

1 **MINUTES**

2 **Meeting and Board of Directors Meeting**

3 **November 15, 2019**

4 **9:00 a.m.**

5 **Presiding Officer: Susan Tenney, Chair**

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

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10 The meeting was called to order by Susan Tenney, Chair, at 8:59 a.m.

11
12 **I. Welcome and Introductions**

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14 **Attendance** – The following individuals attended the meeting, including by phone (P) as indicated:
15

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

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

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

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

22
23 Ms. Tenney asked if there were any questions or discussion regarding meeting minutes. Ms. Daly and Ms. Radick
24 had comments:

- 25
26 ■ Ms. Daly had the following comments:
- 27 □ Page 3 line 119 and page 5 line 215 – Daly is misspelled
 - 28 □ Page 5 line 221 – “ten-year old policy” should read “ten-year old program”
 - 29 □ Page 6 line 241 – Ms. Daly asked that the recording be checked to verify that the words
30 “vaccination rate goes up, does the CDC credit go down?” should read “vaccination rate goes up,
31 does the CDC credit go up?” Ms. Meagher will check the recording to confirm the language.
- 32
33 ■ Ms. Radick had one comment:
- 34 □ Page 3 line 81 – remove duplicate “to continue”.
- 35

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

39

40 **III. FY2019 Annual Report Discussion and Approval**

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

47

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

56

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

60

61 Ms. Parker asked that her middle name "Lee" be added to her name under the NHVA Board of Directors section.

62

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

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

66 **VOTED:** *To accept the FY2019 Annual Report with the two changes outlined above:
67 replacement of measure on the financial table and addition of Ms. Parker's
68 middle name under the Board of Directors list.*

69

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

72

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

76 Otherwise, a voice vote is recorded.

77

77 **IV. Executive Director Report**

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

83

84 In the Statement of Changes in Net Assets document, Mr. Nix indicated \$3.2M was collected in assessments
85 during the first quarter of the fiscal year and with other collections, including TRICARE and investment

86 interest, a total of \$3.37M was collected overall. For the second quarter only one month of collections is
 87 represented (through October 31, 2019) and he reminded the group that the majority of assessment
 88 collections happen in the second month of the quarter. Mr. Nix reported the collections as of November 8,
 89 2019 stood at \$1.6M. Finally, the Statement of Cash Flow was reviewed. This report reflects the receipts
 90 received through October 31, 2019 along with the disbursements.

- 91
- 92 ▪ TRICARE Rate Update – Mr. Miller reminded the group of recent TRICARE activity including the settlement
 93 reached last year. Humana and Martin’s Point have been paying assessments at the TRICARE cap rate for
 94 the past several quarters. Last year the cap rate for New Hampshire was \$12.47. Effective October 1, 2019
 95 the rate increased to \$13.95. We were able to automate Humana’s assessment earlier in the year and they
 96 are paying at the full TRICARE cap rate. Martin’s Point is not fully automated. Since Martin’s Point is
 97 capitated, when setting the capitated rate for this year, the assessment allowance was increased but only
 98 to \$12.38. As a result, TRICARE still needs to supplement the payment by \$1.57 pmpm. This is a manual
 99 process Helms and TRICARE have worked out between them to ensure the addition payment is collected.

100
 101 Brief discussion ensued including clarification of the process outlined above and collection of interest was
 102 questioned. Ms. Meagher explained upon receipt of Martin’s Point’s assessment filing, she forwards the
 103 information to TRICARE immediately for payment of the balance due, the \$1.57 pmpm. The payment is
 104 received timely from TRICARE. Mr. Miller explained that within the agreement with TRICARE, that TRICARE
 105 as a Federal entity has no obligation to pay interest to state vaccine program.

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

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

115
 116 Ms. Daly briefly discussed the policy and procedure program in place with the approximate 275 enrolled sites in the
 117 vaccine purchase program across the state. Site visits are conducted every two years to review procedures including
 118 procedures for vaccine storage and handling along with administrating vaccines. Due to this ongoing work, less than
 119 1% of vaccine supply was lost last year which is excellent compared to a few years ago when it was at 3%, which was
 120 still well below the standard set by CDC at 5%. Ongoing improvements continue to ensure the rate stays low. As an
 121 example, refrigerators with auto logs for temperature control have been installed at sites.

122
 123 Finally, Ms. Daly reported \$3,936,259.67 was the total amount of expenditures through October 31, 2019 for state
 124 fiscal year 2020.

125
 126 **VI. Public Comment**

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 128 There were no members of the public in attendance in person on or the phone.

129
 130 Ms. Tenney asked for a motion to move into Executive Session.

131
 132 **VOTE RECORDED:** *On a motion by Mr. Sky, seconded by Mr. Lyons, by roll call it was*

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

	<u>Yes</u>	<u>No</u>
134 Beth Daly	X	

136 *Patricia Edwards, MD* X
137 *Sean Lyons* X
138 *Jason Margus* X
139 *Wendy Lee Parker* X
140 *Lorraine Radick, RPh (P)* X
141 *David Sky* X
142 *Susan Tenney* X

143

144 **VII. Executive Session**

145

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

147

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

150

151 Board minutes respectfully submitted by

152 Sean Lyons, Board Secretary

153 November 20, 2019

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