

What: Executive Committee Agenda  
When: February 16, 2023; 2:30-3:30 p.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:
2:30-2:35 pm			1. Welcome & Introductions a) Notice of Meeting Recording	J. Zell / J. Dunn
2:35-2:40 pm	*	Pg. 3-4	2. Calendar Consent Items a) <b>Approve December 8, 2022 Meeting Minutes</b>	J. Dunn
2:40-2:55 pm			3. Financial Updates a) Current Financial Position b) FY2024 (2023-24) Budget Draft c) FY2023 (2022-23) Audit Process	P. Miller / J. Zell
2:55-3:25 pm	*	Pg. 5-7	4. ED/AD Updates a) COVID-19 Updates b) Flu 2023/24 Pre-purchase c) Compliance Update	J. Zell / P. Miller
3:30 pm			5. Closing	J. Dunn

\*Indicates agenda item attached

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

- 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 Sobeck, 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 3<sup>rd</sup> Board meeting. Dr. Harvey also noted that the WVA may have a role in helping providers adopt best practices when it

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\* Joined at 9:33 AM PT.

45 comes to administering COVID vaccines. The DOH notes some of the procedures her own practice put into  
46 place to assure that patients receive the correct dosage. Mr. Murphy concurred, stating that this may be an area  
47 where the WVA could be useful and should be explored further.  
48

49 Financial Control Procedures

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

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

60 Upon motion duly made and seconded, it was unanimously  
61

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

64 2022 Quarterly Goals Update

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

70 2023 Goals Review

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

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

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

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



WVVA

WASHINGTON  
VACCINE  
ASSOCIATION

*Ensuring Funds for Childhood Vaccines*

# COVID Implementation Plan Overview

Executive Committee Meeting  
February 16, 2023

# COVID Planning Efforts

NOTE: Orange text indicates updates since the December 8, 2022 Executive Committee.

## Knowns

- Federal strategy evolving:
  - Monovalent vaccines to be discontinued
  - August 11, 2023 anticipated commercialization date
- DOH initial modeling presented January 26, 2023
  - Pricing expected to be \$110-130/dose prior to 30% CDC discount
  - April 1, 2023 projection packet due
- 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 **in April 2023** 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 **composition including** ~~will~~ ~~look like~~ ~~retail~~ pharmacy role
- Uptake rates given vaccine approval status, existing coverage, and hesitancy
- How existing, Federal **bi-valent** 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

# Anticipated COVID Timeline

▪ 1st - DOH Projection Packet Received

▪ 25<sup>th</sup> - Set 2023-24 Grid and COVID Pricing

▪ 30th - 2023-24 Vaccine Assessment Grid 60-Day Notice

▪ 11th - COVID Commercialization 60-Day Notice (Web, Email, Mailers)

▪ 11th - Commercialization Begins



▪ 2023-24 Vaccine Assessment Grid Communications (Web, Email, Mailers)

▪ 1st - 2023-24 Vaccine Assessment Grid Go-Live  
▪ Communicate COVID Code Details (Web, Email, Mailers If Needed)

▪ Billing Compliance Verification Via Payer