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**MINUTES**  
**Board of Directors Meeting**  
**November 29, 2023**  
**Scheduled 9:00 a.m. – 11:00 a.m.**  
**Presiding Officer: Susan Tenney, Chair**

The meeting 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 9:04 a.m.

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

Board Members:	Administrative Staff:
Susan Tenney, HPHC, Chair	Patrick Miller, Helms & Company, Inc.
Edward Moran, Public Member, Vice Chair	Erin Meagher, Helms & Company, Inc.
Jason Margus, Anthem, Treasurer	Keith Nix, Helms & Company, Inc.
Morgan Brown, Cigna, Secretary	Members of the Public:
Marc Fournier, USNH, Self-Insured Entity	Jacob Brouillard, State Representative, Rockingham
Michelle Heaton, NHID	Brooke Cardoso, CSL Seqirus
Anne Marie Mercuri, NH DHHS	Barbara Comtois, State Representative, Belknap
Lorraine Radick, RPh, Public Member	Laura Condon, Bedford, NH
Wendy Wright, DNP, Healthcare Provider	Luke Cunniff, Merck
Harold Young, Cigna, Retiring Board Member	Jason Gerhard, State Representative, Merrimack
Excused Board Member:	Angela M., Concord, NH
Patricia Edwards, MD, Healthcare Provider	Elizabeth Manley, Sanofi
	Emily Phillips, State Representative, Rockingham
	Laura Trexler, Stoddard, NH

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**1. Welcome and Roll Call**

Ms. Tenney thanked everyone for attending the Board of Directors meeting of the NH Vaccine Association. She advised the group that Helms & Company, Inc. (Helms) is recording the meeting for the purpose of creating meeting minutes and the recording will be deleted once the minutes are approved. She then asked if any members of the public were recording to please indicate so by raising their virtual hand or to announce it in the chat. Ms. Condon indicated she was recording the meeting.

Ms. Tenney conducted a roll call of Board members for attendance:

	<u>Present</u>
<i>Morgan Brown</i>	X
<i>Patricia Edwards, MD</i>	<i>Absent</i>
<i>Marc Fournier</i>	X
<i>Michelle Heaton</i>	X
<i>Jason Margus</i>	X
<i>Anne Marie Mercuri</i>	X
<i>Edward Moran</i>	X
<i>Lorraine Radick, RPh</i>	X
<i>Susan Tenney</i>	X
<i>Wendy Wright, DNP</i>	X
<i>Harold Young</i>	<i>Not present at roll call</i>

36 Ms. Tenney read the “Board Chair Statement re: Public Commentary During Meetings.”

37  
38 Ms. Tenney introduced and welcomed Morgan Brown to the meeting. Ms. Brown is a new Board Member  
39 representing Cigna Healthcare and replacing Harold Young on the Board.

40  
41 **2. Review and Acceptance of the September 20, 2023, Board of Directors Meeting**

42  
43 Ms. Tenney asked if there was any discussion regarding the minutes of the September 20, 2023, Board of Directors  
44 meeting. Hearing no discussion, Ms. Tenney asked for a motion.

45  
46 **VOTE RECORDED:** *On a motion by Ms. Wright, seconded by Mr. Moran, by roll call it was unanimously*  
47 **VOTED:** *To approve the September 20, 2023, Board of Directors meeting minutes as*  
48 *presented.*

	<u>Yes</u>	<u>No</u>
50		
51	X	
52	Absent	
53	X	
54	X	
55	X	
56	X	
57	X	
58	X	
59	X	
60	X	

61  
62 **3. Review and Acceptance of the FY2023 Annual Report**

63  
64 Ms. Tenney directed the Board to the draft 2023 Annual Report in the meeting packet and asked Mr. Miller if he  
65 wanted to highlight any portion of the report. Mr. Miller referenced the decline in assets and the slight reduction in  
66 administrative costs as a percentage of assessments. He invited Ms. Mercuri to comment on the two pages dedicated  
67 to the Department of Health and Human Services (DHHS). Ms. Mercuri provided a brief overview of the  
68 immunization coverage rates and reportable communicable disease events.

69  
70 Ms. Tenney asked if there were any questions from the Board. Hearing none, she asked for a motion.

71  
72 **VOTE RECORDED:** *On a motion by Mr. Moran, seconded by Mr. Fournier, by roll call it was unanimously*  
73 **VOTED:** *To approve the 2023 Annual Report as published.*

	<u>Yes</u>	<u>No</u>
74		
75	X	
76	Absent	
77	X	
78	X	
79	X	
80	X	
81	X	
82	X	
83	X	
84	X	
85	X	

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**4. Executive Director Report**

Mr. Miller thanked Harold Young for his two and a half years of service as a member of the Board of Directors and his contribution as Secretary during that time. Mr. Young thanked the Board and said he has enjoyed working with the Board and wished them all the best. Ms. Tenney thanked Mr. Young for his service and he then left the meeting.

Mr. Miller highlighted several items in the unaudited financial statements. The assessment income of \$2,095,199 as of October 31, 2023, is about half of what is expected by November 15, when the filing period ends. The November statements will show the final revenue figure. Most cash assets, \$8.4M, are held in the ICS account with another approximately \$4.5M held in short-term investments. Total assets equaled \$13,034,153. NHVA is ahead of budget by \$6,400. For the collection quarter ending November 15, the average assessed lives were 159,651 – 349 covered lives under the budgeted 160,000.

Mr. Miller reviewed several data trend charts that are used in the assessment setting process for child covered lives. The first chart showed that unemployment rate trends for the United States rates (blue line) and New Hampshire (orange line) have increased slightly in October but are still well below where we were prior to the pandemic. Medicaid enrollment has been quite variable in the months since the pandemic emergency ended. It has fallen considerably. The expectation is that the NHVA should start to see an increase in covered lives as more children become covered under commercial insurance products. The assessment rate trend was presented on the same chart as the number of child covered lives. Both the rate and the number of child covered lives have increased in recent quarters. The final graph illustrates the increase in interest rates for the ICS account. In November 2023 the rate increased to five percent.

**5. NH Department of Health and Human Services (NH DHHS) Update**

Ms. Mercuri advised the Board that this year, as of October 1, the CDC balance was \$2,068,194. She stated that this figure reflects the cash value of the inventory at the close of the federal fiscal year. The amount is \$676,944 higher than last year's amount as NH DHHS works to meet the CDC's 90-day inventory goal. Ms. Mercuri reported NHVA expenditures of \$9.8M for SFY2024 through October 31, 2023. This figure was 41% higher than the same period last year, due to the inventory increase, an increase in overall vaccine price inflation, and the introduction of new vaccines such as Prevnar 20 and COVID-19.

Mr. Moran asked about the 90-day supply requirement. Ms. Mercuri explained that is the CDC's recommended inventory level which equates to one quarter worth of inventory on hand at any given time to protect against supply chain issues from a manufacturer, a government shutdown, etc. For several years, New Hampshire's program has run much leaner than 90 days. The goal is to have approximately \$3.5M in inventory on hand.

Ms. Tenney asked if the cost associated with the buildup of vaccine inventory factored into the overall vaccine costs during the development of the assessment rate for 2024. Mr. Miller advised that this was taken into consideration while developing the rate along with the higher costs of new vaccines as they come onto the market. Additionally, the CDC credit balance was removed from the assessment model during the rate setting process.

Mr. Miller restated the recommendation from the September board meeting that the organization keep adequate reserves for unexpected increases in vaccine costs and the introduction of new vaccines. He stated that efforts are being made to better understand the vaccine manufacturer pipelines and where new vaccines stand in the clinical trials process. Vaccines that have been released over the past 18 months have entered the market in the \$70 up to \$180 range per dose. Many have replaced one or more existing vaccines, with higher costs than older formulations.

135 Mr. Moran asked about quality and efficacy of the newer vaccines. Ms. Mercuri explained that because the State  
 136 offers provider choice, if a new vaccine provides the same protection as an existing vaccine with no significant benefit  
 137 over the other, both will be offered. Factors considered when adding a vaccine include cost, clinical efficacy, impact  
 138 to the child and family, and FDA and CDC recommendations.

139  
 140 Ms. Wright asked Ms. Mercuri about the Vaccine Selection Committee. Ms. Mercuri indicated that the process for  
 141 obtaining Commissioner approval is being reviewed.

142  
 143 Ms. Mercuri provided an update on the COVID-19 vaccines. Just over 6,000 doses of COVID-19 vaccine have been  
 144 purchased with New Hampshire Vaccine Association funds. The initial purchase was conservative due to the cost of  
 145 the vaccines and uncertainty regarding uptake rates.

146  
 147 **6. Public Comment**

148  
 149 Ms. Tenney opened the meeting up for members of the public to comment<sup>1</sup>. Rep. Brouillard was invited to address  
 150 the Board. He posed a question regarding whether new vaccines being introduced are mRNA vaccines. Mr. Miller  
 151 stated that the public comment period was not an interactive session and asked Rep. Brouillard to reach out to him  
 152 directly. Rep. Brouillard asked why the question could not be answered and Ms. Tenney referred Rep. Brouillard to  
 153 the NHVA’s “Board Chair Statement re: Public Commentary During Meetings”, that was read at the beginning of the  
 154 meeting. Rep. Brouillard stated that he would reach out to Mr. Miller directly.

155  
 156 Mr. Gerhard was recognized to speak and asked why the meeting recordings were deleted after the meeting minutes  
 157 were published. Ms. Tenney asked the question be posed to the Executive Director after the meeting as this was  
 158 not an interactive session.

159  
 160 Ms. Condon was recognized to speak and began by acknowledging that this is not an interactive session. She then  
 161 stated that COVID shots are mRNA vaccines.

162  
 163 With no further members of the public asking to provide comment, Ms. Tenney thanked those who spoke and  
 164 reminded everyone that Mr. Miller could be reached via the NH Vaccine Association website ([www.nhvaccine.org](http://www.nhvaccine.org)).

165  
 166 **Executive Session**

167  
 168 Ms. Tenney asked if any member of the Board if there was a need to move into executive session. Hearing none,  
 169 she asked for a motion to adjourn.

170  
 171 **VOTE RECORDED:** *On a motion by Mr. Fournier, seconded by Ms. Radick, by roll call it was unanimously*

172 **VOTED:** *To adjourn the Board of Directors meeting at 9:35 a.m.*

	<u>Yes</u>	<u>No</u>
174		
175	<i>X</i>	
176	<i>Absent</i>	
177	<i>X</i>	
178	<i>X</i>	
179	<i>X</i>	
180	<i>X</i>	

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<sup>1</sup> Note: Per the “Board Chair Statement re: Public Commentary During Meetings”, the Public Comment portion of the agenda is not an interactive session with the Board and comments must be germane to the business of the NHVA. Any questions should be directed to the NHVA’s Executive Director who will respond in a timely fashion.

181	<i>Edward Moran</i>	<i>X</i>
182	<i>Lorraine Radick, RPh</i>	<i>X</i>
183	<i>Susan Tenney</i>	<i>X</i>
184	<i>Wendy Wright, DNP</i>	<i>X</i>

185  
186  
187 Board of Directors Meeting minutes respectfully submitted by  
188 Morgan Brown, Secretary  
189 December 5, 2023

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