

NH Vaccine Association – Meeting

August 12, 2011

Harvard Pilgrim Health Care, Bedford, NH

Presiding Officer: Susan Tenney, Chair

I. Attendance. Participating in all or part of the meeting in person (P) or by telephone (T) were the following individuals:

Directors

Scott Beaudette (P)
Susan Tenney (P)
Dr. David Fredenburg (P)
Dr. Jose T. Montero (P)
David Sky (P)

DHHS

Marcella J. Bobinsky (P)
Sharon Alroy-Preis (P)

CML

Fred L. Potter (P)
Claire M. Roberge (P)

II. Summary of Actions Taken and/or Recommended

A. Actions Taken (votes adopted)

1. To approve the minutes of the NHVA Board Meetings of 7/29/10, 9/8/10, and 10/14/10 and Audit Committee meetings of 5/12/10 and 7/29/10 as presented.
2. To approve Anthem's nomination of Jeff Plante as its replacement representative.
3. To approve the 2011/12 Operating Budget as recommended by the audit / finance committee.
4. To request CML Administrators to review the Plan of Operations and submit a proposed amendment requiring bank statements to be included in the monthly reports that are distributed to all Audit Committee members, Treasurer, and Chair.
5. To approve having CML Administrators begin sending bank statements to all Audit Committee members, Treasurer, and Chair in advance of the submission of the proposed forthcoming amendment.
6. To approve the Audit Report as submitted and release it for publication.

B. Follow up

1. Mrs. Roberge was asked to prepare a comparison with past years to see where we might be falling short.
2. Mr. Sky will identify the large self-insured carriers and assessment collections and follow-up from there.
3. Mr. Potter to draft letter to Anthem regarding Board's decision concerning their refund request.

III. Minutes

At 8:40 a.m., immediately following adjournment of the Audit Committee meeting, a quorum having been established, Chairperson Susan Tenney called the meeting to order.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the July 29, 2010, September 8, 2010, and October 14, 2010 Board minutes and May 12, 2010 and July 29, 2010 Audit Committee minutes as presented.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve Anthem's nomination of Jeff Plante to replace Tu Nguyen as its representative.

The Board then turned to consideration of various matters from the Audit Committee meeting conducted earlier in the morning. Chairperson, Susan Tenney, asked if the Plan of Operation needs to be revised at this time in order to strengthen internal controls. The Plan of Operations is reviewed and changes are noted at the Annual Meeting. The Board by vote can require CML Administrators to adhere to what the Audit Committee is recommending. The Plan of Operations does not need to be amended at this time, but should be reviewed in the course of the next year as to the governance documents to decide what should be refreshed and updated.

The 2011/12 Operating Budget as recommended by the Audit Committee was presented. A brief discussion ensued. Of note is the recommendation to update the website structure, line item #11. Updates should be complete by the end of the year.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the 2011/12 Operating Budget as submitted.

Dr. Fredenburg discussed the auditor's management letter with regard to concern of a significant control issue. A brief discussion ensued. The auditors concurred with CML's planned response as communicated earlier and will incorporate management's written response into the final management letter unless they find the response objectionable.

Upon motion duly made and seconded, it was unanimously

VOTED: To instruct CML Administrators to review the Plan of Operations and submit a proposed amendment to the Plan of Operations that will require that the bank statements be included in the monthly reports to all Audit Committee members, Treasurer, and Chair.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve having CML Administrators begin sending bank statements to all Audit Committee members, Treasurer, and Chair in advance of the submission of the proposed forthcoming amendment.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the Audit Report as submitted and release it for publication.

There was a significant reduction in the number of covered lives for the first quarter according to the NH Health Plan (NHHP) records, which serve as the basis for NHVA's assessments. Confirmation with the State and Local Government Center (LGC) with respect to numbers needs to be made prior to a final vote. Lengthy discussion ensued. The entire Board indicated their willingness to be on a subcommittee that would visit the five largest employers in NH and present the Vaccine's case regarding voluntary participation.

Dr. Montero gave a full briefing regarding the anticipated vaccine usage in the coming year. After a year of a pandemic and vaccine shortages, it has been remarkable in the amount of crises faced within the vaccine market and availability. The upcoming year remains uncertain. Thankfully, recent shortages, not changes in products, have had a huge impact on price. There have been no dramatic changes in recommendations for vaccines over the past year with the exception of the meningitis vaccine. Over the past year discussion has continued involving the Human Papillomavirus (HPV) vaccine and its use in boys. At the October meeting of ACIP the discussion will be revisited to try to come to a vote to change the national recommendation. Extensive discussion ensued.

The Board continued detailed review of the pending assessment calculations. It was the sense of the Board that a final assessment amount could not be reached until there is at least some reassurance regarding the actual number of covered lives.

Board discussion ensued regarding the assessment refund request from Anthem. The Board determined that this request is a statutory matter beyond its scope of management. Mr. Potter will draft a letter to Anthem stating that NHVA has administered the NH statute correctly in administering the NH assessment base. The draft letter will be included in the Board packet for the September meeting.

Upon motion duly made and seconded, it was unanimously

VOTED: To adjourn.

There being no further business, the meeting adjourned at approximately 11:45 a.m.

At true record.

Attest

