

MINUTES

Board of Directors Meeting

September 17, 2025

Scheduled 9:00 a.m. – 11:00 a.m.

Presiding Officer: Susan Tenney, Chair

The Board of Directors Meeting of the New Hampshire Vaccine Association (NHVA) was held via Zoom Webinar with a quorum present.

Attendance – The following individuals attended the meeting:

Board Members:

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

Excused Board Members:

Edward Moran, Public Member, Vice Chair

Staff & Invited Guests

Patrick Miller, Helms & Company
Erin Meagher, Helms & Company
Keith Nix, Helms & Company
Mark McCue, Esq., Hinckley Allen
Leslie Walker, CPA, Mason+Rich, PA
Evan Stoel, CPA, Leone, McDonnell, & Roberts, PA
Abby Lamothe, CPA, Leone, McDonnell, and Roberts, PA
Adriane Burke, NH DHHS

Members of the Public:

Susanna Bachle, Pfizer Vaccines
Brooke Cardoso, CSL Seqirus
Laura Condon, Bedford, NH
Luke Cuniff, Merck
Marie Doyle, Point32Health

1. Welcome and Roll Call

Ms. Tenney called the Board of Directors meeting of the NH Vaccine Association to order at 9:03 a.m. She read the *Notice of Meeting Recording* statement and asked if any members of the public were recording the meeting to please indicate so by raising their virtual hand or entering it into the chat feature. Ms. Condon indicated that she was recording the meeting. Ms. Tenney conducted the Board Member attendance roll call:

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

[Intentionally left blank]

2. FY2025 Audit – Guests Evan Stowell, CPA and Abby Lamothe, CPA of Leone, McDonnell, and Roberts, PA

Ms. Tenney invited Mr. Stowell and Ms. Lamothe to present the draft financial statements for fiscal years ending June 30, 2025 and 2024. Mr. Stowell and Ms. Lamothe provided a summary overview of the draft financial statements, noting several presentation changes from prior year's statements. There were no restatements required of the prior year's financial statements and no issues reported for the current year being audited.

Ms. Tenney asked for a motion to move into an Executive Session with the auditors.

VOTE RECORDED: *On a motion by Mr. Fournier, seconded by Dr. Knirk, by roll call it was*

VOTED: *To move to Executive Session with the auditors to discuss the FY2025 audit and audit process.*

	<u>Yes</u>	<u>No</u>	<u>Absent</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		

After the board exited their Executive Session with the auditors at 9:32am, Ms. Tenney asked for a motion to approve the audited, FY2025 financial statements.

VOTE RECORDED: *On a motion by Ms. Wright, seconded by Dr. Edwards, by roll call it was*

VOTED: *To accept the recommendation of the Audit Committee and accept the FY2025 audit as presented.*

	<u>Yes</u>	<u>No</u>	<u>Absent</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. Review and Acceptance of June 18, 2025, Board of Directors Meeting Minutes

Ms. Tenney asked if any Board Member had comments or updates regarding the June 18, 2025, Board of Directors Meeting minutes. With no comments nor changes, Ms. Tenney asked for a motion.

VOTE RECORDED: *On a motion by Dr. Wright, seconded by Mr. Fournier, by roll call it was unanimously*
VOTED: *To approve June 18, 2025, Board of Directors meeting minutes as presented.*

	<u>Yes</u>	<u>No</u>	<u>Absent</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		

4. Executive Director's Report – Guest Leslie Walker of Mason+Rich, PA

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

a. Review and Acceptance of CY2026 Assessment Rate

Mr. Miller reviewed a presentation prepared by himself and Ms. Walker to support a discussion regarding the CY2026 rate setting process. He stated that the Audit Committee met last month to review the initial presentation and to request additional analysis after the August 15 reporting period assessed covered lives were known. He reviewed the assessment setting process, historical trends, New Hampshire Department of Health and Human Services' (NH DHHS) data, NHVA's FY 2026 administrative budget, the assessment rate assumptions, and the assessment rate model. He described the primary factors impacting the rate setting to be the number of assessed child-covered lives (in decline) and the amount of immunization funding requested by NH DHHS (increasing). Immunization costs are increasing due to new products, combination products, product inflation, and high-cost high-volume respiratory products. Additionally, there was a drop in assessed covered lives.

Mr. Miller described that the multi-year rate forecasting model has multiple components:

- Vaccine Costs & Inflation
- Fiscal Reserves & Returns
- Administration Costs
- Vaccine Waste
- Fund Source Split
- Vaccine Pipeline
- Covered Lives.

Mr. Miller presented a FY 2026 recommended rate of \$13.00, an increase of \$0.25 over the CY 2025 rate. He showed two modeling scenarios which had different levels of remainder reserves. The main difference between the two scenarios had to do with the rate of inflation/cost increase of the vaccines over the next three years.

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Ms. Tenney asked if there were any questions. Hearing none, she asked for a motion.

VOTE RECORDED: *On a motion by Dr. Knirk, seconded by Mr. Fournier, by roll call it was unanimously*
VOTED: *To authorize an assessment rate of \$13.00 for calendar year 2026.*

	<u>Yes</u>	<u>No</u>	<u>Absent</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		

b. Review of the FYTD 2026 Unaudited Financial Statements

Mr. Miller reviewed the FYTD 2026 unaudited financial statements that represented the months of July and August. He stated that the assessment revenue and administrative expenses were on track to budget. The budgeted amounts for covered lives and assessments will be updated based upon the outcome of the rate-setting discussion in 4.a.

c. Payer Refund Request

Mr. Miller reviewed a payer refund request that extended back more than one year. After brief discussion, the Board determined that the one year look back period, per policy, should apply. Ms. Meagher will notify the payer and issue the refund.

d. Preliminary CY2026 Meeting Schedule

Mr. Miller presented the proposed meeting schedule for the Board of Directors and the Audit Committee for calendar year 2026. He asked that if any Board members had issues with the dates, to please let him and Ms. Meagher know.

Ms. Tenney thanked Mr. Miller for his report.

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

Ms. Tenney asked Ms. Smith for her update. Ms. Smith began stating DHHS would like to thank the NHVA for its work in the CY2026 rate setting process. While there have been increased costs of vaccines, DHHS continues to implement costs control measures such as conservative ordering of COVID-19 and influenza vaccines, replacing inventory as needed (similarly as to other routine vaccinations), and waste reduction efforts achieving historically low levels of waste of 1.5% in FY2025 compared to the CDC expected level of 5% wastage.

The SFY26 NHVA expenditures to date are \$3,017,151.

DHHS continues to provide information to medical providers on U.S. childhood and adult immunization schedules. The most recent communications were a September 5 message via the Health Alert Network (HAN) and September 11 provider online seminar that included key points and recommendations.

- Clinicians should be aware of recent changes to CDC’s Advisory Committee on Immunization Practices (ACIP) which may impact the U.S. childhood and adult immunization schedules.
- Providers should reference and utilize evidence-based recommendations from professional and expert medical organizations, including the newly released American Academy of Pediatrics (AAP) Immunization Schedule.
- No changes have occurred in vaccine availability through the VFC program. All immunizations offered last year continue to be available, including the COVID-19 vaccine for persons 6 months of age or older.
- Clesrovimab (Enflonsia™) is expected to be available this fall, after the CDC has negotiated the manufacturer’s contract.
- Nirsevimab (Beyfortus™) is currently available for distribution, and there is still some nirsevimab at healthcare facilities from last season. No shortages are expected.
- All persons ≥6 months old who do not have a contraindication are recommended to receive the annual updated influenza vaccine.

6. Public Comment

Ms. Tenney read the “Board Chair Statement re: Public Commentary During Meetings” and then asked if any member of the public would like to offer comments. Public comments were received from Ms. Condon. After Ms. Condon’s comments, Ms. Tenney reminded Ms. Condon to direct questions to Mr. Miller.

7. Executive Session

Ms. Tenney advised the Board she wanted to move to Executive Session with Attorney McCue and Mr. Miller to discuss Association matters.

VOTE RECORDED: On a motion by Ms. Tenney, seconded by Dr. Edwards, by roll call it was unanimously
VOTED: To move to Executive Session at 10:17 a.m.

	<u>Yes</u>	<u>No</u>	<u>Absent</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 explained that the purpose of the executive session was to inform the Board of her upcoming retirement from Harvard Pilgrim Health Care in October. As a result, this is her last meeting as a member of the Board of Directors and as its Chairperson. Harvard Pilgrim will be nominating her successor, and the Board will determine how to fill the vacancy in the office of Chairperson.

All of the Directors thanked Ms. Tenney for her years of service to the Association and for her skillful and dedicated leadership. Mr. Miller also thanked Ms. Tenney for the time and effort she devoted to the Association and expressed

gratitude for the excellent working relationship she had developed between the Chairperson and the Executive Director. Everyone wished Ms. Tenney well in her retirement.

There being no other business, Ms. Tenney asked the Board for a motion to exit the Executive Session.

VOTE RECORDED: *On a motion by Dr. Wright, seconded by Ms. Harris, by roll call it was unanimously*
VOTED: *To exit the Executive Session at 10:29 a.m.*

	<u>Yes</u>	<u>No</u>	<u>Absent</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		

Executive Session minutes respectfully submitted by
Mark McCue, Esq.
External Counsel

8. Meeting Adjournment

VOTE RECORDED: *On a motion by Ms. Smith, seconded by Ms. Harris, by roll call it was unanimously*
VOTED: *To move to adjourn the meeting at 10:31 a.m.*

	<u>Yes</u>	<u>No</u>	<u>Absent</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
September 24, 2025

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