

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:

Susan Tenney, HPHC, Chair
Jason Margus, Anthem, Treasurer
Morgan Brown, Cigna, Secretary
Marc Fournier, USNH, Self-Insured Entity
Morgan Harris, NHID
Jerry Knirk, MD, Public Member
Colleen Smith, NH DHHS

Excused Board Members:

Edward Moran, Public Member, Vice Chair
Patricia Edwards, MD, Healthcare Provider
Wendy Wright, DNP, Healthcare Provider

Staff:

Patrick Miller, Helms & Company, Inc.
Erin Meagher, Helms & Company, Inc.

Excused Staff:

Mark McCue, Esq., Hinckley Allen
Keith Nix, Helms & Company, Inc.

Members of the Public:

Jessica Aprile, GSK
Amanda Bemis
Deb Black
Carol Bostic
Vincent Bostic
Brooke Cardoso, CSL Seqirus
Diane Christman
Kelly Collins
Laura Condon
Sarah Courchaine
Luke Cunniff, Merck
Dalton Gaumer, GSK
Greg Handley
Curt Howland
Elizabeth Kinney
Jacqueline Lianos
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

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>
Morgan Brown	X	
Patricia Edwards, MD		X
Marc Fournier	X	
Morgan Harris	X	
Jerry Knirk, MD	X	
Jason Margus	X	
Edward Moran		X
Colleen Smith	X	
Susan Tenney	X	
Wendy Wright, DNP		X

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

2. Governance

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

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

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

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

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

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
Morgan Brown	X			
Patricia Edwards, MD				X
Marc Fournier	X			
Morgan Harris			X	
Jerry Knirk, MD	X			
Jason Margus	X			
Edward Moran				X
Colleen Smith			X	
Susan Tenney	X			
Wendy Wright, DNP				X

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

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

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

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
Morgan Brown	X			
Patricia Edwards, MD				X
Marc Fournier	X			
Morgan Harris			X	
Jerry Knirk, MD	X			
Jason Margus	X			
Edward Moran				X
Colleen Smith			X	
Susan Tenney	X			
Wendy Wright, DNP				X

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

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

VOTE RECORDED: *On a motion by Mr. Fournier, seconded by Mr. Margus, by roll call it was unanimously*
VOTED: *To appoint Ms. Tenney and Ms. Harris as proxies for the Assessable Entity 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>
Morgan Brown	X			
Patricia Edwards, MD				X
Marc Fournier	X			
Morgan Harris	X			
Jerry Knirk, MD	X			
Jason Margus	X			
Edward Moran				X
Colleen Smith	X			
Susan Tenney	X			
Wendy Wright, DNP				X

3. Executive Director Report

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

a. Review of the FYTD 2025 Unaudited Financial Statements

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

b. Data Trends Update

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

c. Financial Auditor RFP

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

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

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

5. Public Comment

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

6. Executive Session

No Executive Session was needed.

7. Meeting Adjournment

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

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
Morgan Brown	X			
Patricia Edwards, MD				X
Marc Fournier	X			
Morgan Harris	X			
Jerry Knirk, MD	X			
Jason Margus	X			
Edward Moran				X
Colleen Smith	X			
Susan Tenney	X			
Wendy Wright, DNP				X

Board of Directors Meeting minutes respectfully submitted by
Morgan Brown, Secretary
March 21, 2025

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