

1 **Washington Vaccine Association**  
2 **Board of Directors Meeting**  
3 **February 23, 2023; 2:00-4:00 p.m. (PT)**  
4

5 **I. Attendance.** Due to COVID-19, this meeting was conducted solely by webinar. Participating in all or part of the  
6 meeting were the following individuals:  
7

8 <u>Directors</u>	22	
9 John Dunn, MD, MPH, Kaiser Permanente, <i>Chair</i>	23	<u>Helms &amp; Company, Inc.</u>
10 Beth Harvey, MD, South Sound Pediatrics, <i>Vice Chair</i>	24	Patrick Miller, MPH, WVA, Administrative Director
11 Ed Marcuse, MD, MPH, FPIDS, University of Washington, <i>Secretary</i>	25	Ashley Ithal, MPH, WVA, Program Support
12 John Sobek, MD, MBA, Regence Blue Shield, <i>Treasurer</i>	26	Leslie Walker, CPA, Mason+Rich, PA
13 Pam Sheffield, MD, Aetna	27	
14 Jason Farber, Esq., Davis Wright Tremaine LLP	28	<u>Others</u>
15 Kara Manley, United	29	Anne Redman, Esq., Perkins Coie
16 Chad Murphy, PharmD, Premera	30	Jamilia Sherls-Jones, Washington Department of Health
17 Michele Roberts, Washington Department of Health	31	Janel Jorgenson, Washington Department of Health
18	32	Polly Sidwell, Morgan Stanley
19	33	David Keller, Morgan Stanley
20 <u>WVA</u>	34	Breelynn Young, GSK
21 Julia Walter Zell, MA., Esq., Executive Director	35	Brayson Rusinyak, Kaiser

36  
37 **II. Summary of Actions Taken and/or Recommended**  
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39 Actions Taken (votes adopted)

- 40 i. To approve the minutes of the November 3, 2022, Board Meeting.  
41 ii. To confirm Dr. Pamela Sheffield as a Board Member.  
42 iii. To approve the changes to the Financial Controls Procedures.  
43

44 **III. Minutes**  
45

46 Welcome and Introductions

47 Dr. Dunn called the meeting to order at 2:03 p.m. Ms. Zell announced that the meeting would be recorded for the  
48 benefit of the minute taker, to be deleted once the minutes are approved. Ms. Zell also introduced public members  
49 and invited guests. Dr. Sheffield introduced herself to the board.  
50

51 Consent Calendar

52 Ms. Jorgenson requested edits to the minutes. Dr. Dunn asked for a motion to approve the minutes with the changes  
53 suggested at the meeting. Upon motion duly made and seconded, it was unanimously  
54

55 **VOTED: To approve the minutes of the November 3, 2022 Board Meeting with the changes**  
56 **suggested at the meeting.**  
57

58 Dr. Dunn asked for a motion to confirm Dr. Pamela Sheffield as a Board member from Aetna pursuant to RCW  
59 70.290.030 (3)(a) whose term expires in 2026. Upon motion duly made and seconded, it was unanimously  
60

61 **VOTED: To confirm Dr. Pamela Sheffield as a Board member from Aetna pursuant to RCW**  
62 **70.290.030 (3)(a) whose term expires in 2026.**  
63

64 **IV. Financial Update**  
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66 Financial Statements

67 Ms. Zell provided a financial overview, noting that cash balances are being monitored closely as there has been some  
68 variability in recent months. Ms. Zell added that the WVA will continue to move cash from KeyBank to Morgan  
69 Stanley in between the monthly vaccine funds transfers to take advantage of higher interest rates. She further  
70 elaborated that instead of keeping excess available funds in the bond portfolio, the WVA has been utilizing the money

71 market account which is “ultra liquid” and has return rates close to 4%. Ms. Zell commented on the overall reserve  
72 targets. Historically, these targets have been three months of vaccine purchases plus flu purchase, or approximately  
73 \$25 million, however, because of the uncertainty in the health care market and expected new vaccines, there is a need  
74 to be more conservative.

75  
76 Mr. Miller reviewed the January 2023 statements, noting a stable financial month. Mr. Miller reported that there has  
77 been variation this year in the planned cash versus actual cash, noting that the WVA’s cash reserves are \$3 million  
78 under projections for the YTD, however, there are no current concerns for funding vaccine purchases. Mr. Miller  
79 believes that the \$3M difference is the result of changes in the fund source split, reduced assessment volume, and  
80 maintaining the same Vaccine Assessment Grid (Grid) amounts for the past three years. The WVA will receive a final  
81 projection packet from the WA Department of Health (DOH) on April 1, 2023 to assist with the upcoming fiscal year  
82 projections.

83  
84 Further conversation ensued regarding expected increases in the upcoming FY Grid. This will be discussed in detail  
85 at the next WVA Finance Committee and will be brought back to the board in April. Mr. Miller stated that the balance  
86 sheet shows \$60 million in total assets and \$48 million in investments.

87  
88 Ms. Sidwell reiterated that her team at Morgan Stanley has been intentionally conservative regarding WVA  
89 investments due to cash earning upwards of 5% which has not been seen in the market in over a decade. Mr. Keller  
90 previewed the reserves portfolio report for the group and highlighted a YTD value of just over \$39 million. He reported  
91 that income of \$936,000 was earned in the last 12 months. Mr. Keller previewed the liquidity portfolio report and  
92 explained the cash is held in short-term treasury bills. He noted that this portfolio is currently yielding 4.3% with a  
93 YTD yield of 3%. Mr. Keller reported that the liquidity portfolio represented a flexible place for the organization to  
94 keep cash while yielding good returns.

95  
96 Financial Controls Procedures  
97 Ms. Zell previewed the updated WVA Financial Controls Procedures. Dr. Dunn asked for a motion to approve the  
98 changes to the Financial Controls Procedures. Upon motion duly made and seconded, it was unanimously  
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100 **VOTED: To approve the changes to the Financial Controls Procedures as presented at the**  
101 **meeting.**

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103 **V. ED/AD Updates**

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105 COVID Vaccine Commercialization Plan  
106 Ms. Zell provided updates regarding the planned transition to COVID vaccine commercialization and the impact to  
107 the WVA. Ms. Zell thanked the WA DOH team for their partnership to ensure a successful roll out later this year.  
108 Updates included:

- 109 • August 11, 2023 is the anticipated commercialization date per the WA DOH;
- 110 • Per dose pricing prior to the expected CDC discount will be \$110-130 per dose; and
- 111 • The communications plan activities.

112  
113 Mr. Miller previewed an anticipated COVID timeline which begins with receipt of the DOH projection packet in April  
114 2023 and COVID vaccine pricing from the CDC. He added that Grid communications will be distributed in May 2023  
115 and that the COVID vaccines are expected to be included in the Grid. Mr. Miller stated that the provider network  
116 composition will play a significant role in determining the WVA rollout and cost. Ms. Sherls-Jones clarified that  
117 August 11, 2023 is a tentative commercialization date that the WA DOH has been working with for planning purposes.  
118 The CDC has now communicated to the WA DOH that the commercialization date will now be in the late  
119 summer/early fall. Mr. Miller stated that the communications timeline can be adjusted to meet this new date once it  
120 has been finalized.

121  
122 Annual Budget/Grid Development Process (FY24)  
123 Ms. Zell provided an overview of the 2023-24 budget and vaccine grid development process. Ms. Zell let the  
124 committee know that a draft budget will be presented and reviewed next week by the WVA Finance Committee. The  
125 Finance Committee’s input will be used to revise the budget for the March Executive Committee before it is presented  
126 to the board in April as part of the Grid development process. Mr. Miller reported that a 6% budget increase is

127 anticipated with insurance rates, processing fees from clearinghouses, and the Helms contract. The latter will be  
128 renegotiated prior to October 2023 when the current term expires.

129

#### 130 Quarterly Goals Structure

131 Ms. Zell opened up a conversation with the board about how to provide updates on quarterly goals regarding structure,  
132 form and frequency. Mr. Murphy recommended separating out operational activities from goals. Dr. Sobeck added  
133 that the goals would not need to be updated each quarter but instead in advance of meetings or as there is needed  
134 support for the WVA team. Mr. Miller suggested that the ED AD Report could be modified to serve this purpose. Ms.  
135 Zell stated that she will work with Helms to develop a new format.

136

#### 137 WVA Hiring: Next Steps

138 Ms. Zell provided an update on the engagement with OneDigital who is assisting the WVA with recruiting and hiring  
139 for the stakeholder relations liaison position. She noted that the position will be posted to Indeed.com and asked Board  
140 members to distribute the position to their contacts once it is posted.

141

#### 142 Board Development / Retreat

143 Ms. Zell requested input from the Board on a retreat. Ms. Zell will distribute a poll to determine the date, location,  
144 and extended time for a social event.

145

### 146 **VI. DOH Updates**

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#### 148 COVID-19/Commercialization

149 Ms. Sherls-Jones reiterated that a final COVID commercialization date has not yet been received by the CDC. She  
150 reported that Moderna is working on developing a patient assistance program which would provide COVID vaccines  
151 to under or uninsured individuals, and the WA DOH believes this is targeted to adults and not children. Ms. Sherls-  
152 Jones will share updates on the Moderna efforts with the WVA as they become available. The WA DOH is planning  
153 for COVID provider enrollment into the childhood vaccine program, which should begin in the fall. She mentioned  
154 that the WA DOH has distributed a survey to all providers in the COVID-19 vaccine program, the childhood vaccine  
155 program, and the adult vaccine program to understand intentions to offer the COVID vaccine when commercialization  
156 officially begins.

157

#### 158 HPV at Nine

159 Ms. Sherls-Jones reported that the WA DOH is actively encouraging providers to begin HPV vaccination efforts  
160 starting at age nine due to a motion passed by the Vaccine Advisory Committee in July 2022.

161

#### 162 RSV Vaccine

163 Ms. Sherls-Jones reported that the WA DOH is hopeful that prior to the next RSV season that there will be an FDA  
164 approved RSV vaccine for adults and children.

165

#### 166 Flu Vaccine Dashboard

167 Ms. Sherls-Jones announced that the WA DOH launched a new influenza vaccine dashboard in January 2023. The  
168 dashboard allows close monitoring of vaccine efforts and vaccination rates across the state. Further, the dashboard  
169 will be updated weekly between now and April 30, 2023. Related to flu vaccine rates, Ms. Sherls-Jones reported that  
170 she is concerned that only 32.6% of those eligible for flu vaccine in Washington have received it.

171

#### 172 2023 CDC Child Vaccine Schedule

173 Ms. Sherls-Jones reported that the 2023 CDC Child Vaccine Schedule has been released and noted that there are not  
174 many changes from 2022. The COVID vaccine is now on the schedule.

175

#### 176 DOH Office of Immunization Strategy

177 Ms. Sherls-Jones shared that the WA Office of Immunization has completed an immunization strategic plan for 2023.  
178 The plan includes goals and strategies for increasing vaccine coverage rates among children and adults in alignment  
179 with Healthy People 2030 goals.

180

### 181 **VII. Public Comments**

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183 No public comments.

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185 **VIII. Executive Session - Confidential.**

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187 **IX. Closing**

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189 With no further business before the Board, Dr. Dunn closed the meeting at 3:47 PT.