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**Washington Vaccine Association
Executive Committee Meeting
December 8, 2022; 9-10 a.m. PT**

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- I. Attendance.** This meeting was conducted solely by webinar. Participating in all or part of the meeting were the following individuals:

Directors:

Chad Murphy, PharmD, Premera, **Chair**
Beth Harvey, MD, South Sound Pediatrics, **Vice Chair**
Ed Marcuse, MD, Emeritus Professor of Pediatrics, **Secretary***
John Soback, MD, Regence, **Treasurer**
John Dunn, MD, Kaiser Permanente, 2023 Elected Chair

WVA:

Julia G. Zell, MA., Esq., Executive Director

Helms & Company, Inc.:

Patrick Miller, MPH, WVA Administrative Director
Ashley Ithal, MPH, WVA Program Support

Others:

Anne Redman, Esq., Perkins Coie, Outside Counsel

II. Summary of Actions Taken and/or Recommended

Actions Taken (votes adopted)

- i. To approve August 18, 2022 meeting minutes.
ii. To approve Financial Controls Procedures with a minor edit.

III. Minutes

Welcome & Introduction

Mr. Murphy called the meeting to order at 9:03 a.m. Ms. Zell took attendance and provided a notice of recording. Mr. Murphy announced this was his last meeting as Chair, and he welcomed and thanked Dr. Dunn for taking on the role in January. The Committee members thanked Mr. Murphy for his tenure as Chair.

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 August 18, 2022 meeting minutes.

Provider Liaison Update

Ms. Zell provided an update on hiring the provider liaison. The job description and implementation plan are complete. The job search will begin in February 2023. The WVA Executive Committee will be engaged in the process once final candidates are identified.

COVID Roll-out Update

Ms. Zell shared new information about the planned transition to commercialized COVID vaccines and the impact on the WVA. The Department of Health (DOH) communicated that although a solid timeline isn't yet available, the federal government will have a timeline by the end of Q2 2023 that will include a comprehensive plan to address pediatric and adult populations. Pricing data has not been made available by the CDC. Mr. Miller added that it would be ideal if the COVID rollout aligned with the WVA's annual Vaccine Assessment Grid (Grid) updates on July 1, 2023. He stated that the DOH is expected to provide the WVA with COVID vaccine forecast data in early 2023. Ms. Zell and Mr. Miller previewed the provider COVID vaccine mailer that will be used to alert providers of the change in the Grid. Ms. Zell confirmed that active practitioners would be asked to review final drafts prior to any dissemination per Dr. Harvey's request at the November 3rd Board

* Joined at 9:33 AM PT.

45 meeting. Dr. Harvey also noted that the WVA may have a role in helping providers adopt best practices when it
46 comes to administering COVID vaccines. The DOH notes some of the procedures her own practice put into
47 place to assure that patients receive the correct dosage. Mr. Murphy concurred, stating that this may be an area
48 where the WVA could be useful and should be explored further.

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50 Financial Control Procedures

51 Ms. Zell provided historical background on the WVA's Financial Control Procedures document which was first
52 approved in June 2020. She stated that revisions were needed to replace individual names with titles which will
53 minimize future procedure documentation updates. Mr. Miller stated that the document content addresses the
54 2021 Plan of Operation changes, adds an additional control for expense report approval, but is otherwise the
55 same language with some reordering for clarity. The final step in approving the document is a full Board vote
56 on February 23, 2023.

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58 Mr. Murphy asked for a motion to approve changes to the Financial Control Procedures. A correction was
59 requested to update the date from November 8, 2022 to December 8, 2022.

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61 Upon motion duly made and seconded, it was unanimously

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63 **VOTED: To approve Financial Controls Procedure document with an edit.**

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65 2022 Quarterly Goals Update

66 Ms. Zell reviewed the status of Q4 CY2022 goals with the Committee. There was discussion regarding progress
67 made and expected changes in the CY2023 goals. Ms. Zell highlighted notable achievements and explained
68 unfinished work. The CY2022 goals will be sent with the ED's stretch goals to the Board as part of the ED
69 annual review process.

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71 2023 Goals Review

72 Ms. Zell previewed WVA CY2023 goals with the Committee. Mr. Murphy suggested that at some point Ms.
73 Zell and Mr. Miller should consider changing the quarterly goals into a strategic or operational plan and limit
74 the actual goals to more aspiration targets. Mr. Zell agreed to take the matter under consideration and to report
75 back to the Board in February on future plans. Mr. Murphy then noted that the CY2023 goals would be
76 circulated to Board members returned for final Board approval early next year.

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78 The public meeting was adjourned at 9:45 a.m., and the Committee transitioned to Executive Session.

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80 **IV. Executive Session.** Confidential.

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82 **V. Closing.** The meeting concluded at 10:00 a.m.