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**Washington Vaccine Association
Board of Directors Meeting
November 3, 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

Chad Murphy, PharmD, Premera, <i>Chair</i>	<u>Helms & Company, Inc.</u>
Beth Harvey, MD, South Sound Pediatrics, <i>Vice Chair</i>	Patrick Miller, MPH, WVA, Administrative Director
Ed Marcuse, MD, MPH, FPIDS, University of Washington, <i>Secretary</i>	Ashley Ithal, MPH, WVA, Program Support
John Sobeck, MD, MBA, Regence Blue Shield, <i>Treasurer</i>	Lisa White, MS, JD, Customer and Financial Support Specialist
Helen Chea, MD, Molina	Leslie Walker, CPA, Mason+Rich, PA
John Dunn, MD, MPH, Kaiser Permanente	
Kara Manley, United Healthcare	<u>Others</u>
Randy Parker, Northwest Carpenters Trust	Anne Redman, Esq., Perkins Coie
Michele Roberts, MPH, MCHES, Washington Department of Health	Rick Hourigan, MD, Cigna
	Jennifer Olsen, OneDigital
	Jamilia Sherls-Jones, Washington Department of Health
	Janel Jorgenson, Washington Department of Health

WVA
Julia Walter Zell, MA., Esq., Executive Director

II. Summary of Actions Taken and/or Recommended

Actions Taken (votes adopted)

- i. To approve the minutes of the June 16, 2022, Board Meeting
- ii. To approve the 2023 WVA officer slate and committee chairs as presented to the Board
- iii. To ratify the action of the Finance Committee in adopting and authorizing publication of the 2021-22 Audited Financial Statements and independent auditor's report
- iv. To approve the 2021-22 WVA Annual Report as presented to the Board
- v. To approve the WVA Payer Look Back Policy as presented
- vi. To approve the addition of Priorix to the WVA Assessment Grid at \$24.14 and Vaxneuvance to the WVA Assessment Grid at \$165.52, both of which are 2% above the CDC contact prices
- vii. To approve the adoption of the WVA COVID Roll-out Plan
- viii. To approve the addition of any pediatric COVID vaccine added to the Washington Childhood Vaccination Program to the WVA Assessment Grid at a blended assessment amount, TBD

III. Minutes

Welcome and Introductions

Mr. Murphy called the meeting to order at 2:03 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 and thanked the Board for their contributions over the last year.

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 June 16, 2022 Board Meeting.

Ms. Zell reviewed the proposed board terms and committee assignments for 2023. Mr. Murphy asked for a motion to approve the reappointment of officers and committee chairs. Mr. Parker requested his organization name be changed to Northwest Carpenters Trust; no other edits were requested. Ms. Roberts acknowledged and thanked Mr. Murphy for his efforts over the past year as the Chair of the Board. Upon motion duly made and seconded, it was unanimously

70 **VOTED: To approve the 2023 WVA officer slate and committee chairs as presented to the**
71 **Board with the change suggested by Mr. Parker.**

72 **IV. Financial Update**

73 Financial Statements

74
75 Ms. Walker reported that the WVA remains in a strong cash position, ending the month of September with \$45.3
76 million in cash. Ms. Walker reported that this is less cash than expected which is likely due to a delay in assessment
77 revenues related to influenza and back to school vaccines. She stated that there is not enough historical data to indicate
78 precisely why the drop in assessment revenues occurred, but that collections do vary month to month.

79
80
81 Mr. Miller provided an overview of the administration budget for the quarter ending on September 30, 2022. Mr.
82 Miller reported that the WVA is ahead of budget, with the exception of a few categories. He reported that the WVA
83 has seen additional clearinghouse intake processing costs likely due to working with several carriers on reprocessing
84 dosage-based assessments (DBAs), but that the lockbox processing fees are down so the WVA remains within budget.
85 Mr. Miller reported that the human resource and governance budget is over by \$3,150. Ms. Zell reported that the WVA
86 is utilizing its cash liquidity account and money market account with Morgan Stanley to assure a positive return on
87 liquid cash with a current return of over 3%, which is expected to climb further.

88 Audited Financials

89 Ms. Zell reported that the 2021-22 governance letter and audited financials were found to have no material defects
90 again this year. Ms. Zell mentioned that the auditor conducted a valuation analysis of the WVA bond portfolio for the
91 first time. The valuation analysis found an immaterial difference in how Morgan Stanley evaluated the \$44 million
92 bond portfolio; the marginality of the variance demonstrated the strength of the portfolio.

93
94
95 Mr. Murphy asked for a motion to ratify the 2021-22 Audited Financial Statements. Upon motion duly made and
96 seconded, it was unanimously

97
98 **VOTED: To ratify the action of the Finance Committee in adopting and authorizing**
99 **publication of the 2021-22 Audited Financial Statements and independent auditor's**
100 **report.**

101 **V. ED/AD Updates**

102 Annual Report

103
104 Ms. Zell provided an overview of the 2021-22 Annual Report, highlighting the changes and additions from last year.
105 She explained that she included core information about the WVA's unique universal program on the front page, but
106 included more detailed and year-specific information on the back. She noted the build out of the WVA's infrastructure
107 and described improvements to the WVA's written and electronic materials as well as DOH partnership efforts. Mr.
108 Murphy asked for a motion to approve and publish the 2021-22 WVA Annual Report. Upon motion duly made and
109 seconded, it was unanimously

110
111
112 **VOTED: To approve the 2021-22 WVA Annual Report as presented to the Board.**

113 Payer Look Back Policy Discussion

114 Ms. Zell unveiled a proposed WVA policy to guide the collection of past due DBAs and the timeline for collecting
115 those payments. She explained that the policy proposed treats payer and provider errors differently. She reminded
116 the Board of the resources that were expended by the WVA, (and payers alike) to correct a specific provider issue
117 spanning multiple years. The proposed policy would limit the look back period to one year for provider-generated
118 issues and five years for payer-generated issues. Ms. Redman reminded the group that this policy can be changed or
119 modified but is meant to provide needed guidance to payers. Ms. Zell reported that once approved the policy would
120 be distributed to the payers and posted on the WVA website. Discussion ensued.

121
122
123 Mr. Murphy asked for a motion to approve the policy as written. Upon motion duly made and seconded, it was
124 unanimously

125

126 **VOTED: To approve the WVA Payer Look Back Policy.**

127

128 Off-Cycle Vaccine Additions

129 Ms. Zell provided an overview of the WVA plan for adding two, new off-cycle vaccines to the WVA Assessment
130 Grid (Grid). She reminded the Board that vaccines are added to the Grid in July of each year; however, this is the first
131 year that two new vaccines—Priorix and Vaneuvance—needed to be added off-cycle as they were added to the CDC
132 price list on November 2, 2022. Ms. Zell reported that a key part of the plan will include direct electronic
133 communications and physical mailings to payers and that this off-cycle effort will be a model for future plans to add
134 COVID vaccines and potentially other vaccines to the Grid. Mr. Miller reviewed the process for adding new vaccines
135 to the Grid and summarized planned payer and provider communications. He reported that electronic communications
136 will be distributed tomorrow, November 4, 2022. Ms. Jorgenson commented that the strategy seemed like a good one
137 moving forward and provides a path for providers to order vaccines in an expedient way that will allow for replication
138 when other off-cycle vaccines are added. Before moving to a vote, Ms. Zell requested the original, proposed votes of
139 adding the Priorix and Vaxneuvance vaccines to the Grid be modified now that the vaccines have been added to the
140 CDC contract. To that effect, Ms. Zell asked for a motion to approve the addition of Priorix and Vaxneuvance to the
141 Grid in the amounts of \$24.14 and \$165.52, respectively, effective January 1, 2023. Upon motion duly made and
142 seconded, it was unanimously

143

144 **VOTED: To approve the addition of Priorix and Vaxneuvance to the WVA Assessment Grid**
145 **in the amounts of \$24.14 and \$165.52, respectively.**

146

147 COVID Plan Review and Discussion

148 Ms. Zell provided an overview of the comprehensive COVID-19 Roll-out Plan, and the potential impact on finances,
149 governance, communication, and operations, as well as explaining current plans for adding COVID vaccines to the
150 Grid. She stated that the goals for the Plan include providing stability to the assessment process, giving adequate notice
151 to all stakeholders, and providing financial stability via assessments and use of existing reserves. She then went into
152 some of the details of the proposed Plan, explaining how the WVA could achieve each of the stated goals.

153

154 Mr. Miller reviewed the details of the implementation plan that was jointly developed by the WVA and the Department
155 of Health (DOH). Part of the overview included highlighting the knowns and unknowns for adding COVID vaccines
156 to the WVA Assessment Grid. Ms. Jorgenson added that the adult vaccines are expected to transition to the market
157 prior to pediatric vaccines. Mr. Miller shared that COVID vaccines will likely be approved by CDC individually and
158 not in batches, which will make the operationalization by the WVA and its stakeholders more complex.

159

160 Mr. Miller reviewed the communications plan for the COVID roll out. It was also developed in partnership with the
161 DOH. Dr. Harvey recommended that providers review communications because of the nuanced nature of updates
162 from the CDC; she offered her assistance, if needed. She noted that many of the Vaccine Committee members were
163 not in practice, and that it would be important to ask active practitioners for feedback.

164

165 Mr. Murphy stressed the importance of collaboration amongst all WVA participants because of the many COVID
166 rollout challenges. He recommended that a compliance program be developed to ensure payers and providers are
167 accurately processing COVID vaccine charges. The WVA will need to understand volumes, waste amounts, and
168 collections to ensure that systemic errors are not occurring. Mr. Miller confirmed that auditing will be part of the
169 rollout and follow-up. Ms. Zell also noted that continued payer spot-check would occur throughout 2023, with an
170 emphasis on any new vaccines. Ms. Roberts expressed appreciation for the framework as presented, especially as
171 updates from the federal government often are last minute, which makes planning difficult.

172

173 Mr. Murphy asked for a motion to adopt the WVA COVID Roll-out Plan. Upon motion duly made and seconded, it
174 was unanimously

175

176 **VOTED: To approve the adoption of the WVA COVID Roll-out Plan.**

177

178 Mr. Murphy asked for a motion to add new pediatric COVID vaccines to the WVA Assessment Grid as discussed.
179 Upon motion duly made and seconded, it was unanimously

180

181 **VOTED: To approve the addition of any pediatric COVID vaccine added to the Washington**
182 **Childhood Vaccination Program to the WVA Assessment Grid at a blended**
183 **assessment amount, TBD.**

184
185 Stakeholder Liaison Update

186 Ms. Zell provided an update on the hiring process for the stakeholder liaison. She reported that while an interview
187 process has been finalized and a draft employee handbook written and awaiting Board approval the goal will be to
188 hire someone by March 2023 given the lateness of the year and the need for intensive onboarding.

189
190 PEO Change Update

191 Ms. Zell noted that the Executive Committee approved a change in the Professional Employer Organization (PEO)
192 used by WVA for payroll services. Ms. Zell reported that this change stemmed from a 4% increase in fees coupled
193 with the current vendor losing their IRS certification. The change will take effect December 1, 2022.

194
195 **VI. DOH Updates**

196
197 Ms. Roberts began by introducing Ms. Sherls-Jones as the new Washing State Immunization Director who has been
198 in this role for about three months. Ms. Sherls-Jones has a Doctorate in Nursing Practice (DNP) with a background in
199 public health nursing and experience with the state's childhood vaccination program. Ms. Roberts reported that the
200 WVA board seat will be officially transitioned to Ms. Sherls-Jones sometime in 2023. Ms. Sherls-Jones introduced
201 herself to the Board. Ms. Roberts stated that she is now the Assistant Secretary of the Prevention and Community
202 Health Division at the DOH and that she used to hold Ms. Sherls-Jones' position prior to the pandemic.

203
204 Ms. Roberts reported an additional leadership transition; Ms. Sheane Allen has departed from the DOH COVID
205 Vaccine Director role and has been replaced by Ms. Heather Drummond.

206
207 Ms. Roberts provided a DOH update regarding COVID planning efforts including fall and winter surge preparation.
208 Washington's Governor Inslee ended the state's COVID public health emergency on October 31, 2022.

209
210 Ms. Robert encouraged the Board to work within their respective organizations to help increase influenza and COVID
211 booster vaccinations. Ms. Roberts reported that for those eligible to receive the COVID booster, about 17% have
212 received it. Ms. Roberts reported that the WA Secretary of Health sent out letters urging continued partnerships to
213 improve vaccination efforts.

214
215 Ms. Roberts noted that the DOH continues to have policy conversations regarding direct care practices (DCPs).
216 Currently, DCPs do not submit DBAs, although they receive state-supplied vaccine material. Ms. Roberts stated that
217 as updates regarding DCPs participating in the Childhood Vaccination Program become available, they will be shared
218 with the WVA.

219
220 Ms. Sherls-Jones shared an update on the DOH's October release of school vaccine data. She reminded the group that
221 routine data release has been difficult over the last three years due to the pandemic. Ms. Sherls-Jones reported that the
222 rate for K-12 has remained steady for the last two school years, but that there is opportunity to continue to boost rates.
223 Ms. Sherls-Jones reported that between the 2019/2020 and 2020/2021 school year the MMR rate among kindergartners
224 has increased significantly from 90.8% to 94.4 %. There has also been a reported an overall increase in religious
225 exemptions.

226
227 Ms. Sherls-Jones provided an update that the State Vaccine Advisory Committee's formal request that HPV
228 vaccinations begin starting at age 9 has been granted as it is permitted by the CDC. The DOH will begin to message
229 providers and a prompt for providers will be added to the WA State Immunization Information System (IIS). The
230 DOH will also begin to track the status of these efforts.

231
232 Ms. Sherls-Jones reported that the DOH is planning a two-day Immunization Quality Improvement for Providers
233 (IQIP) training in January 2023.

234

235 Ms. Jorgenson addressed a rumor circulating in Washington that there is an influenza shortage. This is untrue and
236 seems to be stemming from access issues to receive these vaccines as opposed to shortages in the vaccine supplies.
237 The DOH is encouraging other points of access.

238

239 **VII. Public Comments**

240

241 No public comments.

242

243 **VIII. Executive Session - Confidential.**

244

245 **IX. Closing**

246

247 With no further business before the Board, Mr. Murphy closed the meeting at 3:47 PT.