

**DRAFT**

**MINUTES**

**Meeting and Board of Directors Meeting**

**November 15, 2019**

**9:00 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 the NH Department of Insurance in Concord, NH with a quorum present.

The meeting was called to order by Susan Tenney, Chair, at 8:59 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  
David Sky, NHID, Treasurer  
Sean Lyons, Cigna, Secretary  
Elizabeth Daly, NH DHHS  
Patricia Edwards, MD, Healthcare Provider  
Jason Margus, Anthem  
Wendy Lee Parker, HealthTrust  
Lorraine Radick, Public Member (P)

**Other Attendees & Administrative Staff:**

Patrick Miller, Helms & Company, Inc.  
Erin Meagher, Helms & Company, Inc.  
Keith Nix, Helms & Company, Inc.  
Mark McCue, Esq., Hinckley Allen  
LCdr. TW Hull, CDC with NH DHHS

**Committee Members Excused:**

Edward Moran, Public Member, Vice Chair  
Janice Valmassoi, MD, Healthcare Provider

Mr. Miller announced he was recording the meeting for the purposes of meeting minutes.

A copy of the *Board Chair Statement regarding Public Commentary During Meetings* was distributed to the group. Attorney McCue drafted the statement for the Chair to read prior to public comment.

**II. Review and Acceptance of September 25, 2019 Board Meeting Minutes**

Ms. Tenney asked if there were any questions or discussion regarding meeting minutes. Ms. Daly and Ms. Radick had comments:

- Ms. Daly had the following comments:
  - Page 3 line 119 and page 5 line 215 – Daly is misspelled
  - Page 5 line 221 – “ten-year old policy” should read “ten-year old program”
  - Page 6 line 241 – Ms. Daly asked that the recording be checked to verify that the words “vaccination rate goes up, does the CDC credit go down?” should read “vaccination rate goes up, does the CDC credit go up?” Ms. Meagher will check the recording to confirm the language.
- Ms. Radick had one comment:
  - Page 3 line 81 – remove duplicate “to continue”.

37  
38 After a brief discussion, it was determined the changes outlined above would be made to the minutes and the  
39 recording would be checked to verify the appropriate change to page 6 line 241. The minutes will be added to the  
40 next meeting agenda for final review and approval.

41  
42 **III. FY2019 Annual Report Discussion and Approval**

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44 Ms. Tenney directed the group to page 9 of the meeting packet to review the annual report. Mr. Miller walked the  
45 group through the report advising there is an addition of text under the Universal Vaccine Purchasing Program  
46 Overview and Benefits section and the removal of a graph showing the public/private split. The financials section  
47 highlights the key points that significantly impacted the financials during fiscal year 2019. Mr. Miller reviewed the  
48 three bullet points outlined on the report and indicated where these key points are reflected in the financial table.

49  
50 Ms. Daly then reviewed the Message from the Division of Public Health Services section. The message was updated  
51 to include the several awards received for New Hampshire’s high immunization rate, which would not be obtainable  
52 without the help of insurers and healthcare providers. It also highlighted that the state must remain vigilant in  
53 protecting the public against vaccine preventable disease outbreaks here in New Hampshire and nationally. For  
54 example, the Hepatitis A outbreak is quite substantial nationally and the second death in New Hampshire has  
55 occurred. Finally, the chart was updated with 2018 data. The Hepatitis C measure was removed because the data  
56 was not immediately available and the Hepatitis A measure was added. Ms. Daly also noted the measures were  
57 recently changed by the CDC. The old measure was “19-35 months” and has changed to “by 24 months” as reflected.

58  
59 Ms. Daly suggested adding a measure to the financial table – Operation Expenses as a percentage of Total  
60 Assessment Income. Brief discussion ensued and many agreed this would be helpful. As such, the “Operating  
61 Expenses as a % of Total Remittance” will be replaced with “Operating Expenses as % of Total Assessment Income.”

62  
63 Ms. Parker asked that her middle name “Lee” be added to her name under the NHVA Board of Directors section.

64  
65 Ms. Tenney asked if there were any other questions. Hearing none she asked for a motion.

66  
67 **VOTE RECORDED:** *On a motion by Ms. Daly, seconded by Dr. Edwards, it was unanimously*  
68 **VOTED:** *To accept the FY2019 Annual Report with the two changes outlined above:*  
69 *replacement of measure on the financial table and addition of Ms. Parker’s*  
70 *middle name under the Board of Directors list.*

71  
72 Ms. Parker asked for clarification on when a roll call vote is taken versus a voice vote. Ms. Tenney explained there  
73 are three situations when a roll call vote is used:

- 74 1. If requested by a Board Member;  
75 2. Entering Executive Session; and  
76 3. Exiting Executive Session.

77 Otherwise, a voice vote is recorded.

78  
79 **IV. Executive Director Report**

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81
  - Review of YTD2020 Financial Statements – Mr. Nix reviewed the financial statements in the meeting packet.  
82 The Statement of Financial Position was discussed first. Mr. Nix explained it was important to remember  
83 these reports are set up to display quarterly figures. The report represents only one month into this quarter,  
84 and as such, can be misleading if the reader is not aware of this.

85

86 In the Statement of Changes in Net Assets document, Mr. Nix indicated \$3.2M was collected in assessments  
87 during the first quarter of the fiscal year and with other collections, including TRICARE and investment  
88 interest, a total of \$3.37M was collected overall. For the second quarter only one month of collections is  
89 represented (through October 31, 2019) and he reminded the group that the majority of assessment  
90 collections happen in the second month of the quarter. Mr. Nix reported the collections as of November 8,  
91 2019 stood at \$1.6M. Finally, the Statement of Cash Flow was reviewed. This report reflects the receipts  
92 received through October 31, 2019 along with the disbursements.  
93

94 

- TRICARE Rate Update – Mr. Miller reminded the group of recent TRICARE activity including the settlement  
95 reached last year. Humana and Martin’s Point have been paying assessments at the TRICARE cap rate for  
96 the past several quarters. Last year the cap rate for New Hampshire was \$12.47. Effective October 1, 2019  
97 the rate increased to \$13.95. We were able to automate Humana’s assessment earlier in the year and they  
98 are paying at the full TRICARE cap rate. Martin’s Point is not fully automated. Since Martin’s Point is  
99 capitated, when setting the capitated rate for this year, the assessment allowance was increased but only  
100 to \$12.38. As a result, TRICARE still needs to supplement the payment by \$1.57 pmpm. This is a manual  
101 process Helms and TRICARE have worked out between them to ensure the addition payment is collected.  
102

103 Brief discussion ensued including clarification of the process outlined above and collection of interest was  
104 questioned. Ms. Meagher explained upon receipt of Martin’s Point’s assessment filing, she forwards the  
105 information to TRICARE immediately for payment of the balance due, the \$1.57 pmpm. The payment is  
106 received timely from TRICARE. Mr. Miller explained that within the agreement with TRICARE, that TRICARE  
107 as a Federal entity has no obligation to pay interest to state vaccine program.  
108

109 **V. Department of Health and Human Services (DHHS) Update**  
110

111 Ms. Daly reported that DHHS is actively looking to replace their vaccine purchasing program. This is the program  
112 physician offices use to order vaccines. There is an approval process and then the vaccines are shipped directly to  
113 the physician office. It is anticipated the new vendor will be brought on late spring / early summer. Ms. Daly stressed  
114 the potential impact of this change as they rely heavily on this program to supply figures to feed the assessment rate  
115 setting process. There is potential for impact based on how smoothly the transition goes and the ability to pull data  
116 from the discontinued software.  
117

118 Ms. Daly briefly discussed the policy and procedure program in place with the approximate 218 enrolled sites in the  
119 vaccine purchase program across the state. Site visits are conducted every two years to review procedures including  
120 procedures for vaccine storage and handling along with administrating vaccines. Due to this ongoing work, less than  
121 1% of vaccine supply was lost last year which is excellent compared to a few years ago when it was at 3. Ongoing  
122 improvements continue to ensure the rate stays low. As an example, refrigerators with auto logs for temperature  
123 control have been installed at sites.  
124

125 Finally, Ms. Daly reported \$3,936,259.67 was the total amount of expenditures through October 31, 2019.  
126

127 **VI. Public Comment**  
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129 There were no members of the public in attendance in person on or the phone.  
130

131 Ms. Tenney asked for a motion to move into Executive Session.  
132

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

134 **VOTED:** *To move into Executive Session at 9:45 a.m.*  
135

		<u>Yes</u>	<u>No</u>
136			
137	<i>Beth Daly</i>	X	
138	<i>Patricia Edwards, MD</i>	X	
139	<i>Sean Lyons</i>	X	
140	<i>Jason Margus</i>	X	
141	<i>Wendy Lee Parker</i>	X	
142	<i>Lorraine Radick, RPh (P)</i>	X	
143	<i>David Sky</i>	X	
144	<i>Susan Tenney</i>	X	

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146 **VII. Executive Session**

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148 Helms & Company was invited to remain present for the first part of the Executive Session.

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150 By unanimous roll call vote, the Board voted to end the Executive Session at approximately 9:58 a.m., and the Board  
151 voted all in favor to close the meeting.

152  
153 Draft Board minutes respectfully submitted by  
154 Sean Lyons, Board Secretary  
155 November 20, 2019

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157 # # #