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MINUTES
Board of Directors Meeting
March 20, 2025
Scheduled 9:00 a.m. – 10:00 a.m.
Presiding Officer: Susan Tenney, Chair

The meeting of the Board of Directors of the New Hampshire Vaccine Association (NHVA) was held via Zoom Webinar with a quorum present. The meeting was called to order by Chair Tenney, at 9:05 a.m.

Attendance – The following individuals attended the meeting:

Board Members:	Members of the Public:
Susan Tenney, HPHC, Chair	Jessica Aprile, GSK
Jason Margus, Anthem, Treasurer	Amanda Bemis
Morgan Brown, Cigna, Secretary	Deb Black
Marc Fournier, USNH, Self-Insured Entity	Carol Bostic
Morgan Harris, NHID	Vincent Bostic
Jerry Knirk, MD, Public Member	Brooke Cardoso, CSL Seqirus
Colleen Smith, NH DHHS	Diane Christman
Excused Board Members:	Kelly Collins
Edward Moran, Public Member, Vice Chair	Laura Condon
Patricia Edwards, MD, Healthcare Provider	Sarah Courchaine
Wendy Wright, DNP, Healthcare Provider	Luke Cunniff, Merck
Staff:	Dalton Gaumer, GSK
Patrick Miller, Helms & Company, Inc.	Greg Handley
Erin Meagher, Helms & Company, Inc.	Curt Howland
Excused Staff:	Elizabeth Kinney
Mark McCue, Esq., Hinckley Allen	Jacqueline Lianos
Keith Nix, Helms & Company, Inc.	Michelle Manville
	Angela Mason
	Teresa Marchese
	Ferngold McLeod
	Emily Phillips
	Jasmine Proctor
	Andrew Rennekamp, CSL Seqirus
	Rochelle Roberts
	Maureen Saliba
	Larisa Trexler
	Marybeth Wadlinger
	Melissa White
	Cindy Williams

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1. Welcome and Roll Call

Ms. Tenney opened the Board of Directors meeting of the NH Vaccine Association by asking if any members of the public were recording the meeting to please indicate so by raising their virtual hand or enter it into the chat feature. Ms. Condon indicated she was recording. Ms. Tenney then conducted a roll call of Board Members for attendance:

	<u>Present</u>	<u>Excused</u>
21		
22	X	
23		X
24	X	
25	X	
26	X	
27	X	
28		X
29	X	
30	X	
31		X
32		

33 Ms. Tenney subsequently read the “Board Chair Statement re: Public Commentary During Meetings.”

34
35 **2. Governance**

36
37 **a. New Board Members Welcome, Morgan Harris Representing the NH Insurance Department and Colleen Smith**
38 **Representing the NH Department of health and Human Services**

39
40 Ms. Tenney welcomed Ms. Harris and Ms. Smith to the Board and asked them to introduce themselves.

41
42 **b. Approve Morgan Harris and Colleen Smith to the Audit Committee.**

43
44 Ms. Tenney asked if there was any discussion regarding the appointment of Ms. Harris and Ms. Smith to the Audit
45 Committee. Mr. Fournier asked if both prior Board Members whom Ms. Harris and Ms. Smith are replacing were
46 members of the Audit Committee. Mr. Miller stated that Anne Marie Mercuri (NH DHHS) had been a member during
47 her tenure and although Michelle Heaton (NHID) had not been, the prior Board Member representing NHID had
48 been a long standing member of the Committee. Mr. Fournier thanked Mr. Miller for the background information.
49 Hearing no other discussion, Ms. Tenney asked for motion.

50
51 **VOTE RECORDED:** On a motion by Mr. Fournier, seconded by Mr. Margus, by roll call it was
52 **VOTED:** To appoint Ms. Harris and Ms. Smith to the Audit Committee.

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
54				
55	X			
56				X
57	X			
58			X	
59	X			
60	X			
61				X
62			X	
63	X			
64				X
65				

66 **c. Review and Acceptance of the November 20, 2024, Board of Directors Meeting Minutes**

67
68 Ms. Tenney asked if any Board Member had comments regarding the November 20, 2024, Board of Directors
69 Meeting minutes. With no comments, Ms. Tenney asked for a motion.

70

71 **VOTE RECORDED:** *On a motion by Dr. Knirk, seconded by Ms. Brown, by roll call it was unanimously*
 72 **VOTED:** *To approve the November 20, 2024, Board of Directors meeting minutes as*
 73 *presented.*

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
75				
76	X			
77				X
78	X			
79			X	
80	X			
81	X			
82				X
83			X	
84	X			
85				X

87 **d. Approve Ms. Tenney and Ms. Harris as Proxies for the Assessable Entity Director Selection at the June 2025**
 88 **Annual Meeting of the Members**

89
 90 Ms. Tenney explained that historically the Board Chair and the NH Insurance Department representative have acted
 91 as proxies for the voting members of the NH Vaccine Association at the Annual Meeting of the Members that takes
 92 place each June. Ms. Tenney asked if any Board Member had any questions. Hearing none, she asked for a motion.

93
 94 **VOTE RECORDED:** *On a motion by Mr. Fournier, seconded by Mr. Margus, by roll call it was unanimously*
 95 **VOTED:** *To appoint Ms. Tenney and Ms. Harris as proxies for the Assessable Entity*
 96 *Director selection at the annual Meeting of the Members on June 18, 2025.*

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
98				
99	X			
100				X
101	X			
102	X			
103	X			
104	X			
105				X
106	X			
107	X			
108				X

110 **3. Executive Director Report**

111
 112 Ms. Tenney invited Mr. Miller to provide the Executive Director report.

113
 114 **a. Review of the FYTD 2025 Unaudited Financial Statements**

115
 116 Mr. Miller reviewed the unaudited financial statements through February 28, 2025. He highlighted cash on hand will
 117 be sufficient to meet the organization’s June 2025 payment to the state, that the administrative budget is under
 118 budget, and that total covered lives are within budget tolerance.

119
 120

121 **b. Data Trends Update**

122
123 Mr. Miller reviewed four trend charts and discussed their impact on the organization. He stated that New
124 Hampshire’s unemployment rates are up slightly, Medicaid enrollment is steady, total covered child lives continues
125 to trend downward, and interest rates are holding which will result in continued good returns on the funds held in
126 the ICS account.

127
128 **c. Financial Auditor RFP**

129
130 Mr. Miller stated that three responses were received for the RFP for audit services. The RFP was conducted
131 based upon the news last September from Carew and Wells that they would no longer be conducting
132 audits. The Audit Committee will review and discuss the responses at its April 16, 2025 meeting.

133
134 **4. NH Department of Health and Human Services (NH DHHS) Update**

135
136 Ms. Tenney asked Ms. Smith for her update. Ms. Smith advised the group that expenditures for NHVA-funded
137 immunizations through February 2025 totaled \$19,497,761. The Department projects expenditures of \$22.2M to
138 \$23.5M through the end of June 2025.

139
140 **5. Public Comment**

141
142 Ms. Tenney asked members of the public if they would like to offer comments, and public comments were received.

143
144 **6. Executive Session**

145
146 No Executive Session was needed.

147
148 **7. Meeting Adjournment**

149
150 **VOTE RECORDED:** *On a motion by Mr. Margus, seconded by Ms. Smith, by roll call it was unanimously*
151 **VOTED:** *To move to adjourn the meeting at 9:27 a.m.*

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
153				
154	<i>Morgan Brown</i>	X		
155	<i>Patricia Edwards, MD</i>			X
156	<i>Marc Fournier</i>	X		
157	<i>Morgan Harris</i>	X		
158	<i>Jerry Knirk, MD</i>	X		
159	<i>Jason Margus</i>	X		
160	<i>Edward Moran</i>			X
161	<i>Colleen Smith</i>	X		
162	<i>Susan Tenney</i>	X		
163	<i>Wendy Wright, DNP</i>			X

164
165 Board of Directors Meeting minutes respectfully submitted by
166 Morgan Brown, Secretary
167 March 21, 2025

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