

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34

**MINUTES**  
**Board of Directors Meeting**  
**March 18, 2026**  
**Scheduled 9:00 a.m. – 11:00 a.m.**  
**Presiding Officer: Dr. Matthew Toohey, MD, MBA, 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 Dr. Toohey, Chair, at 9:02 a.m.

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

|  |                                       |
|--|---------------------------------------|
| <b>Board Members:</b>                                | <b>Staff &amp; Guests</b>             |
| Matthew Toohey, MD, MBA, Anthem, Chair               | Patrick Miller, Helms & Company, Inc. |
| Marc Fournier, USNH, Self-Insured Entity, Vice Chair | Erin Meagher, Helms & Company, Inc.   |
| Morgan Brown, Cigna, Secretary                       | Keith Nix, Helms & Company, Inc.      |
| Morgan Harris, NHID, Treasurer                       | Victoria Bram, Helms & Company, Inc.  |
| Adriane Burke, NH DHHS                               | Mark McCue, Esq., Hinckley Allen      |
| Marie Doyle, HPHC                                    | <b>Members of the Public</b>          |
| Patricia Edwards, MD, Healthcare Provider            | Lena Boulanger, NH DHHS               |
| Jerry Knirk, MD, Public Member                       | Brittany Calley, Franklin, NH         |
| Wendy Wright, DNP, Healthcare Provider               | Laura Condon, Bedford, NH             |
| <b>Excused Board Members:</b>                        | Leah Cushman, Weare, NH               |
| Edward Moran, Public Member                          | Megan Heddy, NH DHHS                  |
|  | Angela Nason, Concord, NH             |
|  | Larisa Trexler, Stoddard, NH          |

**1. Welcome and Roll Call**

Dr. Toohey welcomed everyone to the Board of Directors meeting of the NH Vaccine Association. He then read the *Notice of Meeting Recording*. He asked if any member of the public was also recording the meeting, to please inform the Board by raising their virtual hand or to use the chat feature. No notifications from the public were received.

Dr. Toohey conducted attendance by roll call of Board Members:

|                             | <u>Present</u> | <u>Excused</u> |
|-----------------------------|----------------|----------------|
| <i>Morgan Brown</i>         | X              |                |
| <i>Adriane Burke</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>Edward Moran</i>         |                | X              |
| <i>Matt Toohey, MD, MBA</i> | X              |                |
| <i>Wendy Wright, DNP</i>    | X              |                |

**2. Board Governance**

35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84

**a. Review of Board of Directors meeting minutes from January 21, 2026**

Dr. Toohey asked if there were comments regarding the January 21, 2026, Board of Directors Meeting minutes. With no comments, Dr. Toohey asked for a motion to approve the minutes.

**VOTE RECORDED:** On a motion by Mr. Fournier, seconded by Dr. Wright, by roll call it was  
**VOTED:** to accept the January 21, 2026 Board of Directors meeting minutes as presented.

|                      | <u>Yes</u> | <u>No</u> | <u>Abstain</u> | <u>Excused</u> |
|----------------------|------------|-----------|----------------|----------------|
| Morgan Brown         | X          |           |                |                |
| Adriane Burke        | X          |           |                |                |
| Marie Doyle          | X          |           |                |                |
| Patricia Edwards, MD | X          |           |                |                |
| Marc Fournier        | X          |           |                |                |
| Morgan Harris        | X          |           |                |                |
| Jerry Knirk, MD      |            |           | X              |                |
| Edward Moran         |            |           |                | X              |
| Matt Toohey, MD, MBA | X          |           |                |                |
| Wendy Wright, DNP    | X          |           |                |                |

**b. Authorization of Proxies**

Dr. Toohey asked if there was any discussion regarding appointing Ms. Harris and himself as proxies for this year's annual meeting. Hearing none, he asked for a motion.

**VOTE RECORDED:** On a motion by Dr. Edwards, seconded by Mr. Fournier, by roll call it was  
**VOTED:** to appoint Dr. Toohey and Ms. Harris as proxies for the Assessable Entity Director selection at the June 2026, Annual Meeting of Members.

|                      | <u>Yes</u> | <u>No</u> | <u>Abstain</u> | <u>Excused</u> |
|----------------------|------------|-----------|----------------|----------------|
| Morgan Brown         | X          |           |                |                |
| Adriane Burke        | X          |           |                |                |
| Marie Doyle          | X          |           |                |                |
| Patricia Edwards, MD | X          |           |                |                |
| Marc Fournier        | X          |           |                |                |
| Morgan Harris        |            |           | X              |                |
| Jerry Knirk, MD      | X          |           |                |                |
| Edward Moran         |            |           |                | X              |
| Matt Toohey, MD, MBA |            |           | X              |                |
| Wendy Wright, DNP    | X          |           |                |                |

**3. Executive Director Report**

Dr. Toohey invited Mr. Miller to provide the Executive Director report.

**a. Review of the FYTD 2026 Unaudited Financial Statements**

Mr. Miller reviewed FYTD 2026 financial statements through February 28, 2026. He stated that the expected revenue is on target, the ICS account earned interest as expected, and the administrative expenses are running ahead of

85 budget. He reviewed the assessed lives for the most recent three quarters and said that they were below the  
 86 expected budget by a minimal number of lives. Mr. Miller stated that the organization will have the cash required  
 87 for the June 2026 payment to the State.

88  
 89 Dr. Edwards asked if she could say that tax revenues were not the source of NHVA’s funding and whether funds are  
 90 earning interest to help offset program expenses. Mr. Miller replied that both were true. He further stated that the  
 91 payers fund the assessments in exchange for a substantial discount on vaccine material and low administrative costs  
 92 due to lack of needing to bill for services. Dr. Knirk suggested that this would be helpful if written up for the Board  
 93 members. Mr. Fournier stated that he represents self-insured employer groups and there is value to payers in terms  
 94 of a reduction of future expenses related to acute care costs.

95  
 96 **b. Data Trends Update**

97  
 98 Mr. Miller reviewed relevant indicator trends including national and state unemployment rates, Medicaid  
 99 enrollment, assessment rate and assessed child lives, and ICS interest rates.

100  
 101 **4. NH Department of Health and Human Services (NH DHHS) Update**

102  
 103 Dr. Toohey invited Ms. Burke to provide an update. Ms. Burke reported that as of the end of February 2026, the total  
 104 cost of state funded vaccines since July 1, 2025, is \$22,028,065.02. The updated, estimated NHVA funding needed  
 105 through the end of June 2026 totals \$23.5M.

106  
 107 **5. Public Comment**

108  
 109 Dr. Toohey read the *Board Chair Statement re: Public Commentary During Meetings*. He invited members of the  
 110 public to provide comments, and no one requested to speak.

111  
 112 **6. Executive Session**

113  
 114 No member of the Board requested to meet in Executive Session.

115  
 116 **7. Meeting Adjournment**

117  
 118 **VOTE RECORDED:** *On a motion by Dr. Wright, seconded by Ms. Doyle, by roll call it was unanimously*  
 119 **VOTED:** *To move to adjourn the meeting at 9:22 a.m.*

|     | <u>Yes</u> | <u>No</u> | <u>Excused</u> |
|-----|------------|-----------|----------------|
| 121 |            |           |                |
| 122 | X          |           |                |
| 123 | X          |           |                |
| 124 | X          |           |                |
| 125 | X          |           |                |
| 126 | X          |           |                |
| 127 | X          |           |                |
| 128 | X          |           |                |
| 129 |            |           | X              |
| 130 | X          |           |                |
| 131 | X          |           |                |

132  
 133 Board of Directors Meeting minutes respectfully submitted by  
 134 Morgan Brown, Secretary

135 March 23, 2026  
136  
137

# # #

DRAFT