

NH Vaccine Association – Board of Directors Meeting

September 26, 2017 – 9:30 to 11:30 a.m.

KidsVax® Offices

Presiding Officer: Susan Tenney, Chair

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

Directors:

Susan Tenney, Chair – Harvard Pilgrim Health Care (P)
David Sky - NHID (P)
Laura Condon – Public Board Representative (T)
Elizabeth Daly, DHHS (P)
Patricia Edwards, M.D. – Healthcare Provider (P)
Elaine Koskela – Cigna (T)
Jason Margus – Anthem (P)

Absent:

David Fredenburg, M.D. – Healthcare Provider
Edward Moran – Public Board Representative

Others:

Mark McCue, Esq. – Hinckley Allen (P)
Larry Hart – BerryDunn (P)
Colleen Haggerty – DHHS (P)
Beth Anne Ptak – Meritain (T)
Michael Goldstein – Merck (P)
Greg Hill – State Representative (P)
Kathleen LaBonte (T)
Josh Harrell (T)
Matthew Placke (P)

KidsVax®:

Fred L. Potter (T)
Nicole G. Price (P)
Claire Roberge (P)
Terry Mills (P)

II. Summary of Actions Taken and/or Recommended

A. Actions Taken (votes adopted)

1. To approve the Board Meeting minutes of the June 21, 2017, meeting with the changes suggested at this meeting.
2. To approve publication of the FY2017 Audited Financials as recommended by the Audit Committee.
3. To set the 2018 assessment rate (payable as of May 15, 2018, August 15, 2018, November 15, 2018, and February 15, 2019) at \$6.70 per child covered life per month with the changes incorporated at the meeting.
4. To accept the format of the Annual K Report to the Insurance Commissioner and file the report as submitted with Exhibit A to the Insurance Commissioner.

B. Follow-up Task/Action Items

1. Mr. Hart will act to put together an actual column for the prior year into the spreadsheet to assist in getting people up to speed a little faster on what's happening.
2. Ms. Price indicated that once this meeting is completed, the spreadsheet will be finalized to reflect the changes made at the meeting and she will send it out to everyone.
3. Ms. Price will check with Dr. Fredenburg to be sure the 2018 meeting schedule doesn't conflict with his class schedule.
4. Ms. Price will file the Annual K Report with the NH Insurance Commissioner as presented, including Exhibit A.

Board Meeting

At approximately 9:30 a.m., Chairwoman Tenney called the meeting to order. The Board was surveyed for additional agenda items. Chairman Tenney asked for identification of anyone participating via telephone.

Consent Items – The minutes from the June 21, 2017, Board meeting were reviewed. Attorney McCue requested that the minutes be revised to reflect that he was Secretary Pro Tem for only the Executive Session portion of the June meeting.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the Board Meeting minutes of the June 21, 2017, meeting with the changes suggested at this meeting.

Executive Director Report – Ms. Price briefly reviewed the Executive Director Report. She noted that all Board members have submitted Conflict of Interest questionnaires. There was lengthy discussion concerning the State budget at the last meeting and DHHS will expand upon this subject as the Board discusses assessment setting.

Ms. Price reported that she has continued her communications with the Governor's office regarding the vacant seat on the Board. No further progress has been made, but she is keeping those lines of communication open as requested by the Board.

A small group of the Board met to talk with TRICARE about the arrears that are owed and payments that have been due in 2017 that have not started. There has been considerable work on TRICARE since the last meeting which will be discussed further during Executive Session.

Audit Committee Recommendations – Chairwoman Tenney reported that the Audit Committee met with Karen Carew with Carew & Wells just prior to the meeting. The audit was a clean audit and the financial statements were prepared in accordance with GAAP. There were no issues with the audit at all. The Audit Committee recommends the Board approve publication of the FY2017 Audited Financials. Upon motion duly made and seconded, it was unanimously

VOTED: To approve publication of the FY2017 Audited Financials as recommended by the Audit Committee.

Oath of Office – Attorney McCue reported that the Association Bylaws require the directors to conduct an Oath of Office each year. Attorney McCue read the Oath of Office and swore in the directors present at the meeting.

DHHS Update – Chairwoman Tenney asked Ms. Daly and Ms. Haggerty if they had updates they would like to provide to the Board. Ms. Daly stated they were asked to provide an update on the accounting unit issue, but indicated her willingness to provide other updates or answer any questions the Board may have. Ms. Daly provided an update regarding the State budgeting process. The appropriation for the Vaccine Insurer's Account, which is organization 5177, was made zero in the 2018/19 budget. She explained that when an appropriation is given, it is only an authorization to spend and is not money that is put into the account. In the case of this account, normally an authorization to spend would be given. Typically, this has been about \$16 million of new funds provided each fiscal year. DHHS can spend based on this authorization, but the revenue needs to be brought in before the end of the fiscal year to support what has been spent. Any unspent appropriation from year to year gets carried forward to the next fiscal year. Last year there was \$29 million of appropriation in this account; \$16 million was new appropriation that was given to DHHS during the budget process, and the other almost \$15 million was carried forward as unused appropriation from prior years. Additionally, the account had \$9.9 million in revenue carried forward, which is equal to the amount of overpayment the Association has made over the last two years. Once the appropriation is made, the State vaccine accountability person, Lena Boulanger, issues purchase orders against the authorization for the needed vaccine. This is done upfront with the various manufacturers for the entire year so that throughout the year a purchase order is in place to be able to buy vaccines with the funds. Using this method essentially uses up the available funds in the account. As of September 15th, the account showed a deficit of revenue of \$6 million because almost all the \$16 million in purchase orders is encumbered so that it can be spent in the future. The reason why it's showing a deficit of \$6 million in revenue is because of the \$9.9 million in revenue that came forward and there was already \$16 million, so the difference is about \$6.3 million. Ms. Daly noted that the \$16 million brought forward was not quite enough for all the purchase orders that Ms. Boulanger wanted to have in place based on what she thinks she's going to purchase using these funds. It is currently about \$3.5 million short. Ms. Daly indicated that the State budget is holding up one more purchase order that they want to put into place. There is a partial amount that is allowing them to purchase vaccines right now, but they will be requesting to add \$3.5 million so that the appropriation total for the year will have been about \$20 million. Ms. Daly explained the request process involves writing a letter to the Budget Office explaining what needs to be added to the account, and they would add those funds in. This process is underway and there should be no barriers to making this happen. Ms. Condon asked how if appropriations are taken out, there are still appropriations. Ms. Daly explained that there is money in the account because it is a designated fund which requires unused appropriation from a prior year to be carried forward each year. What was taken out during the budget process was the new appropriation they normally budget of \$16 million. Any unused appropriation from the prior year gets rolled forward to this year, which is why the account opened with \$16 million because all last year's appropriation was unused. Ms. Daly reported that the account was over appropriated. Over the last few years, the advanced purchase model or replacement credit that will be discussed, is not using as much money as NHVA predicts will be used. Further discussion ensued.

Assessment Setting Work 2018 – Mr. Hart reported that this year's assessment rate appears to be very favorable, with a 36% reduction in the required assessment for 2018 relative to 2017. The decrease is due primarily to the significant improvement in cash position this year relative to last year. The assessment setting approach is like last year in terms of the worksheet setup. Mr. Hart provided an overview of his calculations. The projected vaccine costs for the fiscal year in the amount of \$28.3 million, as provided by Ms. Daly, is up about 6.6% relative to last year's projection. This increase is due primarily to cost and mix of vaccines. The number of doses is flat relative to last year's projection, but there is a cost and mix increase for a couple of vaccines. On a straight unit cost basis, the rise is about 4.2%. Namely, Gardasil went up about 9% and Prevnam went up 5.5%, and these are relatively high cost, high volume vaccines. Lengthy discussion ensued. Mr. Sky recommended adding an actuals column to the assessment setting workbook. This addition would make following from year to year easier and more clear. Mr. Hart continued with his detailed worksheet overview. Extensive group discussion ensued. Ms. Condon questioned why the Association is directed to accept the projected costs as presented. She is concerned about the Gardasil vaccine, which is about 22% of overall vaccine purchases, is not a required vaccine, there is poor uptake, and there's many injuries. She asked Attorney McCue what directs the Board to accept that number, and why it's not up for discussion. He responded that the statute obligates the Board to estimate the total nonfederal program costs for the succeeding year, but does not authorize the Board to select the vaccines or mandate the Association to accept DHHS's estimate. However, they are the agency that has the most direct information and the Board has worked with them over the years to develop a method of estimating, but if there is a better way to estimate or if through the years gaps have been discovered in the estimations, then those are open for discussion. Further discussion ensued. Mr. Hart reported that including TRICARE into the assessment accounts for 2,100 additional lives. The worksheet was calculated both with and without TRICARE included so that the Board could see the differences and determine whether to include TRICARE or wait until the TRICARE matter is settled. It was the sense of the Board to proceed with assessment setting without including TRICARE. There was a brief explanation regarding the difference between statutory reserves and liquidity reserves. Mr. Hart continued to give a detailed breakdown of the various sections of the worksheet and explained the control points the Board could change which includes the rate of investment return. Since this was calculated as a four-year average and there was a very favorable cash position year in that time frame, it was the consensus of the Board to lower the rate of return to .15%. After extensive group discussion Chairwoman Tenney asked if there were additional questions or points of discussion regarding the rate. Mr. Hart's recommendation to the Board, based on all the factors included in the worksheet, is that the assessment rate should be \$6.70 per child covered life per quarter.

Upon motion duly made and seconded, it was unanimously

VOTED: To set the 2018 assessment rate (payable as of May 15, 2018, August 15, 2018, November 15, 2018, and February 15, 2019) at \$6.70 per child covered life per month with the changes incorporated at the meeting.

Ms. Condon asked about receiving a printed copy of the spreadsheet now that the changes have been made. Ms. Price indicated that once this meeting is completed, the spreadsheet will be finalized to reflect the changes made at the meeting and she will send it out to everyone.

1 **2018 NHVA Meeting Calendar** – The suggested 2018 meeting schedule was included in the Board packet. The dates run close to what the
2 Association has done in the past. Chairwoman Tenney suggested checking with Dr. Fredenburg to be sure the 2018 meeting schedule doesn't
3 conflict with his class schedule.
4

5 **Annual Report** – Ms. Price stated that included in the packet is one of the annual reports the Board is responsible for that goes to the Insurance
6 Commissioner. Ms. Price included an exhibit that lists the various entities that have dropped out of NHVA and those that are new for FY17. The
7 information included in the report is required by statute. The other exhibit that will be included when the report is sent to the Commissioner is the
8 one that contains all entities that are part of the Association, along with their number of covered lives and the change from FY16 to FY17. There
9 was no further discussion regarding this report.
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11 Upon motion duly made and seconded, it was unanimously
12

13 **Voted:** To accept the format of the Annual K Report to the Insurance Commissioner and file the report as submitted with Exhibit A to
14 the Insurance Commissioner.
15

16 **Public Comment** – There were no comments from the public.
17

18 **Executive Session** – The Board of Directors (the "Board") of the New Hampshire Vaccine Association ("NHVA") voted by unanimous roll call vote to
19 enter executive session at approximately 11:05 a.m. for purposes of discussion with legal counsel.
20

21 After an additional unanimous roll call vote to discuss personnel matters, the Board of Directors (the "Board") of the New Hampshire Vaccine
22 Association ("NHVA") then excused the executive director and staff from the executive session at approximately 11:25 a.m.
23

24 Ms. Tenney asked Attorney McCue to update the Board regarding the request for proposal for management and assessment administrator services
25 (the "RFP") that the Board authorized at its September 9, 2015 meeting. Attorney McCue reminded the Board that the term of the existing KidsVax
26 contract expires July 31, 2018, although it renews automatically for additional one-year terms unless either party gives the other at least 180 days'
27 prior notice of its intent to renegotiate or terminate the contract. He noted that the Board previously determined that it would be prudent and
28 consistent with its fiduciary duty of due diligence to conduct an RFP to ensure that its contractual terms with KidsVax were within market range
29 and the best available to NHVA. Attorney McCue suggested that the RFP be issued in January of 2018. It is expected that KidsVax will submit a
30 proposal.
31

32 Attorney McCue informed the Board that he had prepared a draft RFP for review and discussion by the ad hoc RFP Committee formed in 2015.
33 Given the passage of time, the Board confirmed that the members of the RFP Committee are David Sky (chair), Laura Condon, and Susan Tenney.
34 The Board instructed Attorney McCue to distribute the draft RFP to all Directors, who then will provide any comments or suggestions to the RFP
35 Committee. The RFP Committee then will schedule a meeting to discuss and finalize the RFP.
36

37 By unanimous roll call vote, the Board voted to end the executive session at 11:40 a.m.
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39 Upon a motion by Mr. Sky and seconded by Dr. Edwards, the Board voted to adjourn at 11:40 a.m.
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41 Respectfully submitted,
42

43 **Mark S. McCue**
44 Secretary pro tem



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What: New Hampshire Vaccine Association (NHVA) Board Meeting
 Date and Time: Tuesday, September 26, 2017 / 9:30 a.m. – 11:30 a.m.
 Location: KidsVax® Conference Room, 125 North State Street, Concord, NH
 Public Call-In: **Please register at:**
Registration URL: <https://attendee.gotowebinar.com/register/8304836010036022531>
Webinar ID: 761-019-871
After registering, you will receive a confirmation email containing information about joining the meeting.

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.	1. Welcome and Introductions a. Survey of Other Matters from Board Members b. Request for identification of individuals on conference phone	S. Tenney
9:35-9:40 a.m.	* 2. Consent Items a. Approve Board Minutes (June 21, 2017) b.	S. Tenney
9:40-9:55 a.m.	* 3. Business Updates * a. Executive Director Report * b. Action on Audit Review Committee Recommendations i. Publication of Financials * c. Oath of Office	N. Price S. Tenney M. McCue
9:55-10:05 a.m.	4. DHHS Update a. b.	
10:05-10:50 a.m.	* 5. Assessment Setting Work 2018 a. Vote on 2018 Assessment Rate b.	L. Hart
10:50-11:00 a.m.	* 6. New Matters * a. 2018 NHVA Meeting Calendar * b. Annual Report (RSA 126-Q:3V(k))	N. Price N. Price
11:00-11:05 a.m.	7. Other Matters from Board Members a. b.	
11:05-11:10 a.m.	8. Public Comment / Parking Lot Questions/Concerns (If time allows)	
11:10-11:30 a.m.	9. Executive Session a. TRICARE Arrears Update (with KidsVax personnel present) b. Without KidsVax personnel present	S. Tenney N. Price
11:30 a.m.	[Adjourn] 10. Reference Documents * a. Contact Directory * b. Governing Statute * c. 2017 Meeting & Annual Governance Calendar * d. Proposed form of votes for this meeting * e. Directions to meeting location	

*Indicates agenda item attached



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NH Vaccine Association – Board of Directors Annual Meeting
June 21, 2017 – 9:30 to 11:30 a.m.
KidsVax® Offices
Presiding Officer: Susan Tenney, Chair

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

Directors:

Susan Tenney, Chair – Harvard Pilgrim Health Care (P)
Laura Condon – Public Board Representative (P)
Patricia Edwards, M.D. – Healthcare Provider (P)
David Fredenburg, M.D. – Healthcare Provider (P)
Edward Moran – Public Board Representative (P)
Sherri Panaro – Anthem [personal representative for Jason Margus] (T)

Others:

Mark McCue, Esq. – Hinckley Allen (P)
Beth Anne Ptak – Meritain (T)

KidsVax®:

Nicole G. Price (P)
Claire Roberge (P)
Terry Mills (P)

Absent:

Elaine Koskela – Cigna
David Sky, - NHID

II. Summary of Actions Taken and/or Recommended

A. Actions Taken (votes adopted)

1. To adjourn the Annual Meeting of the Members at approximately 9:35 a.m.
2. To approve the Board Meeting minutes of the January 19, 2017 and March 21, 2017 meetings as presented.
3. To approve the slate of officers for both the Board of Directors and Audit Committee as follows: Susan Tenney, Chair; David Sky, Vice Chair; David Fredenburg, M.D., Treasurer; and Elaine Koskela, Secretary.
4. To adopt the committees as they are written with the amendment to remove Ms. Bobinsky from the Legislative Task Force.
5. To approve the Audit Committee's recommendation of Carew & Wells, PLLC as the New Hampshire Vaccine Association's program auditor and to authorize the Audit Committee chair to enter into an engagement for the 2016/2017 FYE audit.
6. To adopt the NHVA Expense Budget for 2017/2018 recommended by the Audit Committee with the suggested changes.
7. To approve the refund request for duplicate payment by one employer group as requested by Anthem, Inc.

B. Follow-up Task/Action Items

1. KidsVax® will include the Oath of Office on the September agenda.
2. Ms. Price will contact the Governor's office to resubmit the name of the self-insured payer representative for consideration for the open Board seat.
3. Ms. Price was asked to touch base with the chairmen of both the Senate and House Finance Committee for additional information on what the consequence is for taking the vaccine purchase out of the budget and what it means.
4. Ms. Price will wait to learn the outcome of the State budget and will then schedule a working group meeting.
5. Ms. Price to follow up with board members regarding the conflict of interest policy annual submission.

Annual Meeting

The first order of business was the report on proxy submissions. Ms. Price reported that seven proxies were received and recorded by KidsVax® through June 21, 2017 at 8:00 a.m., representing 95,161 child covered lives out of a possible 166,482 child covered lives or 57% of the child covered lives in New Hampshire. As a duly-appointed proxy, Dr. Fredenburg cast all votes in the manner directed by the Association's members and resulting in the election of Susan Tenney, Jason Margus and Elaine Koskela to the Board as assessable entity representatives.

Ms. Tenney deemed the annual election closed with the current payer representatives on the Board elected for another term.

Upon motion duly made and seconded, it was unanimously

VOTED: To adjourn the Annual Meeting of the Members at approximately 9:35 a.m.

Board Meeting

At approximately 9:35 a.m., Chairman Tenney called the meeting to order. The Board was surveyed for additional agenda items. Ms. Tenney asked for identification of anyone participating via telephone. Beth Anne Ptak with Meritain Health identified herself.

Several agenda items, including approval of prior meeting minutes and the election of officers, were taken out of order to allow additional Board members to arrive, establishing a quorum for voting purposes.

Ms. Tenney asked Ms. Price if she had received the Annual Conflicts Questionnaires from all directors. Ms. Price reported that she had not. She had copies available for those directors who did not have an opportunity to complete the form prior to the meeting. She will also send an email reminder to those directors not present at today's meeting. Once Ms. Price has received a form from everyone, she will submit those to Ms. Tenney, as Board Chair.

Executive Director Report – Ms. Price presented a brief overview of her Executive Director Report. She reported that Marcella Bobinsky resigned from the Board due to her retirement from State employment at the end of March. Since writing her report, Ms. Price received an appointment from the Commissioner of the new DHHS representative for the Board, Elizabeth Daly, Chief of the Bureau of Infectious Disease Control. Unfortunately, she was unable to attend today's meeting, but is expected to attend when the Board meets again in September. She has been added to the email list and will receive meeting announcements and invites between now and then.

Ms. Price contacted the Governor's office regarding the appointment of a self-insured entity to fill the vacant Board seat, and the list of current Board members and their terms was provided to her. The previous Governor would not appoint the interested self-insured payer last year because the representative was not a New Hampshire resident. It was the sense of the Board that where a representative resides should not be an issue. The Board seat represents an entity doing business in New Hampshire and paying vaccine assessments, and the entity itself selects the person they wish to have represent them on the Board. Ms. Price indicated that she will write and resubmit that name again, noting that the appointment is for the organization as opposed to an individual person and that the representative is selected by that entity.

Ms. Price addressed Ms. Condon's ongoing concern regarding the status of the NHVA's reimbursement for overpayment. Ms. Bobinsky inquired prior to her retirement and Ms. Price has followed up since that time as well, but she has not received a definitive answer as to how that will happen, but has been told the account that the funds would come from is in a deficit. Ms. Price has asked for further clarification based on her understanding of how the purchase of vaccines work. Extensive discussion ensued regarding how a deficit could occur in the vaccine account. The assessment calculation for setting the assessment rate for next year will account for the \$3 Million overpayment from last year, decreasing the assessment rate for next year. Attorney McCue explained that there is a statutory requirement that NHVA send all collected vaccine funds to the State. The Plan of Operation is designed to give more operational detail to the implementation of the statute and is approved by the Commissioners.

Consent Items – Once a quorum was reached, Ms. Tenney asked for approval of the two sets of minutes brought before the Board for approval.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the Board Meeting minutes of the January 19, 2017 and March 21, 2017 meetings as presented.

Election of Officers – Ms. Tenney asked if anyone had notified Ms. Price of their desire to serve on the Board. There was no one wishing to nominate themselves to be considered for the various offices. Dr. Fredenburg notified the Board that he may be relocating this year. Although his plans have not been finalized, he indicated his willingness to continue as Treasurer, but offered the option for an individual interested in the audit area to take over the role. He stated that it is his understanding that the Treasurer automatically becomes the Audit Committee Chair as well.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the slate of officers for both the Board of Directors and Audit Committee as follows: Susan Tenney, Chair; David Sky, Vice Chair; David Fredenburg, M.D., Treasurer; and Elaine Koskela, Secretary.

Ms. Tenney requested Board approval with respect to the slate of Committee members as follows: Audit Committee - David Fredenburg, M.D., Chair; Susan Tenney, Vice Chair; David Sky, Laura Condon, and Jason Margus as members; Legislative Task Force – Susan Tenney, David Sky, Elaine Koskela, and Mark McCue, Esq. (providing legal counsel). Ms. Bobinsky was removed from the Legislative Task Force.; Governance Committee – David Sky, Chair; Susan Tenney, Laura Condon, and Mark McCue, Esq. (providing legal counsel); and Assessment Process Improvement Task Force – David Sky, Chair; Susan Tenney, Jason Margus, Laura Condon, and Dolores Cooper, DHHS Finance Representative. Hearing no volunteers for these committees, Ms. Tenney called for a vote.

Upon motion duly made and seconded, it was unanimously

VOTED: To adopt the committees as they are written with the amendment to remove Ms. Bobinsky from the Legislative Task Force.

It was determined that the Oath of Office would be moved to the agenda for the September meeting.

Quarterly Financials – Ms. Roberge provided a summary of the March 31, 2017 financials and Statement of Activities and Changes in Net Assets. As of March 31, 2017, there was assessment income of \$15,013,505, interest on the assessments of \$3,337, and investment interest income of \$14,953. The total net assets were \$18,911,226. There are no delinquent assessments to report.

Audit Committee Recommendations – Carew & Wells has been working with the Board for three years. Their contract is similar to years past, with no change in their rate of \$8,500. The Audit Committee recommends engaging Carew & Wells, PLLC to conduct the FYE17 audit on behalf of the NHVA.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the Audit Committee's recommendation of Carew & Wells, PLLC as the New Hampshire Vaccine Association's program auditor and to authorize the Audit Committee chair to enter an engagement for the 2016/2017 FYE audit.

The Estimated Expense Budget for 2017/2018 was reviewed and discussed. Dr. Fredenburg reported that the Audit Committee modified two items on the budget itself under Budgets, with changes to the heading in column D from Preliminary to Approved Budget and also in column E from Preliminary to Proposed Budget. Further discussion ensued.

Upon motion duly made and seconded, it was unanimously

VOTED: To adopt the NHVA Expense Budget for 2017/2018 recommended by the Audit Committee with the suggested changes.

DHHS Update – In the absence of a representative from DHHS at today's meeting, Ms. Price provided a brief report regarding the State fiscal budget. NHVA has been informed that the purchase of vaccines for the State fiscal year budget 2018/2019 were removed from the budget. When the budget went to vote, the budget was moved forward without the purchase of vaccines in the budget. Ms. Price received word that the budget should be voted on tomorrow. If the budget is approved, it will go on to the Governor for signature. A placeholder needs to be maintained in the budget for DHHS to access the funds that NHVA sends at the end of each fiscal year. The current understanding is that this is something that can and will happen outside of the budget process after 7/1/17. The specific process is unknown at this time and more clarification is needed. The vaccine purchase is not currently in the budget that's being moved for vote for FY19. Lengthy discussion ensued. DHHS will draft a request to have the funds re-appropriated and will work with the budget office to get the necessary funds appropriated. Mr. Moran suggested that it may be worth Ms. Price touching base with the chairman of both the Senate and House Finance Committee for additional information on what the consequence actually is for taking the vaccine purchase out of the budget and what it means.

Other Matters from Board Members – A working group was formed to address conducting a feasibility study with respect to moving to quarterly vaccine payments. The group met to discuss paying DHHS other than at the end of the year, perhaps through quarterly payments. The group anticipated meeting again before today's meeting, but without having a DHHS representative, the group decided to wait until a representative was appointed. Ms. Price stated that if it's the desire of the working group now that a representative has been appointed, she can schedule a meeting to continue that process and look at whether it makes sense to consider paying the State other than annually. Ms. Tenney would like to tie this discussion in with whatever the resolution is on the State fiscal budget and isn't interested in working on paying quarterly payments if the budget issues are not resolved and feels that puts the Association at greater risk. Ms. Condon expressed her ongoing concern regarding a more rapid reconciliation of overpayments and doesn't believe that the statutory language NHVA currently has would provide the Association with any benefit to go to quarterly payments.

At the time of the March meeting, Ms. Price had not touched base with Maine regarding the cross-border issue. Since that time, she has touched base with the Maine Vaccine Board and they are open to looking at this issue again. This is something that has been discussed in the past and she was able to get together with the Maine and New Hampshire Anthem representatives to have a call to discuss if they are seeing this cross-border issue of Maine residents who are receiving vaccines from New Hampshire providers and vice versa. They did an initial data poll from their own information and will circle back because they want to look at other cross-borders, particularly in Vermont and Massachusetts. At the last meeting, Mr. Sky offered to help to make a data request to the All Payers Database that Ms. Price put together and submitted, but she is still waiting for those results. Next steps will include getting the CDC and the New Hampshire DHHS together to talk. Further discussion ensued.

New Matters – There has been a request from Anthem for a refund of duplicate payments. Ms. Roberge explained that Anthem made a request for \$2,676.65 for a duplicate payment from one of their groups. Mr. Stephen Buchanan provided a brief description of that overpayment. The request to the Board is to receive a refund. Ms. Roberge indicated that his numbers are correct.

Upon motion duly made and seconded, it was unanimously

VOTED: To approve the refund request for duplicate payment by one employer group as requested by Anthem, Inc.

Attorney McCue reported that NHVA's Plan of Operation talks about payments that are delinquent from the carriers, but it doesn't talk about refunds. It may be helpful in a future revision to the Plan to say that if there has been an erroneous payment or a refund is due, NHVA will make a refund, but without interest.

Public Comment – There were no comments from the public.

Upon motion duly made and seconded, a unanimous roll call vote was taken by Chairman Tenney to move into Executive Session for purposes of discussing confidential legal matters, as well as a review of NHVA's contract with KidsVax®.

Executive Session – The Board of Directors (the "Board") of the New Hampshire Vaccine Association ("NHVA") voted by unanimous roll call vote to enter executive session at approximately 10:55 a.m. to discuss legal and personnel matters.

Ms. Price updated the Board regarding the federal legislation requiring TRICARE to pay assessments to state vaccine assessment mechanisms like NHVA. She noted that discussions were continuing with the TRICARE General Counsel regarding the implementation of the new law and the possible funding of arrearages owed by TRICARE to NHVA and other state agencies through a federal discretionary funding. TRICARE also is in arrears for assessments due after the federal law was enacted, but Ms. Price reported that TRICARE is expected to complete in the near future the necessary internal arrangements for payment of assessments in this and subsequent years.

The Board then excused the executive director from the executive session at approximately 11:00 a.m. to discuss personnel matters.

The Board discussed the performance of KidsVax® under its contract with NHVA, and concluded that KidsVax® had addressed any concerns and performed all services required under the contract over the past year in a satisfactory manner. Upon a motion by Dr. Fredenburg and seconded by Mr. Moran, the Board unanimously:

VOTED: To award KidsVax® the full ten percent (10%) compensation holdback for the current contract year.

The Board then discussed the KidsVax® Executive Director & Administrative Services Agreement, the initial term of which ends July 30, 2018. The Board recalled its discussion at the October 6, 2015 meeting regarding the propriety of conducting a formal request for proposals (“RFP”) before the KidsVax® contract is due to renew. The Board concluded that an RFP would be appropriate under the circumstances and necessary to fulfill its fiduciary responsibilities. The consensus of the Board was to reactivate the RFP task force and request Attorney McCue to prepare a draft RFP for review by the task force and subsequently by the Board.

By unanimous roll call vote, the Board voted to end the executive session at 11:30 a.m.

Upon a motion by Dr. Fredenburg and seconded by Ms. Condon, the Board voted to adjourn at 11:30 a.m.

Respectfully submitted,

Mark S. McCue
Secretary pro tem



c/o KidsVax®, LLC
 P.O. Box 1885 • Concord, NH 03302-1885
 tel 1.855.KidsVax (543.7829)
 fax 1.855.KidsFax (543.7329)
 www.NHvaccine.org

Self-Reporting Assessment Results

Applicable Assessment Rate:	\$ 10.30
Number of carriers who have paid:	75
Average monthly child covered lives:	165,365
Assessment Income for the quarter:	\$ 5,109,768.20
Interest dollars collected:	\$ 939.92
Cash and Investments as of 08/31/2017:	\$ 9,172,506.95
Remittance Paid to State of New Hampshire in June:	\$ 19,653,132.00

This report serves to update the Board on the progress of action items delineated at the conclusion of the last board meeting; give an overview of items worked on since the last board meeting; provide a brief synopsis on TRICARE; and to highlight agenda items for the September meeting.

I am happy to report Commissioner Meyers has appointed Elizabeth Daly to the NHVA as his designee. We welcome her to the Board. As requested by the Board, I have reached out to the governor's office regarding the vacant self-insured entity board seat. I again offered assistance if needed and shared information about Meritain, represented by Beth Ann Ptak, as a possible entity to fill the seat. At this time, I have not heard anything further, but will continue to keep the line of communication open around this issue. Additionally, I am pleased to report all board members have completed and submitted the Conflicts of Interest Questionnaire. This means the Board is in full compliance with the Policy Governing Conflict of Interest.

Since the last meeting, there were many discussions, communications and meetings regarding the state budget not including the purchase of vaccines. This budget did pass and DHHS has been ensuring they are aware of the necessary steps needed moving forward to continue to allow for the purchase of vaccines in coming years. DHHS will further update the Board on the state budget and the effect on the vaccine purchases this year and moving forward.

Work on TRICARE has continued throughout the summer, as TRICARE is still not participating in the state universal vaccine programs and an agreement on the amount of arrears owed has not been determined. The Defense Health Agency (DHA) did meet with NH and KidsVax® in August to discuss calculating arrears prior to 2017 and those arrears now accumulated since January 1, 2017. At this time, no agreement has been reached on the arrearage amount due to NH and meetings are continuing in Washington to resolve this matter.

We are pleased to report the successful conclusion of the audit conducted by Carew & Wells. Karen Carew did not uncover any areas that needed changes to strengthen internal controls. Ms. Carew will be available to answer questions of Audit Committee members at their meeting and the FY17 audited financials will be included on the agenda for the September board meeting.

At the September meeting, the oath of office will be given to newly appointed and elected directors. Additionally, we will present a proposed board meeting calendar for calendar year 2018.

The proposed calendar has been prepared in accordance to the guidance given in the Plan of Operation, Exhibit A as well as considering holidays and religious observances. I ask that each person confirm their availability to the best of their ability on the proposed dates. If there are conflicts, please suggest alternative dates during the discussion of this agenda item at the meeting.

Included in the board packet is a draft of the annual report (k report including exhibit c). This report to the insurance commissioner required by RSA 126-Q:3V(k) lists the association member base, gives a count and change of covered lives for each assessable entity, describes the collection of assessments and list any delinquencies. When the report is filed, there will be an additional exhibit (Exhibit A) attached with the assessable entities listed including covered lives for each. This exhibit is not included for review as it contains confidential information relating to the market share of each assessable entity.

Finally, we will also set the assessment rate for 2018. This is the most critical economic decision the Board makes each year and will be the focus of the September meeting. Payers will see a decrease in the assessment rate for 2018. This is due in large part to the large carryforward amount which allows for the reserves the Board has favored in the past while still significantly decreasing the assessment rate. A small part of the reduction is due to including TRICARE lives in the assessment base for the first time.

There has been a working group meeting to look at other ways the NHVA could fund the vaccine program other than annually. With the transitions taking place and the state budget concerns, that working group has not met recently.

Thank you for your continued willingness to serve and offering continued oversight of this important state health initiative.

Respectfully submitted,



Nicole G. Price, writing September 12, 2017 for the September 26, 2017 board meeting

August 9, 2017

Board of Directors
New Hampshire Vaccine Association
c/o KidsVax.org
PO Box 1885
Concord, NH 03302-1885

We have audited the financial statements of New Hampshire Vaccine Association for the year ended June 30, 2017, and have issued our report thereon dated August 9, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 17, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by New Hampshire Vaccine Association are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2017. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements was (were):

Management's estimate of the vaccine expense is based on the amount projected and requested for remittance by the State of New Hampshire. We evaluated the key factors and assumptions used to develop the vaccine estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the balance due and collectible in accounts receivable is based on the assumption that the amount of covered lives self-reported by the payor is accurate and not subject to change materially. We evaluated the key factors and assumptions used to develop the balance due and collectible in accounts receivable in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the fair value of short-term investments is based on the published market price of publically traded securities as of June 30, 2017. We evaluated the key factors and assumptions used to develop the unrealized gain or loss in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. No such misstatements were identified.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated August 9, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of New Hampshire Vaccine Association and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Carew & Wells, PLLC

Management Representation Letter

August 9, 2017

Carew & Wells, PLLC
3 North Spring Street, Suite 100
Concord, NH 03301

This representation letter is provided in connection with your audit of the financial statements of New Hampshire Vaccine Association, which comprise the statements of financial position as of June 30, 2017, and the related statements of activities & changes in net assets, and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of August 9, 2017, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 17, 2017, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
- 3) We acknowledge our responsibility for 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.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- 8) We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the Organization's accounts.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.

- 10) Material concentrations have been appropriately disclosed in accordance with U.S. GAAP.
- 11) Guarantees, whether written or oral, under which the Organization is contingently liable, have been properly recorded or disclosed in accordance with U.S. GAAP.

Information Provided

- 12) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the governing board or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 13) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 14) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 15) We have no knowledge of any fraud or suspected fraud that affects the Organization and involves:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 16) We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
- 17) We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
- 18) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- 19) We have disclosed to you the identity of the Organization's related parties and all the related-party relationships and transactions of which we are aware.
- 20) The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.
- 22) New Hampshire Vaccine Association is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
- 23) In regard to the normal closing journal entries, maintenance of depreciation schedules as needed, and assistance with the preparation of financial statements services performed by you, we have—
 - Assumed all management responsibilities.

- Designated Claire Roberge who has suitable skill, knowledge, or experience to oversee the services.
- Evaluated the adequacy and results of the services performed.
- Accepted responsibility for the results of the services.

Signature: _____

Title: Administrator_____

**NEW HAMPSHIRE
VACCINE ASSOCIATION**

FINANCIAL STATEMENTS

**FOR THE FISCAL YEARS ENDED
JUNE 30, 2017 AND 2016**

DRAFT

INDEX TO FINANCIAL STATEMENTS

Independent Auditors' Report1-2

Statements of Financial Position.....3

Statements of Activities and Changes in Net Assets4

Statements of Cash Flows.....5

Notes to Financial Statements.....6-10

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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 statements of financial position as of June 30, 2017 and 2016, and the related statements of activities and cash flows for the years 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

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, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Carew & Wells, PLLC
Concord, New Hampshire

August 9, 2017

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NEW HAMPSHIRE VACCINE ASSOCIATION
STATEMENTS OF FINANCIAL POSITION
 AS OF JUNE 30, 2017 AND 2016

	June 30, 2017	June 30, 2016
ASSETS		
<i>Current Assets</i>		
Cash and cash equivalents	\$ 4,087,040	\$ 3,728,701
Short term investments	252,630	249,423
Assessment receivable	(92)	-
Prepaid expenses	6,473	6,473
<i>Total Current Assets</i>	<u>4,346,051</u>	<u>3,984,597</u>
 TOTAL ASSETS	 <u><u>\$ 4,346,051</u></u>	 <u><u>\$ 3,984,597</u></u>
LIABILITIES & NET ASSETS		
<i>Current Liabilities</i>		
Accrued Expenses	\$ 2,000	\$ -
 TOTAL CURRENT LIABILITIES	 <u>2,000</u>	 <u>-</u>
<i>Net Assets</i>		
Unrestricted net assets	250,000	250,000
Temporarily restricted net assets	4,094,051	3,734,597
TOTAL NET ASSETS	<u>4,344,051</u>	<u>3,984,597</u>
 TOTAL LIABILITIES & NET ASSETS	 <u><u>\$ 4,346,051</u></u>	 <u><u>\$ 3,984,597</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, 2017 AND 2016

	June 30, 2017	June 30, 2016
UNRESTRICTED NET ASSETS		
REVENUE AND OTHER SUPPORT		
Net assets released from restrictions		
Assets released for operations	\$ 175,359	\$ 169,826
EXPENSES		
Administrative services	124,500	118,126
Professional fees	39,541	43,060
Insurance	5,954	6,135
License and fees	75	-
Bank & investment fees	5,289	2,505
<i>Total Expenses</i>	<u>175,359</u>	<u>169,826</u>
INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS	<u>-</u>	<u>-</u>
TEMPORARILY RESTRICTED NET ASSETS		
Assessment income	20,165,670	5,466,211
Interest on late assessments	3,340	7,508
Return on investments	18,935	55,387
Net assets released from restrictions		
Remittance to the State of New Hampshire	(19,653,132)	(19,618,699)
Assets released for operations	<u>(175,359)</u>	<u>(169,826)</u>
INCREASE (DECREASE) IN TEMPORARILY RESTRICTED NET ASSETS	<u>359,454</u>	<u>(14,259,419)</u>
CHANGES IN NET ASSETS	<u>359,454</u>	<u>(14,259,419)</u>
<i>Net Assets, Beginning of Year</i>	<u>3,984,597</u>	<u>18,244,016</u>
<i>Net Assets, End of Year</i>	<u>\$ 4,344,051</u>	<u>\$ 3,984,597</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, 2017 AND 2016

	June 30, 2017	June 30, 2016
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase in net assets	\$ 359,454	\$ (14,259,419)
<i>Adjustments to reconcile changes in net assets</i>		
Net realized & unrealized (gain) loss on investments	1,769	32,070
(Increase) decrease in:		
Prepaid expenses	-	(3,228)
Assessment receivable	92	103,748
Increase (decrease) in:		
Accrued expenses	2,000	(3,692)
<i>Total Adjustments</i>	3,861	128,898
Net Cash Provided by Operating Activities	363,315	(14,130,521)
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sales of investments	-	17,910,022
Purchase of investments	(4,976)	(85,751)
Net Cash Used by Investing Activities	(4,976)	17,824,271
NET INCREASE IN CASH	358,339	3,693,750
<i>Cash, Beginning of Year</i>	3,728,701	34,951
<i>Cash, End of Year</i>	\$ 4,087,040	\$ 3,728,701

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

NEW HAMPSHIRE VACCINE ASSOCIATION
NOTES TO FINANCIAL STATEMENTS

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, 2017 and 2016.

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

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 Statute 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, 2017 and 2016 were \$19,653,132 and \$19,618,699, respectively. These remittances included shortfall payments for prior years of \$0 and \$1,107,265, in 2017 and 2016 respectively. Total management and general expenses for the years ended June 30, 2017 and 2016 were \$175,359 and \$169,826, respectively. The costs to administer this program (management and general) are about 1% of total expenses in fiscal years ended June 30, 2017 and 2016.

NEW HAMPSHIRE VACCINE ASSOCIATION
NOTES TO FINANCIAL STATEMENTS

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, 2017 and 2016, 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 50% 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 \$19,653,132 and \$19,618,699 to the State of New Hampshire in 2017 and 2016, 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.

Continued on next page

NEW HAMPSHIRE VACCINE ASSOCIATION
NOTES TO FINANCIAL STATEMENTS

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 and certificates of deposit reported at fair value as follows:

	Cost	Fair Value	Unrealized Appreciation (Depreciation)
<i>Fiscal year ended June 30, 2017</i>			
Money market	\$ 252,630	\$ 252,630	\$ -
Certificates of deposit	-	-	-
Total short term investment	<u>\$ 252,630</u>	<u>\$ 252,630</u>	<u>\$ -</u>
<i>Fiscal year ended June 30, 2016</i>			
Money market	\$ 2,654	\$ 2,654	\$ -
Certificates of deposit	250,489	246,769	(3,720)
Total short term investments	<u>\$ 253,143</u>	<u>\$ 249,423</u>	<u>\$ (3,720)</u>

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:

	2017	2016
Interest & dividend income	\$ 20,704	\$ 87,457
Realized gains (losses)	(5,489)	(90,342)
Unrealized gains (losses)	3,720	58,272
Return on investment	<u>\$ 18,935</u>	<u>\$ 55,387</u>

NEW HAMPSHIRE VACCINE ASSOCIATION
NOTES TO FINANCIAL STATEMENTS

E | COMMITMENTS AND CONTINGENCIES

Risk of Reconsideration of Assessments

The Association's plan of operation 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.

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, 2017 and 2016, 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, 2017 and 2016, unexpended assessments reported as temporarily restricted net assets totaled \$4,094,051 and \$3,734,597, respectively.

G | SUBSEQUENT EVENTS

Management has evaluated subsequent events through August 9, 2017, 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.



OATH OF OFFICE

NHVA Bylaws Art.VI, Sec. 3C

"I, _____, do solemnly swear (or affirm) that I will faithfully serve to advance the purposes of the Association as set forth in RSA 126-Q and to work together with other directors to assure that the Association's Board of Directors shall fulfill all of its duties under RSA 126-Q:3; that I take these obligations freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

Notes on NHVA Assessment Setting Worksheet Set

Notes:

01. This workbook starts from the rates as voted by the NHVA last year. Consistent with general KidsVax documentation standards, this spreadsheet contains line number and column letter references. Those are used throughout the workbook internally and KidsVax recommends they be used for board discussions. For those looking at a live Excel spreadsheet, these numbers and letters will be different from the internal Excel cell references.
02. The worksheet suggests that just one assessment decision be made, namely the rate applicable for covered lives starting with the months of Jan-Mar 2018. The first assessment at the new rate would then be due on May 15, 2018. Using the KidsVax references, this is at Line 28 Column B. It is highlighted in blue on the attached worksheet a. Setting this rate is typically the most significant financial policy decision of the year for the NHVA board.
03. Consequently, there would in FYE 6/30/2018 be one quarter collected at the new rate. The new rate would be expected to remain in effect throughout all of calendar year 2018 & continuing through three assessment collections in NHVA's FYE 6/30/2019.
04. Carry forward numbers from related tabs in the workbook are coded with green font.
05. Control points for starting board assumptions are in red font and shaded in green on the following worksheets:
 - a. Assessment Worksheet
 - b. NHVA Budgets
06. Numbers from last years workbook are coded with blue font.
07. Not withstanding any of the observations above, the assessment setting work is, by statue, a policy solely one of the NHVA board operating within the bounds of the statute.

Assessment Calculation Worksheet

A			B		C	
Prior			2018		Comments	
A. Preliminary Vaccine Cost Estimates						
01.	\$26,623,438		\$28,383,951		Anticipated total costs of child vaccines SFY18	
02.	\$266,234	1.0%	\$283,840	1.0%	Provision for vaccine utilization increase	
03.	\$697,913	2.6%	\$851,519	3.0%	Provision for vaccine cost increase (nine months starting 4/2018)	
04.	-\$8,375,646		-\$10,008,637		Estimated VFC Award	
05.		0.0%	\$0	0.00%	Provision for VFC Award cost & utilization adjustment (board set to \$0)	
06.	\$19,211,940		\$19,510,671		Estimated non-federal program cost	
07.	-\$392,795		-\$360,842		Estimated NH general fund contribution	
08.	\$18,819,145		\$19,149,829		Net NHVA funds requested by DHHS	
B. Assessable Child Covered Lives Estimates						
09.	168,082		168,743		1 Monthly average assessable child covered lives (includes TRICARE)	
10.	0	0.0%	0	0.00%	Leakage (unknown insurer, out of reach entity, etc.)	
11.	168,082		168,743	1.004	Monthly average assessable lives actually paying	
C. Planning / Budgeting Parameters (Expenses)						
12.	\$164,504		\$169,092		Administrative Budget	
13.	\$0		\$0		Special Projects	
14.	\$3,875	0.02%	\$3,936	0.02%	Bad Debt Allowance	
15.	\$168,380		\$173,028		Total Anticipated Operating Costs	
16.	\$1,646,998	8.5%	\$885,589	4.50%	Statutory Risk Reserve (% of Non VFC vaccines + expenses)	
17.	-\$46,074		-\$42,314	0.30%	2 Investment Earnings	
18.	\$1,769,304		\$1,016,303		Total Expenses	
D. Financial Carry Forwards						
19.	\$3,267,371	16.9%	\$9,915,173	50.4%	3 Vaccine fund carry forward % of Non VFC vaccines and expenses	
20.	\$3,267,371	2.0	\$4,919,941	3.0	Amount retained for liquidity reserve (annual dollars / # of months)	
21.	\$0		\$4,995,232		Carry forward used in the assessment calculation	
E. Assessment Calculation per RSA 126-Q, II						
22.	\$20,588,448		\$20,166,132		Total Assessment Funds Needed (Row 8 +Row 18)	
23.	\$0		\$4,995,232		Less Vaccine Fund Carry Forward (used in the assessment - row 21)	
24.	\$20,588,448		\$15,170,900		Net Assessment Funds Needed	
25.	-\$5,014,760		-\$5,211,624		4 Projected Assessment as of 3/31/2018 at the old rate	
26.	\$15,573,688		\$9,959,276		Total Assessments needed at the new rate (9 months)	
F. Per Assessable Covered Life Assessment						
27.	123.54		\$78.72		2018 Annual Assessment per Covered Life	
28.	10.30	3.5%	\$6.56	-36.3%	2018 Monthly Assessment per Covered Life Annual % Change	
29.	10.30	3.6%	\$6.56	-36.3%	2018 Monthly Assessment set by the Board Annual % Change	
G. Various Performance Metrics & Reference Data						
30.	0.86%			0.87%	Net admin costs as % of vaccine costs	
31.	0.88%			0.89%	Line 15 as % of vaccine costs	
32.	\$9.72		\$8.06		Core Assessment Rate Expected Next Year (replacement credit, no reserve)	
33.	\$10.56	2.6%	\$8.51	29.8%	Core Assessment Rate Expected Next Year (replacement credit, the same reserve)	
34.			-\$3,588,591		Replacement Credit	

Notes:

¹ KidsVax® used the average total child covered lives from the 4 most recent self-reporting assessment system quarters.

² Starting assumption on investment return is NHVA average for last four fiscal years ending FYE 2017.

³ The vaccine carry forward may be retained as a liquidity reserve or brought into this years assessment calculation as a credit.

⁴ This is the estimated amount that will be collected in February of 2018, based upon the Q4 of CY 2017 covered lives paid at the old assessment rate.

Assessment Calculation Worksheet

A			B		C	
Prior			2018		Comments	
A. Preliminary Vaccine Cost Estimates						
01.	\$26,623,438		\$28,383,951		Anticipated total costs of child vaccines SFY18	
02.	\$266,234	1.0%	\$283,840	1.0%	Provision for vaccine utilization increase	
03.	\$697,913	2.6%	\$851,519	3.0%	Provision for vaccine cost increase (nine months starting 4/2018)	
04.	-\$8,375,646		-\$10,008,637		Estimated VFC Award	
05.		0.0%	\$0	0.00%	Provision for VFC Award cost & utilization adjustment (board set to \$0)	
06.	\$19,211,940		\$19,510,671		Estimated non-federal program cost	
07.	-\$392,795		-\$360,842		Estimated NH general fund contribution	
08.	\$18,819,145		\$19,149,829		Net NHVA funds requested by DHHS	
B. Assessable Child Covered Lives Estimates						
09.	168,082		166,660		1 Monthly average assessable child covered lives (excludes TRICARE)	
10.	0	0.0%	0	0.00%	Leakage (unknown insurer, out of reach entity, etc.)	
11.	168,082		166,660		Monthly average assessable lives actually paying	
C. Planning / Budgeting Parameters (Expenses)						
12.	\$164,504		\$169,092		Administrative Budget	
13.	\$0		\$0		Special Projects	
14.	\$3,875	0.02%	\$3,936	0.02%	Bad Debt Allowance	
15.	\$168,380		\$173,028		Total Anticipated Operating Costs	
16.	\$1,646,998	8.5%	\$885,589	4.50%	Statutory Risk Reserve (% of Non VFC vaccines + expenses)	
17.	-\$46,074		-\$42,314	0.30%	2 Investment Earnings	
18.	\$1,769,304		\$1,016,303		Total Expenses	
D. Financial Carry Forwards						
19.	\$3,267,371	16.9%	\$9,915,173	50.4%	3 Vaccine fund carry forward % of Non VFC vaccines and expenses	
20.	\$3,267,371	2.0	\$4,919,941	3.0	Amount retained for liquidity reserve (annual dollars / # of months)	
21.	\$0		\$4,995,232		Carry forward used in the assessment calculation	
E. Assessment Calculation per RSA 126-Q, II						
22.	\$20,588,448		\$20,166,132		Total Assessment Funds Needed (Row 8 +Row 18)	
23.	\$0		\$4,995,232		Less Vaccine Fund Carry Forward (used in the assessment - row 21)	
24.	\$20,588,448		\$15,170,900		Net Assessment Funds Needed	
25.	-\$5,014,760		-\$5,147,290		4 Projected Assessment as of 3/31/2018 at the old rate	
26.	\$15,573,688		\$10,023,610		Total Assessments needed at the new rate (9 months)	
F. Per Assessable Covered Life Assessment						
27.	123.54		\$80.16		2018 Annual Assessment per Covered Life	
28.	10.30	3.5%	\$6.68	-35.1%	2018 Monthly Assessment per Covered Life Annual % Change	
29.	10.30	3.6%	\$6.56	-36.3%	2018 Monthly Assessment set by the Board Annual % Change	
G. Various Performance Metrics & Reference Data						
30.	0.86%			0.87%	Net admin costs as % of vaccine costs	
31.	0.88%			0.89%	Line 15 as % of vaccine costs	
32.	\$9.72		\$9.98		Core Assessment Rate Expected Next Year (no reserve)	
33.	\$10.56	2.6%	\$10.44	56.2%	Core Assessment Rate Expected Next Year (the same reserve)	

Notes:

¹ KidsVax® used the average total child covered lives from the 4 most recent self-reporting assessment system quarters.

² Starting assumption on investment return is NHVA average for last four fiscal years ending FYE 2017.

³ The vaccine carry forward may be retained as a liquidity reserve or brought into this years assessment calculation as a credit.

⁴ This is the estimated amount that will be collected in February of 2018, based upon the Q4 of CY 2017 covered lives paid at the old assessment rate.

NEW HAMPSHIRE VACCINE ASSOCIATION
Estimated Expense Budgets and Reference Data

* * Budget information in last Assessment Setting worksheet approved by board * *									
Column →	A	B	C	D	E				
Line ↓		Financials 6/30/2016	Original Budget for 06/30/16	Budgets Approved for 2016/2017	Proposed for 2017/2018				
01.	Administrative Fees (KidsVax*)								
02.	Annual Comprehensive Services Base Fee	109,020	109,027	112,025	115,106	1	112,025	115,106	41.7%
03.	Variable Compensation	9,106	12,141	12,475	12,818	2	12,475	12,818	
04.	Subtotal	118,126	121,168	124,500	127,924		124,500	127,924	
05.	Bank Fees & Service Charges	2,505	500	3,980	3,980	3	5,289	3,980	1.0275
06.	Auditing Fees	8,500	10,700	9,000	9,000	5	8,620	9,000	1.0275
07.	Legal Fees	9,560	15,000	16,500	16,500		5,921	16,500	
08.	Public Information Expense	-	1,000	1,000	1,000	4	75	1,000	
09.	Insurance Expense (D&O)	6,135	7,500	7,055	8,113		5,954	8,113	
10.	Publications	-	600	600	600		600	600	
11.	Subtotal	26,700	35,300	38,135	39,193		25,859	39,193	
12.	Subtotal Administrative Costs	144,826	156,468	162,635	167,117		150,359	167,117	169,092
13.	Special Projects (as approved by board in advance)								
14.	TRICARE collections project	25,000	-	-	-		25,000	-	-
		-	-	-	-		-	-	-
		-	-	-	-		-	-	-
15.	Subtotal	25,000	0	0	0		25,000	0	-
16.	Total Administrative costs & Special Projects	\$ 169,826	\$ 156,468	\$ 162,635	\$ 167,117		175,359	167,117	169,092
17.	Budgeted for Bad Debt	-	-	to be set as part of assessment work			Increase over 2016/17 budget:		
									2.76%

NOTES:

- 1
- 2014 contract included \$50,000 supplement for setup of new system. Amount was \$115,000 with 2.75% cost adjustment each August 1. 10% of that is held back as variable compensation to secure acceptable performance, requiring board vote to approve.
- 2
- 10% of each year's base held back and awarded pursuant to "Variable Compensation" upon board vote.
- 3
- Fees for quarterly investment analysis and fees for monthly lockbox analysis.
- 4
- Two template compilations, photo expenses for current NHVA template, PowerPoint templates.
- 5
- Based upon engagement letter for \$8,500 audit fee + \$500 for out-of-pocket fees.
- 6
- The \$75 included in Public information expense was for the annual report certificate.

Committed State Doses to Purchase

VFC estimated Revenue	\$	10,008,637.19	VFC amount is for FFY18 and is subject to change. Final amount will be available in October 2017.
GF Revenue	\$	360,842.00	
Unspent revenue from SFY17 and earlier	\$	9,915,173.00	

SFY 2017 Year end calculations to bring cash forward

		Source	2016/2017	2015/2016	2014/2015	2013/2014	2012/2013	2011/2012	2010/2011	2009/2010	2008/2009	2007/2008
Actual Total exp		4+7	\$ 24,657,418	\$ 24,741,423	\$ 26,092,636	\$ 20,945,469	\$ 21,918,042	\$ 21,707,838	\$ 21,961,081	\$ 28,121,414	\$ 17,820,721	\$ 17,820,721
VFC	1	CDC Mon Rpt	\$ 11,259,750	\$ 9,194,539	\$ 8,570,780	\$ 8,070,843	\$ 7,551,690	\$ 7,715,921	\$ 7,549,887	\$ 11,624,679	\$ 5,002,497	
317 - not used for children	2				\$ -		\$ 156,375	\$ 920,358	\$ 720,612	\$ 1,676,638	\$ 735,871	
State GF	3	St. Ap(5178-513)	\$ 392,339	\$ 302,821	\$ 206,762	\$ 460,501	\$ 482,467	\$ 320,494	\$ 492,762	\$ 573,306	\$ 213,821	
TOTAL GOV'T EXPENDED	4	1+2+3	\$ 11,652,089	\$ 9,497,360	\$ 8,777,542	\$ 8,531,344	\$ 8,190,532	\$ 8,956,773	\$ 8,763,261	\$ 13,874,623	\$ 5,952,189	
beg balance	5	State Approp	\$ 3,267,371	\$ (1,107,265)	\$ 3,797,531	\$ 207,631	\$ 3,042,624	\$ 6,102,932	\$ 7,039,214	\$ 12,293,560	\$ 7,759,278	
revenue from NHVA*	6	State Approp	\$ 19,653,132	\$ 19,618,699	\$ 12,410,298	\$ 16,004,025	\$ 10,892,517	\$ 9,690,757	\$ 12,261,538	\$ 8,992,444	\$ 16,402,814	
Vaccine Insurers expended	7	State Approp	\$ 13,005,330	\$ 15,244,063	\$ 17,315,094	\$ 12,414,125	\$ 13,727,510	\$ 12,751,065	\$ 13,197,820	\$ 14,246,791	\$ 11,868,532	
year end encumbered	8	State Approp	\$ 3,912,837	\$ 5,360,641	\$ (1,217,018)	\$ 4,922,400	\$ 2,278,387	\$ 3,498,954	\$ 4,183,155	\$ 2,658,211	\$ 2,636,659	
year end cash	9	State Approp	\$ 6,002,336	\$ (2,093,271)	\$ 0	\$ 1,124,869	\$ (2,070,756)	\$ (456,331)	\$ 1,919,776	\$ 4,381,002	\$ 9,656,901	
TOTAL BAL FORWARD	10	(5+6) -7	\$ 9,915,173	\$ 3,267,371	\$ (1,107,265)	\$ 3,797,531	\$ 207,631	\$ 3,042,624	\$ 6,102,932	\$ 7,039,213	\$ 12,293,560	
Reimbursement from Providers and												
Added into this account	6A	State Approp	\$ 19,863	\$ 13,916	\$ 37,311	\$ 29,970	\$ 119,460					

Source: From Beth Daly 603-271-4927 on August 11, 2017

Note: NHVA as % of total budget	52.74%	61.61%	66.36%	59.27%	62.63%	58.74%	60.10%	50.66%	66.60% #
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NEW HAMPSHIRE VACCINE ASSOCIATION
Estimated Covered Lives

Covered lives reported to KV for historical quarters:

	<u>Quarter</u>	<u>Monthly Average</u>	<u>Quarterly Change</u>	<u>12 Month Average</u>	
				<u>Lives</u>	<u>R12 Trend</u>
Q3 ending 3/31/2015	505,699	168,566			
Q4 ending 6/30/2015	502,901	167,634			
Q1 ending 9/30/2015	501,552	167,184			
Q2 ending 12/31/2015	505,771	168,590		167,994	
Q3 ending 3/31/2016	505,928	168,643	0.03%	168,013	
Q4 ending 6/30/2016	503,736	167,912	-0.43%	168,082	
Q1 ending 9/30/2016	501,525	167,175	-0.44%	168,080	
Q2 ending 12/31/2016	501,882	167,294	0.07%	167,756	-0.14%
Q3 ending 3/31/2017	500,470	166,823	-0.28%	167,301	-0.42%
Q4 ending 6/30/2017	496,038	165,346	-0.89%	166,660	-0.85%
Best Current Estimate				166,660	
			<u>Variance</u>		
Max		168,643			
Min		165,346	2.0%		
TRICARE					%
					<u>Increase</u>
Total				4,777	2.9%
Adjusted				2,083	1.2%
Covered Lives including TRICARE				168,743	



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 tel 1.855.KidsVax (543.7829)
 fax 1.855.KidsFax (543.7329)
www.nhvaccine.org

Meeting Schedule – 2018

January 2018			
Board of Directors Meeting	Wednesday, January 17, 2018	KidsVax®, LLC Concord	8:30 – 10:30 a.m.
March 2018			
Board of Directors Meeting	Wednesday, March 21, 2018	KidsVax®, LLC Concord	8:30 – 10:30 a.m.
June 2018			
Audit Committee Meeting	Wednesday, June 20, 2018	KidsVax®, LLC Concord	8:30 – 9:30 a.m.
Annual Board of Directors Meeting			9:30 – 11:30 a.m.
September 2018			
Audit Committee Meeting	Wednesday, September 26, 2018	KidsVax®, LLC Concord	8:30 – 9:30 a.m.
Board of Director Meeting			9:30 – 11:30 a.m.
October 2018			
Board of Directors Meeting (if needed)	Tuesday, October 16, 2018	Teleconference & In-Person at KidsVax®	8:30 – 10:00 a.m.



TO: Commissioner Robert A. Sevigny

FROM: New Hampshire Vaccine Association,
submitted by Nicole G. Price, Executive Director

RE: Annual Report required by RSA 126-Q:3V(k) for FY17

DATE: September 26, 2017

The following annual report fulfills the requirement found in RSA 126-Q:3V(k). The report contains a description of the collection of assessments, delinquencies, and a summary of assessable entities and lives for FY16. Attached to this report are 2 exhibits: 1) with the specific entity names, associated assessable lives and the change from year to year and 2) entities that are new members and entities that are no longer members.

Collection of Assessments

The system used to collect assessments is a self-reporting system. Assessable entities report on a quarterly basis by entering the number of assessable lives for each month of the quarter. A calculation is done to compute the assessment for that entity. The assessment is the rate multiplied by the number of assessable lives for the quarter. An invoice is then created and the entity pays the invoice by check to a lockbox or through ACH. The bank then processes the assessment payments and deposits them into the NHVA bank account. Any assessments received in error are corrected by issuing a refund to the paying entity. The assessments are paid quarterly and remain in the NHVA interest bearing account until payment to the state of New Hampshire is due at the end of the state fiscal year.

Delinquencies for FY17

There were no delinquencies as of 6/30/2017, therefore Exhibit B is not attached.

Summary of Assessable Entities for FY17

	FY17	Change from FY16 to FY17
Assessable Entities – Total for the Fiscal Year	80	Decrease 2 entities
Assessable Lives – Average Monthly Lives	166,660	Decrease 1,353 lives

Exhibits Attached to the Report

Exhibit A: Contains the membership base of the NHVA by name and assessable lives for FY17, FY16, and the change from the prior fiscal year to the current fiscal year

Exhibit B: List of delinquencies including the amount owed and the payment date. *[Not attached for FY17, as there are no delinquencies]*

Exhibit C: List of entities that are new members and entities that are no longer members for FY17

Exhibit C - New Hampshire Vaccine Association Annual Report [RSA 126-Q:3V(k)]

List of New Reporting Entities
AS of Fiscal Years Ending 06/30/2017

FEIN	Entity
45-5492167	Capital Advantage Assurance Company
71-0847266	HealthSCOPE Benefits
35-1450364	Key Benefit Administrators, Inc.
36-4790552	CollectiveHealth Administrators, LLC
35-1665915	ALL SAVERS INSURANCE COMPANY

New Hampshire Vaccine Association
List of Dropped Entities
AS of Fiscal Years Ending 06/30/2017

FEIN	Entity
52-1996029	Unimerica Insurance Company
39-0658730	Time Insurance Company
23-0455154	Capital BlueCross
42-1662459	MVP Health Insurance Company of New Hampshire
38-1082080	Sun Life Assurance Company of Canada
23-2521508	AmeriHealth Administrators, Inc.
41-0999752	John Alden Life Insurance Company



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 P.O. Box 1885 • Concord, NH 03302-1885
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BOARD OF DIRECTORS

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

Jason Margus, F.S.A., M.A.A.A.
 Anthem Blue Cross & Blue Shield
 1155 Elm Street, Suite 200
 Manchester, NH 03101-1505

Telephone: 603-541-2021
 E-mail: Jason.margus@anthem.com

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 Senior Contract Manager
 CIGNA Health Care
 Two College Park
 Hooksett, NH 03106

Telephone: 603-268-7193
 E-mail: Elaine.Koskela@Cigna.com

Susan Tenney
 Manager, Network Contracting
 Harvard Pilgrim Health Care-NE
 650 Elm Street, 7th Floor
 Manchester, NH 03101

Telephone: 603-656-9594
 Facsimile: 603-656-9565
 E-mail: Susan_Tenney@hphc.org

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

Patricia M. Edwards, M.D.
 Concord Pediatrics
 Pillsbury Medical Office Building
 248 Pleasant Street, Suite 1700
 Concord, NH 03301

Telephone: 603-224-1929
 E-mail: drpatedwards@yahoo.com

David Fredenburg, M.D.
 27 Hazelwood Road
 Hudson, NH 03051

Telephone: 603-598-0996
 Cell: 603-321-6664
 E-mail: fredenburg.david@gmail.com

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

David Sky, F.S.A., M.A.A.A.
 Life, Accident and Health Actuary
 New Hampshire Insurance Department
 21 South Fruit Street, Suite 14
 Concord, NH 03301

Telephone: 603-271-2506
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Elizabeth R. Daly, MPH
 Chief, Bureau of Infectious Disease Control
 New Hampshire Department of Health and Human Services
 29 Hazen Drive
 Concord, NH 03301-6504

Telephone: 603-271-4927
 Facsimile: 603-271-0545
 E-mail: Elizabeth.Daly@dhhs.nh.gov

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
E-mail: edpmoran@gmail.com

Laura Condon
12 Brick Mill Road
Bedford, NH 03110
(Appointed by the President of the Senate)

Telephone: 603-471-0787
E-mail: vaxchoicenh@gmail.com

NEW HAMPSHIRE GOVERNMENTAL AUTHORITIES**NH Department of Health & Human Services**

Jeffrey A. Meyers, Commissioner
NH Dept. of Health & Human Services
129 Pleasant Street
Concord, NH 03301

Telephone: 603-271-4331
Facsimile: 603-271-4912
Assistant: Kathleen Henderson 603-271-4334
E-mail: kHenderson@dhhs.state.nh.us

NH Insurance Department

Roger A. Sevigny, Commissioner
New Hampshire Insurance Department
21 South Fruit Street, Suite 14
Concord, NH 03301-2430

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Assistant: Sandy Barlow 603-271-7973 x 202

KidsVax®

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BOARD GOVERNANCE ROLES

Officers

Chair: Susan Tenney
 Vice-Chair: David Sky
 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 Task Force

Susan Tenney
 David Sky (or his designee)
 Elaine Koskela
 Mark McCue, Esq. (provide legal counsel)

Governance Committee

David Sky – Chairman
 Susan Tenney
 Laura Condon
 Mark McCue, Esq. (provide legal counsel)

Assessment Process Improvement Task Force

David Sky – Chairman
 Susan Tenney
 Jason Margus
 Laura Condon
 Dolores Cooper, DHHS Finance Representative

updated RSA 126-Q

**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, with the exception of children whose vaccines are paid for under the federal Vaccines for Children program, established under 42 U.S.C. section 1396s.
- 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.

updated RSA 126-Q

- 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.

updated RSA 126-Q

- (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

updated RSA 126-Q

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, except that no assessment shall be made based on children excluded from assessable lives whose vaccines are paid for under the federal Vaccines for Children program, established under 42 U.S.C. section 1396s. 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

updated RSA 126-Q

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.

updated RSA 126-Q

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.



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 fax 1.855.KidsFax (543.7329)
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Meeting Schedule – 2017

January 2017			
Board of Directors Meeting	Thursday, January 19, 2017	KidsVax®, LLC Concord	9:30 – 11:30 a.m.
March 2017			
Board of Directors Meeting	Tuesday, March 21, 2017	KidsVax®, LLC Concord	8:30 – 10:30 a.m.
June 2017			
Audit Committee Meeting	Wednesday, June 21, 2017	KidsVax®, LLC Concord	8:30 – 9:15 a.m.
Annual Board of Directors Meeting			9:30 – 11:30 a.m.
September 2017			
Audit Committee Meeting	Tuesday, September 26, 2017	KidsVax®, LLC Concord	8:30 – 9:15 a.m.
Board of Director Meeting			9:30 – 11:30 a.m.
October 2017			
Board of Directors Meeting (if needed)	Thursday, October 19, 2017	Teleconference & In-Person at KidsVax®	8:30 – 10:00 a.m.

NHVA 2017 Calendar: Year at a Glance

Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Publish Q2 Quarterly Financial Report Board Meeting Ethics Affirmation Statements Due	Quarterly Assessment	Audit Committee Meeting Board Meeting	Publish Q3 Quarterly Financial Report	Quarterly Assessment	Audit Committee Meeting Annual Board Meeting Conflict of Interests Statements Due		Quarterly Assessment Publish Q4/FYE Annual Financial Report	Draft VaxFacts Audit Committee Meeting Board Meeting to Set Assessment Rates	Publish Q1 Quarterly Financial Report Board Meeting if needed (TBD) Submit to DHHS Comm. Financial reports from FYE Annual (k) Report to Comm. of Insurance Notify Payers of New Rate as of 1/1/17	Quarterly Assessment	Annual (p) Report to the Governor, Senate President & Speaker of the House



NHVA 2017 Quarterly Meeting Calendar

First Quarter

January	February	March
<p>Publish Q2 Quarterly Financial Report</p> <p>Jan 19: Board Meeting</p> <p>New Assessment Rate Effective January 1</p>	<p>Feb 15: Quarterly Assessment</p>	<p>Mar 21: Audit Committee Meeting</p> <p>Mar 21: Board Meeting</p>
<p>Other Activities</p> <p>1. Complete Annual Ethics Affirmation</p>	<p>Other Activities</p>	<p>Other Activities</p>

Second Quarter

April	May	June
<p>Publish Q3 Quarterly Financial Report</p>	<p>May 15: Quarterly Assessment</p>	<p>Jun 21: Audit Committee Meeting</p> <ol style="list-style-type: none"> NHVA Expense Budget for 2016/2017 Review letter of engagement for Carew & Wells, auditors <p>Jun 21: Annual Board Meeting</p> <ol style="list-style-type: none"> Report on Proxy Submissions Count and Certify Votes for 3 representatives of Assessable Entities under HB664 Adjourn Annual Meeting Review collection results Recommend next year's expense budget Select Directors for term beginning September 1 Elect Officers & Appoint Committees Review Report of Administrator for year's operations Review Discharge of Director Duties
<p>Other Activities</p>	<p>Other Activities</p> <ol style="list-style-type: none"> Work with auditor on FYE 06/30/2016 audit. 	<p>Other Activities</p> <ol style="list-style-type: none"> Conflict of Interests Statements Due

Third Quarter

July	August	September
	August 15: Quarterly Assessment Publish Q4/FYE Financial Report	Sep 26: Audit Committee Meeting with outside auditor <ol style="list-style-type: none"> Review audit report Executive Session Sep 26: Board Meeting <ol style="list-style-type: none"> Accept audit report & authorize release of prior year's financials Set assessment rate for 2018 Executive Session (Administrator's personnel excused) Review 2018 calendar dates
Other Activities <ol style="list-style-type: none"> Work on FYE 06/30/2016 audit. 	Other Activities <ol style="list-style-type: none"> Work on Assessment Setting 	Other Activities <ol style="list-style-type: none"> Draft annual report in condensed "VaxFacts" format Work on Annual (k) report

Fourth Quarter

October	November	December
<p>Publish Q1 Quarterly Financial Report</p> <ol style="list-style-type: none"> 1. Submit to DHHS Commissioner the financial reports from fiscal year end (126-Q:6) <p>Annual (k) Report to Commissioner of Insurance</p> <ol style="list-style-type: none"> 2. Association membership base 3. Count of assessable lives by assessable entity 4. List of payment delinquencies <p>October 19: Board Meeting if needed</p> <ol style="list-style-type: none"> 1. Review Fiscal Year Cost Savings Analysis <p>Other Activities</p> <ol style="list-style-type: none"> 1. Notify payers of new rate effective January 1. 	<p>November 15: Quarterly Assessment</p> <p>Other Activities</p> <ol style="list-style-type: none"> 1. Work on Annual Report for Governor, Senate President & Speaker of the House 	<p>Annual Report – Governor, Senate President & Speaker of the House</p> <ol style="list-style-type: none"> 1. Association activities 2. Financial reports 3. Newly offered vaccines <p>Other Activities</p> <ol style="list-style-type: none"> 1. Work on Annual Report for Governor, Senate President & Speaker of the House 2. Website Review

September 26, 2017
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 Board Meeting minutes of the June 21, 2017 meeting.

[To approve the Board Meeting minutes of the June 21, 2017 meeting with the changes suggested at this meeting.]

Items under Agenda Section 3:

VOTED: To approve publication of the FY2017 Audited Financials as recommended by the Audit Committee.

[To approve publication of the FY2017 Audited Financials as recommended by the Audit Committee with the changes suggested at the meeting.]

Items under Agenda Section 5:

VOTED: To set the 2018 assessment rate (payable as of May 15th 2018, August 15th 2018, November 15th 2018, and February 15th 2019) at \$_____ per child covered life per month.

[To tentatively set the 2018 assessment rate (payable as of May 15th 2018, August 15th 2018, November 15th 2018, and February 15th 2019) at \$_____ per child covered life per month and to schedule further review at the board's next meeting.]

Items under Agenda Section 6:

VOTED: To accept the format of the Annual K Report to the Insurance Commissioner and file the report as submitted with Exhibit A to the Insurance Commissioner.

[To accept the format of the Annual K Report and send the Annual K Report without the exhibits for comment to the directors in line with the Communications Policy.]

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.

Please click here for further details: <http://mapq.st/1DAoTFC>

