

**DRAFT**

**MINUTES**

**Board of Directors Meeting**

**November 18, 2020**

**9:00 – 11:00 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 via Zoom Webinar with a quorum present.

The meeting was called to order by Susan Tenney, Chair, at 9:05 a.m.

**1. Welcome and Roll Call**

**Attendance** – The following individuals attended the meeting:

**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, Public Member  
Lorraine Radick, RPh, Public Member  
Janice Valmassoi, MD, Healthcare Provider

**Other Attendees & Administrative Staff:**

Mark McCue, Esq., Hinckley Allen  
Patrick Miller, Helms & Company, Inc.  
Erin Meagher, Helms & Company, Inc.  
Keith Nix, Helms & Company, Inc.

**Members of the Public:**

Laura Condon, Bedford  
Jessica Kliskey, Stratham

**Excused Members:**

Edward Moran, Public Member, Vice Chair

For development of the meeting minutes, Mr. Miller announced he was recording the meeting and will delete the recording once the minutes are finalized. Roll call for attendance was then taken.

Ms. Tenney welcomed the Board Members, staff, and members of the public to the meeting. She proceeded to read the *Board Chair Statement Regarding Public Commentary During Meetings* drafted by Attorney McCue.

**2. Review and Acceptance of the September 23, 2020 Board Meeting Minutes**

Ms. Tenney asked if there were any questions or comments related to the draft September 23, 2020 minutes. Mr. Miller advised that a few corrections had been provided by Ms. Daly and Ms. Radick:

- Line 80 – “buy” should be “by” and “unanimously” should be removed
- Line 85 – Elizabeth Daly abstained
- Line 90 – Wendy Lee Parker abstained
- Line 129 – add “around” after “since”
- Line 203 – “and” should be “an”.

There being no additional comments, Ms. Tenney asked for a motion.

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

36 **VOTED:** *To accept the September 23, 2020 Board Meeting minutes with edits as listed*  
 37 *above.*

	<u>Yes</u>	<u>No</u>
39 Elizabeth Daly	X	
40 Patricia Edwards, MD		No vote
41 Sean Lyons	X	
42 Jason Margus	X	
43 Wendy Lee Parker	X	
44 Lorraine Radick, RPh	X	
45 David Sky	X	
46 Susan Tenney	X	
47 Janice Valmassoi, MD	X	

48 A vote was not recorded for Dr. Edwards.

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50  
51 **3. Review and Acceptance of the FY2020 Audit Report**

52  
53 Ms. Tenney asked Mr. Sky to lead the discussion. Mr. Sky, Chair of the Audit Committee, stated that on September  
 54 9, 2020, the Committee met with NHVA's auditor Karen Carew of Carew & Wells, PLLC where she presented the  
 55 fiscal year 2020 audit findings and financial statements to the Audit Committee. The Committee was pleased with  
 56 the presentation and recommended that the Board of Directors approve the report. Mr. Sky added that the  
 57 Committee thought Crew & Wells did a very good job.

58  
59 Ms. Tenney asked the Board members if there were any questions or discussion regarding the report. Hearing none,  
 60 Ms. Tenney asked for a motion.

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62 **VOTE RECORDED:** *On a motion by Ms. Parker, seconded by Ms. Daly, by roll call it was unanimously*  
 63 **VOTED:** *To approve the FY2020 Audit Report.*

	<u>Yes</u>	<u>No</u>
65 Elizabeth Daly	X	
66 Patricia Edwards, MD	X	
67 Sean Lyons	X	
68 Jason Margus	X	
69 Wendy Lee Parker	X	
70 Lorraine Radick, RPh	X	
71 David Sky	X	
72 Susan Tenney	X	
73 Janice Valmassoi, MD	X	

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76 **4. Review and Acceptance of the FY2020 Annual Report**

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78 Ms. Tenney directed the group to page 23 of the meeting packet to review the Annual Report. Ms. Tenney asked  
 79 Mr. Miller if he had any comments related to the report. Mr. Miller summarized the main points: the funding split  
 80 was slightly more favorable to the payers this past year at 58.4%, and the administrative expenses dropped to less  
 81 than one percent (.95%) which is notable. Mr. Miller extended a thank you to Ms. Daly and Ms. Haggerty for all the  
 82 work they did in terms of providing data for the Annual Report. He noted the chart on page two of the report is  
 83 new. It is not the immunization rates as shown in prior years, but it examines vaccine doses ordered and the impact  
 84 of COVID-19. Several members of the Board expressed that this information is helpful and tells a story.

85

86 Ms. Tenney asked the Board if there were any additional comments or discussion. Hearing none, she called for a  
87 motion.  
88

89 **VOTE RECORDED:** *On a motion by Ms. Radick, seconded by Ms. Daly, by roll call it was unanimously*  
90 **VOTED:** *To accept and publish the FY2020 Annual Report.*  
91

	<u>Yes</u>	<u>No</u>
92		
93	<i>Elizabeth Daly</i>	X
94	<i>Patricia Edwards, MD</i>	X
95	<i>Sean Lyons</i>	X
96	<i>Jason Margus</i>	X
97	<i>Wendy Lee Parker</i>	X
98	<i>Lorraine Radick, RPh</i>	X
99	<i>David Sky</i>	X
100	<i>Susan Tenney</i>	X
101	<i>Janice Valmassoi, MD</i>	X

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103 **5. Executive Director Report**  
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105 Ms. Tenney asked Mr. Miller to provide the group with the Executive Director Report. Mr. Miller began by reviewing  
106 the draft 2021 Board of Directors Meeting and Audit Committee Meeting schedule. Most of the meetings will be  
107 held on Wednesdays and invitations for each meeting have been sent to the group. There were no questions or  
108 concerns.  
109

110 Mr. Miller reviewed the unaudited financial statements as of October 31, 2020. Currently, NHVA is running ahead  
111 of budget on assessment income as well administrative expenses. Investment interest rates are falling short of  
112 expectations given the economic downturn and the available investments. We will continue to review this with the  
113 team at Bank of New Hampshire. The ICS account will continue to grow as other instruments are called. We retain  
114 a strong cash position as shown on the *Statement of Financial Position* with \$13.1M in checking and savings (ICS  
115 account) and short-term investments of \$4.7M for a total of approximately \$17.8M.  
116

117 The *Statement of Changes in Net Assets* shows greater detail on NHVA expenses. NHVA is running ahead of budget  
118 on expenses primarily due to not having incurred legal fees.  
119

120 Finally, Mr. Miller provided a brief update on the latest assessment collection due November 15, 2020. The final  
121 numbers are not known as one carrier still has not filed, however, we do know that the total lives will be down  
122 compared to the first two quarters of the year due to unemployment as a result of the pandemic. New Hampshire's  
123 unemployment numbers came out yesterday and have dropped to 4.2% with the US holding at 6.9%. We have now  
124 seen six months with downward rates since the high in April of 17.1%, however, 4.2% is notably more than the 2.4%  
125 seen prior to the pandemic. These numbers will continue to be monitored. Medicaid enrollment increased again  
126 last month for both the standard Medicaid and Medicaid expansion populations. Since February 2020, the standard  
127 Medicaid net increases for children 0-18 was 6,881 lives and for the Granite Advantage lives it was 12,951. These  
128 numbers will continue to be tracked as part of the next year's assessment rate planning.  
129

130 Mr. Miller advised the group that Ms. Meagher is working to finalize the current assessment this week. A few carriers  
131 are still outstanding and multiple payments were postmarked right before the 15<sup>th</sup>. Any late assessment payments  
132 will be reported at our next meeting. Mr. Sky asked how the NHVA assessed lives compared to New Hampshire  
133 Health Plan. Mr. Miller stated that there is a meeting scheduled for tomorrow to discuss the covered lives between  
134 the two programs. Mr. Miller offered to provide a follow up email later in the week. Mr. Miller also offered to the

135 full Board an ongoing update that he currently provides to the Audit Committee relating to the unemployment rates  
136 and Medicaid enrollment numbers.

137 **6. Department of Health and Human Services Update**

138

139 Ms. Tenney asked Ms. Daly for her update. Ms. Daly first provided an update on programmatic spending that  
140 included the funds that come from the Vaccine Association. To date in this fiscal year, DHHS has expended  
141 \$7,034,890.82. The CDC credit is drawn down first and then DHHS starts drawing upon the Association funds.

142

143 DHHS has been planning for the COVID-19 vaccine since spring. The COVID-19 plan for New Hampshire was  
144 submitted to the CDC in late October, and the document is available on the DHHS website. Two pharmaceutical  
145 companies have vaccines that are showing efficacy of 90%-95%. Both companies will be submitting Emergency Use  
146 Authorizations (EUA) to the FDA for approval and it will take about two weeks for FDA to review and make an  
147 approval decision. We could see some vaccine in New Hampshire by mid-December.

148

149 DHHS has a vaccine allocation strategy team that has worked on a distribution strategy for the vaccine due to having  
150 only a very limited amount of vaccine available initially. There is a phased plan to provide the vaccine to those at  
151 highest risk, such as healthcare workers, first responders, and long-term care facility residents. Later phases include  
152 essential workers, the general public with co-morbidities, and then the general public without co-morbidities. It is  
153 going to take many months to vaccinate everybody who wants to be vaccinated.

154

155 Ms. Daly indicated that related to the cost of the COVID-19 vaccine, it is anticipated that the cost will not affect  
156 NHVA at least initially. Initially, the Federal Government is expected to provide the vaccine at no cost as part of the  
157 pandemic response. If it becomes a routine vaccine at some point in the future, then it will likely be paid for as  
158 existing ones are.

159

160 CMS has issued a memo in terms of paying for the administration of the vaccine. Providers will be able to bill for the  
161 administration but not for the vaccine cost. Medicare and Medicaid will reimburse providers for the administration  
162 costs and commercial insurance carriers are being encouraged to follow suit. Providers are not allowed to bill people  
163 who are uninsured, and there is going to be a provider relief fund to support the costs for the uninsured.

164

165 Dr. Edwards asked where children fit in the strategy. Ms. Daly stated that children in general will be part of later  
166 phases. General discussion ensued including not knowing if the vaccine will be yearly like the flu shot or if it will  
167 work for a longer time frame. This will have potential impact too.

168

169 Ms. Daly stated that due to the ultra-cold storage requirements, DHHS will be receiving the vaccine and distributing  
170 it to providers within the state. It is anticipated the initial limited supply will be provided primarily to hospitals and  
171 to long term facilities. National contracts are in place for CVS and Walgreens to provide the vaccine to long term  
172 care facilities. After the first phase, especially as other vaccine formulations become available that do not require  
173 ultra-cold storage, the plan is to have the system work the same way that our childhood program works which is for  
174 providers to order vaccines and have shipped directly to their office.

175

176 Ms. Radick asked for confirmation that people age 65 and older will not necessarily be in the first wave if they are  
177 not in a health care facility or assisted living facility. Ms. Daly confirmed this is correct. Ms. Radick asked about cold  
178 storage requirements. Ms. Daly explained it is ultra-cold storage at negative 70 to 80 degrees Celsius, and that not  
179 even all the hospitals have refrigerators that can store at that temperature. The vaccine will be transported to the  
180 administration site on dry ice and then will need to be used within a specified period of time. It is anticipated by the  
181 time this vaccine is administered within physician offices, the formula for the vaccine will have evolved so the storage  
182 challenges will have been reduced.

183

184 Ms. Tenney asked Ms. Daly about the status of a vaccine tracking system. Ms. Daly indicated that DHHS is working  
 185 on implementing a registry, which is expected to be up and running later in December. DHHS is looking at other  
 186 options for tracking including hospital electronic medical record systems, but from an accountability perspective,  
 187 the provider will have to report the data back to DHHS in terms of the doses being administered and the use of the  
 188 vaccine.

189  
 190 Ms. Radick asked which manufacturer is producing the vaccine that only requires a single shot. Ms. Daly replied that  
 191 she believes it is Johnson & Johnson but does not have that information with her today. Ms. Radick then asked  
 192 where the legislation stands with expanding the vaccine program to adults. Ms. Daly advised that her office  
 193 continues to receive questions from Rep. Knirk on how the child vaccine program works. It is unclear what his  
 194 proposed legislation will entail, but the general understanding is that the legislation will be considered in the  
 195 upcoming legislative session.

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 197 **7. Public Comment**

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 199 Ms. Tenney opened the meeting to any members of the public that wished to speak. Ms. Condon was invited to  
 200 provide comments. Ms. Condon thanked the group for the opportunity to speak and for public participation in the  
 201 meeting. She expressed that she believes it is important for the public to have access to the meetings. Ms. Condon  
 202 shared concerns regarding the thoroughness of her prior meeting comments in the minutes and that the audited  
 203 financial statements are missing information. She began by stating she expressed concern at the last meeting with  
 204 the reporting by the CDC and DHHS that vaccine use was down by some 30% to 60%. She then expressed concerns  
 205 regarding the CDC credits in that the audited financial statements have not referenced these credits. She suggested  
 206 that completion of an IRS form 990 would address this as well as Bank of New Hampshire's Wealth Management  
 207 Group fees for investment management. Ms. Condon concluded her remarks by saying that the media's reporting  
 208 this week of COVID-19 vaccine effectiveness does not mean that the vaccine prevents infection. She stated that it  
 209 is important for the NH DHHS to provide greater clarity to the public regarding what "effectiveness" means. She  
 210 then thanked the Board members for the opportunity to speak.

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 212 Ms. Tenney thanked Ms. Condon for participation in the meeting.

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 214 **8. Executive Session**

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

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

219 **VOTED:** *To move to Executive Session at 9:40 a.m.*

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	<u>Yes</u>	<u>No</u>
222 Elizabeth Daly	X	
223 Patricia Edwards, MD	X	
224 Sean Lyons	X	
225 Jason Margus	X	
226 Wendy Lee Parker	X	
227 Lorraine Radick, RPh	X	
228 David Sky	X	
229 Susan Tenney	X	
230 Janice Valmassoi, MD	X	

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 232 Mr. Miller explained the current webinar will end and each board member will receive a new invitation with a separate  
 233 Zoom link to host the Executive Session.

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**9. Adjournment**

The meeting adjourned after the completion of the Executive Session.

Board of Directors Meeting minutes respectfully submitted by  
Sean Lyons, Board Secretary  
November 24, 2020

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