

MINUTES
Board of Directors Meeting
April 29, 2020
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 via tele-video and conference call with a quorum present.

The meeting was called to order by Susan Tenney, Chair, at 9:15 a.m.

I. Welcome and Introductions

Attendance – The following individuals attended the meeting:

Committee Members:	Members of the Public, continued
Susan Tenney, HPHC, Chair	Rhianna Berrigan, Deerfield
David Sky, NHID, Treasurer	Theresa Braley, unknown
Sean Lyons, Cigna, Secretary	Laura Condon, Bedford
Patricia Edwards, MD, Healthcare Provider	Nicole Engelsen, Laconia
Jason Margus, Anthem	Camilla Franson, Hampton
Wendy Lee Parker, HealthTrust	Renee Gutierrez, Londonderry
Lorraine Radick, Public Member (P)	Patricia Hughes, Concord
	Rochelle Kelley, Weare
	Elizabeth Kinney, Portsmouth
Committee Members Excused:	Jessica Kliskey, Stratham
Elizabeth Daly, NH DHHS	Nicole Lail, Silver Lake
Edward Moran, Public Member, Vice Chair	Lauran LaMarsh, Derry
Janice Valmassoi, MD, Healthcare Provider	Michelle McCartney, Concord
	Shannon McGinley, Bedford
Other Attendees & Administrative Staff:	Fern McLeod, Mont Vernon
Patrick Miller, Helms & Company, Inc.	Alistair & Melissa Missing, Hillsborough
Erin Meagher, Helms & Company, Inc.	Nicole Nordlund, Madison
Keith Nix, Helms & Company, Inc.	Hershel Nunez, unknown
Patrick Miller, Helms & Company, Inc.	Erica Pearl, unknown
Erin Meagher, Helms & Company, Inc.	Daniel Richard, Auburn
Keith Nix, Helms & Company, Inc.	Cheryl Rounds, Derry
Colleen Haggerty, DHHS, for Beth Daly	Holly Ruocco, DC, Chester
LCdr. TW Hull, CDC with NH DHHS	John Schmitt, Keene
	Courtney Stapleton, Nashua
Members of the Public	Shantel Surles, Portsmouth
Heather Entenmann, MPH, Assoc. Director, Merck	Larisa Trexler, Stoddard
Josh Harrell, Assoc. Director of Govt Affairs, Merch	Mary Wilson, unknown
Gina Powers, Dir. Of Govt Rel. RYP Granite Strategies	
Kristen Baker, unknown	

For the purpose of meeting minutes, Mr. Miller announced he was recording the meeting. Separately, Ms. Condon, Dr. Ruocco and Ms. McLeod announced they were recording the meeting.

19 Ms. Tenney welcomed the Board Members, staff and members of the public to the meeting. She proceeded to read
20 the *Board Chair Statement Regarding Public Commentary During Meetings* drafted by Attorney McCue. A copy is
21 attached to the minutes.
22

23 **II. Review and Acceptance of November 15, 2019 Broad Meeting Minutes**
24

25 Ms. Tenney asked if there were any questions or discussion regarding meeting minutes. Mr. Miller announced he
26 had received the following comments from Ms. Daly:

- 27 ▪ Line 55 – “Hepatitis C” should be “Hepatitis B”
- 28 ▪ Line 111 – replace “purchasing program” with “ordering and management system”
- 29 ▪ Line 121 – add after “a few years ago when it was at 3” the following “3%, which was still well below the
30 standard set by the CDC at 5%”
- 31 ▪ Line 125 – add after “total amount of expenditures through October 31, 2019” the following “for state fiscal
32 year 2020”

33 Ms. Haggerty had one correction:

- 34 ▪ Line 118 – “approximate 218 enrolled” should read “approximately 275 enrolled”
35

36 After a brief discussion, Ms. Tenney asked if there were any other questions. Hearing none she asked for a motion.
37

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

39 **VOTED:** *To accept the November 15, 2019 with the edits discussed and outlined above.*
40

41 **III. Executive Director Report**
42

43 Mr. Miller advised the Board he would do a brief review of the financial statements within the meeting packet, along
44 with a letter from the Bank of New Hampshire regarding investments, an update on the assessment collection status
45 for quarter one of CY2020 that is due May 15, 2020, and House Bill 1655.
46

47 Referring to the Statement of Financial Position, he stated that NHVA has a strong cash position with total assets of
48 \$22,536,974, no current receivables. The very bottom of the statement reflects the \$11,751,393 that is due payable
49 by June 30, 2020, to the State of New Hampshire. On the Statement of Cash Flow, Mr. Miller highlighted assessment
50 collections as being slightly below budget, down \$83,741. On the Statement of Changes in Net Assets, it was noted
51 estimated covered lives are down slightly. Mr. Miller pointed out the TRICARE settlement balance. He then stated
52 that NHVA is doing very well in terms of the investment income at \$230,068 as of March 31, 2020 versus the budget
53 of \$153,466 for the fiscal year. Finally, Mr. Miller referenced the \$7M transferred from the ICS investment account
54 into ladder certificate of deposit (CD) investments managed by the Bank of NH Wealth Management team. Mr.
55 Sky asked about why the \$7M on the Statement of Cash Flow was not reflected in the Difference YTD Actual to
56 Budget column. Mr. Miller and Mr. Nix confirmed that the report should be updated.
57

58 Mr. Miller reviewed a number of items on the Statement of Changes in Net Assets: YTD investment income is higher
59 than budget; the assessment income is less than budget; legal fees are below budget; and the bank service charges
60 are below budget since Helms & Company brought the lockbox function inhouse for January 1, 2020.
61

62 Mr. Miller provided a brief update on current assessment collections which are due on May 15, 2020. As of April 28,
63 2020, 40% of the filings have been completed and 42% of cash receipts have already been received. These are both
64 at exceptional levels due to it only being April 28, and normally the vast majority of receipts are received in the final
65 week prior to the due date.
66

67 Mr. Miller reported that we have received the filing from one of the two TRICARE payers. The catch-up balance for
68 TRICARE is currently \$936,926.95, not including what will be deducted under this current quarter.

69
70 As a follow up question on the financial statements, Mr. Sky asked why the change in cash is reflected in the
71 statements as short-term investments. Mr. Nix replied that the CDs are considered to be liquid assets. Mr. Sky
72 followed up his question with another regarding why it shows as a change in cash flow. Mr. Nix replied that the
73 Statement of Cash Flow shows the change in cash from one period to another. The funds were just moved from one
74 vehicle (ICS account) to another (laddered CDs). Mr. Miller stated that if a call needs to be set up with Mr. Sky and
75 Mr. Nix it can be arranged at Mr. Sky's request.

76
77 Mr. Miller directed the Board to the Market Outlook document and the Account and Market Update memo by the
78 Bank of New Hampshire. This information was provided by Dona Murray, VP Investment Officer who has worked
79 on behalf of NHVA for many years. Mr. Miller reviewed key points on interest rates. The ICS account was earning
80 0.01% when Helms took over as Administrator. Helms was able to move the interest rate up to 2% through the last
81 calendar year, but then it dropped in January 2020 by 20 basis points to 1.8%, and then again by 130 basis points to
82 0.5% in March. Given the last drop, it was recommended by the Bank of New Hampshire to move some funds from
83 the ICS account into a set of laddered CDs providing different maturity ranges from one to five years. As a result, on
84 March 12, 2020, NHVA transferred \$7M million to the bank's Wealth Management team, and the bank conducted
85 52 trades of the course of five days to create the laddered CD portfolio. The final pages of the update from Bank of
86 New Hampshire provide detail on the individual CDs with the bank, invested amounts, and maturity dates. Mr. Miller
87 stated that if there are questions, or if the Audit Committee wishes, we can ask Ms. Murray to attend the upcoming
88 Audit Committee meeting in May.

89
90 General discussion ensued. Ms. Radick asked about the Luther Burbank investment listed on page 14 of the meeting
91 packet and why no call date was listed. Mr. Miller indicated he would inquire with the bank. Ms. Radick asked what
92 "lot" listed in the header of the CD investment list means. It was explained it means length of term. Mr. Miller
93 encouraged anyone to email him if additional questions arose while reviewing the documents. He reminded the
94 group the Audit Committee is scheduled to meet at the end of May and will discuss this further at that meeting.

95
96 Mr. Miller then raised the final topic of the Executive Director's Report – HB 1655 – which is new legislation pending
97 to add adult vaccines to the NHVA program covering New Hampshire residents age 19 through 64. Mr. Miller stated
98 that the Board has not met since this legislation was introduced. The legislation has passed the House and will be
99 heard by the Senate next – the docket is in the meeting packet. Since the General Court is not currently in session
100 due to the COVID-19 pandemic, it is not clear when this will be taken up again. The General Court's website states
101 as of this meeting that the Court will re-open on May 4, 2020, pending the current COVID-19 situation.

102
103 Mr. Miller reviewed the edits being considered to RSA-126 in HB 1655 with most changes reflecting the removal of
104 references to children and to add the expansion of coverage to adults. With regards to the bill's fiscal note, Mr.
105 Miller indicated that Ms. Daly's Department provided financial information to the legislature including staffing needs
106 as part of the NH Department of Health and Human Services administration of this program.

107
108 General discussion ensued regarding specific vaccine coverage within the bill. Concerns were raised about the two
109 vaccines specifically being excluded — shingles vaccine and the pneumococcal polysaccharide vaccine. Ms. Haggerty
110 indicated this will be part of ongoing discussions between DHHS and the legislature as this bill progresses through
111 the approval process.

112
113 Mr. Miller and Ms. Daley had planned to meet in March to discuss how this program could be implemented and the
114 impacts of the ongoing administration should the bill pass. However, this meeting has not taken place due to the
115 current COVID-19 pandemic. Mr. Miller did request at one of the legislative committee hearings to move the start
116 date of the program to July 1, 2021 versus the 60 days after passage in the bill. This would allow for a smoother ramp
117 up and to align with NHVA's and the state's fiscal years.

118

119 Finally, Mr. Miller reviewed a memo he prepared with a list of implications to NHVA for the Board to consider if
120 HB1655 passes. He made the caveat that without a final bill to review, some of this may be speculative. It is also
121 unclear whether the bill will pass. Mr. Miller reviewed the twelve points in the memo. The points included
122 anticipated program startup costs, financial reporting, provider and payer communication, assets, TRICARE,
123 governance, and other items. For initial funding needed to start up the program, Mr. Miller suggested that the child
124 program could lend the adult program funds that could then be repaid during the first assessment cycle; this is if the
125 funds between the child and adult programs need to be separated. Mr. Miller stated that the Board may have other
126 ideas and a plan will be developed once it is determined HB 1655 is going to pass.

127
128 Mr. Sky inquired about the assumption to develop a separate assessment rate for adults versus a blended rate for
129 both children and adults and the need to keep funds separate. Mr. Miller stated that his assumption was based off
130 the fact that NHVA would be raising funds for two different populations requiring different levels of funding and that
131 this would likely be cleaner for the carriers. Mr. Sky indicated that the assessment process had been historically
132 based on all covered lives and that the legislation does not specify that two assessment rates need to be developed.
133 Mr. Sky asked if they payers may be interested in a blended rate versus two rates, which would negate the necessity
134 of tracking two separate lines of business. Ms. Tenney offered a payer perspective indicating that part of the reason
135 NHVA moved from all covered lives to child covered lives, was that it was more equitable for self-funded groups with
136 fewer child covered lives. Ms. Parker agreed with Ms. Tenney's statement and stated that when the previous change
137 occurred from all lives to just child-covered lives that it made the allocation of the costs much easier and beneficial
138 for the self-funded employer groups.

139
140 Dr. Valmassoi asked what the NHVA-specific administrative costs would be and if they would be included in the bill's
141 fiscal note prior to its passage. Ms. Haggerty indicated she will need to have a discussion with Ms. Daly in order to
142 address the question. Mr. Miller will make a notation to follow up on this, but at this point no NHVA-specific costs
143 have been estimated as the final bill has not passed.

144
145 Ms. Tenney thanked Mr. Miller for his detailed report and for the effort in examining anticipated start up and ongoing
146 management requirements if HB 1655 passes.

147
148 **IV. Department of Health and Human Services (DHHS) Update**
149

150 Ms. Haggerty reported that the Department is very involved in the COVID-19 pandemic response. Although they are
151 managing their programmatic activities, it is all hands-on deck with the pandemic. They do have the adult universal
152 purchase bill high on their priority list. They are excited about the potential of the program and believe it is a
153 beneficial thing for the state of New Hampshire. DHHS has seen a drop in the past month of approximately 71% in
154 vaccine orders as the health organizations are trying to transition to the "new normal" in response to the
155 coronavirus. It is an effort for practices to keep up with well child visits as well as treating their sick patients. The
156 Department did send notices to their providers with the Centers for Disease Control's and the American Academy
157 of Pediatrics' guidelines referencing the need to promote vaccination rates so as not to let vaccine levels drop too
158 low subsequently leaving children at risk of a vaccine preventable disease. Although the Department did see vaccine
159 levels drop this past month, the hope is that they will see this go back up as the pandemic curve begins to flatten.

160
161 Dr. Edwards offered that during the first few weeks of the pandemic, physicians were not clear on what approach
162 should be taken with vaccination of young children and teens. Eventually, the focus transitioned to getting children
163 age two and under to come into the office, safely, to maintain the vaccine schedule. At this point however, the AAP
164 is recommending keeping older children/teens out of the office. The hope is that shortly they will be able to begin
165 bringing the three and four-year olds in for their vaccinations. It is unclear when the older children will be able to
166 be brought back in, but ideally by summer.

167

168 Ms. Tenney asked Ms. Haggerty if DHHS has seen any wastage if vaccines are sitting on the shelf beyond expiration
 169 dates. Ms. Haggerty reported that the most current wastage rate is at 1%. The Department has seen a very small
 170 amount of waste due to practices closing before they implemented their emergency plan to move their vaccines off
 171 site. Ms. Haggerty assured the group that the emergency plans in place are very comprehensive, they are reviewed
 172 during each provider site visit, and she has confidence in the best practices handling the vaccines within the physician
 173 offices. Finally, she stated that the communication between DHHS and the physician practices is constant.
 174

175 **V. Proxies for Assessable Entities for June 17, 2020 Annual Meeting**
 176

177 Ms. Tenney provided background regarding the appointment of two Board members to act as proxies on behalf of
 178 all NHVA Assessable Entities in relation to voting at the Annual Meeting in June. It was proposed, as had been done
 179 in prior years, that Ms. Tenney and Mr. Sky act as proxies.
 180

181 **VOTE RECORDED:** *On a motion by Mr. Margus, seconded by Ms. Parker, it was unanimously*
 182 **VOTED:** *To authorize the appointment of Ms. Tenney and Mr. Sky proxies for the*
 183 *Assessable Entity director selection of the June 17, 2020 Annual Meeting of the*
 184 *Members.*
 185

186 **VI. Public Comment**
 187

188 Ms. Tenney invited comments from the members of the public.
 189

190 Ms. Condon expressed concern over the guidelines Ms. Tenney read at the beginning of the meeting. She questioned
 191 if this statement had been voted on by the Board as she is not seeing it posted on the NHVA website. Ms. Condon
 192 stated she is hearing from adults, especially with the coronavirus outbreak and talk about a fast track vaccine to
 193 market that would potentially bypass safety mechanisms, that there is no provision to opt out of a statewide vaccine
 194 registry. Ms. Condon indicated many adults are quite concerned with this. She also feels that a five-minute comment
 195 period is too short for sufficient public comment calling it censorship.
 196

197 Ms. Rounds stated as a taxpayer in New Hampshire she does not like the fact that the state government is paying
 198 for vaccines. People have insurance and that it is a profit-making industry. Walgreens and CVS that provide vaccines
 199 get paid for their services. She believes the state has more important things to spend taxpayer dollars on.
 200

201 An unidentified member of the public expressed concern over the additional funds needed for implementing and
 202 managing the proposed adult vaccine purchasing plan if HB 1655 is passed. As a taxpayer in the state of New
 203 Hampshire, they objected to this funding.
 204

205 Ms. Condon questioned the purpose of the Executive Session. Ms. Tenney explained the purpose of the Executive
 206 Session is to discuss staffing needs and legal matters.
 207

208 Ms. Tenney asked for a motion to move into Executive Session.
 209

210 **VOTE RECORDED:** *On a motion by Dr. Edwards, seconded by Mr. Lyons, by roll call it was*
 211 **VOTED:** *To move into Executive Session at 10:21 a.m.*
 212

	<u>Yes</u>	<u>No</u>
213		
214	<i>Patricia Edwards, MD</i>	<i>X</i>
215	<i>Colleen Haggerty</i>	<i>X</i>
216	<i>Sean Lyons</i>	<i>X</i>
217	<i>Jason Margus</i>	<i>X</i>

218 Wendy Lee Parker X
 219 Lorraine Radick, RPh X
 220 David Sky X
 221 Susan Tenney X
 222 Janice Valmassoi, MD X

223
 224 The initial webinar was terminated and a new webinar, specifically for the Board members was started.
 225

226 **VII. Executive Session**

227
 228 Administrator personnel were invited to remain present for the Executive Session. Ms. Tenney asked the Board
 229 members if there were any items for discussion in Executive Session. There were no items raised by the members.
 230

231 With no topics for discussion, Ms. Tenney asked for a motion to adjourn the Executive Session.
 232

233 **VOTE RECORDED:** On a motion by Mr. Sky, seconded by Ms. Radick, by roll call it was
 234 **VOTED:** To adjourn Executive Session at 10:22 a.m.

	<u>Yes</u>	<u>No</u>
236		
237	X	
238	X	
239	X	
240	X	
241	X	
242	X	
243	X	
244	X	

245
 246 Ms. Tenney then asked for a motion to adjourn the Board meeting.
 247

248 **VOTE RECORDED:** On a motion by Mr. Margus, seconded by Dr. Edwards, by roll call it was
 249 **VOTED:** To adjourn Board meeting at 10:23 a.m.

	<u>Yes</u>	<u>No</u>
251		
252	X	
253	X	
254	X	
255	X	
256	X	
257	X	
258	X	
259	X	

260
 261
 262 Board minutes respectfully submitted by
 263 Sean Lyons, Board Secretary
 264 May 6, 2020
 265

266 # # #

NEW HAMPSHIRE VACCINE ASSOCIATION

Board Chair Statement re: Public Commentary During Meetings

I welcome members of the public and ask that each of you sign the attendance sheet or announce yourself if you are participating by telephone. Please also inform the Board now if you will be recording this meeting.

If the Board has sufficient time to conduct its business, then it is our policy to reserve time later in the meeting for public commentary. This commentary should be limited to matters that are germane to the role of the NH Vaccine Association: namely, the assertion and collection of assessments to fund the non-federal portion of the State's purchase and distribution of vaccines under the federal Vaccines for Children program. The Vaccine Association is not a policy-setting organization, it has no influence over the State's participation in the Vaccines for Children Program, and its role is not to challenge the vaccine program cost estimates provided by the State absent obvious error. Therefore, as Chair of the Board, I reserve the right to interrupt and end any public commentary that is not germane to the business of this Association.

Lastly, I remind the public that the commentary period is not an interactive session. If you have questions for the Board or for its executive staff, please direct them to our Executive Director who will respond in the normal course of Association business.

Thank you in advance for adhering to these public commentary guidelines so that we may have a productive meeting.