

**NH Vaccine Association – Board of Directors Meeting
November 12, 2013 – 8:30 a.m. – 10:30 a.m.
Conference Room – Hinckley, Allen & Snyder
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

Susan Tenney – Harvard Pilgrim Health Care (P)
Scott Beaudette – CIGNA (P)
Everett Lamm, M.D. (P)
Jose T. Montero, M.D. (P)
Maria Proulx – Anthem (P)
David Sky – NHID (P)

DHHS

Marcella J. Bobinsky (P)

Outside Counsel

Mark McCue, Esq. (P)

Members of the Public

Judith Butler, Merck (P)

Laura Condon, NVIC (P)

Absent

David Fredenburg, M.D.

KidsVax.org®

Fred L. Potter (P)
Claire M. Roberge (P)
Terry Mills (P)
Laurie Beth Pliakos (P)

II. Summary of Actions Taken and/or Recommended

A. Actions Taken (votes adopted)

1. To approve the minutes of the October 8, 2013 and October 22, 2013 board meetings as amended at this meeting.
2. To approve the NHVA Interim Communications Plan subject to the changes discussed at this meeting with respect to Section 4.
3. To instruct KidsVax® to seek clarification from Nationwide about the basis for their refund request and to inform them that NHVA will only go back three years. If KidsVax® is satisfied with the answer received, then it is authorized to refund the overpayment.
4. To develop certain technical amendments it appears may be necessary to best track the legislative intent with respect to RSA 126-Q and accomplish what is appropriate for holding down costs.

B. Follow up Task/Action Items

1. Attorney McCue will draft a policy to improve public access to NHVA business.
2. Mr. Potter will send a copy of the senate version of the 2013 amendment to Attorney McCue.
3. Set meeting calendar for 2014.

III. Minutes

Welcome and Introductions

At 9:23 a.m., a quorum having been established, Chairperson Susan Tenney called the meeting to order. Ms. Tenney surveyed the Board for any additional items to be added to the agenda.

Consent Calendar Items

After brief discussion regarding an amendment to the October 8 and October 22 minutes, Ms. Tenney called for a vote to approve the minutes.

Upon motion duly made by Dr. Lamm and seconded by Dr. Montero, it was unanimously

VOTED: To approve the minutes of the October 8, 2013 and October 22, 2013 board meetings as amended at this meeting.

Report on Consultation with Counsel

Attorney McCue gave a brief summary of his discussion with the Board regarding ways further to enhance public accessibility to the NHVA and its business. KidsVax® already had developed certain website enhancements which could advance NHVA beyond certain standards applicable to public bodies. He reported that the Board thoroughly reviewed a series of guidelines and asked Mr. McCue to draft a proposed policy for review at the next board meeting. The policy will establish practices such as posting notices of meeting, posting draft meeting minutes within 5 business days, and responding to requests within 5 business days. It will also provide for a public commentary period at each meeting. Additionally, to assist the public in accessing the NHVA's business, materials will be posted on the website before board meetings. As a matter of "green" principles and in order to reduce costs, the NHVA will stop printing materials for distribution at meetings; instead, the public will be able to subscribe to email alerts for meeting notices and changes to the agenda. That service will be implemented by the end of the year.

Executive Director Updates

Ms. Roberge reviewed the Statement of Financial Position in detail; the Statement was unremarkable. Mr. Potter reminded the Board that in prior years there has been significant inbound cash in February, but because the assessment payment date has been deferred, that cash is not expected until May. The approved expenses are occurring on a monthly basis, and KidsVax[®] will continue to supply the board with financial statements.

Follow Up Correspondence

Mr. Potter reported that over 1,300 Notices to Potential Assessable Entities were mailed. KidsVax[®] is receiving questions about the assessment system and will bring these to the Board for its review of the assessment system. Mr. Potter suggested that the Board adopt a “zero covered lives” methodology with regard to entities that have no involvement in healthcare. He recommended that these entities be permitted to file a one-time report stating that they have zero covered lives and that they do not intend to have such coverage in the future. The entities would be expected to notify the NHVA if their coverage options change.

Mr. Potter also confirmed that he advised TRICARE that the Board believes that HB664 applies to TRICARE’s covered lives. TRICARE has not yet responded, but they have indicated that they will make a decision within 30 - 90 days. A report is expected in January.

DHHS Update

Dr. Montero updated the Board regarding a change in federal policy that requires separate vaccine inventories in clinicians’ offices. The CDC has agreed to let states present plans on ways to report inventories without having a physical separation of vaccines. The CDC is approving plans on a state-by-state basis, and the New Hampshire plan will be submitted this week. Dr. Montero is optimistic that New Hampshire’s plan will be approved.

Dr. Montero also reported that DHHS is working with the Medicaid program to work out the details of a request to the federal government for funding for the Immunization Information System.

NHVA Interim Communications Plan

Mr. Potter reviewed each section of the plan in detail. Extensive discussion ensued with regard to the format of the Annual Report. It was the sense of the Board that it is inefficient to do a paper mailing using a trifold template. The Board requested that KidsVax[®] redesign the report in a format that can be distributed by email. An email distribution system will make it easier for assessable entities to distribute the annual report internally, and it is consistent with the Board’s “green” initiative. KidsVax[®] is collecting email addresses for assessable entities as part of the assessment mechanism, and it will also post the annual report to the website. KidsVax[®] agreed to absorb the cost of the redesign.

Upon motion duly made by Dr. Montero and seconded by Mr. Beaudette, it was unanimously

VOTED: To approve the NHVA Interim Communications Plan subject to the changes discussed at this meeting with respect to Section 4.

Nationwide Refund Request

Mr. Potter briefly reviewed the refund request documents submitted by Nationwide Insurance. He recommended that, consistent with the policy of the New Hampshire Health Plan (NHHP) and past practices of the NHVA, the Board should consider a three-year limitation on refund requests. The reasoning behind this policy is that the NHVA may only be able to collect from a recalcitrant payer for three years, so the same limit should apply to payer refund requests. Under this policy, the Nationwide refund would be limited to the amounts claimed from 2010 - 2012. Ms. Proulx suggested that KidsVax[®] should ask for clarification from Nationwide about the definition of “Limited Medical Product” identified by Nationwide as the rationale for its refund request to ensure that a refund is proper.

Upon motion duly made by Dr. Montero and seconded by Dr. Lamm, it was unanimously

VOTED: To instruct KidsVax[®] to seek clarification from Nationwide about the basis for their refund request and to inform them that NHVA will only go back three years. If KidsVax[®] is satisfied with the answer received, then it is authorized to refund the overpayment.

Consideration of Possible Technical Updates to RSA 126-Q

The Board engaged in extensive discussion regarding several potential technical amendments to RSA 126-Q. Specifically, it was the sense of the Board that in order to comply with the CDC’s requirements, the definition of “assessable lives” should be amended to exclude federally vaccine eligible children. The Board also discussed potential technical amendments that would clarify the NHVA’s obligations regarding assessment collection and deposits with the state treasurer.

Upon motion duly made by Mr. Beaudette and seconded by Dr. Montero, it was unanimously

VOTED: To develop certain technical amendments it appears may be necessary to best track the legislative intent with respect to RSA 126-Q and accomplish what is appropriate for holding down costs.

Public Comment

Ms. Tenney opened the meeting for public comment. Ms. Condon expressed concern regarding the way that public comments were recorded in previous meeting minutes. She has detailed her concerns in email communications to the Board.

Ms. Butler asked the Board to consider allowing the public to call in and listen to future board meetings by phone.

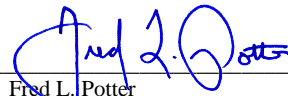
Upon motion duly made by Mr. Sky and seconded by Mr. Beaudette, it was unanimously

VOTED: To adjourn.

There being no further business or public comment, the meeting adjourned at approximately 10:23 a.m.

A true record.

Attest,



Fred L. Potter
Secretary, Pro Tem

What: New Hampshire Vaccine Association (NHVA) Board Events
Date and Time: Tuesday, November 12, 2013 / 8:30 a.m. – 10:30 a.m.
Location: Hinckley, Allen & Snyder, 11 South Main Street, Suite 400, Concord, NH

Approx. Time	Topic/[Anticipated Action]	Presented by:
(NON-PUBLIC SESSION) 8:30-9:00 a.m.	Opportunity for Board to confer with outside counsel [Executive session with Outside Counsel]	M. McCue
Agenda for Board Meeting in Person		
(PUBLIC SESSION) 9:00-9:05 a.m.	1. Welcome and Introductions a. Survey of Other Matters from Board Members b. Request for identification of individuals on conference phone	S. Tenney
9:05-9:25 a.m.	* 2. Consent Calendar Items a. Board Meeting Minutes (October 8, 2013 & October 22, 2013) b. Report on consultation with counsel	S. Tenney
9:25-9:40 a.m.	* 3. Executive Director Updates a. 10/31/13 Financials (tentative) b. Follow-up correspondence	M. McCue
9:40-9:50 a.m.	* i. 10/31/2013 Notice to Assessable Entities * ii. 11/4/2013 Letter to TRICARE	C. Roberge F. Potter
9:50-10:20 a.m.	4. DHHS Update a. b.	
10:20-10:25 a.m.	* 5. Old Business * a. NHVA Interim Communications Plan * b. 2013-07-22 Nationwide Refund Request c. Consideration of possible technical updates to RSA 126-Q i. Adjust "assessable coverage" to exclude direct VFC payment through MCO/Medicaid ii. Senate v. House version iii. Other corrections iv. Timing and process: a. Consider deferral until after 1-year's experience b. Inclusion in NHID technical bill v. Possible Task Force Appointment	F. Potter
10:25-10:30 a.m. 10:30 a.m.	6. Other Matters from Board Members a. b.	M. McCue
	7. Public Comment (if any) [Adjourn]	
	* 8. Reference Documents * a. Governing Statute * b. Upcoming Meeting Schedule * c. Proposed form of votes for this meeting * d. Directions to meeting location	

*Indicates agenda item attached

NH Vaccine Association – Annual Meeting / Board of Directors Meeting
October 8, 2013 – 8:30 – 10:30 a.m.
Conference Room – Hinckley, Allen & Snyder
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

Susan Tenney – Harvard Pilgrim Health Care (P)
 Scott Beaudette – CIGNA (P)
 David Fredenburg, M.D. (P)
 Everett Lamm, M.D. (P)
 Jose T. Montero, M.D. (P)
 Maria Proulx – Anthem (P)
 David Sky – NHID (P)

DHHS

Marcella J. Bobinsky (T)

Outside Counsel

Mark McCue, Esq. (P)

Members of the Public

Michael Goldstein, Merck (P)
 Laura Condon, NVIC (P)

KidsVax.org®

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

II. Summary of Actions Taken and/or Recommended

A. Actions Taken (votes adopted)

1. To elect as officers of NHVA for the 2013/14 operating year the same individuals as serving in those positions for the 2012/13 operating year.
2. To reappoint the same individuals who previously were serving as members of NHVA's Finance/Audit Committee for the 2013/14 operating year.
3. To approve the minutes of the September 24, 2013 Board meeting as amended at this meeting.
4. To approve the Interim Plan of Operation, as outlined in the letter dated October 1, 2013, and to conduct operations in accordance with that Plan pending Commissioner approval of a fully updated Plan consistent with the provisions of HB664.
5. To accept the \$194,603 budget presented to the Board at the meeting be approved as moving into the assessment mechanism for calculation of the assessment base.
6. To approve the preliminary NHVA fiscal year 2014/2015 operating budget of \$139,685 for NHVA, as presented at the meeting, for purposes of calculating the assessment rate for the 2014/2015 fiscal year.

B. Follow up Task/Action Items

1. Attorney McCue will review HB664, as well as the law that mandates the registry to assist in making a determination as to the jurisdiction of the NHVA Board to add the funding of the registry into the vaccine assessment and will report back to the Board at its next meeting.
2. Attorney McCue was asked to explore the question of whether or not MCOs are considered assessable entities and part of the assessment base under the statute.
3. The three carrier representatives were asked to examine whether or not their child covered lives are consistent with the estimates and report the total number of covered lives they will be using in their assessment base. Mr. Potter asked the carriers to individually report the information to Mr. Smith, the KidsVax® financial analyst, for purposes of completing a confidential survey better to inform work upcoming on the assessment worksheet.
4. Mrs. Mills will survey the Board to determine a mutually convenient date and time for the next in-person meeting.
5. Mrs. Roberge will provide the name of the New Hampshire reporting individual to each of the three carrier representatives, as well as provide the name and address of the reporting individual responsible for the reports in Maine.

III. Minutes

Annual Meeting of Members

At 8:30 a.m., a quorum having been established, Chairperson Susan Tenney called the Annual Meeting to order. The proxy submissions were reported by KidsVax®. Three proxy returns were received from Anthem-NH, CIGNA, and Harvard Pilgrim Health Care. This represents a total of 140,483 out of a possible 164,161 child covered lives, equaling 85.58% of the child covered lives in New Hampshire. All proxies were voted in favor of the nominees from the Board as follows: Maria Proulx from Anthem, Scott Beaudette from CIGNA, and Susan Tenney from Harvard Pilgrim Health Care.

Board of Directors Meeting

Welcome and Introductions

At approximately 8:45 a.m., a quorum having been established, Chairperson Susan Tenney called the meeting to order. Ms. Tenney thanked the Directors for attending the meeting in person. Ms. Tenney briefly reviewed the agenda items and surveyed the Board for any additional items to be added to the agenda.

Annual Meeting of Directors

The annual election of officers and appointment of committees was undertaken. After brief discussion, vote was taken.

Upon motion duly made by Dr. Lamm and seconded by Dr. Montero, it was unanimously

VOTED: To elect as officers of NHVA for the 2013/14 operating year the same individuals as serving in those positions for the 2012/13 operating year.

Upon motion duly made by Mr. Beaudette and seconded by Dr. Montero, it was unanimously

VOTED: To reappoint the same individuals who previously were serving as members of the NHVA's Finance/Audit Committee for the 2013/14 operating year.

Consent Calendar Items

After brief discussion with two amendments being noted, Ms. Tenney called for a vote to approve the minutes. At this point in the meeting, Ms. Condon expressed concerns that her comments had not been included in the minutes of the September 24, 2013 minutes.

Upon motion duly made by Dr. Montero and seconded by Mr. Beaudette, it was unanimously (with the abstention of Dr. Lamm, who was not in attendance at the September 24, 2013 meeting)

VOTED: To approve the minutes of the September 24, 2013 Board meeting as amended at this meeting.

Executive Director Updates

Consistent with the Board's request at the last meeting, Mr. Potter drafted an Interim Plan of Operation to be used until the formal governance documents are thoroughly revised. The most important aspect was the election of officers undertaken at this meeting. The old Board recommends to the new Board that this Interim Plan be adopted. This has been reviewed by the Commissioner, who has allowed NHVA to proceed, but reserves his right to review the Board's changes. This enables NHVA to validly constitute the Board.

The Plan has not been adopted yet and is an action item for this meeting. It would govern the conduct of the Board until it moves forward. It had been the sense of the old Board that nothing substantive was to occur until the newly constituted Board was in place, which happened earlier in this meeting. Mr. Potter suggested that the Board adopt this as an Interim Plan knowing the task force appointed earlier and KidsVax[®] will undertake redrafting and review. This Board will be acting on Articles, Bylaws, and new Plan of Operation all consistent with the new statute, but as a newly constituted Board. This recommendation is based on the desire of the Plans to know what the assessment rate is. If adopted, the Interim Plan would inform the work the Board is about to undertake today and set the proposed timetable in which the deliverables requested by the Board from KidsVax[®] will occur over the next few months. Brief discussed ensued.

Upon motion duly made by Mr. Beaudette and seconded by Dr. Lamm, it was unanimously

VOTED: To approve the Interim Plan of Operation, as outlined in the letter dated October 1, 2013, and to conduct operations in accordance with that Plan pending Commissioner approval of a fully updated Plan consistent with the provisions of HB664.

At the instruction of the Board, the Interim Plan of Operation will be declared a public document and will be posted to the website.

DHHS Update

Dr. Montero updated the Board regarding the immunization registry. The Department developed requests for information and requests for proposals for IT companies to develop such a product for the state. Several proposals were received and assessed. There was one proposal that in the opinion of the reviewing team has more benefits and is the least costly option of all of the proposals presented for review. Based on that, the Department brought a request to the NHVA Board to assist with development and testing the system in the calendar year 2014 and maintenance and development of advancements as the system develops. The cost for development and testing during the first year is \$500,000 and from there on it is \$300,000 each year for maintenance. Dr. Montero indicated that he is not aware of any other available funding sources. Extensive funding discussion ensued. Dr. Montero assured the Board that DHS will continue to explore and pursue any alternative funding sources. Mr. Sky recommended that the Board move forward with the registry discussion assuming that it is permissible, but reserving final judgment until an opinion of counsel is received. It was the sense of the Board that it would be appropriate

1 to ask Attorney McCue to review HB664, as well as the law that mandates the registry to assist in making a determination as to the
 2 jurisdiction of the NHVA Board to add the funding of the registry into the vaccine assessment. Meanwhile, the insurance carriers will take
 3 this issue back within their own organizations to further vet the issue and become prepared for further discussion. The Board will
 4 reconvene regarding this particular line item within the budget. Attorney McCue was also asked to explore the question of whether or not
 5 MCOs are considered assessable entities and part of the assessment base under the statute.

6 7 Review of the Administrative Budget

8
9 Mr. Potter reviewed the budget in detail and identified several line item changes due to the recent renewal of the KidsVax[®] contract, as
 10 well as HB664 changes. The budgets become somewhat unremarkable because the major items are rolled into lines 1 through 5, which are
 11 now set by contract and are required to go down next year in accordance with the final negotiations. The budget spreadsheet then rolls into
 12 the assessment setting worksheet so that the operating expenses are carried forward. It was the recommendation of KidsVax[®] that the
 13 budget as revised be approved. In future years this will go through the Finance Committee. Acting at this time with the Board as a whole
 14 serving as the Finance Committee allows the assessment setting work to be completed in a more timely manner. Mr. Potter indicated the
 15 line items for legal and audit fees are controlled by the Board, not KidsVax[®].

16
17 Mr. Sky asked for clarification of footnote 1 and the number shown on the worksheet on line 2. Mrs. Roberge explained the KidsVax[®]
 18 contract with NHVA used to be from July 1 to June 30. However, the new contract is from August 1 to July 31, so there is one month that
 19 is at the old rate and then 11 months at the new rate. Mr. Sky recommended adding parentheses to footnote 1 for clarification purposes.
 20 KidsVax[®] recommends, as part of its engagement with the NHVA, that an investment policy review be undertaken for 2014-2015. A brief
 21 discussion ensued. It was the sense of the Board to leave the Bank Fees line item at \$500 for now and to add a reference to footnote 3 that
 22 the number may go up if an investment advisor is hired. Additionally, the Board requested an increase of the 2013/2014 Legal Fees budget
 23 to \$15,000 during the implementation phase of HB664, with a decrease to \$5,000 for 2014/2015. The 2013/2014 fiscal year budget reflects
 24 a total administrative expense budget of \$194,603.

25
26 Upon motion duly made by Dr. Fredenburg and seconded by Mr. Beaudette, it was unanimously

27
28 VOTED: To approve the 2013/2014 fiscal year operating budget of \$194,603 for NHVA, as presented at the meeting and be
 29 approved as moving into the assessment mechanism for calculation of the assessment base.

30
31 Mr. Potter reminded the Board that next year's budget is a bit different because this is being adopted provisionally to guide the assessment
 32 given the understanding under the Interim Plan, but it is understood that this is not a spending plan. This budget is guiding the assessment
 33 setting process only for today. Before that budget can be spent, there will be a budget set by the new NHVA Board after the new Plan of
 34 Operation is in effect and prior to the start of the next fiscal year.

35
36 Upon motion duly made by Dr. Fredenburg and seconded by Dr. Montero, it was unanimously

37
38 VOTED: To approve the preliminary NHVA fiscal year 2014/2015 operating budget of \$139,685 for NHVA, as presented
 39 at the meeting, for purposes of calculating the assessment rate for the 2014/2015 fiscal year.

40 41 Assessment Setting

42
43 The Board reviewed and revised the assessment setting worksheet in detail and lengthy discussion ensued. It was determined to seek
 44 additional data prior to continuing with assessment setting. The three carrier representatives were asked to examine whether or not their
 45 child covered lives are consistent with the estimates and report the total number of covered lives they will be using in their assessment base.
 46 Mr. Potter asked the carriers to individually report the information to Mr. Smith, the KidsVax[®] financial analyst, for purposes of
 47 completing a confidential survey better to inform work upcoming on the assessment worksheet.

48
49 At approximately 11:00 a.m. Dr. Montero appointed Ms. Bobinsky as his personal representative for the duration of the Board meeting.

50
51 It was the sense of the Board that an additional in-person meeting will need to be scheduled to work through the assessment setting
 52 discussion and finish the remaining agenda items at that meeting. Mrs. Mills will survey the Board for a mutually convenient date and time
 53 for the next in-person meeting. Mrs. Roberge will provide the name of the New Hampshire reporting individual to each of the three carrier
 54 representatives, as well as provide the name and address of the reporting individual responsible for the reports in Maine.

55
56 Upon motion duly made by Mr. Sky and seconded by Mr. Beaudette, it was unanimously

57
58 VOTED: To adjourn.

59
60 There being no further business or public comment, the meeting adjourned at approximately 11:15 a.m.

61
62 A true record.

63 Attest,

64
65 _____
66 Fred L. Potter
Secretary, Pro Tem

**NH Vaccine Association – Board of Directors Meeting
October 22, 2013 – 11:30 a.m. – 1:00 p.m.
Conference Room – Hinckley, Allen & Snyder
Presiding Officer: Jose T. Montero, Acting Chair**

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

Directors

Susan Tenney – Harvard Pilgrim Health Care (T/P)
Scott Beaudette – CIGNA (P)
David Fredenburg, M.D. (P)
Everett Lamm, M.D. (P)
Jose T. Montero, M.D. (P)
Maria Proulx – Anthem (P)
David Sky – NHID (P)

DHHS

Marcella J. Bobinsky (P)

Outside Counsel

Mark McCue, Esq. (P)

Members of the Public

Michael Goldstein, Merck (P)
Laura Condon, NVIC (P)

KidsVax.org®

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

II. Summary of Actions Taken and/or Recommended

A. Actions Taken (votes adopted)

1. To accept 50% of the cost, not to exceed \$250,000, of the proposed Immunization Information System (IIS) presented by the DHHS as a reasonable cost of the administration of the vaccines in New Hampshire and thus an obligation of this Association for purposes of calculating NHVA assessments.
2. To set the assessment rates for the four quarters of State fiscal year 2013/14 at \$10.61 for each assessable child covered life per month and to seek to collect all four quarters on 5/15/2014 based upon assessable child covered lives reported for January through March 2014.
3. To set the assessment rates for the quarterly assessment due dates of 8/15/2014, 11/15/2014, and 2/15/2015 at \$12.96 for each assessable child covered life per month, based upon assessable child covered lives in the preceding calendar quarter.
4. To authorize and instruct Executive Director, Fred L. Potter to send the TRICARE notification letter as recommended at the meeting.

B. Follow up Task/Action Items

1. Attorney McCue will provide additional information concerning public access in advance of the next meeting.
2. Mr. Potter will write a letter to TRICARE on behalf of NHVA.

III. Minutes

Welcome and Introductions

At approximately 11:45 a.m., a quorum having been established, Acting Chair Jose T. Montero called the meeting to order. Dr. Montero briefly reviewed the agenda items and surveyed the Board for any additional items to be added to the agenda. Dr. Montero announced his need to leave the meeting at 1:00 p.m. At Dr. Montero's designation, Ms. Bobinsky will serve under the NHVA Plan of Operation as his designated representative for the remainder of the meeting.

Working Plan for Implementation of HB664 Changes

Mr. Potter gave a brief overview of where the Board left off at its October 8th meeting and the purpose for scheduling this additional meeting. In preparation for the Board to work on the assessment calculation worksheet, it was distributed over a week ago so that the directors would have an opportunity to review it and work with it prior to today's meeting. Since that date, the Assessable Child Covered Lives has gone down as a result of the carrier survey. The carrier survey, which reflected about 85% of the market, showed that the current counts are 73% in aggregate of what the New Hampshire Insurance Department 2011 survey had with that same carrier group. With the three carriers involved, the aggregate was 140,483 lives and the Department survey was 102,813 lives. The result in the calculation of this difference in the worksheet is 120,142 compared to the prior number of 164,161, which reflects a material influence on the final calculation. This is further reflected where the monthly assessment rate changes from \$9.54 to \$13.04 just by adjusting this one figure.

The assessment calculation worksheet was reviewed and discussed in detail. Each factor was reviewed individually and the Board made adjustments as members deemed appropriate. Extensive further discussion ensued.

At this point in the meeting, the Board asked Mr. McCue to report on his finding pertaining to whether NHVA could fund the Immunization Information System (IIS) project being proposed by the DHHS. Mr. McCue reported that because NHVA is a special purpose corporation formed by the legislature, it cannot conduct any activity that is outside its intended purpose. NHVA was created by the legislature in RSA 126-Q for the very narrow purpose defined as assessing Assessable Entities for the costs of vaccine in New Hampshire. NHVA cannot undertake the registry project on its own nor can it contribute to the project voluntarily as part of its mission because it's outside its corporate purpose. However, in its function to assess Assessable Entities, the statute does define costs that are covered by the assessment and included in those costs are the costs to

1 the state of purchasing, distributing, and administering vaccines to children throughout the State of New Hampshire, less any federal contribution.
 2 New Hampshire is the only state in the nation without an IIS. The system is clearly designed to enhance the administration of vaccines. After
 3 reviewing the program, the CDC literature, and Medicaid regulations, Mr. McCue feels it is fair to conclude that it clearly is within the purview of
 4 the cost of administration that the state will incur and, therefore, can be included in the assessment base to the extent allowed by NHVA's Board.
 5 Instead of requiring NHVA to accept the cost estimate of obligating services, it obligates the Association to estimate the cost. As part of that
 6 estimation, NHVA would still receive information from the DHHS, have a discussion, and make an estimate of the cost that would be incurred by
 7 the state, absent other sources such as grants in the upcoming year and include that in the assessment calculation as a separate item within the total
 8 cost of vaccine administration. Once DHHS proposes the total cost of the IIS to the Board, then the Board can determine the percentage
 9 attributable to the NHVA. Further discussion ensued.

10
 11 At this point in the meeting, Ms. Bobinsky stepped in as Dr. Montero's designee for the remainder of the meeting.

12
 13 It was the sense of the Board that NHVA entertain the idea of funding half of the registry costs, but not to exceed \$250,000 in the first year and
 14 \$150,000 in the second year, in addition to the vaccine costs. Ms. Tenney went on the record as stating that as much as Harvard Pilgrim supports
 15 the idea of a registry, at this point in time, it does not support the additional cost of the program as part of the assessment to be imposed by NHVA.

16
 17 Upon motion duly made by Dr. Fredenburg and seconded by Dr. Lamm, by majority vote it was

18
 19 VOTED: To accept 50% of the cost, not to exceed \$250,000, of the proposed Immunization Information System (IIS) presented by
 20 the DHHS as a reasonable cost of the administration of the vaccines in New Hampshire and thus an obligation of this
 21 Association for purposes of calculating NHVA assessments.

22
 23 The Board then, upon discussion, made additional changes to the assessment setting worksheet factors.

24
 25 Upon motion duly made by Dr. Fredenburg and seconded by Mr. Beaudette, it was unanimously

26
 27 VOTED: To set the assessment rates for the four quarters of State fiscal year 2013/14 at \$10.61 for assessable child covered life
 28 per month and to seek to collect all four quarters on 5/15/2014 based upon assessable child covered lives reported for
 29 January through March 2014.

30
 31 VOTED: To set the assessment rates for the quarterly assessment due dates of 8/15/2014, 11/15/2014, and 2/15/2015 at \$12.96 for
 32 each assessable child covered life per month, based upon assessable child covered lives in the preceding calendar quarter.

33
 34 Old Business

35
 36 Mr. Potter reported that TRICARE has now advised they duly recognize the claim to the states of Washington and Idaho with respect to their
 37 obligation to fund childhood vaccines under these state programs. They have not made a final determination, but they have recognized it and are
 38 working on it. They have indicated that any other state seeking to have universal childhood vaccine assessments paid by TRICARE needs to notify
 39 them as well. Mr. Potter has written a letter to TRICARE on behalf of the Maine Vaccine Board stating their belief that TRICARE is obligated to
 40 make payments with respect to Maine residents. TRICARE earlier this week acknowledged receipt of this letter. Mr. Potter urged NHVA to write
 41 a similar letter for New Hampshire as soon as possible. This is not a legislative matter, this is TRICARE recognizing that this state asserts that
 42 child covered lives should be paid for out of the TRICARE benefit plan.

43
 44 Upon motion duly made by Ms. Bobinsky and seconded by Dr. Lamm, it was unanimously

45
 46 VOTED: To authorize and instruct Executive Director, Fred L. Potter to send the TRICARE notification letter as recommended at
 47 the meeting.

48
 49 Public Comment

50
 51 Ms. Tenney opened the meeting for public comment. Ms. Condon posed a question regarding the anticipated cost of child vaccines. Ms. Tenney
 52 requested that for purposes of maintaining this time as a comment period only, that she submit all questions to the NHVA administrator in writing
 53 off line.

54
 55 Upon motion duly made by Mr. Sky and seconded by Ms. Bobinsky, it was unanimously

56
 57 VOTED: To adjourn.

58
 59 There being no further business or public comment, the meeting adjourned at approximately 1:19 p.m.

60
 61 A true record.

62 Attest,

63 _____
 64 Fred L. Potter
 65 Secretary, Pro Tem

Schedule of Upcoming Meetings September – January, 2014

September			
Conference w/Outside Counsel	Tuesday, September 24, 2013	NHID	1:30 p.m.
Board of Directors Meeting	Tuesday, September 24, 2013	NHID Concord	2:00 p.m.
October			
Board of Directors Meeting	Tuesday, October 8, 2013	Hinckley, Allen Concord	8:30 a.m.
Board of Directors Meeting	Tuesday, October 22, 2013	Hinckley, Allen Concord	11:00 a.m.
November			
Board of Directors Meeting	Tuesday, November 12, 2013	Hinckley, Allen Concord	8:30 a.m.
December			
MEETING CANCELED			
Board of Directors Meeting	Tuesday, December 17, 2013	NHID Concord	8:30 a.m.
January 2014			
Board of Directors Meeting	Tuesday, January 21, 2014	Hinckley, Allen Concord	8:30 a.m.

Driving Directions to NHVA Board Meeting Locations

New Hampshire Insurance Department (NHID)

From Interstate 93, take the I-89 exit West to Exit 2; Exit right onto Clinton Street into Concord. At the second set of traffic lights, turn left onto Fruit Street. Continue to 21 Fruit Street to the Walker Building (large brick office building) located on the right just before the traffic lights at the corner of Fruit and Pleasant Streets. Enter the circular driveway, park, and enter the building through the front center entrance. Take the elevator to the 2nd Floor. Take a left when leaving the elevator and then take a right. Follow the hallway to the end. Take a left and follow the hallway until you see the sign for the conference room, which is on the right.

Harvard Pilgrim Health Care (HPHC)

From the North: Take Interstate 93 South toward Manchester. After the toll, keep left to take I-293 South/Everett Turnpike toward Manchester Airport/Manchester/Nashua. Take the Granite Street exit, Exit 5, keep left to take the ramp toward Elm Street/The Millyard/Canal Street. Turn left onto Granite Street. 650 Elm Street is on the corner of Granite and Elm Streets. The parking garage is accessible by taking a left into the garage off of Granite Street. Proceed to level 3 – Radisson Hotel. Follow the signs for the office tower to the 7th Floor.

From the South (Nashua): Take the Everett Turnpike North toward Manchester/Concord. Take the Granite Street exit, Exit 5, keep right to take the ramp toward Elm Street/The Millyard/Canal Street. Turn right onto Granite Street. 650 Elm Street is on the corner of Granite and Elm Streets. The parking garage is accessible by taking a left into the garage off of Granite Street. Proceed to level 3 – Radisson Hotel. Follow the signs for the office tower to the 7th Floor.

Hinckley, Allen & Synder LLP (Hinckley Allen)

From the North: Take Interstate 93 South toward Concord. Take the RT-9/Loudon Road exit, Exit 14, toward the State Offices. Turn right onto RT-9/Loudon Road. Take the 2nd left onto North Main Street/US-3/US-202/RT-9. Continue to follow North Main Street to 11 South Main Street on the left. Your destination is just past Pleasant Street Ext. If you reach Freight Street, you've gone a bit too far.

From the South (Nashua): Take Interstate 93 North toward Concord. Take the US-3 N exit, Exit 13, toward Downtown/Main Street. Turn left onto US-3/Manchester Street. Continue to follow US-3 to 11 South Main Street on the right. Your destination is just past Freight Street. If you reach Pleasant Street Ext., you've gone a bit too far.