

## MINUTES

### Board of Directors Meeting

November 29, 2025

Scheduled 9:00 a.m. – 10:00 a.m.

Presiding Officer: Jason Margus, Interim 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 Patrick Miller, Executive Director, at 9:02 a.m.

**Attendance** – The following individuals attended the meeting:

#### Board Members:

Jason Margus, Anthem, Treasurer  
Morgan Brown, Cigna, Secretary  
Marie Doyle, HPHC  
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 & Guests

Patrick Miller, Helms & Company, Inc.  
Erin Meagher, Helms & Company, Inc.  
Keith Nix, Helms & Company, Inc.  
Mark McCue, Esq., Hinckley Allen  
Adriane Burke, NH DHHS  
Matthew Toohey, MD, Anthem

#### Members of the Public

Holly Burke, Sanofi  
Laura Condon, Bedford, NH  
Luke Cuniff, Merck  
NH State Rep. Susan DeRoy, Durham, NH  
NH State Rep. Henry Giasson, Goffstown, NH  
NH State Rep. Tom Ploszaj, Center Habor, NH  
NH State Rep. Kelley Potenza, Rochester, NH  
NH State Rep. Shane Sirois, New Ipswich, NH  
Larisa Trexler, Stoddard, NH

### 1. Welcome and Roll Call

Mr. Miller welcomed everyone to the Board of Directors meeting of the NH Vaccine Association. He then read the *Notice of Meeting Recording*. Ms. Condon indicated she was also recording the meeting.

Mr. Miller conducted an attendance roll call of Board Members:

|                      | <u>Present</u> | <u>Excused</u> |
|----------------------|----------------|----------------|
| Morgan Brown         | X              |                |
| Marie Doyle          | X              |                |
| Patricia Edwards, MD | X              |                |
| Marc Fournier        | X              |                |
| Morgan Harris        | X              |                |
| Jerry Knirk, MD      | X              |                |
| Jason Margus         | X              |                |
| Edward Moran         |                | X              |
| Colleen Smith        | X              |                |
| Wendy Wright, DNP    | X              |                |

Mr. Miller announced that Susan Tenney had retired from Harvard Pilgrim and the Board of Directors at the end of October. He asked for a motion to appoint an Interim Chair.

**VOTE RECORDED:** *On a motion by Mr. Fournier, seconded by Dr. Edwards, by roll call it was*  
**VOTED:** *To appoint Jason Margus as Interim Board Chair.*

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

## 2. Review and Acceptance of the September 17, 2025, Board of Directors Meeting Minutes

Mr. Margus asked if any Board Member had comments regarding the September 17, 2025, Board of Directors Meeting minutes. With no comments, Mr. Margus asked for a motion to approve the minutes.

**VOTE RECORDED:** *On a motion by Ms. Wright, seconded by Mr. Fournier, by roll call it was unanimously*  
**VOTED:** *To approve the September 17, 2025, Board of Directors meeting minutes as presented.*

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

Mr. Miller asked Mr. Margus if he could introduce and welcome Marie Doyle to the Board. He stated that Ms. Doyle is Harvard Pilgrim's new appointment to the Board in the wake of Ms. Tenney's retirement.

## 3. Review and Acceptance of the FY2025 Annual Report

Mr. Margus asked if any Board members had comments regarding the FY 2025 Annual Report draft. Mr. Miller thanked Ms. Meagher for her assistance with the report redesign and extended further thanks to Ms. Smith and her staff for their work on the DHHS portion of the report. With no suggested changes, Mr. Margus asked for a motion to approve the report.

**VOTE RECORDED:** *On a motion by Ms. Harris, seconded by Mr. Fournier, by roll call it was unanimously*  
**VOTED:** *To approve the FY2025 Annual Report as presented.*

|    |                      | <u>Yes</u> | <u>No</u> | <u>Excused</u> |
|----|----------------------|------------|-----------|----------------|
| 84 |                      |            |           |                |
| 85 | Morgan Brown         | X          |           |                |
| 86 | Marie Doyle          | X          |           |                |
| 87 | Patricia Edwards, MD | X          |           |                |
| 88 | Marc Fournier        | X          |           |                |
| 89 | Morgan Harris        | X          |           |                |
| 90 | Jerry Knirk, MD      | X          |           |                |
| 91 | Jason Margus         | X          |           |                |
| 92 | Edward Moran         |            |           | X              |
| 93 | Colleen Smith        | X          |           |                |
| 94 | Wendy Wright, DNP    | X          |           |                |
| 95 |                      |            |           |                |

#### 4. Executive Director Report

Mr. Margus 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 October 31, 2025. He reported that assessment income is in line with projections, albeit the current assessment period ended November 15 and will be reflected in the November unaudited financial statements. Total assets equaled \$15.06M at the end of October, and administrative expenses were under budget by \$3,949 for the same period.

##### b. Initial Report of Assessments due November 15, 2025

Mr. Miller invited Ms. Meagher to provide an update to the assessments for the most recent quarter. Ms. Meagher advised that the majority of filings have been completed, and a few outstanding assessments were being pursued. She stated that actual covered lives appear to be trending a lower to projected as was the case in the prior quarter.

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

Mr. Margus invited Ms. Smith to provide the NH DHHS report.

Ms. Smith provided the following updates:

- The CDC cash value of inventory at as of September 30, 2025 (end of FFY25) was \$2,357,458.06. NH DHHS is working towards maintaining a balance forward each quarter of the CDC recommendation of \$3.4M
- SFY expenditures for the period of July 1 through October 31 were \$9,355,417. There was an anticipated increase in the first quarter expenditures compared with the prior year due to an average CDC price increase of 4% as well as the earlier distribution of nirsevimab (RSV) and the addition of clesrovimab (RSV).
- NH DHHS made the decision to only purchase and distribute the Moderna brand COVID-19 vaccine this season which reduced their initial prediction of required funds by approximately \$250,000.
- NH DHHS continues to monitor immunization inventory and will replenish supply as needed.
- For the fall respiratory season, of the doses distributed as of October 31, providers have to date administered 58% of nirsevimab (RSV), 39% of COVID-19, and 79% of the influenza doses.
- NH DHHS recently received a \$23,882.40 Federal Excise Tax (FET) credit from Sanofi and Seqirus for returned expired influenza that will be used towards future influenza purchases.

#### 6. Public Comment

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

**7. Executive Session**

No Executive Session was needed.

**8. Meeting Adjournment**

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

**VOTED:** *To move to adjourn the meeting at 9:22 a.m.*

|                             | <u>Yes</u> | <u>No</u> | <u>Excused</u> |
|-----------------------------|------------|-----------|----------------|
| <i>Morgan Brown</i>         | X          |           |                |
| <i>Marie Doyle</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>Wendy Wright, DNP</i>    | X          |           |                |

Board of Directors Meeting minutes respectfully submitted by  
Morgan Brown, Secretary  
November 19, 2025

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