

What: Board of Directors Meeting  
 Date & Time: Thursday, April 13, 2023; 2:00-4:00 p.m. (PT)  
 Call-in Number: Zoom Invite Below  
 Location: Webinar/Teleconference  
 Zoom Link: 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 for Board of Directors Meeting

Approx. Time	Page		Topic/Anticipated Action (Votes are in Red)	Presented by:
2:00-2:05 p.m.			1. Welcome & Introductions a. Notification of Recording	J. Zell
2:05-2:10 p.m.	Pg. 3-6	*	2. Standing Action Items a. <b>Board Meeting Minutes (February 23, 2023)</b>	J. Dunn
2:10-2:40 p.m.	Pg. 7-23 Pg. 24-37	* *	3. Financial Update a. Financial Overview i. Financial Statements ii. Investments iii. FY24 Budget and Assessment Grid <b>iv. Approve FY24 Budget</b> <b>v. Approve FY24 Assessment Grid</b> <b>b. Ratify Finance Committee's Auditor Selection</b>	P. Miller / L. Walker / J. Zell
2:40-2:55 p.m.			4. DOH Updates	J. Sherls-Jones / DOH Staff
2:55-3:25 p.m.	Pg. 38-41 Pg. 42-43	* *	5. ED/AD Updates a. Quarterly Goals Discussion b. Provider Engagement and Improvement Plans c. Board Development d. WVA Information Security	J. Zell / P. Miller J. Zell / P. Miller J. Zell P. Miller
3:25-3:30 p.m.			6. Public Comment (if time permits)	
3:30-4:00 p.m.			<b>7. Executive Session (public excluded)</b>	J. Zell J. Zell / P. Miller J. Dunn

\*Indicates agenda item attached  
 Red text indicates an action item

**WVA Meeting of the Board of Directors  
April 13, 2023  
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. All Board policy and the final form of votes is exclusively the province of the Board acting collectively as the Board of Directors.

**Items under Agenda Section 2:**

VOTED: To approve the minutes of the February 23, 2023 Board Meeting.

[To approve the minutes of the February 23, 2023 Board Meeting.]

**Items under Agenda Section 3:**

VOTED: To approve the 2023-24 Administrative Budget as presented at the meeting.

[To approve the 2023-24 Administrative Budget with the changes suggested at the meeting.]

VOTED: To authorize the Operations Committee to finalize the 2023-24 Assessment Grid in accordance with the Board's direction.

[To authorize the Operations Committee to finalize the 2023-24 Assessment Grid with the changes suggested at the meeting.]

VOTED: To ratify Finance Committee's April 6, 2023 selection of Clifton Larson Allen as FY22-23 Auditor.

[To ratify the Finance Committee's April 6, 2023 selection of Clifton Larson Allen as FY22-23 Auditor.]

**Items under Agenda Section 7:**

VOTED: To approve the Executive Director 2023 Stretch Goals as presented.

[To approve the Executive Director 2023 Stretch Goals with the changes suggested at the meeting.]

**Washington Vaccine Association  
Board of Directors Meeting  
February 23, 2023; 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

John Dunn, MD, MPH, Kaiser Permanente, <i>Chair</i>	<u>Helms &amp; 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>	Leslie Walker, CPA, Mason+Rich, PA

Others

Pam Sheffield, MD, Aetna	Anne Redman, Esq., Perkins Coie
Jason Farber, Esq., Davis Wright Tremaine LLP	Jamilia Sherls-Jones, Washington Department of Health
Kara Manley, United	Janel Jorgenson, Washington Department of Health
Chad Murphy, PharmD, Premera	Polly Sidwell, Morgan Stanley
Michele Roberts, Washington Department of Health	David Keller, Morgan Stanley
	Breelynn Young, GSK
	Brayson Rusinyak, Kaiser

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 November 3, 2022, Board Meeting.
- ii. To confirm Dr. Pamela Sheffield as a Board Member.
- iii. To approve the changes to the Financial Controls Procedures.

**III. Minutes**

Welcome and Introductions

Dr. Dunn 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. Ms. Zell also introduced public members and invited guests. Dr. Sheffield introduced herself to the board.

Consent Calendar

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

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

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

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

**IV. Financial Update**

Financial Statements

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

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

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

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

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

#### Financial Controls Procedures

Ms. Zell previewed the updated WVA Financial Controls Procedures. Dr. Dunn asked for a motion to approve the changes to the Financial Controls Procedures. Upon motion duly made and seconded, it was unanimously

**VOTED: To approve the changes to the Financial Controls Procedures as presented at the meeting.**

#### **V. ED/AD Updates**

##### COVID Vaccine Commercialization Plan

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

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

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

##### Annual Budget/Grid Development Process (FY24)

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

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

#### Quarterly Goals Structure

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

#### WVA Hiring: Next Steps

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

#### Board Development / Retreat

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

### **VI. DOH Updates**

#### COVID-19/Commercialization

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

#### HPV at Nine

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

#### RSV Vaccine

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

#### Flu Vaccine Dashboard

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

#### 2023 CDC Child Vaccine Schedule

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

#### DOH Office of Immunization Strategy

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

### **VII. Public Comments**

183 No public comments.

184

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

186

187 **IX. Closing**

188

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

DRAFT

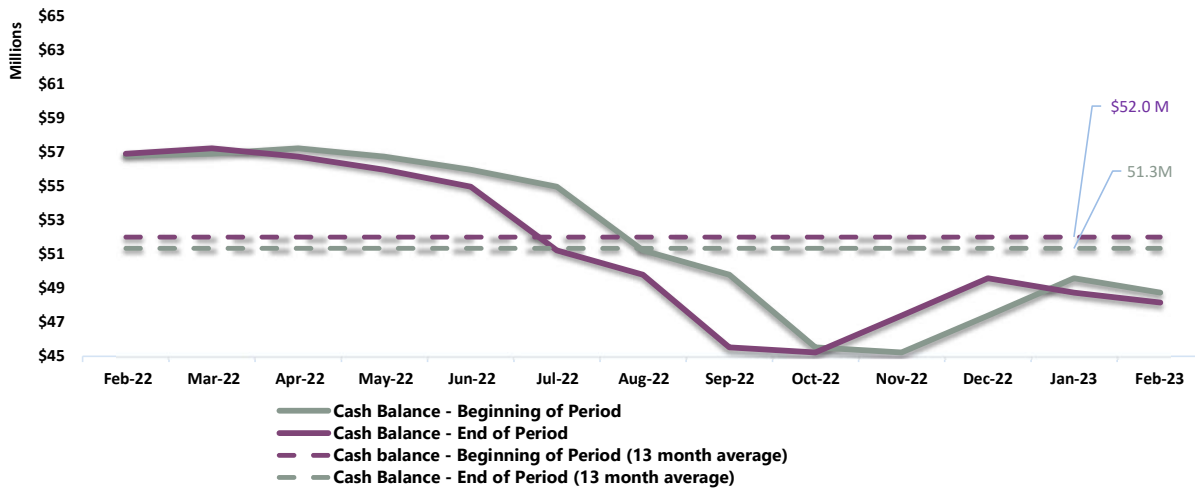
WASHINGTON VACCINE ASSOCIATION  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE EIGHT MONTHS ENDED

February 28, 2023

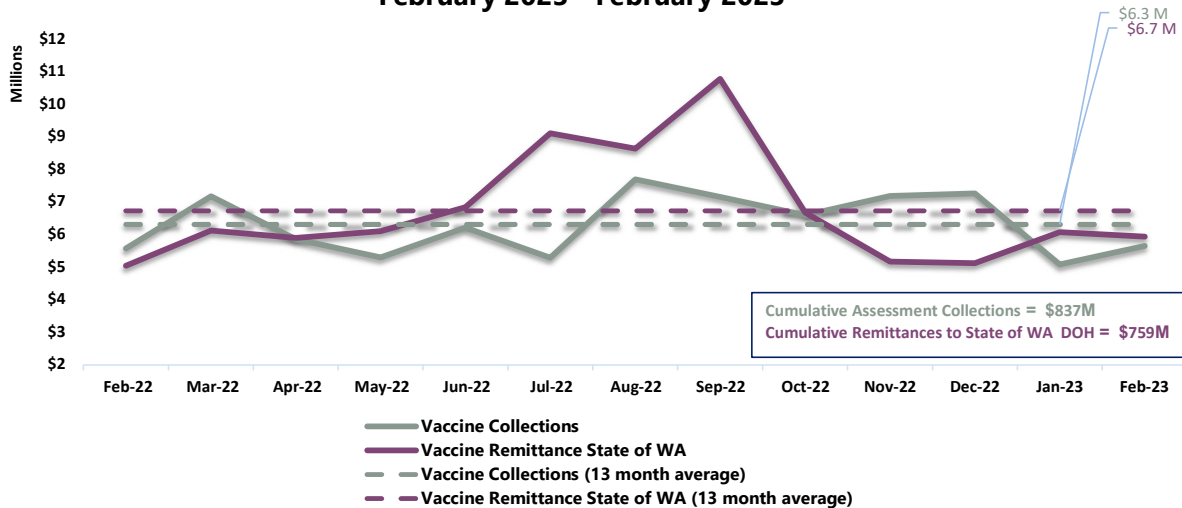
With Supplemental Informational Reporting

Prepared by  
Helms & Company, Inc., Administrator

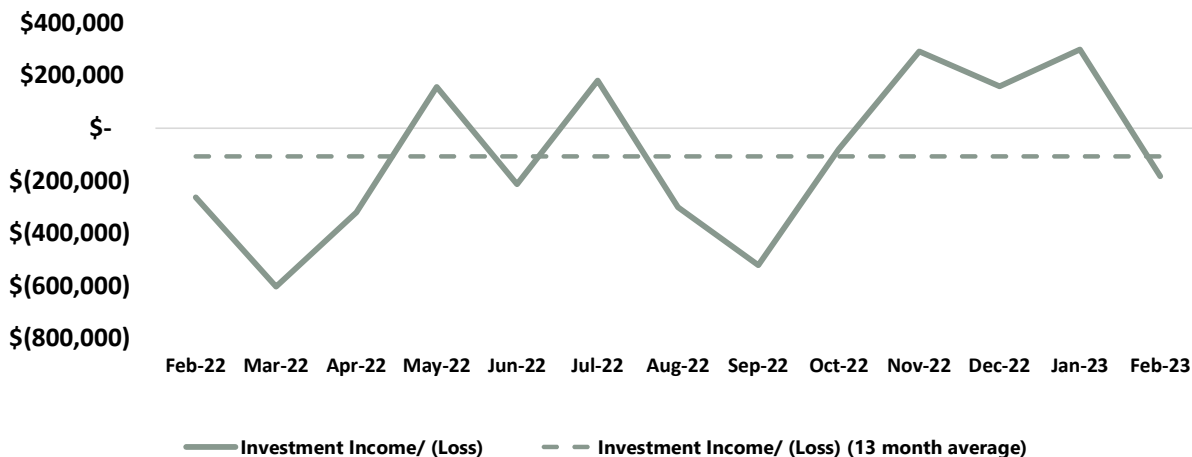
### Cash Balances Beginning and End of Period February 2022 - February 2023



### Total Vaccine Collections and Vaccine Remittances to State of WA February 2023 - February 2023



### Investment Income / (Loss) February 2022 - February 2023



Washington Vaccine Association  
Statement of Cash Flows  
For the Periods Ended

	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AQ	AQ	AQ	AQ	AQ
	Month 2/28/2022	Month 3/31/2022	Month 4/30/2022	Month 5/31/2022	Month 6/30/2022	Month 7/31/2022	Month 8/31/2022	Month 9/30/2022	Month 10/31/2022	Month 11/30/2022	Month 12/31/2022	Month 1/31/2023	Month 2/28/2023	13 Month Average
1 Cash balance - beginning	\$ 56,794,955	\$ 56,901,662	\$ 57,228,006	\$ 56,731,278	\$ 55,963,525	\$ 54,966,739	\$ 51,225,722	\$ 49,802,160	\$ 45,521,419	\$ 45,226,880	\$ 47,391,252	\$ 49,581,422	\$ 48,745,241	52,006,173.92
<b>Inflows:</b>														
2 Vaccine collections	5,567,703	7,165,492	5,855,575	5,295,645	6,203,839	5,293,104	7,684,870	7,154,302	6,593,300	7,182,396	7,262,565	5,077,451	5,644,933	6,306,244.21
3 Interest income - payers														-
4 Investment income/ (loss)	(263,415)	(603,741)	(319,989)	156,297	(213,108)	181,120	(300,938)	(522,104)	(80,250)	292,475	159,984	299,489	(182,504)	(107,437.23)
5 Total inflows	5,304,288	6,561,751	5,535,586	5,451,942	5,990,731	5,474,224	7,383,932	6,632,198	6,513,050	7,474,871	7,422,549	5,376,940	5,462,429	\$ 6,198,807
<b>Outflows:</b>														
<b>Program</b>														
6 Vaccine remittance State of WA	(5,037,313)	(6,117,841)	(5,891,576)	(6,102,649)	(6,839,636)	(9,100,501)	(8,625,865)	(10,771,706)	(6,666,286)	(5,171,147)	(5,116,478)	(6,069,523)	(5,932,158)	(6,726,359.91)
<b>Administration</b>														
7 Direct Processing Costs	(71,898)	(71,381)	(74,821)	(74,116)	(79,377)	(84,627)	(87,483)	(83,479)	(88,260)	(100,373)	(73,539)	(95,734)	(87,212)	(82,484.52)
8 Executive Director Costs and Support Fees	(70,227)	(23,646)	(20,142)	(22,606)	(22,335)	(21,938)	(22,007)	(24,988)	(28,476)	(24,102)	(28,179)	(22,890)	(20,416)	(28,619.37)
9 Provider and Payer Education and Outreach	-	-	-	-	-	-	-	-	-	(7,279)	(597)	(40)	(4,868)	(983.35)
10 Administrative Costs	(12,893)	(10,489)	(32,125)	(11,475)	(15,318)	(4,575)	(63,139)	(29,166)	(20,967)	(3,998)	(9,986)	(21,334)	(1,133)	(18,199.85)
11 Other Discretionary Expenditures	(5,250)	(12,050)	(13,650)	(8,850)	(30,850)	(3,600)	(9,000)	(3,600)	(3,600)	(3,600)	(3,601)	(3,600)	(3,780)	(8,079.31)
12 Total Administration	(160,268)	(117,566)	(140,738)	(117,047)	(147,880)	(114,740)	(181,629)	(141,233)	(141,303)	(139,352)	(115,901)	(143,598)	(117,409)	(138,366)
13 Net all other outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14 Total outflows	(5,197,581)	(6,235,407)	(6,032,314)	(6,219,696)	(6,987,516)	(9,215,241)	(8,807,494)	(10,912,939)	(6,807,589)	(5,310,499)	(5,232,379)	(6,213,121)	(6,049,567)	(6,864,726.32)
15 Net Cash Incr (decr) for period	106,707	326,344	(496,728)	(767,754)	(996,785)	(3,741,017)	(1,423,562)	(4,280,741)	(294,539)	2,164,372	2,190,170	(836,181)	(587,138)	(665,919)
16 Cash balance - end of period	\$ 56,901,662	\$ 57,228,006	\$ 56,731,278	\$ 55,963,525	\$ 54,966,739	\$ 51,225,722	\$ 49,802,160	\$ 45,521,419	\$ 45,226,880	\$ 47,391,252	\$ 49,581,422	\$ 48,745,241	\$ 48,158,103	\$ 51,340,255

Note: Cash balance includes amounts in KeyBank and Morgan Stanley

**Washington Vaccine Association**  
**Statement of Financial Position**  
**As of February 28, 2023**

**ASSETS**

1	Current Assets		
2	Cash and Cash Equivalents	\$	334,307
3	Accounts Receivable		-
4	Investments		47,823,796
5	Members Estimated Collectible Assessments		5,599,095
6	Prepaid Vaccine		5,885,342
7	Prepaid Administrative Services		-
8	Total Current Assets		<u>59,642,540</u>
9	Total Assets	\$	<u><u>59,642,540</u></u>

**LIABILITIES AND NET ASSETS**

10	Current Liabilities		
11	Accounts Payable	\$	97,491
12	Other Accruals		88,494
13	Total Current Liabilities		<u>185,984</u>
14	Assessments Collected in Excess of Vaccine Funding and Administrative Activities		<u>59,456,556</u>
15	Total Liabilities		<u>59,642,540</u>
16	Total Liabilities and Net Assets	\$	<u><u>59,642,540</u></u>

**Washington Vaccine Association**  
**Statement of Activities and Changes in Net Assets**

		A	B	C	D	E	F
		For Eight Months Ended February 28, 2023			For Eight Months Ended February 28, 2022		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
		Revenues / Vaccine Expenses					
1	Assessment Activity:						
2	Assessments	\$ (5,121,413)	\$ 57,098,674	\$ 51,977,261	\$ (4,565,840)	\$ 56,828,128	\$ 52,262,288
3	Recoveries	351,325	-	351,325	212,753	-	212,753
4	Estimated Over (Under) Collections	-	-	-	-	-	-
5	Refunds	(244,229)	-	(244,229)	(260,212)	-	(260,212)
6	Estimated 2% Waste	(338,522)	-	(338,522)	(935,724)	-	(935,724)
7	Estimated Price Variance and 3% Denial	(207,593)	-	(207,593)	(135,420)	-	(135,420)
8	DOH Replenishment	-	(55,982,455)	(55,982,455)	-	(50,229,371)	(50,229,371)
9	Adjustment to Correct Inventory	-	-	-	-	-	-
10	DOH Cost Recovery Admin Charge	(664,130)	-	(664,130)	(574,745)	-	(574,745)
11	Interest Income on Assessments	-	-	-	-	-	-
12	Net Assessment Activity	(6,224,561)	1,116,219	(5,108,343)	(6,259,188)	6,598,757	339,569
13	Investment Activity:						
14	Interest and Dividend Income - Morgan Stanley	695,735	-	695,735	713,672	-	713,672
15	Realized Gain/(Loss) on Investments - Morgan Stanley	(2,118)	-	(2,118)	13,312	-	13,312
16	Unrealized Gain/(Loss) on Investments - Morgan Stanley	(833,852)	-	(833,852)	(1,545,784)	-	(1,545,784)
17	Investment Management Expenses	(81,165)	-	(81,165)	(93,313)	-	(93,313)
18	Interest Income - KeyBank	68,670	-	68,670	1,639	-	1,639
19	Net Investment Activity	(152,730)	-	(152,730)	(910,474)	-	(910,474)
20	Net Revenues	(6,377,291)	1,116,219	(5,261,072)	(7,169,662)	6,598,757	(570,905)

**Washington Vaccine Association**  
**Statement of Activities and Changes in Net Assets**

	A	B	C	D	E	F
	For Eight Months Ended February 28, 2023			For Eight Months Ended February 28, 2022		
	Administrative	Vaccine Other Expenses	Total	Administrative	Vaccine	Total
21 Administrative Expenses:						
22 Direct Processing Costs						
23 Administrator (Helms & Company, Inc.)	530,956	-	530,956	553,456	-	553,456
24 EDI /ACH Clearinghouse Maintenance (Helms & Con	56,790	-	56,790	49,566	-	49,566
25 Clearinghouse Intake Processing (Avality, Zelis, Etc.)	41,072	-	41,072	19,106	-	19,106
26 Lockbox and Bank Fees	33,196	-	33,196	31,525	-	31,525
27 Recovery and Compliance (Helms & Company, Inc.)	42,000	-	42,000	42,000	-	42,000
28 Lockbox Intake (OrboGraph)	22,500	-	22,500	-	-	-
29 Total Direct Processing Costs	726,513	-	726,513	695,653	-	695,653
30 Executive Director Costs and Related Support Fees						
31 Executive Director Salary	149,284	-	149,284	141,729	-	141,729
32 Payroll Taxes	8,004	-	8,004	9,640	-	9,640
33 Leased Employee per Check Fee	1,339	-	1,339	1,560	-	1,560
34 Executive Director Travel and Lodging, Education, an	31,451	-	31,451	4,020	-	4,020
35 Technology Support (Desktop and Telephony)	3,180	-	3,180	2,680	-	2,680
36 Total Executive Director Costs and Related Support Fees	193,258	-	193,258	159,629	-	159,629
37 Provider and Payer Education and Outreach						
38 Provider Education Materials, Development and Pri	14,274	-	14,274	9,274	-	9,274
39 Postage	-	-	-	40	-	40
40 Website and Information Technology	-	-	-	4,025	-	4,025
41 Technical Consultants	275	-	275	1,674	-	1,674
42 Provider Office Training Sessions	1,547	-	1,547	715	-	715
43 Advertising and Sponsorships	-	-	-	-	-	-
44 Hospitality	1,187	-	1,187	300	-	300
45 Provider Services Rep	-	-	-	-	-	-
46 Leased Employee per Check Fee	-	-	-	-	-	-
47 Total Provider and Payer Education and Outreach	17,283	-	17,283	16,028	-	16,028
48 Administrative Costs						
49 Legal Counsel	27,043	-	27,043	66,341	-	66,341
50 Audit Fees	23,580	-	23,580	15,540	-	15,540
51 Government Relations, Including Travel, Meals, and	-	-	-	-	-	-
52 Registered Agent Fee	-	-	-	-	-	-
53 Bank Fees	-	-	-	-	-	-
54 Office Supplies and Equipment	6,120	-	6,120	1,181	-	1,181
55 Rent, ELM and Storage Facility	-	-	-	-	-	-
56 Other Admin Support Provided by Lessor	-	-	-	-	-	-

Unaudited - For Management Purposes - See Attached Notes  
Prepared by Helms And Company, Inc.

**Washington Vaccine Association**  
**Statement of Activities and Changes in Net Assets**

		A	B	C	D	E	F
		For Eight Months Ended February 28, 2023			For Eight Months Ended February 28, 2022		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
57	Board Retreat and Meetings	-	-	-	-	-	-
58	Insurance						
59	Cyber Liability	19,625	-	19,625	13,355	-	13,355
60	Directors and Officers	52,058	-	52,058	47,785	-	47,785
61	General Liability	1,639	-	1,639	1,390	-	1,390
62	Insurance - Other	-	-	-	-	-	-
63	Legal - Special Projects and L	-	-	-	-	-	-
64	<b>Total Administrative Costs</b>	<b>130,066</b>	<b>-</b>	<b>130,066</b>	<b>145,593</b>	<b>-</b>	<b>145,593</b>
65	<b>Other Discretionary Expenditures</b>						
66	Executive Director and Other Contractor Bonus	-	-	-	27,316	-	27,316
67	Human Resources and Governance	34,381	-	34,381	-	-	-
68	<b>Total Other Discretionary Expenditures</b>	<b>34,381</b>	<b>-</b>	<b>34,381</b>	<b>27,316</b>	<b>-</b>	<b>27,316</b>
69	<b>Total Administrative Expenses</b>	<b>1,101,501</b>	<b>-</b>	<b>1,101,501</b>	<b>1,044,218</b>	<b>-</b>	<b>1,044,218</b>
70	<b>Total Change in Unrestricted Net Assets</b>	<b>\$ (7,478,792)</b>	<b>\$ 1,116,219</b>	<b>\$ (6,362,573)</b>	<b>\$ (8,213,881)</b>	<b>\$ 6,598,757</b>	<b>\$ (1,615,123)</b>

**Washington Vaccine Association**  
**Statement of Activities and Changes in Net Assets**

	A	B	C	D	E	F
	Month Ended February 28, 2023			Month Ended February 28, 2022		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Revenues / Vaccine Expenses					
1 <b>Assessment Activity:</b>						
2 <b>Assessments</b>	\$ (559,580)	\$ 6,365,410	\$ 5,805,830	\$ (309,893)	\$ 5,840,855	\$ 5,530,962
3 <b>Recoveries</b>	-	-	-	73,780	-	73,780
4 <b>Estimated Over (Under) Collections</b>	-	-	-	-	-	-
5 <b>Refunds</b>	(60,049)	-	(60,049)	(29,649)	-	(29,649)
6 <b>Estimated 2% Waste</b>	(17,519)	-	(17,519)	(4,074)	-	(4,074)
7 <b>Estimated Price Variance and 3% Denial</b>	(74,378)	-	(74,378)	(7,998)	-	(7,998)
8 <b>DOH Replenishment</b>	-	(5,717,436)	(5,717,436)	-	(7,801,857)	(7,801,857)
9 <b>Adjustment to Correct Inventory</b>	-	-	-	-	-	-
10 <b>DOH Cost Recovery Admin Charge</b>	(84,517)	-	(84,517)	(77,520)	-	(77,520)
11 <b>Interest Income on Assessments</b>	-	-	-	-	-	-
12 <b>Net Assessment Activity</b>	(796,042)	647,975	(148,068)	(355,354)	(1,961,003)	(2,316,357)
13 <b>Investment Activity:</b>						
14 <b>Interest and Dividend Income - Morgan Stanley</b>	115,511	-	115,511	77,113	-	77,113
15 <b>Realized Gain/(Loss) on Investments - Morgan Stanley</b>	-	-	-	1,254	-	1,254
16 <b>Unrealized Gain/(Loss) on Investments - Morgan Stanley</b>	(293,571)	-	(293,571)	(331,909)	-	(331,909)
17 <b>Investment Management Expenses</b>	(8,971)	-	(8,971)	(10,152)	-	(10,152)
18 <b>Interest Income - KeyBank</b>	4,527	-	4,527	279	-	279
19 <b>Net Investment Activity</b>	(182,504)	-	(182,504)	(263,415)	-	(263,415)
20 <b>Net Revenues</b>	(978,546)	647,975	(330,572)	(618,769)	(1,961,003)	(2,579,771)

**Washington Vaccine Association  
Statement of Activities and Changes in Net Assets**

	A	B	C	D	E	F
	Month Ended February 28, 2023			Month Ended February 28, 2022		
	Administrative	Vaccine Other Expenses	Total	Administrative	Vaccine	Total
21 Administrative Expenses:						
22 Direct Processing Costs						
23 Administrator (Helms & Company, Inc.)	65,432	-	65,432	69,182	-	69,182
24 EDI /ACH Clearinghouse Maintenance (Helms & Company, Inc.)	4,027	-	4,027	4,642	-	4,642
25 Clearinghouse Intake Processing (Availity, Zelis, Etc.)	4,515	-	4,515	1,967	-	1,967
26 Lockbox and Bank Fees	4,238	-	4,238	3,629	-	3,629
27 Recovery and Compliance (Helms & Company, Inc.)	5,250	-	5,250	5,250	-	5,250
28 Lockbox Intake (OrboGraph)	3,750	-	3,750	-	-	-
29 Total Direct Processing Costs	87,212	-	87,212	84,671	-	84,671
30 Executive Director Costs and Related Support Fees						
31 Executive Director Salary	18,810	-	18,810	18,210	-	18,210
32 Payroll Taxes	1,655	-	1,655	1,579	-	1,579
33 Leased Employee per Check Fee	(384)	-	(384)	195	-	195
34 Executive Director Travel and Lodging, Education, and Other	-	-	-	1,342	-	1,342
35 Technology Support (Desktop and Telephony)	335	-	335	335	-	335
36 Total Executive Director Costs and Related Support Fees	20,416	-	20,416	21,662	-	21,662
37 Provider and Payer Education and Outreach						
38 Provider Education Materials, Development and Printing	2,397	-	2,397	-	-	-
39 Postage	-	-	-	-	-	-
40 Website and Information Technology	-	-	-	2,000	-	2,000
41 Technical Consultants	-	-	-	1,674	-	1,674
42 Provider Office Training Sessions	1,547	-	1,547	-	-	-
43 Advertising and Sponsorships	-	-	-	-	-	-
44 Hospitality	923	-	923	-	-	-
45 Provider Services Rep	-	-	-	-	-	-
46 Leased Employee per Check Fee	-	-	-	-	-	-
47 Total Provider and Payer Education and Outreach	4,868	-	4,868	3,674	-	3,674
48 Administrative Costs						
49 Legal Counsel	-	-	-	5,926	-	5,926
50 Audit Fees	-	-	-	-	-	-
51 Government Relations, Including Travel, Meals, and Consultants	-	-	-	-	-	-
52 Registered Agent Fee	-	-	-	-	-	-
53 Bank Fees	-	-	-	-	-	-
54 Office Supplies and Equipment	1,133	-	1,133	79	-	79
55 Rent, ELM and Storage Facility	-	-	-	-	-	-
56 Other Admin Support Provided by Lessor	-	-	-	-	-	-
57 Board Retreat and Meetings	-	-	-	-	-	-
58 Insurance	-	-	-	-	-	-
59 Cyber Liability	-	-	-	-	-	-

**Washington Vaccine Association**  
**Statement of Activities and Changes in Net Assets**

		A	B	C	D	E	F
		Month Ended February 28, 2023			Month Ended February 28, 2022		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
60	Directors and Officers	-	-	-	-	-	-
61	General Liability	-	-	-	-	-	-
62	Insurance - Other	-	-	-	-	-	-
63	Legal - Special Projects and L	-	-	-	-	-	-
64	Total Administrative Costs	1,133	-	1,133	6,004	-	6,004
65	Other Discretionary Expenditures						
66	Executive Director and Other Contractor Bonus	-	-	-	-	-	-
67	Human Resources and Governance	3,780	-	3,780	-	-	-
68	Total Other Discretionary Expenditures	3,780	-	3,780	-	-	-
69	Total Administrative Expenses	117,409	-	117,409	116,011	-	116,011
70	Total Change in Unrestricted Net Assets	\$ (1,095,955)	\$ 647,975	\$ (447,981)	\$ (734,779)	\$ (1,961,003)	\$ (2,695,782)

**Washington Vaccine Association**  
**Statement of Activities and Changes in Net Assets**

		A	B	C	D	E	F
		Month Ended February 28, 2023			For Eight Months Ended February 28, 2023		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
		Revenues / Vaccine Expenses					
1	Assessment Activity:						
2	Assessments	\$ (559,580)	\$ 6,365,410	\$ 5,805,830	\$ (5,121,413)	\$ 57,098,674	\$ 51,977,261
3	Recoveries	-	-	-	351,325	-	351,325
4	Estimated Over (Under) Collections	-	-	-	-	-	-
5	Refunds	(60,049)	-	(60,049)	(244,229)	-	(244,229)
6	Estimated 2% Waste	(17,519)	-	(17,519)	(338,522)	-	(338,522)
7	Estimated Price Variance and 3% Denial	(74,378)	-	(74,378)	(207,593)	-	(207,593)
8	DOH Replenishment	-	(5,717,436)	(5,717,436)	-	(55,982,455)	(55,982,455)
9	Adjustment to Correct Inventory	-	-	-	-	-	-
10	DOH Cost Recovery Admin Charge	(84,517)	-	(84,517)	(664,130)	-	(664,130)
11	Interest Income on Assessments	-	-	-	-	-	-
12	Net Assessment Activity	(796,042)	647,975	(148,068)	(6,224,561)	1,116,219	(5,108,343)
13	Investment Activity:						
14	Interest and Dividend Income - Morgan Stanley	115,511	-	115,511	695,735	-	695,735
15	Realized Gain/(Loss) on Investments - Morgan Stanley	-	-	-	(2,118)	-	(2,118)
16	Unrealized Gain/(Loss) on Investments - Morgan Stanley	(293,571)	-	(293,571)	(833,852)	-	(833,852)
17	Investment Management Expenses	(8,971)	-	(8,971)	(81,165)	-	(81,165)
18	Interest Income - KeyBank	4,527	-	4,527	68,670	-	68,670
19	Net Investment Activity	(182,504)	-	(182,504)	(152,730)	-	(152,730)
20	Net Revenues	(978,546)	647,975	(330,572)	(6,377,291)	1,116,219	(5,261,072)

**Washington Vaccine Association  
Statement of Activities and Changes in Net Assets**

	A	B	C	D	E	F
	Month Ended February 28, 2023			For Eight Months Ended February 28, 2023		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Other Expenses					
21 Administrative Expenses:						
22 Direct Processing Costs						
23 Administrator (Helms & Company, Inc.)	65,432	-	65,432	530,956	-	530,956
24 EDI /ACH Clearinghouse Maintenance (Helms & Company, Inc.)	3,750	-	3,750	56,790	-	56,790
25 Clearinghouse Intake Processing (Avality, Zelis, Etc.)	4,515	-	4,515	41,072	-	41,072
26 Lockbox and Bank Fees	4,238	-	4,238	33,196	-	33,196
27 Recovery and Compliance (Helms & Company, Inc.)	5,250	-	5,250	42,000	-	42,000
28 Lockbox Intake (OrboGraph)	4,027	-	4,027	22,500	-	22,500
29 Total Direct Processing Costs	87,212	-	87,212	726,513	-	726,513
30 Executive Director Costs and Related Support Fees						
31 Executive Director Salary	18,810	-	18,810	149,284	-	149,284
32 Payroll Taxes	1,655	-	1,655	8,004	-	8,004
33 Leased Employee per Check Fee	(384)	-	(384)	1,339	-	1,339
34 Executive Director Travel and Lodging, Education, and Other	-	-	-	31,451	-	31,451
35 Technology Support (Desktop and Telephony)	335	-	335	3,180	-	3,180
36 Total Executive Director Costs and Related Support Fees	20,416	-	20,416	193,258	-	193,258
37 Provider and Payer Education and Outreach						
38 Provider Education Materials, Development and Printing	2,397	-	2,397	14,274	-	14,274
39 Postage	-	-	-	-	-	-
40 Website and Information Technology	-	-	-	-	-	-
41 Technical Consultants	-	-	-	275	-	275
42 Provider Office Training Sessions	1,547	-	1,547	1,547	-	1,547
43 Advertising and Sponsorships	-	-	-	-	-	-
44 Hospitality	-	-	-	-	-	-
45 Provider Services Rep	923	-	923	1,187	-	1,187
46 Leased Employee per Check Fee	-	-	-	-	-	-
47 Total Provider and Payer Education and Outreach	4,868	-	4,868	17,283	-	17,283
48 Administrative Costs						
49 Legal Counsel	-	-	-	27,043	-	27,043
50 Audit Fees	-	-	-	23,580	-	23,580
51 Government Relations, Including Travel, Meals, and Consultants	-	-	-	-	-	-
52 Registered Agent Fee	-	-	-	-	-	-
53 Bank Fees	-	-	-	-	-	-
54 Office Supplies and Equipment	1,133	-	1,133	6,120	-	6,120
55 Rent, ELM and Storage Facility	-	-	-	-	-	-
56 Other Admin Support Provided by Lessor	-	-	-	-	-	-
57 Board Retreat and Meetings	-	-	-	-	-	-
58 Insurance						
59 Cyber Liability	-	-	-	19,625	-	19,625
60 Directors and Officers	-	-	-	52,058	-	52,058
61 General Liability	-	-	-	1,639	-	1,639
62 Insurance - Other	-	-	-	-	-	-

**Washington Vaccine Association**  
**Statement of Activities and Changes in Net Assets**

		A	B	C	D	E	F
		Month Ended February 28, 2023			For Eight Months Ended February 28, 2023		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
63	Legal - Special Projects and L	-	-	-	-	-	-
64	Total Administrative Costs	1,133	-	1,133	130,066	-	130,066
65	Other Discretionary Expenditures						
66	Executive Director and Other Contractor Bonus	-	-	-	-	-	-
67	Human Resources and Governance	3,780	-	3,780	34,381	-	34,381
68	Total Other Discretionary Expenditures	3,780	-	3,780	34,381	-	34,381
69	Total Administrative Expenses	117,409	-	117,409	1,101,501	-	1,101,501
70	Total Change in Unrestricted Net Assets	\$ (1,095,955)	\$ 647,975	\$ (447,981)	\$ (7,478,792)	\$ 1,116,219	\$ (6,362,573)

**Washington Vaccine Association  
Administrative Budget Status  
For Month of February 28, 2023**

	A Approved Budget	B Actual February 28, 2023	C Budget Variance
1 Direct Processing Costs			
2 Administrator (Helms & Company, Inc.)	65,432	65,432	-
3 EDI /ACH Clearinghouse Maintenance (Helms & Company, Inc.)	3,750	3,750	-
4 Clearinghouse Intake Processing (Avality, Zelis, Etc.)	3,000	4,515	(1,515)
5 Lockbox and Bank Fees	4,000	4,238	(238)
6 Recovery and Compliance (Helms & Company, Inc.)	5,250	5,250	-
7 Lockbox Intake (OrboGraph)	6,920	4,027	2,893
8 Total Direct Processing Costs	88,352	87,212	1,140
9 Executive Director Costs and Related Support Fees			
10 Executive Director Salary	18,939	18,810	129
11 Payroll Taxes	1,449	1,655	(206)
12 Leased Employee per Check Fee	195	(384)	579
13 Executive Director Travel and Lodging, Education, and Other	5,417	-	5,417
14 Technology Support (Desktop and Telephony)	335	335	-
15 Total Executive Director Costs and Related Support Fees	26,335	20,416	5,919
16 Provider and Payer Education and Outreach			
17 Provider Education Materials, Development and Printing	6,250	2,397	3,853
18 Postage	1,250	-	1,250
19 Website and Information Technology	1,250	-	1,250
20 Technical Consultants	500	-	500
21 Provider Office Training Sessions	1,000	-	1,000
22 Advertising and Sponsorships	167	-	167
23 Hospitality	300	923	(623)
24 Provider Services Rep	6,728	-	6,728
25 Leased Employee per Check Fee	-	-	-
26 Total Provider and Payer Education and Outreach	17,445	3,321	14,124
27 Administrative Costs			
28 Legal - General Counsel and Governance	3,333	-	3,333
29 Audit Fees	-	-	-
30 Government Relations Consultants	417	-	417
31 Registered Agent Fee	-	-	-
32 Investment Management Fees	12,000	8,971	3,029
33 Office Supplies and Equipment	450	1,133	(683)
34 Rent	150	-	150
35 Other Admin Support Provided by Lessor	42	-	42
36 Board Retreat and Meetings	1,000	-	1,000
37 Insurance	-	-	-
38 Cyber Liability	-	-	-
39 Directors and Officers	-	-	-
40 General Liability	-	-	-
41 Legal - Special Projects and Litigation	7,500	-	7,500
42 Total Administrative Costs	24,892	10,104	14,788
43 Other Discretionary Expenditures			
44 Executive Director Bonus Pool	-	-	-
45 Human Resources and Governance	4,350	3,780	570
46 Total Other Discretionary Expenditures	4,350	3,780	570
47 Total Budget	\$ 161,374	\$ 124,833	\$ 36,541

**Washington Vaccine Association  
Administrative Budget Status  
For Eight Months Ended February 28, 2023**

	A Approved Budget	B Actual February 28, 2023	C Budget Variance
1 <b>Direct Processing Costs</b>			
2       Administrator (Helms & Company, Inc.)	523,456	523,456	-
3       EDI /ACH Clearinghouse Maintenance (Helms & Company, Inc.)	30,000	30,000	-
4       Clearinghouse Intake Processing (Avality, Zelis, Etc.)	24,000	41,072	(17,072)
5       Lockbox and Bank Fees	32,000	33,196	(1,196)
6       Recovery and Compliance (Helms & Company, Inc.)	42,000	42,000	-
7       Lockbox Intake (OrboGraph)	55,360	56,790	(1,430)
8 <b>Total Direct Processing Costs</b>	<u>706,816</u>	<u>726,513</u>	<u>(19,697)</u>
9 <b>Executive Director Costs and Related Support Fees</b>			
10       Executive Director Salary	147,138	149,284	(2,146)
11       Payroll Taxes	6,386	8,004	(1,618)
12       Leased Employee per Check Fee	1,560	1,339	221
13       Executive Director Travel and Lodging, Education, and Other	43,336	31,451	11,885
14       Technology Support (Desktop and Telephony)	2,680	3,180	(500)
15 <b>Total Executive Director Costs and Related Support Fees</b>	<u>201,100</u>	<u>193,258</u>	<u>7,842</u>
16 <b>Provider and Payer Education and Outreach</b>			
17       Provider Education Materials, Development and Printing	50,000	14,274	35,726
18       Postage	10,000	-	10,000
19       Website and Information Technology	10,000	-	10,000
20       Technical Consultants	4,000	275	3,725
21       Provider Office Training Sessions	8,000	-	8,000
22       Advertising and Sponsorships	1,336	-	1,336
23       Hospitality	2,400	1,187	1,213
24       Provider Services Rep	40,368	-	40,368
25       Leased Employee per Check Fee	-	-	-
26 <b>Total Provider and Payer Education and Outreach</b>	<u>126,104</u>	<u>15,736</u>	<u>110,368</u>
27 <b>Administrative Costs</b>			
28       Legal - General Counsel and Governance	26,664	27,043	(379)
29       Audit Fees	22,500	23,580	(1,080)
30       Government Relations Consultants	3,336	-	3,336
31       Registered Agent Fee	150	-	150
32       Investment Management Fees	96,000	81,165	14,835
33       Office Supplies and Equipment	10,600	6,120	4,480
34       Rent	1,200	-	1,200
35       Other Admin Support Provided by Lessor	336	-	336
36       Board Retreat and Meetings	8,000	-	8,000
37       Insurance			-
38           Cyber Liability	16,026	19,625	(3,599)
39           Directors and Officers	52,564	52,058	506
40           General Liability	1,500	1,639	(139)
41       Legal - Special Projects and Litigation	60,000	-	60,000
42 <b>Total Administrative Costs</b>	<u>298,876</u>	<u>211,231</u>	<u>87,645</u>
43 <b>Other Discretionary Expenditures</b>			
44       Executive Director Bonus Pool	49,495	-	49,495
45       Human Resources and Governance	34,800	34,381	419
46 <b>Total Other Discretionary Expenditures</b>	<u>84,295</u>	<u>34,381</u>	<u>49,914</u>
47 <b>Total Budget</b>	<u><u>\$ 1,417,191</u></u>	<u><u>\$ 1,181,119</u></u>	<u><u>\$ 236,072</u></u>

Washington Vaccine Association  
Notes to Financial Statements  
For the Eight Months Ended February 28, 2023

Balance Sheet

Lines 2 and 4. Cash decreased in February by approximately \$587,000. Total cash and investments at month end are approximately \$48 million as compared to the budgeted cash position of \$52 million. The time-lag between the date of service and the receipt of payment has been considered when projecting cash reserves for FY2023.

Line 6. The Prepaid Vaccine amount includes the amount requested by the Washington Department of Health (DOH) for the March 2023 replenishment of vaccines. The amount includes the administrative fee of 1.4% which equaled \$84,517 included in the request.

Line 5. Members Estimated Collectible Assessments reflects the value of vaccine funding provided to the DOH for the purchase of vaccines for which the Association expects to receive an assessment payment.

Profit and Loss

Line 2. The amount reported as Assessments includes all assessments received in the month of February. The assessments are tracked in the accounting system using the procedure code and date of service supplied by the provider's remittance advice. While it is assumed that the provider utilized a vaccine that was purchased by the Department of Health in either the corresponding month or a prior month(s), there are too many variables in the purchasing process, the supply chain, and the utilization driving the remittance to provide certainty.

Line 6. The amount reported as 2% Waste is an estimate that was recorded through a journal entry. This estimate will be refined as we continue to process and track the amount of collectible assessments remaining from each DOH funding request. The amount remaining would likely represent vaccines that were not administered and would be considered waste. This will take several months of data before we are able to provide a more accurate estimate and therefore the 2% Waste estimate will continue to be used for the foreseeable future.

Line 7. The amount reported in February as Price Variance and Denials is the actual total of variances and denials identified through the lockbox transactions processed through OrboGraph.

Line 8. The DOH replenishment is the actual "cost" of the vaccines that are associated with the Assessments received in February.

Line 10. The amount reported as DOH Cost Recovery Admin Charge is the amount requested by the DOH for administrative expenses incurred in January. It was paid with the March 2023 replenishment of vaccines.

#### Other

Based upon a review of detailed assessment remittance data, the Association at times receives both over- and under-payments for remittances. Overpayments are repaid through the refunds process, through balance forward remittances, or through a separate, specific analysis. Utilizing the assessment remittance database, the Association has been able to identify several instances whereby a payer has been incorrectly denying or underpaying assessments for a variety of reasons. The Association's compliance efforts work with payers to resolve these discrepancies and may result in additional assessment revenue or refunds attributable to the current fiscal year that may or may not be related to the current fiscal year.



*Ensuring Funds for Childhood Vaccines*

## 2023-24 Vaccine Assessment Grid

Presented to the  
Washington Vaccine Association  
Board Meeting  
April 13, 2023

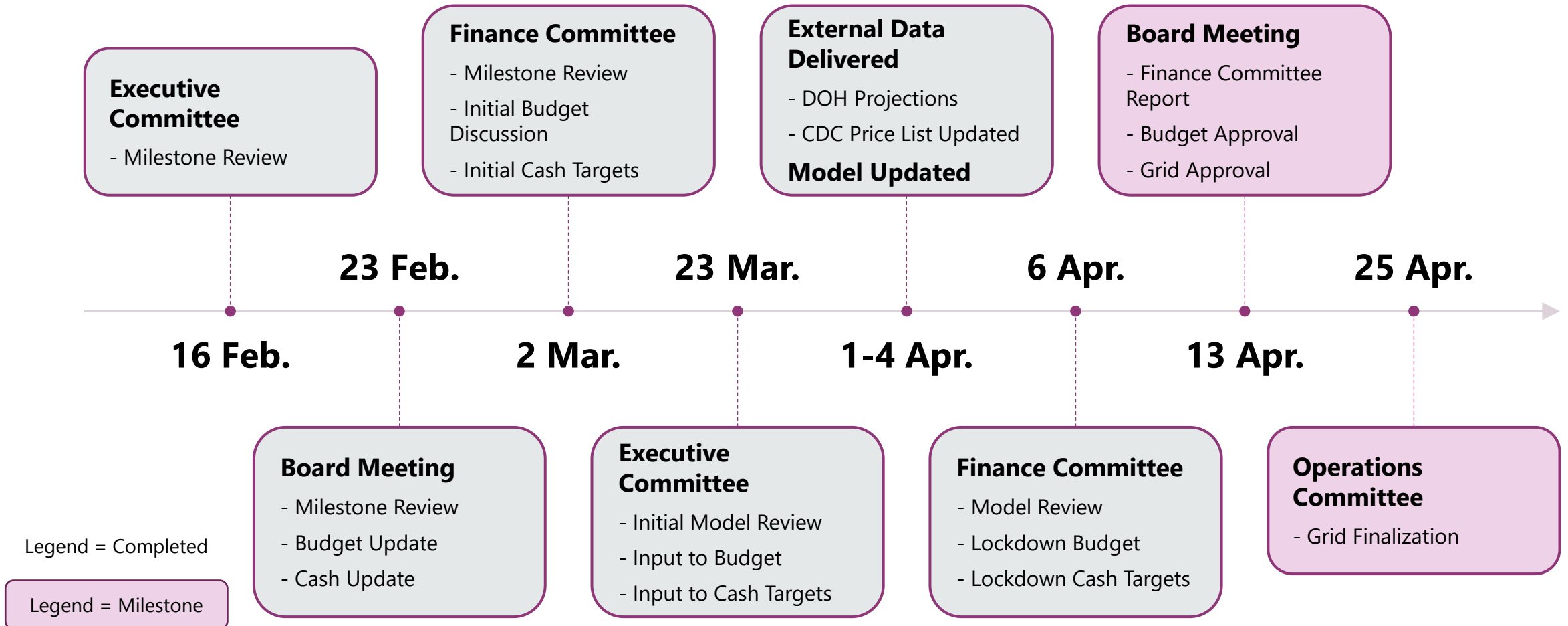
Confidential and Proprietary © 2023



# Presentation Overview

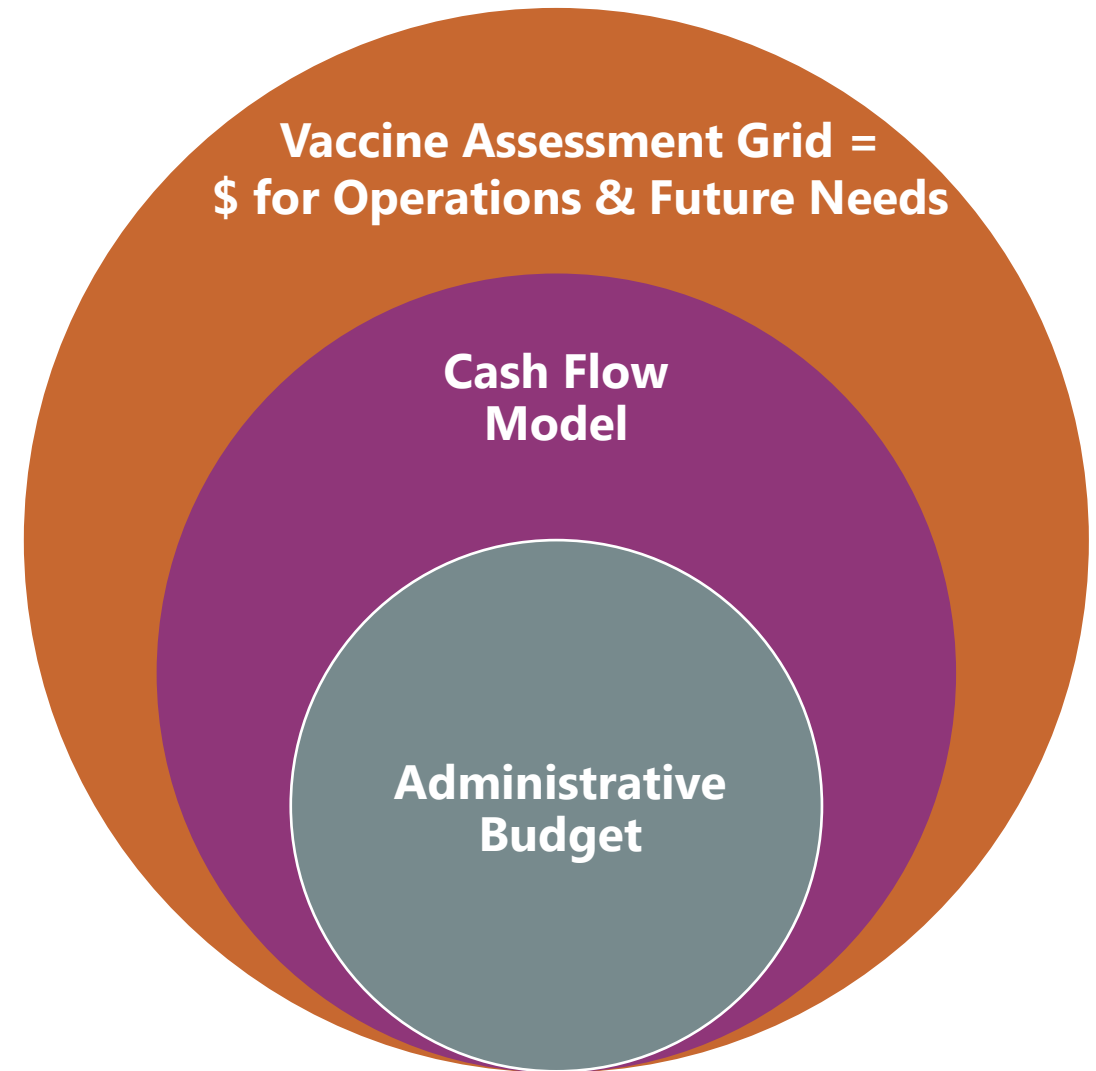
1. Process Timeline
2. Integrated Approach
3. Administrative Budget Assumptions
4. Model Assumptions Summary
5. 2023-24 Grid

# 1. 2023-24 Budget & Vaccine Grid Development Process



## 2. Integrated Approach

1. There is a nested relationship between the administrative budget, the cash flow model, and the vaccine assessment grid
2. Goals of the 2023-24 vaccine grid process include:
  1. Providing grid stability to minimize year-to-year fluctuation
  2. Maintain cash and reserves to a Board-approved level
  3. Ensure reserves for COVID and other new vaccines



# 3. Administrative Budget Assumptions

WVA Budget Summary	Projected Budgeted Total	Budgeted Total	Budgeted Total	Budgeted Total	% Change FY23 to FY24	
	FY 2023	FY 2024	FY 2025	FY 2026		
Direct Processing Costs						
Subtotal	1,060,224	1,152,113	1,186,676	1,222,276	Subtotal % Change	9%
Staff Costs and Related Support Fees						
Subtotal	375,124	434,514	447,550	460,976	Subtotal % Change	16%
Provider and Payer Education and Outreach						
Subtotal	128,600	146,600	150,998	155,528	Subtotal % Change	14%
Administrative Costs						
Subtotal	408,855	396,914	408,821	421,086	Subtotal % Change	-3%
Other Discretionary Expenditures						
Subtotal	101,695	64,904	66,851	68,856	Subtotal % Change	-36%
Total Budget	2,074,498	2,195,045	2,260,896	2,328,723	Total % Change	6%

# 3. FY2024 Administrative Budget Assumptions

- Added Line Items
  - Benefit Stipend
- Deleted Line Items
  - Insurance
- Merged Line Items
  - Salaries
  - Stakeholder Liaison
- Increases/Decreases (+/- 10%)
  - ↑ Administrator
  - ↑ Clearinghouse Fees
  - ↑ Payroll Taxes
  - ↑ Benefit Stipend
  - ↓ PEO Leased Employee Fees
  - ↑ ED Travel, Conferences, Lodging, Education and Other
  - ↑ Technology Support (Desktop and Telephony)

- ↑ Technical Consultants
- ↑ Provider Office Training Sessions
- ↑ Legal, General Counsel and Governance
- ↓ Legal – Special Projects and Litigation
- ↓ Investment Management Fees
- ↓ Office Supplies and Equipment
- ↓ Rent
- ↑ Cyberliability Insurance
- ↑ Board D&O Insurance
- ↑ General Liability Insurance
- ↑ Executive Director Bonus Pool
- ↓ Human Resources and Governance Consultants

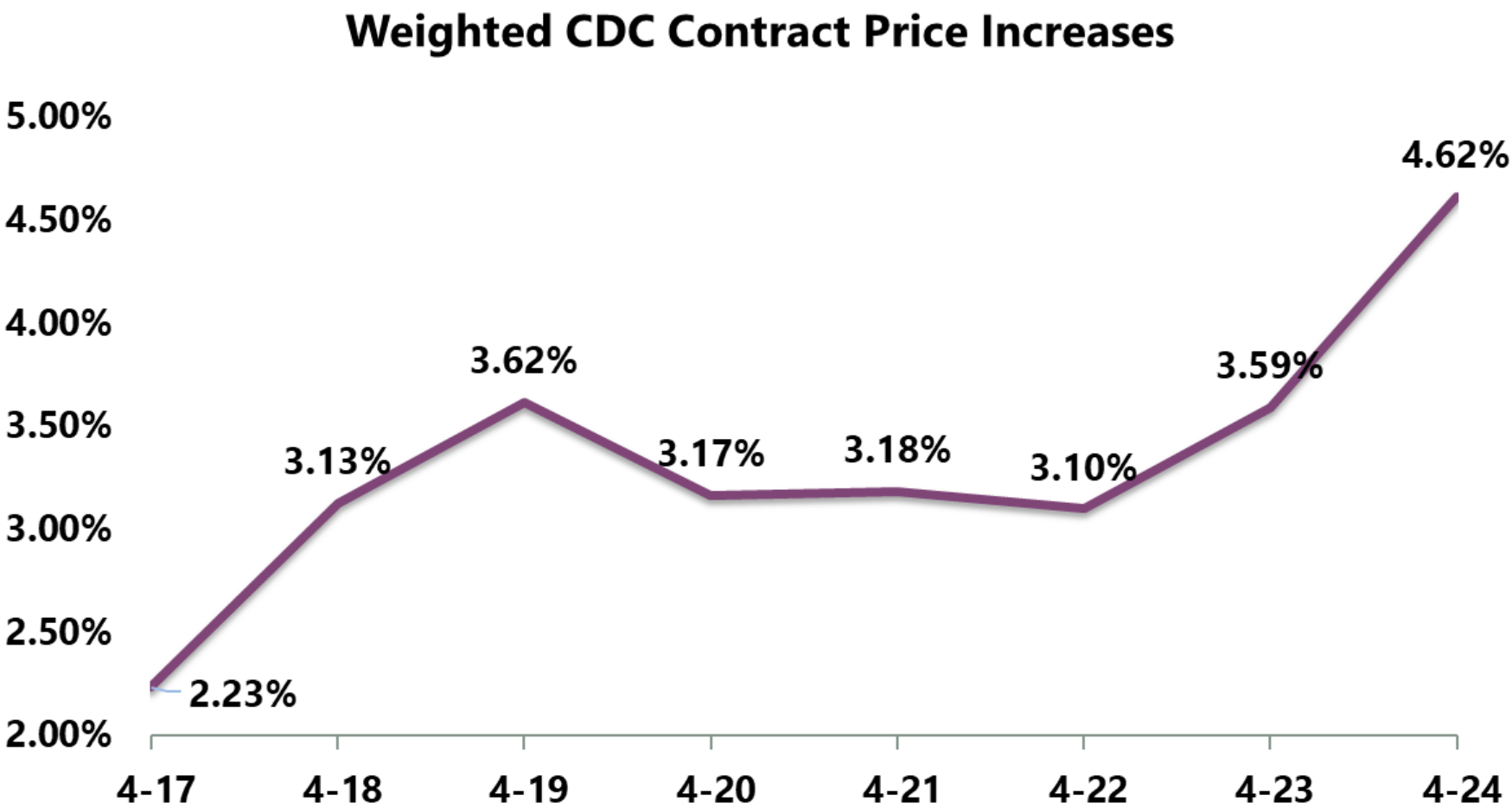
## • Past / Future Budget Totals

FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
\$2.027M	\$1.856M	\$2.074M	\$2.195M	\$2.261M	\$2.329M

## 4. FY2024 Notable Projection Assumptions

- Fund Source Split Adjusted CY2023
  - 47% WVA; 50% VFC; 3% CHIP
- Changing Presentations
  - Menveo (MCV40)
  - Rotarix (RV1)
- New Vaccines
  - Priorix (MMR)
  - Vaxneuvance™ (PCV15)
  - Prevnar 20® (PCV20)
- New Vaccines in Pipeline
  - RSV (Date Unknown)
- Pandemic Impact on Vaccine Utilization
  - Provider Enrollment Has Outpaced Disenrollment; Enrollment Down Nearly 4% Since July 2021
  - Provider Order Levels are Below Pre-Pandemic Levels; Have Recently Increased and Expected To Increase 2% in FY2024 Over FY2023
- COVID Vaccines
  - Expect Fall / Late Fall 2023 Commercialization
  - Vaccine Presentation Options Uncertain; Expected to Change in Coming Years
  - VFC Pricing Estimated at \$80-100/dose
  - WVA Portion Estimated to be \$1.7M in FY24 and \$2.1M in FY25
  - Prebuy Process is Possible
  - New VFC Providers Anticipated
  - Retail Pharmacy Role Likely

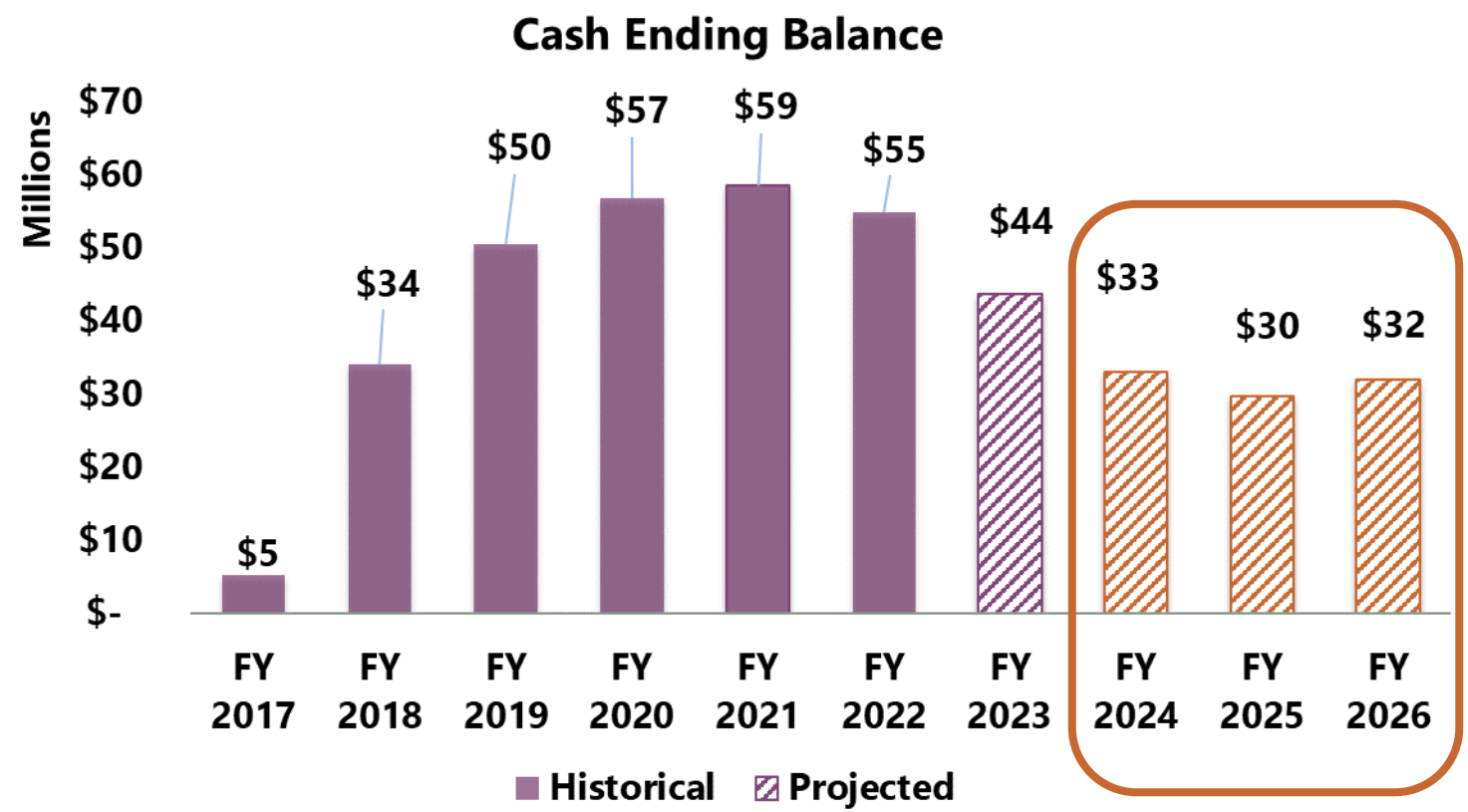
# 4. Weighted CDC Contract Price Increases (specific to WVA's utilization)



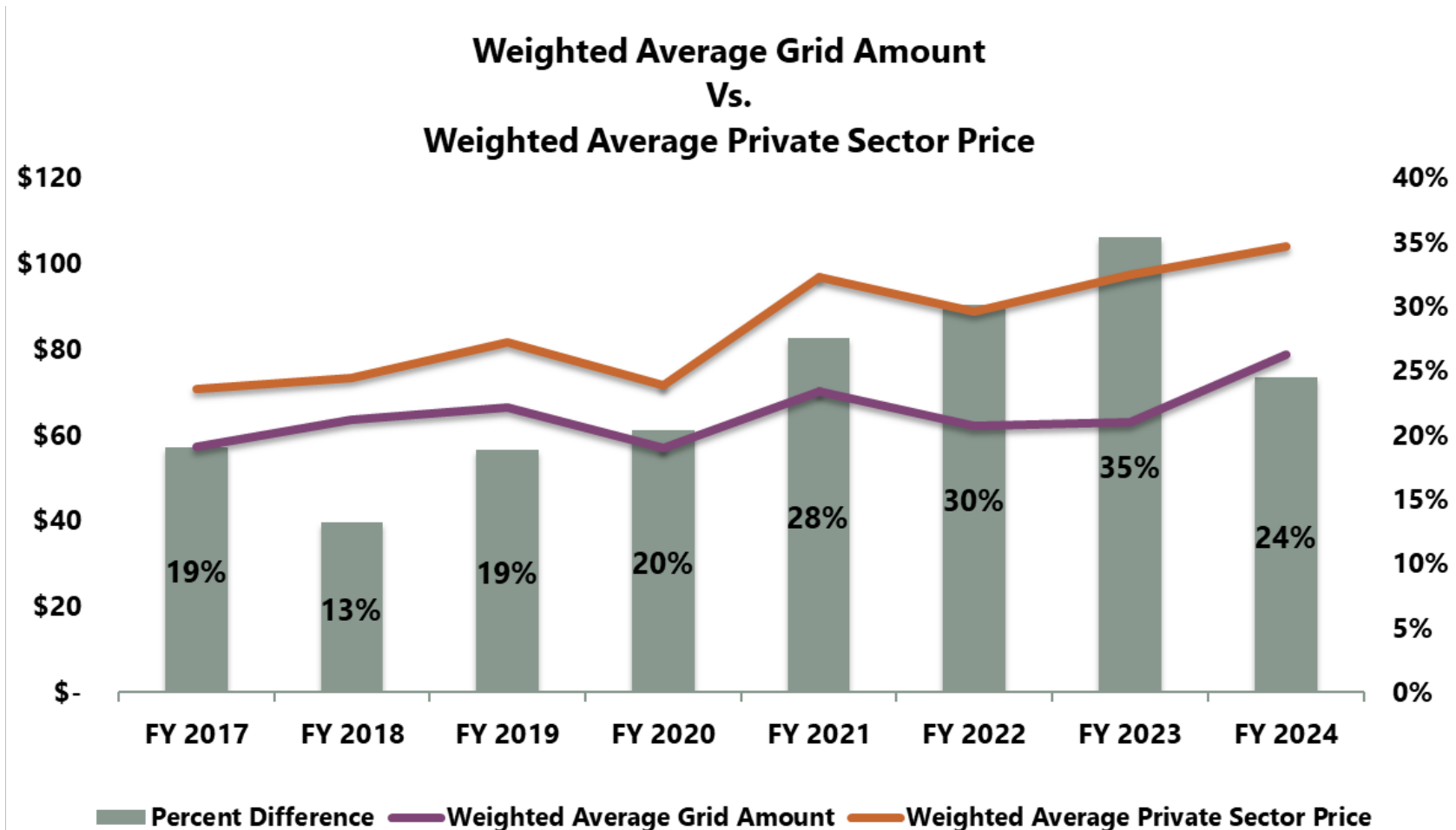
# 4. Model Assumptions Summary

Adjustment Variables	Assumptions			
	FY2023	FY2024	FY2025	FY2026
Assessment Grid as Percent of Prior Year	100%	110%	110%	110%
TRICARE Surcharge (3-Year Lock)	2.5%	2.5%	2.5%	2.5%
DOH Indirect Charge	1.4%	1.4%	1.4%	1.4%
DOH Cost Recovery Fee (2.8% Cap)	1.4%	1.4%	1.4%	1.4%
Vaccine Wastage	2.7%	2.5%	2.4%	2.4%
Denials	13.0%	7.0%	6.0%	5.0%
Denial Recoveries	4.0%	1.0%	1.0%	1.0%
Administrative Budget	\$2.07M	\$2.19M	\$2.26M	\$2.33M
Cash “Burn Down” Amount	(\$11.3M)	\$10.6M	\$3.3M	(\$2.3M)
Year End Balance	(\$43.6M)	\$33.0M	\$29.7M	\$32.0M
CDC Vaccine Purchase Price Increase	3.6%	4.6%	3.9%	3.5%

# 4. Historical and Model Projections End of FY Cash Balance – FY2017-25



# 4. Weighted Average Grid Amount Vs. Weighted Average Private Sector Price – FY2017-24



4.

WVA Financial Model	Historical				Projected Actual		
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
<b>Assumptions</b>							
Assessment Grid as Percent of Prior Year				100.0%	110.0%	110.0%	110.0%
DOH Indirect Charge				1.4%	1.4%	1.4%	1.4%
DOH Cost Recovery Fee				1.4%	1.4%	1.4%	1.4%
Vaccine Wastage				2.7%	2.5%	2.4%	2.4%
Denials				13.0%	7.0%	6.0%	5.0%
Denial Recoveries				4.0%	1.0%	1.0%	1.0%
<b>Inflows/Outflows</b>							
<b>Assessment Revenue</b>	79,804,611	72,765,986	69,137,375	73,357,245	95,437,709	107,835,009	117,701,875
Vaccine Replenishment	61,491,029	73,662,995	74,672,893	81,159,816	92,775,817	97,966,410	102,562,044
Investment Income	1,716,186	185,269	(1,984,308)	101,969	-	-	-
TRICARE Expense Offset				-	-	-	-
<b>Gross Revenue</b>	<b>20,029,769</b>	<b>(711,740)</b>	<b>(7,519,827)</b>	<b>(7,700,601)</b>	<b>2,661,892</b>	<b>9,868,600</b>	<b>15,139,831</b>
<b>Administrative Cost</b>							
DOH Indirect Charge	(1,133,128)	(1,024,831)	(1,045,420)	(1,125,856)	(1,298,861)	(1,371,530)	(1,435,869)
DOH Cost Recovery Fee	(462,339)	(1,049,102)	(872,826)	(1,016,294)	(1,298,861)	(1,371,530)	(1,435,869)
Vaccine Wastage	(1,490,121)	(1,364,228)	(908,883)	(431,570)	(2,308,522)	(2,346,109)	(2,453,930)
Denials	(8,081,070)	(9,821,218)	(8,987,859)	(337,092)	(6,826,538)	(6,532,550)	(5,988,171)
Denial Recoveries		6,507,841	654,400	351,325	975,220	1,088,758	1,197,634
Projected Unknown		11,190,849	17,097,184	1,116,008	-	-	-
Refunds	(467,342)	(372,311)	(355,714)	(360,628)	(349,200)	(349,200)	(349,200)
Administrative Budget	(1,986,592)	(1,664,214)	(1,672,511)	(1,836,487)	(2,195,045)	(2,260,896)	(2,328,723)
<b>Total Administrative Cost</b>	<b>(13,620,592)</b>	<b>2,402,786</b>	<b>3,908,372</b>	<b>(3,640,594)</b>	<b>(13,301,808)</b>	<b>(13,143,056)</b>	<b>(12,794,127)</b>
<b>Revenue in Excess of Expenditures</b>	<b>6,409,177</b>	<b>1,691,046</b>	<b>(3,611,455)</b>	<b>(11,341,195)</b>	<b>(10,639,916)</b>	<b>(3,274,457)</b>	<b>2,345,704</b>
<b>Effect on Cash Reserves</b>							
Cash Reserves Beginning Balance	50,477,971	56,887,148	58,578,194	54,966,739	43,625,545	32,985,628	29,711,171
Cash Generated/ (Used)	6,409,177	1,691,046	(3,611,455)	(11,341,195)	(10,639,916)	(3,274,457)	2,345,704
<b>Cash Reserves Ending Balance</b>	<b>56,887,148</b>	<b>58,578,194</b>	<b>54,966,739</b>	<b>43,625,545</b>	<b>32,985,628</b>	<b>29,711,171</b>	<b>32,056,876</b>

# 5. 2022-23 Vaccine Grid

## Washington Vaccine Association Assessment Grid

FOR ALL CLAIMS WITH A DATE OF SERVICE ON OR AFTER JULY 1, 2023.

For Dosage-Based Assessment (DBA) Billing Used for  
Commercially Insured Patients Under the Age of 19.

Please note that this WVA Assessment Grid, effective July 1, 2023, replaces the grid last updated on July 1, 2022. The grid lists vaccines and their corresponding CPT codes that are part of the dosage-based assessment (DBA) process for providers, health insurance carriers, and third party administrators. There are other childhood vaccines (and corresponding CPT codes) that are not included in the DBA process and, therefore, no assessment is needed. The availability of specific vaccine brands are determined by the manufacturer and not all brands of flu vaccine are offered through the Childhood Vaccination Program (CVP). **The PURPLE COLUMN is the assessment amount per dose as of July 1, 2023.**

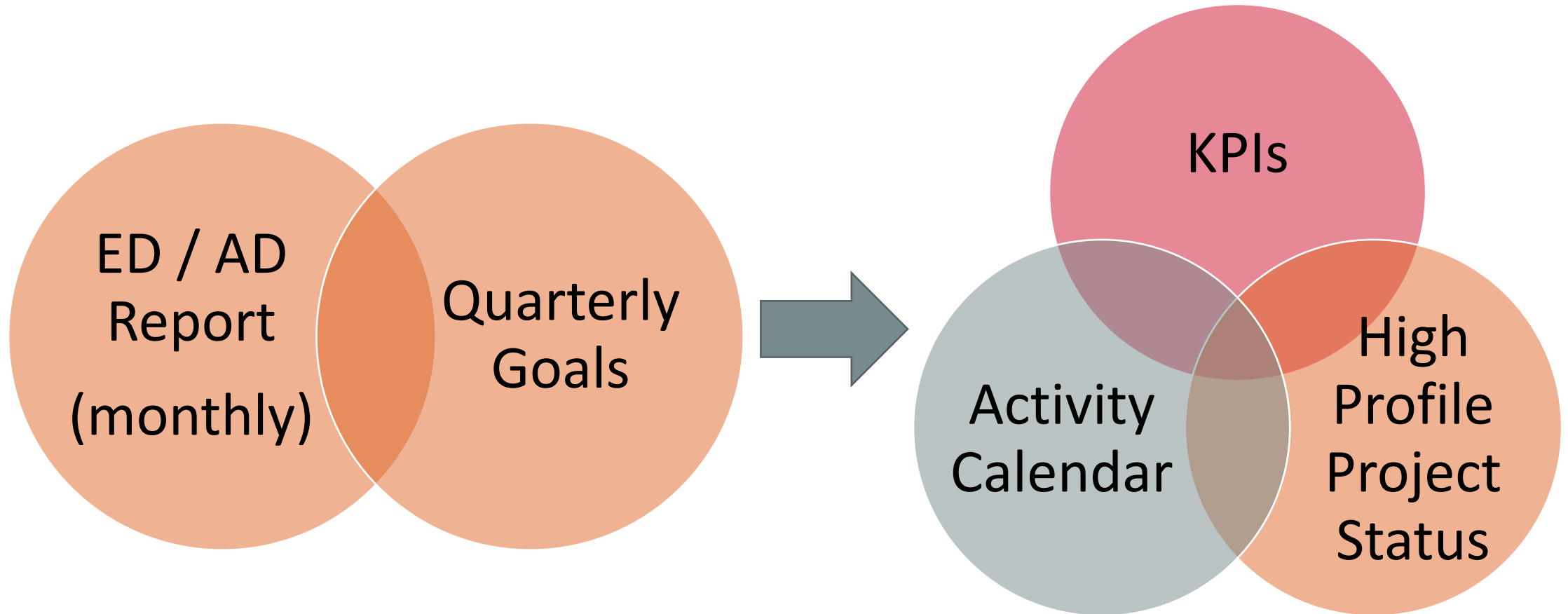
Will be  
finalized for  
April 25, 2023  
Operations  
Committee.

CPT Code	NDC Code / Packaging	CPT Code Description	Tradename	WVA Assessment Amount per dose from 07/01/2022 to 06/30/2023	For Reference: CDC Private Sector Cost/Dose 04/01/2023	WVA Assessment Amount per dose from 07/01/2023 to 06/30/2024	Percent Change 07/01/2022 to 07/01/2023
Hepatitis A							
90633	58160-0825-52 (10 pack – 1 dose syringe)	Hepatitis A vaccine (HepA), pediatric/adolescent dosage-2 dose schedule, for intramuscular use	Havrix®	\$20.72	\$0.00	\$0.00	0.0%
	00006-4095-02 (10 pack – 1 dose syringe)		Vaqta®		\$0.00		
Hepatitis B							
90744	00006-4981-00 (10 pack – 1 dose vial)	Hepatitis B vaccine (HepB), pediatric/adolescent dosage, 3 dose schedule, for intramuscular use	Recombivax HB®	\$12.54	\$0.00	\$0.00	0.0%
	00006-4093-02 (10 pack – 1 dose syringe)		Recombivax HB®		\$0.00		
	58160-0820-52 (10 pack – 1 dose syringe)		Engerix B®		\$0.00		
Rotavirus							
90680	00006-4047-41 (10 pack – 1 dose tube)	Rotavirus vaccine, pentavalent (RV5), 3 dose schedule, live, for oral use	RotaTeq®	\$72.04	\$0.00	\$0.00	0.0%
90681	58160-0854-52 (10 pack – 1 dose vial)	Rotavirus vaccine, human, attenuated (RV1), 2 dose schedule, live, for oral use	Rotarix®	\$97.88	\$0.00	\$0.00	0.0%

# Questions and Discussion

# Quarterly Goals Restructuring Discussion

# Quarterly Goals Document Restructuring Discussion



# Monthly Board Reporting Concept Format

## KPIs

- Financial
- Operational
- Customer Service

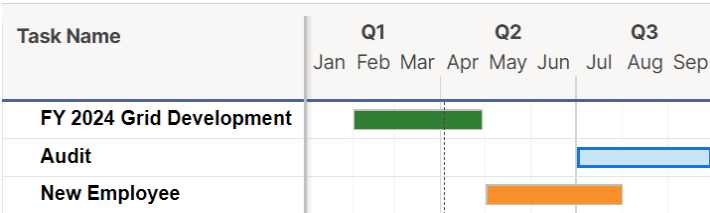
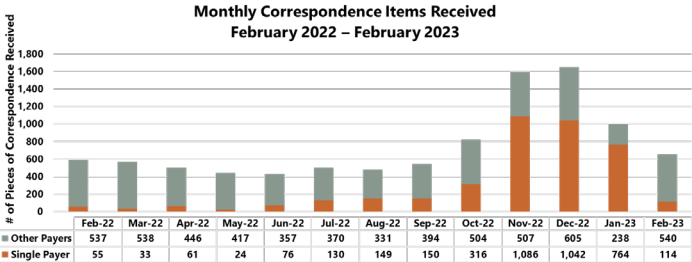
## High Profile Project Status

- Grid Roll Out
- Audit
- Compliance

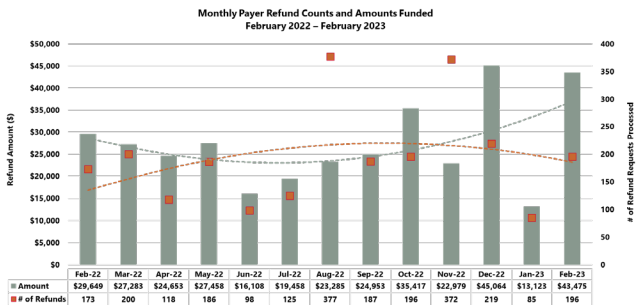
## Activity Calendar

- Meetings
- Regulatory
- Governance

# Monthly Board Reporting Concept Examples



Approve Auditor Engagement Letter	April 6, 2023
60-Day FY2024 Grid Notice on Website	April 20, 2023
Provider FY2024 Mailing	May 15, 2023
Payer FY2024 Mailing	May 15, 2023
Begin FY24 Grid Compliance Effort	July 1, 2023



# Provider Billing Improvement Plan Discussion

# Provider Billing Improvement Plan Steps

## DRAFT for Discussion

