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**Washington Vaccine Association  
Executive Committee Meeting  
June 6, 2024; 2:30 – 3:30 p.m. PT**

- 9 **I. Attendance.** This meeting was conducted by webinar. Participating in all or part of the meeting were the following individuals:

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Directors:

John Dunn, MD, Kaiser Permanente, Chair  
Beth Harvey, MD, South Sound Pediatrics, Vice Chair  
Ed Marcuse, MD, Emeritus Professor of Pediatrics, UW, Secretary

Helms & Company, Inc.:

Patrick Miller, MPH, WVA Administrative Director  
Ashley Ithal, MPH, WVA Project Support Leader

Others:

Anne Redman, Esq., Perkins Coie, Outside Counsel  
Lisa Templeton, Informed Choice Washington

WVA:

Julia Walter Zell, MA., Esq., Executive Director  
Cheri Cagle, WVA Stakeholder Liaison

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

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Actions Taken (votes adopted)

- i. To approve the March 21, 2024 meeting minutes.

23 **III. Minutes**

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Welcome & Introduction

Ms. Zell called the meeting to order at 2:33 p.m. and provided the notice of recording.

Action Items

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

**VOTED: To approve the March 21, 2024 meeting minutes.**

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Financial Updates

Mr. Miller provided a summary of unaudited financials through April 30, 2024. The current cash position, including investments and cash equivalents, is approximately \$21.1M as reported on the balance sheet. In review of the administrative budget, Mr. Miller noted that the WVA was ahead of budget and that financial trends are similar to those presented in the previous month. Dr. Harvey requested that the financials be updated to reflect the replacement of references to "Executive Director" with "Staff" to reflect the two employees.

ED/AD Updates - Non-traditional Provider Outreach/LHJ

Ms. Ithal and Ms. Cagle provided an update on outreach efforts to non-traditional providers, including direct care practices (DCPs), mobile clinics, school-based health clinics (SBHCs), and pharmacies enrolled in the WA the Department of Health's Childhood Vaccine Program (CVP) but not currently compliant with the WVA dosage-based assessment (DBA) process. The expectation is hospital billing system workflows and systems will be compliant by July 1, 2024. Additionally, payers will need to update their adjudication systems to support these changes. Mr. Miller added an update regarding reduced uncollected assessments due to these efforts. Dr. Marcuse requested this effort, and the complexity of the process, be highlighted in a report to be distributed to external stakeholders; Ms. Zell noted that this will be included in the next annual report. Mr. Miller noted that the Washington State Hospital Association has also been a partner in the outreach process. Ms. Zell stated that a board discussion will be held regarding how to ensure uniform assessment collection policies for DCPs, mobile clinics, and SBHCs. Related, Ms. Zell noted that the Department of Health (DOH) is doing research regarding local health jurisdictions (LHJs) which currently fall under a provider DBA compliance exemption. Dr. Harvey

45 proposed adding tribal clinics to the upcoming board meeting discussion. Mr. Miller added that there is  
46 currently a WVA process for tribal billing.

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48 **IV. Executive Session – Confidential**

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50 **V. Closing**

51 The meeting concluded at 4:15 p.m.