

What: Board of Directors Meeting
Date & Time: Thursday, November 7, 2024; 1:00-4:00 p.m. PT
Location: Teleconference

This meeting will take place solely by webinar. WVA values comments by the public about the work of the WVA. To register for the meeting, please review the [Public Comment Protocol](#) then email wvameetings@wavaccine.org at least two business days in advance of the meeting.

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	Pg.	*	Topic/ Anticipated Action	Presented by:
1:00-1:05 p.m.			1. Welcome & Introductions a. Notification of Recording	J. Zell
1:05-1:15 p.m.	Pg. 2-4 Pg. 5	* *	2. Consent Calendar Items a. Board Meeting Minutes: June 20, 2024 b. Reappoint Members (Ms. Manley and Dr. Marcuse) c. Elect Officers / Committee Chairs	J. Dunn
1:15-1:50 p.m.	Pg. 6-23	*	3. Financial Updates a. Current Unaudited Financials b. Finance Committee Updates i. Charter/IPS Changes ii. Impact of Respiratory Vaccines on Collections / Vaccine Pipeline iii. Ratify Adoption/Publication of 2023-24 Audited Financial Statements	P. Miller L. Walker/J. Zell
1:50-2:10 p.m.			4. ED / AD Updates a. Legislative Update b. Hospital Onboarding c. Non-traditional Provider Report i. Next Steps ii. Adopt Policy Recommendations as Presented d. Approve/Publish 2023-24 Annual Report	K. Kolan J. Zell / P. Miller J. Sherls / J. Zell / P. Miller
2:10-2:15 p.m.			5. Vaccine Committee Update	E. Marcuse
2:15-3:55 p.m.			6. Executive Session (Board Members, ED/AD, Counsel, Consultants only)	
3:55-4:00 p.m.			7. Closing a. FY 2025 Meeting Schedule	J. Dunn

**Washington Vaccine Association
Board of Directors Meeting
June 20, 2024; 1:30-4:00 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:

Directors

John Dunn, MPH, MD, Kaiser Permanente, *Chair*

Beth Harvey, MD, South Sound Pediatrics, *Vice Chair*

Ed Marcuse, MD, MPH, FPIDS, University of Washington, *Secretary*

Chad Murphy, PharmD, Premera

Steven Caplow, Esq., DWT LLP (virtual)

Kara Manley, United Healthcare (virtual)

Nicole Saint Clair, MD, Regence

Supriya Ramanathan, MD, Aetna (virtual)

Michele Roberts, MPH, MCHES, Washington

Department of Health

Jamilia Sherls, DND, MPH, Washington Department of Health

Cheri Cagle, Stakeholder Liaison

Helms & Company, Inc.

Patrick Miller, MPH, WVA, Administrative Director

Ashley Ithal, MPH, WVA, Project Director

Lisa White, WVA, Customer and Financial Support

Specialist (virtual)

Leslie Walker, CPA, Mason+Rich, PA (virtual)

Others

Anne Redman, Esq., Perkins Coie

Janel Jorgenson, Washington Department of Health

Kathryn Kolan, Consultant

Breelyn Young, GSK (virtual)

Rick Hourigan, MD, Cigna (virtual)

Lisa Templeton, Informed Choice Washington (virtual)

Bob Runnells, Informed Choice Washington (virtual)

II. Summary of Actions Taken and/or Recommended

Actions Taken (votes adopted)

- i. To approve the minutes of the April 18, 2024, Board Meeting.
- ii. To confirm Supriya Ramanathan as a Board Member.

III. Minutes

Welcome and Introductions

Dr. Dunn called the meeting to order at 1:35 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. Dr. Dunn conducted a roll call. Lisa Templeton and Bob Runnells with Informed Choice Washington joined the meeting virtually as members of the public.

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 18, 2024, Board Meeting.

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

VOTED: To approve Supriya Ramanathan as a WVA Board Member representing Aetna, whose term expires in 2028 pursuant to RCW 70.290.030 (3)(a).

IV. Financial Updates

Unaudited Financials, Year End Cash Projections and Administrative Expenses

Mr. Miller reviewed the unaudited financial statements through May 2024. Mr. Miller reported that the WVA has been reducing cash as planned. Administrative expenses were slightly ahead of budget, which is consistent with the

financial statements of the last eleven months. Ms. Zell added that the WVA will work with Morgan Stanley over the summer on the investment strategy for future with expected reserves.

FY 2023-24 Audit Preparation

Mr. Miller provided an overview of the next steps for the FY2024 audit led by Clifton Larsen Allen (CLA). The audit will take place in August, the draft financial statements will be shared with the Finance Committee in September, and the final version will be presented to and adopted by the Board in November.

V. WA Department of Health (DOH) Updates

COVID-19 Response to Recovery

Ms. Sherls provided an update on an agency wide effort to review COVID-19 resources funded during the pandemic resulting in either ending or integrating those resources into other efforts within the agency and the Office of Immunization.

Immunization Dashboard Updates

Ms. Sherls noted that the updated school immunization dashboard went live of June 12. Current school year data is similar to the previous year. Ms. Sherls noted that there are still large gaps in immunization rates in certain geographies, and that the DOH is working with local health jurisdictions (LHJs) and schools to close those gaps.

Respiratory Season Planning

Ms. Sherls provided an update on RSV, influenza, and COVID-19 vaccines. The DOH is reviewing their allocation process and identifying ways that these efforts can be more streamlined and equitable. Ms. Sherls added that there will be increased outreach efforts for providers to obtain nirsevimab. The DOH is in the beginning stages of organizing an influenza campaign focused on agricultural workers as part of the respiratory season planning efforts.

2024 AIRA Awards

The DOH IIS team was recognized at the American Immunization Registry Association (AIRA) meeting for several awards, both individually and as a team.

ACIP HPV Workgroup

Ms. Sherls will start participating in the Advisory Committee on Immunization Practices (ACIP) HPV workgroup next month.

VI. Legislative Engagement Plan

Ms. Kolan provided an update on vaccine policy in Washington. She proposed a plan for the WVA and health plan leaders to meet with legislative leadership in August and September. She noted that the entire House of Representatives is up for election, half the Senate, and the executive branch in Washington. It has been 12 years since a gubernatorial transition in the state. Discussion ensued. Ms. Zell put a call out to board members if they want to be more involved in these efforts.

VII. ED/AD Updates

Assessment Grid - Communication and Compliance Plan

Ms. Zell and Mr. Miller provided an overview of the communication plan for the July 1 Vaccine Assessment Grid (Grid) changes. Communications began in April and will be completed in July. To date, emails and physical mailings to payers and providers have been completed. Personal calls to top payer and providers have started and will be completed by June 30. The DOH included Grid updates in their most recent edition of the Vaccine Blurb newsletter. Starting on July 1, DBA compliance monitoring will begin.

Hospital Onboarding

Mr. Miller and Ms. Ithal provided an update on ongoing efforts with WA DOH-enrolled hospitals to adopt the inpatient DBA process for July 1. Any entity who is not operational July 1 will be required to retroactively submit DBAs as of July 1.

130 **VIII. Public Comments – None.**

131

132 **IX. Executive Session - Confidential.**

133

134 **X. Closing**

135

136 With no further business before the Board, Dr. Dunn closed the meeting at 4:35 p.m.

DRAFT

**WVA Board of Directors, Board Terms,
Corporate Officers, and Committees
(Approved by the WVA Board November 7, 2024)**

The following individuals are voting members of WVA under RCW 70.290.010--090 (Wash. 2010) (the “Act”).
Their respective terms and committee assignments are set out below.

Name	Organization	Statutory Authority RCW 70.290.030	Year Term Ends	Officers	Executive Committee	Finance Committee	Operations Committee†	Vaccine Committee RCW 70.290.050
Dunn, John	Kaiser Permanente	Sec. (3)(b) 1 Member	2026	Board Chair	C			X
Harvey, Beth	South Sound Pediatrics	Sec. (3)(f) 2 Members Secretary Appointment	2026	Board Vice President	X			
Marcuse, Ed	University of Washington	Sec. (3)(f) 2 Members Secretary Appointment	2028	Board Secretary	X			C
Caplow, Steven	Davis Wright Tremaine	Sec. (3)(e) 1 Member	2026	Treasurer		C		
Chea, Helen	Molina	Sec. (3)(c) 1 Member	2027			X		
Manley, Kara	UnitedHealthcare	Sec. (3)(a) Four Members	2028				X	
Murphy, Chad	Premiera BlueCross	Sec. (3)(a) Four Members	2027					X
Roberts, Michele	Department of Health	Sec. (3)(g) Secretary Designee	•					Sherls, Jamilia (alternate)
Saint Clair, Nicole	Regence BlueShield	Sec. (3)(a) Four Members	2027		X			
Vacant	Northwest Carpenters Trust	Sec. (3)(d) 1 Member Secretary Appointment						
Vacant	Aetna	Sec. (3)(a) Four Members					X	

Legend:

(“C”)=Chairperson

(“X”)=Member

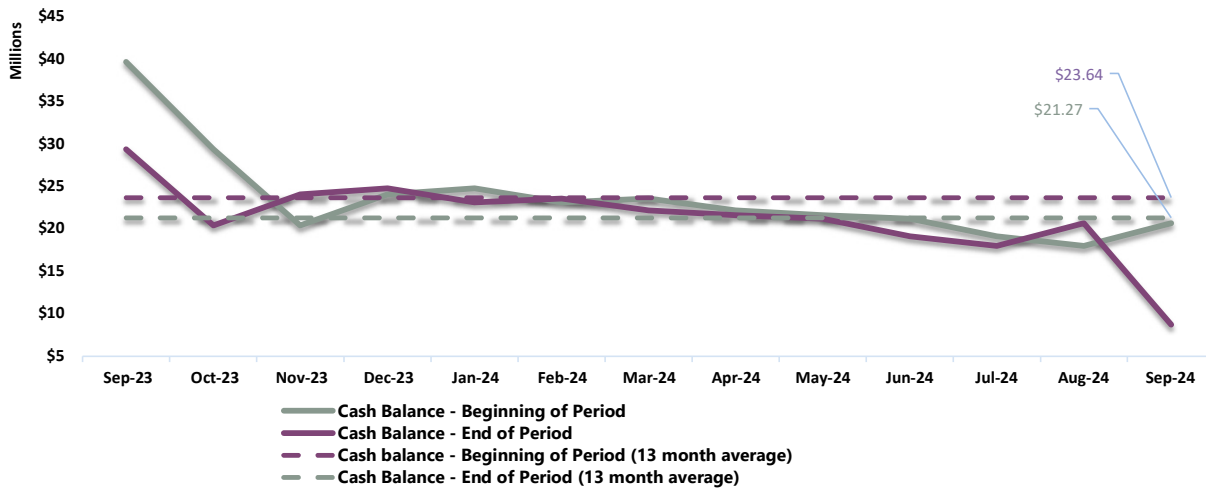
(“•”)=Serves until a successor is appointed by the Secretary

(“†”)=Chaired by Executive Director

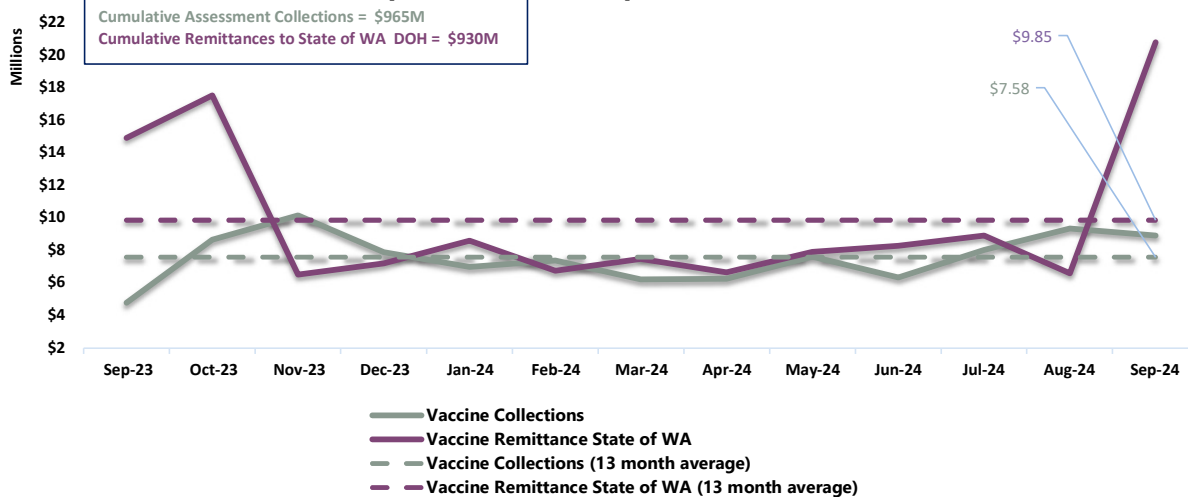
WASHINGTON VACCINE ASSOCIATION
UNAUDITED FINANCIAL STATEMENTS
FOR THE THREE MONTHS ENDED
September 30, 2024
With Supplemental Informational Reporting

Prepared by
Helms & Company, Inc., Administrator

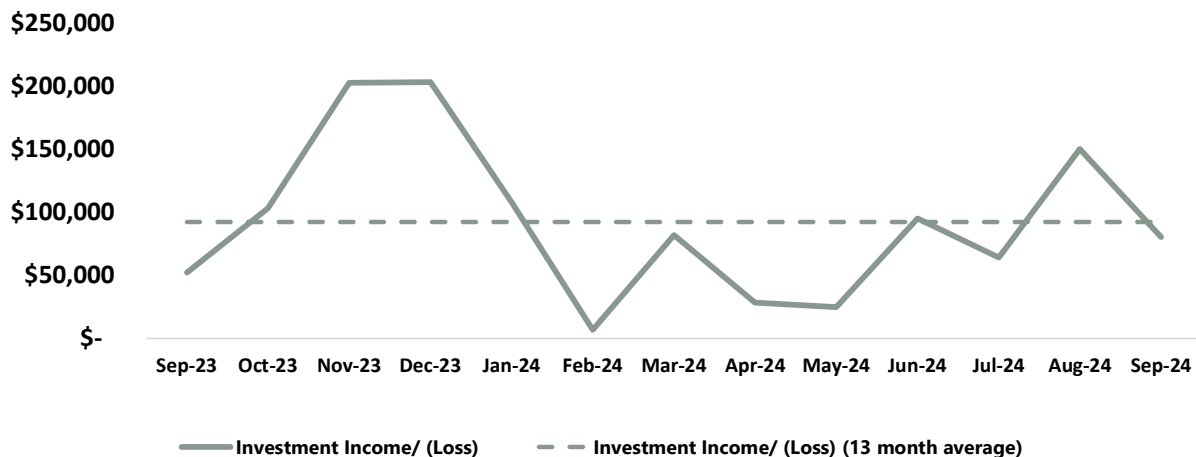
Cash Balances Beginning and End of Period September 2023 - September 2024



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



Investment Income / (Loss) September 2023 - September 2024



Washington Vaccine Association
Statement of Cash Flows
For the Periods Ended

	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	Month 6/30/2024	Month 7/31/2024	Month 8/31/2024	Month 8/31/2024	13 Month Average
1 Cash balance - beginning	\$ 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	\$ 19,120,795	\$ 17,993,842	\$ 20,658,059	\$ 26,889,071
Inflows:														
2 Vaccine collections	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	6,340,794	8,017,869	9,356,584	8,923,503	7,583,449
3 Interest income - payers														-
4 Investment income/ (loss)	52,184	103,338	202,517	203,060	107,733	6,717	81,784	28,218	24,733	95,079	64,004	150,093	80,340	92,292
5 Total inflows	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	6,435,873	8,081,872	9,506,677	9,003,843	7,675,741
Outflows:														
Program														
6 Vaccine remittance State of WA	(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)	(8,269,728)	(8,928,023)	(6,597,300)	(20,756,893)	(9,851,402)
Administration														
7 Direct Processing Costs	(90,982)	(95,301)	(96,104)	(96,944)	(91,064)	(109,096)	(88,277)	(97,477)	(95,778)	(99,052)	(93,240)	(101,122)	(97,664)	(96,315)
8 Executive Director Costs and Support Fees	(46,134)	(39,904)	(33,703)	(27,832)	(48,157)	(37,326)	(29,391)	(35,454)	(32,634)	(59,567)	(78,677)	(49,258)	(32,262)	(42,331)
9 Provider and Payer Education and Outreach	(2,279)	(15,414)	(3,670)	(6,900)	(5,404)	(8,539)	(6,355)	(15,311)	(30,712)	(24,082)	(11,305)	(5,322)	(1,499)	(10,522)
10 Administrative Costs	(88,408)	(57,063)	(25,864)	(31,130)	(25,941)	(5,254)	(13,821)	(11,793)	(11,999)	(31,683)	(58,403)	(61,569)	(42,465)	(35,799)
11 Other Discretionary Expenditures	(3,780)	(3,780)	(3,780)	(7,560)	(450)	(34,038)	(22,771)	(13,084)	(10,550)	(5,491)	(39,177)	(27,889)	(14,691)	(14,388)
12 Total Administration	(231,583)	(211,462)	(163,121)	(170,366)	(171,016)	(194,253)	(160,614)	(173,119)	(181,673)	(219,875)	(280,802)	(245,160)	(188,581)	(199,356)
13 Net all other outflows	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14 Total outflows	(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)	(8,489,603)	(9,208,825)	(6,842,460)	(20,945,474)	(10,050,758)
15 Net Cash Incr (decr) for period	(10,270,310)	(8,963,062)	3,672,443	716,316	(1,661,571)	436,441	(1,359,687)	(548,732)	(438,953)	(2,053,730)	(1,126,953)	2,664,217	(11,941,631)	(2,375,016)
16 Cash balance - end of period	\$ 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	\$ 19,120,795	\$ 17,993,842	\$ 20,658,059	\$ 8,716,428	\$ 24,514,055

Note: Cash balance includes amounts in KeyBank and Morgan Stanley

Washington Vaccine Association
Statement of Financial Position
As of September 30, 2024

ASSETS

1	Current Assets		
2	Cash and Cash Equivalents	\$	1,424,834
3	Accounts Receivable		-
4	Investments		7,291,594
5	Members Estimated Collectible Assessments		14,679,745
6	Prepaid Expenses		33,071
7	Prepaid Vaccine		13,894,648
8	Prepaid Administrative Services		-
9	Total Current Assets		<u>37,323,892</u>
10	Total Assets	\$	<u><u>37,323,892</u></u>

LIABILITIES AND NET ASSETS

11	Current Liabilities		
12	Accounts Payable	\$	89,829
13	Other Accruals		128,581
14	Total Current Liabilities		<u>218,410</u>
15	Assessments Collected in Excess of Vaccine Funding and Administrative Activities		<u>37,105,482</u>
16	Total Liabilities		<u>37,323,892</u>
16	Total Liabilities and Net Assets	\$	<u><u>37,323,892</u></u>

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

		A			B			C			D			E			F		
		Month Ended September 30, 2024						For Three Months Ended September 30, 2024											
		Administrative		Vaccine		Total		Administrative		Vaccine		Total							
		Revenues / Vaccine Expenses																	
1	Assessment Activity:																		
2	Assessments	\$	494,740	\$	8,553,226	\$	9,047,967	\$	1,157,552	\$	25,395,011	\$	26,552,563						
3	Recoveries		-		-		-		-		-		-						
4	Estimated Over (Under) Collections		-		-		-		-		-		-						
5	Refunds		(25,776)		-		(25,776)		(133,276)		-		(133,276)						
6	Estimated 2% Waste		(139,482)		-		(139,482)		(127,873)		-		(127,873)						
7	Estimated Price Variance and 3% Denial		(102,917)		-		(102,917)		(208,614)		-		(208,614)						
8	DOH Replenishment		-		(6,108,318)		(6,108,318)		-		(22,368,947)		(22,368,947)						
9	Adjustment to Correct Inventory		-		-		-		-		-		-						
10	DOH Cost Recovery Admin Charge		(134,716)		-		(134,716)		(392,494)		-		(392,494)						
11	Interest Income on Assessments		-		-		-		-		-		-						
12	Net Assessment Activity		91,849		2,444,908		2,536,758		295,296		3,026,063		3,321,359						
13	Investment Activity:																		
14	Interest and Dividend Income - Morgan Stanley		14,339		-		14,339		90,268		-		90,268						
15	Realized Gain/(Loss) on Investments - Morgan Stanley		(259,758)		-		(259,758)		(324,415)		-		(324,415)						
16	Unrealized Gain/(Loss) on Investments - Morgan Stanley		314,947		-		314,947		586,110		-		586,110						
17	Investment Management Expenses		(2,879)		-		(2,879)		(10,578)		-		(10,578)						
18	Interest Income - KeyBank		13,690		-		13,690		42,735		-		42,735						
19	Net Investment Activity		80,340		-		80,340		384,120		-		384,120						
20	Net Revenues		172,189		2,444,908		2,617,097		679,417		3,026,063		3,705,480						

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F
	Month Ended September 30, 2024			For Three Months Ended September 30, 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	243,399	-	243,399
24 EDI /ACH Clearinghouse Maintenance (Helms & Company, Inc.)	-	-	-	-	-	-
27 Recovery and Compliance (Helms & Company, Inc.)	-	-	-	-	-	-
28 Lockbox Intake RMS (formerly OrboGraph)	-	-	-	11,495	-	11,495
25 Clearinghouse Intake Processing (Avality, Zelis, Etc.)	7,167	-	7,167	23,663	-	23,663
26 Lockbox and Bank Fees	9,083	-	9,083	17,831	-	17,831
29 Total Direct Processing Costs	97,382	-	97,382	296,388	-	296,388
30 Staff Costs and Related Support Fees						
31 Salaries	29,500	-	29,500	88,500	-	88,500
45 Stakeholder Liaison	-	-	-	-	-	-
32 Payroll Taxes	995	-	995	2,969	-	2,969
Benefit Stipend	1,200	-	1,200	3,600	-	3,600
Professional Development	-	-	-	2,517	-	2,517
33 Leased Employee per Check Fee	232	-	232	696	-	696
34 Travel, Conferences, and Lodging, Education, and Other	-	-	-	24,527	-	24,527
35 Technology Support (Desktop and Telephony)	335	-	335	1,654	-	1,654
36 Total Staff Costs and Related Support Fees	32,262	-	32,262	124,462	-	124,462
37 Provider and Payer Education and Outreach						
38 Education Materials Design, Development and Printing	1,350	-	1,350	1,350	-	1,350
39 Postage	-	-	-	579	-	579
40 Website and Information Technology	-	-	-	150	-	150
41 Technical Consultants	-	-	-	853	-	853
42 Provider Office Training Sessions	149	-	149	6,503	-	6,503
43 Advertising and Sponsorships	-	-	-	-	-	-
44 Hospitality	-	-	-	3,312	-	3,312
47 Total Provider and Payer Education and Outreach	1,499	-	1,499	12,745	-	12,745
48 Administrative Costs						
49 Legal - General Counsel and Governance	2,846	-	2,846	17,661	-	17,661
50 Legal - Special Projects and Litigation	2,176	-	2,176	2,176	-	2,176
51 Audit Fees	22,964	-	22,964	33,464	-	33,464
52 Government Relations Consultants	-	-	-	-	-	-
53 Registered Agent Fee	-	-	-	-	-	-
54 Operations/Compliance/IT - Compliance Program Expansion	-	-	-	-	-	-
55 Communications - Graphic Designer; Printing; Postage	-	-	-	-	-	-
56 Audit Fees Segmentation of Accounts; Settlement Reporting	-	-	-	-	-	-
57 Government Relations - Federal and State; Coordination with Parties	3,000	-	3,000	14,995	-	14,995
58 Office Supplies and Equipment	187	-	187	3,942	-	3,942
59 Rent	-	-	-	360	-	360
60 Other Admin Support Provided by Lessor	-	-	-	-	-	-
61 Board Retreat, Scheduled Meetings & Hospitality	-	-	-	3,965	-	3,965

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

		A	B	C	D	E	F
		Month Ended September 30, 2024			For Three Months Ended September 30, 2024		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
62	Cyber Liability	35	-	35	95	-	95
63	Board D & O	-	-	-	21,740	-	21,740
64	General Liability	-	-	-	30,757	-	30,757
65	Legal - Contracting; Counsel; Meetings; Interpretation; Consultation	-	-	-	4,865	-	4,865
66	Total Administrative Costs	31,208	-	31,208	134,018	-	134,018
67	Other Discretionary Expenditures						
68	Staff Bonus Pool	-	-	-	-	-	-
69	Human Resources and Governance Consultant	4,256	-	4,256	14,133	-	14,133
70	Special Projects Leakage Recovery	-	-	-	11,884	-	11,884
71	Cybersecurity Project	-	-	-	22,170	-	22,170
72	Total Other Discretionary Expenditures	4,256	-	4,256	48,187	-	48,187
73	Total Administrative Expenses	166,607	-	166,607	615,801	-	615,801
74	Total Change in Unrestricted Net Assets	\$ 5,582	\$ 2,444,908	\$ 2,450,490	\$ 63,615	\$ 3,026,063	\$ 3,089,678
74	Total Change in Unrestricted Net Assets	\$ 5,582	\$ 2,444,908	\$ 2,450,490	\$ 63,615	\$ 3,026,063	\$ 3,089,678

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

		For Three Months Ended September 30, 2024			For Three Months Ended September 30, 2023		
		A	B	C	D	E	F
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
		Revenues / Vaccine Expenses					
1	Assessment Activity:						
2	Assessments	\$ 1,157,552	\$ 25,395,011	\$ 26,552,563	\$ (1,638,436)	\$ 23,563,309	\$ 21,924,873
3	Recoveries	-	-	-	-	-	-
4	Estimated Over (Under) Collections	-	-	-	-	-	-
5	Refunds	(133,276)	-	(133,276)	(69,736)	-	(69,736)
6	Estimated 2% Waste	(127,873)	-	(127,873)	(272,263)	-	(272,263)
7	Estimated Price Variance and 3% Denial	(208,614)	-	(208,614)	(435,713)	-	(435,713)
8	DOH Replenishment	-	(22,368,947)	(22,368,947)	-	(22,608,407)	(22,608,407)
9	Adjustment to Correct Inventory	-	-	-	-	-	-
10	DOH Cost Recovery Admin Charge	(392,494)	-	(392,494)	(291,518)	-	(291,518)
11	Interest Income on Assessments	-	-	-	-	-	-
12	Net Assessment Activity	295,296	3,026,063	3,321,359	(2,707,668)	954,902	(1,752,766)
13	Investment Activity:						
14	Interest and Dividend Income - Morgan Stanley	90,268	-	90,268	248,346	-	248,346
15	Realized Gain/(Loss) on Investments - Morgan Stanley	(324,415)	-	(324,415)	(207,199)	-	(207,199)
16	Unrealized Gain/(Loss) on Investments - Morgan Stanley	586,110	-	586,110	304,785	-	304,785
17	Investment Management Expenses	(10,578)	-	(10,578)	(26,090)	-	(26,090)
18	Interest Income - KeyBank	42,735	-	42,735	31,466	-	31,466
19	Net Investment Activity	384,120	-	384,120	351,308	-	351,308
20	Net Revenues	679,417	3,026,063	3,705,480	(2,356,359)	954,902	(1,401,458)

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

		A	B	C	D	E	F
		For Three Months Ended September 30, 2024			For Three Months Ended September 30, 2023		
		Administrative	Vaccine Other Expenses	Total	Administrative	Vaccine	Total
21	Administrative Expenses:						
22	Direct Processing Costs						
23	Administrator (Helms & Company, Inc.)	243,399	-	243,399	196,296	-	196,296
24	EDI /ACH Clearinghouse Maintenance (Helms & Con	-	-	-	11,250	-	11,250
27	Recovery and Compliance (Helms & Company, Inc.)	-	-	-	15,750	-	15,750
28	Lockbox Intake RMS (formerly OrboGraph)	11,495	-	11,495	16,137	-	16,137
25	Clearinghouse Intake Processing (Avality, Zelis, Etc.)	23,663	-	23,663	17,442	-	17,442
26	Lockbox and Bank Fees	17,831	-	17,831	11,994	-	11,994
29	Total Direct Processing Costs	296,388	-	296,388	268,869	-	268,869
30	Staff Costs and Related Support Fees						
31	Salaries	88,500	-	88,500	65,383	-	65,383
45	Stakeholder Liaison	-	-	-	-	-	-
32	Payroll Taxes	2,969	-	2,969	1,587	-	1,587
	Benefit Stipend	3,600	-	3,600	-	-	-
	Professional Development	2,517	-	2,517	-	-	-
33	Leased Employee per Check Fee	696	-	696	487	-	487
34	Travel, Conferences, and Lodging, Education, and Ot	24,527	-	24,527	24,127	-	24,127
35	Technology Support (Desktop and Telephony)	1,654	-	1,654	2,748	-	2,748
36	Total Staff Costs and Related Support Fees	124,462	-	124,462	94,331	-	94,331
37	Provider and Payer Education and Outreach						
38	Education Materials Design, Development and Printi	1,350	-	1,350	10,608	-	10,608
39	Postage	579	-	579	14	-	14
40	Website and Information Technology	150	-	150	11,850	-	11,850
41	Technical Consultants	853	-	853	-	-	-
42	Provider Office Training Sessions	6,503	-	6,503	8,666	-	8,666
43	Advertising and Sponsorships	-	-	-	-	-	-
44	Hospitality	3,312	-	3,312	7,384	-	7,384
47	Total Provider and Payer Education and Outreach	12,745	-	12,745	38,521	-	38,521
48	Administrative Costs						
49	Legal - General Counsel and Governance	17,661	-	17,661	6,002	-	6,002
50	Legal - Special Projects and Litigation	2,176	-	2,176	2,700	-	2,700
51	Audit Fees	33,464	-	33,464	24,733	-	24,733
52	Government Relations Consultants	-	-	-	-	-	-
53	Registered Agent Fee	-	-	-	-	-	-
	Operations/Compliance/IT - Compliance						
54	Program Expansion	-	-	-	17,549	-	17,549

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 Three Months Ended September 30, 2024			For Three Months Ended September 30, 2023		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Communications - Graphic Designer; Printing;						
55	Postage	-	-	-	-	-	-
	Audit Fees Segmentation of Accounts; Settlement						
56	Reporting	-	-	-	2,844	-	2,844
57	Government Relations - Federal and State; Coordina	14,995	-	14,995	-	-	-
58	Office Supplies and Equipment	3,942	-	3,942	4,659	-	4,659
59	Rent	360	-	360	267	-	267
60	Other Admin Support Provided by Lessor	-	-	-	-	-	-
61	Board Retreat, Scheduled Meetings & Hospitality	3,965	-	3,965	-	-	-
62	Cyber Liability	95	-	95	-	-	-
63	Board D & O	21,740	-	21,740	21,740	-	21,740
64	General Liability	30,757	-	30,757	30,601	-	30,601
65	Legal - Contracting; Counsel; Meetings; Interpretatic	4,865	-	4,865	34,571	-	34,571
66	Total Administrative Costs	134,018	-	134,018	145,666	-	145,666
67	Other Discretionary Expenditures						
68	Staff Bonus Pool	-	-	-	-	-	-
69	Human Resources and Governance Consultant	14,133	-	14,133	12,960	-	12,960
70	Special Projects Leakage Recovery	11,884	-	11,884	-	-	-
71	Cybersecurity Project	22,170	-	22,170	-	-	-
72							
	Total Administrative Expenses	615,801	-	615,801	560,348	-	560,348
73							
	Total Change in Unrestricted Net Assets	\$ 63,615	\$ 3,026,063	\$ 3,089,678	\$ (2,916,707)	\$ 954,902	\$ (1,961,806)
	Total Change in Unrestricted Net Assets	\$ 63,615	\$ 3,026,063	\$ 3,089,678	\$ (2,916,707)	\$ 954,902	\$ (1,961,806)

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F
	Month Ended September 30, 2024			Month Ended September 30, 2023		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Revenues / Vaccine Expenses					
1 Assessment Activity:						
2 Assessments	\$ 494,740	\$ 8,553,226	\$ 9,047,967	\$ (229,690)	\$ 7,091,946	\$ 6,862,256
3 Recoveries	-	-	-	-	-	-
4 Estimated Over (Under) Collections	-	-	-	-	-	-
5 Refunds	(25,776)	-	(25,776)	(31,943)	-	(31,943)
6 Estimated 2% Waste	(139,482)	-	(139,482)	(110,165)	-	(110,165)
7 Estimated Price Variance and 3% Denial	(102,917)	-	(102,917)	(185,672)	-	(185,672)
8 DOH Replenishment	-	(6,108,318)	(6,108,318)	-	(7,087,289)	(7,087,289)
9 Adjustment to Correct Inventory	-	-	-	-	-	-
10 DOH Cost Recovery Admin Charge	(134,716)	-	(134,716)	(128,849)	-	(128,849)
11 Interest Income on Assessments	-	-	-	-	-	-
12 Net Assessment Activity	91,849	2,444,908	2,536,758	(686,319)	4,657	(681,662)
13 Investment Activity:						
14 Interest and Dividend Income - Morgan Stanley	14,339	-	14,339	87,344	-	87,344
15 Realized Gain/(Loss) on Investments - Morgan Stanley	(259,758)	-	(259,758)	(106,590)	-	(106,590)
16 Unrealized Gain/(Loss) on Investments - Morgan Stanley	314,947	-	314,947	73,143	-	73,143
17 Investment Management Expenses	(2,879)	-	(2,879)	(7,618)	-	(7,618)
18 Interest Income - KeyBank	13,690	-	13,690	5,905	-	5,905
19 Net Investment Activity	80,340	-	80,340	52,184	-	52,184
20 Net Revenues	172,189	2,444,908	2,617,097	(634,135)	4,657	(629,478)

Washington Vaccine Association
Statement of Activities and Changes in Net Assets

	A	B	C	D	E	F
	Month Ended September 30, 2024			Month Ended September 30, 2023		
	Administrative	Vaccine	Total	Administrative	Vaccine	Total
	Other Expenses					
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.)	-	-	-	3,750	-	3,750
27 Recovery and Compliance (Helms & Company, Inc.)	-	-	-	5,250	-	5,250
28 Lockbox Intake RMS (formerly OrboGraph)	-	-	-	5,091	-	5,091
25 Clearinghouse Intake Processing (Availity, Zelis, Etc.)	7,167	-	7,167	7,150	-	7,150
26 Lockbox and Bank Fees	9,083	-	9,083	4,309	-	4,309
29 Total Direct Processing Costs	97,382	-	97,382	90,982	-	90,982
30 Staff Costs and Related Support Fees						
31 Salaries	29,500	-	29,500	26,306	-	26,306
45 Stakeholder Liaison	-	-	-	-	-	-
32 Payroll Taxes	995	-	995	962	-	962
Benefit Stipend	1,200	-	1,200	-	-	-
Professional Development	-	-	-	-	-	-
33 Leased Employee per Check Fee	232	-	232	255	-	255
34 Travel, Conferences, and Lodging, Education, and Other	-	-	-	4,666	-	4,666
35 Technology Support (Desktop and Telephony)	335	-	335	415	-	415
36 Total Staff Costs and Related Support Fees	32,262	-	32,262	32,603	-	32,603
37 Provider and Payer Education and Outreach						
38 Education Materials Design, Development and Printing	1,350	-	1,350	-	-	-
39 Postage	-	-	-	-	-	-
40 Website and Information Technology	-	-	-	11,850	-	11,850
41 Technical Consultants	-	-	-	-	-	-
42 Provider Office Training Sessions	149	-	149	862	-	862
43 Advertising and Sponsorships	-	-	-	-	-	-
44 Hospitality	-	-	-	1,417	-	1,417
47 Total Provider and Payer Education and Outreach	1,499	-	1,499	14,129	-	14,129
48 Administrative Costs						
49 Legal - General Counsel and Governance	2,846	-	2,846	11,533	-	11,533
50 Legal - Special Projects and Litigation	2,176	-	2,176	-	-	-
51 Audit Fees	22,964	-	22,964	20,333	-	20,333
52 Government Relations Consultants	-	-	-	-	-	-
53 Registered Agent Fee	-	-	-	-	-	-
54 Operations/Compliance/IT - Compliance Program Expansion	-	-	-	17,549	-	17,549
55 Communications - Graphic Designer; Printing; Postage	-	-	-	-	-	-
56 Audit Fees Segmentation of Accounts; Settlement Reporting	-	-	-	2,844	-	2,844
57 Government Relations - Federal and State; Coordination with Parties	3,000	-	3,000	-	-	-
58 Office Supplies and Equipment	187	-	187	3,259	-	3,259

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

		A	B	C	D	E	F
		Month Ended September 30, 2024			Month Ended September 30, 2023		
		Administrative	Vaccine	Total	Administrative	Vaccine	Total
59	Rent	-	-	-	-	-	-
60	Other Admin Support Provided by Lessor	-	-	-	-	-	-
61	Board Retreat, Scheduled Meetings & Hospitality	-	-	-	-	-	-
62	Cyber Liability	35	-	35	-	-	-
63	Board D & O	-	-	-	-	-	-
64	General Liability	-	-	-	-	-	-
65	Legal - Contracting; Counsel; Meetings; Interpretation; Consultation	-	-	-	34,571	-	34,571
66	Total Administrative Costs	31,208	-	31,208	90,089	-	90,089
67	Other Discretionary Expenditures						
68	Staff Bonus Pool	-	-	-	-	-	-
69	Human Resources and Governance Consultant	4,256	-	4,256	3,780	-	3,780
70	Special Projects Leakage Recovery	-	-	-	-	-	-
71	Cybersecurity Project	-	-	-	-	-	-
72	Total Other Discretionary Expenditures	4,256	-	4,256	3,780	-	3,780
72	Total Administrative Expenses	166,607	-	166,607	231,583	-	231,583
73	Total Change in Unrestricted Net Assets	\$ 5,582	\$ 2,444,908	\$ 2,450,490	\$ (865,718)	\$ 4,657	\$ (861,061)

Washington Vaccine Association
Administrative Budget Status
For Month of September 30, 2024

	A Approved Budget	B Actual September 30, 2024	C Budget Variance (\$)	D Budget Variance (%)
1 Direct Processing Costs				
2 Administrator (Helms & Company, Inc.)	81,133	81,133	-	0.0%
3 EDI /ACH Clearinghouse Maintenance (Helms & Company, Inc.)	-	-	-	-
4 Lockbox Intake RMS (formerly OrboGraph)	6,750	4,362	2,388	-35.4%
5 Clearinghouse Intake Processing (Avality, Zelis, Etc.)	6,500	7,167	(667)	10.3%
6 Lockbox and Bank Fees	4,250	4,721	(471)	11.1%
7 Total Direct Processing Costs	98,633	97,382	1,251	-1.3%
8 Staff Costs and Related Support Fees				
9 Salaries	27,250	29,500	(2,250)	8.3%
10 Stakeholder Liaison	-	-	-	-
11 Payroll Taxes	2,085	995	1,090	-52.3%
12 Benefit Stipend	1,200	1,200	-	0.0%
13 Professional Development	750	-	750	-100.0%
14 Leased Employee per Check Fee	240	232	8	-3.3%
15 Travel, Conferences, and Lodging, Education, and Other	8,000	-	8,000	-100.0%
16 Technology Support (Desktop and Telephony)	335	335	-	0.0%
17 Subtotal	39,860	32,262	7,598	-19.1%
18 Provider and Payer Education and Outreach				
19 Education Materials Design, Development and Printing	6,000	1,350	4,650	-77.5%
20 Postage	1,025	-	1,025	-100.0%
21 Website and Information Technology	1,200	-	1,200	-100.0%
22 Technical Consultants	5,000	-	5,000	-100.0%
23 Provider Office Training Sessions	2,500	149	2,351	-94.0%
24 Advertising and Sponsorships	139	-	139	-100.0%
25 Hospitality	1,200	-	1,200	-100.0%
26 Subtotal	17,064	1,499	15,565	-91.2%
27 Administrative Costs				
28 Legal - General Counsel and Governance	3,533	2,846	687	-19.5%
29 Legal - Special Projects and Litigation	5,225	2,176	3,049	-58.4%
30 Audit Fees	26,000	22,964	3,037	-11.7%
31 Government Relations Consultants	4,165	-	4,165	-100.0%
32 Registered Agent Fee	-	-	-	-
33 Investment Management Fees	7,000	2,879	4,121	-58.9%
34 Office Supplies and Equipment	775	187	588	-75.8%
35 Rent	-	-	-	-
36 Other Admin Support Provided by Lessor	42	-	42	-100.0%
37 Board Retreat, Scheduled Meetings & Hospitality	500	-	500	-100.0%
38 Cyber Liability	-	35	(35)	-
39 Board D & O	57,820	-	57,820	-100.0%
40 General Liability	1,771	-	1,771	-100.0%
41 Subtotal	-	-	-	-
	106,831	31,087	75,744	-70.9%
42 Other Discretionary Expenditures				
43 Staff Bonus Pool	-	-	-	-
44 Human Resources and Governance Consultant	1,100	4,256	(3,156)	286.9%
45 Special Projects Leakage Recovery	12,250	-	12,250	-100.0%
46 Cybersecurity Project	6,250	-	6,250	-100.0%
47 Subtotal	19,600	4,256	15,344	-78.3%
	-	-	-	-
48 Total Budget	\$ 281,988	\$ 166,486	\$ 115,502	-41.0%

Washington Vaccine Association
Administrative Budget Status
For Three Months Ended September 30, 2024

	A Approved Budget	B Actual September 30, 2024	C Budget Variance (\$)	D Budget Variance (%)
1 Direct Processing Costs				
2 Administrator (Helms & Company, Inc.)	243,399	243,399	-	0.0%
3 EDI /ACH Clearinghouse Maintenance (Helms & Company, Inc.)	-	-	-	-
4 Lockbox Intake RMS (formerly OrboGraph)	20,250	15,857	4,393	-21.7%
5 Clearinghouse Intake Processing (Avality, Zelis, Etc.)	19,500	23,663	(4,163)	21.3%
6 Lockbox and Bank Fees	12,750	13,469	(719)	5.6%
7 Total Direct Processing Costs	295,899	296,388	(489)	0.2%
8 Staff Costs and Related Support Fees				
9 Salaries	81,750	88,500	(6,750)	8.3%
10 Stakeholder Liaison	-	-	-	-
11 Payroll Taxes	4,482	2,969	1,513	-33.8%
12 Benefit Stipend	3,600	3,600	-	0.0%
13 Professional Development	2,250	2,517	(267)	11.9%
14 Leased Employee per Check Fee	720	696	24	-3.3%
15 Travel, Conferences, and Lodging, Education, and Other	24,000	24,527		2.2%
16 Technology Support (Desktop and Telephony)	1,005	1,654		64.6%
17 Subtotal	117,807	124,462	(6,655)	5.6%
18 Provider and Payer Education and Outreach				
19 Education Materials Design, Development and Printing	18,000	1,350	16,650	-92.5%
20 Postage	3,075	579	2,496	-81.2%
21 Website and Information Technology	3,600	150	3,450	-95.8%
22 Technical Consultants	15,000	853	14,148	-94.3%
23 Provider Office Training Sessions	7,500	6,503	997	-13.3%
24 Advertising and Sponsorships	417	-	417	-100.0%
25 Hospitality	3,600	3,312	288	-8.0%
26 Subtotal	51,192	12,745	38,447	-75.1%
27 Administrative Costs				
28 Legal - General Counsel and Governance	10,599	17,661	(7,062)	66.6%
29 Legal - Special Projects and Litigation	15,675	2,176	13,499	-86.1%
30 Audit Fees	36,000	33,464	2,537	-7.0%
31 Government Relations Consultants	12,495	-	12,495	-100.0%
32 Registered Agent Fee	-	-	-	-
33 Investment Management Fees	21,000	10,578	10,422	-49.6%
34 Office Supplies and Equipment	2,325	3,942	(1,617)	69.5%
35 Rent	267	360	(93)	34.9%
36 Other Admin Support Provided by Lessor	42	-	42	-100.0%
37 Board Retreat, Scheduled Meetings & Hospitality	1,500	3,965	(2,465)	164.3%
38 Cyber Liability	31,825	95	31,730	-99.7%
39 Board D & O	79,560	21,740	57,820	-72.7%
40 General Liability	3,523	30,757	(27,234)	773.0%
41 Subtotal	-	-	-	-
	214,811	124,737	90,074	-41.9%
42 Other Discretionary Expenditures				
43 Staff Bonus Pool	-	-	-	-
44 Human Resources and Governance Consultant	3,300	14,133	(10,833)	328.3%
45 Special Projects Leakage Recovery	36,750	11,884	24,866	-67.7%
46 Cybersecurity Project	18,750	22,170	(3,420)	18.2%
47 Subtotal	58,800	48,187	10,613	-18.0%
48 Total Budget	\$ 738,509	\$ 606,520	\$ 131,989	-17.9%

**Washington Vaccine Association
Supplemental Administrative Budget Status
For Three Months Ended September 30, 2024**

		A	B	C
		Approved	Actual	Budget
		Budget	September 30, 2024	Variance
1	Legal - Contracting; Counsel; Meetings; Interpretation; Consultation	6,367	4,865	1,502
2	Government Relations - Federal and State; Coordination with Parties; Lobbying	8,938	14,995	(6,057)
3	Finance/Audit - Segmentation of Accounts; Settlement Reporting; Collections	23,457	-	23,457
4	Operations/Compliance/IT - Compliance Program Expansion; Recovery Management	-	-	-
5	Communications - Graphic Designer; Printing; Postage; Mailing Services	28,019	-	28,019
6	Total Budget	\$ 66,780	\$ 19,859	\$ 46,921

Washington Vaccine Association
Notes to Financial Statements
For the Year Ended September 30, 2024

Balance Sheet

Lines 2 and 4. Cash decreased in September by approximately \$11,950,000. Total cash and investments at month end are approximately \$8.71 million as compared to the budgeted cash position of \$15.49 million. The time-lag between the date of service and the receipt of payment has been considered when projecting cash reserves for FY2025.

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.

Line 7. The Prepaid Vaccine amount includes the amount requested by the Washington Department of Health (DOH) for the September 2024 replenishment of vaccines. The amount includes the administrative fee of 1.4% which equaled \$282,941 included in the request.

Profit and Loss

Line 2. The amount reported as Assessments includes all assessments received in the month of September. 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 provided by the DOH in FY2021 related to wastage of vaccines that were shipped to providers and does not include other types of losses. Additional losses may be incurred due to the purchase of excess non-returnable vaccines (e.g., influenza and COVID-19). These types of losses are considered to be an adjustment to the expected member assessment receivable and are expensed through line 8 DOH Replenishment when the vaccine is no longer viable.

Line 7. The amount reported in September 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 September. 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 August. It was paid with the September 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.