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**DRAFT**  
**MINUTES**  
**Board of Directors Meeting**  
**March 6, 2019**  
**8:30 a.m.**  
**Presiding Officer: Susan Tenney, Chair**

A meeting of the of the Board of Directors of the New Hampshire Vaccine Association (NHVA) was held in person at the offices of Helms & Company, Inc. in Concord, NH with a quorum present.

The meeting was called to order by Susan Tenney, Chair, at 8:32 a.m.

**I. Welcome and Introductions**

**Attendance** – The following individuals attended the meeting, including by phone (P) as indicated:

**Committee Members:**

Susan Tenney, HPHC, Chair  
Laura Condon, Public Member  
Elizabeth Daly, NH DHHS  
Patricia Edwards, MD, Healthcare Provider  
Sean Lyons, Cigna  
Edward Moran, Public Member  
Jason Margus, Anthem  
David Sky, NHID  
Janice Valmassoi, MD, Healthcare Provider

**Other Attendees:**

Patrick Miller, Helms & Company, Inc.  
Erin Meagher, Helms & Company, Inc.  
Keith Nix, Helms & Company, Inc.  
Mark McCue, Esq., Hinckley Allen  
Kelly Anderson, Concord, NH, Member of the Public (P)  
Lorie Bender, Hopkinton, NH, Member of the Public  
Rhianna Berrigan, Deerfield, NH, Member of the Public (P)  
Jessica Kliskey, Stratham, NH, Member of the Public  
Caroline Simmon, Manchester, NH, Member of the Public (P)  
Heather Entenmann, Assoc. Dir. Vaccine Policy & Government Relations, Merck

Ms. Tenney welcomed everyone and called the meeting to order. Mr. Miller and Ms. Condon both announced they were recording the meeting.

**II. Review of Prior Board Meeting Minutes: January 3, 2019 Board Meeting Minutes; January 16, 2019 Board Meeting Minutes; January 16, 2019 Executive Committee Meeting Minutes**

Ms. Tenney asked if there were any updates to the January 3, 2019 Board meeting minutes. Extensive discussion ensued regarding edits provided by Mr. Miller attempting to capture Ms. Condon’s comments regarding the Annual Report and additional edits provided to the group by Ms. Condon. Due to the numerous changes proposed, it was agreed that each section of change would be voted on separately. The overall changes proposed were agreed to with the following exceptions:

- VOTE RECORDED:** *On a motion by Mr. Sky, seconded by Dr. Valmassoi, it was unanimously*  
**VOTED:** *To replace the word “vaccination” with “immunization” in line 19 and replace the word “immunization” with “vaccination” in line 20.*
- VOTE RECORDED:** *On a motion by Mr. Sky, seconded by Ms. Daly, it was unanimously*  
**VOTED:** *To replace all references to the DHHS “letter” with “message” throughout the minutes.*

37 **VOTE RECORDED:** *On a motion by Mr. Sky, seconded by Dr. Valmassoi, by a roll call vote it was*  
 38 **VOTED:** *To remove section beginning on line 23 with "She stated" through line 28*  
 39 *ending with "of vaccinations."*

	<u>Yes</u>	<u>No</u>
40		
41		X
42	X	
43	X	
44	X	
45	X	
46	X	
47	X	
48	X	
49	X	

50  
 51 Ms. Tenney asked if there were any updates to the January 16, 2019 Board meeting minutes and the January 16,  
 52 2019 Executive Committee Meeting minutes. Ms. Condon indicated that two names were spelled incorrectly on  
 53 the Board meeting minutes attendance list – Laurie is spelled Lorie and Lorrissa is spelled Larisa.

54  
 55 **VOTE RECORDED:** *On a motion by Mr. Sky, seconded by Ms. Daly, it was unanimously*  
 56 **VOTED:** *To accept the January 16, 2019 Board meeting minutes and the Executive*  
 57 *Committee meeting minutes as presented with the spelling corrections of the*  
 58 *two names.*

59  
 60 **III. Executive Director Report**

61  
 62 Mr. Miller reported as of March 5, 2019 all assessments due February 15, 2019 have been received with the  
 63 exception of additional filings by Tufts as well as a portion of the Martin's Point TRICARE balance. At the moment,  
 64 unlike Humana which is paying the TRICARE cap rate of \$12.57 per child life, Martin's Point is working with  
 65 TRICARE to determine how they will pay the difference between NHVA's assessment rate of \$6.70 and the TRICARE  
 66 cap rate as they have capitated products which is not reflected in their current budget.

67  
 68 Mr. Miller reviewed the Tufts Prior Year Assessment Summary document. Mr. Miller reported Helms & Company  
 69 was contacted by Tufts to advise they had performed an internal regulatory compliance review and found there  
 70 were two products that they had not been reporting for assessment. The total due for Tuft's assessments  
 71 beginning in 2016 through calendar year quarter three of 2018 for both products total \$438,770.45. Helms &  
 72 Company has received confirmation the payments have been approved and should be received by the end of next  
 73 week. General discussion ensued including what the product types are, the breakdown of dollars owed by  
 74 product, interest calculation and what historically has been done by the Board regarding charging interest on retro  
 75 assessments. Helms & Company was asked to calculate the accrued interest and invoice Tufts the full amount.  
 76 Mr. Sky indicated that if the carrier wishes to have the Board consider waiving the interest due, they should  
 77 provide a letter with the request.

78  
 79 Mr. Miller reviewed the letter in the meeting packet from EBPA dated January 17, 2019. They are requesting a  
 80 refund of \$66,502.14 for a total of 8,274 lives that they claim were duplicate as Anthem had been reporting these  
 81 lives. Helms & Company worked with Anthem, and was able to identify 6,572 lives as duplicates, totaling a  
 82 proposed refund amount of \$58,115.04.

83  
 84 **VOTE RECORDED:** *On a motion by Mr. Sky, seconded by Ms. Daly, it was unanimously*  
 85 **VOTED:** *For Helms & Company to reply to EBPA stating a refund will be issued for the*  
 86 *identified duplicate lives resulting in a payment amount of \$58,115.04.*

87 Mr. Miller reported that historically NHVA has been paying close to \$6,000 a year for D&O insurance. The broker  
88 of record was able to find a different policy for just under \$2,000 a year, a savings of approximately \$4,000 a year.  
89

90 Mr. Miller reported that the Request for Information (RFI) for financial and cash management services went out.  
91 Helms & Company received four letters of intent to date. The RFI responses are due on March 15, 2019. These will  
92 be brought to the Audit Committee in April for discussion and to determine any recommendations needed.  
93

#### 94 IV. Plan of Operation

95

96 Mr. Miller referenced the Plan of Operation in the meeting packet and reviewed the proposed changes –  
97 highlighted in red.

- 98 ▪ Page 3, line 93 proposed change “budget in the format shown in ef”. This is to remove the actual budget  
99 from the Plan of Operation in Exhibit C and provide a format for the budget instead.
  - 100 ▪ Page 4, lines 145-146 proposed addition “Every attempt should be made to not carry forward assessment  
101 revenues due across quarters.”
  - 102 ▪ Page 6, line 245 proposed change “Roger A. Sevigny John R. Elias” to reflect new commissioner’s name.
  - 103 ▪ Page 6, line 245 proposed change “20196” to update the date.
  - 104 ▪ Page 7, numerous changes suggested on Exhibit A to update the Annual Event & Meeting Calendar.  
105 Changes mostly adding the word “By” before scheduled meeting dates to provide flexibility in scheduling.  
106 For example line 258 proposed change “By 3<sup>rd</sup> Week in January” to allow the meeting to be in week 2 in  
107 need be. Four new Events/Meetings were added to include: March-Board of Directors Meeting with  
108 detail, June-Remit Assessment to State Treasurer, November-Board of Directors Meeting with detail, and  
109 December-Submit Annual Report
  - 110 ▪ Page 8, line 323 proposed addition “Unaudited Quarterly Statements” to clarify the statements are not  
111 audited.
  - 112 ▪ Page 9, line 333 proposed addition “Estimated Expense Budget Format” to reflect the format of the  
113 budget allowing the actual budget to be removed from the Plan of Operation.
  - 114 ▪ Page 10, lines 379, 380,386, 387, 393, and 394 proposed change to replace “fax” with “email” to reflect  
115 what is actually taking place for past due assessment follow up.
- 116

117 After discussion, all proposed changes were agreed to except for four items.

- 118
- 119 **VOTE RECORDED:** *On a motion by Mr. Sky, seconded by Mr. Lyons, it was unanimously*  
120 **VOTED:** *To accept the proposed changes to the Plan of Operation with the following*  
121 *four exceptions:*
- 122 1. *Not to accept the addition of “Every attempt should be made to not*  
123 *carry forward assessment revenues due across quarters.” on page 4,*  
124 *lines 145-146*
  - 125 2. *Add “By” on page 7, line 282*
  - 126 3. *Not to accept the addition of “(telephonic)” on page 7, line 306*
  - 127 4. *Not to accept the addition of “Unaudited” on page 8, line 323*
- 128

#### 129 V. TRICARE Update

130

131 Ms. Tenney referred to the letter from Washington Vaccine Association and the additional, reference documents  
132 in the meeting packet. WVA is requesting additional funds to offset their costs for their work on the TRICARE  
133 settlement and the work going forward. An updated Equitable TRICARE Project Cost Shares for Arrearage  
134 Recovery table reflected the settlement amounts by state, monies already paid to WVA by state, and WVA’s  
135 calculated Net Remaining shares by state. WVA is asking NHVA for an additional, voluntary contribution of  
136 \$191,858. This amount takes into account the \$50,000 previously paid by NHVA. Mr. Miller stated that KidsVax,

137 who prepared the table for WVA, distributed proportionately across all states the additional \$120,000 NHVA paid  
138 to WVA between June and December 2018.

139  
140 Options on how to respond to WVA’s updated request were presented to the Board to consider including:

- 141 1. Reimburse the amount they are requesting
- 142 2. Reimburse the requested amount less the \$50,000 and less the \$120,000 previously paid
- 143 3. No reimbursement
- 144 4. Other

145  
146 The Board discussed all options, taking into account concerns that no formal agreement was ever signed, the fact  
147 there is no obligation to reimburse any amount, and additional expenses the Board has recently incurred with the  
148 change of NHVA Administrator.

149  
150 Mr. Miller advised the group that his understanding is that Vermont, Maine, and Alaska are not intending to  
151 provide any reimbursement to WVA.

152  
153 **VOTE RECORDED:** *On a motion by Mr. Sky, seconded by Dr. Valmassoi, by roll call it was*  
154 **VOTED:** *To reimburse WVA \$71,858 (NHVA’s identified share of \$241,858 less \$50,000*  
155 *and less \$120,000 previously paid).*

	<u>Yes</u>	<u>No</u>
156		
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166		
	<u>Yes</u>	<u>No</u>
		X
	X	
	X	
	X	
	X	
	X	
	X	
	X	
	X	

167 Mr. Miller referenced the final chart of the meeting packet. It illustrates the TRICARE cap rate. According to  
168 TRICARE, this rate can change quarter to quarter and is posted publicly on the TRICARE website. Helms & Company  
169 will review this each quarter. Mr. Miller stated the TRICARE staff have been very responsive to any and all  
170 inquiries. Mr. Miller reiterated that while Humana is currently paying the full assessment rate, Martin’s Point is still  
171 working with TRICARE on how best to operationalize the full cap assessment rate. Martin’s Point is currently  
172 paying the NHVA rate. Mr. Sky asked Helms & Company to put Martin’s Point on notice that interest is calculating  
173 while NHVA waits for payment.

174  
175 **VI. Department of Health & Human Services (DHHS) Update**

176  
177 Ms. Daly stated that she does not have an update on the New Hampshire/Maine cross border issue. Maine  
178 seems open to entering into an MOU, but is unsure when this will happen. In response to a question from Ms.  
179 Tenney, Ms. Daley reported that New Hampshire is paying to vaccinate Maine children if seen in New Hampshire.

180  
181 Ms. Daly reported that through February 28, 2019, NH DHHS has paid out \$7,577,805.58 (up from \$5,545,572.70  
182 through December 31) for vaccines purchased in this state fiscal year.

183  
184 DHHS had to “pre-book” our influenza vaccine purchases for the 2019/2020 influenza season by February 8<sup>th</sup>.  
185 153,000 pediatric doses were ordered, which is a decrease of about 10,000 doses. DHHS decreased the overall flu  
186 vaccine doses based on a review of the last five years of doses administered. Unfortunately because the

187 manufacturing process takes at least six months for most formulations of vaccine, DHHS have to place the order  
188 well in advance and as not to get caught without enough vaccine if it is a bad season. This leaves DHHS predicting  
189 New Hampshire's needs based on prior years' data.

190  
191 Ms. Condon asked about any flu vaccines that are not used by the end of the year and if credit is received on the  
192 purchase price. Mr. Daly stated yes, there is a Centers for Disease Control (CDC) credit provided. The group  
193 discussed what happens when a provider runs out of the supply and if there is a tracking system to identify which  
194 providers have a supply on hand to re-direct to other providers.

195  
196 Ms. Daly reported that DHHS announced to the public that they are starting to see the beginning of a hepatitis A  
197 outbreak in New Hampshire. There have been 33 cases since November 1st (6-7 cases a year is typically). These  
198 cases are occurring primarily in people experiencing homelessness or in those who use illicit substances. DHHS's  
199 primary response strategy is to promote access to hepatitis A vaccines, targeting at-risk populations, but  
200 encouraging the routine childhood Hep A vaccine recommendation. DHHS vaccination rates for children are high  
201 (88%) for 1st dose and lower for completion of the two-dose series (65%).

202  
203 Ms. Tenney asked if there have been any cases of measles in the state. Ms. Daly replied there has been one case  
204 reported.

205  
206 Mr. Moran asked about treatment for the public when people are already infected by hepatitis A. Ms. Daly stated  
207 many of these people do not have access to regular health care or may not have a primary care provider so DHHS  
208 refers them to community health centers and the Manchester and Nashua Health Departments. Other states have  
209 held public health clinics.

210  
211 **VII. New Matters**

212  
213 Ms. Tenney stated Proxies must be chosen for the Assessment Entities for the June 19, 2019 annual meeting. Ms.  
214 Tenney suggested that the Chair and Audit Committee Chair be asked to serve as proxies. After discussion, the  
215 Board agreed Ms. Tenney and Mr. Sky would act as Proxies this year.

216  
217 **VOTE RECORDED:** *On a motion by Ms. Daly, seconded by Mr. Lyons, it was unanimously*  
218 **VOTED:** *To authorize the appointment of Ms. Tenney and Mr. Sky as proxies for the*  
219 *Assessable Entity director selection as the June 19, 2019, Annual Meeting of*  
220 *members.*

221  
222 Ms. Tenney stated the current, empty Board seat that represents self-insured lives. Mr. Miller distributed an email  
223 he had sent to the Board January 29, 2019 requesting ideas for Board members. He briefly reviewed the different  
224 suggestions received from Board members, and a list of the top 20 carriers with the most child covered lives.

225  
226 After much discussion, it was determined Helms & Company will reach out to entities primarily representing public  
227 lives determine interest in serving on the Board; the NH Purchasers Group on Health, Meritain Health, HealthTrust,  
228 and NH Interlocal Trust all were identified. Ideally, several names will be developed, and the names will be  
229 provided to the Governor and Council for review, consideration, and appointment.

230  
231 Mr. Miller asked the Board if they would be interested in completing a board governance survey as many non-  
232 profit boards do this as best practice. The results would be presented to the Board to determine if any actions  
233 need to be taken. After discussion it was determined that Helms & Company will distribute the survey  
234 electronically.

235  
236 **VIII. Public Comments**

237  
238 Ms. Berrigan asked if cost effectiveness of flu vaccines was considered when purchasing the vaccines. Ms. Daly  
239 stated the effectiveness is related to the current, circulating flu strain, and vaccine efficacy is considered by NH  
240 Department of Health and Human Services (NH DHHS) when purchasing vaccines.

241  
242 Ms. Tenney reminded the group that it is not the NHVA's role to recommend certain vaccines over others, but the  
243 role of this Board is to assess carriers for the cost of the vaccines provided by NH DHHS.

244  
245 Ms. Kliskey stated she recently read in an article in the Union Leader that \$1.4M was contracted out to an entity  
246 for an immunization registry. She asked Ms. Daly if there was a Request for Proposal (RFP) for another company  
247 and where the RFP could be found. Ms. Daly stated there is a current RFP and she will email Ms. Kliskey directly  
248 with additional information as this is not the role of the NHVA Board.

249  
250 Ms. Bender stated that she disagreed with an earlier statement made by Dr. Edwards regarding the single  
251 influenza dose for both children and adults. Dr. Edwards responded that her role was not as a physician but to  
252 represent the financial interests of the organization. Mr. Sky quoted the statute outlining the function of the  
253 Board, and stated that this is not the role of the NHVA Board.

254  
255 **IX. Executive Session**

256  
257 **VOTE RECORDED:** *On a motion by Mr. Sky, seconded by Mr. Lyons, by Roll Call it was*  
258 **VOTED:** *Go into Executive Session*

	<u>Yes</u>	<u>No</u>
259 <i>Laura Condon</i>	<i>X</i>	
260 <i>Beth Daly</i>	<i>X</i>	
261 <i>Patricia Edwards, MD</i>	<i>X</i>	
262 <i>Sean Lyons</i>	<i>X</i>	
263 <i>Jason Margus</i>	<i>X</i>	
264 <i>Edward Moran</i>	<i>X</i>	
265 <i>David Sky</i>	<i>X</i>	
266 <i>Susan Tenney</i>	<i>X</i>	
267 <i>Janice Valmassoi, MD</i>	<i>X</i>	

268  
269  
270 Ms. Tenney thanked the Members of the Public for joining the meeting. The conference call was disconnected and  
271 Ms. Bender left the room.

272  
273 Helms & Company remained in the room for the first part of the Executive Session.

274  
275 By unanimous roll call vote, the Board voted to end the executive session at 10:29 a.m., and then the Board voted  
276 to close the meeting.

277  
278  
279 Draft Board minutes respectfully submitted by  
280 Sean Lyons  
281 Board Secretary  
282 March 6, 2019

283 # # #