

**NH Vaccine Association – Meeting**  
**December 19, 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

Jeff Plante, Anthem (T)  
Susan Tenney, Harvard Pilgrim (P)  
Kevin Ciechon, CIGNA (T)  
Dr. David Fredenburg (P)  
David Sky (T)  
Dr. John Modlin (T)

DHHS

Marcella J. Bobinsky (P)

CML

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

**II. Summary of Actions Taken and/or Recommended**

**A. Actions Taken (votes adopted)**

1. Voted to approve the minutes of the Audit Committee meeting and full Board meeting of 8/12/11 and the WebEx teleconference meeting held on October 18, 2011, as presented.
2. Voted to instruct CML to move forward as expeditiously as possible with seeking legislation to broaden the assessment base in NH to include all TPA administered plans, all ERISA plans, and all government plans, as well as the fully insured plans covered by stop loss coverage.
3. Formation of a Steering Committee was undertaken to oversee the work of CML.
4. Voted that the current three insurance carrier representatives, Jeff Plante, Scott Beaudette, and Susan Tenney will remain as is.
5. Voted that the slate of officers will remain as is with Susan Tenney as Chair, Dr. Jose Montero as Vice-Chair, Dr. David Fredenburg as Treasurer, and Scott Beaudette as Secretary.
6. Voted that the Finance/Audit Committee slate will remain as is with Dr. David Fredenburg as Chair, Susan Tenney, Scott Beaudette, David Sky, and the addition of Jeff Plante.
7. Voted to modify the Plan of Operation Schedule of Financial Statements to add the following:  
“d. Bank Statements: To all audit committee members each month.”

**B. Follow-up**

1. Ms. McKenna will send out meeting notices regarding the January 5, 2012 Steering Committee teleconference after today’s meeting.
2. Mr. Potter will send the e-mail containing the indication of Maine’s data counts from Anthem to members of the Board for review.
3. Mr. Potter will alert the Board if the Maine Board wants to pursue the conversation concerning cross-border vaccinations.

**III. Minutes**

At 8:30 a.m., 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 minutes of the Audit Committee meeting and full Board meeting held on August 12, 2011, and the WebEx teleconference meeting held on October 18, 2011, as presented.

Mr. Potter reported that follow-up has been completed with the Local Government Center as requested. The sense is that they are not going to do anything unless everybody does something by way of voluntary contribution. They did not make a voluntary contribution last year. This creates approximately a 10% assessment rate increase for everyone else. Mr. Potter noted that unlike Maine, New Hampshire does not currently have legislation requiring ERISA plans and TPA plans to contribute to the assessment base. The New Hampshire Health Plan (NHHP) has approached the New Hampshire Insurance Department regarding this, but does not view this as a technical amendment, although they would be supportive. Mr. Potter consulted with Ms. Ludke, although she is no longer with the Insurance Department, because she had given a lot of thought to this in past years and she had come to the view that a NH statute would stick and be constitutionally safe if it were extended to include ERISA plans. It has been the finding in other states that plans are complying with this type of legislation. Lengthy discussion ensued. It was the sense of the Board that the NHVA needs to advance legislative changes to broaden the assessment base. It was recommended that a Steering Committee at the Board level be formed. Dr. Fredenburg will ask the NH Medical Society and the NH Pediatric Association to be sponsors. Dr. Modlin also agreed to assist as needed. Ms. Bobinsky suggested enlisting some assistance from the NH Immunization Advisory Committee as well.

Upon motion duly made and seconded, it was unanimously

VOTED: To instruct CML to move forward as expeditiously as possible with seeking legislation to broaden the assessment base in NH to include all TPA administered plans, all ERISA plans, and all government plans, as well as the fully insured plans covered by stop loss coverage.

Ms. Tenney, Dr. Fredenburg, Mr. Plante, and a representative from the DHHS will participate on the Steering Committee. A teleconference meeting of the Steering Committee has been scheduled for Thursday, January 5, 2012, from 8:00 to 9:00 a.m.

The financial statements were presented to the Board. The assessment notices were sent out in November. There is \$9,692,000 that will be collected. To date, about \$500,000 has already been collected. It is expected that the bulk of the collections will be received in February 2012. Monies received are being invested in a money market account. The liquidity reserve remains at \$250,000 as set by the Board. Total assets are \$11,816,000 and total liabilities and net assets are \$11,816,000.

A brief discussion regarding appointment of insurance carrier representatives ensued.

Upon motion duly made and seconded, it was unanimously

VOTED: That the current three insurance carrier representatives, Jeff Plante, Scott Beaudette, and Susan Tenney will remain as is.

A brief discussion ensued regarding appointment of the slate of officers.

Upon motion duly made and seconded, it was unanimously

VOTED: That the slate of officers will remain as is with Susan Tenney as Chair, Dr. Jose Montero as Vice-Chair, Dr. David Fredenburg as Treasurer, and Scott Beaudette as Secretary.

Upon motion duly made and seconded, it was unanimously

VOTED: That the Finance/Audit Committee slate will remain as is with Dr. David Fredenburg as Chair, Susan Tenney, Scott Beaudette, David Sky, and the addition of Jeff Plante.

After a brief review of Exhibit B to the Plan of Operation, discussion ensued.

Upon motion duly made and seconded, it was unanimously

VOTED: To modify the Plan of Operation Schedule of Financial Statements to add the following:  
“d. Bank Statements: To all audit committee members each month.”

Mr. Potter alerted the Board to a recent discussion raised at the Maine Vaccine Board concerning cross-border vaccinations. Maine now is universal and has a broader assessment base in New Hampshire. There was concern that Maine may be paying disproportionately or supplying vaccines disproportionately to its assessment to children in New Hampshire. Information collected by the Maine Anthem does reflect this to be the case, although not a large number. There are similar questions

between Washington and Idaho. There are data issues involved as well as definitional issues. It was suggested that at some point, a representative from the Maine Department of Health might want to have a conversation with a representative from the New Hampshire Department of Health concerning this issue. Lengthy discussion ensued regarding the impact of other bordering states as well. The Board has requested that Mr. Potter alert the Board regarding further inquiries from the State of Maine concerning this matter.

Ms. Tenney requested that everyone review the meeting schedule included in the Board packet and contact Ms. McKenna with any conflicts or concerns so that changes can be made accordingly.

Ms. Bobinsky reported that the DHHS posted a request for information to look into the possibility of doing an immunization information system, otherwise known as a registry. There has not been one for many years. There was one with Maine roughly 8 to 10 years ago. At that time several issues arose that prevented it from continuing in the State of New Hampshire. The DHHS is once again looking into this for essentially three reasons: 1) all of the State immunization programs will be hooking up with a new vaccine ordering system from CDC called VTrex. It is scheduled to take place in August of 2012, 2) due to the exceptionally good rates in the State of New Hampshire, if the rates are going to be maintained and/or the rates of certain vaccines are going to be improved, better data is necessary, and 3) to streamline the data collection process through the registry to increase the amount of data available on each provider to improve quality assurance. Ms. Bobinsky will keep the Board informed on the progress of this undertaking.

Executive session was held with members of CML Administrators being excused as part of CML's standard management practices and good accounting practices. Ms. Tenney summarized the executive session discussion. She noted that the Board typically discusses if it should put an RFP together to put this contract out for rebid each year. The general consensus of the Board is that the NHVA has not received the same level of attention as in the past from CML. Specifically, per the contract, Board packets should be going out to the Board a week in advance of a Board meeting and this has not been the case. Additionally, the Board is concerned with the delinquency in the work on the assessment base, which was discussed in August and is just starting to happen and may now be too late for this legislative session. The Board indicated that work on the assessment base and timely receipt of board packets must happen in this upcoming year, otherwise the Board will revisit the possibility of preparing an RFP next year.

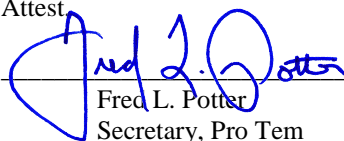
Upon motion duly made and seconded, it was unanimously

VOTED: To adjourn.

There being no further business, the meeting adjourned at approximately 10:20 a.m.

At true record.

Attest

  
Fred L. Potter  
Secretary, Pro Tem