

AGENDA
AUDIT COMMITTEE MEETING

September 16, 2019

11:00am-12:30pm

NH Insurance Department

Walker Building, Room 274

Call In #: 646 558 8656 Meeting ID: 765 111 990

Committee Members: David Sky, Chair; Susan Tenney, Vice Chair; Elizabeth Daly; Jason Margus

Administrator Staff: Patrick Miller, Keith Nix, Erin Meagher

Invited Guests: Dona Murray and Arlene Folsom, Bank of New Hampshire, Wendy Parker, NHVA Board Member

11:00am	1. Call to Order
11:00-11:10am	2. Review and Accept August 6, 2019 Audit Committee Meeting Minutes – Vote
11:10-11:30am	3. Investment Policy Recommendations, Dona Murray and Arlene Folsom, Bank of New Hampshire
11:30-12:20pm	4. Administrator Updates a. CY2020 Assessment Review and Discussion – Vote
12:20-12:30pm	5. New Business
12:30pm	6. Call to Adjourn

Upcoming NHVA Meetings:

- September 25, 2019, 8:30-10:30am
- November 15, 2019, 9-11:30am

MINUTES

Audit Committee Meeting

August 6, 2019

9:00 am to 10:30am

Presiding Officer: David Sky, Chair, Audit Committee

A meeting of the Audit Committee of the Board of Directors of the New Hampshire Vaccine Association (NHVA) was held in person at the offices of the NH Department of Insurance in Concord, NH with a quorum present.

The meeting was called to order by Mr. Sky at 8:59am.

I. Welcome and Introductions

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

Committee Members:

David Sky, NHID, Chair
Susan Tenney, HPHC, Vice Chair
Elizabeth Daly, NH DHHS
Jason Margus, Anthem (P)

Other Attendees:

Patrick Miller, Helms & Company
Erin Meagher, Helms & Company
Keith Nix, Helms & Company
John Hastings, Helms & Company
Karen Carew, Carew & Wells

Mr. Miller announced he was recording the meeting.

II. Review and Accept April 11, 2019 Audit Committee Minutes

VOTE RECORDED: *On a motion by Ms. Tenney, seconded by Ms. Daly, it was unanimously*

VOTED: *To accept the April 11, 2019 Audit Committee minutes as presented.*

III. Review of FY2019 Draft Audit Report, Karen Carew, Carew & Wells, PLLC

Ms. Carew reviewed several documents provided to the Committee including the Governance Letter, Management Letter, and Draft Financial Statements. Ms. Carew explained there was one change last year in the Basis of Presentation and how assets are categorized – Net Assets *Without* Donor Restrictions, those currently available at the discretion of the Board for use in the Associations – currently \$250,000 designated and Net Assets *With* Done Restrictions, all other funds. This is a minor change and simply rewording from Unrestricted Net Assets and Temporarily Restricted Net Assets.

Ms. Carew asked the group to turn to the Draft Financial Statements to the Independent Auditors' Report on page 10 in the meeting packet. This report states the statements are fairly presented and reliable, and the organization is not aware of any significant material departures from GAAP, and a clean opinion letter has been issued. Ms. Carew walked the committee members through the Balance Sheet and pointed out Net Assets at the bottom of the page. Ms. Carew explained \$250,000 is the amount designated by the RSA as working capital for the administration of the Association, thus it is listed as Net Assets Without Donor Restrictions. All other funds are listed under Net Assets With Donor Restrictions.

As the Board continues their discussion in September regarding the development of a \$5M reserve fund, once designated, the Net Assets Without Donor Retractions would increase. The Board could designate whatever dollar amount they choose and designate it for any purpose they choose. General discussion ensued and a few clarifying questions were answered.

Ms. Carew continued to the Statement of Cash Flow highlighting the largest change noted in the Draft Financial Statements during the past year was the increase in cash. This was a result primarily of the TRICARE settlement, the Tufts recoupment, and the reduction of the remittance amount to the State of New Hampshire. Moving to the Statement of Activities and Changes in Net Assets, Ms. Carew stated there was a large increase in Operating Expenses over the past year, specifically attributed to the remittance to Washington Vaccine Association for the TRICARE work and transitional costs while changing Administrators.

Moving to the Notes to Financial Statements Ms. Carew highlighted a change in the basis of presentation on page 16 which describes a new requirement for all Program Expenses, Management and General Expenses and Total Expenses to be listed together in one place.

During Ms. Carew's presentation, the following questions and changes were outlined by the group:

- Ms. Daly asked that wherever "Remittance to TRICARE – Washington" is listed in the report, that it be changed to "Remittance to Washington Vaccine Association" to clarify the payments that were made to WVA for the TRICARE project.
- Mr. Miller mentioned a spelling error on page 12 of the packet whereby "Restrictions" needs correction under "Net Assets Without Donor Restrictions".

Ms. Carew referred to a new disclosure on page 18 of the packet Section C Current Resources as it relates to the Board's ongoing discussion of reserving \$5M in the future. This section of the audit report will specify the reserve in the future. General discussion ensued regarding the need to provide stable assessment rates in the future. Mr. Miller reminded the group that the discussions to reserve \$5M began at last September's Board meeting. It is anticipated this will be included as a formal discussion and vote at the September 25, 2019 Board meeting.

Ms. Carew completed the review of the Notes to Financial Statements including brief comments on the TRICARE Assessment and Minuteman Health, Inc.'s liquidation.

The Board of Director's letter (page 6 of the packet) was reviewed. Ms. Carew stated there were absolutely no problems conducting the audit. Her team found Helms & Company enjoyable and very easy to work with. Carew & Wells brought an onsite staff of three for the audit and due to Helms cooperation and the provision of written controls prior to the audit they were able to complete testing and had very clean audit quickly. Ms. Carew stated that for a first transition year as the new Administrator, Helms did a great job. Mr. Miller shared with the group what a pleasure it was to work with Ms. Carew and her team through the audit process.

Ms. Carew reported there were no uncorrected or material misstatements. A few suggestions were made in the Management Letter (page 21 of the packet) to the Administrator regarding: a review/revision of the late payment interest policy for Board consideration, implementing trial balance account numbers, reviewing with the Board the possible need for general liability insurance, and reviewing with the Board the possibility of granting check signing authority up to a certain limit to management. General discussion ensued and Ms. Carew indicated Helms had already reviewed and responded to all the recommendations less the check signing authority.

Mr. Miller stated a new Interest Policy will be proposed later in the meeting and that Helms has reached out to the insurance Broker for review of the need for general liability insurance. The Committee discussed the check signing authority recommendation made by Ms. Carew. It is a cumbersome process, but Mr. Miller shared that at this point

the controls are in place and he is comfortable with the current arrangement of Board members having signing authority. Ms. Tenney agreed.

Mr. Sky proposed moving into Executive Session so the Audit Committee could have a brief discussion with Ms. Carew.

VOTE RECORDED: *On a motion by Mr. Sky, seconded by Ms. Daly, by roll call it was*

VOTED: *To move into Executive Session at 9:23 am.*

	<u>Yes</u>	<u>No</u>
Beth Daly	X	
Jason Margus	X	
David Sky	X	
Susan Tenney	X	

The Helms Team and invited guests from Bank of New Hampshire then left the meeting and were invited back into the room at 9:25 am.

VOTE RECORDED: *On a motion by Ms. Tenney, seconded by Ms. Daly, it was unanimously*

VOTED: *To recommend to the Board of Directors at the next Board meeting scheduled for September 25, 2019 to accept the FY2019 draft Audit Report by Carew & Wells as amended above.*

Ms. Carew agreed to make the changes outlined above and return a draft copy to Mr. Miller for distribution to the group (revised version is included in these minutes).

IV. Investments Review, Dona Murray and Arlene Folsom, Bank of New Hampshire

Mr. Miller provided a brief overview of the meetings he has had with the Bank of New Hampshire (BONH) to understand how we can work to increase high rates of return on investment income as well as future investment strategies for the anticipated creation of the \$5M reserve fund.

Ms. Folsom thanked the group for their time today. She acknowledged the long relationship the BONH has had with the NH Vaccine Association. Given Ms. Folsom's relative newness to the relationship, she turned the presentation over to Ms. Murray.

Ms. Murray provided a brief history outlining NHVA's investment relationship with BONH since 2005. The initial investment strategy consisted of CDs and the eventual investment of ~\$15M in assets in over 120 laddered securities.

In the spring of 2016, the former Administrator began depositing all cash in the lower-yielding Insured Cash Sweep (ICS) account. Wealth Management representatives attempted to discuss better investment alternatives, but there was no Administrator response, and most of the cash remained deposited in ICS.

Ms. Murray explained the ICS account is a courtesy account the BONH provides to their clients that require FDIC insurance but have balances above the \$250,000 threshold. When Helms took over the Administration of NHVA the rate was 0.01%. At the request of Helms, two rate increases were provided – in August 2018 the rate was increased to 1.25% and then in November 2018 up to 2.00%. Ms. Murray stressed this was done to show the BONH's commitment to NHVA. The BONH had hoped to move these funds back into Wealth Management to enable higher returns and allow the BONH to earn fees. Because ICS is FDIC insured, the BONH is unable to lend these dollars to earn interest, and as a result of the dollars sitting in this account, this has cost the BONH to provide the service to

NHVA. Ms. Murray pointed to page 27 of the meeting packet. She reviewed the NHVA Net Income vs. Fees table which reflects the total income earned for NHVA and the fees received by the BONH.

Ms. Murray explained the BONH is committed to assisting the group with investment options. A few questions the Board should consider answering include what is NHVA's risk tolerance; what changes to the investment policy should be made to reflect specific goals and objectives; what will dictate investment parameters; and mandates will there be for performance measurements. In summary, BONH recommended NHVA develop a return objective, income objective, and liquidity objective. Ms. Murray walked the group through the next several slides of their presentation explaining the higher the risk, the higher the returns, and outlined portfolio examples ranging from very conservative to aggressive growth. On page 34 of the packet, Ms. Murray provided a sample investment policy that outlined a time horizon, expected return, and risk profile. Ms. Murray pointed out that the current 2.00% rate for the ICS account is planned to expire at the end of August, and that interest rates are changing.

Mr. Miller would like to draft the investment policy for review at the next Audit Committee meeting scheduled for September 16, 2019, and then discuss it with the Board of Directors meeting on September 25, 2019. Once the policy is approved, the BONH would be able to provide a detailed portfolio and set of investment options. General discussion ensued regarding changes in rates.

Mr. Miller reminded the group that during the RFI process, each respondent was asked to provide comments on the NHVA investment policy. These comments can be referenced while working through the development of the revised investment policy.

V. Administrator Updates

- CY2020 Assessment Process Review and Discussion – Mr. Miller directed the group to page 50 of the meeting packet and then walked the group through several slides providing background on the rate setting process highlighting the timeline and re-design accomplishments of 2018 and a listing of significant income and expense events in the past fiscal year. The intent is to bring the proposed assessment rate to the Audit Committee for review and approval on September 16, 2019 and to the Board for review and approval on September 25, 2019.

Mr. Miller referred to the Assessment History / Timeline table on page 56 of the packet. Last year the CDC replacement credit was budgeted at \$3M but the actual was only \$1.8M. Helms is recommending that this year's replacement credit be budgeted closer to the \$1.8M for conservative purposes. The Historical Trends charts were reviewed summarizing the covered lives trend, the carrier percentage contributed to vaccine expenditures trend, and the changes in investment interest income since Helms took over the Administration of NHVA.

Mr. Miller reviewed the eleven CY2020 core rate assumptions on page 62 of the packet. He reminded the group that last year's assessment rate setting process incorporated a lower remittance to the State of NH to begin the process of recoupment of the NHVA funds held by NH DHHS as a result of prior year replacement credits. This will continue again this year. The TRICARE rate cap is expected for now to remain at \$12.47 for CY2020. If the TRICARE rate cap remains steady, it will take approximately 16 quarters to fully recover the \$1,492,489. If the NHVA rate drops, this would accelerate the recoupment. Mr. Miller also noted that TRICARE can change their cap rate and he has inquired with TRICARE that if this were to happen, when and how would it occur.

The group discussed approximate funds still sitting with the DHHS that NVHA plans to recoup. General discussion ensued about the intent to recoup these dollars over the next few years. Applying a lower CDC

credit amount to the rate process allows a conservative amount of dollars to be recouped without DHHS falling short for vaccine expenditures.

Ms. Daly provided a brief account of historical credits provided by the CDC at the close of each fiscal year. Prior year credit amounts were \$4.3M, \$3.5M, and \$4.2M with last year being \$1.8M, the lowest it has ever been. Ms. Daly explained that much of this fluctuation has to do with purchases made between July 1 and October 1 when the credit is received. The CDC wants each state vaccine program to have one quarter worth of vaccines virtually available on their “shelf” and that is approximately the value of a quarter of vaccines, averaging \$1.5M a month. Ms. Daly advised that the credit is used first for purchasing vaccines when the new fiscal year begins, in this case October 1, 2018.

General discussion ensued surrounding the rate setting process and how the rates set in September of 2018 determined the anticipated payment to be made to DHHS in June 2020. The actual dollar amount to be paid each June should be adjusted upon receipt of the actual CDC credit amount with an updated DHHS payment amount voted upon at the June Board meeting similar to June 2019. Mr. Miller reported we are on track to fully fund the \$5M reserve fund as of October 1, 2019 and any excess cash beyond the \$5M can be used for rate stabilization in future years.

Finally, Mr. Miller explained that no assumptions were made for DHHS’ request for reimbursement for the DHHS Immunization Section administrative costs. Mr. Miller directed the group to page 67 of the meeting packet in which the DHHS provided table outlines their expense description and corresponding expense amount. The total administrative costs were \$475,367.00 of which they have requested \$285,220.20 be reimbursed by the NHVA. Ms. Daly explained that DHHS’ interpretation of the statute is different from Attorney McCue’s response last year that these costs are not reimbursable to the State. DHHS would like the Board to reconsider this decision.

- Late Payment Interest Policy Revisions – Mr. Miller reviewed a summary memo and the proposed changes to the drafted Late Payment Interest Policy. This issue is being brought to the Audit Committee as a result of the recent audit, whereby it was determined Helms’ interpretation of this policy differed from Carew & Wells interpretation. When Tufts Health Plan voluntarily paid several years of late assessments, they were also charged an interest penalty. Ms. Carew indicated her belief that interest should be calculated beginning the 1st day of late payment (16th day of the due date month), and Helms interpreted this to be on the 15th day after the due date. The policy also currently reads “two weeks” which might be 10 or 14 days and business or calendar days. Helms also administers the assessment process for New Hampshire Health Plan with many of the same carriers as NHVA, and there is a different policy in place for those carriers. Mr. Miller pointed out that there have been no late assessments received since taking over as Administrator.

Helms proposed a revised policy for the Audit Committee’s consideration (page 73 of the packet). Key points included:

- Effective January 1, 2020
- Existing lockbox contract will be canceled and checks will be sent directly to Helms (EFT is still an option as well)
- Late payment will be based on either the EFT date or the postmark date
- NHVA will forego pursuit of any interest amount due under \$10 for either situation outlined below:

Filed on Time, Late Payment – If the assessment is filed on time but the payment is received after the due date (45 days after the end of each quarter), interest will be calculated per the Plan of Operation by multiplying the number of days late by 0.000493 by the assessment amount due and invoiced to the assessable entity. The determination of whether a payment is received beyond the

due date will be made either as the date payment was received electronically, or as of the postmarked data for payments received via bank check.

Late Filing, Late Payment – If a filing is completed through the NHVA’s automated assessment system after the due date (45 days after the end of each quarter), interest will automatically be calculated between the due date and the filing date and will be included on the system generated NHVA invoice. Upon receipt of the payment, NHVA will calculate any interest due between the filing date and the payment received date. Per the Plan of Operation, interest will be calculated by multiplying the number of days late by 0.000493 by the assessment amount due. This will ensure that interest will be collected for all days the payment is late.

The policy changes will allow enough time for Helms to educate the carrier community. General discussion ensued and a few clarifying questions were answered.

VOTE RECORDED: *On a motion by Ms. Tenney, seconded by Ms. Daly, it was unanimously*

VOTED: *To recommend to the Board of Directors at the next Board meeting scheduled for September 25, 2019 to accept the proposed changes to the Late Payment Interest Policy to become effective on January 1, 2020.*

VI. New Business – No new business was identified.

VII. Adjournment

VOTE RECORDED: *On a motion by Ms. Tenney, seconded by Ms. Daly, it was unanimously*

VOTED: *To adjourn the Audit Committee meeting at 10:37 am*

Respectfully submitted by
Patrick Miller, Helms & Company, Inc.
August 13, 2019

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**Prepared Exclusively
for**



Audit Committee

September 16, 2019

Presented by

Dona G. Murray, Vice President and Investment Officer

Arlene C. Folsom, Senior Vice President and Fiduciary Officer





AGENDA
September 16, 2019

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**Qualifications, Expertise and Strategy
NHVA Audit Committee Meeting
September 16, 2019**

HISTORY

- Bank of NH was established in 1831 and is the oldest and largest independent bank with headquarters in NH.
- We are a mutual savings bank with no public shareholders and are thus able to implement strategic decisions quickly and with flexibility.
- As a full-service bank, we can offer a wide variety of products in order to provide NHVA with the best returns within the entire bank's product line.

CLIENT BASE

- We manage money for high net worth individuals, non-profit organizations and institutions, as well as retirement plans for businesses.
- Our average relationship size exceeds \$2,000,000, and we have more than \$1 billion under management (including a portfolio we manage for the Bank's holding company).
- Thirteen percent of our Wealth Management relationships are for non-profits.
- The Bank is committed to NH communities, and we routinely contribute to more than 300 organizations yearly.

EXPERTISE

- Bank of NH is uniquely positioned to manage the investment, compliance, risk management and spending needs of our non-profit endowment clients through our team's extensive experience, both collectively now and individually at previous institutions.
- Using world-class research tools and collaboration as a team that possesses broad and varied expertise, our ability to perform the investment management in house is far superior to models used by many competitors. It is particularly important to have this flexibility not only with changing economic conditions, but also for an organization like NHVA with its distinctive investment cash flows.
- We will monitor interest rate and macroeconomic conditions to maximize portfolio yield while managing risk in accordance with your IPS.
- We assist clients with creating, updating, and monitoring investment policy statements that reflect the core values of the organization. We are pleased to assist the NHVA Audit Committee in drafting updated policies suitable to your particular goals.

- As the investment partner of NHVA since 2005, our understanding of your concerns and challenges allows us to provide sound investment advice, critical updates to your Investment Policy Statement when warranted and ongoing guidance for your changing needs.

CLIENT SERVICE

- We generally meet quarterly with our Non-Profit clients to provide reviews of the portfolio as well as economic updates.
- We welcome the opportunity to present to and interact with the NHVA Audit Committee and Board. Sharing of information is important to ensure the investment strategy is appropriate based on current conditions.
- Several Advisors are associated with our relationships to make sure questions and needs get resolved as soon as they arise. We believe strong personal relationships are the keys to a successful partnership. We are proud to be associated with NHVA for more than a decade.
- Bank of NH is pleased to continue working with you on our fee structure. Although most of our clients have a designated fee in place, we will remain flexible because of your unique cash flows as well as the changing economic conditions that we currently face.

STRATEGY

As outlined in the NHVA Investment Policy Statement, the strategy for investing the short-term assets of payer assessments will be to maximize return with minimal risk, using only those instruments with the highest insurance or assumed US government obligation. For longer term assets, some additional risk may be assumed but with the assurance of quality always maintained.

- Our fixed income approach centers on the belief that fixed income plays three important roles: providing liquidity, safety, and yield. Our portfolios are primarily structured with active strategies using a combination of yield curve, sector allocation and duration management to enhance return by taking advantage of changing market conditions. We partner with CreditSights, the major independent credit analysis firm which provides daily reviews of bonds across all data bases.
- We seek to take a fundamental weight of the evidence approach to determine the primary trend of the business cycle and develop asset allocation strategy in accordance with what the economic data and relative valuations are telling us. Technical indicators are used as confirmation of our fundamental view in determining trend and relative strength among asset classes.
- Our approach to equity selection is a bottom up process that incorporates both quantitative and qualitative methods. Our ongoing partnership with Ned Davis Research, a leading provider to institutional managers, focuses on evaluating companies in our equity universe for various fundamental factors and is important in focusing our research team on companies that have superior potential or are at risk at a particular point in time. This screening process occurs on a monthly basis and provides the basis for a more comprehensive review of companies by our team who then take an in depth view of industry and company specific metrics. \
- Funds with outside managers are utilized in one of two circumstances – where the portfolio size is not adequate to allow for sufficient diversification with the use of individual securities or to gain exposure to asset classes where a mutual fund or exchange traded fund (ETF) is a more practical alternative than individual securities due to cost or research constraints. BNH’s manager selection process incorporates a number of factors including Morningstar rating, performance, manager experience/tenure, expenses and risk. We screen our universe of managers for the factors outlined above to obtain a pool of candidates to evaluate in greater depth. Our research team conducts a more specific review with regard to investment process, performance and fund characteristics. When evaluating investment performance, we look at not only absolute and relative performance, but also consider how we think a fund “should” have performed given its stated objectives.



Investment Policy Statement

I. Purpose

The New Hampshire Vaccine Association's (NHVA) primary purpose is to raise funds, through mandatory assessments paid by private insurance carriers, by Third Party Administrators on behalf of their plans, and by other payers to pay for all vaccines administered to children in the State of New Hampshire who are not eligible for free vaccines under one or more federal programs. NHVA was created in 2002 as a tax-exempt corporation pursuant to New Hampshire State RSA 126-Q.

The purpose of this Investment Policy Statement (IPS) is to establish the responsibility, authority and guidelines for the investment of NHVA's surplus cash. Surplus cash is defined as those funds exceeding the daily operating requirements of NHVA and not immediately required for upcoming financial obligations. The IPS will be reviewed annually and amended as necessary to ensure it remains consistent with the overall objectives of the NHVA and with current financial trends.

II. Investment Objectives and Principles

The major objectives of NHVA's investment program are, in order of priority:

- Safety and preservation of principal by investing in a high-quality, diversified portfolio of securities as described under "Investment Guidelines" below.
- Liquidity of investments that is sufficient to meet NHVA's projected cash flow requirements.
- Conservative market rates of return on invested funds and inflation protection that are consistent with the above stated objectives.
- Maximizing long-term total return including capital appreciation for longer-term assets is not currently a primary goal but may be included upon Audit Committee and Board approval according to the guidelines below.

III. Investment Guidelines

A. Receipts from Payer Assessments:

All securities must mature by June 15

Eligible Investments with Maximums

- *United States Government Securities/Treasuries (100%)*
- *United States Government Sponsored Enterprises (GSEs)*
Those with full faith and credit (75%)
Those without full faith and credit (50%) and no more than 10% in any one issuer
- *Money Market Mutual Funds* –Open-end investment company Fund registered under the Investment Company Act of 1940 and rated AAA by at least one major rating agency (S&P, Moody's, or Fitch). The investments of that Fund should comply with the SEC regulations under Rule 2a-7 and maintain a constant net asset value, offer daily liquidity and carry an average weighted maturity that does not exceed 90 days. (100%)
- *Bank Deposit and Checking Accounts* –guaranteed by FDIC coverage currently set at \$250,000 (100%)
- *Bank Deposit and Checking Accounts* – Beyond FDIC insurance (Board approval required with prudent operating limits set in consideration of the overall economic and operating benefits to NHVA; credit quality of the bank; and overall risk environment.)

B. Longer-Term Investments that may have variable distributions

Eligible investments include the above with addition of *higher-quality corporate debt*.

- At time of purchase, securities must be rated “Baa3/BBB-” or better by at least two agencies (S&P, Moody's, or Fitch)
- No more than 30% of securities shall have a “BBB” rating meaning that 70% shall have ratings of “A3 / A-” or better by at least two agencies
- Maximum of 10% in any one issuer (other than insured or guaranteed instruments)
- No leveraged or structured products
- Advisor shall diversify debt sectors (finance, industrial, energy, etc) except that investments in pharmaceutical and healthcare debt should be limited to 5% of portfolio
- Maturities not to exceed ten years. Securities shall be laddered to provide reasonable cash flow with the average duration not to exceed six years
- Investment manager may employ fixed income mutual funds and/or exchange-traded funds (ETFs) but they must adhere to this IPS in regard to quality and duration of underlying assets.
- Investments may be sold prior to maturity due to changes in credit quality, market condition, or for uncertain capital needs; however, prudence and overall caution must be exercised to minimize any potential losses.

Equity Allocation: Allowable investments may also include an equity allocation at the discretion of the Audit Committee and Board. This would allow for both capital appreciation as well as income. Individual large-cap higher quality stocks and/or mutual funds or exchange-traded funds may be employed with a maximum allocation of 25% of the overall portfolio. Mid-cap, Small-cap and International funds may be included for appropriate diversification with a maximum allocation of 10% of the equity component. The added diversification would be consistent with a still conservative approach to investing and a lower overall risk tolerance but may add possible principal loss, if at least for a shorter time horizon. For assets longer than five years, equity component may grow to a 70% allocation.

- At all times NHVA shall hold cash to match the maturity dates with the projected liabilities under NHVA's cash projections. ???

IV. Delegation of Authority and Role of Investment Advisor including Benchmarking, Performance, and Communications

NHVA is authorized to delegate certain responsibilities to professional experts to assist the organization in optimizing an investment strategy aligned with NHVA's objectives. Professionals may include investment management consultants, investment managers, custodians of investments, attorneys, auditors, and any others who may assist NHVA in meeting its responsibilities and obligations to prudently administer the investments of NHVA.

The Audit Committee and Board may delegate investment decisions to a retained professional investment advisor (the "Investment Advisor") who will have full discretion to make all investment decisions for the assets placed under his or her jurisdiction, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in this statement. Persons responsible for managing and investing the portfolio fund(s) shall act in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances, as set out in UPMIFA and adopted by the State of New Hampshire.

At a minimum, an annual review of the account shall be held by the Investment Manager with the NHVA Audit Committee and/or Board. Performance if relevant, compliance with the policy, and a strategy outlook review shall be discussed. They will also provide educational support on investment considerations as needed. A statement of current holdings and transactions shall be provided at least quarterly to the Audit Committee.

Depending on the structure and duration of the Portfolio, performance evaluation may or may not be required: i.e., if a reasonable percentage of the assets are held for longer than 12 months. If appropriate, the investment performance of the portfolio will be measured and evaluated against one or multiple or a blend of appropriate and commonly accepted performance benchmark indexes and measured over one-, three- and five-year periods.

Should any investment fall out of policy or events occur that warrant concern, the Investment Manager must notify NHVA's consultant as soon as possible in writing and present a course of action if necessary.

ENFORCEMENT, REVIEW AND REVISION:

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

DATE ADOPTED: June 9, 2005

SUBSTANTIALLY REWRITTEN: March 9, 2016

AMENDED TO INCLUDE LONGER-TERM INVESTMENT ASSETS: September xx, 2019

Investment Policy **Statement**

Policy Title:	Investment Policy
Effective Date:	March 9, 2016
Purpose:	Outline of investment policy.

I. Purpose

The New Hampshire Vaccine Association's (NHVA) primary purpose is to raise funds, through mandatory assessments paid by private insurance carriers, by Third Party Administrators on behalf of their plans, and by other payers, to pay for all vaccines administered to children in the State of New Hampshire who are not eligible for free vaccines under one or more federal programs. NHVA was created in 2002 as a tax-exempt corporation pursuant to New Hampshire State RSA 126-Q.

The purpose of this Investment Policy **Statement (IPS)** is to establish the responsibility, authority and guidelines for the investment of NHVA's surplus cash. Surplus cash is defined as those funds exceeding the daily operating requirements of NHVA and not immediately required for upcoming financial obligations. This ~~investment policy~~ **IPS** will be reviewed ~~from time to time~~ **annually** and amended as necessary to ensure ~~that~~ it remains consistent with the overall objectives of the NHVA and with current financial trends, ~~while remaining a clear and meaningful document.~~

II. Investment Objectives and Principles

~~Persons responsible for managing and investing the portfolio fund(s) shall act in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances, as set out in UPMIFA and adopted by the State of New Hampshire.~~

The ~~basic~~ **major** objectives of NHVA's investment program are, in order of priority:

- Safety and preservation of principal by investing in a high-quality, diversified portfolio of securities as described under "Investment Guidelines" below.
- Liquidity of investments that is sufficient to meet NHVA's projected cash flow requirements.
- Conservative market rates of return on invested funds and inflation protection that are consistent with the above stated objectives.
- **Maximizing long-term total return including capital appreciation for longer-term assets is not currently a primary goal but may be included upon Audit Committee and Board approval according to the guidelines below.**

III. ~~Role of NHVA's Investment Advisor~~

~~Generally investment decisions will be delegated by NHVA to a retained professional investment advisor (the "Investment Advisor"). The Investment Advisor shall independently assure compliance with this policy. Additionally, the Investment Advisor will advise NHVA whenever, in the Investment Advisor's independent view, revisions to this Investment Policy seem to be appropriate. The Investment Advisor also shall provide educational support to NHVA's Board on investment considerations periodically and report, not less frequently than quarterly on NHVA's investments. This report shall include a list of current holdings and performance (if applicable). The Investment Advisor shall also certify their continuing compliance with this Investment Policy.~~

IV.III. Investment Guidelines

A. Receipts from Payer Assessments:

~~Maturity—All securities must mature by June 15~~ Individual security maturities should not exceed 60 months (5 years). The weighted average maturity of the portfolio shall not exceed 36 months. No more than 20% of the portfolio will carry maturities beyond 36 months. A maturity or effective maturity by definition shall include puts, announced calls or other structural features which will allow the holder to redeem the investments at a quantifiable price consistent with liquidity, safety and preservation of capital.

Eligible Investments with Maximums

- ~~United States Government Securities/Treasuries (100%)~~ Marketable securities which are direct obligations of the U.S.A., issued by or guaranteed as to principal and interest by the U.S. Government and supported by the full faith and credit of the United States
- ~~United States Government Sponsored Enterprises (GSEs)~~ ~~Agency Securities~~—
Those with full faith and credit (75%)
Those without full faith and credit (50%) and no more than 10% in any one issuer
~~Debt securities issued by the Government Sponsored Enterprises (GSEs), Federal Agencies and certain international institutions which are not direct obligations of the United States, but involve U.S. Government sponsorship and are fully guaranteed by government agencies or enterprises, including but not limited to:~~
 - ~~Federal Farm Credit Bank (FFCB)~~
 - ~~Federal Home Loan Bank (FHLB)~~
 - ~~Federal Home Loan Mortgage Corporation (FHLMC)~~
 - ~~Federal National Mortgage Association (FNMA)~~
 - ~~Tennessee Valley Authority (TVA)~~
 - ~~_____~~

- *Money Market Mutual Funds* – ~~Shares of an e~~Open-end investment company Fund registered under the Investment Company Act of 1940 and rated AAA by at least one major rating agency (S&P, Moody's, or Fitch). The investments of that Fund should comply with the SEC regulations under Rule 2a-7 and maintain a constant net asset value, offer daily liquidity and carry an average weighted maturity that does not exceed 90 days. (100%) ~~The Investment Advisor shall routinely evaluate the Fund's investment portfolio to ensure its compliance with NHVA's Investment Policy.~~
- ~~*Corporate Debt Instruments* – All commercial paper and other short term, unsecured promissory notes issued by corporations or financial institutions including but not limited to Master Notes, Medium Term Notes, Deposit Notes, Eurodollar Notes and Yankee Notes and bonds. Corporate Debt must have either short term or long term ratings. At the time of purchase, a security must have at least 2 short term ratings of A-1 or P-1 or F1 or higher (S&P, Moody's and Fitch, respectively), or at least 2 long-term debt ratings of A, A2, or A or higher (S&P, Moody's, and Fitch, respectively).~~
- *Bank Deposit and Checking Accounts* – ~~No limit will be placed on bank deposit or checking accounts as long as they are 100%~~ guaranteed by FDIC coverage currently set at \$250,000 (100%)

Bank Deposit and Checking Accounts – Beyond FDIC insurance (Board approval required with ~~. Where FDIC limits expire or are otherwise exceeded, the board will set~~ prudent operating limits set in consideration of the overall economic and operating benefits to NHVA; credit quality of the bank; and overall risk environment.)

B. Longer-Term Investments that may have variable distributions

Eligible investments include the above with addition of *higher-quality corporate debt*.

- At time of purchase, securities must be rated "Baa3/BBB-" or better by at least two agencies (S&P, Moody's, or Fitch)
- No more than 30% of securities shall have a "BBB" rating meaning that 70% shall have ratings of "A3 / A-" or better by at least two agencies
- Maximum of 10% in any one issuer (other than insured or guaranteed instruments)
- No leveraged or structured products
- Advisor shall diversify debt sectors (finance, industrial, energy, etc) except that investments in pharmaceutical and healthcare debt should be limited to 5% of portfolio
- Maturities not to exceed ten years. Securities shall be laddered to provide reasonable cash flow with the average duration not to exceed six years
- Investment manager may employ fixed income mutual funds and/or exchange-traded funds (ETFs) but they must adhere to this IPS in regard to quality and duration of underlying assets.

Investments may be sold prior to maturity due to changes in credit quality, market condition, or for uncertain capital needs; however, prudence and overall caution must be exercised to minimize any potential losses.

■

Equity Allocation: Allowable investments may also include an equity allocation at the discretion of the Audit Committee and Board. This would allow for both capital appreciation as well as income. Individual large-cap higher quality stocks and/or mutual funds or exchange-traded funds may be employed with a maximum allocation of 25% of the overall portfolio. Mid-cap, Small-cap and International funds may be included for appropriate diversification with a maximum allocation of 10% of the equity component. The added diversification would be consistent with a still conservative approach to investing and a lower overall risk tolerance but may add possible principal loss, if at least for a shorter time horizon. For assets longer than five years, equity component may grow to a 70% allocation.

- ~~*Diversification Limits* — To insure adequate sector diversification of the portfolio, the following limits apply:~~
 - ~~Maximum of 50% of the portfolio will be invested in corporate or other securities.~~
 - ~~Maximum of 50% will be invested in US Agency or GSE securities including those that carry the full faith and credit of the US Government.~~
 - ~~Maximum of 25% will be invested in debt issued by banks and financial firms (not including FDIC-insured Certificates of Deposit which have no aggregate limit.)~~
 - ~~Maximum of 10% will be invested in debt issued by foreign-domiciled firms.~~
- ~~*Issuer Concentration Limits* — In order to provide adequate issuer risk diversification the following issuer limits apply, based on the portfolio size at the time of purchase:~~
 - ~~No limit on AAA money funds that otherwise meet policy parameters~~
 - ~~No limit on US Treasury individual securities~~
 - ~~Maximum of 10% individual securities backed by any qualifying Agency issuer~~
 - ~~Maximum of 5% individual securities of any corporate or bank issuer~~

V. Liquidity Requirements

~~In order to ensure adequate liquidity for operating purpose and unknown or evolving capital needs, the following requirements should be met:~~

- At all times NHVA shall hold cash to match the maturity dates with the projected liabilities under NHVA's cash projections. ???
- ~~With the exception of US Treasuries and Agency issuer, any specific issue or debt program should have a minimum issue size of \$240mm.~~
- ~~Issuers and overall structure should be of high quality and recognized by the market.~~

~~The holdings of all NHVA accounts, including all bank and investment accounts, are subject to this policy and may be considered in meeting these liquidity requirements.~~

~~VI. Restricted Sectors and Securities~~

- ~~Investments in issuers in the Pharmaceutical Industry Group are prohibited.~~
- ~~Investments in issuers in the Healthcare and Healthcare Services Industry Group are prohibited.~~
- ~~Investments in securities with underlying leverage risk or structured notes are prohibited.~~
- ~~Investments in Asset Backed securities and Asset Backed Commercial Paper are prohibited.~~

VII.IV. Delegation of Authority and Role of Investment Advisor including Benchmarking, Performance, and Communications

NHVA is authorized to delegate certain responsibilities to professional experts ~~in various fields~~ to assist the organization ~~to optimize~~ **in optimizing** an investment strategy aligned with NHVA's objectives. Professionals may include investment management consultants, investment managers, custodians of investments, attorneys, auditors, and any others who may assist NHVA in meeting its responsibilities and obligations to prudently administer the investments of NHVA.

The Audit Committee and Board may delegate investment decisions to a retained professional investment advisor (the "Investment Advisor") who will have full discretion to make all investment decisions for the assets placed under his or her jurisdiction, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in this statement. Persons responsible for managing and investing the portfolio fund(s) shall act in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances, as set out in UPMIFA and adopted by the State of New Hampshire.

At a minimum, an annual review of the account shall be held by the Investment Manager with the NHVA Audit Committee and/or Board. Performance if relevant, compliance with the policy, and a strategy outlook review shall be discussed. They will also provide educational support on investment considerations as needed. A statement of current holdings and transactions shall be provided at least quarterly to the Audit Committee.

Depending on the structure and duration of the Portfolio, performance evaluation may or may not be required: **i.e.,** ~~Performance evaluation is more appropriate~~ if a reasonable percentage of

the assets are held for longer than 12 months. If appropriate, the investment performance of the portfolio will be measured and evaluated against one or multiple or a blend of appropriate and commonly accepted performance benchmark indexes **and measured over one-, three- and five-year periods.** ~~The Investment Advisor shall advise NHVA concerning appropriate benchmarks from time to time and shall also measure its performance against any other benchmarks requested by NHVA.~~

~~At a minimum, an annual review of the account shall be held by the Investment Manager with the NHVA Audit Committee. Performance, compliance with the policy, and a strategy outlook review shall be discussed. Should any investment be downgraded, fall out of policy, or events occur that warrant concern, the Investment Manager must notify NHVA's consultant within 48 hours as soon as possible, in writing to NHVA's Executive Director, Treasurer, and Board Chairperson, and present a course of action if necessary. Investments may be sold prior to maturity due to changes in credit quality, market condition, or for uncertain capital needs; however, prudence and overall caution must be exercised to minimize any potential losses.~~

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ENFORCEMENT, REVIEW AND REVISION:

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

DATE ADOPTED: June 9, 2005

SUBSTANTIALLY REWRITTEN: March 9, 2016

AMENDED TO INCLUDE LONGER-TERM INVESTMENT ASSETS: September xx, 2019

Investment Policy

Policy Title:	Investment Policy
Effective Date:	March 9, 2016
Purpose:	Outline of investment policy.

I. Purpose

The New Hampshire Vaccine Association's (NHVA) primary purpose is to raise funds, through mandatory assessments paid by private insurance carriers, by Third Party Administrators on behalf of their plans, and by other payers, to pay for all vaccines administered to children in the State of New Hampshire who are not eligible for free vaccines under one or more federal programs. NHVA was created in 2002 as a tax-exempt corporation pursuant to New Hampshire State RSA 126-Q.

The purpose of this Investment Policy is to establish the responsibility, authority and guidelines for the investment of NHVA's surplus cash. Surplus cash is defined as those funds exceeding the daily operating requirements of NHVA and not immediately required for upcoming financial obligations.

This investment policy will be reviewed from time to time and amended as necessary to ensure that it remains consistent with the overall objectives of the NHVA and with current financial trends, while remaining a clear and meaningful document.

II. Investment Objectives and Principles

Persons responsible for managing and investing the portfolio fund(s) shall act in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances, as set out in UPMIFA and adopted by the State of New Hampshire.

The basic objectives of NHVA's investment program are, in order of priority:

- Safety and preservation of principal by investing in a high quality, diversified portfolio of securities as described under "Investment Guidelines" below.
- Liquidity of investments that is sufficient to meet NHVA's projected cash flow requirements.
- Conservative market rates of return on invested funds and inflation protection that are consistent with the above stated objectives.

III. Role of NHVA's Investment Advisor

Generally investment decisions will be delegated by NHVA to a retained professional investment advisor (the "Investment Advisor"). The Investment Advisor shall independently assure compliance with this policy. Additionally, the Investment Advisor will advise NHVA whenever, in the Investment Advisor's independent view, revisions to this Investment Policy seem to be appropriate. The Investment Advisor also shall provide educational support to NHVA's Board on investment considerations periodically and report, not less frequently than quarterly, on NHVA's investments. This report shall include a list of current holdings and performance (if applicable). The Investment Advisor shall also certify their continuing compliance with this Investment Policy.

IV. Investment Guidelines

1. Maturity – Individual security maturities should not exceed 60 months (5 years). The weighted average maturity of the portfolio shall not exceed 36 months. No more than 20% of the portfolio will carry maturities beyond 36 months. A maturity or effective maturity by definition shall include puts, announced calls or other structural features which will allow the holder to redeem the investments at a quantifiable price consistent with liquidity, safety and preservation of capital.
2. Eligible Investments
 - *United States Government Securities* – Marketable securities which are direct obligations of the U.S.A., issued by or guaranteed as to principal and interest by the U.S. Government and supported by the full faith and credit of the United States.
 - *United States Government Agency Securities* – Debt securities issued by the Government Sponsored Enterprises (GSEs), Federal Agencies and certain international institutions which are not direct obligations of the United States, but involve U.S. Government sponsorship and are fully guaranteed by government agencies or enterprises, including but not limited to:
 - Federal Farm Credit Bank (FFCB)
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ENFORCEMENT, REVIEW AND REVISION:

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DATE ADOPTED: June 9, 2005

SUBSTANTIALLY REWRITTEN: March 9, 2016

CY 2020 Assessment Process Discussion

NHVA Audit Committee Meeting

September 16, 2019

NH Insurance Department Room 274

Contents

1. Background
2. Historical Trends
3. Rate Assumptions and Assessment Rates
4. DHHS Information for Assessment Process
5. FY2019 Administrative Budget

1. Background

CY2020 Assessment Process Timeline

- July 2019
 - ✓ Data collection for Actual FY2019 and YTD CY2019
 - ✓ Modeling begins
- August 2019
 - ✓ Modeling based upon trends and initial NH DHHS data (8/1)
 - ✓ Concept meeting with the Audit Committee (8/6)
 - ✓ Modeling with final DHHS data received 8/21
- September 2019
 - Review and approval by Audit Committee (9/16)
- September 2019
 - Review and approval by Board of Directors (9/25)
 - Carrier notification of CY2020 rates (9/30)
- October 2019
 - Actual CDC credit received (10/1)



CY2019 Assessment Process Re-Design Accomplishments

1. Simplified the prior assessment process
2. Worked to keep the payer assessment aligned with annual vaccine costs in future years
 - Addressed trend reduction in covered lives
 - Addressed trend increase in state vaccine expenditures
 - Reduced payer burden
3. Ensured process alignment with RSA 126-Q:4-II and Operations Manual
4. Reduced financial risk/exposure to NHVA
 - Managed investment account interest to offset administrative budget
 - As planned, accumulated cash sufficient to fund \$5M Reserve
 - Managed TRICARE claim resolution and ongoing quarterly collections
5. Incurred one-time assessment allowance for unbudgeted FY2019 administrative expenses
 - Prior Administrator run out and new Administrator cutover expenses
 - Washington Vaccine Association CY2018 expenses

FY2019 Significant Fiscal Events

- Investment interest income – \$222,025
- TRICARE one-time arrearage settlement – \$3,970,307
- TRICARE specific assessment receipt– \$158,485
- Tufts assessment recoupment – \$438,771
- Tufts interest recoupment – \$131,361
- WVA Expense – (\$120,000)
- WVA Final Contribution – (\$71,858)
- EBPA refund – (\$58,115)
- Minute receivable written off – (\$58,270)

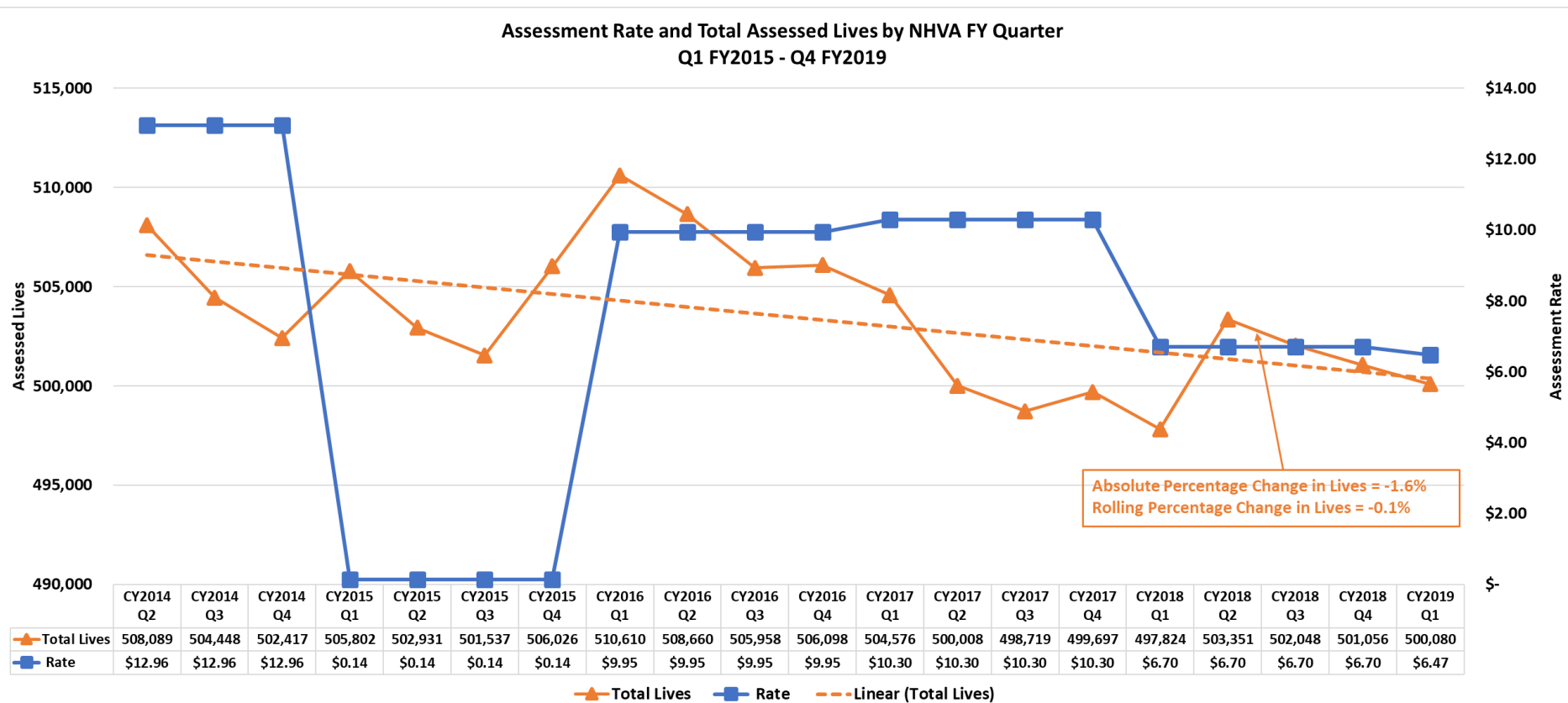


Assessment History / Timeline

	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	DEC
CY 2015									Assessment Set CY 2016. \$9.95			
									DHHS payment \$19,653,132 due 6/30/17	CDC Replacement Credit \$4,377,668		
							SFY 16	SFY 16	SFY 16	SFY 16	SFY 16	SFY 16
CY 2016									Assessment Set CY 2017. \$10.30			
		Assessment Collected \$0.14			CY 2016 Assessment Collected \$9.95			CY 2016 Assessment Collected \$9.95	CY 17 DHHS payment \$18,819,145 due 6/30/18	CDC Replacement Credit \$3,564,068	CY 2016 Assessment Collected \$9.95	
	SFY 16	SFY 16	SFY 16	SFY 16	SFY 16	SFY 16	SFY 17	SFY 17	SFY 17	SFY 17	SFY 17	SFY 17
CY 2017									Assessment Set CY 2018. \$6.70			
		CY 2016 Assessment Collected \$9.95			CY 2017 Assessment Collected \$10.30	CY 2016 Assessment Paid to DHHS \$19,653,132 6/30/17		CY 2017 Assessment Collected \$10.30	CY2018 DHHS payment \$9,234,656 due 6/30/19	CDC Replacement Credit \$4,282,619	CY 2017 Assessment Collected \$10.30	
	SFY 17	SFY 17	SFY 17	SFY 17	SFY 17	SFY 17 DHHS Reports Balance Forward \$9,915,173	SFY 18	SFY 18	SFY 18	SFY 18	SFY 18	SFY 18
CY 2018									Assessment Set CY 2019 \$6.47			
		CY 2017 Assessment Collected \$10.30			CY2018 Assessment Collected \$6.70	CY 2017 Assessment Paid to DHHS \$18,819,145 6/30/18		CY2018 Assessment Collected \$6.70	CY 2019 DHHS expected payment due 6/30/20 \$11,751,393	CDC Replacement Credit \$1,856,544	CY2018 Assessment Collected \$6.70	
	SFY 18	SFY 18	SFY 18	SFY 18	SFY 18	SFY 18 DHHS Reports Balance Forward \$12,979,343	SFY 19	SFY 19	SFY 19	SFY 19	SFY 19	SFY 19
CY 2019									Assessment Set CY 2020 \$6.80			
		CY2018 Assessment Collected \$6.70			CY 2019 Assessment Collected \$6.47	CY 2018 Assessment Paid to DHHS \$9,234,656 6/30/19		CY 2019 Assessment Collected \$6.47	CY 2019 DHHS expects \$16,570,000 due 6/30/21	CDC Replacement Credit \$1,800,000 10/01/19	CY 2019 Assessment Collected \$6.47	
	SFY 19	SFY 19	SFY 19	SFY 19	SFY 19	SFY 2019 DHHS Reports Balance Forward \$6,722,034	SFY 20	SFY 20	SFY 20	SFY 20	SFY 20	SFY 20
CY 2020									Assessment Set CY 2021 \$6.95			
		CY 2019 Assessment Collected \$6.47			CY 2020 Assessment Collected \$6.80	CY 2019 Assessment to Pay to DHHS \$11,751,393 6/30/20		CY 2020 Assessment Collected \$6.80	DHHS payment \$14,790,000 due 6/30/22	CDC Replacement Credit \$1,800,000 10/01/20	CY 2020 Assessment Collected \$6.80	
	SFY 20	SFY 20	SFY 20	SFY 20	SFY 20	SFY 2020 DHHS Reports Balance Forward \$0.00	SFY 21	SFY 21	SFY 21	SFY 21	SFY 21	SFY 21
CY 2021									Assessment Set CY 2022 \$7.00			
		CY 2020 Assessment Collected \$6.80			CY 2021 Assessment Collected \$6.95	CY 2020 Assessment Paid to DHHS \$16,570,000 6/30/21		CY 2021 Assessment Collected \$6.95	DHHS payment \$15,480,000 due 6/30/23	CDC Replacement Credit \$1,800,000 10/01/21	CY 2021 Assessment Collected \$6.95	
	SFY 21	SFY 21	SFY 21	SFY 21	SFY 21	SFY 2021 DHHS Reports Balance Forward \$0.00	SFY 22	SFY 22	SFY 22	SFY 22	SFY 22	SFY 22

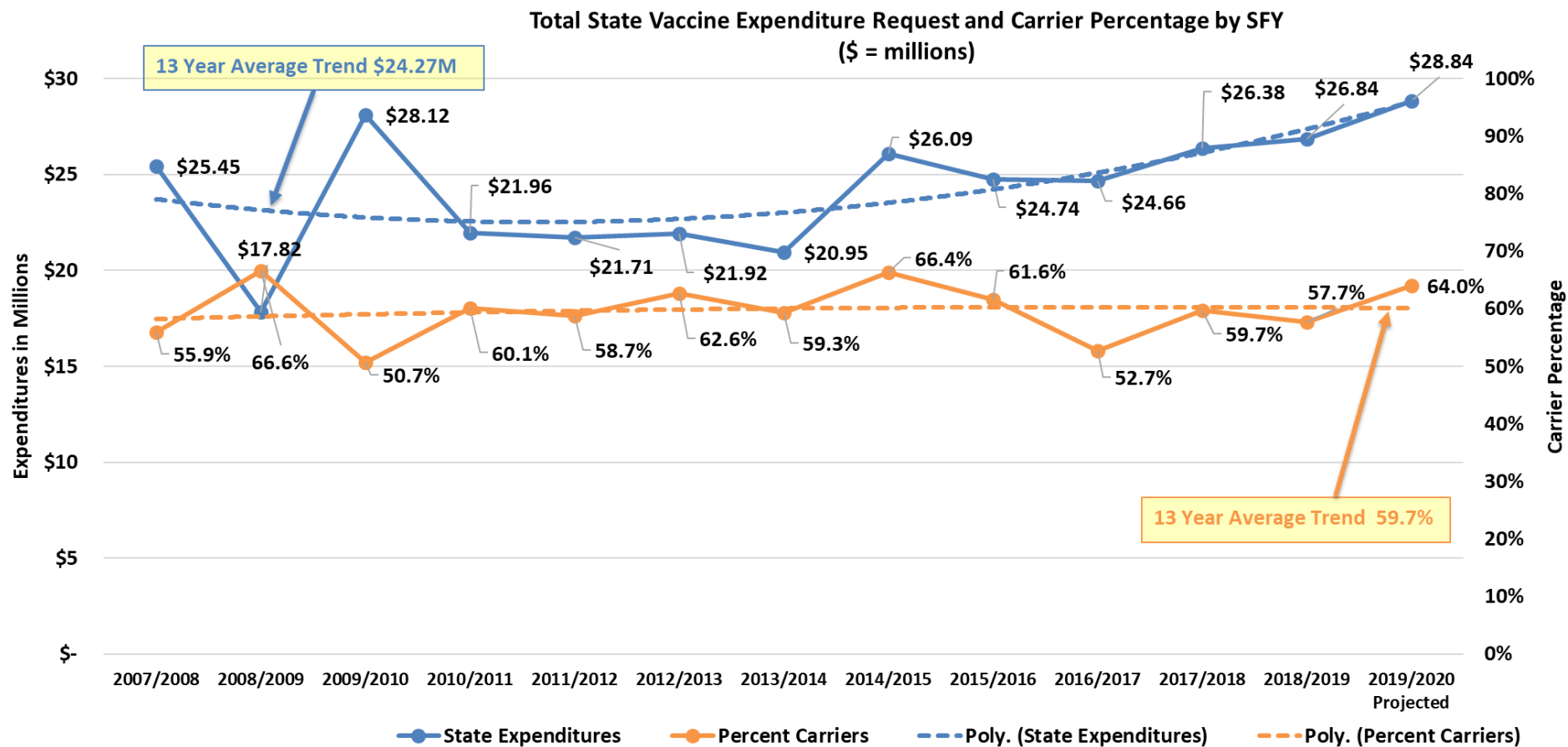
2. Historical Trends

Shrinking Assessed Lives and Variability in Assessed Rate



Source: NHVA KidsVax® reconciliation spreadsheet, 09-06-2018; NHVA Data August 2019
 Note: Total Assessed Lives reflects CY2019 Tufts recovery activity and EBPA refund activity

Increasing State Vaccine Expenditures and Stability in Payer Proportion



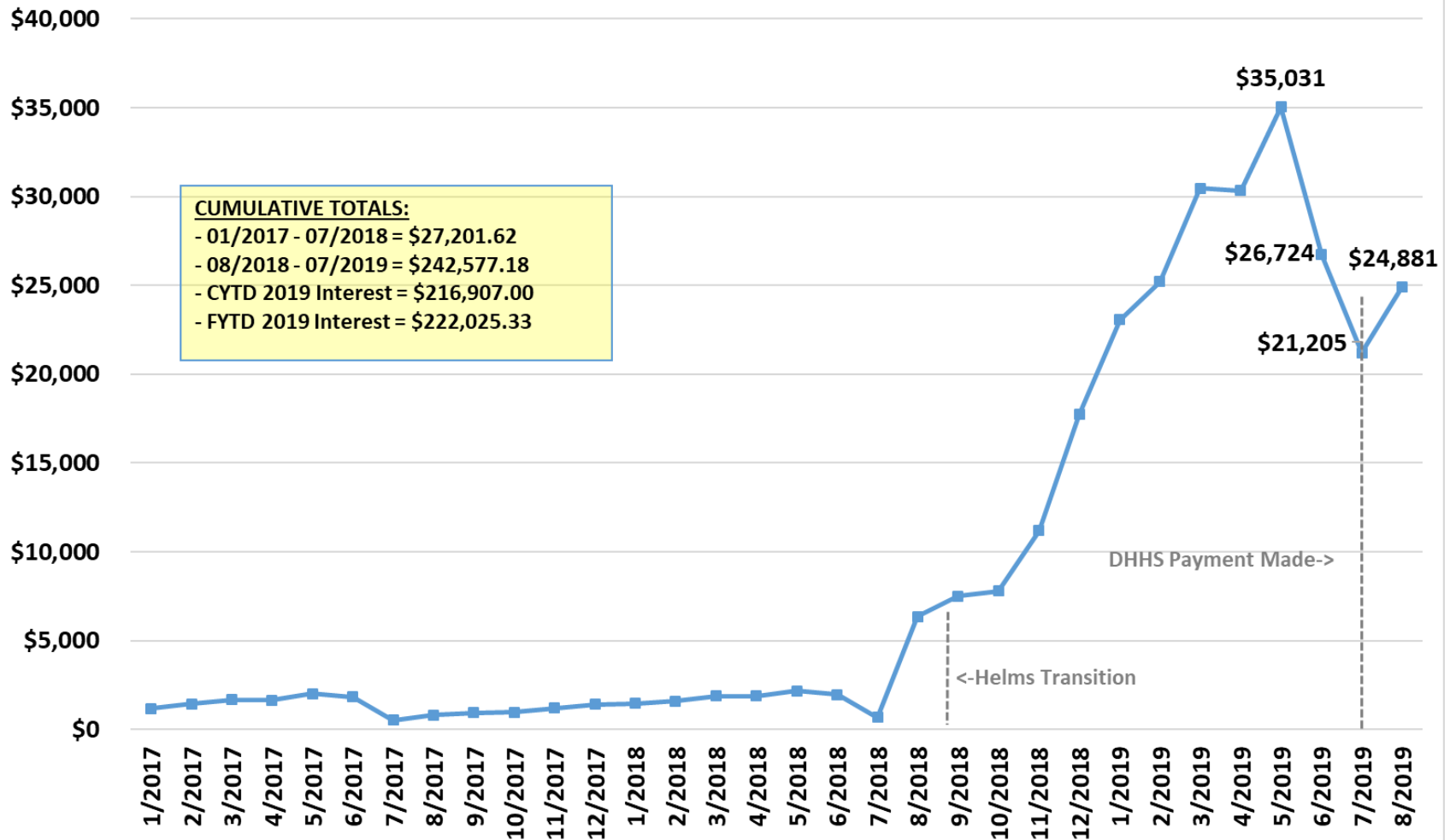
Source: NH DHHS spreadsheet, 08-01-2019; NHVA Historical Data

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Investment Interest Income

**Combined ICS and Wealth Management Accounts Monthly and Cumulative Interest
January 2017 to July 2019**



3. Rate Assumptions and Assessment Rates



CY2020 Core Rate Assumptions (as of September 8, 2019)

1. Board commitment to keeping rates stable in future years (~\$6.50-\$8.00)
2. NHVA funds held by NH DHHS will be recovered in June CY2020 for the second year in a row; the model will recover CDC credit the year following the receipt
3. Total assessed lives is declining by 0.1% per year and will continue
4. A reserve of 10% will be taken of the total non-Federal program cost for the succeeding year (RSA 126-Q:4 II.(c))
5. The TRICARE cap rate of \$12.47 will continue in CY2020 and TRICARE's \$1,492,489 future, specific assessment receivable will be paid down in full in 16 quarters at the current rate of \$12.47
6. The percentage paid by the carriers is 59.6% using trended costs
7. NHVA will not recover the prior, outstanding Minuteman receivable (\$58,270 fully reserved as of 6/30/18)
8. The CDC's annual credit on October 1, 2019 will be no more than last year's \$1.9M and the model will recover the CDC credit with the payment to DHHS planned June 2021
9. NHVA will fully fund the \$5M reserve fund as of October 1, 2019 and any excess cash beyond the \$5M will be used for rate stabilization in future years
10. No assumption made for late payment interest assessments
11. No assumption made for reimbursement of NH DHHS Immunization Section administrative costs
12. Interest rate assumptions for cash on hand assume decreases from 2.0% to 1.00% by 9/30/2020

Cash Flow / Reconciliation / Rates

Description	NEW MODEL		NEW MODEL		FUTURE YEARS				
	CY19 Annual Adjustment Factors	SFY19 for CY19 Rate	CY20 Annual Adjustment Factors	Draft SFY20 for CY20 Rate	Annual Adjustment Factors	Projected Assessment Rate - 4 years			
						SFY 2021	SFY 2022	SFY 2023	SFY 2024
4 Prior Year ACTUAL Avg Total Expenditure + Increase from Act SFY 18	1.74%	\$ 26,837,646	2.1%	\$ 28,844,638	2.1%	\$ 27,951,401	\$ 28,525,494	\$ 29,111,377	\$ 29,709,294
Provision for Vaccine Utilization Increase + Vaccine Cost Increase		Actual SFY19		DHHS Trend Proj					
Subtotal									
Less: Estimated VFC and Estimated NH General Fund									
4 Prior Year ACTUAL Average % Paid by Insurers		57.72%		64.04%	59.70%	59.70%	59.70%	59.70%	59.70%
		Actual SFY19		DHHS Trend Proj					
Amount NHVA to pay DHHS (projected) Before Offsetting DHHS Surplus		\$ 15,490,000		\$ 18,470,000		\$ 16,690,000	\$ 17,030,000	\$ 17,380,000	\$ 17,740,000
Normalized Administrative Expenses		\$ 144,727	0.00%	\$ 142,700	3.00%	\$ 142,700	\$ 146,981	\$ 151,390	\$ 155,932
Provision for One-Time Expenditures		\$ 174,359		\$ -		\$ -	\$ -	\$ -	\$ -
Admin % of Total Vaccine Costs		1.19%		0.49%		0.51%	0.52%	0.52%	0.52%
Total Assessment to be Raised - Before "Cushion"		\$ 15,809,086		\$ 18,612,700		\$ 16,832,700	\$ 17,176,981	\$ 17,531,390	\$ 17,895,932
Apply Cushion ("Reserve") 10% per RSA 126-Q:4 II.(c)	10.00%	\$ 1,580,909	10.00%	\$ 1,861,270	10.00%	\$ 1,683,270	\$ 1,717,698	\$ 1,753,139	\$ 1,789,593
Actual Cushion ("reserve")									
Investment Earnings		\$ (351,842)		\$ (267,751)		\$ (191,271)	\$ (173,358)	\$ (169,587)	\$ (161,595)
Grand Total Assessment to be Raised - Before DHHS Offset		\$ 17,038,153		\$ 20,206,219		\$ 18,324,699	\$ 18,721,322	\$ 19,114,942	\$ 19,523,930
Final Assessment to be Raised									
Less: Q1 Assessments Collected in May		\$ (3,235,518)		\$ (3,397,741)		\$ (3,469,835)	\$ (3,491,923)	\$ (3,489,051)	\$ (3,685,392)
Estimated Assessable Lives	-1.30%	166,693	-0.10%	166,556	0.1%	166,693	166,830	166,967	167,105
Rate Based on Proposed Cash Flow Outcomes									
Q1 - Q3		\$ 10.30		\$ 6.70		\$ 6.47	\$ 6.80	\$ 6.95	\$ 7.00
Q4 Collected in May following at new rate		\$ 6.70		\$ 6.47		\$ 6.80	\$ 6.95	\$ 7.00	\$ 7.00
Projected Year End Cash Balance		Actual 6/30/19		Projected 6/30/20		Projected 6/30/21	Projected 6/30/22	Projected 6/30/23	Projected 6/30/24
Beginning Balance	As of 6/30/2018	\$ 3,697,484		\$ 12,220,200	Proj Year Beg =>	\$ 14,017,882	\$ 11,426,194	\$ 10,888,798	\$ 10,066,617
Projected Cash Received from Assessments - FY basis		\$ 17,796,406		\$ 13,428,274		\$ 13,928,941	\$ 14,225,427	\$ 14,288,821	\$ 14,190,550
Projected Interest Received		\$ 351,842		\$ 267,751		\$ 191,271	\$ 173,358	\$ 169,587	\$ 161,595
Total Receipts		\$ 18,148,248		\$ 13,696,025		\$ 14,120,212	\$ 14,398,785	\$ 14,458,409	\$ 14,352,146
Projected Gross Vaccine Costs after deducting VFC and NH credits		\$ 19,149,829		\$ 15,491,964		\$ 18,470,000	\$ 16,690,000	\$ 17,030,000	\$ 17,380,000
Less: Carryforward DHHS unspent funds		\$ (9,915,173)		\$ (3,740,571)		\$ (1,900,000)	\$ (1,900,000)	\$ (1,900,000)	\$ (1,900,000)
Net cash payments due DHHS		\$ 9,234,656		\$ 11,751,393		\$ 16,570,000	\$ 14,790,000	\$ 15,130,000	\$ 15,480,000
Cash Paid for Administrative Expenses		\$ 390,876		\$ 146,950		\$ 141,900	\$ 146,181	\$ 150,590	\$ 155,132
Total Disbursements		\$ 9,625,532		\$ 11,898,343		\$ 16,711,900	\$ 14,936,181	\$ 15,280,590	\$ 15,635,132
Projected Ending Balance		\$ 12,220,200		\$ 14,017,882	Proj Year Ending =>	\$ 11,426,194	\$ 10,888,798	\$ 10,066,617	\$ 8,783,630
		Actual 6/30/19		Projected 6/30/20		Projected 6/30/21	Projected 6/30/22	Projected 6/30/23	Projected 6/30/24
Projected Q1 Assessments collected in May		\$ 3,315,354	\$ 3,235,518	\$ 3,397,741		\$ 3,469,835	\$ 3,491,923	\$ 3,489,051	\$ 3,685,392
Projected Year end Cash Reserve - Target \$5.0M		\$ 382,130	\$ 8,984,682	\$ 10,620,141		\$ 7,956,360	\$ 7,396,875	\$ 6,577,565	\$ 5,098,238
Total Cash on Hand 6/30 each year		\$ 3,697,484	\$ 12,220,200	\$ 14,017,882		\$ 11,426,194	\$ 10,888,798	\$ 10,066,617	\$ 8,783,630

4. DHHS Information for Assessment Process



DHHS Tab C
08-01-2019

Vaccine Forecast for SFY 20 New Hampshire Immunization Program															SFY 20 Total Projected Cost													
SFY 19	July 1, 2018 to June 30, 2019 2018 Price per Doses Cost				1st Qtr Totals		2nd qtr totals		3rd qtr totals		4th qtr totals		2019 Price Per Doses Cost		Total ordered in SFY 19		SFY 19 Total Cost		.5% wastage		SFY 2019 +.5%		2019 Price Per Doses Cost		Private Price*			
VACCINE																												
DT	\$ 51.56				10	\$ 515.60	11	\$ 567.16	18	\$ 928.08	15	\$ 54.63			54	\$ 2,830.29	0	54										
ACTHIB	\$ 9.23	6190	\$ 57,133.70	6325	\$ 58,379.75	6070	\$ 56,026.10	5485	\$ 9.48	\$ 51,987.80	24070			223,537.35	120	24190	24200	\$ 9.48	\$ 229,416.00	\$ 16.51	\$ 399,382.68							
HIBERIX	\$ 9.65	280	\$ 2,702.00	330	\$ 3,184.50	220	\$ 2,123.00	270	\$ 9.46	\$ 2,554.20	1100			10,563.70	6	1106	1100	\$ 9.46	\$ 10,406.00	\$ 10.85	\$ 11,994.68							
DAPTACEL	\$ 17.61	370	\$ 6,515.70	410	\$ 7,220.10	260	\$ 4,578.60	410	\$ 18.07	\$ 7,408.70	1450			25,723.10	7	1457	1500	\$ 18.07	\$ 27,105.00	\$ 30.84	\$ 44,941.59							
INFANRIX	\$ 18.19	1970	\$ 35,834.30	2010	\$ 36,561.90	1650	\$ 30,013.50	1860	\$ 18.67	\$ 34,726.20	7490			137,135.90	37	7527	7500	\$ 18.67	\$ 140,025.00	\$ 24.71	\$ 186,003.29							
ENGERIX B	\$ 14.03	1770	\$ 24,833.10	1940	\$ 27,218.20	2020	\$ 28,340.60	3620	\$ 16.30	\$ 57,992.40	9350			138,384.30	47	9397	9400	\$ 16.30	\$ 150,588.00	\$ 23.72	\$ 222,890.91							
RECOMBIVAX HB	\$ 12.30	3030	\$ 37,269.00	3640	\$ 44,772.00	2930	\$ 36,039.00	1520	\$ 12.30	\$ 18,696.00	11120			136,776.00	56	11176	11200	\$ 12.30	\$ 137,760.00	\$ 23.95	\$ 267,655.62							
HAVRIX	\$ 19.58	8990	\$ 176,024.20	8180	\$ 160,164.40	7830	\$ 153,311.40	8840	\$ 20.52	\$ 181,396.80	33840			670,896.80	169	34009	34000	\$ 20.52	\$ 697,680.00	\$ 32.89	\$ 1,118,562.59							
VAQTA	\$ 19.29	680	\$ 13,117.20	740	\$ 14,274.60	550	\$ 10,609.50	610	\$ 19.66	\$ 11,993.60	2580			49,993.90	13	2593	2600	\$ 19.66	\$ 51,116.00	\$ 32.66	\$ 84,684.11							
IPOL	\$ 13.30	680	\$ 9,044.00	690	\$ 9,177.00	570	\$ 7,581.00	580	\$ 13.55	\$ 7,859.00	2520			33,661.00	13	2533	2500	\$ 13.55	\$ 33,875.00	\$ 33.53	\$ 84,918.08							
KINRIX	\$ 40.19	2790	\$ 112,130.10	2850	\$ 114,541.50	2050	\$ 82,389.50	2510	\$ 41.31	\$ 103,688.10	10200			412,748.10	51	10251	10300	\$ 41.31	\$ 425,493.00	\$ 52.12	\$ 534,282.12							
QUADRACEL	\$ 39.57	640	\$ 25,324.80	780	\$ 30,864.60	670	\$ 26,511.90	730	\$ 40.66	\$ 29,681.80	2820			112,383.10	14	2834	2800	\$ 40.66	\$ 113,848.00	\$ 53.13	\$ 150,575.73							
M-M-R II	\$ 21.05	3320	\$ 69,886.00	3210	\$ 67,570.50	3000	\$ 63,150.00	4250	\$ 21.22	\$ 90,185.00	13780			290,791.50	69	13849	13800	\$ 21.22	\$ 292,836.00	\$ 75.04	\$ 1,039,221.46							
PROQUAD	\$ 125.11	3530	\$ 441,638.30	3070	\$ 384,087.70	2960	\$ 370,325.60	3700	\$ 131.40	\$ 486,180.00	13260			1,682,231.60	66	13326	13300	\$ 131.40	\$ 1,747,620.00	\$ 214.37	\$ 2,856,758.93							
PEDIARIX	\$ 57.97	4110	\$ 238,256.70	4410	\$ 255,647.70	4610	\$ 267,241.70	3530	\$ 59.05	\$ 208,446.50	16660			969,592.60	83	16743	16700	\$ 59.05	\$ 986,135.00	\$ 79.15	\$ 1,325,232.20							
PENTACEL	\$ 58.33	5190	\$ 302,732.70	4920	\$ 286,983.60	5235	\$ 305,357.55	5215	\$ 59.42	\$ 309,875.30	20560			1,204,949.15	103	20663	20700	\$ 59.42	\$ 1,229,994.00	\$ 96.14	\$ 1,986,521.59							
PNEUMOVAX 23	\$ 53.11	55	\$ 2,921.05	41	\$ 2,177.51	23	\$ 1,221.53	24	\$ 56.30	\$ 1,351.20	143			7,671.29	1	144	160	\$ 56.30	\$ 9,008.00	\$ 100.19	\$ 14,398.81							
PREVNAR 13 TM	\$ 131.77	11290	\$ 1,487,683.30	11690	\$ 1,540,391.30	11430	\$ 1,506,131.10	10800	\$ 137.01	\$ 1,479,708.00	45210			6,013,913.70	226	45436	45400	\$ 137.01	\$ 6,220,254.00	\$ 180.05	\$ 8,180,760.80							
ROTARIX	\$ 92.85	1270	\$ 117,919.50	1540	\$ 142,989.00	1500	\$ 139,275.00	1260	\$ 94.69	\$ 119,309.40	5570			519,492.90	28	5598	5600	\$ 94.69	\$ 530,264.00	\$ 120.95	\$ 677,059.96							
ROTATEQ	\$ 70.49	5940	\$ 418,710.60	5910	\$ 416,595.90	5990	\$ 422,235.10	5500	\$ 70.49	\$ 387,695.00	23340			1,645,236.60	117	23457	23500	\$ 70.49	\$ 1,656,515.00	\$ 82.89	\$ 1,944,325.86							
VARIVAX	\$ 98.24	3440	\$ 337,945.60	3140	\$ 308,473.60	3050	\$ 299,632.00	3720	\$ 104.09	\$ 387,214.80	13350			1,333,266.00	67	13417	13400	\$ 104.09	\$ 1,394,806.00	\$ 129.30	\$ 1,734,785.78							
Adolescent																												
ADACEL	\$ 30.89	980	\$ 30,272.20	770	\$ 23,785.30	710	\$ 21,931.90	880	\$ 31.75	\$ 27,940.00	3340			103,929.40	17	3357	3400	\$ 31.75	\$ 107,950.00	\$ 45.50	\$ 152,729.85							
BEXSERO	\$ 129.06	4907	\$ 633,297.42	2168	\$ 279,802.08	2165	\$ 279,414.90	2725	\$ 135.48	\$ 369,183.00	11965			1,561,697.40	60	12025	12000	\$ 135.48	\$ 1,625,760.00	\$ 170.75	\$ 2,053,238.87							
BOOSTRIX	\$ 31.37	3770	\$ 118,264.90	2980	\$ 93,482.60	2080	\$ 65,249.60	2920	\$ 32.24	\$ 94,140.80	11750			371,137.90	59	11809	11800	\$ 32.24	\$ 380,432.00	\$ 41.19	\$ 486,404.21							
GARDASIL9	\$ 168.10	10340	\$ 1,738,154.00	8280	\$ 1,391,868.00	6180	\$ 1,038,858.00	7150	\$ 178.14	\$ 1,273,701.00	31950			5,442,581.00	160	32110	32100	\$ 178.14	\$ 5,718,294.00	\$ 217.11	\$ 6,971,347.82							
MEINACTRA	\$ 91.81	8710	\$ 799,665.10	6305	\$ 578,862.05	4365	\$ 400,750.65	5350	\$ 93.45	\$ 499,957.50	24730			2,279,235.00	124	24854	24900	\$ 93.45	\$ 2,326,905.00	\$ 122.31	\$ 3,039,848.93							
MENVEO	\$ 92.10	1170	\$ 107,757.00	890	\$ 81,969.00	535	\$ 49,273.50	790	\$ 94.84	\$ 74,923.60	3385			313,923.10	17	3402	3400	\$ 94.84	\$ 322,456.00	\$ 130.75	\$ 444,801.69							
TENIVAC	\$ 20.05	89	\$ 1,784.45	95	\$ 1,904.75	72	\$ 1,443.60	74	\$ 20.60	\$ 1,524.40	330			6,657.20	2	332	300	\$ 20.60	\$ 6,180.00	\$ 33.83	\$ 11,219.72							
TRUMENBA	\$ 104.79	680	\$ 71,257.20	270	\$ 28,293.30	230	\$ 24,101.70	320	\$ 108.95	\$ 34,864.00	1500			158,516.20	8	1508	1500	\$ 108.95	\$ 163,425.00	\$ 133.62	\$ 201,432.15							
			\$ 7,418,589.72		\$ 6,391,809.60		\$ 5,694,045.61			\$ 6,355,012.55				\$ 25,859,457.48					\$ 26,739,423.80		\$ 36,228,943.99							

		Source	SFY19 2018/2019	SFY18 2017/2018	SFY17 2016/2017	SFY16 2015/2016	SFY15 2014/2015	SFY14 2013/2014	SFY13 2012/2013	SFY12 2011/2012	SFY11 2010/2011	SFY10 2009/2010	SFY09 2008/2009	SFY08 2007/2008
Actual Total exp		4+7	\$ 26,837,646	\$ 26,377,918	\$ 24,657,418	\$ 24,741,423	\$ 26,092,637	\$ 20,945,469	\$ 21,918,042	\$ 21,707,838	\$ 21,961,081	\$ 28,121,414	\$ 17,820,721	\$ 25,454,043
VFC	1	CDC Mon Rpt	\$ 11,071,713	\$ 10,329,733	\$ 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	\$ 8,588,458
317 - not used for children	2	CDC Mon Rpt	not provided	not provided	not provided	not provided	not provided	not provided	\$ 156,375	\$ 920,358	\$ 720,612	\$ 1,676,638	\$ 735,871	\$ 2,219,343
State Funds	3	St. Ap(5178-513)	\$ 273,969	\$ 293,211	\$ 392,339	\$ 302,821	\$ 206,762	\$ 460,501	\$ 482,467	\$ 320,494	\$ 492,762	\$ 573,306	\$ 213,821	\$ 422,798
TOTAL GOV'T EXPENDED	4	1+2+3	\$ 11,345,682	\$ 10,622,944	\$ 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	\$ 11,230,599
beg balance	5	State Approp	\$ 12,979,343	\$ 9,915,172	\$ 3,267,370	\$ (1,107,266)	\$ 3,797,531	\$ 207,631	\$ 3,042,624	\$ 6,102,932	\$ 7,039,214	\$ 12,293,560	\$ 7,759,278	\$ 4,919,231
revenue from NHVA*	6	State Approp	\$ 9,234,656	\$ 18,819,145	\$ 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	\$ 17,063,492
Vaccine Insurers expended	7	State Approp	\$ 15,491,964	\$ 15,754,974	\$ 13,005,330	\$ 15,244,063	\$ 17,315,095	\$ 12,414,125	\$ 13,727,510	\$ 12,751,065	\$ 13,197,820	\$ 14,246,791	\$ 11,868,532	\$ 14,223,444
year end encumbered	8	State Approp	\$ 214,014	\$ 4,119,258	\$ 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	\$ 5,038,824
year end cash	9	State Approp	\$ 6,508,021	\$ 8,860,085	\$ 6,002,336	\$ (2,093,271)	0	\$ 1,124,869	\$ (2,070,756)	\$ (456,331)	\$ 1,919,776	\$ 4,381,002	\$ 9,656,901	\$ 2,720,454
TOTAL BAL FORWARD	10	(5+6) -7	\$ 6,722,035	\$ 12,979,343	\$ 9,915,172	\$ 3,267,370	\$ (1,107,266)	\$ 3,797,531	\$ 207,631	\$ 3,042,624	\$ 6,102,932	\$ 7,039,213	\$ 12,293,560	\$ 7,759,279
CDC end of fiscal year credit	11	CDC Vtracks	\$ 1,856,544	\$ 4,282,619	\$ 3,564,068	\$ 4,377,668	not provided	not provided	not provided	N/A	N/A	N/A	N/A	N/A
Reimbursement from Providers and Excise Tax 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 21, 2019														
Note: NHVA as % of total budget			57.72%	59.73%	52.74%	61.61%	66.36%	59.27%	62.63%	58.74%	60.10%	50.66%	66.60%	55.88%



Expense	Description	Total Cost	Amount Requested from
Vaccine Ordering Management Sys	Mechanism for providers to order vaccines online and for the program to track vaccines, generate reports on administration, wastage, etc.	\$167,762.00	\$100,657.20
Vaccine Accountability Coordinator	Responsible for the purchase and distribution of all vaccines within the program. This position manages Vaccine For Children (VFC), 317, and state/local vaccine funding. This individual tracks vaccine inventory, vaccine distribution and administration, vaccine wastage, trends, all of which informs forecasting. This position plays a key role during the influenza season by closely tracking flu vaccine expenditures and distribution to ensure the vaccines are in the right quantities and the right location, allowing for successful clinic outcomes. This position works directly with the Public Health Regions to plan vaccine distribution for Pandemic Exercises or vaccine-preventable disease outbreaks. The position collaborates with the Immunization Information System (IIS), Vaccine Data Coordinator to provide	\$88,273.00	\$52,963.80
Vaccine Quality Specialist	Conducts VFC site visits with enrolled health care providers. Conducts on-site training for new Vaccine Managers; offers educational programs related to overall vaccine management, including storage and handling. Reviews all health care provider vaccine management (including emergency) plans; coordinates annual vaccine provider enrollment process, reviewing all health care provider	\$79,666.00	\$47,799.60
Program Specialist II	Under the direction of the Vaccine Accountability Coordinator, adhering to the standards of vaccine accountability and the VFC Operations Policy & Procedures, this position is responsible for working in the Vaccine Ordering Management System (VOMS/IIS); working with health care provider vaccine ordering-related documents, including vaccine orders, temperature logs and applicable reports. This position works directly with health care providers and staff related to overall	\$71,916.00	\$43,149.60
Technical Support Specialists (2)	This positions operates the technical support Help Desk for the Vaccine Ordering Management System. Interacts with VTrckS (CDC vaccine ordering system) as it relates to the ExIS connection (VOMS) that passes information between the two systems. Works with both systems to assure data quality and vaccine ordering accountability. Works directly with medical health care provider practices to assure education for staff. Develops interoperability processes to inform evidence-based strategies.	\$67,750.00	\$40,650.00
Total		\$475,367.00	\$285,220.20

Request is based on the principle that approximately 60% of the vaccines that the the New Hampshire Immunization Section orders and assures the quality of is NHVA vaccine.

5. FY2020 Administrative Budget

FY2020 Administrative Budget – Adopted by Board June 19, 2019

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	TOTAL
EXPENSE													
Administrative Fees	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 8,333	\$ 100,000
Subcontractors	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,200
Subtotal	\$ 8,433	\$ 8,433	\$ 8,433	\$ 8,433	\$ 8,433	\$ 8,433	\$ 8,433	\$ 8,433	\$ 8,433	\$ 8,433	\$ 8,433	\$ 8,433	\$ 101,200
Bank Fees	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 360	\$ 4,320
Board Meeting Expense			\$ 100	\$ 100	\$ 100		\$ 100		\$ 100			\$ 100	\$ 600
Dues and Subscriptions													\$ -
Insurance (D&O)							\$ 2,000						\$ 2,000
Licenses and Fees				\$ 75									\$ 75
Postage and Shipping	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40	\$ 480
Professional Fees - Audit	\$ 8,500												\$ 8,500
Professional Fees - Legal	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 2,083	\$ 25,000
Public Information Expense													\$ -
Website			\$ 525										\$ 525
Subtotal	\$ 10,983	\$ 2,483	\$ 3,108	\$ 2,658	\$ 2,583	\$ 2,483	\$ 4,583	\$ 2,483	\$ 2,583	\$ 2,483	\$ 2,483	\$ 2,583	\$ 41,500
TOTAL EXPENSE	\$ 19,417	\$ 10,917	\$ 11,542	\$ 11,092	\$ 11,017	\$ 10,917	\$ 13,017	\$ 10,917	\$ 11,017	\$ 10,917	\$ 10,917	\$ 11,017	\$ 142,700

Contact

Patrick Miller, MPH

Executive Director, NHVA

pmiller@helmsco.com

603-225-6633