

1 **Washington Vaccine Association**
2 **Board of Directors Meeting**
3 **November 7, 2024; 1:00-4:00 p.m. (PT)**
4

5 **I. Attendance.** This meeting was conducted in-person and virtually. Participating in all or part of the meeting were
6 the following individuals:
7

8 Directors

9 John Dunn, MPH, MD, Kaiser Permanente, *Chair*
10 Beth Harvey, MD, South Sound Pediatrics,
11 *Vice Chair* (virtual)
12 Ed Marcuse, MD, MPH, FPIDS, University
13 of Washington, *Secretary*
14 Chad Murphy, PharmD, Premera
15 Steven Caplow, Esq., DWT LLP
16 Kara Manley, United Healthcare (virtual)
17 Nicole Saint Clair, MD, Regence
18 Helen Chea, MD, Molina (virtual)
19 Michele Roberts, MPH, MCHES, Washington
20 Department of Health
21 Jamilia Sherls, DND, MPH, Washington Department
22 of Health
23

24 WVA

25 Julia Walter Zell, MA., Esq., Executive Director
26 Cheri Cagle, Stakeholder Liaison
27
28

28 Helms & Company, Inc.

29 Patrick Miller, MPH, WVA, Administrative Director
30 Ashley Ithal, MPH, WVA, Project Director (virtual)
31 Lisa White, WVA, Customer and Financial Support
32 Specialist (virtual)
33 Leslie Walker, CPA, Mason+Rich, PA (virtual)
34

35 Others

36 Anne Redman, Esq., Perkins Coie
37 Carrie Allen, OneDigital
38 Stacy Parker, OneDigital (virtual)
39 Kathryn Kolan, Consultant (virtual)
40 Breelyn Young, GSK
41 Rick Hourigan, MD, Cigna (virtual)
42 Eric Sonju, JD, Washington Office of the Attorney General
43 (virtual)
44 Chris Wright, JD, Washington Office of the Attorney
45 General (virtual)
46 Lisa Templeton, Informed Choice Washington (virtual)
47 Bob Runnells, Informed Choice Washington (virtual)

49 **II. Summary of Actions Taken and/or Recommended**
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51 Actions Taken (votes adopted)

- 52 i. To approve the minutes of the June 20, 2024, Board Meeting
53 ii. Vote to Reappoint Members (Ms. Manley and Dr. Marcuse)
54 iii. Votes to Elect Officers / Committee Chairs for the 2025 calendar year
55 iv. Vote to Ratify Adoption/Publication of 2023-24 Audited Financial Statements
56 v. Vote to Approve/Publish 2023-24 Annual Report
57

58 **III. Minutes**
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60 Welcome and Introductions

61 Dr. Dunn called the meeting to order at 1:13 p.m. Ms. Zell provided a notice of recording for the purposes of the
62 meeting minutes. The recording will be deleted once the meeting minutes are approved. Dr. Dunn conducted a roll
63 call, and introductions were given by members, invited guests, and members of the public.
64

65 Consent Calendar

66 Dr. Dunn asked for a motion to approve the minutes. Upon motion duly made and seconded, it was unanimously
67

68 **VOTED: To approve the minutes of the June 20, 2024, Board Meeting.**
69

70 Dr. Dunn asked for a motion to reappoint members. Upon motion duly made and seconded, it was unanimously
71

72 **VOTED: To reappoint members whose terms expire in 2024 (Ms. Manley and Dr. Marcuse).**
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74 Dr. Dunn asked for a motion to elect officers and committee chairs. Upon motion duly made and seconded, with
75 proposed officers and chairs abstaining from the vote, it was
76

77 **VOTED: To Elect Officers / Committee Chairs as presented on the Board Term Document,**
78 **with the addition of Steven as an Executive Committee Member.**

79
80 **IV. Financial Updates**

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82 Current Unaudited Financials

83 Mr. Miller reviewed the unaudited financials through September 30, 2024, noting that October financials will be
84 completed next week. He walked the Board through the unaudited financial statements and highlighted that we are
85 running ahead of the administrative budget.

86
87 Investment Policy Statement Update

88 Ms. Zell reviewed the Investment Policy Statement (IPS) revisions approved of by the Finance and Executive
89 Committees. She explained the need to add a section on reserves and add detail regarding the processes for projecting,
90 retaining, and managing cash reserves.

91 Impact of Respiratory Vaccines on Collections / Vaccine Pipeline

92 Mr. Miller provided an overview of a series of items from CY2023 and CY2024 that had the largest impact on
93 collections and cash reserves. Ms. Roberts noted that vaccine trends in Washington, and nationally, are negatively
94 impacting some vaccine uptake. Ms. Zell and Mr. Miller highlighted plans to rebuild reserves over the next few years.

95 Audited Financial Statements

96 Ms. Zell reported that WVA received another clean audit from Clifton Larson Allen (CLA). CLA reviewed the results
97 of the audit with the Finance Committee in September, which recommended adoption and publication by the Board.
98 Dr. Dunn asked for a motion. Upon motion duly made and seconded, it was unanimously

99
100 **VOTED: To Ratify Adoption/Publication of 2023-24 Audited Financial Statements.**

101
102 **V. ED/AD Updates**

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104 Legislative Update

105 Ms. Kolan provided an update on the upcoming political landscape for Washington given the recent election results.
106 She noted that the newly elected Governor Ferguson announced his executive team today. Ms. Kolan noted that the
107 next six to nine months will require continued relationship building between the WVA and policy makers.

108
109 Hospital Onboarding

110 Ms. Zell provided a historical overview of onboarding efforts with birthing hospitals to become DBA compliant in
111 their inpatient and outpatient settings. Thirty of the hospitals are fully onboarded and DBA compliant. Onboarding
112 efforts continue with four (4) others.

113
114 Non-traditional Provider Report

115 Mr. Miller gave an update on onboarding efforts with non-traditional providers other than hospitals and highlighted
116 the funding impacts of those efforts. Ms. Zell provided an overview of current provider type requirements to submit
117 the DBA and the current status of DBA submission by provider type. Ms. Zell proposed policy recommendations to
118 the Board by provider type. She noted that the WVA is currently working with the Department of Health (DOH) and
119 the Office of the Insurance Commissioner (OIC) to more clearly define the understanding of the Direct Care Practices
120 (DCP) statutory requirements as well as the impacts of updating WVA's exemption policy related to different provider
121 types. Ms. Sherls added that while a decision is pending regarding DCP participation in the Childhood Vaccine
122 Program (VCP), no new DCP providers will be enrolled until statutory determination is made.

123
124 Ms. Zell reported that joint efforts between the DOH and WVA have been successful in finding a solution for
125 onboarding providers. The DOH has committed to not shipping vaccines prior to a provider demonstrating the ability
126 to submit a DBA.

127
128 Mr. Miller reviewed the next steps for onboarding Local Health Jurisdictions (LHJs), remaining mobile providers, and
129 remaining School Based Health Clinics (SBHCs). Ms. Sherls added that options for onboarding LHJs and SBHCs
130 were raised during joint summer 2024 workgroup meetings. Dr. Marcuse requested we consider volume data by

131 provider type to accommodate vulnerable populations and “vaccine deserts.” The policy recommendations will be
132 reviewed again during the February board meeting.

133

134 Annual Report

135 Ms. Zell reviewed the 2023-2024 Annual Report. She noted that the Annual Report is distributed to policy makers,
136 partners, and is posted to the WVA website. Dr. Dunn asked for a motion to approve/publish 2023-24 Annual Report
137 as presented.

138

139 Upon motion duly made and seconded, it was unanimously

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141 **VOTED: To Approve/Publish 2023-24 Annual Report as presented.**

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144 **VI. Vaccine Committee Update**

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146 Dr. Marcuse provided a historical overview of the Vaccine Committee including the original intent for its creation.
147 He noted that due to changes over time that the scope of activities for the Vaccine Committee has increased and has
148 resulted in the need to review and revise the WVA Vaccine Committee Charter.

149

150 **VII. Public Comments – None.**

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152 **VIII. Executive Session - Confidential.**

153

154 **IX. Closing**

155

156 Dr. Dunn reviewed the FY2025 WVA Meeting Schedule.

157

158 With no further business before the Board, Dr. Dunn closed the meeting at 4:40 p.m.