

What: Board of Directors Meeting
 Date & Time: Thursday, June 20, 2024; 1:30-4:00 p.m. PT
 Location: Perkins Coie, LLP and Zoom Webinar (with individualized Zoom invitations)

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 (Votes are in Red)	Presented by:
1:30-1:40 p.m.			1. Welcome & Introductions a. Notification of Recording b. Identification of Board Members and Guest	J. Dunn J. Zell A. Ithal
1:40-1:45 p.m.	Pg. 2-3	*	2. Action Items a. Approval Board Minutes (April 18, 2024) b. Approve Dr. Ramanathan as a Board Member	J. Dunn
1:45-1:55 p.m.	Pg. 4-21 Pg. 22	* *	3. Financial Update a. Financial Statements b. Year End Cash Projections and Administrative Expenses c. FY 2023-24 Audit Preparation	P. Miller / L. Walker / J. Zell
1:55-2:05 p.m.			4. DOH Updates a. COVID-19 Response to Recovery b. Immunization Dashboard Updates c. Respiratory Season Planning d. 2024 AIRA Awards e. ACIP HPV Workgroup	J. Sherls
2:05-2:25 p.m.			5. Legislative Engagement Plan	K. Kolan
2:25-2:40 p.m.	Pg. 23 Pg. 24	* *	6. ED/AD Updates a. Assessment Grid - Communication and Compliance Plan b. Hospital Onboarding	J. Zell / P. Miller
2:40-2:45 p.m.			7. Public Comment (if time permits)	
2:45-4:00 p.m.			8. Executive Session (public excluded)	
4:00 p.m.			9. Closing	J. Dunn

*Indicates agenda item attached
 Red text indicates an action item

**Washington Vaccine Association
Board of Directors Meeting
April 18, 2024; 2:00-4:00 p.m. (PT)**

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

8 <u>Directors</u>	21 Cheri Cagle, Stakeholder Liaison
9 John Dunn, MPH, MD, Kaiser Permanente, <i>Chair</i>	22
10 Beth Harvey, MD, South Sound Pediatrics, <i>Vice Chair</i>	23 <u>Helms & Company, Inc.</u>
11 Ed Marcuse, MD, MPH, FPIDS, University of Washington, <i>Secretary</i>	24 Patrick Miller, MPH, WVA, Administrative Director
12 Steven Caplow, Esq., DWT LLP	25 Ashley Ithal, MPH, WVA, Program Support
13 Kara Manley, United Healthcare	26 Leslie Walker, CPA, Mason+Rich, PA
14 Nicole Saint Clair, MD, Regence	27
15 Pam Sheffield, MD, Aetna	28 <u>Others</u>
16 Jamilia Sherls-Jones, Washington Department of Health	29 Supriya Ramanathan, MD, Aetna
17	30 Anne Redman, Esq., Perkins Coie
18	31 Janel Jorgenson, Washington Department of Health
19 <u>WVA</u>	32 Breelyn Young, GSK
20 Julia Walter Zell, MA., Esq., Executive Director	33 Rick Hourigan, MD, Cigna

II. Summary of Actions Taken and/or Recommended

Actions Taken (votes adopted)

- i. To approve the minutes of the February 22, 2024, Board Meeting.
- ii. Vote to confirm Nicole Saint Clair as a Board Member.
- iii. Vote to approve 2024-25 Administrative Budget.
- iv. Vote to approve 2024-25 Assessment Grid.

III. Minutes

Welcome and Introductions

Dr. Dunn called the meeting to order at 2:00 p.m. Ms. Zell provided a notice of recording for the purposes of the meeting minutes. The recording will be deleted once the meeting minutes are approved. Mr. Miller conducted a roll call at Ms. Zell's request.

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 22, 2024, Board Meeting.

Ms. Zell welcomed Dr. Nicole Saint Clair from Regence and invited her to introduce herself. Dr. Dunn asked for a motion to confirm Dr. Saint Clair as a Board Member. Upon motion duly made and seconded, it was unanimously

VOTED: Vote to confirm Nicole Saint Clair as a Board Member as a WVA Board Member from Regence, whose term expires in 2027 pursuant to RCW 70.290.030 (3)(a).

IV. Financial Updates

Unaudited Financials

Mr. Miller reviewed the financial statements through March 2024. Mr. Miller reported that the WVA has been reducing cash, as planned, and that administrative expenses were slightly ahead of budget, which is consistent with the financial statements of the last seven months.

FY25 Administrative Budget and FY25 Assessment Grid

69 Ms. Zell provided an overview of the WVA Vaccine Assessment Grid (Grid) modeling process and history. Mr. Miller
70 summarized the FY25 Grid model process, the FY25 administrative budget, and the FY25 Grid model assumptions
71 and projections. Mr. Miller stated that the next step in the process after this meeting is presenting the Grid at next
72 week's Operations Committee for adoption. Mr. Miller highlighted the current efforts to onboard providers not
73 currently submitting dosage-based assessments (DBA), and the FY25 vaccine additions, changes, and retired vaccines
74 / biologics. Mr. Miller reviewed the cash model options for the next three years with the recommendation to increase
75 the Grid in FY25 and hold it steady for the following two years. Ms. Zell added information about reserve projections
76 being based on current efforts. Discussion ensued and concluded with consensus of the presented FY25 administrative
77 budget and Grid model assumptions.

78
79 Dr. Dunn asked for a motion to approve the 2024-25 Administrative Budget. Upon motion duly made and seconded,
80 it was unanimously

81
82 **VOTED: To approve the 2024-25 Administrative Budget.**

83
84 Dr. Dunn asked for a motion to approve the changes to the 2024-25 Assessment Grid. Upon motion duly made and
85 seconded, it was unanimously

86
87 **VOTED: To approve the 2024-25 Assessment Grid.**

88
89 FY2024 Audit Preparation

90 Ms. Zell provided an overview of the next steps for the FY2024 audit with Clifton Larsen Allen (CLA). The audit will
91 take place in August, the draft will be shared with the Finance Committee in September, and the final version will be
92 adopted by the Board in November.

93
94 **V. WA DOH Updates**

95
96 Ms. Sherls-Jones provided an update on currently commercially available immunizations from the Department of
97 Health's (DOH's) Childhood Vaccine Program (CVP) for provider ordering, including the JYNNEOS®, Penbraya™,
98 and Beyfortus™ immunizations. She updated the group on efforts to update the DOH's immunization dashboard and
99 that once the dashboard updates go live that the DOH will distribute a communication.

100
101 **VI. ED/AD Updates**

102
103 Operational Review – 2020-2024

104 Ms. Zell and Mr. Miller provided an overview presentation of changes and improvements made to WVA operations
105 and data management between 2020 and present and highlighted accomplishments to date.

106
107 Non-Traditional Provider Outreach and Engagement

108 Ms. Ithal provided an update on non-traditional provider outreach efforts inclusive of Direct Care Practices (DCPs),
109 School Based Health Clinics (SBHCs), and Pharmacies to understand current adoption rates of the WVA DBA
110 process. She noted that both providers and payers will be required to update their systems to support DBA submission
111 and payment.

112
113 Ms. Sherls-Jones updated the group on planned efforts within the DOH regarding LHJ engagement.

114
115 **VII. Public Comments – None.**

116
117 **VIII. Executive Session - Confidential.**

118
119 **IX. Closing**

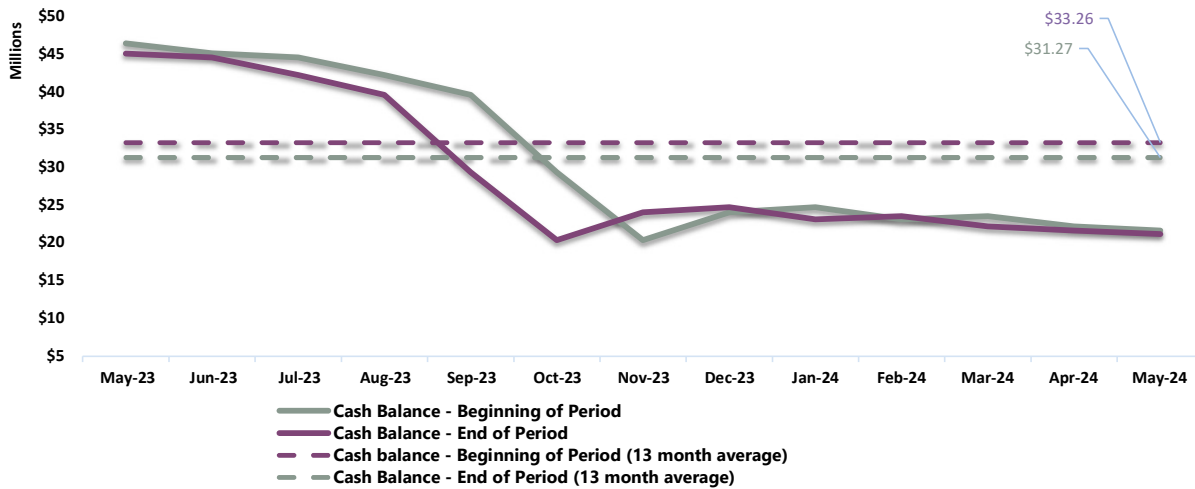
120
121 With no further business before the Board, Dr. Dunn closed the meeting at 4:18 p.m.

WASHINGTON VACCINE ASSOCIATION
UNAUDITED FINANCIAL STATEMENTS
FOR THE ELEVEN MONTHS ENDED
May 31, 2024

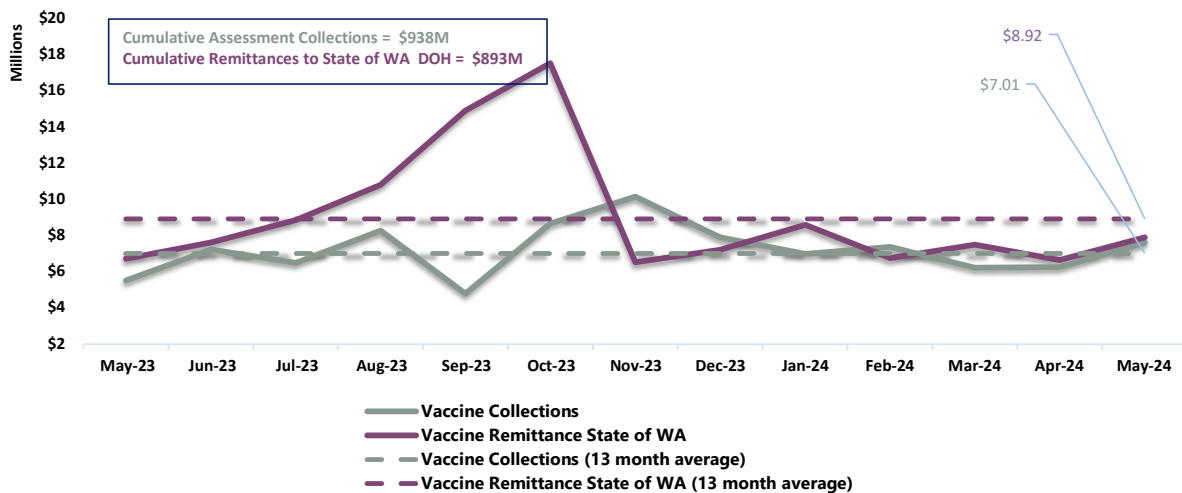
With Supplemental Informational Reporting

Prepared by
Helms & Company, Inc., Administrator

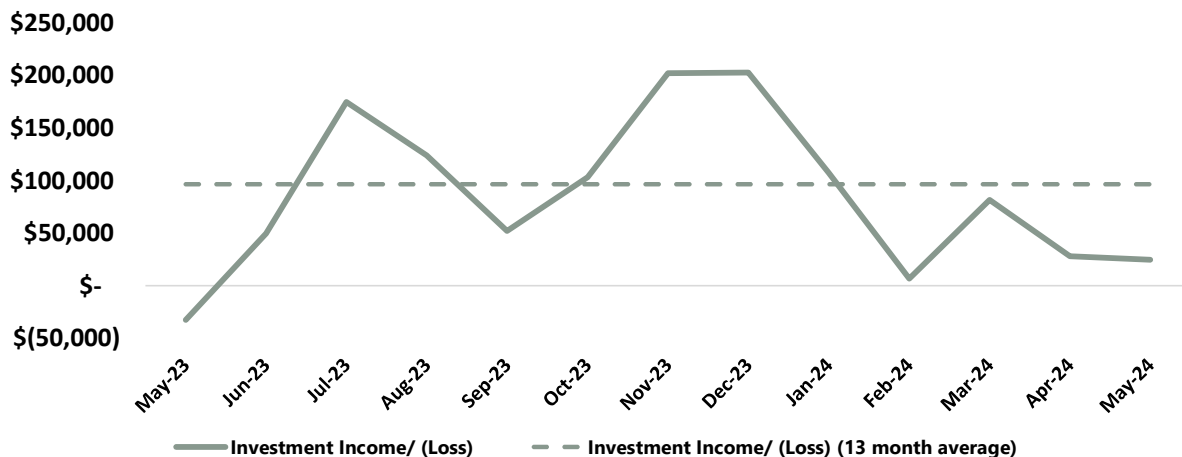
Cash Balances Beginning and End of Period May 2023 - May 2024



Total Vaccine Collections and Vaccine Remittances to State of WA May 2023- May 2024



Investment Income / (Loss) May 2023 - May 2024



Washington Vaccine Association
Statement of Cash Flows
For the Periods Ended

	Month 5/31/2023	Month 6/30/2023	Month 7/31/2023	Month 8/31/2023	Month 9/30/2023	Month 10/31/2023	Month 11/30/2023	Month 12/31/2023	Month 1/31/2024	Month 2/29/2024	Month 3/31/2024	Month 4/30/2024	Month 5/31/2024	13 Month Average
1 Cash balance - beginning	\$ 46,396,888	\$ 45,037,740	\$ 44,528,984	\$ 42,178,691	\$ 39,591,640	\$ 29,321,330	\$ 20,358,268	\$ 24,030,711	\$ 24,747,027	\$ 23,085,456	\$ 23,521,897	\$ 22,162,210	\$ 21,613,478	36,960,476.06
Inflows:														
2 Vaccine collections	5,526,126	7,218,720	6,483,475	8,281,002	4,800,462	8,660,635	10,150,139	7,887,920	6,990,175	7,369,668	6,211,692	6,254,380	7,621,018	7,503,529.61
3 Interest income - payers														-
4 Investment income/ (loss)	(32,483)	49,646	174,956	124,168	52,184	103,338	202,517	203,060	107,733	6,717	81,784	28,218	24,733	127,920.15
5 Total inflows	5,493,643	7,268,366	6,658,431	8,405,170	4,852,646	8,763,973	10,352,656	8,090,980	7,097,908	7,376,385	6,293,476	6,282,598	7,645,751	\$ 7,631,450
Outflows:														
Program														
6 Vaccine remittance State of WA	(6,725,775)	(7,626,289)	(8,866,194)	(10,790,790)	(14,891,373)	(17,515,573)	(6,517,092)	(7,204,298)	(8,588,463)	(6,745,691)	(7,492,549)	(6,658,211)	(7,903,031)	(9,487,708.71)
Administration														
7 Direct Processing Costs	(86,000)	(90,978)	(88,976)	(88,911)	(90,982)	(95,301)	(96,104)	(96,944)	(91,064)	(109,096)	(88,277)	(97,477)	(95,778)	(99,624.04)
8 Staff Costs and Support Fees	(24,217)	(28,932)	(33,502)	(28,227)	(46,134)	(39,904)	(33,703)	(27,832)	(48,157)	(37,326)	(29,391)	(35,454)	(32,634)	(38,987.57)
9 Provider and Payer Education and Outreach	(11,202)	(24,221)	(4,418)	(19,974)	(2,279)	(15,414)	(3,670)	(6,900)	(5,404)	(8,539)	(6,355)	(15,311)	(30,712)	(10,679.26)
10 Administrative Costs	(1,817)	(2,922)	(10,234)	(60,539)	(88,408)	(57,063)	(25,864)	(31,130)	(25,941)	(5,254)	(13,821)	(11,793)	(11,999)	(27,610.38)
11 Other Discretionary Expenditures	(3,780)	(3,780)	(5,400)	(3,780)	(3,780)	(3,780)	(3,780)	(7,560)	(450)	(34,038)	(22,771)	(13,084)	(10,550)	(8,734.08)
12 Total Administration	(127,016)	(150,833)	(142,530)	(201,431)	(231,583)	(211,462)	(163,121)	(170,366)	(171,016)	(194,253)	(160,614)	(173,119)	(181,673)	(185,635)
13 Net all other outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14 Total outflows	(6,852,791)	(7,777,122)	(9,008,724)	(10,992,221)	(15,122,956)	(17,727,035)	(6,680,213)	(7,374,664)	(8,759,479)	(6,939,944)	(7,653,163)	(6,831,330)	(8,084,704)	(9,673,344.03)
15 Net Cash Incr (decr) for period	(1,359,148)	(508,756)	(2,350,293)	(2,587,051)	(10,270,310)	(8,963,062)	3,672,443	716,316	(1,661,571)	436,441	(1,359,687)	(548,732)	(438,953)	(2,041,894)
16 Cash balance - end of period	\$ 45,037,740	\$ 44,528,984	\$ 42,178,691	\$ 39,591,640	\$ 29,321,330	\$ 20,358,268	\$ 24,030,711	\$ 24,747,027	\$ 23,085,456	\$ 23,521,897	\$ 22,162,210	\$ 21,613,478	\$ 21,174,525	\$ 34,918,582

Note: Cash balance includes amounts in KeyBank and Morgan Stanley

438,953.00

Washington Vaccine Association
Statement of Financial Position
As of May 31, 2024

ASSETS

1	Current Assets		
2	Cash and Cash Equivalents	\$	3,647,036
3	Accounts Receivable		-
4	Investments		17,527,489
5	Members Estimated Collectible Assessments		16,103,998
6	Prepaid Vaccine		7,797,659
7	Prepaid Administrative Services		-
8	Total Current Assets		45,076,182
9	Total Assets	\$	45,076,182

LIABILITIES AND NET ASSETS

10	Current Liabilities		
11	Accounts Payable	\$	10,525
12	Other Accruals		13,432
13	Total Current Liabilities		23,957
14	Assessments Collected in Excess of Vaccine Funding and Administrative Activities		45,052,225
15	Total Liabilities		45,076,182
16	Total Liabilities and Net Assets	\$	45,076,182

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	Month Ended May 31, 2024			For Eleven Months Ended May 31, 2024		
	A	B	C	D	E	F
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Revenues / Vaccine Expenses					
1 Assessment Activity:						
2 Assessments	\$ (579,459)	\$ 8,265,019	\$ 7,685,560	\$ (3,489,592)	\$ 86,172,662	\$ 82,683,070
3 Recoveries	-	-	-	-	-	-
4 Estimated Over (Under) Collections	-	-	-	-	-	-
5 Refunds	(51,285)	-	(51,285)	(372,000)	-	(372,000)
6 Estimated 2% Waste	27,018	-	27,018	(823,181)	-	(823,181)
7 Estimated Price Variance and 3% Denial	(19,905)	-	(19,905)	(724,093)	-	(724,093)
8 DOH Replenishment	-	(10,456,627)	(10,456,627)	-	(88,589,043)	(88,589,043)
9 Adjustment to Correct Inventory	-	-	-	-	-	-
10 DOH Cost Recovery Admin Charge	(113,083)	-	(113,083)	(1,330,270)	-	(1,330,270)
11 Interest Income on Assessments	-	-	-	-	-	-
12 Net Assessment Activity	<u>(736,713)</u>	<u>(2,191,608)</u>	<u>(2,928,321)</u>	<u>(6,739,136)</u>	<u>(2,416,381)</u>	<u>(9,155,517)</u>
13 Investment Activity:						
14 Interest and Dividend Income - Morgan Stanley	43,348	-	43,348	541,834	-	541,834
15 Realized Gain/(Loss) on Investments - Morgan Stanley	-	-	-	(625,543)	-	(625,543)
16 Unrealized Gain/(Loss) on Investments - Morgan Stanley	48,433	-	48,433	1,114,707	-	1,114,707
17 Investment Management Expenses	(3,943)	-	(3,943)	(59,567)	-	(59,567)
18 Interest Income - KeyBank	20,790	-	20,790	222,004	-	222,004
19 Net Investment Activity	<u>108,629</u>	<u>-</u>	<u>108,629</u>	<u>1,193,435</u>	<u>-</u>	<u>1,193,435</u>
20 Net Revenues	<u>(628,084)</u>	<u>(2,191,608)</u>	<u>(2,819,692)</u>	<u>(5,545,700)</u>	<u>(2,416,381)</u>	<u>(7,962,082)</u>

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F	
	Month Ended May 31, 2024			For Eleven Months Ended May 31, 2024			
	Administrative	Vaccine	Total	Administrative	Vaccine	Total	
	Other Expenses						
21	Administrative Expenses:						
22	Direct Processing Costs						
23	Administrator (Helms & Company, Inc.)	81,133	-	81,133	798,257	-	798,257
24	EDI /ACH Clearinghouse Maintenance (Helms & Company, Inc.)	-	-	-	61,246	-	61,246
25	Clearinghouse Intake Processing (Availity, Zelis, Etc.)	7,403	-	7,403	78,122	-	78,122
26	Lockbox and Bank Fees	4,192	-	4,192	52,546	-	52,546
27	Recovery and Compliance (Helms & Company, Inc.)	-	-	-	31,500	-	31,500
28	Lockbox Intake (OrboGraph)	3,050	-	3,050	22,500	-	22,500
29	Total Direct Processing Costs	95,778	-	95,778	1,044,171	-	1,044,171
30	Staff Costs and Related Support Fees						
31	Staff Salaries	25,678	-	25,678	275,200	-	275,200
32	Payroll Taxes	2,096	-	2,096	16,894	-	16,894
33	Leased Employee per Check Fee	232	-	232	2,412	-	2,412
34	Staff Travel and Lodging, Education, and Other	4,163	-	4,163	58,479	-	58,479
35	Technology Support (Desktop and Telephony)	464	-	464	9,030	-	9,030
36	Total Staff Costs and Related Support Fees	32,634	-	32,634	362,014	-	362,014
37	Provider and Payer Education and Outreach						
38	Provider Education Materials, Development and Printing	-	-	-	30,483	-	30,483
39	Postage	19,314	-	19,314	19,328	-	19,328
40	Website and Information Technology	-	-	-	19,441	-	19,441
41	Technical Consultants	-	-	-	4,813	-	4,813
42	Provider Office Training Sessions	10,293	-	10,293	44,428	-	44,428
43	Advertising and Sponsorships	-	-	-	-	-	-
44	Hospitality	1,105	-	1,105	-	-	-
45	Provider Services Rep	-	-	-	19,330	-	19,330
46	Leased Employee per Check Fee	-	-	-	-	-	-
47	Total Provider and Payer Education and Outreach	30,712	-	30,712	137,822	-	137,822
48	Administrative Costs						
49	Legal Counsel	2,473	-	2,473	46,517	-	46,517
50	Operations/Compliance/IT - Compliance Program Expansion	-	-	-	61,761	-	61,761
51	Communications - Graphic Designer; Printing; Postage	-	-	-	6,981	-	6,981
52	Audit Fees	-	-	-	24,733	-	24,733
53	Audit Fees Segmentation of Accounts; Settlement Reporting	-	-	-	26,427	-	26,427
54	Government Relations, Including Travel, Meals, and Consultants	-	-	-	-	-	-
55	Government Relations - Federal and State; Coordination with Parties	3,000	-	3,000	25,500	-	25,500
56	Registered Agent Fee	-	-	-	-	-	-
57	Bank Fees	-	-	-	-	-	-
58	Office Supplies and Equipment	4,446	-	4,446	15,400	-	15,400
59	Rent, ELM and Storage Facility	461	-	461	1,440	-	1,440
60	Other Admin Support Provided by Lessor	-	-	-	-	-	-
61	Board Retreat and Meetings	647	-	647	2,877	-	2,877
62	Insurance	-	-	-	-	-	-

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

		A	B	C	D	E	F
		Month Ended May 31, 2024			For Eleven Months Ended May 31, 2024		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
63	Cyber Liability	30	-	30	48,773	-	48,773
64	Directors and Officers	-	-	-	21,740	-	21,740
65	General Liability	-	-	-	1,669	-	1,669
66	Insurance - Other	-	-	-	-	-	-
67	Legal - Special Projects and L	-	-	-	2,700	-	2,700
68	Legal - Contracting; Counsel; Meetings; Interpretation; Consultation	7,100	-	7,100	114,755	-	114,755
69	Total Administrative Costs	18,157	-	18,157	401,274	-	401,274
70	Other Discretionary Expenditures						
71	Discretionary Compensation	-	-	-	-	-	-
72	Human Resources and Governance	450	-	450	30,330	-	30,330
73	Total Other Discretionary Expenditures	450	-	450	30,330	-	30,330
74	Total Administrative Expenses	177,731	-	177,731	1,975,611	-	1,975,611
75	Total Change in Unrestricted Net Assets	\$ (805,815)	\$ (2,191,608)	\$ (2,997,423)	\$ (7,521,312)	\$ (2,416,381)	\$ (9,937,693)

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F
	For Eleven Months Ended May 31, 2024			For Eleven Months Ended May 31, 2023		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Revenues / Vaccine Expenses					
1 Assessment Activity:						
2 Assessments	\$ (3,489,592)	\$ 86,172,662	\$ 82,683,070	\$ (7,672,758)	\$ 83,173,291	\$ 75,500,533
3 Recoveries	-	-	-	611,876	-	611,876
4 Estimated Over (Under) Collections	-	-	-	-	-	-
5 Refunds	(372,000)	-	(372,000)	(351,357)	-	(351,357)
6 Estimated 2% Waste	(823,181)	-	(823,181)	(315,304)	-	(315,304)
7 Estimated Price Variance and 3% Denial	(724,093)	-	(724,093)	(443,786)	-	(443,786)
8 DOH Replenishment	-	(88,589,043)	(88,589,043)	-	(81,979,754)	(81,979,754)
9 Adjustment to Correct Inventory	-	-	-	-	-	-
10 DOH Cost Recovery Admin Charge	(1,330,270)	-	(1,330,270)	(957,963)	-	(957,963)
11 Interest Income on Assessments	-	-	-	-	-	-
12 Net Assessment Activity	<u>(6,739,136)</u>	<u>(2,416,381)</u>	<u>(9,155,517)</u>	<u>(9,129,291)</u>	<u>1,193,537</u>	<u>(7,935,754)</u>
13 Investment Activity:						
14 Interest and Dividend Income - Morgan Stanley	541,834	-	541,834	1,083,771	-	1,083,771
15 Realized Gain/(Loss) on Investments - Morgan Stanley	(625,543)	-	(625,543)	(82,721)	-	(82,721)
16 Unrealized Gain/(Loss) on Investments - Morgan Stanley	1,114,707	-	1,114,707	(808,937)	-	(808,937)
17 Investment Management Expenses	(59,567)	-	(59,567)	(120,204)	-	(120,204)
18 Interest Income - KeyBank	222,004	-	222,004	90,895	-	90,895
19 Net Investment Activity	<u>1,193,435</u>	<u>-</u>	<u>1,193,435</u>	<u>162,805</u>	<u>-</u>	<u>162,805</u>
20 Net Revenues	<u>(5,545,700)</u>	<u>(2,416,381)</u>	<u>(7,962,082)</u>	<u>(8,966,487)</u>	<u>1,193,537</u>	<u>(7,772,950)</u>

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F	
	For Eleven Months Ended May 31, 2024			For Eleven Months Ended May 31, 2023			
	Administrative	Vaccine Other Expenses	Total	Administrative	Vaccine	Total	
21	Administrative Expenses:						
22	Direct Processing Costs						
23	Administrator (Helms & Company, Inc.)	798,257	-	798,257	796,434	-	796,434
24	EDI /ACH Clearinghouse Maintenance (Helms & Con	61,246	-	61,246	73,382	-	73,382
25	Clearinghouse Intake Processing (Avality, Zelis, Etc.)	78,122	-	78,122	57,348	-	57,348
26	Lockbox and Bank Fees	52,546	-	52,546	48,230	-	48,230
27	Recovery and Compliance (Helms & Company, Inc.)	31,500	-	31,500	63,000	-	63,000
28	Lockbox Intake (OrboGraph)	22,500	-	22,500	33,750	-	33,750
29	Total Direct Processing Costs	1,044,171	-	1,044,171	1,072,143	-	1,072,143
30	Staff Costs and Related Support Fees						
31	Staff Salaries	275,200	-	275,200	226,111	-	226,111
32	Payroll Taxes	16,894	-	16,894	16,808	-	16,808
33	Leased Employee per Check Fee	2,412	-	2,412	1,882	-	1,882
34	Staff Travel and Lodging, Education, and Other	58,479	-	58,479	46,618	-	46,618
35	Technology Support (Desktop and Telephony)	9,030	-	9,030	6,879	-	6,879
36	Total Staff Costs and Related Support Fees	362,014	-	362,014	298,298	-	298,298
37	Provider and Payer Education and Outreach						
38	Provider Education Materials, Development and Prir	30,483	-	30,483	30,587	-	30,587
39	Postage	19,328	-	19,328	724	-	724
40	Website and Information Technology	19,441	-	19,441	(2,280)	-	(2,280)
41	Technical Consultants	4,813	-	4,813	1,513	-	1,513
42	Provider Office Training Sessions	44,428	-	44,428	21,962	-	21,962
43	Advertising and Sponsorships	-	-	-	-	-	-
44	Hospitality	-	-	-	5,061	-	5,061
45	Provider Services Rep	19,330	-	19,330	750	-	750
46	Leased Employee per Check Fee	-	-	-	-	-	-
47	Total Provider and Payer Education and Outreach	137,822	-	137,822	58,316	-	58,316
48	Administrative Costs						
49	Legal Counsel	46,517	-	46,517	51,962	-	51,962
50	Operations/Compliance/IT - Compliance Program E	61,761	-	61,761			
51	Communications - Graphic Designer; Printing; Posta	6,981	-	6,981			
52	Audit Fees	24,733	-	24,733	23,580	-	23,580
53	Audit Fees Segmentation of Accounts; Settlement R	26,427	-	26,427			
54	Government Relations, Including Travel, Meals, and	-	-	-	-	-	-
55	Government Relations - Federal and State; Coordina	25,500	-	25,500			
55	Registered Agent Fee	-	-	-	-	-	-

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 Eleven Months Ended May 31, 2024			For Eleven Months Ended May 31, 2023		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
56 Bank Fees	-	-	-	-	-	-
57 Office Supplies and Equipment	15,400	-	15,400	7,699	-	7,699
58 Rent, ELM and Storage Facility	1,440	-	1,440	267	-	267
59 Other Admin Support Provided by Lessor	-	-	-	-	-	-
60 Board Retreat and Meetings	2,877	-	2,877	-	-	-
61 Insurance						
62 Cyber Liability	48,773	-	48,773	19,625	-	19,625
63 Directors and Officers	21,740	-	21,740	52,058	-	52,058
64 General Liability	1,669	-	1,669	1,639	-	1,639
65 Insurance - Other	-	-	-	-	-	-
66 Legal - Special Projects and L	2,700	-	2,700	-	-	-
67 Legal - Contracting; Counsel; Meetings; Interpretatic	114,755	-	114,755	-	-	-
67 Total Administrative Costs	401,274	-	401,274	156,830	-	156,830
68 Other Discretionary Expenditures						
69 Discretionary Compensation	-	-	-	35,572	-	35,572
70 Human Resources and Governance	30,330	-	30,330	71,321	-	71,321
72 Total Administrative Expenses	1,975,611	-	1,975,611	1,692,480	-	1,692,480
73 Total Change in Unrestricted Net Assets	\$ (7,521,312)	\$ (2,416,381)	\$ (9,937,693)	\$ (10,658,967)	\$ 1,193,537	\$ (9,465,430)

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

	A	B	C	D	E	F
	Month Ended May 31, 2024			Month Ended May 31, 2023		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Revenues / Vaccine Expenses					
1	Assessment Activity:					
2	\$ (579,459)	\$ 8,265,019	\$ 7,685,560	\$ (662,668)	\$ 6,313,861	\$ 5,651,193
3	-	-	-	-	-	-
4	-	-	-	-	-	-
5	(51,285)	-	(51,285)	(38,102)	-	(38,102)
6	27,018	-	27,018	27,414	-	27,414
7	(19,905)	-	(19,905)	(77,054)	-	(77,054)
8	-	(10,456,627)	(10,456,627)	-	(7,044,318)	(7,044,318)
9	-	-	-	-	-	-
10	(113,083)	-	(113,083)	(81,295)	-	(81,295)
11	-	-	-	-	-	-
12	<u>(736,713)</u>	<u>(2,191,608)</u>	<u>(2,928,321)</u>	<u>(831,705)</u>	<u>(730,457)</u>	<u>(1,562,162)</u>
13	Investment Activity:					
14	43,348	-	43,348	98,282	-	98,282
15	-	-	-	-	-	-
16	48,433	-	48,433	(126,705)	-	(126,705)
17	(3,943)	-	(3,943)	(9,822)	-	(9,822)
18	20,790	-	20,790	5,762	-	5,762
19	<u>108,629</u>	<u>-</u>	<u>108,629</u>	<u>(32,483)</u>	<u>-</u>	<u>(32,483)</u>
20	<u>(628,084)</u>	<u>(2,191,608)</u>	<u>(2,819,692)</u>	<u>(864,188)</u>	<u>(730,457)</u>	<u>(1,594,645)</u>

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

	Month Ended May 31, 2024			Month Ended May 31, 2023			
	A	B	C	D	E	F	
	Administrative	Vaccine Other Expenses	Total	Administrative	Vaccine	Total	
21	Administrative Expenses:						
22	Direct Processing Costs						
23	Administrator (Helms & Company, Inc.)	81,133	-	81,133	65,432	-	65,432
24	EDI /ACH Clearinghouse Maintenance (Helms & Company, Inc.)	3,050	-	3,050	3,731	-	3,731
25	Clearinghouse Intake Processing (Availity, Zelis, Etc.)	7,403	-	7,403	4,255	-	4,255
26	Lockbox and Bank Fees	4,192	-	4,192	3,582	-	3,582
27	Recovery and Compliance (Helms & Company, Inc.)	-	-	-	5,250	-	5,250
28	Lockbox Intake (RMS)	-	-	-	3,750	-	3,750
29	Total Direct Processing Costs	95,778	-	95,778	86,000	-	86,000
30	Staff Costs and Related Support Fees						
31	Staff Salaries	25,678	-	25,678	19,539	-	19,539
32	Payroll Taxes	2,096	-	2,096	1,487	-	1,487
33	Leased Employee per Check Fee	232	-	232	116	-	116
34	Staff Travel and Lodging, Education, and Other	4,163	-	4,163	2,240	-	2,240
35	Technology Support (Desktop and Telephony)	464	-	464	835	-	835
36	Total Staff Costs and Related Support Fees	32,634	-	32,634	24,217	-	24,217
37	Provider and Payer Education and Outreach						
38	Provider Education Materials, Development and Printing	-	-	-	2,750	-	2,750
39	Postage	19,314	-	19,314	-	-	-
40	Website and Information Technology	-	-	-	-	-	-
41	Technical Consultants	-	-	-	-	-	-
42	Provider Office Training Sessions	10,293	-	10,293	5,586	-	5,586
43	Advertising and Sponsorships	-	-	-	-	-	-
44	Hospitality	1,105	-	1,105	2,117	-	2,117
45	Provider Services Rep	-	-	-	-	-	-
46	Leased Employee per Check Fee	-	-	-	-	-	-
47	Total Provider and Payer Education and Outreach	30,712	-	30,712	10,452	-	10,452
48	Administrative Costs						
49	Legal Counsel	2,473	-	2,473	11,374	-	11,374
50	Operations/Compliance/IT - Compliance Program Expansion	-	-	-	-	-	-
51	Communications - Graphic Designer; Printing; Postage	-	-	-	-	-	-
52	Audit Fees	-	-	-	-	-	-
53	Audit Fees Segmentation of Accounts; Settlement Reporting	-	-	-	-	-	-
54	Government Relations, Including Travel, Meals, and Consultants	-	-	-	-	-	-
55	Government Relations - Federal and State; Coordination with Parties	3,000	-	3,000	-	-	-
56	Registered Agent Fee	-	-	-	-	-	-
57	Bank Fees	-	-	-	265	-	265
58	Office Supplies and Equipment	4,446	-	4,446	-	-	-

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

		A	B	C	D	E	F
		Month Ended May 31, 2024			Month Ended May 31, 2023		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
59	Rent, ELM and Storage Facility	461	-	461	-	-	-
60	Other Admin Support Provided by Lessor	-	-	-	-	-	-
61	Board Retreat and Meetings	647	-	647			
62	Insurance				-	-	-
63	Cyber Liability	30	-	30	-	-	-
64	Directors and Officers	-	-	-	-	-	-
65	General Liability	-	-	-	-	-	-
66	Insurance - Other	-	-	-	-	-	-
67	Legal - Special Projects and L	-	-	-			
68	Legal - Contracting; Counsel; Meetings; Interpretation; Consultation	7,100	-	7,100			
69	Total Administrative Costs	18,157	-	18,157	11,639	-	11,639
70	Other Discretionary Expenditures				-	-	-
71	Discretionary Compensation	-	-	-			
72	Human Resources and Governance	450	-	450	3,780	-	3,780
73	Total Other Discretionary Expenditures	450	-	450	3,780	-	3,780
74	Total Administrative Expenses	177,731	-	177,731	136,087	-	136,087
75	Total Change in Unrestricted Net Assets	\$ (177,731)	\$ -	\$ (2,997,423)	\$ (1,000,276)	\$ (730,457)	\$ (1,730,733)

**Washington Vaccine Association
Administrative Budget Status
For Month of May 31, 2024**

	A Approved Budget	B Actual May 31, 2024	C Budget Variance	
1	Direct Processing Costs			
2	Administrator (Helms & Company, Inc.)	71,975	81,133	(9,158)
3	EDI /ACH Clearinghouse Maintenance (Helms & Company, Inc.)	3,750	-	3,750
4	Clearinghouse Intake Processing (Availity, Zelis, Etc.)	5,750	7,403	(1,653)
5	Lockbox and Bank Fees	4,000	4,192	(192)
6	Recovery and Compliance (Helms & Company, Inc.)	5,250	-	5,250
7	Lockbox Intake (RMS)	6,920	3,050	3,870
8	Total Direct Processing Costs	97,645	95,778	1,867
9	Staff Costs and Related Support Fees			
10	Salaries	25,994	25,078	916
11	Payroll Taxes	2,034	2,096	(62)
13	Benefit Stipend	600	600	-
12	Leased Employee per Check Fee	232	232	-
13	Staff Travel and Lodging, Education, and Other	6,500	4,163	2,337
14	Technology Support (Desktop and Telephony)	670	464	206
15	Total Staff Costs and Related Support Fees	36,030	32,634	3,396
16	Provider and Payer Education and Outreach			
17	Education Materials Design, Development and Printing	6,250	-	6,250
18	Postage	1,250	19,314	(18,064)
19	Website and Information Technology	1,250	-	1,250
20	Technical Consultants	1,500	-	1,500
21	Provider Office Training Sessions	1,500	10,293	(8,793)
22	Advertising and Sponsorships	167	-	167
23	Hospitality	300	1,105	(805)
24	Total Provider and Payer Education and Outreach	12,217	30,712	(18,495)
25	Administrative Costs			
26	Legal - General Counsel and Governance	4,240	2,473	1,767
27	Audit Fees	-	-	-
28	Government Relations Consultants	417	-	417
29	Registered Agent Fee	-	-	-
30	Investment Management Fees	10,500	3,943	6,557
31	Office Supplies and Equipment	600	4,446	(3,846)
32	Rent	-	461	(461)
33	Other Admin Support Provided by Lessor	42	-	42
34	Board Retreat and Meetings	1,000	647	353
35	Insurance	-	-	-
36	Cyber Liability	-	30	(30)
37	Directors and Officers	-	-	-
38	General Liability	-	-	-
39	Legal - Special Projects and Litigation	6,000	-	6,000
40	Total Administrative Costs	22,799	11,999	10,800
41	Other Discretionary Expenditures			
42	Discretionary Compensation	-	-	-
43	Human Resources and Governance	-	450	(450)
44	Total Other Discretionary Expenditures	-	450	(450)
45	Total Budget	\$ 168,691	\$ 171,573	\$ (2,882)

Washington Vaccine Association
Administrative Budget Status
For Eleven Months Ended May 31, 2024

	A Approved Budget	B Actual May 31, 2024	C Budget Variance	
1	Direct Processing Costs			
2				
3	Administrator (Helms & Company, Inc.)	772,096	798,257	(26,161)
4	EDI /ACH Clearinghouse Maintenance (Helms & Company, Inc.)	41,250	22,500	18,750
5	Clearinghouse Intake Processing (Avality, Zelis, Etc.)	62,041	78,122	(16,081)
6	Lockbox and Bank Fees	43,685	52,546	(8,861)
7	Recovery and Compliance (Helms & Company, Inc.)	57,750	31,500	26,250
8	Lockbox Intake (OrboGraph)	73,326	61,246	12,080
8	Total Direct Processing Costs	1,050,148	1,044,171	5,977
9	Staff Costs and Related Support Fees			
10	Salaries	272,896	273,400	(504)
11	Payroll Taxes	18,694	16,894	1,800
12	Benefit Stipend	1,800	1,800	-
13	Leased Employee per Check Fee	2,320	2,412	(92)
14	Staff Travel and Lodging, Education, and Other	77,961	58,479	19,482
15	Technology Support (Desktop and Telephony)	8,363	9,030	(667)
	Total Staff Costs and Related Support Fees	382,034	362,014	20,020
16				
17	Provider and Payer Education and Outreach			
18	Provider Education Materials, Development and Printing	66,858	30,483	36,375
19	Postage	11,264	19,328	(8,064)
20	Website and Information Technology	11,250	19,441	(8,191)
21	Technical Consultants	13,500	4,813	8,688
22	Provider Office Training Sessions	21,304	44,428	(23,124)
23	Advertising and Sponsorships	1,503	-	1,503
24	Hospitality	8,666	19,330	(10,664)
25	Leased Employee per Check Fee	-	-	-
26	Total Provider and Payer Education and Outreach	134,345	137,822	(3,477)
27	Administrative Costs			
28	Legal - General Counsel and Governance	38,160	46,517	(8,357)
29	Audit Fees	34,777	24,733	10,044
30	Government Relations Consultants	3,753	-	3,753
31	Registered Agent Fee	-	-	-
32	Investment Management Fees	115,500	59,567	55,933
33	Office Supplies and Equipment	6,800	15,400	(8,600)
34	Rent	1,767	1,440	327
35	Other Admin Support Provided by Lessor	378	-	378
36	Board Retreat and Meetings	9,000	2,877	6,123
37	Insurance			
38	Cyber Liability	28,932	48,773	(19,841)
39	Directors and Officers	79,560	21,740	57,820
40	General Liability	3,356	1,669	1,687
41	Legal - Special Projects and Litigation	56,700	2,700	54,000
42	Total Administrative Costs	378,683	225,416	153,267
43	Other Discretionary Expenditures			
44	Discretionary Compensation	51,265	-	51,265
45	Human Resources and Governance	13,530	30,330	(16,800)
46	Total Other Discretionary Expenditures	64,795	30,330	34,465
47	Total Budget	\$ 2,010,005	\$ 1,799,753	\$ 210,252

**Washington Vaccine Association
Administrative Budget Status
For Eleven Months Ended May 31, 2024**

	A Approved Budget	B Actual May 31, 2024	C Budget Variance
1 Legal - Contracting; Counsel; Meetings; Interpretation; Consultation	125,000	114,755	10,245
2 Government Relations - Federal and State; Coordination with Parties; Lobbying	35,000	25,500	9,500
3 Finance/Audit - Segmentation of Accounts; Settlement Reporting; Collections	50,000	26,427	23,574
4 Operations/Compliance/IT - Compliance Program Expansion; Recovery Management	55,000	61,761	(6,761)
5 Communications - Graphic Designer; Printing; Postage; Mailing Services	35,000	6,981	28,019
6 Total Budget	\$ 300,000	\$ 235,424	\$ 64,576

Washington Vaccine Association
Notes to Financial Statements
For the Month Ended May 31, 2024

Balance Sheet

Lines 2 and 4. Cash decreased in May by approximately \$439,000. Total cash and investments at month end are approximately \$21.174 million as compared to the budgeted cash position of \$34.64 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 June 2024 replenishment of vaccines. The amount includes the administrative fee of 1.4% which equaled \$106,530 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 May. 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 periodically provided by the DOH that is recorded through a journal entry. This estimate may change over time for specific vaccines (e.g., COVID-19) or all vaccines combined.

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

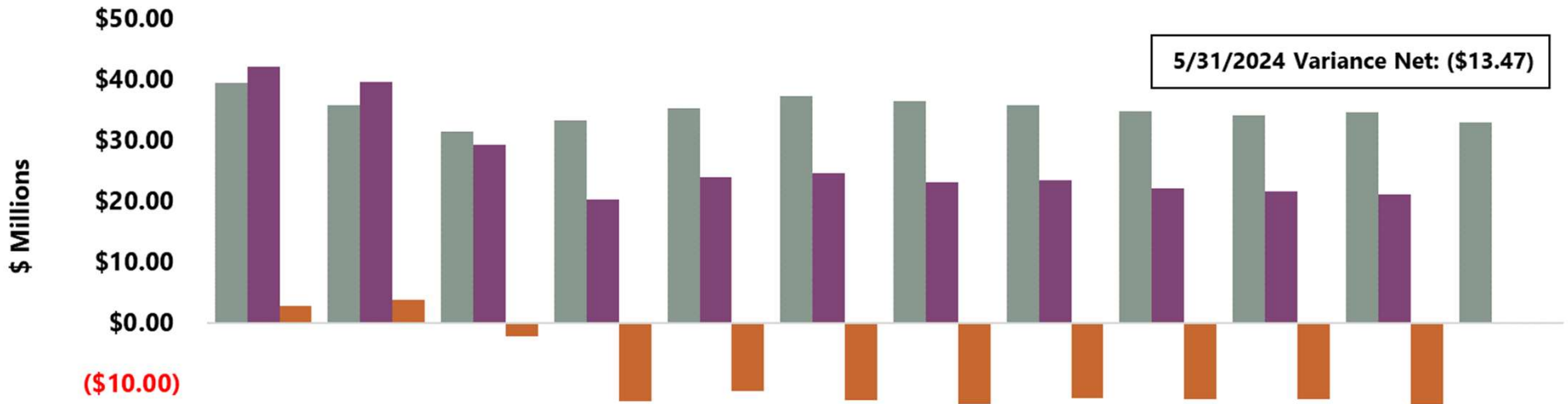
Line 8. The DOH replenishment is the actual "cost" of the vaccines that are associated with the Assessments received in May. Included in this amount are funds, approved by the Board of Directors, used to purchase RSV immunizations, which are expensed as the immunizations are purchased.

Line 10. The amount reported as DOH Cost Recovery Admin Charge is the amount requested by the DOH for administrative expenses incurred in April. It was paid with the May 2024 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.

FY24 Planned Cash, Actual Cash, and Variance



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Planned Cash	\$39.42	\$35.83	\$31.47	\$33.25	\$35.22	\$37.37	\$36.41	\$35.86	\$34.77	\$34.10	\$34.64	\$32.99
Actual Cash	\$42.18	\$39.59	\$29.32	\$20.36	\$24.03	\$24.70	\$23.09	\$23.52	\$22.16	\$21.61	\$21.17	
Variance	\$2.76	\$3.76	(\$2.15)	(\$12.89)	(\$11.19)	(\$12.67)	(\$13.32)	(\$12.34)	(\$12.61)	(\$12.49)	(\$13.47)	

■ Planned Cash ■ Actual Cash ■ Variance

July 1 Vaccine Grid Communication Plan



Wave 1 (April 30)

- ✓ Email Payers, Providers, and Partners
- ✓ Website Update

Wave 2 (May 14-29)

- ✓ Physical Mailing Payers
- ✓ Physical Mailing Providers

Wave 3 (Jun 17-28)

- Personal Calls to Top Payers
- Personal Calls to Top Providers
- Email Payers, Providers, and Partners
- WA DOH Vaccine Blurbs

Wave 4 (Post-July 1)

- Email Payers, Providers, and Partners
- WA DOH Vaccine Blurbs
- Payer Compliance Analysis

Testing Status of WA DOH Enrolled Facilities (06.13.2024)

Provider Name	Testing Status
CENTRAL WASHINGTON HOSPITAL	Verified
EVERGREEN HOSPITAL MEDICAL CENTER	Complete, WVA Verifying
MASON GENERAL HOSP FAM OF CLINICS	Complete, WVA Verifying
MID-VALLEY HOSPITAL	Complete, WVA Verifying
OLYMPIC MEMORIAL HOSPITAL PHARMACY	Complete, WVA Verifying
OVERLAKE HOSPITAL MEDICAL CENTER	Complete, WVA Verifying
MULTICARE SITES:	
	Set Up In Progress
CAPITAL MEDICAL CENTER HOSPITAL	
MARY BRIDGE CHILDRENS HOSPITAL	
MULTICARE AUBURN MEDICAL CENTER	
MULTICARE DEACONESS HOSPITAL	
MULTICARE GOOD SAMARITAN HOSPITAL	
TACOMA GENERAL ALLENMORE	
VALLEY HOSPITAL	
VALLEY MEDICAL CENTER HOSPITAL	
YAKIMA VALLEY MEMORIAL HOSPITAL	
PEACEHEALTH SITES:	
	Referred to DOH
PEACEHEALTH ST JOSEPH MED CTR	
ST. JOHN MEDICAL CENTER	
PROVIDENCE SITES:	
	Set Up In Progress
HOLY FAMILY HOSPITAL	
PROVIDENCE REGIONAL MED CTR EVERETT	
PROVIDENCE SAINT MARY MED CTR	
SACRED HEART CHILDRENS HOSPITAL	
SACRED HEART MEDICAL CENTER	

Provider Name	Testing Status
VIRGINIA MASON FRANCISCAN HEALTH SITES:	Set Up In Progress
ST. ANNE HOSPITAL	
ST. FRANCIS HOSPITAL	
ST. JOSEPH MEDICAL CENTER	
ST. MICHAEL MED CTR-SILVERDALE	
Provider Name	
Testing Status	
CASCADE VALLEY HOSPITAL (SKAGIT REGIONAL HEALTH)	Training being scheduled
ISLAND HOSPITAL PHARMACY	Set Up In Progress
MV SVH PHARMACY (SKAGIT REGIONAL HEALTH)	Training being scheduled
NEWPORT COMMUNITY HOSPITAL	Set Up In Progress
SAMARITAN HOSPITAL MOTHER BABY UNIT	Referred to DOH
SUNNYSIDE COMMUNITY HOSPITAL	Referred to DOH

- Completed Testing: 6
- Set Up In Progress: 20
- Unverified Status: 6