

**Washington Vaccine Association  
Board of Directors Meeting  
April 13, 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:

8	<u>Directors</u>	20	
9	John Dunn, MPH, MD, Kaiser Permanente, <i>Chair</i>	21	<u>WVA</u>
10	Beth Harvey, MD, South Sound Pediatrics, <i>Vice Chair</i>	22	Julia Walter Zell, MA., Esq., Executive Director
11	Ed Marcuse, MD, MPH, FPIDS, University of Washington, <i>Secretary</i>	23	
12	John Sobek, MBA, MD, Regence Blue Shield, <i>Treasurer</i>	24	<u>Helms &amp; Company, Inc.</u>
13	Helen Chea, MD, Molina	25	Patrick Miller, MPH, WVA, Administrative Director
14	Jason Farber, Esq., Davis Wright Tremaine LLP	26	Leslie Walker, CPA, Mason+Rich, PA
15	Kara Manley, United Healthcare	27	
16	Randy Parker, Northwest Carpenters Trust	28	<u>Others</u>
17	Michele Roberts, MPH, MCHES, Washington Department of Health	29	Jamilia Sherls-Jones, Washington Department of Health
18		30	Janel Jorgenson, Washington Department of Health
19		31	Susan Comers, Aetna

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

Actions Taken (votes adopted)

- i. To approve the minutes of the February 23, 2023, Board Meeting
- ii. To approve the FY24 Administrative Budget
- iii. To approve the FY24 Assessment Grid
- iv. To ratify CliftonLarsonAllen, LLP as the FY22-23 Auditor

**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.

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 February 23, 2023, Board Meeting.**

**IV. Financial Update**

Financial Statements

Mr. Miller briefly reviewed the February 2023, unaudited financial statements. Total assets for the WVA are approximately \$59.6 million. In terms of planned cash, the WVA is approximately \$2.59 million over projections, which he attributed to the fund source split. As of the end of February 2023, the WVA's administrative budget was ahead of budget by \$236,000 due primarily to lower legal fees and the deferral of the new hire and associated costs.

Investments

Mr. Miller reported that the most recent Morgan Stanley investment statement (as of March 31, 2023) is included in the meeting packet. Ms. Zell reported that the WVA remains in a strong cash position with approximately \$48.5 million in its laddered bond and CD portfolio. She reported that there is an opportunity to increase the WVA investment yields by reinvesting some funds from bonds that are coming due. She noted that she and the Helms team would be meeting to consider various possibilities and would report back to the Finance Committee and Board later in the year.

69 FY24 Administrative Budget and FY24 Assessment Grid

70 Mr. Miller stated that the FY24 proposed administrative budget is part of the FY24 assessment grid (Grid) setting  
71 process. Once the Grid is finalized by the Operation Committee, the WVA team will distribute both electronic and  
72 printed Grids to WVA stakeholders.

73  
74 Mr. Miller provided an overview of the rate setting process and timeline for producing the proposed FY24 Grid. The  
75 process includes a combination of the administrative budget and two-year vaccine purchase projections received from  
76 the Washington Department of Health (DOH). The goals for the FY24 model include providing multi-year grid  
77 stability and maintenance of cash and reserves based on Board-approved goal. The reserves ensure the ability to add  
78 new vaccines, including the upcoming COVID vaccines.

79  
80 Mr. Miller provided an overview of the proposed budget of \$2.195 million with an assumed 3% increase in FY25 and  
81 FY26. He noted that changes to the budget from FY23 to FY24 include a nine percent increase in processing costs,  
82 including the renegotiation of the Helms contract, a 16% increase in staff costs due to hiring another part-time  
83 employee, a 14% increase in provider and payer education, a 3% decrease in the overall administrative costs, and a  
84 36% decrease in discretionary expenditures. Overall, the proposed FY24 budget reflects an increase of approximately  
85 six percent from the FY23 budget.

86  
87 Mr. Miller noted that the model reflects a board goal to reduce end of FY cash balances. Notable FY24 model  
88 projection assumptions included an adjustment to the fund source split in CY23; the pandemic impact on vaccine  
89 utilization; changing vaccine presentations; and new vaccines Mr. Miller stated that there is an expectation that  
90 COVID vaccine commercialization will occur in Fall 2023 once the US Centers for Disease Control and Prevention  
91 (CDC) issues guidance. Mr. Miller reviewed the cascading stakeholder communications that will occur once the Grid  
92 is approved, including electronic and physical mailings to providers, payers, and other stakeholders. Mr. Miller  
93 reported that the FY24 Grid is now organized by vaccine, and while the WVA does not yet have Pevnar 20 CPT and  
94 NDC codes, a proxy amount has been added to the Grid. Ms. Zell reiterated that multi-year stability in the system is  
95 the main goal of the current rate setting process. Committee discussion.

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97 Dr. Dunn asked for a motion to approve the FY24 administrative budget. Upon motion duly made and seconded, it  
98 was unanimously

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100 **VOTED: To approve the FY24 Administrative Budget**

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102 Dr. Dunn asked for a motion to approve the changes to the FY24 Assessment Grid. Upon motion duly made and  
103 seconded, it was unanimously

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105 **VOTED: To approve the FY24 Assessment Grid**

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107 Annual Auditor Engagement

108 Ms. Zell reported that the Finance Committee approved CliftonLarsonAllen LLP's (CLA) master services agreement  
109 and an accompanying statement of work for the FY22-23 audit. She reminded the group that CLA has provided  
110 auditing services to the WVA, historically, and that the Finance Committee thought it wise to stay with CLA given  
111 the complexity of onboarding a new firm. Dr. Dunn asked for a motion to ratify CLA as the FY22-23 auditor. Upon  
112 motion duly made and seconded, it was unanimously

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114 **VOTED: To ratify CliftonLarsonAllen, LLP as the FY22-23 Auditor**

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116 **V. DOH Updates**

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118 COVID-19

119 Dr. Sherls-Jones reminded the Board that the Public Health Emergency (PHE) ends on May 11. All standing orders  
120 related to the PHE from the DOH will end at that time. She summarized the impact and asked for partners support in  
121 DOH efforts. She then shared several clinical updates regarding COVID vaccines. Dr. Sherls-Jones reported that the  
122 DOH is undergoing an infrastructure review process that will determine where COVID related bodies of work will be  
123 integrated longer term within the DOH.

124

125 School Age Immunization

126 Dr. Sherls-Jones shared that on March 8, 2023, she and a DOH consultant met with the State Board of Health to review  
127 immunization requirements for schools and child care centers. This presentation included state-gathered data regarding  
128 decreased immunization rates which are attributed to the pandemic and other factors. The DOH saw some absolute  
129 reductions in vaccination coverage rates between December 2018 and December 2022 that were most noticeable for  
130 the 11 – 12-year-old age group, including T-dap and HPV.

131

132 Influenza Immunization

133 Dr. Sherls-Jones shared that the Child Vaccine Program has distributed 435,320 doses of influenza vaccine to  
134 participating providers this season, but that total distribution is lower than in previous years. The DOH will work with  
135 partners on communication initiatives to attempt to increase these rates.

136

137 Department of Defense (DOD) Data Sharing

138 Dr. Sherls-Jones reported that the DOH is now piloting data sharing with the DOD and is the first and only state  
139 piloting this data sharing. Several providers identified this as an important project that will help their practices as they  
140 have been unable to gather health records from patients that had been seen at military treatment facilities.

141

142 Washington State Immunization Summit

143 Dr. Sherls-Jones shared that the 2023 Washington State Immunization Summit will be held on May 25 in Tacoma,  
144 with options to attend in person or virtually. If interested, registration information is available at  
145 <https://www.eventbrite.com/e/washington-state-immunization-summit-registration-597806383987>.

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148 **VI. ED/AD Updates**

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150 Quarterly Goals Discussion

151 As a follow-up to the conversation begun in February, Ms. Zell provided an update on the progress of restructuring  
152 the quarterly goals to remove operational activities. Mr. Miller provided an overview of the proposed monthly  
153 reporting restructuring to include KPIs, a high-profile project status, and an activity calendar. Dr. Marcuse and Dr.  
154 Dunn expressed enthusiasm in moving to a more visual model. Ms. Zell reported that a final proposal will be presented  
155 at the June Board retreat.

156

157 Provider Engagement and Improvement Plans

158 Mr. Miller previewed a proposed provider billing improvement plan which details steps to address provider  
159 infractions. The goal of this process is to hold providers accountable for meeting WVA assessment obligations. Mr.  
160 Miller noted that there is an established process in partnership with the DOH that Ms. White manages for onboarding  
161 new providers to the billing requirements. Ms. Zell explained that the WVA and DOH partnership in this area is  
162 important because the WVA does not have statutory compliance oversight authority for providers as they do with  
163 payers; for providers, the authority rests with the DOH. Ms. Zell also noted that the capacity for provider outreach  
164 will increase when the WVA Stakeholder Provider Liaison position is filled, which is anticipated by June 2023. Dr.  
165 Sherls-Jones raised a question around established limitations for the number of times a provider could be cited with  
166 an infraction. Mr. Miller noted that there are no established limitations but continued conversation and guidance from  
167 the DOH should be explored. Ms. Zell reiterated that the authority rests with the DOH, however, WVA could provide  
168 a recommendation for the DOH to consider. Ms. Manley recommended speaking with leadership at provider offices  
169 that are out of compliance early on in the investigation process.

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171 Board Development

172 Ms. Zell provided an update on the planning of the June in-person board retreat. The location is tentatively the Perkins-  
173 Coie offices. Ms. Zell asked the Board to think about their respective contributions to the WVA and the ways they  
174 would like to participate in the organization going forward. No additional agenda items were suggested for the June  
175 agenda.

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177 WVA Information Security

178 Ms. Zell reported that the WVA is reviewing internal information security processes and related information to assure  
179 that data used within the WVA is secure. The WVA had some difficulty in 2023 renewing its cyber liability insurance  
180 policy because the organization lacks a compliance officer and does not directly own the data systems in use. Mr.

181 Miller added that obtaining cyber insurance is generally becoming more difficult and expensive due to the large  
182 number of breaches, ransomware, and denial of service attacks being perpetrated on the healthcare industry. He stated  
183 that the WVA has controls in place to assure PHI is secured and that the WVA team is properly trained. He noted that  
184 the organization will be exploring the implementation of endpoint user detection and monitoring in the next year.  
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186 **VII. Public Comments**

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188 No public comments.

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190 **VIII. Executive Session - Confidential.**

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192 **IX. Closing**

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194 With no further business before the Board, Dr. Dunn closed the meeting at 3:55 PT.

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