

**NH Vaccine Association – Board of Directors Annual Meeting
September 9, 2015 – 9:30 – 11:30 a.m.
Conference Room – KidsVax
Presiding Officer: Susan Tenney, Chair**

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

Directors:

David Fredenburg, M.D. – Healthcare Provider (P)
Susan Tenney, Chair – Harvard Pilgrim Health Care (P)
Jason Margus – Anthem (P)
Elaine Koskela – Cigna (P)
David Sky – NHID (P)
Everett Lamm, M.D. – Healthcare Provider (P)
Marcella Bobinsky – DHHS (P)
Laura Condon – Public Board Representative (P)

Others:

Mark McCue, Esq. – Hinckley Allen (P)
Colleen Haggerty – NHIP (P)

Public:

Robert Luria – GlaxoSmithKline (P)
Gina Powers – Rath & Young / Merck (P)
Leigh Omara – Sanofi Pasteur (P)

Absent:

Edward Moran – Public Board Representative

KidsVax:

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

II. Summary of Actions Taken and/or Recommended

A. Actions Taken (votes adopted)

1. To approve the minutes of the June 30, 2015 Board meeting as presented.
2. To approve the Communications Policy as presented.
3. To approve the slate of officers for both the Board of Directors and Audit Committee as listed on page 03.a.1 of the Board packet, as amended with the additions of David Sky as Vice-Chair and Dr. Lamm serving on the Audit Committee.
4. To approve accept and approve publication of the 2014/2015 Audited Financials as recommended by the Audit Committee.
5. To form a Legislative Task Force comprising Mr. Sky, Ms. Tenney, Ms. Bobinsky, Ms. Koskela, and Dr. Lamm to seek legislative support for various matters, most importantly to resolve questions about assessment payments by MCOs.
6. To reimburse the State the carryforward amount of \$1,107,265 for vaccines purchased in FYE 6/30/2012 as requested.
7. To form a Task Force comprising Mr. Sky, as Chair, Ms. Condon, Ms. Tenney, and Mr. Margus was formed to work on updating the presentation format of the assessment setting worksheet to better inform the Board's decision-making with respect to assessment setting in the future.
8. To set the 2016 and 2017 assessment rates at \$9.95 per month.
9. To approve KidsVax to represent, on behalf of the Association, that the Board encourages the New Hampshire delegation to support legislation that would require TRICARE to pay vaccine assessments to the State.
10. To form a committee of the Board to prepare an RFP for administrator services to become effective at the end of the current contract with KidsVax.
11. To engage the legal services of Hinckley, Allen and Snyder LLP to assist the RFP committee.

B. Follow up Task/Action Items

1. KidsVax will facilitate the new NHVA Legislative Committee work to identify legislators who might sponsor corrective legislation with respect to RSA 126-Q legislation concerning the assessment of MCOs.
2. KidsVax will, in the upcoming Annual Report, notify the legislative leadership of additional vaccines that have been added to the schedule.
3. KidsVax will post Ms. Haggerty's handout regarding meningococcal B vaccines to the website immediately following today's meeting.
4. KidsVax will incorporate Mr. Sky's recommendation to include actual versus projected costs of vaccines in the worksheet for next year's assessment.
5. KidsVax will post the State's request for reimbursement of the 2015 carryforward amount to the Handouts section of the Event Calendar.
6. Ms. Bobinsky will make detailed vaccine wastage information available to Ms. Condon.
7. Ms. Bobinsky will provide Mr. Sky with the contact information for the DHHS Vaccine Program finance person.
8. Mr. Sky will schedule a meeting with the newly-formed Legislative Task Force members (Mr. Sky, Ms. Tenney, Ms. Bobinsky, Ms. Koskela, and Dr. Lamm) regarding various legislative matters and resolution of questions about assessment payments by MCOs.
9. KidsVax will mail the assessment rate increase communication to the payers by November 1, 2015.
10. KidsVax will poll for a conference call date in late September or early October to continue discussion on the Parking Lot agenda items.
11. Mr. Potter will draft a letter to Senator Shaheen regarding TRICARE and will circulate the draft in advance to the entire Board and will provide a comment period prior to mailing the letter.
12. Any Board member having comments on the draft Late Payment Policy was asked to forward those to Mr. Potter in the near future so they can be incorporated into the next draft.

III. Minutes

Annual Meeting

The first order of business was the report on proxy submissions. Ms. Tenney reported that six proxies were received by KidsVax through September 8, 2015 at 5:00 p.m., representing 350,772 out of a possible 499,230 child covered lives or 70% of the child covered lives in New Hampshire. All proxies were voted in favor of the nominees from the Board as follows; Jason Margus with Anthem, Elaine Koskela with Cigna, and Sue Tenney with Harvard Pilgrim. Ms. Tenney asked if any entity that submitted a proxy prior to the meeting would like to revoke their proxy at this time. Hearing none, Ms. Tenney deemed the annual election closed with the current payer representatives on the Board elected for another term. Ms. Tenney adjourned the Annual Meeting of the Members at approximately 9:40 a.m.

Board Meeting

Welcome and Introductions

At approximately 9:40 a.m., a quorum having been established, Ms. Tenney called the meeting to order. Ms. Tenney surveyed the Board for additional items to be added to the agenda. Ms. Bobinsky requested that if time allowed, she would like to provide the Board with a brief informational update regarding the distribution of influenza vaccines at schools. Mr. Potter advised that there were no meeting participants on the conference line and as a consequence, the Board instructed that the line be closed.

Consent Calendar

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

VOTED: To approve the minutes of the June 30, 2015 Board meeting as presented.

Ms. Tenney asked if there was further discussion from the Board regarding the Revised Communication Policy. In response to an inquiry by Mr. Sky, Mr. Potter reported that he had incorporated all comments made at the June meeting into the final update and, as instructed, had distributed it to the Board approximately a week after the June meeting. There was no further discussion.

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

VOTED: To approve the Communications Policy as presented at the meeting.
[Ms. Condon abstained from voting; all others voted in favor.]

Election of Officers

During the Annual Meeting of Members it was reported that six proxy votes were received. All votes were cast for the slate of officers recorded on the proxy card. This slate of officers represents the three largest carriers in the State. The existing carrier representative directors were re-elected.

At the Board's request, KidsVax had solicited each Director for potential interest to serve as officers or on committees. Mr. Potter reported that KidsVax did not receive any responses. Ms. Tenney opened discussion for those desiring to change positions or fill the open position of Vice-Chair. Mr. Sky volunteered to take the position of Vice-Chair for the coming year. The remaining slate of current officers expressed their willingness to continue in their current positions. The current slate of Audit Committee members expressed their willingness to continue to serve on the Committee. Dr. Lamm also volunteered to become an Audit Committee member for the coming year.

Upon motion duly made by Ms. Bobinsky and seconded by Dr. Fredenburg, it was unanimously

VOTED: To approve the slate of officers for both the Board of Directors and Audit Committee as listed on page 03.a.1. of the Board packet, as amended with the additions of David Sky as Vice-Chair and Dr. Lamm serving on the Audit Committee.

Business Updates

Mr. Potter suggested that in light of other substantive business, including assessment setting, he would not review the ED Report included in the Board materials. He indicated his willingness to answer any questions from the Board. Ms. Tenney inquired if there was any discussion with respect to the ED Report. Hearing none, Ms. Tenney moved on to the action and recommendations of the Audit Committee.

Dr. Fredenburg, Audit Committee Chair, reported that the financial audit was recommended to the Board to be accepted and published. There were very few questions of the auditor. The remaining outstanding issue was the need to get the lockbox up and running. The Audit Committee did not address the clarification of the process of interest allocation. That will be discussed at the next meeting. That issue concerns when the Association will seek to collect past due interest from payers. Mr. Potter stated that a draft of the Late Payment Policy is included in the Board packet for review. He invited Board members to comment back to him with any suggestions and he will do his best to incorporate them prior to the next Audit Committee meeting. The Audit Committee can then review the policy and make a recommendation to the Board. It would then be ready for Board action at the next meeting.

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

VOTED: To accept and approve publication of the 2014/2015 Audited Financials as recommended by the Audit Committee.

Attorney McCue presented the Board with an update on the status of NHVA legislative changes. The corrective legislation to make it clear that the MCOs are not assessable entities for the Vaccine Association assessment is included in the Budget Bill currently at an impasse due to the political wrangling over the budget itself. The leaders of the Senate and the House believe they have achieved a way around the impasse with a few details to be worked out. The session opens up again on September 16th with the legislation leadership's hope being that the Governor's veto can be overridden with an amendment to the existing Budget Bill adopted and approved with an effective date of October 1. If that happens, the MCO exclusion and the amendment to RSA 126-Q will happen and will become effective. Mr. Sky advised that the Insurance Department's position remains unchanged: It does not presently intend to waive an

assessment on MCOs for a second consecutive year. Absent new legislation that is adopted in time, the Association will have to consider how to deal with the MCOs in its assessments.

Ms. Tenney asked Attorney McCue if the Association would need to submit an LSR as a placeholder. Attorney McCue proposed waiting until November to see what happens in the latter part of September. He indicated that in the event the legislation does not go through, and the Association cannot get some form of expedited legislation, which would be difficult, there is a possibility of adding a provisional section to the Plan of Operation to assess the MCOs annually prior to June 30 rather than quarterly. This would provide time to develop a legislative solution. Without a legislative solution, theoretically the MCOs would pay, which would cause an overfunding that would then roll into the next year and be considered in the subsequent year's assessment. Further discussion ensued. It was the sense of the Board that the MCOs do not have the funds to pay the assessment. They are not paid by the State for this and it would potentially put two organizations under and run the risk of losing millions of dollars in federal grant money. Ms. Tenney inquired about the need to begin soliciting legislators for support in the event that the budget issue is not resolved. Mr. Potter suggested reactivating the Legislative Committee. Ms. Bobinsky stated that DHHS would be very interested in this legislation. Ms. Tenney asked for volunteers to make up a Legislative Committee that can speak with the government affairs people to seek legislative support for various matters, most importantly, to resolve questions about assessment payments by MCOs. Mr. Sky, Ms. Tenney, Ms. Bobinsky, Ms. Koskela, and Dr. Lamm expressed their willingness to serve on the committee. KidsVax was requested to facilitate the identification of legislative sponsors with respect to the RSA 126-Q legislation concerning the assessment of MCOs. Ms. Tenney intends to take the matter back to Harvard Pilgrim's lobbyists to ask for their support.

DHHS Update

Ms. Bobinsky deferred her update regarding the influenza vaccine until the next meeting. Ms. Bobinsky introduced Colleen Haggerty, who is a member of the Immunization Program staff. She has been filling in since Ms. Bobinsky's departure. Susan Meyers has recently been employed as the Immunization Section Chief. Unfortunately, she was unable to attend today's meeting and sent Ms. Haggerty as her representative. Ms. Haggerty provided a handout for the Board's review with respect to the meningococcal B ("MenB") vaccines. KidsVax will post this handout to the website immediately following today's meeting.

Ms. Bobinsky reported that DHHS has received its National Immunization Survey Report for childhood vaccines. New Hampshire is once again over the 80% mark, which is the 2020 goal set for all states. Many of the vaccines jumped up over 90%. Ms. Bobinsky expressed that once again, NHVA is having a tremendously favorable impact by assuring that all recommended vaccines are available, without charge, on the vaccines that are distributed to New Hampshire children.

DHHS has selected and included two MenB vaccines to the vaccine list for distribution. Mr. Potter indicated that one of the specific duties of the Board is to notify the NH legislature of additions to the vaccine list. Accordingly, KidsVax will notify the legislative leadership of additional vaccines added to the schedule. Mr. Potter felt that Gardasil 9 should be added to the active vaccine list as well. The Board concurred. Ms. Haggerty noted that the NH Immunization Program is waiting for the Advisory Committee on Immunization Practices ("ACIP") to publish their permissive recommendation before the Program puts any information out to the healthcare providers who are currently only providing the vaccine to those individuals who are high risk. Extensive discussion ensued regarding the expected costs of the vaccines being purchased for the NH Immunization Program for SFY 2016, including the factors involved in estimating the potential number of doses required and how the costs and doses are adjusted in correlation with vaccine usage. The purchases are not locked in, so only what is actually used will be purchased. This is adjusted on a quarterly basis throughout the year. Any remaining funds roll over into next year's assessment or are used to cover the uptake of another vaccine. The vaccine costs are reconciled at the end of each year and the overage or underage flows into the following year's assessment.

Ms. Condon inquired whether NHVA was credited for purchase of any of the two influenza vaccines that were recalled last year. Ms. Bobinsky said that the State did not purchase any of those vaccines and there were no recalls on any of the State purchased vaccines last year. Mr. Sky asked what made last year's actual expenses of \$26.1 million so much higher than the \$23.9 million that had been estimated. Ms. Bobinsky stated she has not had an opportunity to analyze the cause, but suggested that, in part, it is likely due to the statistically significant increase in male HPV vaccines last year. Mr. Sky suggested that for future presentations, it would be helpful to add actual versus projected costs by vaccine. KidsVax agreed to implement that suggestion for next year's assessment, subject to receiving the necessary data from DHHS.

DHHS has received notice from CDC that the cost estimate of VFC vaccines coming into the State this year is an upper limit of \$9.5 million. The State is currently carrying a negative balance for the NHVA line item and the Association owes \$1,107,265 for 2014/15. Historically, NHVA has never been faced with a cash call from the State. Further discussion ensued, including the implications of this for NHVA's reserve levels.

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

VOTED: To reimburse the State the carryforward amount of \$1,107,265 for vaccines purchased in FYE 6/30/2012 as requested.

There was a brief discussion regarding vaccine wastage. Ms. Condon inquired if the providers had, in fact, reimbursed for wastage and if the funds go to DHHS or NHVA. Ms. Bobinsky stated that the funds are put back into the NHVA restricted fund, which then purchases additional vaccine. Ms. Condon asked if there is a detailed breakdown regarding vaccine wastage. Ms. Bobinsky has that information as well as detail as to why it was wasted. Ms. Condon requested a copy of that information. Lengthy discussion ensued.

Assessment Setting

Mr. Potter stated that the spreadsheet structure is the same as in prior years. The first assessment that can be effected, consistent with current NH Insurance Department guidance, is the assessment that will be for the measuring period January through March and effective in May 2016. The Board's vote will be in effect for at least one year; therefore, two years are shown in the spreadsheet because the first year is minimally impacted by the Board's action. The collection prior to the 2015/2016 year is for only one month. The \$0.14 rate will still be in effect for two quarters' collection and then the new rate will be available in the last quarter as the May 15th collection.

Mr. Potter gave a lengthy overview of how the figures displayed in the spreadsheet were calculated. The spreadsheet seeks to raise \$19 million to be sent to the State Treasurer in June of each of the next two years. The control points used have not been changed from last year's factors. Maintaining these control

points as presented is a Board decision. The worksheet as presented calculates the annual assessment rate at \$119.34 annually or \$9.95 per month. Extensive Board discussion ensued.

Mr. Sky recommended formation of a Presentation Task Force to work throughout the coming year on a presentation worksheet that will better inform the assessment setting process. Ms. Tenney agreed with Mr. Sky's recommendation. Mr. Sky, Ms. Condon, Ms. Tenney, and Mr. Margus indicated their willingness to serve on this task force. Ms. Bobinsky will request the assistance of her finance person for this work as well. Mr. Sky volunteered to chair the task force. Ms. Bobinsky will provide Mr. Sky with the contact information for her finance person. Extensive discussion continued. A communication regarding the assessment rate increase will be mailed to the payers by November 1, 2015.

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

VOTED: To set the 2016 and 2017 assessment rate at \$9.95 per month.

Public Comment

There was no public comment.

TRICARE

Mr. Potter provided a brief report regarding the status of the TRICARE matter. There is now a multi-state effort to develop a legislative mandate for TRICARE to pay all universal state assessments. KidsVax would ask that New Hampshire urge its congressional delegation to support the multi-state effort. The lobbying firm hired by the State of Washington has already been to Senator Shaheen's office several times because she is the ranking senate member of the Appropriations Committee for the Armed Services Bill, expected to pass prior to the end of December.

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

VOTED: To approve for KidsVax to represent, on behalf of the Association, that the Board encourages the New Hampshire delegation to support legislation that would require TRICARE to pay vaccine assessments to the State.

Chairman Tenney indicated that the remaining TRICARE topics would be held over until the next meeting.

Parking Lot Items

The following parking lot items will be deferred until the next NHVA Board Meeting:

1. Review and approval of the Late Interest Payment Policy;
2. Ms. Bobinsky's presentation regarding distribution of influenza vaccines at schools; and
3. Further discussion regarding TRICARE.

At the request of Ms. Bobinsky, Mr. Potter will draft a letter to Senator Shaheen and other members of the congressional delegation, as recommended by outside legislation counsel, and will circulate the draft to the entire Board. A short comment period will be provided prior to mailing the letter.

Executive Session [Prepared by outside general counsel, Attorney Mark McCue of Hinckley Allen. KidsVax representatives were excused.]

The Board of Directors (the "Board") of the New Hampshire Vaccine Association ("NHVA") then voted by unanimous roll call vote to enter into executive session to discuss personnel matters at 11:35 a.m.

The Board expressed continued concern about the timeliness and accuracy of Board meeting materials prepared and distributed by KidsVax. The Board requested that Ms. Tenney remind KidsVax of the Board's need to receive accurate information sufficiently in advance of Board meetings to allow them to review the materials, particularly given the complexity of the information and the volunteer nature of the Board.

The Board also discussed the propriety of issuing requests for proposals (RFP) at regular intervals for contracted services. The Board concluded that it was good governance practice to conduct RFPs occasionally, regardless of the performance of the contractor. The Board then discussed whether it would be appropriate to conduct an administrator services RFP, and the preparations required so that the process could be completed prior to the expiration of the current KidsVax contract.

Upon a motion by Mr. Sky, seconded by Ms. Condon, it was unanimously

VOTED: To form a committee of the Board to prepare an RFP for administrator services to become effective at the end of the current contract with KidsVax.

Mr. Sky agreed to chair the RFP committee, and Ms. Condon agreed to serve on it. A representative of the Department of Health and Human Services or other member may be added to the committee in the future.

Upon a motion by Ms. Bobinsky, and seconded by Ms. Tenney, it was unanimously

VOTED: To engage the legal services of Hinckley, Allen and Snyder LLP to assist the RFP committee.

By unanimous roll call vote, the Board voted to end the executive session at 11:50 a.m.

Respectfully submitted,
Fred L. Potter
Secretary pro tem

NHVA Annual Board Meeting
September 9, 2015

What: New Hampshire Vaccine Association (NHVA) Annual Meeting
Date and Time: Wednesday, September 9, 2015 / 9:30 a.m. – 11:30 a.m.
Location: KidsVax® Conference Room, 125 North State Street, Concord, NH
Call-In: **Please register at:**

<https://attendee.gotowebinar.com/register/5960784955616025602>

After registering, you will receive a confirmation email containing information about joining the webinar.

NHVA Agendas are subject to revision up to and including the time of the meeting.

Approx. Time	Topic/[Anticipated Action]	Presented by:
9:30-9:35 a.m.	0. Annual Meeting of Members a. Report on Proxy Submissions b. Count and Certify Votes for 3 representatives of Assessable Entities under HB664 c. Adjourn Annual Meeting	S. Tenney T. Mills
9:35-9:40 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
9:40-9:45 a.m.	2. Consent Calendar Items * a. Approve Board Meeting Minutes (June 30, 2015) * b. Final Approval of the Revised Communication Policy	S. Tenney
9:45-9:50 a.m.	3. Annual Board Meeting Work * a. Election of Officers & Appointments of Committees b. Other	All
9:50-10:00 a.m.	4. Business Updates * a. Executive Director Report * b. Action on Audit Committee Recommendations * i. Publication of Financials * ii. Late Payment Policy c. Review on Status of NHVA Legislative Changes	F. Potter D. Fredenburg M. McCue
10:00-10:10 a.m.	5. DHHS Update a. b.	M. Bobinsky
10:10-11:00 a.m.	* 6. 2015/16 Assessment Setting Work [To be sent separately] a. Vote on 2015/16 Assessment	F. Potter
11:00-11:10 a.m.	7. Public Comment (if any)	
11:10-11:30 a.m.	8. Parking Lot Questions/Concerns (If time allows)	
	9. Executive Session a. TRICARE i. Request NH Congressional Delegation to support federal legislation ii. To engage communications firm to support work of legislative counsel engaged by WVA * iii. Take next steps in evaluation of litigation to pay past unpaid NHVA assessments	J. Walter
11:30 a.m.	[Adjourn] 10. Reference Documents * a. Contact Directory * b. Governing Statute * c. 2015/16 Tentative Meeting Schedule * d. Proposed form of votes for this meeting * e. Directions to meeting location	

*Indicates agenda item attached

NH Vaccine Association – Board of Directors Meeting
June 30, 2015 – 8:00 a.m. – 12:00 p.m.
Conference Room – KidsVax.org®
Presiding Officer: Susan Tenney, Chair

- I. Attendance.** Participating in all or part of the meeting in person (P) were the following individuals (A (T) denotes a participant attending via telephone):

Directors

Susan Tenney – Harvard Pilgrim Health Care (P)
 Jason Margus, F.S.A., M.A.A.A. – Anthem (T)
 Marcella J. Bobinsky, MPH – DHHS (P)
 David Fredenburg, M.D. (P)
 Everett Lamm, M.D., F.A.A.P. (P)
 Edward P. Moran (P)
 David Sky, F.S.A., M.A.A.A. – NHID (P)
 Laura Condon – National Vaccine Information Center (P)
 Elaine Koskela – CIGNA (P)

Members of the Public

Rep. Frank Edelblut – Hillsborough 38 (P)
 Scott Eden – Sanofi Pasteur (P)
 Judith Butler – Merck (P)

Outside Counsel

Mark McCue, Esquire – Hinckley Allen, LLC (P)

KidsVax.org®

Fred L. Potter, Executive Director – KidsVax (P)
 Claire M. Roberge – KidsVax (P)
 Thomas Philbrick – KidsVax (P)

II. Summary of Actions Taken and/or Recommended

A. Actions Taken (votes adopted)

1. To approve the February 13, 2015 Board Meeting minutes, attaching Ms. Condon's edits as an addendum at her request.
2. To approve the minutes from the March 6, 2015 Board meeting subject to changes suggested at this meeting.
3. To approve the minutes from the March 30, 2015 Audit Committee meeting and the June 10, 2015 Audit Committee meeting subject to changes suggested at this meeting.
4. To establish a Board policy designating the Board Chair (currently Susan Tenney), the Board Treasurer (currently David Fredenburg, M.D.), and a representative of the largest payer in the state (currently Jason Margus, Anthem) as the official signers on the NHVA accounts for all checks. Two signatures will be required for all checks over \$5,000.
5. To approve the Audit Committee's recommendation of Carew & Wells, PLLC as the NHVA's program auditor and to authorize the Audit Committee chair to enter into an engagement letter for the 2014/15 FYE audit.
6. To approve the Audit Committee's recommendation of Bank of New Hampshire's lockbox servicing proposal and authorize execution of Bank of New Hampshire documents to establish the lockbox account and Processing Agreements as presented at the meeting.
7. To approve the NHVA expense budget for 2015/2016 as presented at this meeting.
8. To authorize Mr. McCue, Mr. Sky, and Mr. Potter to work together to assess the current situation regarding the assessment of MCO's and form a plan with which to move forward.
9. To accept the Public Communications Policy as a draft, including all of the edits discussed at the meeting, and use it as a guiding policy for KidsVax® pending final approval at a subsequent meeting.
10. To deny CoreSource's request for a refund of \$6.98 and \$5.82 for the 2013/2014 4th Quarter.
11. To hold an Executive Session at approximately 11:40 a.m.
12. To not allow the Executive Session to be recorded in any fashion.
13. [Executive Session] To appoint David Sky as the NHVA's representative to the multi-state task force formed to address issues raised by the application of vaccine assessments on TRICARE.

B. Follow up Task/Action Items

1. Mr. Potter will send to the Board a review of one year's performance (including cost) of Washington Vaccine Association's independent investment advisor.
2. Upon request by Chairperson Tenney, the Audit Committee will review execution of the current NHVA investment policy with the current advisor before the next full Board meeting.
3. KidsVax® will make the necessary changes to the financials regarding Ms. Condon's inquiry about "Assessment Incomes" and send the revised financials to the entire Board.
4. KidsVax® will proceed with the Bank of NH lockbox setup process, subject only to any changes needed based upon Mr. McCue's recommendations.

5. Mr. Potter will make the changes to the Public Communications Policy suggested at this meeting and distribute a revised version to the Board.
6. KidsVax® will request a re-draft of the refund request from Aetna before proceeding with any refund.

III. Minutes

Welcome and Introductions

A quorum having been established, Chairperson Tenney called the meeting to order at approximately 8:05 a.m. She inquired if there were any changes that the Board wished to have made to the agenda. Hearing none, she approved the agenda.

Consent Calendar Items

Chairperson Tenney began with the minutes from the February 13, 2015 Board meeting and asked the Board members if there were any changes they would like to have made. Ms. Condon referenced the changes that she had previously suggested for these minutes, stating that her edited version was a more comprehensive expression of her position on the issues presented therein. Chairperson Tenney noted that there had been a broad representation of both sides of the discussion, noting that Ms. Condon's edits potentially went into too much detail regarding one particular position. Dr. Fredenburg motioned to adopt the minutes in their current form with Ms. Condon's edits attached as an addendum, but not as an official part of the minutes.

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

VOTED: To approve the February 13, 2015 Board Meeting minutes, attaching Ms. Condon's edits as an addendum.

Chairperson Tenney opened discussion on the minutes from the March 6, 2015 Board meeting. Ms. Condon referenced line 16 on page three, noting that she wished to have the words "have any" changed to "adopt vaccine" in order to more accurately reflect her position. She then moved to approve the minutes from the March 6, 2015 Board meeting, incorporating the change she had suggested.

Upon motion duly made by Ms. Condon and seconded by Dr. Fredenburg, it was unanimously

VOTED: To approve the minutes from the March 6, 2015 Board meeting subject to changes suggested at this meeting.

Chairperson Tenney proceeded to the minutes from the March 30, 2015 Audit Committee Meeting. Mr. Potter offered to have the Audit Committee vote on this issue since they were all present, and Chairperson Tenney approved his proposition. Ms. Bobinsky pointed out a repetition of the words "it is discovered" on the second page, and Mr. Potter thanked her for her careful editing. Ms. Condon moved to approve the March 30, 2015 Audit Committee minutes with Ms. Bobinsky's edits included.

Upon motion duly made by Ms. Condon and seconded by Dr. Fredenburg, it was unanimously

VOTED: To approve the minutes from the March 30, 2015 Audit Committee meeting subject to changes suggested at this meeting.

Chairperson Tenney then opened up discussion regarding the June 10, 2015 Audit Committee meeting. Ms. Bobinsky noted a misspelling on the tenth line of the fourth page, and Mr. Potter clarified that it was supposed to read "designed to afford." Ms. Condon then moved to approve the minutes from the June 10, 2015 Audit Committee meeting.

Upon motion duly made by Ms. Condon and seconded by Dr. Fredenburg, it was unanimously

VOTED: To approve the minutes from the June 10, 2015 Audit Committee meeting subject to changes suggested at this meeting.

Chairperson Tenney then acknowledged Ms. Bobinsky as the new DHHS representative on the NHVA Board, welcoming her as an official member of the Board. Ms. Bobinsky thanked her, noting that in the meantime, Sue Myers, R.N., has been hired to be the Immunization Program Manager.

Executive Director Updates

Mr. Potter began by recognizing the strengths of the revised quarterly financials presentation that is being considered, noting that it would be particularly helpful in eliminating inter-period reconciliation challenges. He stated that roughly \$100,000 in receivables is currently being collected, and Ms. Roberge added that there are ongoing discussions with several entities that are delaying the collection process. Mr. Potter referenced the lines that had been added to the financial statements presentation at the request of Ms. Condon, and she thanked him for those additions. Absent any direction otherwise from the Board, this revised quarterly financials presentation will be used going forward.

Mr. Potter then discussed the recommendation to add Mr. Margus as the third signer on the NHVA accounts. Mr. Potter noted that, in the past, the largest payer in the state has been a signer along with the Board Treasurer and the Board Chair. Dr. Fredenburg suggested that it might be beneficial to establish that configuration of signers as a permanent Board policy. He motioned that a Board policy be set designating the Board Chair, the Board Treasurer, and a representative of the largest payer in the state as the official signers on the NHVA accounts.

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

VOTED: To establish a Board policy designating the Board Chair, the Board Treasurer, and a representative of the largest payer in the state as the official signers on the NHVA accounts.

The third topic Mr. Potter raised was in regards to a question about the investment losses in the financial statements. He clarified that this organization does not incur investment losses because of its policy that holds to maturity all of its investments. This classification is therefore expected to be temporary, as required by GAAP accounting principles.

Mr. Potter also noted that the NHVA does not currently have an independent investment advisor, but an RFP can be created if the Board wishes. He noted that the Board has enough reserve funds to justify the services of such an advisor. He also added that the Washington Vaccine Association (WVA) has engaged an independent investment advisor and has experienced success so far. Mr. Moran suggested that the Board observe the way that the WVA works with their advisor to get a more comprehensive idea of the incremental returns and costs associated with it. He also asked Mr. Potter if it would be possible to obtain a proposal for what a potential investment advisor might do, and Mr. Potter said it would be. Mr. Potter offered to send to the Board a review of one year's performance (including cost) of WVA's investment advisor, and the Board members thanked him for doing so. Mr. Potter then inquired of the Board whether they would like to review the financials with the current advisor. Chairperson Tenney stated that the Audit Committee could do so and asked that the Audit Committee review with the current advisor before the next meeting. Dr. Fredenburg confirmed that the Audit Committee would review with the current advisor before the next meeting.

Ms. Roberge proceeded to explain the Financial Statements in more detail, specifically referencing the total amount of investments and the current cash balance reported. She is working on resolving the few remaining late assessments and has recovered most of those to date. Ms. Condon inquired about a potential omission in the ED report number box under "Assessment Income." Ms. Roberge subsequently clarified that there was no amount to be put in that particular location, but that she would insert zeros in order to populate the space and ensure clarity and transparency. Mr. Potter confirmed that KidsVax® would make this change and send the revised financials to the entire Board. Chairperson Tenney thanked Ms. Roberge and Mr. Potter for their efficient and helpful work.

Mr. Potter then passed around a form to obtain each Board member's home address and phone number, which are both required for registration with the NH Board of Charitable Trusts as requested by the NH Attorney General.

DHHS Update

Ms. Bobinsky stated that there were two important topics from DHHS to be considered. The first of these is vaccine selection, and she stated that there are currently two vaccines – one HPV vaccine and one meningitis vaccine – that have been approved by the FDA, recommended by ACIP, and placed before the NH Vaccine Selection Committee for their consideration. She specifically referenced Gardasil-9, an HPV vaccine that protects from 9 different disease strains, which has been sent to the Commissioner for approval as a replacement for Gardasil-4. Dr. Lamm added that Gardasil-9 is also awaiting CDC recommendation. Mr. Potter requested that Ms. Bobinsky inform the Board of any vaccines that are approved so that NHVA can timely report as requested by recent revisions to RSA 126-Q, and she agreed to do so. The second topic is the process of continual resolution that is ongoing at DHHS. Ms. Bobinsky noted that there are many contracts that need re-evaluation before any other funds can be moved and this process is behind schedule. She expressed concern over the potential effects of this process on purchase order status.

Follow-up on various Auditing/Financial Matters

Dr. Fredenburg informed the Board that only two responses had been received in response to the RFP for Audit that had previously been sent out. The two firms that responded were Baker, Newman, & Noyes (BNN) and Carew & Wells, PLLC. He pointed out the significant cost difference between the two firms and the very similar services provided by both. Regretfully, no response was received from the Board's longtime auditors, Mason & Rich, PLLC, because of their assessment related to perceived increased politicization of the Board recently. Dr. Lamm expressed that he was disheartened to hear that Mason & Rich had moved away from the NHVA because of the politicization of the Board.

Ms. Bobinsky expressed concern about the personnel that would be available for the NHVA audit with a smaller firm such as Carew & Wells. She suggested that a single auditor, Karen Carew, might be challenged to complete the audit in a timely manner. Mr. Potter pointed out that Ms. Carew was the former managing partner for Mason & Rich, PLLC during the time that that firm was managing NHVA's accounts, so she is very familiar with the NHVA system. Ms. Bobinsky also noted that KidsVax® is audited by Carew & Wells, and she questioned whether or not this presented any potential conflict. Mr. Potter stated that Ms. Carew is an extremely timely and hard-working professional. He did not anticipate her firm to take on work that it would not be

able to complete in a timely manner. Ms. Condon suggested that Carew & Wells might not have as many resources as a larger firm like BNN. Dr. Fredenburg stated that his primary concern was simply whether or not there was a substantial difference in performance accompanying the substantial difference in cost. Dr. Lamm inquired what the cost was with the current auditors, and Ms. Roberge responded that it was roughly \$8,200, very similar to the cost of Carew & Wells. Mr. Moran suggested that it would be helpful to have an auditor who is already familiar with the situation, adding that financial prudence was best whether there were excess funds or not. Chairperson Tenney expressed her concern that the NHVA might be a lower priority audit for BNN given that they are such a large firm. Dr. Fredenburg clarified with Mr. Potter that the audit engagement is for only one year. He then moved to approve the Audit Committee's recommendation of Carew & Wells, PLLC as the NHVA's program auditor and to authorize the Audit Committee chair to enter into an engagement letter for the 2014/15 FYE audit. Dr. Lamm seconded his motion, and Ms. Condon requested a roll call.

Upon motion duly made by Dr. Fredenburg and seconded by Dr. Lamm, it was, by a vote of 7 to 2,

VOTED: To approve the Audit Committee's recommendation of Carew & Wells, PLLC as the NHVA's program auditor and to authorize the Audit Committee chair to enter into an engagement letter for the 2014/15 FYE audit.

Ms. Bobinsky: No

Ms. Condon: No

Dr. Fredenburg: Yes

Ms. Koskela: Yes

Dr. Lamm: Yes

Mr. Margus: Yes

Mr. Moran: Yes

Mr. Sky: Yes

Chairperson Tenney: Yes

Mr. Potter stated that there was a request to authorize the Chair of the Audit Committee to sign an engagement letter for the auditor. Chairperson Tenney clarified the request and asked for a motion. Ms. Bobinsky moved to authorize the Chair of the Audit Committee to sign an engagement letter to be sent to Carew and Wells.

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

VOTED: To authorize the Chair of the Audit Committee to sign an engagement letter to be sent to Carew & Wells.

Authorization to Proceed with Lockbox setup:

Dr. Fredenburg explained to the Board that four proposals were received for lockbox services. He thanked the KidsVax® staff for their work in presenting a break-down of the fees and services for each bank in the Board Packet. Mr. Potter clarified that KidsVax® has had extensive involvement with both the Bank of NH and the Provident Bank throughout its history. Ms. Condon suggested that she favored using Bank of NH's lockbox services because they have provided excellent service in the past and now have the ability to offer FDIC coverage. She also thanked Mr. Potter for his disclosures regarding his relationships with both banks. Mr. Potter stated that the personnel who formerly handled NHVA's accounts with the Bank of NH are now working for Provident Bank; thus, in both circumstances, the personnel involved would be familiar with the system. Ms. Bobinsky moved to approve the Audit Committee's recommendation of Bank of New Hampshire's lockbox servicing proposal and authorize execution of Bank of New Hampshire documents to establish the lockbox account and Processing Agreements as presented at the meeting.

Upon motion duly made by Ms. Bobinsky and seconded by Ms. Condon, it was unanimously

VOTED: To approve the Audit Committee's recommendation of Bank of New Hampshire's lockbox servicing proposal and authorize execution of Bank of New Hampshire documents to establish the lockbox account and Processing Agreements as presented at the meeting.

Chairperson Tenney inquired if the Board wished to authorize Mr. McCue to review the proposed bank contracts to date, and the Board supported this proposition. Ms. Bobinsky moved to authorize Mr. McCue to review the proposed bank contracts prior to setting up a lockbox system with Bank of NH. Mr. Potter clarified that KidsVax® would proceed with the lockbox setup process, incorporating any changes suggested by Mr. McCue.

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

VOTED: To authorize Mr. McCue to review the proposed Bank of NH contracts prior to setting up a lockbox system with Bank of NH.

Administrative Budget:

Dr. Fredenburg then proceeded to discuss the administrative budget. He noted that the contracted service fees are on a billed schedule and that the insurance was budgeted slightly high. As of May 31, 2015, the total administrative costs, including bank fees and audit fees, came to \$132,201. This was significantly less than the budgeted amount of \$143,408. Chairperson Tenney asked if there were any questions. Dr. Lamm moved to approve the NHVA expense budget for 2015/2016 as presented at this meeting.

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

VOTED: To approve the NHVA expense budget for 2015/2016 as presented at this meeting.

[Break]

Old Business

Mr. McCue began with the legislative update. He stated that when statute RSA 126-Q was amended it created ambiguity about whether or not Managed Care Organizations (MCO's) were assessable entities subject to vaccine assessment. MCOs' child covered lives are funded through the federal program rather than through NHVA's program. Mr. McCue expressed his belief that, based on the statute, MCO's should not be assessed. However, there is still no definitive decision on the matter given that the MCO clarification is linked to the proposed Budget, which may not be passed until at least December 2015. The current situation is one in which the NHVA is not assessing MCO's because they have been granted a waiver by the Department of Insurance until the legislation is passed. Mr. McCue thus recommended that he work with Mr. Potter and Mr. Sky to assess the current situation and find a way to move forward. Ms. Condon moved to authorize Mr. McCue, Mr. Sky, and Mr. Potter to work towards Mr. McCue's recommended goal.

Upon motion duly made by Ms. Condon and seconded by Chairperson Tenney, it was unanimously

VOTED: To authorize Mr. McCue, Mr. Sky, and Mr. Potter to work together to assess the current situation regarding the assessment of MCO's and form a plan with which to move forward.

Communications and Public Policy Updates:

Chairperson Tenney asked Mr. Potter to discuss the Communications and Public Policy updates. Mr. Potter began by explaining he had created this Possible Simplified & Consolidated Version that was built off of Mr. McCue's version of the same. Ms. Bobinsky inquired about the language that gives the Executive Director the ability to share vaccine knowledge acquired from experience with other states, and Mr. Potter responded that this was based on his previous experiences communicating with the legislature. Ms. Condon inquired if there were governing documents that addressed the removal of appointed Board members by DHHS, and Mr. Potter added that the Board has no authority granted to them in the Bylaws to negate or terminate an officer. Chairperson Tenney questioned whether or not the last sentence – "The decision of the Board will be final" – was necessary, and Mr. Moran agreed that it was not. Ms. Condon pointed out that some of the titles in the policy were not consistent with the topics they described, and Ms. Bobinsky clarified that Exhibit A's title should therefore be "Public Policy Positions." After some discussion, it was decided that the title of the document – "Public Policy Positions" – is more fitting for the content of the document than "Communications Positions."

Ms. Condon expressed her concern that the Public Policy Positions are perhaps too detailed in regards to vaccine advocacy, yet not detailed enough in regards to policies consistent with the NHVA's purpose. She assured the Board that she is trying to work in the Board's best interest, but urged that these policies not be adopted in order to avoid potential risk. Mr. Sky stated that he saw the purpose of the NHVA as facilitating access to and distribution of vaccines, not necessarily promoting a general increase in vaccination rates. He sees the NHVA's mission as the elimination of barriers to accessing vaccination, and he expressed concern with positions 3 and 4 of the attached Exhibit A because they potentially reach beyond that purpose. Dr. Fredenburg agreed, stating that the original legislation surrounding the NHVA was to provide funding at an equitable level so that, regardless of insurance, vaccine access was made affordable. He therefore advocated removing positions 2, 3, and 4 from Exhibit A. Chairperson Tenney agreed with Dr. Fredenburg that supporting vaccine registry in public can be done as a physician, not as a member of the NHVA Board. Ms. Bobinsky also stressed the need to remain true to the original statute, and Chairperson Tenney added that, according to the statute, NHVA is responsible to the state DHHS more than the CDC.

Extensive discussion ensued about ways to incorporate the information presented in Exhibit A into the document as a whole while also remaining true to the purpose of the institution in the language that is used. Mr. Potter clarified with the Board that they wished to remove Exhibit A from the document and incorporate the information presented there into the opening paragraphs of the document. Dr. Fredenburg inquired of Mr. Potter if he could quickly create a re-draft for the Board to review, and Mr. Potter agreed to do so. Chairperson Tenney clarified that this process would consolidate the existing policy into a simpler and more condensed package.

Chairperson Tenney noted that the Board would return to a discussion of the policies once Mr. Potter was finished with the redraft. She then raised the topic of Governance Documents, noting that the Articles of Agreement, the Bylaws, and the Plan of Operation are now reflective of the guidance of the Board in this respect. She referenced the brief interim agreement with the Department of Insurance that had been put in place during the previous year and stated that, since then, concerns had arisen regarding Board dissolution, elections and other matters that warranted the Board's attention. Mr. Sky suggested that a Governance Committee be created in order to fully address these issues. Ms. Condon agreed with his proposition, as did Chairperson Tenney. After some discussion about who would serve on this committee, Chairperson Tenney stated that Mr.

McCue, Mr. Sky, Mr. Potter, Ms. Condon, and she would serve on the Governance Committee. Dr. Fredenburg nominated Mr. Sky to be the Chair of the Governance Committee, and Mr. Sky accepted.

New Matters

Chairperson Tenney then directed the Board's attention to two requests for refunds that had been received from Aetna and CoreSource. Aetna has requested a refund for covering exchange students who were not actually residents in the state of New Hampshire. Dr. Fredenburg clarified with Ms. Roberge that all of these students were under 19 years of age. Mr. Potter reported that the Maine Vaccine Board, in dealing with the same issue, had extended a refund for only those students who were not residing in the state of Maine. Dr. Fredenburg suggested doing the same as the MVB. He asked that Mr. Potter get a re-drafted refund request from Aetna in order to verify exactly where these students were residing before granting the refund.

Chairperson Tenney then addressed the second request for refund from CoreSource. Mr. McCue noted that this was apparently related to a turnover in internal personnel, and he expressed that internal changes are not applicable to the NHVA. He added that it might be inappropriate to set a precedent that the NHVA will respond to requests based on internal changes. Chairperson Tenney and Dr. Lamm both advocated that the Board uphold the statute, noting that it is the payer's responsibility to be attentive to the assessment schedule no matter what internal matters arise. Ms. Condon inquired of Ms. Roberge about CoreSource's history as a payer, as well as the overall compliance rate among payers. After some research, Ms. Roberge replied that they were not timely with the most recent payment and were requesting an interest refund. Mr. Sky moved to deny CoreSource's request for a waiver for refund. Ms. Condon added that this denial should be accompanied by an expression of thanks for their otherwise excellent participation in the assessment process.

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

VOTED: To deny CoreSource's request for a refund of \$6.98 and \$5.82 for the 2013/2014 4th Quarter.

Chairperson Tenney first asked the Board members to take a few moments to read through the revised version. Mr. McCue suggested that "A: Public Policy Definitions" and "G: Public Policy Issues" be combined to facilitate greater consistency. Mr. Moran suggested that, in the definition of the Communications Policy, the words "universal" and "all" should be removed. Mr. Sky suggested that this definition also state that its purpose is to "provide NH children access to" vaccination, in accordance with the statute.

Ms. Condon inquired of Mr. McCue about the purpose of the word "charitable" in the purpose statement of the Policy. Mr. McCue explained that the word "charitable" is used because the NHVA has a tax-exempt status through its registration as a Charitable Organization with the NH Division of Charitable Trusts. He explained that, in tax terminology, the words "charitable" and "tax-exempt" are synonymous given that the act of creating the organization was in itself a charitable process and a legal act. Ms. Condon thanked him for his explanation, but reiterated her concern that the word "charitable" was inconsistent with the purposes of the organization. Mr. McCue therefore suggested replacing "and are consistent with its charitable purposes" with "and are consistent with applicable law," noting that this change would then be consistent throughout the entire document. Upon consent by the members of the Board, Mr. Potter agreed to make these changes and distribute a revised version to the Board. Dr. Lamm moved to accept the Public Communications Policy as a draft, including all of the edits discussed at the meeting, and use it as a guiding policy for KidsVax® until potential final approval at the following meeting.

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

VOTED: To accept the Public Communications Policy as a draft, including all of the edits discussed at the meeting, and use it as a guiding policy for KidsVax® until potential final approval at the following meeting.

Other Matters from Board Members/Parking Lot Items

There were no Parking Lot Items or Other Matters.

Public Comment

There was no public comment. Mr. Sky offered to let to the Board use the Insurance Department as a future meeting place. Board members expressed their thanks to Mr. Sky but indicated that, when possible, they would like to continue meeting at the KidsVax® offices.

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

VOTED: To hold an Executive Session at approximately 11:40 a.m.

Discussion followed regarding Ms. Condon's proposed use of a recording device in the Executive Session. It was held that such a recording would be inconsistent with the purpose of an Executive Session. Ms. Bobinsky motioned to not allow any recording to be taken of the Executive Session.

Upon motion duly made by Ms. Bobinsky and seconded by Dr. Lamm, it was, by a vote of 7 to 1, (Mr. Sky abstaining)

VOTED: To not allow the Executive Session to be recorded in any fashion.

Executive Session

[KidsVax personnel were excused from the meeting for the Board's executive session. Minutes for the balance of the meeting were prepared by outside general counsel, Attorney Mark McCue.]

NEW HAMPSHIRE VACCINE ASSOCIATION

***Board of Directors – Execution Session Minutes
6/30/15***

The Board of Directors (the Board) of the New Hampshire Vaccine Association (NHVA) then excused the executive director and staff from the executive session at approximately 11:40 a.m. to conduct its annual review of the performance of KidsVax under its contract with NHVA.

A lengthy discussion followed regarding KidsVax' performance under its contract over the previous year, and the Board unanimously approved the amount of performance incentive compensation to be awarded to KidsVax for the previous year. The Board then voted to seal the minutes of the executive session because they pertained to matters of performance and reputation, although the Board directed that the sealed minutes reflect the elements of the Board's discussion.

Upon motion duly made by Dr. Fredenburg and seconded by Ms. Bobinsky, it was unanimously

VOTED: To appoint David Sky as the NHVA's representative to the multi-state task force formed to address issues raised by the application of vaccine assessments on TRICARE.

By unanimous roll call vote, the Board voted to end the executive session at 12:25 p.m.

There being no further business to come before the Board at this time, it was unanimously voted to adjourn at 12:30 p.m.

Respectfully submitted,

Mark S. McCue

Secretary pro tem

Policy Title:	Public Communications Policy	
Policy Number:		EFFECTIVE: June 30, 2015
Purpose:	To comply with the reporting requirements of New Hampshire RSA 126-Q and to ensure that any external communications or political activity by the New Hampshire Vaccine Association or its directors, officers or staff are (i) authorized, (ii) accurately reflect the position of the Association, and (iii) are consistent with applicable law.	

This Public Communications Policy (the “Policy”) will guide the NHVA Board of Directors (collectively the “Board” and each member, individually, a “Director”) and the NHVA Executive Director (“ED”), along with their representatives, agents and employees, (each an “NHVA Representative”) in communications on behalf of the New Hampshire Vaccine Association (“NHVA”).

A. DEFINITIONS

For purposes of this policy,

1. “Communications Position” means communications entirely consistent with the Board’s determination that NHVA’s purposes are furthered by activities which support the continuation of the New Hampshire universal vaccine purchase program, which program is designed to provide New Hampshire children access to vaccines recommended by the New Hampshire Department of Health and Human Services as defined in RSA 126-Q:1(xi).
2. “Political activity” means any activity which is intended to or is likely to have the effect of: (a) influencing legislation or regulation; (b) advocating for the success or failure of a political party, candidate or partisan political group; or (c) endorsing or otherwise supporting a political party, candidate or partisan political group.
3. “Public advocacy activity” means any activity which is intended to or is likely to have the effect of: (a) presenting to members of the public and/or public officials a particular point of view or perspective on a matter of social policy or preference; or (b) advocating for certain action or inaction by members of the public and/or public officials regarding a matter of social policy or preference.

B. REQUIRED REPORTS

1. NHVA will timely submit all reports required by New Hampshire RSA 126-Q and any other applicable law or regulation. These include the following (collectively the “Annual Reports”):
 - a. Annual report to the New Hampshire Commissioner of Insurance [RSA 126-Q:3(V)(k)]
 - b. Annual report to the President of the New Hampshire Senate, the Speaker of the New Hampshire House and the New Hampshire Governor [RSA 126-Q:3(V)(p)]

- c. Annual fiscal report to the Commissioner of the New Hampshire Department of Health and Human Services (“DHHS”) [RSA 126-Q:6].

2. Report Preparation Procedures:

- a. Annual Reports shall be consistent with the Communication Position.
- b. The ED will prepare the initial draft of each Annual Report and afford the State of New Hampshire Immunization Manager opportunity for review and comment.
- c. The ED will next disseminate a draft of each Annual Report to the Board for individual comments by email or telephone. The ED will synthesize Director comments and disseminate a revised draft to the Board.
- d. At the request of any Director directed to the ED or Board Chair, the Board will discuss the revised Annual Report at its next regular meeting or, if the filing deadline requires, at a special meeting called by the Board Chair.
- e. Consistent with any final Board direction, the NHVA Executive Director will finalize and timely file each Annual Report.

- 3. Unless otherwise directed by the Board, the ED will post all final Annual Reports on the NHVA website.

C. PUBLIC STATEMENTS AND COMMUNICATIONS

- 1. When acting in his or her official NHVA capacity no NHVA Representative may make any oral or written communication contrary to any Communications Position.
- 2. Requests for NHVA public statements should be directed to the Board Chair. The Board Chair may communicate on behalf of NHVA, or request the ED or other Director to do so. All communications made on behalf of NHVA must be accurate, consistent with its purposes and the Communication Position, and in fulfillment of the fiduciary duty of loyalty to NHVA.
- 3. Additionally, the ED is authorized and directed to respond to factual inquiries about NHVA, and to communicate as needed to collect assessments.

D. POLITICAL ACTIVITY:

1. POLITICAL CAMPAIGNS

- a. Neither NHVA nor any NHVA Representative, acting in its official capacity for NHVA, may participate, directly or indirectly, in any activity directed at the success or failure of a political party, a partisan political candidate, or a partisan political group.

- b. Neither NHVA nor any NHVA Representative, acting in its official capacity for NHVA, may endorse a candidate, contribute NHVA funds to a candidate's campaign, or use NHVA facilities, letterhead, web sites or other social media to conduct any fundraising or other activities in support of a candidate.

2. PUBLIC POLICY POSITIONS

- a. NHVA may take an official position on public policy issues germane to its mission and operations, but only in accordance with the following procedures:
 - i. The Board must approve the content and nature of the policy position, after first determining that the issue is pertinent to NHVA's mission and/or operations.
 - ii. All communication of the NHVA policy position will be conducted solely by NHVA representatives authorized by, and only through means approved in advance by, the Board or a duly-constituted Board legislative committee.
 - iii. NHVA policy positions will not: (i) identify one or more candidates for political office; (ii) approve or disapprove of any candidate's position or actions with respect to the policy issue; (iii) reference voting or an upcoming election; or (iv) be delivered in close proximity in time to an election in which the policy issue is germane.
- b. No NHVA Representative may assert any policy position on behalf of NHVA, or give the appearance of asserting any policy position on behalf of NHVA, except in strict accordance with the procedures described above and in a manner consistent with NHVA's approved policy positions.

3. POLITICAL ACTIVITY AND PUBLIC ADVOCACY AS PRIVATE CITIZEN

- a. Any NHVA Representative may conduct or participate in political or public advocacy activities in his or her individual capacity as a private citizen.
- b. Each NHVA Representative has a fiduciary duty of loyalty to NHVA when acting in an official capacity. When conducting political or public advocacy activity as a private citizen, each NHVA Representative must take the following steps to ensure that he or she is not using his or her official NHVA capacity to further personal political or social views or goals, or creating the possibility that his or her political activity as a private citizen may be misconstrued as the activity of, or an expression of support by, NHVA:
 - i. When conducting political or public advocacy activity as a private citizen, each NHVA Representative must utilize personal letterhead, social media, telephone lines, email, and facilities and conduct such political activity outside of the NHVA Representative's official duties

for NHVA.

- ii. An NHVA Representative may note his or her title or official capacity with NHVA solely for identification purposes. Whenever such capacity is noted (i) in connection with any private political or public advocacy activity, whether verbal, written or electronic (including email, web sites, blogs, online commentary, Facebook, Twitter or other social media), or (ii) in a manner or under circumstances which may create an inference that such private political or public advocacy activity is conducted on behalf of, or with the support of NHVA, then the NHVA Representative must state expressly in each such instance that he or she is acting in an individual capacity, and in no way on behalf of NHVA.
- iii. Except in strict accordance with Paragraph D.2.a above, no NHVA Representative has authority to conduct any political or public advocacy activity on behalf of NHVA, or to create the appearance that he or she is acting on NHVA's behalf or with NHVA's support. Each NHVA Representative will take all steps necessary to clarify the personal nature of any political or public advocacy activity conducted as a private citizen.

E. ENFORCEMENT, REVIEW AND REVISION:

This Policy will be enforced by the Board at any regular or special meeting. The Board may consider all courses of action, including but not limited to education and training and possible removal from the Board in accordance with provisions in the NHVA bylaws or, in the case of staff, termination.

This Policy may be updated from time to time by the Board.

DATE ADOPTED: June 30, 2015

LAST REVISED: _____

NEW HAMPSHIRE VACCINE ASSOCIATION
Annual Meeting of Directors
September 9, 2015

Election of Officers			Appointment of Committees		
Position	Incumbent	Nominees	Finance/Audit	Incumbent	Nominees
Chair	Susan Tenney		Chair	David Fredenburg, M.D.	
Vice-Chair	Open Position		Vice-Chair	Susan Tenney	
Treasurer	David Fredenburg, M.D.			Jason Margus	
Secretary	Elaine Koskela			David Sky	
				Laura Condon	



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**August 31, 2015
 Executive Director Report**

Self-Reporting Assessment Results		
	For the Assessment Quarter Due on 05/15/2015 (Ending 03/31/2015)	For the Assessment Quarter Due on 08/15/2015 (As of 06/30/2015)
Applicable Assessment Rate:	\$0.14	\$0.14
Number of carriers who have filed:	70	68
Average monthly child covered lives:	167,513	166,585
Assessment due:	\$106,768.88	\$25.69
Reported by Payers this Quarter for Prior Quarters:	\$933.12	\$1.26
Assessment Income for quarters:	\$70,354.20	\$69,965.70
Interest dollars collected:	\$40.03	\$0.09
Cash and Investments as of 08/31/2015:		\$18,348,343.44
Remittance Paid to State of New Hampshire in June:		\$12,410,298.00

Since our last Board meeting KidsVax®'s work has been devoted nearly entirely on following up on previously-approved Board actions. We are pleased to report the successful conclusion of the audit with the new audit team. Ironically, as you may recall, Karen Carew actually had served in a lead role through Mason & Rich for audits during NHVA's formative years. It was a delight to observe how her practice has strengthened as she has stayed ahead of the numerous accounting standards changes since her prior engagements for NHVA. I believe you will be pleased with her work.

Karen Carew also picked up on a topic which had been addressed earlier by some of the Directors concerning NHVA interest collections. In response to her management recommendations, we have drafted a proposed Assessment Interest Policy to supplement the Board's prior guidance on the subject and to provide a written frame of reference for administrative actions in the normal course of assessment collection work. We contemplate that the policy will be brought to the Board with a recommendation from the Audit Committee at this meeting.

I am pleased to report that Bank of New Hampshire ("BNH") agreed to modify its Standard Custodial Agreements to address some modest concerns raised in the outside legal review by Hinckley Allen. Additionally, while BNH earlier had contemplated that NHVA would contract directly with Lighthouse for lockbox services, BNH agreed to be the contracting counterparty for NHVA as we move forward with the Board's lockbox service provider selection.

In preparing for the investment review, I realized that one of my earlier comments about NHVA never booking an investment loss no longer is accurate. In the current low interest rate environment, it may be advantageous to make decisions on a total return basis in which higher interest can be captured together with capital losses, but still yield a positive total return on the investment. Accordingly, as you see in the final year-end financials, we will expect to have some modest realized capital losses from time-to-time. This investment strategy remains consistent with the "no loss" concept, but now is structured to eke out the best total return possible from current meager opportunities available. Because our upcoming meeting agenda already is quite full with time-sensitive items, including wrap-up of the audit and assessment setting, we will be scheduling the investment review session, as well as the complete review of other governance document drafts, for our next regular Board meeting.

As requested, KidsVax® circulated the then current simplified and consolidated Communications Policy with final revisions made at the last Board meeting shortly after that meeting. We have received no comments or further suggestions and so anticipate this is ready to be finalized at this meeting. Thank you for the hard work and cooperative spirit of compromise which seems to have yielded a final result both helpful to us as an administrator and consistent, in the main, with the views of nearly all Directors. It will be good to complete that project which had spanned multiple Board meetings last fall prior to the Board's decision to move forward with a simplified and consolidated draft.

We are pleased to report that the currently serving Directors from Assessable Entities were willing to stand for election again at this Annual Meeting. These Directors helpfully also represent the largest three payers by assessable lives. Unsurprisingly, therefore, KidsVax® received no responses from other assessable entities to our solicitation for additional nominees. Accordingly, we anticipate that the election steps in the upcoming Annual Meeting will be relatively straightforward, as had been the case in prior years.

The most critical economic decision of the year, of course, is setting the assessment rates. That will be the primary focus of this meeting. We also will address, for the first time, the question of responding to a State Treasurer's cash request to replenish negative balances as of the end of its State fiscal year vaccine account reconciliation. That may involve other policy discussions, of course, but it does lead me back to an earlier recommendation that NHVA consider a minimum three-month liquidity reserve. I anticipate this year end result may reflect other program pressures which indicate greater financial risks for liquidity management in New Hampshire, just as such have arisen for some of the other states (most notably Washington) administered by KidsVax®. There is never a better time to fund a reserve than when in an over-reserved status, of course. Accordingly, the starting assessment structures will come out from KidsVax® with a three-month liquidity reserve recommendation, understanding that the final decision on this is, of course, exclusively the province of the Board.

Finally, we are presenting a proposed calendar for the balance of the 2015/16 NHVA program year. I would ask that each person seek to confirm availability on the proposed dates or be prepared to suggest alternatives if any of these are not workable. Understandably, at the end of the summer, we encountered difficulty as we sought to accommodate one Director's request to move the date from the previously-set September 9th date to a later time in the month. In that regard, we would appreciate it if Board members would be kind enough to respond at their earliest convenience to KidsVax-Scheduler or Terry Mills' calendar invites or meeting time polls. Our work in response to this Director's request was particularly challenging due to the inability to obtain responses from other Board members.

Thank you, once again, for the opportunity to serve with you in this important work. I look forward to our time together next week and then again toward the end of the year as we return to the governance document review and have opportunity to reconsider investment policies in light of changing economic conditions generally and some apparent shift in federal policy with respect to childhood vaccine funding collaboration with its state grantees. I trust, meanwhile, that each of you will enjoy an absolutely terrific New England Labor Day weekend!



Fred L. Potter, writing September 3, 2015



DRAFT

**NEW HAMPSHIRE
VACCINE ASSOCIATION**

FINANCIAL STATEMENTS

**FOR THE FISCAL YEARS ENDED
JUNE 30, 2015 AND 2014**

DRAFT

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DRAFT

INDEPENDENT AUDITORS' REPORT

The Board of Directors
New Hampshire Vaccine Association
Concord, NH

We have audited the accompanying financial statements of New Hampshire Vaccine Association (a nonprofit organization), which comprise the statement of financial position as of June 30, 2015, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Continued on next page

DRAFT**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Hampshire Vaccine Association, as of June 30, 2015, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

The financial statements of the New Hampshire Vaccine Association as of June 30, 2014, and for the year then ended were audited by other auditors. Those auditors expressed an unqualified opinion on those financial statements in their report dated September 10, 2014

Carew & Wells, PLLC
Concord, New Hampshire

August 9, 2015

NEW HAMPSHIRE VACCINE ASSOCIATION
STATEMENTS OF FINANCIAL POSITION
 AS OF JUNE 30, 2015 AND 2014

DRAFT

ASSETS	June 30, 2015	June 30, 2014
<i>Current Assets</i>		
Cash and cash equivalents	\$ 34,951	\$ 11,085,026
Short term investments	18,105,764	-
Assessment receivable	103,748	46,870
Prepaid expenses	3,245	3,849
<i>Total Current Assets</i>	<u>18,247,708</u>	<u>11,135,745</u>
 TOTAL ASSETS	 <u><u>\$ 18,247,708</u></u>	 <u><u>\$ 11,135,745</u></u>
 LIABILITIES & NET ASSETS		
<i>Current Liabilities</i>		
Accounts payable	\$ 3,692	\$ 1,023
Assessment payable	<u>-</u>	<u>122,609</u>
 TOTAL CURRENT LIABILITIES	 <u>3,692</u>	 <u>123,632</u>
<i>Net Assets</i>		
Unrestricted net assets	250,000	250,000
Temporarily restricted net assets	<u>17,994,016</u>	<u>10,762,113</u>
TOTAL NET ASSETS	<u>18,244,016</u>	<u>11,012,113</u>
 TOTAL LIABILITIES & NET ASSETS	 <u><u>\$ 18,247,708</u></u>	 <u><u>\$ 11,135,745</u></u>

The accompanying notes are an integral part of these financial statements.

NEW HAMPSHIRE VACCINE ASSOCIATION
**STATEMENTS OF ACTIVITIES
 AND CHANGES IN NET ASSETS**
 FOR THE FISCAL YEARS ENDED JUNE 30, 2015 AND 2014

DRAFT

	June 30, 2015	June 30, 2014
UNRESTRICTED NET ASSETS		
REVENUE AND OTHER SUPPORT		
Net assets released from restrictions		
Assets released for operations	\$ 152,573	\$ 201,514
EXPENSES		
Administrative services	122,618	150,153
Professional fees	22,336	39,577
Public information	-	4,750
Insurance	7,094	6,534
License and fees	25	-
Bank & investment fees	500	500
<i>Total Expenses</i>	<u>152,573</u>	<u>201,514</u>
INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	<u>-</u>	<u>-</u>
TEMPORARILY RESTRICTED NET ASSETS		
Assessment income	19,724,797	21,867,380
Interest on late assessments	40,593	-
Return on investments	29,384	24,503
Net assets released from restrictions		
Remittance to the State of New Hampshire	(12,410,298)	(16,004,025)
Assets released for operations	<u>(152,573)</u>	<u>(201,514)</u>
INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS	<u>7,231,903</u>	<u>5,686,344</u>
CHANGES IN NET ASSETS	7,231,903	5,686,344
<i>Net Assets, Beginning of Year</i>	<u>11,012,113</u>	<u>5,325,769</u>
<i>Net Assets, End of Year</i>	<u>\$ 18,244,016</u>	<u>\$ 11,012,113</u>

The accompanying notes are an integral part of these financial statements.

NEW HAMPSHIRE VACCINE ASSOCIATION
STATEMENTS OF CASH FLOWS
 FOR THE FISCAL YEARS ENDED JUNE 30, 2015 AND 2014

NHVA 2015-09-09 04.b.i. 7

DRAFT

	June 30, 2015	June 30, 2014
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase in net assets	\$ 7,231,903	\$ 5,686,344
<i>Adjustments to reconcile changes in net assets</i>		
Net realized & unrealized (gain) loss on investments	71,712	-
(Increase) decrease in:		
Prepaid expenses	604	634
Assessment receivable	(56,878)	(46,870)
Increase (decrease) in:		
Accounts payable	2,669	(1,502)
Assessment payable	-	122,609
<i>Total Adjustments</i>	<u>18,107</u>	<u>74,871</u>
Net Cash Provided by Operating Activities	<u>7,250,010</u>	<u>5,761,215</u>
 CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sales of investments	12,300,000	-
Purchase of investments	<u>(30,600,085)</u>	<u>-</u>
Net Cash Used by Investing Activities	<u>(18,300,085)</u>	<u>-</u>
 NET INCREASE IN CASH	 (11,050,075)	 5,761,215
<i>Cash, Beginning of Year</i>	<u>11,085,026</u>	<u>5,323,811</u>
<i>Cash, End of Year</i>	<u>\$ 34,951</u>	<u>\$ 11,085,026</u>

The accompanying notes are an integral part of these financial statements.

NEW HAMPSHIRE VACCINE ASSOCIATION
NOTES TO FINANCIAL STATEMENTS

DRAFT

A | NATURE OF ACTIVITIES & SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

New Hampshire Vaccine Association is a nonprofit corporation established pursuant to Chapter 126-Q of the New Hampshire Revised Statutes Annotated. The Association was formed to assess certain entities for a portion of the cost of vaccines provided for children in New Hampshire. The Association accomplishes its mission by assessing "assessable entities," as defined by RSA 126-Q:1,II. That definition encompasses all insurers, all government health benefit plans and essentially all third party administrators administering health benefits for any child in New Hampshire. The Association remits funds to the State of New Hampshire so that the NH Department of Health and Human Services is able to purchase and distribute, without charge to health care providers in the State of New Hampshire, all federally-recommended childhood vaccines.

Basis of Accounting

The financial statements of New Hampshire Vaccine Association have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation

The Association is required to report information regarding its financial position and activities according to classes of net assets:

Unrestricted net assets include revenues and expenses which are not subject to any restrictions. Unrestricted net assets can be designated by the Executive Board for special projects and expenditures.

Temporarily Restricted net assets include revenue for which time or use restrictions have not yet been met. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restriction. In accordance with RSA 126-Q, all assessment revenue including interest on late assessments and investment income are considered temporarily restricted until remitted to the State or released for operating expenses.

Permanently Restricted net assets include assets that are invested in perpetuity and only the income or a portion thereof can be made available for program operations in accordance with donor restrictions. The Association had no permanently restricted net assets at June 30, 2015 and 2014.

Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

Cash and Cash Equivalents

New Hampshire Vaccine Association considers all short-term highly liquid investments with original maturities of three months or less to be cash equivalents with the exception of temporary cash and money market funds held in the investment account.

NEW HAMPSHIRE VACCINE ASSOCIATION
NOTES TO FINANCIAL STATEMENTS

DRAFT

Investments

New Hampshire Vaccine Association carries investments in debt and equity securities at their fair values in the Statement of Financial Position. Unrealized gains and losses are included in the change in net assets in the accompanying Statement of Activities.

Assessment Receivables

Assessment receivables are stated at the amount the Association expects to collect from covered lives self-reported by assessable entities. The Association evaluates collectability by considering factors such as historical experience, the age of the accounts receivable balance, current economic conditions, and other circumstances, which may affect an entity's ability to pay. Past due receivables are written off at management's discretion using the direct write off method; this is not considered a departure from accounting principles generally accepted in the United States because the effects of the direct write off method approximate those of the allowance method. The Association charges a late fee at a rate of 18% per annum (about 1.5% monthly) on all past due assessments until paid in full or written off as uncollectible.

Assessment Revenue

During the year ended, June 30, 2014, the New Hampshire Revised Statutes Annotated (RSA) 126-Q was amended. The amendment allowed the Association to develop an operational plan to collect assessments on a quarterly basis from assessable entities based on child covered lives for the cost of vaccines. Assessable entities self report the number of covered lives for each month of the quarter. The assessment is due 45 days after the close of the preceding quarter. Assessment revenue is recognized as an increase in temporarily restricted net assets at that time.

RSA 126-Q and the Plan of Operation do not provide any requirement for the Association to identify or verify the self-reported covered lives of assessable entities. Accordingly, revenue is recognized as self-reported by the assessable entities. Any subsequent adjustments in covered lives reported to the Association are treated as an increase or decrease in assessment revenue at that time.

Restricted Revenue

RSA 126-Q restricts all revenue, including assessments, interest on late payment of assessments, and investment income. Unexpended assessments (including related interest earned) are included in reducing the next year's assessment rate.

Expense Allocation

Due to the limited purpose of the Association's mandate as defined in RSA 126-Q, the remittance of assessments to the State comprises the entirety of program activities. The remittance is reflected on the financial statements as a release of temporarily restricted net assets. All remaining expenses are related to management and general activities. Total program expense (remittance to the State) for the years ended June 30, 2015 and 2014 were \$12,410,298 and \$16,004,025, respectively. Total management and general expenses for the years ended June 30, 2015 and 2014 were \$152,573 and \$201,514, respectively. The costs to administer this program (management and general) are about 1% of total expenses in fiscal years ended June 30, 2015 and 2014.

NEW HAMPSHIRE VACCINE ASSOCIATION
NOTES TO FINANCIAL STATEMENTS

DRAFT

Income Tax Status

The Association was organized as a nonprofit corporation under RSA 292. On January 20, 2004, the Internal Revenue Service ruled that the Association was a nonprofit 501(c)(3) organization, furthermore that it was not a private foundation within the meaning of Internal Revenue Code Section 509(a). Accordingly, the Association has not made any provision for income taxes.

In addition, the Internal Revenue Service ruled that the Association met the requirements set forth in Revenue Procedure 95-48, 1995-2 CB 418 section 4.02(b) and 4.03. Therefore, the Association is not required to file Form 990 annually.

For the years ended June 30, 2015 and 2014, management has evaluated its tax positions in accordance with financial accounting standards board (FASB) accounting standards codification (ASC) 740-10, *Accounting for Uncertain Tax Positions*. This evaluation includes consideration that the Association is operating in compliance with its tax-exempt status and that there are no matters that would create taxable income. The Association's management does not believe they have taken uncertain tax positions, therefore, a liability for income taxes associated with uncertain tax positions has not been recognized.

B | CONCENTRATIONS

Revenue

The Association derives nearly all of its revenue from assessments of licensed insurers in the State of New Hampshire. In addition 58% of the assessments are derived from 3 assessable entities. Given the requirements of RSA 126-Q, the Plan of Operations and the industry within which assessable entities operate, management does not believe the Association is exposed to significant risk from the concentration of assessment revenue, nor from a concentration with a particular assessable entity.

C | RELATED PARTY TRANSACTIONS

State of New Hampshire

The Association collects assessments for the State of New Hampshire. The organizations are financially interrelated as they meet the following criteria:

1. The State of New Hampshire has the ability to influence the Association's operating and financial decisions.
2. The State of New Hampshire has an ongoing economic interest in the net assets of the Association.

The Association transfers monies to the State of New Hampshire to fund a specified portion of the cost of providing vaccines for children in the State of New Hampshire. The Association transferred \$12,410,298 and \$16,004,025 to the State of New Hampshire in 2015 and 2014, respectively.

Board of Directors

In accordance with RSA 126-Q, the board composition includes three (3) directors who are also employees of assessable entities. There were no direct transactions with either the directors or the assessable entities which did not meet the same terms and conditions as all other assessable entities.

NEW HAMPSHIRE VACCINE ASSOCIATION
NOTES TO FINANCIAL STATEMENTS

DRAFT**D | SHORT TERM INVESTMENTS**

Generally accepted accounting principles provide a framework for measuring fair value. That framework establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The Association's short term investments are comprised of publicly traded securities reported at fair value based on quoted market prices (Level 1).

Short term investments consist primarily of money market, US Government Agency obligations and certificates of deposit reported at fair value as follows:

	Cost	Fair Value	Unrealized Appreciation (Depreciation)
<i>Fiscal year ended June 30, 2015</i>			
Cash	\$ -	\$ -	\$ -
Money market	14,083,998	14,083,998	-
US Government Agency obligations	3,582,550	3,522,042	(60,508)
Certificates of deposit	<u>501,209</u>	<u>499,724</u>	<u>(1,484)</u>
Total short term investments	\$ <u>18,167,757</u>	\$ <u>18,105,764</u>	\$ <u>(61,992)</u>

Fiscal year ended June 30, 2014

There were no investments for the fiscal year.

The return on investments is reported as a change in temporarily restricted net assets in the Statement of Activities. Investment return is summarized as follows:

	2015	2014
Interest & dividend income	\$ 101,096	\$ -
Realized gains (losses)	(9,720)	-
Unrealized gains (losses)	<u>(61,992)</u>	-
Return on investment	\$ <u>29,384</u>	\$ <u>-</u>

E | COMMITMENTS AND CONTINGENCIES***Risk of Reconsideration of Assessments***

The Association's plan of operations provides that assessable entities are assessed a fee based upon the number of covered lives as self-reported. No request for reconsideration of any assessment or refund of payment made shall be considered by the Association with respect to any request which is not filed with the Association, in writing, on or before that date which is six months after the first due date for the corresponding assessment year. The Association's plan of operations also states that any overpayments are first considered in connection with the assessment determination for the following year and may, depending upon the cash flow needs of the Association, be spread over multiple years. As a result, the Association does not record a commitment or contingency related to this matter.

NEW HAMPSHIRE VACCINE ASSOCIATION
NOTES TO FINANCIAL STATEMENTS

DRAFT

Termination of the Association

In the event of dissolution of the Association, unexpended assessments, including unexpended funds from prior assessments, shall be returned to assessable entities in proportion to their respective assessments paid over the most recent 8 quarters preceding the discontinuation of the Association's operations. As there are no plans to dissolve, the Association does not record a commitment or contingency related to this matter.

F | DESIGNATION OF NET ASSETS

Unrestricted Net Assets

It is the policy of the Board of Directors of the Association to designate appropriate sums of unrestricted net assets to assure adequate cash flow for operations. As of June 30, 2015 and 2014, the board designated balance for this purpose was \$250,000.

Temporarily Restricted Net Assets

The Association is a limited purpose entity whose funds are dedicated for remittance to the State of New Hampshire to fund a specified portion of the cost of providing recommended vaccines to children regardless of income or insurance coverage. The Association has collected assessments in excess of amounts required to be remitted to the State. These unexpended assessments will be applied to the determination of future assessments, or reasonable and necessary operating costs of the Association. As of June 30, 2015 and 2014, unexpended assessments reported as temporarily restricted net assets totaled \$17,994,016 and \$10,762,113, respectively.

G | SUBSEQUENT EVENTS

Management has evaluated subsequent events through August 9, 2015, the date which the financial statements were available to be issued, and has not evaluated subsequent events after that date. The Association did not identify any subsequent events that would require disclosure in these financial statements.

Policy Title:	New Hampshire Vaccine Association (NHVA) Late Payment Interest Policy	
Policy Number:		EFFECTIVE: September __, 2015
Purpose:	To afford guidance to NHVA's Executive Director and Assessment Administrator with respect to collection for late payment interest.	

This Late Payment Interest Policy (the "Policy") will guide the NHVA Executive Director and Assessment Administrator and its staff with respect to follow-up to collect interest on overdue assessments paid to NHVA by assessable entities.

A. CONSIDERATIONS

For purposes of this policy,

1. NHVA desires to remain an entity which is "easy to do business with" for payers who make payments, generally on a quarterly basis, with respect to NHVA assessments.
2. NHVA has a remarkable history of voluntary reporting and compliance, including a record of very high levels of timely compliance by the payers.
3. NHVA recognizes that payers themselves have internal processes which require certain turnaround time for payment processing.
4. Increasingly, envelopes arrive with the assessment payments which have no readable postmark or postage cancellation date.
5. Interest rates have been quite low for an extended period of time.

B. GUIDANCE

1. NHVA will, through its automated system, continue to compute interest automatically as due through the date reported as the anticipated payment date by assessable entities. Those amounts will be calculated and included in the system-generated NHVA invoices.
2. NHVA will consider payments received within two (2) weeks of the due date to have been made on the due date for all assessment payments.
3. Absent repeated late payments, the Assessment Administrator will not pursue interest for assessments received within thirty (30) days of the due date.
4. Absent repeated late payments from an assessable entity, notwithstanding any of the other guidelines, the Assessment Administrator is authorized to forego pursuit of any past due interest amount under \$100.

C. ENFORCEMENT, REVIEW AND REVISION:

This Policy may be updated from time to time by the Board.

DATE ADOPTED: September __, 2015

LAST REVISED: _____

TRICARE assessment arrearage estimates

A	B	C	D ^a	E	F	G	H	I	J	K	L
			Est. Child	Program	Per Child Per Month Assessment Rate						
Line	State	Notes	Covered Lives	start year	2010	2011	2012	2013	2014	2015	Total
01.	WA	^b	84,339	2010	N/A - Dosage Based Assessment Method						6,387,313 ^m
02.	NH	^c	4,432	2002				10.61	12.96	0.14	1,260,993
03.	ME	^d	6,832	2011		6.98	6.59	8.16	8.16	8.16	3,119,491
04.	VT	^e	2,235						12.49	11.61	646,362
05.	AK	^f	26,496	2015						6.85	2,177,971
06.	ID	^g	7,864								1,800,000
07.	RI	^h	5,206	2016							0
			137,404							subtotal:	15,392,130
21.	CT	ⁱ	10,906	2014							0
22.	NM	^j	18,975	2015							0
23.	MA	^k	12,355								0
24.	GA	^l	111,536	2016							0
			153,772							subtotal:	0
			291,176							total:	15,392,130 ⁿ

Notes:

^a From 12/05/2012 FOIA response from TRICARE. Numbers appear to be low.

However, does not exclude on-base immunizations. These should be excluded.

^b Washington arrearage for early years (TriWest administration) is agreed # between KV & TRICARE analysts. Remaining arrearage is estimated based upon that base period.

^c The New Hampshire program was amended to include TPAs for self-funded plans starting in 2013.

^d

^e These numbers are only for the period of KV administration (starting in 2014). There may be liability for prior periods.

^f

^g Prior to 2013 CDC allowed \$317 funds to be used to cover ID costs for TRICARE beneficiaries.

Governor Otter's January 2, 2014 to the US Dept. of Defense estimated ongoing costs of \$600K/year.

^h Rhode Island has a new statute effective 1/1/2016. It has selected KV for administration then.

ⁱ

^j

^k

^l Georgia is just starting to look into implementing a program.

^m If the WA claim proceeds to litigation the total amount claimed will exceed \$21 million.

ⁿ If statutory interest and penalties were added, the total would be substantially larger.

These are initial good faith estimates for the states where data is shown as of the time of printing.

** Subject to material revision up or down. **

BOARD OF DIRECTORS

Insurer Representatives [RSA 126-Q:3, III.(a)]

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Anthem Blue Cross & Blue Shield
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Susan Tenney
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Telephone: 603-656-9594
Facsimile: 603-656-9565
E-mail: Susan_Tenney@hphc.org

Healthcare Provider Representatives [RSA 126-Q:3, III.(b)]

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11 Autumn Lane
Stratham, NH 03885

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David Fredenburg, M.D.
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Hudson, NH 03051

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Cell: 603-321-6664
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Governmental Representatives [RSA 126-Q:3, III.(c)&(d)]

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New Hampshire Insurance Department
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Marcella J. Bobinsky, MPH
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Policy and Performance Division of
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New Hampshire Department of Health and Human Services
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Representatives of Self-Insured Entities [RSA 126-Q:3, III.(e)]

[Currently vacant]
(Appointed by the Governor and Council)

Members of the Public [RSA 126-Q:3, III.(f)&(g)]

Edward P. Moran
Former State Legislator
19 Ministerial Road
Bedford, NH 03110
(Appointed by the Speaker of the House)

Telephone: 603-472-5912 x2016
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Laura Condon
12 Brick Mill Road
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NEW HAMPSHIRE GOVERNMENTAL AUTHORITIES

NH Department of Health & Human Services

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Assistant: Kathleen Henderson 603-271-4334
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NH Insurance Department

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New Hampshire Insurance Department
21 South Fruit Street, Suite 14
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KidsVax

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BOARD GOVERNANCE ROLES

Officers

Chair: Susan Tenney
 Vice-Chair: [Open Position]
 Treasurer: David Fredenburg, M.D.
 Secretary: Elaine Koskela

Finance/Audit Committee

David Fredenburg, M.D. – Chairman
 Susan Tenney – Vice-Chair
 David Sky
 Laura Condon
 Jason Margus

Legislative Committee

Susan Tenney
 David Sky (or his designee)
 Fred Potter (provide assessment administrator assistance)
 Mark McCue, Esq. (provide legal counsel)

Governance Committee

David Sky – Chairman
 Susan Tenney
 Laura Condon
 Fred Potter (provide assessment administrator assistance)
 Mark McCue, Esq. (provide legal counsel)

**N.H. RSA 126-Q:1—Q:9
NEW HAMPSHIRE VACCINE ASSOCIATION**

[N.H. RSA 126-Q as amended by HB664 (2013 legislative session)]

126-Q:1 Definitions.

In this chapter:

- I. “Assessable coverage” means:
 - (a) Health coverage as defined in RSA 420-G:2, IX;
 - (b) Stop loss coverage that conforms with RSA 415-H:3, or other group excess loss insurance purchased against the risk that any particular claim, or total liability, will exceed a specified dollar amount; or
 - (c) Group health plan, as defined by 42 U.S.C. 300gg-91(a).
- II. “Assessable entity” means any:
 - (a) Health maintenance organization, as defined by RSA 420-B:1, VI.
 - (b) Third party administrator, as defined by RSA 402-H:1, I.
 - (c) Entity providing administrator services and required to register with the insurance commissioner under RSA 402-H:11-a or RSA 402-H:11-b.
 - (d) Insurance company licensed pursuant to RSA 401:1, IV.
 - (e) Health service corporation, as defined by RSA 420-A:1, III.
- III. “Assessable lives” means all children under 19 years of age residing in the state who have assessable coverage written or administered by an assessable entity.
- IV. “Assessment” means the assessable entity’s liability with respect to childhood vaccines determined in accordance with this chapter. For purposes of rate setting and medical loss ratio calculations, all association assessments are considered pharmaceutical or medical benefit costs and not regulatory costs. In the event of any insolvency or similar proceeding affecting any payer, assessments shall be included in the highest priority of obligations to be paid by or on behalf of such payer.
- V. “Association” means the New Hampshire vaccine association.
- VI. “Board” means the board of directors of the New Hampshire vaccine association.
- VII. “Commissioner” means the commissioner of the department of health and human services.
- VIII. “Estimated vaccine cost” means the estimated cost to the state over the course of a state fiscal year of the purchase, distribution, and administration of vaccines purchased at the federal discount rate by the department of health and human services.
- IX. “Provider” means a person licensed by this state to provide health care services to persons or a partnership or corporation made up of those persons.
- X. “Total non-federal program cost” means the estimated vaccine cost less the amount of federal revenue available to the state for the purchase, distribution, and administration of vaccines.
- XI. “Vaccine” means any preparations of killed microorganisms, living attenuated organisms, or living fully virulent organisms that are approved by the federal

Food and Drug Administration and recommended by the Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention and have been authorized by the commissioner of the department of health and human services for administration to children of the state of New Hampshire under the age of 19 years for the purposes of producing or artificially increasing immunity to particular life-threatening and disabling diseases.

126-Q:2 Creation of Association.

There is hereby created a nonprofit corporation to be known as the New Hampshire vaccine association. The association is formed to assess assessable entities for the cost of vaccines provided to certain children in New Hampshire.

126-Q:3 Powers and Duties

- I. The New Hampshire vaccine association shall be comprised of all assessable entities.
- II. The New Hampshire vaccine association shall be a not-for-profit, voluntary corporation under RSA 292 and shall possess all general powers of a not-for-profit corporation.
- III. The board of directors shall include:
 - (a) Three representatives selected from the assessable entities currently writing, maintaining child, or administering assessable coverage through a voting process where votes are based on assessable lives. The plan of operation shall provide details for this selection process.
 - (b) Two health care provider representatives appointed by the commissioner.
 - (c) The commissioner of the department of health and human services, who shall serve as an ex-officio member.
 - (d) The commissioner of the department of insurance who shall serve as an ex-officio member.
 - (e) One member appointed by the governor and council who shall represent self-insured entities.
 - (f) One public member appointed by the speaker of the house of representatives.
 - (g) One public member appointed by the president of the senate.
- IV. The directors' terms and appointments shall be specified in the plan of operation adopted by the New Hampshire vaccine association.
- V. The board of directors of the association shall:
 - (a) Prepare and adopt articles of association and bylaws.
 - (b) Prepare and adopt a plan of operation.
 - (c) Submit the plan of operation to the commissioner of insurance for approval after the consultation with the commissioner.

- (d) Conduct all activities in accordance with the approved plan of operation.
- (e) On an annual basis, no later than November 1 of each year, establish the amount of the assessment for the succeeding year.
- (f) Enter into contracts as necessary or proper to collect and disburse the assessment.
- (g) Enter into contracts as necessary or proper to administer the plan of operation.
- (h) Sue or be sued, including taking any legal action necessary or proper for the recovery of any assessment for, on behalf of, or against members of the association or other participating person.
- (i) Appoint from among its directors, committees as necessary to provide technical assistance in the operation of the association, including the hiring of independent consultants as necessary.
- (j) Determine an assessment amount and collect payments from assessed entities in accordance with RSA 126-Q:4.
- (k) Submit an annual report to the commissioner of insurance, in a manner and form determined by the commissioner, listing the association membership base, providing a count of assessable lives by assessable entity, identifying changes in assessable lives by assessable entity, describing the collection of assessments, listing payment delinquencies, and containing such other related information as the commissioner may require.
- (l) Allow each assessable entity up to 45 days after the closing of each calendar quarter to report its assessable lives and remit its corresponding assessment amount as calculated pursuant to RSA 126-Q:4.
- (m) Collect assessments from assessable entities as calculated under RSA 126-Q:4 and deposit said assessments less the association's administrative costs annually and reserves with the state treasurer to the credit of the vaccine purchase fund established pursuant to RSA 141-C:17-a. At the written request of the association following a majority vote of the board of directors, any funds forwarded to the state treasurer for the vaccine purchase fund remaining unexpended for childhood vaccines, shall promptly be returned to the association.
- (n) Be authorized to enter into one or more agreements with other applicable authorities in surrounding states to reduce the risk of duplicate assessments and to assure availability of vaccines for children who are residents of this state but who receive vaccination services in other states. Any costs relating to any such agreement shall be considered additional vaccine costs of the program for purposes of determining the association's assessments.
- (o) Adopt procedures by which affiliated assessable entities calculate their assessment on an aggregate basis and procedures to ensure that no assessable life is counted more than once. Unless otherwise determined by the board, the assessable entity responsible for the payment of the provider's administrative costs for childhood vaccines shall be the entity responsible for reporting assessable lives and payment of the

corresponding assessment.

- (p) Submit an annual report regarding the association's activities, its financial reports, and any newly-approved vaccines adopted by the department of health and human services to the president of the senate, the speaker of the house of representatives, and the governor.
- (q) Perform any other functions as may be necessary or proper to carry out the plan of operation.

126-Q:4 Assessment Determination.

- I. The board shall determine an assessment for each assessable entity in accordance with this section. An assessment determination made pursuant to this section is a pharmaceutical cost and not a regulatory cost for purposes of calculating the carrier's medical loss ratio.
- II. In determining the assessment amount, the board shall:
 - (a) Estimate the total non-federal program cost for the succeeding year;
 - (b) Add its anticipated operating costs for the succeeding year and such additional working capital reserves as may be established by the board from time to time;
 - (c) Add a reserve of up to 10 percent of the anticipated cost under subparagraph (a) for unanticipated costs associated with providing vaccines to children covered; and
 - (d) Subtract the amount of any unexpended assessments collected in the preceding year along with any unexpended interest accrued to the fund during the preceding year.
- III. The board shall include in its plan of operations, details regarding the timing for assessment collections, and the form and format assessable entities shall use to calculate assessments.
- IV. The board shall include in its plan of operation details regarding payment due dates, grace periods, late payment fees, interest, and other details regarding the collection of assessments.
- V. The board may determine an interim assessment for new vaccines or unanticipated shortfalls in the association's ability to meet childhood vaccine funding needs. The board shall calculate the interim assessment in accordance with paragraph II, and the interim assessment is payable the calendar quarter that begins no less than 30 days following the establishment of the federal contract price. The board shall not impose more than one interim assessment per year, except in the case of a public health emergency declared in accordance with state or federal law.
- VI. In the event that the association discontinues operation for any reason, any unexpended assessments, including unexpended funds from prior assessments in the state vaccine purchase fund, shall be refunded to payees in proportion to the respective assessment payments by payees over the most recent 8 quarters prior to discontinuation of association operations.

126-Q:5 Powers and Duties.

In addition to the duties and powers enumerated elsewhere in this chapter:

- I. The commissioner of insurance shall, after notice from the association, issue a show cause order to any assessable entity that fails to comply with the association's plan of operation. In addition to late fees and other penalties imposed by the association, assessable entities may, after a finding of just cause, be subject to a minimum fine of \$5,000, a maximum fine of 25 percent of the total amount of delinquent assessments, and licensure suspension.
- I-a. The insurance commissioner shall annually review the assessment report required under RSA 126-Q:3, V(k) to ensure that all assessable entities are participating in the association and that all assessable entities have accurately reported assessable lives. The association shall remedy any problem identified by the commissioner with respect to assessable entities and assessable lives.
- II. The commissioner and the commissioner of insurance may adopt rules, pursuant to RSA 541-A, as necessary to carry out the purposes of this chapter.

126-Q:6. Examinations and Annual Reports

The board of directors shall submit to the commissioner, no later than 120 days after the close of the association's fiscal year, a financial report in a form approved by the commissioner.

126-Q:7. Exemption From Taxes

The association shall be exempt from payment of all fees and all taxes levied by this state or any of its subdivisions, except taxes levied on real property.

126-Q:8. Immunity From Liability

There shall be no liability on the part of and no cause of action of any nature shall arise against any association member or its agents or employees, the association or its agents or employees, members of the board of directors, or the commissioner or the commissioner's representatives, for any action or omission by them in the performance of their powers and duties under this chapter.

126-Q:9. Severability of Chapter

If any provisions of this chapter or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the chapter which can be given effect without the invalid provisions or applications, and to this end the provisions of this chapter are severable.

Meeting Schedule – 2015/2016

September 2015			
Audit Committee Meeting Annual Board of Directors Meeting	Wednesday, September 9, 2015	KidsVax®, LLC Concord	8:30 a.m. 9:30 a.m.
Board Conference Call [90-minutes] [To finalize assessment rate if needed.]	Wednesday, September 30, 2015	-	9:00 a.m.
December 2015			
Audit Committee Meeting Agenda Items: • Investment Policy Board of Directors Meeting Agenda Items: • Governance Document Review • MCO Assessment Follow-up	Tuesday, December 15, 2015 [Previously scheduled for 12/16]	KidsVax®, LLC Concord	8:30 a.m. 9:00 a.m.
March 2016			
Audit Committee Meeting Board of Directors Meeting	Tuesday, March 15, 2016	KidsVax®, LLC Concord	8:30 a.m. 9:00 a.m.
June 2016			
Audit Committee Meeting Agenda Items: • Preparation for Audit Board of Directors Meeting	Tuesday, June 21, 2016	KidsVax®, LLC Concord	8:30 a.m. 9:00 a.m.
September 2016			
Audit Committee Meeting Annual Board of Directors Meeting Agenda Items: • Assessment Setting	Tuesday, September 27, 2016	KidsVax®, LLC Concord	8:30 a.m. 9:00 a.m.
October 2016			
Board Conference Call [90 minutes] [To finalize assessment rate if needed.]	Tuesday, October 4, 2016	-	8:30 a.m.
December 2016			
Audit Committee Meeting Board of Directors Meeting	Tuesday, December 20, 2016	KidsVax®, LLC Concord	8:00 a.m. 8:30 a.m.

September 9, 2015
Proposed Form of Votes

The following are suggested forms of votes only. They are intended to be an aid to facilitate work by individual directors. All board policy and the final form of votes is exclusively the province of the Board acting collectively as a Board of Directors.

Items under Agenda Section 2:

VOTED: To approve the minutes of the June 30, 2015 Board meeting.

[To approve the minutes of the June 30, 2015 Board meeting with the changes suggested at this meeting.]

VOTED: To approve the Communications Policy as revised at the June 30, 2015 meeting.

[To approve the Communications Policy as revised at the June 30, 2015 meeting with the changes suggested at this meeting.]

Items under Agenda Section 4:

VOTED: To approve publication of the 2014/2015 Audited Financials as recommended by the Audit Committee.

[To approve publication of the 2014/2015 Audited Financials as recommended by the Audit Committee with the changes suggested at the meeting.]

VOTED: To approve the Late Payment Policy as recommended by the Audit Committee.

[To approve the Late Payment Policy as recommended by the Audit Committee with the changes suggested at the meeting.]

Items under Agenda Section 6:

VOTED: To set the 2016 and 2017 assessment rates at \$_____ and _____, respectively, per child covered live per month.

[To tentatively set the 2016 and 2017 assessment rates at \$_____ and _____, per child covered live per month and to schedule further review at the board's next meeting.]

Items under Agenda Section 9:

VOTED: To request members of the NH congressional delegation to support federal legislation efforts.

[To request members of the NH congressional delegation to support federal litigation efforts with the changes suggested at the meeting.]

VOTED: To authorize reimbursement of up to \$35,000 for engagement by KidsVax®, or Washington Vaccine Association's Washington, DC legislative counsel, of a firm to

assist with communications and public information concerning efforts to compel the Defense Health Agency to pay its equitable share of universal state vaccine assessments.

[To authorize reimbursement of up to \$35,000 for engagement by KidsVax®, or Washington Vaccine Association's Washington, DC legislative counsel, of a firm to assist with communications and public information concerning efforts to compel the Defense Health Agency to pay its equitable share of universal state vaccine assessments with the changes suggested at the meeting.]

VOTED: To authorize KidsVax® to seek qualified Washington DC counsel who would, on a contingent fee basis, pursue NHVA's assessment claims with respect to the equitable share attributed to beneficiaries of the Defense Health Agency, along with the claims of similar programs in other states, and to bring its recommendation(s) concerning such counsel back to the Board for final action.

[To authorize KidsVax® to seek qualified Washington DC counsel who would, on a contingent fee basis, pursue NHVA's assessment claims with respect to the equitable share attributed to beneficiaries of the Defense Health Agency, along with the claims of similar programs in other states, and to bring its recommendation(s) concerning such counsel back to the Board for final action with the changes suggested at the meeting.]

DIRECTIONS TO KIDSVAX®

125 North State Street [at the corner of North State Street and Franklin Street], Concord, NH
Please call (603) 491-8044 or (855) 556-4103 with questions.

From the North:

- Take I-93 South.
- Merge onto US-202 W via Exit 15W toward US-3/North Main Street/Downtown.
- Turn left at the traffic lights onto North Main Street/US-3/US-202 W.
- Take the first right onto Franklin Street (Friendly's Restaurant is on the corner).
- At the rotary on Franklin and North State Streets, proceed half way around the rotary onto Franklin Street.
- Take the first right into the parking lot. KidVax® is located in the yellow Victorian house on the corner of Franklin and North State Streets.

From the South:

- Take I-93 North.
- Merge onto US-202 W via Exit 15W toward US-3/North Main Street/Downtown.
- Turn left at the traffic lights onto North Main Street/US-3/US-202 W.
- Take the first right onto Franklin Street (Friendly's Restaurant is on the corner).
- At the rotary on Franklin and North State Streets, proceed half way around the rotary onto Franklin Street.
- Take the first right into the parking lot. KidVax® is located in the yellow Victorian house on the corner of Franklin and North State Streets.

