

NH Vaccine Association – Teleconference

May 22, 2013

Presiding Officer: Susan Tenney, Chair

I. Attendance. Participating in all or part of the meeting by telephone were the following individuals:

Directors

Susan Tenney
Scott Beaudette
Maria Proulx
Marcella Bobinsky
David Sky
Dr. David Fredenburg
Dr. Jose Montero

Other

KidsVax.org™

Fred Potter
Emily McKenna
Claire Roberge

II. Summary of Actions Taken and/or Recommended

A. Actions Taken (votes adopted)

1. To enlarge the time deadline given to United Healthcare by one week.
2. That the Board move forward with additional work around the website and include an updated digital logo suitable for website deployment and to increase the current year's operating budget authorization accordingly.
3. To post the meeting schedule at the LOB, State House and DHHS pending completion of the public calendar portion of the new website, post them on the current website and ask David Sky to reserve the public room at the DOI, if possible.

B. Follow up

1. Ms. McKenna will poll the Board, and schedule the next Board meeting at the Department of Insurance.
2. Post the meeting schedule at the LOB, State House and DHHS.

III. Minutes

Ms. McKenna did a roll call. A quorum having been established the meeting was begun. Mr. Potter asked if the Board could start with a vote on the United Healthcare settlement. United has requested that the Board give them an extension of one week on payment of the past due assessments because the executives needed for authorization for higher amounts were not available.

Upon motion duly made and seconded, it was unanimously

VOTED: To enlarge the time deadline given to United Healthcare by one week.

Mr. Potter then moved on to the next item, which was whether or not to increase the current year's operating budget by roughly \$16,000. The purpose would be to go ahead with the updated website which requires updated graphics, as well as a template for an enhanced annual report that would be a little more of a narrative report and not just financials. Primarily this increase in budget would be to pick up the subcontractor proposals that were presented to the Board a year ago. At that time the Board decided to defer primarily out of a desire not to spend money that wasn't essential for operations at the time. The New Hampshire State Senate Commerce Committee has made it clear that, in its view, the website needs to be updated. Ms. Tenney asked Mr. Potter to review for the Board what the \$16,000 will do that the Board does not already have. She also asked what else would be needed to support the move to a quarterly assessment, publishing the meeting schedule and minutes, and making NHVA the visible organization that the legislature would like to see. Mr. Potter said that the proposal that was presented last year was to bring the NHVA website to the same standard as the Maine Vaccine Board website which is operated by KidsVax. KidsVax owns the structural coding for that website, so minimal additional coding needs to be developed. What is not included in the proposal is the New Hampshire assessment tool which will need to be available if the new statute passes. That will be included in an updated KidsVax contract which would include the assessment processing and also further changes to the assessment method. Going to this different technology is necessary because NHVA's present website platform has no financial transaction capability. The old one

does not have a platform for data entry. The website in Maine provides a calendar, a subscription list, pages that bring the face of the board to the website (the meeting schedule and minutes are on the website). In order to do this, digitized graphics are needed. Right now the NHVA logo is just a bitmap image. The proposal includes having someone take that logo and make a vector based form that will work on the web pages. Other supporting design elements would be updated as well.

The final piece is to have a template for the annual reports, so that each year there is a basic set up into which text can be put. Right now NHVA has an audited report which for this organization is full public disclosure. However, it seemed that the committee wanted a little bit more narrative disclosure, such as how many meetings each year were held, what topics were considered, and brief information about NHVA.

Ms. Bobinsky asked Mr. Potter to explain the assessment model. Mr. Potter said that CML Administrators has built two assessment systems in the past, but they were built for the New Hampshire Health Plan 10 years ago. Later it was modernized to make it more user friendly and that is the system that is being used by New Hampshire Health Plan on a quarterly reporting basis now. KidsVax.org™ made significant updates to that when building the Maine Vaccine Board assessment system which is quarterly reporting system as well. He stated that he didn't anticipate huge costs to convert this system to New Hampshire. There are some data elements that need to be added, such as state of incorporation that become important for tracking down TPAs, that would make a little bit more work than Maine.

Ms. Tenney asked if other states are doing their financial transactions online. Mr. Potter said no, but the website uses the numerical processing capability to gather covered lives counts. There is no state right now, that is administered by KidsVax®, where people pay online. The companies report the covered lives, and then they have the option of saying "print us a bill or send us an email" so after they have done the covered lives reporting they can get a bill right there on the spot that is a suitable transaction document to hand to their internal finance department. That seems to be the way the carriers like the flow to go. Mr. Potter said that it is possible to add a credit card transaction tool, but that that hasn't been done in any of the other states that KidsVax® administers.

Ms. Tenney asked if anyone had further questions or comments regarding the website enhancement. Mr. Beaudette asked for a little more detail on what the committee was asking for when they asked for more website visibility. Mr. Potter said that the committee got some misinformation about NHVA that implied that it is a very secretive organization. While this is not true, the Senate Commerce Committee was unfamiliar with NHVA since they usually don't deal with vaccine issues and so the misinformation enhanced their discomfort with NHVA. One of the questions that came up was where the public can find the NHVA meeting schedule. And that information isn't published on the website, so that was legitimate.

Ms. Tenney asked how much more beyond the \$16,000 the Board will need to spend in order to do everything that needs to be done in order to meet the requirements of the legislature. Mr. Potter said that he didn't think anything more beyond what is in the proposal, would need to be done on the website to meet the requirements, but in order to move the assessment processing onto the website the Board may have to spend somewhere between \$10, 000 and \$25, 000 on programming the data resources that are there. But that is a guess based upon the Maine quarterly assessment system. All of the governance documents will need to be updated. When originally done a decade ago, that cost \$25,000. Also KidsVax will need to put a new administrative services contract in place, but most of that will be bundled into KidsVax regular fee. Dr. Montero asked what would happen to the website if NHVA and KidsVax part ways in the future, since KidsVax owns the website coding. Mr. Potter said that KidsVax would turn the content over to NHVA, but the processing system would have to be ported to another vendor. The website coding and assessment processing system are property of KidsVax.org™ Ms. Tenney asked if there were further questions regarding the website design.

Upon motion duly made and seconded, it was unanimously

VOTED: That the Board move forward with additional work around the website.

Mr. Potter said that the other items that the Board needed to address were, Dr. Modlin's resignation, public attendance at Board meetings, and setting up an in-person Board meeting. Assuming that the statute passes the Board will need to meet soon to get the ball rolling so that KidsVax is ready to pick up quarterly processing right away. Ms. Bobinsky said that she has asked Dr. Modlin to send a letter confirming his resignation from his position to Commissioner Toumpas. Dr. Modlin has a draft letter. After Dr. Modlin's resignation the Commissioner will appoint another physician member to the Board. She asked if the Board would like to send a letter of thank you to Dr. Modlin. The Board agreed that that would be very nice.

Dr. Montero requested to mention a quick topic to the Board. He said that DHHS has put out an RFP for an immunization registry. This will allow DHHS to provide accountability to the payers. He said that they would like to talk about this more formally at the next meeting to discuss a funding mechanism. Ms. Bobinsky also pointed out that this may help clarify information regarding the border children. She said that there is a work group that will guide them through the registry RFP and set-up process and she said

that anyone from the Board who would like to join that group is welcome. Further discussion about the benefits of dose accountability and the details of the registry ensued.

The Board then discussed how they are going to handle requests from members of the public to attend NHVA meetings. Ms. Bobinsky said that one of the things that becomes crucial is the set-up of the room, a good way to do it is to set up the voting members in one area and have a gallery of public attendance. That way there is a distinct setting for participation. Mr. Potter said that that is how the WA and ME board do it, and it works very well. He said that Ms. Tenney had a great idea which is that any members of the public must join the meeting in person, but cannot be on the phone, for the sake of executive session and so on. There was some discussion about what is appropriate content for executive session. Ms. Tenney asked if the Board needed to pick a standard meeting location that members of the public can travel to if possible. It was agreed that the public room at the Department of Insurance is the best choice presently. Mr. Potter said that the meetings would be published on the website. And Ms. Bobinsky suggested that the Board post in the elevators at the LOB and the State House and at DHHS for the next couple of months.

Upon motion duly made and seconded, it was unanimously

VOTED: To post the meeting schedule at the LOB, State House and DHHS pending completion of the public calendar portion of the new website, post them on the current website and ask David Sky to reserve the public room at the DOI, if possible.


Mr. Sky asked that Ms. McKenna work with Karen Cassin at DOI to reserve the room. There was discussion about when the next meeting needed to be held. Mr. Potter said that the next meeting should be as soon as possible. Ms. Bobinsky said that she would work with DHHS staff and make sure that they get the assessment estimates together, she clarified that it would be in draft form since the statements don't close out until the middle of July. Ms. Tenney asked if the first quarter assessment can be based on an estimate. Mr. Potter said that the final number would not be needed until August 1, since the first assessment would not be due until August 15. But the system needs to be set up before then, notices need to go out, and training needs to take place. Mr. Potter said that they would need to start with the quarter ending June 30 for payment due August 15. That way the payments match with the regulatory cycle.

The Board asked that Ms. McKenna poll the board for good meeting dates.

There being no further business, the meeting adjourned at approximately 9:30 a.m.

At true record.

Attest,



Fred L. Potter
Secretary, Pro Tem

