

What: Finance Committee Meeting  
 Date & Time: April 10, 2025; 10:30 a.m.-12:00 p.m. PT  
 Location: Webinar/Teleconference

**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 / <b>Anticipated Action</b>	Presented by:
10:30-10:35 a.m.			<b>1. Welcome &amp; Introductions</b> a. Notification of Recording	J. Zell
10:35-10:40 a.m.	Pg. 2-3	*	<b>2. Action Items</b> a. <b>Approve January 24, 2025 Meeting Minutes</b>	S. Caplow
10:40-12:00 p.m.			<b>3. Executive Session (Public Excluded)</b>	
12:00 p.m.			<b>4. Closing</b>	S. Caplow

\*Indicates agenda item attached  
 Red text indicates an action item

**Meeting Minutes**  
**Finance Committee Meeting**  
**January 24, 2025; 10:00 a.m.-12:00 p.m. (PT)**

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

<u>Directors</u>	<u>Helms &amp; Company, Inc.</u>
Steven Caplow, JD, Davis Wright Tremaine LLP, <i>Chair</i>	Patrick Miller, MPH, WVA Administrative Director
Helen Chea, MD, FAAP, Molina	Ashley Ithal, MPH, WVA Program Support
Kara Manley, United Healthcare	Leslie Walker, CPA, Mason+Rich
<u>WVA</u>	<u>Others</u>
Julia Walter Zell, MA., Esq., Executive Director	Kiran Griffith, Esq., Stoel Rives
	Anne Redman, Esq., Perkins Coie
	Bob Runnells, Informed Choice WA

**II. Summary of Actions Taken**

Actions Taken

- i. To approve the minutes of the September 19, 2024 Finance Committee meeting.

**III. Minutes**

Welcome and Introductions

Ms. Zell called the meeting to order at 10:02 a.m. and announced the meeting was being recorded for the benefit of the minute taker, to be deleted once the minutes are approved. Bob Runnells with Informed Choice Washington joined the meeting as a member of the public.

Calendar Consent Items

Mr. Caplow directed the Committee's attention to the draft minutes. There were no questions or comments, and Mr. Caplow asked for a motion to approve the minutes. Upon motion duly made and seconded, it was unanimously

**VOTED: To approve the minutes of the September 19, 2024 Finance Committee minutes.**

**IV. Financial Update**

Unaudited Financials

Mr. Miller reviewed the unaudited financial statements through December 2024 included in the packet. He reported that assessment collections are at \$60.5M with \$46M in DOH replenishment for the first 6 months. The WVA is working to rebuild cash reserves over a multi-year period. Further discussion ensued.

Assessment Grid / Administrative Budget Process

Ms. Zell reviewed the slide presentation that included a historical summary of the creation of the Assessment Grid (Grid) and administrative budget process. She then provided an overview of a proposal for the FY2026 budget and Grid development timeline. Mr. Miller laid out the three goals of the Grid setting process which included rebuilding cash reserves, addressing cash flow needs to mitigate the annual respiratory season, and enhancing the existing financial modeling tool with additional and / or corrected data supplied by the Washington Department of Health (WA DOH). Mr. Miller then reviewed the FY2025-27 revised cash projections. He then reviewed the major drivers impacting the Grid rate setting process which included the fund source split, indirect and cost recovery rates, wastage, and new products in the vaccine pipeline. He noted that having shipment data is vital in ensuring the Grid codes are set at the appropriate amounts. Mr. Miller noted that with the data from expected from the WA DOH that the WVA will be able to move to a monthly vs. bi-annual forecasting model. Ms. Zell asked for feedback and Committee member discussion ensued. The Committee emphasized need for higher reserves and improved financial forecasting given the increasing complex vaccine landscape and costs.

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**V. Executive Session**

Public members were excused, and the Committee moved into an Executive Session.

**VI. Closing**

With no further business before the Committee, Mr. Caplow concluded the meeting at 12:14 p.m.

DRAFT