

What: Executive Committee Agenda  
When: December 8, 2022; 9-10 a.m. PT  
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](mailto: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:
9:00-9:05 am			1. Welcome & Introductions a) Notice of Meeting Recording	J. Zell / C. Murphy
9:05-9:10 am	*	Pg. 3-4	2. Calendar Consent Items a) Approve August 18, 2022 Meeting Minutes	C. Murphy
9:10-9:35 am	* *  * *	Pg. 5-10 Pg. 11-12  Pg. 13-14 Pg. 15-16	3. ED/AD Updates a) Provider Liaison Update b) COVID Roll-out Update c) Financial Procedures i. Vote to Approve Financial Controls Procedure Change d) 2022 Quarterly Goals Update e) 2023 Goals Review i. Vote to Approve 2023 WVA Quarterly Goals	P. Miller / J. Zell
9:35-10:00 am			[Executive Session- Board members, AD/ED, & Outside Counsel only]	
10:00 am			Closing	C. Murphy

\*Indicates agenda item attached

**December 8, 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 October 17, 2022 meeting minutes.

[To approve October 17, 2022 meeting minutes.]

**Items under Agenda Section 3:**

VOTED: To approve financial controls procedure change.

[To approve financial controls procedure change.]

VOTED: To approve 2023 WVA Quarterly Goals.

[To approve 2023 WVA Quarterly Goals.]

**Washington Vaccine Association  
Executive Committee Meeting  
August 18, 2022, 2:30-3:30 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>	20	Julia G. Zell, MA., Esq., Executive Director
Chad Murphy, PharmD, Premera, Chair,	21	
Beth Harvey, MD, South Sound Pediatrics,	22	<u>Helms &amp; Company, Inc.</u>
Vice Chair	23	Patrick Miller, MPH, WVA Administrative
John Sobeck, MD, Regence, Treasurer	24	Director
	25	Ashley Ithal, MPH, Senior Consultant
Absent:	26	
Ed Marcuse, MD, Emeritus Professor of	27	<u>Others:</u>
Pediatrics, Secretary	28	Anne Redman, Esq., Perkins Coie, Outside
	29	Counsel
<u>WVA:</u>		

**II. Summary of Actions Taken and/or Recommended**

Actions Taken (votes adopted)

- i. To approve the minutes of the June 9, 2022 Executive Committee meeting.

**III. Minutes**

Welcome & Introduction

Ms. Zell called the meeting to order at 2:34 p.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 June 9, 2022, Executive Committee meeting.**

Audit Progress Update

Mr. Allen Gilbert from Clifton, Larsen and Allen (CLA) has taken over the audit from a prior CLA employee who has resigned. Mr. Miller has confirmed that the auditor has been provided the information and the draft financial statements are expected to be delivered by the end of next week pending any other requests from the auditor.

Off-Cycle Vaccine Additions

Ms. Zell reported that per the Department of Health (DOH), Priorix and Vaxneuvance are both expected to be available on the CDC contract in September 2022. They are expected to be added to the DOH providers' order set as options in October 2022. The brand choice window is open in April and October of each year. Ms. Zell stated that the WVA will implement an off-cycle communications plan with our payers and providers this fall as these additional vaccines are added to the FY 2022-23 Assessment Grid. Mr. Miller reviewed the proposed communications process that encompasses vaccine approval through the WVA grid changes. He stated that these off-cycle vaccine additions will be a good test for when COVID vaccines are added to the Grid.

Dr. Harvey provided an update from a recent joint meeting of the American Associated Pharmacies (AAP) and the DOH whereby recommendations were made to allow children ages 4 and up to be able to receive vaccines at retail pharmacies. There was discussion regarding the impact to the WVA from a communications and actuarial perspective. Mr. Miller stated that it might also lead to higher payer costs in the retail model.

67 COVID Planning

68 Ms. Zell provided an overview of options for COVID vaccine planning. Options include the WVA floating all  
69 COVID vaccine costs for a certain time, setting a ceiling on the DBA amount based off of federal government  
70 existing purchasing, or setting a uniform blended price across all COVID vaccines. The Committee engaged in  
71 discussion about these options and agreed that implementing a blended price and assessing payers at during the  
72 next WVA assessment period cycle would be simplest approach.  
73

74 Financials

75 Mr. Miller provided an overview of the WVA financial position as of July 31, 2022. The WVA began to burn  
76 down cash as forecasted. In July we saw the outflow of funds to the DOH at a higher level than receipts.  
77 Additionally, the July administrative budget-to-actuals show that the WVA's administrative expenses are  
78 running below budget.  
79

80 Mr. Miller reported that the DOH is expected to provide updated fund source split projections in September  
81 2022. Depending on the DOH's analysis, the WVA will either see in an increase or a decrease in the proportion  
82 of funds that the DOH asks for monthly. It is expected that the WVA will be provided with a set of projections  
83 prior to the normal receipt in November.  
84

85  
86 The public meeting was adjourned at 3:01 p.m., and the Committee transitioned to Executive Session.  
87

88 **IV. Executive Session.** Confidential.  
89

90 **V. Closing.** The meeting concluded at 3:30 p.m.  
91



*Ensuring Funds for Childhood Vaccines*

# COVID Implementation Plan Overview

## Executive Committee Meeting December 8, 2022

Confidential and Proprietary © 2022



# COVID Planning Efforts

## Knowns

- ✓ ACIP voted on 10/19/2022 to add COVID vaccines to the VFC program
- ✓ CDC directive to add COVID vaccines to the VFC contracts
- ✓ By the end of Q2 2023, the federal government will no longer pay for COVID vaccines
- ✓ Board and Operations Committee resolutions required
- ✓ Sufficient cash reserves
- ✓ Significant communications efforts required

## Unknowns

- Firm dates:
  - CDC contract price release to develop blended assessment amount
  - Vaccine Grid effective date
  - Inventory transition dates by vaccine
- What the provider network will look like / pharmacy role
- Uptake rates given vaccine approval status, existing coverage, and hesitancy
- How existing, Federal vaccine inventory will be handled
- How waste will be accounted for
- How many providers will administer COVID vaccines that are not in the current WA DOH provider network

# COVID Planning Efforts (Cont.)

## Plan Details: Operations and Finance

- I. Obtain WA DOH projections (quantity and \$ amounts)
- II. Establish *WVA Vaccine Grid* amounts based upon CDC contract; model a single assessment amount for all COVID vaccines
- III. Update the financial model based upon projections
- IV. Develop a standalone *COVID Assessment Grid*
- V. Develop post-implementation compliance plan
- VI. Update code sets in IT platforms



# COVID Planning Efforts (Cont.)

## Plan Details: Communications

- I. Develop core messaging / unified lexicon
- II. Stakeholder support
  - I. [compliance@wavaccine.org](mailto:compliance@wavaccine.org) payer inquiries
  - II. [covid@wavaccine.org](mailto:covid@wavaccine.org) for provider inquiries
  - III. Dedicated web page on [www.wavaccine.org/covid](http://www.wavaccine.org/covid)
- III. Payer physical and electronic mailings
- IV. Coordinated rollout with WA DOH on provider physical and electronic mailings
- V. Add to OneHealthPort's home page (existing partnership)





**MARK YOUR  
CALENDARS**

# NOTICE: COVID VACCINE ADDITION

On Month 15, 2023 COVID vaccines will be privatized and no longer paid for by the Federal government. COVID vaccines will be added to the WVA Assessment Grid and they will be billed like all other state-supplied CVP vaccines for commercially insured patients.

There will be a new, COVID-specific WVA Assessment Grid coming soon.

Need help? Go to [www.wavaccine.org/COVID](http://www.wavaccine.org/COVID).



## Vaccine Assessment Grid

WVA Assessment Amount per dose from 07/01/2021 to 06/30/2022	For Reference: CDC Private Sector Cost/Dose 04/01/2022	WVA Assessment Amount per dose as from 07/01/2022 to 06/30/2023	Percent Change 07/01/2021 to 07/01/2022
\$97.88	\$130.82	\$97.88	0.0%
\$41.93	\$57.22	\$41.93	0.0%
	\$58.36		
\$83.38	\$139.82	\$83.38	0.0%
\$61.94	\$106.18	\$61.94	0.0%
\$18.63	\$34.15	\$18.63	0.0%
	\$37.03		
\$59.59	\$0.00	\$59.59	0.0%

## GET READY

### NOW

Notify/prepare staff and make sure your billing systems are COVID-ready!

An updated WVA Assessment Grid will be available soon at [wavaccine.org/COVID](http://wavaccine.org/COVID).



## IT'S GO TIME

### Month 15, 2023

Your billing systems for COVID vaccines should be in place by Month 15, 2023.

Update your fee schedules with the WVA Assessment Grid amounts corresponding to the COVID vaccines.



## QUESTIONS?

Visit WVA online at [wavaccine.org/COVID](http://wavaccine.org/COVID).

[info@wavaccine.org](mailto:info@wavaccine.org)

Ph: 888-928-2224

Fx: 888-928-2242



[www.doh.wa.gov/cvp](http://www.doh.wa.gov/cvp)

Email: [WACHildhoodVaccines@doh.wa.gov](mailto:WACHildhoodVaccines@doh.wa.gov)

Ph 360-236-2VAX

## Financial Control Procedures

### Electronic Transaction Approvals

As part of automation efforts and development of increased financial controls, this document describes the WVA's financial procedures. It was initially developed in June 2020. These procedures are in accordance with the WVA's Plan of Operation.

#### Background:

1. In the Washington Vaccine Association's Plan of Operation dated September 20, 2021, Article IV.D states: "**Bank Accounts.** Money and marketable securities shall be kept in bank accounts and investment accounts as approved by the Board. The Association shall deposit receipts and make disbursements from these accounts. All bank accounts/checking accounts shall be established in the name of the Association and shall be approved by the Board members. Authorized check signers shall be approved by the Board."
2. There are multiple control points in place to ensure that all financial transactions are authorized, generated, and documented. These points have been consistently reviewed by the WVA's auditor who prepares the annual financial statements and the governance letters to the Board and Management.
  - a. In the Washington Vaccine Association's current Plan of Operation dated September 20, 2021, Exhibit A states: "**Bank and Investment Statements.** Reconciled bank statements will be sent to the Finance Committee fifteen (15) business days after the close of each month. Investment statements will be sent to the Finance Committee within fifteen (15) business days after the close of each quarter. Both the reconciled bank statements and the investment statements shall be made available upon request to all Board members.
  - b. A Board vote taken on November 8, 2018 provided specific authorizations for the Executive Director: "To authorize the ED to renew, approve, and authorize all routine WVA financial transactions including but not limited to refund checks, imprest account transactions, board-authorized contractor invoices, and insurance premiums.
  - c. WVA's banking institution facilitates electronic ACH transactions that support a digital audit log stating which person initiated the transaction and which person released (approved) the transaction.
    - i. All banking transactions when possible have been changed from paper to electronic transactions. This includes incoming ACH payments to the WVA from payers and outgoing ACH payments to WVA vendors (e.g., legal, insurance, auditor, Administrator, etc.).
    - ii. The WVA's Executive Director, who is an employee of the WVA, serves as an additional financial control by electronically releasing (approving) all ACH payment transactions. If the Executive Director is not available, specific Board members can release the ACHs. Controls for outgoing ACH payments include all invoices being approved via email by the Executive Director and the ACH itself is released by the Executive Director. There is a digital transaction record retained in the KeyBank ACH transaction module. Records in the ACH module cannot be changed once complete.
    - iii. Several vendors support an auto-debit method of payment (e.g., payroll, EDI transaction fees), and an electronic receipt for these debits is retained.
  - d. Given the authorization by the Board in 2.a. above, the Executive Director has provided approval for the Administrator to sign payer refund checks. Additional Board approval was

given on June 25, 2020 for the Executive Director and Administrator to prepare and issue refund checks without limit. To date, it has not been possible for the carriers to receive refund payments by ACH. The Administrator completes a weekly check run for payer refunds. Each check has supporting documentation.

- e. The Finance Committee members and the Board Chair receive monthly bank account reconciliations along with the unaudited financial statements provided by the Administrator.

**February 23, 2023 Board Approved Financial Policies:**

On February 23, 2023, the Board voted to adopt the following approvals and updates:

1. For payment of administrative expenses in amounts consistent with the budget approved by the Board of Directors, the Administrator may initiate an ACH payment in lieu of a paper check to the payee, and the payment will be released (approved) via the banking institution's web portal by the Executive Director, the Board Chair, the Finance Committee Chair, or a Board Executive Committee Member.
2. For payment of administrative expenses in amounts consistent with the budget approved by the Board of Directors that require a check in lieu of ACH, the Administrator may sign the check for amounts up to \$10,000. Checks over \$10,000 require a secondary signature by the Executive Director or an authorized Board member.
3. For payment of the monthly, WA Department of Health funds transfer request, the Administrator initiates the wire transfer, it is approved electronically by the Executive Director, the Board Chair, the Finance Committee Chair, or a Board Executive Committee Member and documented within the banking institution's wire transfer module.
4. For bi-directional transfers between the investment accounts and the banking institution, requests to initiate the transfer between institutions are made via email by the Administrator and approved telephonically or by email by the Executive Director.
5. WVA's Executive Director's properly documented expense reimbursements will be sent to the Board Chair or the Finance Committee Chair for approval. The electronic or verbal approval from the Board Chair or the Finance Committee Chair will be sent to the Administrator, and the Administrator will initiate an ACH payment and the Executive Director will release (approve) the ACH payment via the banking institution's web portal. For other WVA employees, the Executive Director reviews and approves the expense report, sends it to the Administrator to initiate the ACH payment, and the Executive Director releases the ACH payment via the banking institution's web portal.

# # #

Initially Approved by the Board June 25, 2020
Executive Committee Approval December 8, 2022
For Board Approval February 23, 2023

**CY2022 Goals**  
**Updated 2022.11.21**

WORKSTREAM	Q1 CY2022	Q2 CY2022	Q3 CY2022	Q4 CY2022
<b>GOVERNANCE</b>	<ul style="list-style-type: none"> <li>✓ Hire HR Governance Consultant</li> <li>✓ Develop Consultant Work Plan</li> <li>✓ Engage Work Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Board Retreat</li> <li>✓ Engage Work Plan</li> </ul>	<ul style="list-style-type: none"> <li>✓ Engage Work Plan</li> <li>✓ HR Policies Drafted</li> </ul>	<ul style="list-style-type: none"> <li>✓ HR Policies Approved</li> <li>✓ Election of Officers and Committee Chairs</li> <li>✓ Set CY2023 Meeting Schedule</li> <li>✓ Publish Annual Report</li> <li>• Set CY2023 Annual Goals</li> </ul>
<b>COMPLIANCE - PAYER</b>	<ul style="list-style-type: none"> <li>✓ Payer – Second Tier Compliance Review</li> <li>✓ Update Payer Check List</li> </ul>	<ul style="list-style-type: none"> <li>✓ Payer – Second Tier Compliance Review</li> </ul>	<ul style="list-style-type: none"> <li>✓ Payer – Second Tier Compliance Review</li> </ul>	<ul style="list-style-type: none"> <li>✓ Payer – Second Tier Compliance Review</li> </ul>
<b>COMPLIANCE - PROVIDER</b>	<ul style="list-style-type: none"> <li>✓ Revise Payer and Provider Guide &amp; Provider Check List</li> <li>✓ Revise DOH Provider Agreement</li> <li>✓ Partner with DOH on Non-Billing Practices</li> <li>✓ Maintain TIN Crosswalk with DOH Assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Work with DOH to Add TIN to Annual Provider Survey</li> <li>✓ Partner with DOH on Non-Billing Practices</li> <li>✓ Other WVA-DOH Joint Projects</li> <li>• Maintain TIN Crosswalk with DOH Assistance</li> </ul>	<ul style="list-style-type: none"> <li>✓ Partner with DOH on Non-Billing Practices</li> <li>✓ Other WVA-DOH Joint Projects – COVID/Fund Source Split</li> <li>• Maintain TIN Crosswalk with DOH Assistance</li> </ul>	<ul style="list-style-type: none"> <li>✓ Partner with DOH on Non-Billing Practices</li> <li>✓ Other WVA-DOH Joint Projects</li> <li>• Maintain TIN Crosswalk with DOH Assistance</li> </ul>
<b>COMMUNICATIONS - GENERAL</b>	<ul style="list-style-type: none"> <li>✓ Explore Interactive Web Presence</li> <li>✓ Monitor and Update Web and Print Content as Needed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Monitor and Update Web and Print Content as Needed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Monitor and Update Web and Print Content as Needed</li> </ul>	<ul style="list-style-type: none"> <li>✓ Monitor and Update Web and Print Content as Needed</li> </ul>
<b>COMMUNICATIONS - PAYER</b>	<ul style="list-style-type: none"> <li>✓ See Compliance Workstream</li> </ul>	<ul style="list-style-type: none"> <li>✓ Statutory Letter / Vaccine Grid Mailing</li> <li>✓ Distribute Payer Check List with Statutory Mailing See Compliance Workstream</li> </ul>	<ul style="list-style-type: none"> <li>✓ See Compliance Workstream</li> </ul>	<ul style="list-style-type: none"> <li>✓ See Compliance Workstream</li> </ul>
<b>COMMUNICATIONS - PROVIDER</b>	<ul style="list-style-type: none"> <li>✓ Partner with DOH on Provider Communications</li> </ul>	<ul style="list-style-type: none"> <li>✓ FY2023 Vaccine Grid Mailing</li> <li>✓ Revise and Send Provider Checklist</li> <li>✓ Partner with DOH on Provider Communications</li> </ul>	<ul style="list-style-type: none"> <li>✓ Partner with DOH on Provider Communications</li> </ul>	<ul style="list-style-type: none"> <li>✓ Partner with DOH on Provider Communications</li> </ul>

Legend: Blue = Board Task; Gray = Complete; Purple = In progress; Orange = On hold; Red = Behind schedule

Operations	✓	Maintain ERA (93 <sup>1</sup> %) and ACH (94%) Volumes ( <b>Actual = 94% and 95%</b> )	✓	Maintain ERA (93%) and ACH (94%) Volumes ( <b>Actual = 95% and 96%</b> )	✓	Maintain ERA (93%) and ACH (94%) Volumes ( <b>Actual = 96% and 96%</b> )	•	Maintain ERA (93%) and ACH (94%) Volumes ( <b>Actual = x% and y%</b> )
	✓	Quarterly Policies and Procedures Maintenance Updates	✓	Quarterly Policies and Procedures Maintenance Updates	✓	Quarterly Policies and Procedures Maintenance Updates	✓	Quarterly Policies and Procedures Maintenance Updates
	✓	Ongoing Payer Database Maintenance	✓	Ongoing Payer Database Maintenance	✓	Ongoing Payer Database Maintenance	✓	Ongoing Payer Database Maintenance
Finance	✓	FY2023 Grid and FY2023 Budget Development / Set Grid Targets	✓	Annual Audit Preparation	✓	Annual Audit Performed		
			✓	FY2023 Grid and FY2023 Budget Approval	✓	Annual Review of Banking Account Authorizations / Access Privileges		

<sup>1</sup> 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.

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**CY2023 Goals**  
**Drafted 2022.11.21**

WORKSTREAM	Q1 CY2023	Q2 CY2023	Q3 CY2023	Q4 CY2023
<b>GOVERNANCE</b>	<ul style="list-style-type: none"> <li>Plan Board Retreat</li> <li>Board Member Recruitment Process</li> </ul>	<ul style="list-style-type: none"> <li>Board Retreat (6/15)</li> </ul>	<ul style="list-style-type: none"> <li>Retreat Follow Up</li> <li>Define Board Officer Roles</li> </ul>	<ul style="list-style-type: none"> <li>Election of Officers and Committee Chairs</li> <li>Set CY2024 Meeting Schedule</li> <li>Vote to Publish Annual Report</li> <li>Set CY2024 Annual Goals</li> <li>Set ED CY2024 Stretch Goals</li> </ul>
<b>COMPLIANCE - PAYER</b>	<ul style="list-style-type: none"> <li>Spot Checks</li> <li>Determine Any Payer Check List Changes</li> </ul>	<ul style="list-style-type: none"> <li>Spot Checks</li> </ul>	<ul style="list-style-type: none"> <li>Spot Checks</li> <li>July 1 and COVID Grid Adherence Checks</li> </ul>	<ul style="list-style-type: none"> <li>Spot Checks</li> <li>July 1 and COVID Grid Adherence Checks (Cont.)</li> </ul>
<b>COMPLIANCE - PROVIDER</b>	<ul style="list-style-type: none"> <li>Determine Any Provider Check List Changes</li> <li>Support DOH's Direct Care Practices Analysis</li> <li>Stakeholder Relations Liaison Hired</li> </ul>	<ul style="list-style-type: none"> <li>Co-Branded DOH Provider Education Webinar</li> <li>Other WVA-DOH Joint Projects</li> <li>Direct Care Practice Policy Implementation</li> <li>Stakeholder Relations Liaison Internal Onboarding and Plan Setting</li> </ul>	<ul style="list-style-type: none"> <li>Other WVA-DOH Joint Projects</li> <li>Stakeholder Relations Liaison Plan Implementation</li> </ul>	<ul style="list-style-type: none"> <li>Other WVA-DOH Joint Projects</li> <li>Ensure Settlement Report Providers Adhere to DBA Process</li> </ul>
<b>COMMUNICATIONS - GENERAL</b>	<ul style="list-style-type: none"> <li>Monitor and Update Web and Print Content as Needed</li> <li>COVID Grid (Placeholder)</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and Update Web and Print Content as Needed</li> <li>COVID Grid (Placeholder)</li> <li>Update Off-Cycle New Vaccine Plan</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and Update Web and Print Content as Needed</li> <li>Annual Report Development</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and Update Web and Print Content as Needed</li> <li>Annual Report Completed and Posted</li> </ul>
<b>COMMUNICATIONS - PAYER</b>	<ul style="list-style-type: none"> <li>See Compliance Workstream</li> <li>Potential Mailings Beyond COVID</li> </ul>	<ul style="list-style-type: none"> <li>FY2024 Statutory Letter / Vaccine Grid Mailing</li> </ul>	<ul style="list-style-type: none"> <li>See Compliance Workstream</li> </ul>	<ul style="list-style-type: none"> <li>See Compliance Workstream</li> </ul>
<b>COMMUNICATIONS - PROVIDER</b>	<ul style="list-style-type: none"> <li>Partner with DOH on Provider Communications Potential Mailings Beyond COVID</li> </ul>	<ul style="list-style-type: none"> <li>FY2024 Vaccine Grid Mailing</li> <li>Partner with DOH on Provider Communications</li> </ul>	<ul style="list-style-type: none"> <li>Partner with DOH on Provider Communications</li> </ul>	<ul style="list-style-type: none"> <li>Partner with DOH on Provider Communications</li> </ul>

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<b>Operations</b>	<ul style="list-style-type: none"> <li>Maintain ERA (93<sup>1</sup>%) and ACH (94%) Volumes</li> <li>Quarterly Policies and Procedures Maintenance Updates</li> <li>Ongoing Payer Database Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Maintain ERA (93%) and ACH (94%) Volumes</li> <li>Quarterly Policies and Procedures Maintenance Updates</li> <li>Ongoing Payer Database Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Maintain ERA (93%) and ACH (94%) Volumes</li> <li>Quarterly Policies and Procedures Maintenance Updates</li> <li>Ongoing Payer Database Maintenance</li> <li>Annual Contractor Performance Review</li> </ul>	<ul style="list-style-type: none"> <li>Maintain ERA (93%) and ACH (94%) Volumes</li> <li>Quarterly Policies and Procedures Maintenance Updates</li> <li>Ongoing Payer Database Maintenance</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>FY2024 Grid and FY2024 Budget Development / Set Grid Targets</li> <li>Evaluate Reserve Targets</li> </ul>	<ul style="list-style-type: none"> <li>Annual Audit Preparation</li> <li>FY2024 Grid and FY2024 Budget Approval</li> <li>Monitor Reserve Targets</li> </ul>	<ul style="list-style-type: none"> <li>Annual Audit Performed</li> <li>Annual Audit Approved</li> <li>Annual Review of Banking Account Authorizations / Access Privileges</li> <li>Monitor Reserve Targets</li> </ul>	<ul style="list-style-type: none"> <li>Monitor Reserve Targets</li> </ul>

<sup>1</sup> 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.

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