	-	189,816
32 Payroll Taxes	14,484	-	14,484	12,594	-	12,594
33 Leased Employee per Check Fee	2,145	-	2,145	2,535	-	2,535
34 Executive Director Travel and Lodging, Education, and	7,458	-	7,458	13,756	-	13,756
35 Technology Support (Desktop and Telephony)	5,435	-	5,435	4,255	-	4,255
36 Total Executive Director Costs and Related Support Fees	225,882	-	225,882	222,957	-	222,957
37						
38 Provider and Payer Education and Outreach						
39 Provider Education Materials, Development and Printing	32,785	-	32,785	37,098	-	37,098
40 Postage	1,748	-	1,748	304	-	304
41 Website and Information Technology	8,585	-	8,585	4,085	-	4,085
42 Technical Consultant - Margaret Lane	1,674	-	1,674	4,681	-	4,681
43 Conferences and Education Sessions, Including Travel	715	-	715	-	-	-
44 Provider Office Training Sessions, Including Travel and	-	-	-	-	-	-
45 Advertising and Sponsorships	-	-	-	1,590	-	1,590
46 Hospitality	300	-	300	613	-	613
47 Subcontractor Assistance	-	-	-	-	-	-
48 Total Provider and Payer Education and Outreach	45,807	-	45,807	48,370	-	48,370
49						
50 Administrative Costs						
51 Legal Counsel	77,654	-	77,654	92,373	-	92,373
52 Audit Fees	15,540	-	15,540	30,697	-	30,697
53 Government Relations, Including Travel, Meals, and	-	-	-	-	-	-
54 Registered Agent Fee	-	-	-	-	-	-
55 Bank Fees	-	-	-	-	-	-
56 Office Supplies and Equipment	2,157	-	2,157	7,397	-	7,397
57 Rent, ELM and Storage Facility	378	-	378	252	-	252
58 Other Admin Support Provided by Lessor	-	-	-	-	-	-
59 Board Retreat and Meetings	-	-	-	-	-	-

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

		A	B	C	D	E	F
		For Eleven Months Ended May 31, 2022			For Eleven Months Ended May 31, 2021		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
60	Insurance	-	-				
61	Cyber Liability	13,855	-	13,855	10,786	-	10,786
62	Directors and Officers	47,785	-	47,785	-	-	-
63	General Liability	1,390	-	1,390	38,753	-	38,753
64	Total Administrative Costs	158,759	-	158,759	180,258	-	180,258
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	27,316	-	27,316	-	-	-
70	Denied Claims Recovery Expenses	57,750	-	57,750	36,750	-	36,750
71	Expenses Related to Unrec Liabilities	-	-	-	-	-	-
72	Covid-19 Expenses	-	-	-	19,250	-	19,250
73	Human Resources and Governance	18,800		18,800	-	-	-
	Total Other Discretionary Expenditures	103,866	-	103,866	72,500	-	72,500
74	Total Administrative Expenses	1,431,104	-	1,431,104	1,436,021	-	1,436,021
75	Total Change in Unrestricted Net Assets	\$ (10,825,366)	\$ 8,845,182	\$ (1,980,184)	\$ (5,222,220)	\$ 589,364	\$ (4,632,857)

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

		A	B	C	D	E	F
		Month Ended May 31, 2022			For Eleven Months Ended May 31, 2022		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
		Revenues / Vaccine Expenses					
1	Assessment Activity:						
2	Assessments	\$ (475,852)	\$ 6,248,619	\$ 5,772,767	\$ (5,444,438)	\$ 70,509,286	\$ 65,064,848
3	Recoveries	-	119,650	119,650	-	513,937	513,937
4	Estimated Over (Under) Collections	-	-	-	-	-	-
5	Refunds	(24,653)	-	(24,653)	(312,148)	-	(312,148)
6	Estimated 2% Waste	25,886	-	25,886	(907,766)	-	(907,766)
7	Estimated Price Variance and 3% Denial	(12,489)	-	(12,489)	(166,696)	-	(166,696)
8	DOH Replenishment	-	(4,787,093)	(4,787,093)	-	(62,178,042)	(62,178,042)
9	Adjustment to Correct Inventory	-	-	-	-	-	-
10	DOH Cost Recovery Admin Charge	(73,683)	-	(73,683)	(729,886)	-	(729,886)
11	Interest Income on Assessments	-	-	-	-	-	-
12	Net Assessment Activity	(560,791)	1,581,176	1,020,385	(7,560,933)	8,845,182	1,284,248
13	Investment Activity:						
14	Interest and Dividend Income - Morgan Stanley	76,529	-	76,529	874,093	-	874,093
15	Realized Gain/(Loss) on Investments - Morgan Stanley	438	-	438	12,692	-	12,692
16	Unrealized Gain/(Loss) on Investments - Morgan Stanley	(385,660)	-	(385,660)	(2,606,996)	-	(2,606,996)
17	Investment Management Expenses	(10,527)	-	(10,527)	(115,135)	-	(115,135)
18	Interest Income - KeyBank	108	-	108	2,016	-	2,016
19	Net Investment Activity	(319,113)	-	(319,113)	(1,833,329)	-	(1,833,329)
20	Net Revenues	(879,904)	1,581,176	701,272	(9,394,262)	8,845,182	(549,080)

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F
	Month Ended May 31, 2022			For Eleven Months Ended May 31, 2022		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Other Expenses					
21 Administrative Expenses:						
22 Direct Processing Costs						
23 Helms & Company	69,182	-	69,182	761,002	-	761,002
24 Lockbox Image Conversion and Clearinghouse Intake (OrboGraph)	4,934	-	4,934	65,571	-	65,571
25 Clearinghouse Intake Processing (Avality, Zelis)	2,437	-	2,437	26,814	-	26,814
26 Lockbox Fees	3,826	-	3,826	43,403	-	43,403
27 CollaborateMD	-	-	-	-	-	-
28 Total Direct Processing Costs	80,378	-	80,378	896,790	-	896,790
29						
30 Executive Director Costs and Related Support Fees						
31 Executive Director Salary	18,210	-	18,210	196,360	-	196,360
32 Payroll Taxes	1,553	-	1,553	14,484	-	14,484
33 Leased Employee per Check Fee	195	-	195	2,145	-	2,145
34 Executive Director Travel and Lodging, Education, and Other	1,836	-	1,836	7,458	-	7,458
35 Technology Support (Desktop and Telephony)	335	-	335	5,435	-	5,435
36 Total Executive Director Costs and Related Support Fees	22,129	-	22,129	225,882	-	225,882
37						
38 Provider and Payer Education and Outreach						
39 Provider Education Materials, Development and Printing	14,117	-	14,117	32,785	-	32,785
40 Postage	1,708	-	1,708	1,748	-	1,748
41 Website and Information Technology	2,280	-	2,280	8,585	-	8,585
42 Technical Consultant - Margaret Lane	-	-	-	1,674	-	1,674
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	18,105	-	18,105	45,807	-	45,807
49						
50 Administrative Costs						
51 Legal Counsel	2,471	-	2,471	77,654	-	77,654
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	434	-	434	2,157	-	2,157
58 Rent, ELM and Storage Facility	378	-	378	378	-	378
59 Other Admin Support Provided by Lessor	-	-	-	-	-	-
60 Board Retreat and Meetings	-	-	-	-	-	-
61 Insurance						
62 Cyber Liability	-	-	-	13,855	-	13,855
63 Directors and Officers	-	-	-	47,785	-	47,785
64 General Liability	-	-	-	1,390	-	1,390
65 Total Administrative Costs	3,282	-	3,282	158,759	-	158,759

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

		A	B	C	D	E	F
		Month Ended May 31, 2022			For Eleven Months Ended May 31, 2022		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
66							
67	Other Discretionary Expenditures						
68	Conversion/Implementation Cost	-	-	-	-	-	-
69	Tricare Legislative & Administrative Services	-	-	-	-	-	-
70	Executive Director and Other Contractor Bonus	-	-	-	27,316	-	27,316
71	Denied Claims Recovery Expenses	5,250	-	5,250	57,750	-	57,750
72	Direct Healthcare Practices Operations	-	-	-	-	-	-
73	Covid-19 Expenses	-	-	-	-	-	-
74	Human Resources and Governance	3,600	-	3,600	18,800	-	18,800
	Total Other Discretionary Expenditures	8,850	-	8,850	103,866	-	103,866
75	Total Administrative Expenses	132,745	-	132,745	1,431,104	-	1,431,104
76	Total Change in Unrestricted Net Assets	\$ (1,012,649)	\$ 1,581,176	\$ 568,527	\$ (10,825,366)	\$ 8,845,182	\$ (1,980,184)

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F
	Month Ended May 31, 2022			Month Ended May 31, 2021		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Revenues / Vaccine Expenses					
1 Assessment Activity:						
2 Assessments	\$ (475,852)	\$ 6,248,619	\$ 5,772,767	\$ 100,217	\$ 4,766,972	\$ 4,867,189
3 Recoveries	-	119,650	119,650	-	-	-
4 Estimated Over (Under) Collections	-	-	-	-	-	-
5 Refunds	(24,653)	-	(24,653)	(31,244)	-	(31,244)
6 Estimated 2% Waste	25,886	-	25,886	(117,299)	-	(117,299)
7 Estimated Price Variance and Denial	(12,489)	-	(12,489)	(20,066)	-	(20,066)
8 DOH Replenishment	-	(4,787,093)	(4,787,093)	-	(4,626,074)	(4,626,074)
9 Adjustment to Correct Inventory	-	-	-	-	-	-
10 DOH Cost Recovery Admin Charge	(73,683)	-	(73,683)	(84,934)	-	(84,934)
11 Interest Income on Assessments	-	-	-	-	-	-
12 Net Assessment Activity	(560,791)	1,581,176	1,020,385	(153,325)	140,898	(12,427)
13 Investment Activity:						
14 Interest and Dividend Income - Morgan Stanley	76,529	-	76,529	91,939	-	91,939
15 Realized Gain/(Loss) on Investments - Morgan Stanley	438	-	438	5,826	-	5,826
16 Unrealized Gain/(Loss) on Investments - Morgan Stanley	(385,660)	-	(385,660)	(46,353)	-	(46,353)
17 Investment Management Expenses	(10,527)	-	(10,527)	(11,289)	-	(11,289)
18 Interest Income - KeyBank	108	-	108	117	-	117
19 Net Investment Activity	(319,113)	-	(319,113)	40,240	-	40,240
20 Net Revenues	(879,904)	1,581,176	701,272	(113,085)	140,898	27,813

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

	A	B	C	D	E	F
	Month Ended May 31, 2022			Month Ended May 31, 2021		
	Administrative	Vaccine Other Expenses	Total	Administrative	Vaccine	Total
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)	4,934	-	4,934	6,328	-	6,328
25 Clearinghouse Intake Processing (Avality, Zelis)	2,437	-	2,437	6,921	-	6,921
26 Lockbox Fees	3,826	-	3,826	4,983	-	4,983
27 CollaborateMD	-	-	-	194	-	194
28 Total Direct Processing Costs	80,378	-	80,378	83,857	-	83,857
29						
30 Executive Director Costs and Related Support Fees						
31 Executive Director Salary	18,210	-	18,210	17,510	-	17,510
32 Payroll Taxes	1,553	-	1,553	1,494	-	1,494
33 Leased Employee per Check Fee	195	-	195	195	-	195
34 Executive Director Travel and Lodging, Education, and Other	1,836	-	1,836	2,499	-	2,499
35 Technology Support (Desktop and Telephony)	335	-	335	335	-	335
36 Total Executive Director Costs and Related Support Fees	22,129	-	22,129	22,033	-	22,033
37						
38 Provider and Payer Education and Outreach						
39 Provider Education Materials, Development and Printing	14,117	-	14,117	5,438	-	5,438
40 Postage	1,708	-	1,708	-	-	-
41 Website and Information Technology	2,280	-	2,280	-	-	-
42 Technical Consultant - Margaret Lane	-	-	-	1,628	-	1,628
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	18,105	-	18,105	7,066	-	7,066
49						
50 Administrative Costs						
51 Legal Counsel	2,471	-	2,471	6,920	-	6,920
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	434	-	434	407	-	407
58 Rent, ELM and Storage Facility	378	-	378	-	-	-
59 Other Admin Support Provided by Lessor	-	-	-	-	-	-
60 Board Retreat and Meetings	-	-	-	-	-	-
61 Insurance	-	-	-	-	-	-
62 Cyber Liability	-	-	-	-	-	-

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F
	Month Ended May 31, 2022			Month Ended May 31, 2021		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
63 Directors and Officers	-	-	-	-	-	-
64 General Liability	-	-	-	-	-	-
65 Total Administrative Costs	3,282	-	3,282	7,327	-	7,327
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	-	-	-	1,750	-	1,750
74 Human Resources and Governance	3,600	-	3,600	-	-	-
Total Other Discretionary Expenditures	8,850	-	8,850	7,000	-	7,000
75 Total Administrative Expenses	132,745	-	132,745	127,283	-	127,283
76 Total Change in Unrestricted Net Assets	\$ (1,012,649)	\$ 1,581,176	\$ 568,527	\$ (240,368)	\$ 140,898	\$ (99,470)

Washington Vaccine Association
Administrative Budget Status
For Month of May 31, 2022

	A Approved Budget	B Actual May 31, 2022	C Budget Variance
1 Direct Processing Costs			
2 Helms & Company	\$ 69,182	\$ 69,182	\$ -
3 Lockbox Image Conversion and Clearinghouse Intake (OrboGraph)	9,428	4,934	4,494
4 Clearinghouse Intake Processing (Availity, Zelis)	2,033	2,437	(404)
5 Lockbox Fees	3,750	3,826	(76)
6 CollaborateMD	-	-	-
7 Total Direct Processing Costs	84,393	80,378	4,015
8 Executive Director Costs and Related Support Fees			
9 Executive Director Salary	18,039	18,210	(171)
10 Payroll Taxes	1,497	1,553	(56)
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	25,731	20,294	5,437
15 Provider and Payer Education and Outreach			
16 Provider Education Materials, Development and Printing	3,720	14,117	(10,397)
17 Postage	1,667	1,708	(41)
18 Website and Information Technology	1,250	2,280	(1,030)
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	18,105	(10,467)
26 Administrative Costs			
27 Legal Counsel	8,000	2,471	5,529
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	10,611	14
33 Office Supplies and Equipment	450	434	16
34 Rent, ELM and Storage Facility	150	378	(228)
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	13,894	7,123
42 Other Discretionary Expenditures			
43 Conversion/Implementation Cost	-	-	-
44 Executive Director and Other Contractor Bonus	-	-	-
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	-	3,600	(3,600)
	7,250	5,250	2,000
49 Total Budget	146,029	137,921	8,108

Washington Vaccine Association
Administrative Budget Status
For the Quarter Ending May 31, 2022

	A Approved Budget	B Actual May 31, 2022	C Budget Variance
1 Direct Processing Costs			
2 Helms & Company	\$ 138,364	\$ 138,364	\$ -
3 Lockbox Image Conversion and Clearinghouse Intake (OrboGraph)	18,856	10,198	8,658
4 Clearinghouse Intake Processing (Availity, Zelis)	4,066	5,509	(1,443)
5 Lockbox Fees	7,500	7,941	(441)
6 CollaborateMD	-	-	-
7 Total Direct Processing Costs	168,786	162,012	6,774
8 Executive Director Costs and Related Support Fees			
9 Executive Director Salary	36,078	36,421	(343)
10 Payroll Taxes	2,994	3,107	(113)
11 Leased Employee per Check Fee	780	390	390
12 Executive Director Travel and Lodging, Education, and Other	11,166	1,836	9,330
13 Technology Support (Desktop and Telephony)	834	670	164
14 Total Executive Director Costs and Related Support Fees	51,852	42,423	9,429
15 Provider and Payer Education and Outreach			
16 Provider Education Materials, Development and Printing	7,440	23,511	(16,071)
17 Postage	3,334	1,708	1,626
18 Website and Information Technology	2,500	4,560	(2,060)
19 Technical Consultant - Margaret Lane	834	-	834
20 Conferences and Education Sessions, Including Travel and Meals	-	-	-
21 Provider Office Training Sessions, Including Travel and Meals	834	-	834
22 Advertising and Sponsorships	334	-	334
23 Hospitality	-	-	-
24 Subcontractor Assistance	-	-	-
25 Total Provider and Payer Education and Outreach	15,276	29,779	(14,503)
26 Administrative Costs			
27 Legal Counsel	16,000	11,313	4,687
28 Audit Fees	-	-	-
29 Government Relations, Including Travel, Meals, and Consultants	834	-	834
30 Registered Agent Fee	-	-	-
31 Bank Fees	-	-	-
32 Investment Management Fees	21,250	21,139	111
33 Office Supplies and Equipment	900	480	420
34 Rent, ELM and Storage Facility	300	378	(78)
35 Other Admin Support Provided by Lessor	84	-	84
36 Board Retreat and Meetings	2,666	-	2,666
37 Insurance			
38 Cyber Liability	-	250	(250)
39 Directors and Officers	-	-	-
40 General Liability	-	-	-
41 Total Administrative Costs	42,034	33,560	8,474
42 Other Discretionary Expenditures			
43 Conversion/Implementation Cost	-	-	-
44 Executive Director and Other Contractor Bonus	-	-	-
45 Denied Claims Recovery Expenses	10,500	10,500	-
46 Direct Healthcare Practices Operations	4,000	-	4,000
47 Covid-19 Expenses	-	-	-
48 Total Other Discretionary Expenditures	-	12,000	(12,000)
	14,500	10,500	4,000
49 Total Budget	292,448	278,274	14,174

Washington Vaccine Association
Administrative Budget Status
For Eleven Months Ended May 31, 2022

	A Approved Budget	B Actual May 31, 2022	C Budget Variance
1 Direct Processing Costs			
2 Helms & Company	\$ 761,002	\$ 761,002	\$ -
3 Lockbox Image Conversion and Clearinghouse Intake (OrboGraph)	103,708	65,571	38,137
4 Clearinghouse Intake Processing (Avality, Zelis)	22,363	26,814	(4,451)
5 Lockbox Fees	41,250	43,403	(2,153)
6 CollaborateMD	-	-	-
7 Total Direct Processing Costs	928,323	896,790	31,533
8 Executive Director Costs and Related Support Fees			
9 Executive Director Salary	198,429	196,360	2,069
10 Payroll Taxes	12,079	14,484	(2,405)
11 Leased Employee per Check Fee	2,535	2,145	390
12 Executive Director Travel and Lodging, Education, and Other	61,413	7,458	53,955
13 Technology Support (Desktop and Telephony)	4,587	5,435	(848)
14 Total Executive Director Costs and Related Support Fees	279,043	225,882	53,161
15 Provider and Payer Education and Outreach			
16 Provider Education Materials, Development and Printing	40,920	32,785	8,135
17 Postage	18,337	1,748	16,589
18 Website and Information Technology	13,750	8,585	5,165
19 Technical Consultant - Margaret Lane	4,587	1,674	2,913
20 Conferences and Education Sessions, Including Travel and Meals	-	715	(715)
21 Provider Office Training Sessions, Including Travel and Meals	4,587	-	4,587
22 Advertising and Sponsorships	1,837	-	1,837
23 Hospitality	-	300	(300)
24 Subcontractor Assistance	-	-	-
25 Total Provider and Payer Education and Outreach	84,018	45,807	38,211
26 Administrative Costs			
27 Legal Counsel	88,000	77,654	10,346
28 Audit Fees	15,000	15,540	(540)
29 Government Relations, Including Travel, Meals, and Consultants	4,587	-	4,587
30 Registered Agent Fee	150	-	150
31 Bank Fees	-	-	-
32 Investment Management Fees	116,875	125,746	(8,871)
33 Office Supplies and Equipment	4,950	2,157	2,793
34 Rent, ELM and Storage Facility	1,650	378	1,272
35 Other Admin Support Provided by Lessor	462	-	462
36 Board Retreat and Meetings	14,663	-	14,663
37 Insurance			
38 Cyber Liability	11,865	13,855	(1,990)
39 Directors and Officers	41,050	47,785	(6,735)
40 General Liability	1,500	1,390	110
41 Total Administrative Costs	300,752	284,505	(6,307)
42 Other Discretionary Expenditures			
43 Conversion/Implementation Cost	-	-	-
44 Executive Director and Other Contractor Bonus	32,471	27,316	5,155
45 Denied Claims Recovery Expenses	57,750	57,750	-
46 Direct Healthcare Practices Operations	22,000	-	22,000
47 Covid-19 Expenses	-	-	-
48 Total Other Discretionary Expenditures	-	18,800	(18,800)
49 Total Budget	1,704,357	1,538,049	166,308

Washington Vaccine Association
Notes to Financial Statements
For the Month Ended May 31, 2022

Balance Sheet

Lines 2 and 4. Cash decreased in May by approximately \$768,000. Total cash and investments at month end are approximately \$56 million as compared to the budgeted cash position of \$43 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 June 2022 replenishment of vaccines. The amount includes the administrative fee of 1.4% which equaled \$83,250 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 May. 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 May 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 May.

Line 10. The amount reported as DOH Cost Recovery Admin Charge is the amount requested by the DOH for administrative expenses incurred in April. It was paid with the June 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 June result in additional assessment revenue or refunds attributable to the current fiscal year that June or June not be related to the current fiscal year.

Provider Compliance Update (June 16, 2022)

- Process in place to conduct outreach to all new providers enrolled by the DOH
- High volume practice outreach calls (E.g., Virginia Mason, Franciscan, Swedish, Allegro, Multicare, Seattle Children's)
 - Strengthened relationships
 - Determined private market purchases
 - Confirmed and/or requested corrected billing practices
 - Additional recoveries in progress
- Need to determine strategy for direct care practices and other entities who do not bill private insurance

CY2022 Goals Updated 2022.05.16

WORKSTREAM	Q1 CY2022	Q2 CY2022	Q3 CY2022	Q4 CY2022
GOVERNANCE	<ul style="list-style-type: none"> • Hire HR 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	✓	Maintain ERA (93 ¹ %) and ACH (94%) Volumes (Actual = 94% and 95%)	•	Maintain ERA (93%) and ACH (94%) Volumes	•	Maintain ERA (93%) and ACH (94%) Volumes	•	Maintain ERA (93%) and ACH (94%) Volumes
	✓	Quarterly Policies and Procedures Maintenance Updates	•	Quarterly Policies and Procedures Maintenance Updates	•	Quarterly Policies and Procedures Maintenance Updates	•	Quarterly Policies and Procedures Maintenance Updates
Finance	✓	Ongoing Payer Database Maintenance	✓	Ongoing Payer Database Maintenance	•	Ongoing Payer Database Maintenance	•	Ongoing Payer Database Maintenance
	✓	FY2023 Grid and FY2023 Budget Development / Set Grid Targets	✓	Annual Audit Preparation	•	Annual Contractor Performance Review	•	Annual Audit Performed
			✓	FY2023 Grid and FY2023 Budget Approval	•	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