MINUTES
Board of Directors Meeting
November 18, 2026
Scheduled 9:00 a.m. – 10:00 a.m.
Presiding Officer: Matthew Toohey, MD, 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:	**Staff & Invited Guests**
Matthew Toohey, MD, Anthem, Chair	Patrick Miller, Helms & Company
Marc Fournier, USNH, Vice Chair	Victoria Bram, Helms & Company
Morgan Brown, Cigna, Secretary	Thomas Matney, Helms & Company
Morgan Harris, NHID, Treasurer	Mark McCue, Esq., Hinckley Allen
Adriane Burke, NH DHHS	
Marie Doyle, HPHC	
Patricia Edwards, MD, Healthcare Provider	
Jerry Knirk, MD, Public Member	
Wendy Wright, DNP, Healthcare Provider	**Members of the Public:**
Excused	Megan Heddy, NH DHHS
Edward Moran, Public Member	

1. Welcome and Roll Call

Mr. Miller called the Board of Directors meeting of the NH Vaccine Association to order at 9:03 a.m., and subsequently 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. No members of the public indicated they were recording the meeting. Dr. Toohey conducted the Board Member attendance roll call:

Board Member	*Present*	*Excused*
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*
Matthew Toohey, MD	*X*	
Wendy Wright, DNP	*X*	

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2. Review and Acceptance of September 16, 2026, Board of Directors Meeting Minutes

Dr. Toohey asked if any Board Member had comments or updates regarding the September 16, 2026, Board of Directors Meeting minutes. With no comments nor changes, Dr. Toohey asked for a motion.

VOTE RECORDED: *On a motion by Ms. Wright, seconded by Ms. Harris, by roll call it was unanimously*
VOTED: *To approve September 16, 2026, Board of Directors meeting minutes as presented.*

Board Member	*Yes*	*No*	*Abstain*
Morgan Brown	*X*		
Adriane Burke	*X*		
Marie Doyle	*X*		
Patricia Edwards, MD	*X*		
Marc Fournier	*X*		
Morgan Harris	*X*		
Jerry Knirk, MD	*X*		
Matthew Toohey, MD	*X*		
Wendy Wright, DNP	*X*		

3. Review and Acceptance of the FY2026 Annual Report

Dr. Toohey asked if any Board members had comments regarding the FY2026 Annual Report draft as presented. Mr. Miller thanked Ms. Burke for her help with the NH DHHS portion of the report. With no suggested changes, Dr. Toohey asked for a motion to approve the report.

VOTE RECORDED: *On a motion by Ms. Burke, seconded by Dr. Knirk, by roll call it was unanimously*
VOTED: *To approve the FY2026 Annual Report as presented.*

Board Member	*Yes*	*No*	*Abstain*
Morgan Brown	*X*		
Adriane Burke	*X*		
Marie Doyle	*X*		
Patricia Edwards, MD	*X*		
Marc Fournier	*X*		
Morgan Harris	*X*		
Jerry Knirk, MD	*X*		
Matthew Toohey, MD	*X*		
Wendy Wright, DNP	*X*		

4. Executive Director's Report

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

a. Review of FYTD 2026 Unaudited financial Statements

Mr. Miller reviewed the unaudited financial statements through October 31, 2026. He reviewed assessment income and stated that while it totaled $340,969 at the end of October, the current assessment period ended November 15, and the remainder of the quarterly income will be reflected in the November unaudited financial statements. He reported that the organization is in a strong cash position with total assets at $16.7M at the end of October, and the administrative expenses are several thousand dollars ahead of budget.

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b. State of NH to Return NHVA Overpayment

The State of New Hampshire returned unspent funds from the end of the fiscal year to the NHVA, and these funds will be reflected in the assessment income in the November unaudited financial statements.

c. Initial Report of Assessments due November 15, 2026

Mr. Miller reported that for the assessments due on November 15th, the number of covered lives trended slightly lower compared with budgeted lives.

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

Dr. Toohey invited Ms. Burke to provide her update. Ms. Burke began by confirming the State has completed the return of the NHVA overpayment of $136,934.30.

Ms. Burke reported that the CDC cash value of vaccine inventory as of September 30, 2026 was $2,368,028.94. Ms. Burke reported that NH DHHS is working towards maintaining a balance forward each quarter of the CDC-recommended $3.4M.

Ms. Burke reported that the state fiscal year expenditures on vaccines for the period of July 1 through October 31 were $10,833,866. There was an anticipated increase in the first quarter expenditures compared with the prior year due to an average CDC immunization price increase of 4%.

For the fall respiratory season, Ms. Burke reported that for doses distributed this season, as of October 31, providers have administered 59% of nirsevimab (RSV) doses, 52% of COVID-19 doses, and 72% of influenza doses. NH DHHS continues to monitor New Hampshire's immunization inventory and will replenish supply and distribute to providers as needed.

6. Public Comment

Dr. Toohey asked if any members of the public wished to make a comment. No comments were made.

7. Executive Session

Dr. Toohey asked the Board for a motion to move into Executive Session with Attorney McCue and Mr. Miller to discuss Association legal matters.

VOTE RECORDED: *On a motion by Mr. Fournier, seconded by Ms. Harris, by roll call it was unanimously*
VOTED: *To move into Executive Session.*

Board Member	*Yes*	*No*	*Abstain*
Morgan Brown	*X*		
Adriane Burke	*X*		
Marie Doyle	*X*		
Patricia Edwards, MD	*X*		
Marc Fournier	*X*		
Morgan Harris	*X*		
Jerry Knirk, MD	*X*		
Matthew Toohey, MD	*X*		
Wendy Wright, DNP	*X*		

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NHVA Executive Session Minutes

1. CMS proposed rule**.** Attorney McCue briefed the board regarding a proposed U.S. Centers for Medicare and Medicaid Services (CMS) rule that could reduce the federal share of Medicaid funding by treating a broad range of state taxes and assessments as healthcare-related taxes. The proposed language could impact both federal and state funding for NHVA. The rule is now closed for comments and there is no further action required until the rule is finalized by CMS.
2. New Hampshire administrative rules update**.** Ms. Burke, for informational purposes, stated that the NH DHHS is updating its Administrative Rules related to immunization processes (He-p 301). There will be a public hearing on January 14, 2027. This rule does not directly impact the NHVA.

Dr. Toohey asked the Board for a motion to exit the Executive Session.

VOTE RECORDED: *On a motion by Ms. Burke, seconded by Dr. Knirk, by roll call it was unanimously*
VOTED: *To exit the into Executive Session.*

Board Member	*Yes*	*No*	*Abstain*
Morgan Brown	*X*		
Adriane Burke	*X*		
Marie Doyle	*X*		
Patricia Edwards, MD	*X*		
Marc Fournier	*X*		
Morgan Harris	*X*		
Jerry Knirk, MD	*X*		
Matthew Toohey, MD	*X*		
Wendy Wright, DNP	*X*		

Executive Session minutes respectfully submitted by
Patrick Miller, Executive Director
November 19, 2026

8. Meeting Adjournment

VOTE RECORDED: *On a motion by Mr. Fournier, seconded by Dr. Edwards, by roll call it was unanimously*
VOTED: *To move to adjourn the meeting at 9:46 a.m.*

Board Member	*Yes*	*No*	*Abstain*
Morgan Brown	*X*		
Adriane Burke	*X*		
Marie Doyle	*X*		
Patricia Edwards, MD	*X*		
Marc Fournier	*X*		
Morgan Harris	*X*		
Jerry Knirk, MD	*X*		
Matthew Toohey, MD	*X*		
Wendy Wright, DNP	*X*		

Board of Directors Meeting minutes respectfully submitted by

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Morgan Brown, Secretary
November 19, 2026

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