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MINUTES
Board of Directors Meeting
March 3, 2021
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 9:08 a.m.

1. Welcome and Roll Call

Attendance – The following individuals attended the meeting:

Board Members:	Other Attendees & Administrative Staff:
Susan Tenney, HPHC, Chair	Mark McCue, Esq., Hinckley Allen
Edward Moran, Public Member, Vice Chair	Patrick Miller, Helms & Company, Inc.
David Sky, NHID, Treasurer (joined at 9:34 a.m.)	Erin Meagher, Helms & Company, Inc.
Harold Young, Cigna, Secretary	Keith Nix, Helms & Company, Inc.
Elizabeth Daly, NH DHHS	
Patricia Edwards, MD, Healthcare Provider	
Jason Margus, Anthem	
Wendy Lee Parker, HealthTrust	
Lorraine Radick, RPh, Public Member	
Janice Valmassoi, MD, Healthcare Provider	
	Members of the Public:
	Laura Condon, Bedford
	Virginia Costa, Brighton, MA
	Sandy Geisler, Londonderry
	Cheryl Rounds, Derry
	Larisa Trexler, Stoddard
	Melissa White, Peterborough

Ms. Tenney asked that a roll call for attendance be taken. Upon completion, Mr. Miller announced he was recording the meeting for the facilitation of meeting minutes. Ms. Condon also indicated she would be recording the meeting.

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*.

2. New Board Member

Ms. Tenney advised the group that Sean Lyons has resigned from the Board of Directors and Harold Young is replacing him as Cigna’s representative. Ms. Tenney invited Mr. Young to introduce himself and he provided a brief overview of his background.

VOTE RECORDED: *On a motion by Dr. Edwards, seconded by Ms. Parker, by roll call it was*
VOTED: *To confirm Mr. Young as Mr. Lyons replacement on the Board of Directors.*

	<u>Yes</u>	<u>No</u>
<i>Elizabeth Daly</i>	X	
<i>Patricia Edwards, MD</i>	X	
<i>Jason Margus</i>	X	
<i>Edward Moran</i>	X	
<i>Wendy Parker</i>	X	

37 *Lorraine Radick, RPh* X
 38 *Susan Tenney* X
 39 *Janice Valmassoi, MD* X
 40 *Harold Young* *Abstained*

41
 42 Ms. Tenney welcomed Mr. Young to the Board. She then advised the Board that Mr. Lyons held the position of
 43 Board Secretary and asked if someone would like to volunteer to fill the role in the interim until the term ends mid-
 44 summer. Mr. Miller explained that there had been discussion with Mr. Lyons and Mr. Young prior to the meeting
 45 and Mr. Young agreed to fill this position on an interim basis. Ms. Tenney asked if someone would nominate Mr.
 46 Young for the position.

47
 48 **VOTE RECORDED:** *On a motion by Ms. Daly, seconded by Mr. Moran, by roll call it was*
 49 **VOTED:** *To appoint Mr. Young as interim Board Secretary.*

	<u>Yes</u>	<u>No</u>
51		
52	<i>Elizabeth Daly</i> X	
53	<i>Patricia Edwards, MD</i> X	
54	<i>Jason Margus</i> X	
55	<i>Edward Moran</i> X	
56	<i>Wendy Parker</i> X	
57	<i>Lorraine Radick, RPh</i> X	
58	<i>Susan Tenney</i> X	
59	<i>Janice Valmassoi, MD</i> X	
60	<i>Harold Young</i> X	

61
 62 **3. Review and Acceptance of the January 13, 2021 Board Meeting Minutes**

63
 64 Ms. Tenney asked if there were any changes related to the draft January 13, 2021 minutes. Ms. Radick indicated
 65 that on line 167 the word “your” should be replaced with “her”. Mr. Miller stated that will be corrected. There were
 66 no other corrections or comments.

67
 68 **VOTE RECORDED:** *On a motion by Mr. Moran, seconded by Ms. Daly, by roll call it was*
 69 **VOTED:** *To accept the January 13, 2021 Board Meeting minutes with the noted correction.*

	<u>Yes</u>	<u>No</u>
71		
72	<i>Elizabeth Daly</i> X	
73	<i>Patricia Edwards, MD</i> X	
74	<i>Jason Margus</i> X	
75	<i>Edward Moran</i> X	
76	<i>Wendy Parker</i>	<i>Abstained</i>
77	<i>Lorraine Radick, RPh</i> X	
78	<i>Susan Tenney</i> X	
79	<i>Janice Valmassoi, MD</i> X	
80	<i>Harold Young</i>	<i>Abstained</i>

81
 82 **4. Executive Director Update**

83
 84 Ms. Tenney invited Mr. Miller to provide his update. Mr. Miller began with a review of the January 2021 unaudited
 85 financial statements beginning with the *Statement of Cash Flow*. The YTD assessment income is ahead of budget by
 86 \$425,000 as the pandemic has not resulted in as large a loss of covered lives as budgeted. The *Statement of Financial*

87 *Position* demonstrates a solid cash position with total assets of \$21.3M. Mr. Miller stated that the June 2021
88 payment to the State will increase by approximately \$500,000 due to the final Centers for Disease Control credit
89 amount. This will be revisited with the Audit Committee later this spring. The *Statement of Changes in Net Assets*
90 shows actual income running above budget by \$396,501. On the expense side, expenses are \$14,861 ahead of
91 budget. This is primarily due to unexpended professional fees and office expenses. Mr. Miller stated that the
92 assessment figures for the most recent quarter were not published on the statements as the filings were not due
93 until February 15, 2021. The filings have now all been received, and the average monthly covered lives were 161,564,
94 down slightly from the prior quarter's 163,122, while the TRICARE assessed lives increased to 4,930 from 4,848.

95
96 Mr. Miller then reviewed a series of metrics relating to number of covered lives, Medicaid enrollment, and
97 unemployment. These were first tracked last year when the pandemic was starting and were used to inform the
98 covered lives estimates used in the September 2020 assessment rate setting process.¹ Covered lives continue to
99 decline and have declined 4.6% between Q2 CY2014 and Q4 CY2020. Mr. Miller stated the pandemic has had an
100 impact on covered lives. Additionally, the standard Medicaid line of business has increased by 9,214 child lives since
101 February 2020, and the Granite Advantage Medicaid lives have increased by 17,869 in the same period. Finally,
102 unemployment rates continue to decline both nationally and for New Hampshire in January 2021. The national rate
103 is 6.3% and the New Hampshire rate is 3.6%. Mr. Miller invited the Board members to let him know if there were
104 additional metrics they would like to have tracked.

105
106 Finally, Mr. Miller reviewed two bills from the current legislative session: 1) HB 604 relative to expanding the NH
107 Vaccine Association to include adult vaccines, and 2) HB 572 relative to pharmacist administration of vaccines. A
108 hearing was held in February for HB 604 and NHVA did provide testimony. During an Executive Session of the House
109 Committee, several different amendments were proposed and discussed. Ultimately the decision of the Committee
110 was to retain the HB 604 over the summer to see if the bill's sponsor, Rep. Knirk, could broker an agreement with
111 the pharmacies, payers, and New Futures. Ms. Radick added that the Bill has been totally rewritten after multiple
112 amendments were proposed. Mr. Miller explained that the reason we have been watching HB 572 is that it initially
113 specified a broader age range for vaccine administration that would overlap with NHVA's under age 19 mandate.
114 Ultimately, the bill was limited to those 18 and older. During an Executive Session this week, the Committee included
115 several points of amended language and recommended the bill be moved to the consent calendar. Ms. Radick
116 reminded the group that pharmacists currently can administer the influenza vaccine down to the age of three.

117 118 **5. Department of Health and Human Services Update**

119
120 Ms. Tenney invited Ms. Daly to provide her update. Ms. Daly began by stating that through the month of February,
121 the DHHS has expended \$10,572,144.50 in this fiscal year. Ms. Daly did not have an update on the number of
122 provider orders for the childhood program, however, she stated that the program appears to have stabilized.

123
124 Regarding COVID-19, Ms. Daly stated that as of today, DHHS has provided 332,000 COVID-19 vaccines of which
125 approximately 230,000 were for the first dose. This translates to approximately 17% of the population starting the
126 vaccine series. This week a third vaccine from Johnson & Johnson was approved. Ms. Daly reminded the group that
127 none of the vaccines with the exception of Pfizer can be administered to children which is approved for use in those
128 16 and older. She stated that DHHS is currently in phase one with the vaccine rollout, mostly vaccinating people
129 aged 65 and older and the medically vulnerable. At the end of the month / early April, DHHS will begin vaccinating
130 staff working in childcare, kindergarten-12 schools, and youth camps. After that, the distribution will be age based,
131 and by July 1, DHHS anticipates having enough supply to vaccinate a million people in New Hampshire. As more
132 vaccine becomes available, the hospital and public sites will transition distribution to more traditional models of
133 delivery including provider offices, hospital pharmacies, and urgent care locations. Ms. Radick asked if New

¹ NOTE: Mr. Miller displayed updated figures from what was in the meeting packet for covered lives and unemployment as these data were not available upon publication of the packet.

134 Hampshire had received any of the Johnson & Johnson vaccine, and Ms. Daly advised that 11,600 doses have been
135 received.

136
137 Dr. Edwards asked Ms. Daly if the vaccine that has been approved for aged 16 and older will eventually be on the
138 provider list to order through the childhood vaccine program as many 16-year-olds are essential workers and she is
139 already receiving requests for it. Ms. Daly stated the plan is to make the vaccine available to provider offices. She
140 indicated that there is enrollment paperwork to be completed to become a COVID-19 vaccine provider that is similar
141 to the enrollment paperwork required for participation in the regular childhood vaccine program. Ms. Daly
142 anticipated it will be at least a few months before the vaccine is distributed to outpatient provider practices.

143
144 **6. Public Comment**

145
146 Ms. Tenney opened the meeting to public comment. Ms. Condon introduced herself stating she was from Bedford
147 and a prior board member. She thanked the group for allowing her to address the Board and she thanked Helms &
148 Company for the work they do on behalf of NHVA and the detailed information they provide the Board and to the
149 public. She then welcomed Mr. Young to the Board, and commented that there was likely no need for the Board to
150 vote to bring Mr. Young onto the Board as he was a payer replacement. Ms. Condon questioned the investment
151 fees shown in the financial statements given NHVA has their investment funds in CDs and in sweep accounts which
152 do not usually have associated fees

153
154 No other members of the public indicated they wished to speak, and Ms. Tenney asked if any member of the Board
155 had any questions or desire to move into an Executive Session. No one indicated the need to move to an Executive
156 Session. Mr. Moran asked for a follow up response to the investment fees question raised by Ms. Condon. Mr.
157 Miller stated these fees are related to the work the Bank of New Hampshire did last spring to invest \$7M into dozens
158 of CDs and to manage those investments. The fees tie back to the Request for Information (RFI) process the
159 Association undertook two years ago. The Audit Committee reviewed the responses and unanimously approved
160 retaining the Bank of New Hampshire². Prior to this work, the Bank of New Hampshire had not been receiving fees
161 for the money in the ICS account and still does not. There were no further questions or comments.

162
163 **7. Adjournment**

164
165 Ms. Tenney asked if there were any additional questions. Hearing none, she asked for a motion to adjourn the
166 meeting.

167
168 **VOTE RECORDED:** *On a motion by Mr. Moran, seconded by Ms. Daly, by roll call it was*

169 **VOTED:** *To adjourn the Board of Directors meeting at 9:41 a.m.*

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171

	<u>Yes</u>	<u>No</u>
172 <i>Elizabeth Daly</i>	X	
173 <i>Patricia Edwards, MD</i>	X	
174 <i>Jason Margus</i>	X	
175 <i>Edward Moran</i>	X	
176 <i>Wendy Parker</i>	X	
177 <i>Lorraine Radick, RPh</i>	X	
178 <i>David Sky</i>	X	
179 <i>Susan Tenney</i>	X	
180 <i>Janice Valmassoi, MD</i>	X	
181 <i>Harold Young</i>	X	

² NOTE: Ms. Condon was a member of the Audit Committee at the time the RFI was issued and reviewed.

182

183

184 Board of Directors Meeting minutes respectfully submitted by

185 Harold Young, Board Secretary

186 March 8, 2021

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