

**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.

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

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

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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

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

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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.

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94 **V. WA DOH Updates**

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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.

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101 **VI. ED/AD Updates**

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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.

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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.

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

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115 **VII. Public Comments – None.**

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

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119 **IX. Closing**

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