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**Washington Vaccine Association  
Board of Directors Meeting  
June 15, 2023; 2:00-3:30 p.m. (PT)**

**I. Attendance.** This meeting was conducted in person and virtually. Participating in all or part of the meeting were the following individuals:

<u>Directors</u>	<u>WVA</u>
John Dunn, MPH, MD, Kaiser Permanente, <i>Chair</i>	Julia Walter Zell, MA., Esq., Executive Director
Beth Harvey, MD, South Sound Pediatrics, <i>Vice Chair</i>	
Ed Marcuse, MD, MPH, FPIDS, University of Washington, <i>Secretary</i>	<u>Helms &amp; Company, Inc.</u>
John Sobeck, MBA, MD, Regence Blue Shield, <i>Treasurer</i>	Patrick Miller, MPH, WVA, Administrative Director
(virtual)	Ashley Ithal, MPH, WVA, Program Support (virtual)
Helen Chea, MD, Molina (virtual)	Leslie Walker, CPA, Mason+Rich, PA (virtual)
Jason Farber, Esq., Davis Wright Tremaine LLP (virtual)	
Janel Jorgenson (for Michele Roberts), WA DOH	<u>Others</u>
Kara Manley, United Healthcare (virtual)	Anne Redman, Esq., Perkins Coie
Randy Parker, Northwest Carpenters Trust	Rick Hourigan, MD, Cigna (virtual)
Pamela Sheffield, MD, Aetna	Breelyn Young, GSK
	Brayson Rusinyak, Kasier, GSK
	Craig Sexton, GSK (virtual)

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**II. Summary of Actions Taken and/or Recommended**

Actions Taken (votes adopted)

- i. To approve the minutes of the April 13, 2023, Board Meeting

**III. Minutes**

Welcome and Introductions

Dr. Dunn called the meeting to order at 2:02 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. Young and Mr. Rusinyak introduced themselves to the Board.

Consent Calendar

Dr. Dunn asked for a motion to approve the minutes. Upon motion duly made and seconded, it was unanimously

**VOTED: To approve the minutes of the April 13, 2023, Board Meeting.**

**IV. Financial Update**

Financial Statements and Year End Cash Projections and Administrative Expenses

Mr. Miller briefly reviewed May 2023's, unaudited financial statements. Mr. Miller reported that as of the end of May, the WVA's administrative budget was ahead of budget by \$256,000 due primarily to lower legal fees and the deferral of the new hire and associated costs. Although Mr. Miller believes the WVA will continue to be ahead of budget by the end of June, there are expenses associated with the annual Grid mailings that will be accounted for.

Ms. Walker provided an update on the WVA's strong cash position, reporting that the WVA is \$2.6 million below the projected FY23 budget of \$46 million which she believes will hold through the end of the FY. Ms. Walker also noted that June is typically a month whereby cash outflows exceed receipts

FY 2023 Audit Preparation

Ms. Zell provided an update on the CliftonLarsonAllen LLP's (CLA) audit which is set to begin on July 1, 2023. The financial statements will be presented to the Finance Committee in September 2023 and to the Board in November

70 2023. Ms. Zell noted that next year's audit next will likely require additional review of the WVA information  
71 technology functions due to changes in the auditing standards. This will require adjustments to the FY2025 budget.  
72

### 73 **V. DOH Updates**

74  
75 Ms. Jorgenson reported that the Washington school immunization dashboard ([https://doh.wa.gov/data-and-statistical-](https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/school-immunization)  
76 [reports/washington-tracking-network-wtn/school-immunization](https://doh.wa.gov/data-and-statistical-reports/washington-tracking-network-wtn/school-immunization)) has been updated with more recent data; an update  
77 was sent to the WVA Vaccine Committee last week. Ms. Jorgenson noted that the data demonstrate that vaccination  
78 gaps exist in parts of the state and there continues to be a need for the WA Department of Health (DOH) to  
79 communicate to providers that children in those areas need to catch up on their immunizations. Ms. Jorgenson reported  
80 that an article has been submitted for publication in MMWR regarding vaccine exemptions and the impact on school  
81 vaccination rates in Washington. Initial data for the most recent school year are expected to be available in July.  
82

83 The DOH is developing an IIS / Quality Scorecard for providers based on the COVID immunization rate scorecard.  
84 Ms. Jorgensen noted that the goal of this scorecard is to give providers a snapshot of the quality of their data, including  
85 completeness, meeting requirements, and HL7 rejections vs. acceptances, specifically.  
86

87 Ms. Jorgenson noted changes to the [WA DOH Care-a-Van](#) program, noting a new partnership with the Seattle Storm  
88 called the "Take your shot! Initiative" whereby people who receive a vaccine through the program will receive tickets  
89 to a game. Further, the DOH is planning on providing routine adult vaccines through this program in the future.  
90 Programmatic funding may be a limiting factor.  
91

92 Ms. Jorgenson reported that an internal state accounting audit of the Washington State Childhood Vaccine Program  
93 will start in July. Ms. Zell asked if the audit results would be provided to the WVA Board. Ms. Jorgenson will let Ms.  
94 Zell know.  
95

96 Finally, Ms. Jorgenson noted that a bridge program is being created by the DOH to continue to provide COVID  
97 vaccines to those who are uninsured once commercialization occurs.  
98

### 99 **VI. ED/AD Updates**

#### 100 Monthly Board Reporting Update

101 Ms. Zell previewed the new proposed format for the AD ED report. The new format is designed to be more visual  
102 and improve readability. Additional summary information as well as an activity calendar were added; financial KPIs  
103 (demonstrating planned vs. actual cash, etc.) remain. The report was previously reviewed by the Executive  
104 Committee. Mr. Miller added that if Committee members had additional topics that they would like included, to  
105 share those requests and they will be added if data support it. Dr. Marcuse requested that the rationale behind the  
106 cash reserve position be added; there was a time when the organization had no funds and required a line of credit.  
107  
108

#### 109 Stakeholder Relations Position Update

110 Ms. Zell provided an update on the stakeholder relations position. Two finalist candidates have been identified. The  
111 WVA is working with a human resources consultant to conduct references and prepare the offer letter for the final  
112 candidate.  
113

#### 114 Compliance Updates

115 Ms. Zell reported that the WVA continues to work on provider compliance issues. A provider attestation has been  
116 developed for use when the provider has multiple billing issues. The attestation states that the provider is fulfilling  
117 their WVA and DOH obligations. One organization has been asked to sign the attestation and it is currently under  
118 review by their counsel.  
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### 120 **VII. Public Comments**

121  
122 No public comments.  
123

### 124 **VIII. Executive Session - Confidential.**

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126 **IX. Closing**

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128 With no further business before the Board, Dr. Dunn closed the meeting at 3:30 PT.