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**MINUTES**  
**Board of Directors Meeting**  
**March 27, 2024**  
**Scheduled 9:00 a.m. – 10:00 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 Chair Tenney, at 9:03 a.m.

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

<b>Board Members:</b>	<b>Administrative Staff:</b>
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	Mark McCue, Esq., Hinckley Allen
Marc Fournier, USNH, Self-Insured Entity	<b>Members of the Public:</b>
Michelle Heaton, NHID	Brooke Cardoso, CSL Seqirus
Anne Marie Mercuri, NH DHHS	Laura Condon, Bedford, NH
Lorraine Radick, RPh, Public Member	Luke Cunniff, Merck
Wendy Wright, DNP, Healthcare Provider	Elizabeth Manley, Sanofi
<b>Excused Board Members:</b>	Andrew Rennekamp, CSL Seqirus
Patricia Edwards, MD, Healthcare Provider	

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**1. Welcome and Roll Call**

Ms. Tenney welcomed everyone to the Board of Directors meeting of the NH Vaccine Association. She asked if any members of the public were recording the meeting to please indicate so by raising their virtual hand or to announce it in the meeting chat. No one indicated they were recording.

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

	<u>Present</u>	<u>Excused</u>
<i>Morgan Brown</i>	X	
<i>Patricia Edwards, MD</i>		X
<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	

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

**2. Governance**

Ms. Tenney asked if there were any questions regarding the amended minutes of the November 29, 2023, Board of Directors meeting. Having heard none, Ms. Tenney asked for a motion.

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**VOTE RECORDED:** *On a motion by Ms. Radick, seconded by Mr. Fournier, by roll call it was unanimously*  
**VOTED:** *To approve the amended November 29, 2023, Board of Directors meeting minutes as presented.*

	<u>Yes</u>	<u>No</u>	<u>Excused</u>
Morgan Brown	X		
Patricia Edwards, MD			X
Marc Fournier	X		
Michelle Heaton	X		
Jason Margus	X		
Anne Marie Mercuri	X		
Edward Moran	X		
Lorraine Radick, RPh	X		
Susan Tenney	X		
Wendy Wright, DNP	X		

Ms. Tenney then asked if there were any questions or changes regarding the minutes of the January 24, 2024 Board of Directors meeting. Having heard none, Ms. Tenney asked for a motion.

**VOTE RECORDED:** *On a motion by Ms. Wright, seconded by Ms. Heaton, by roll call it was unanimously*  
**VOTED:** *To approve the January 24, 2024, Board of Directors meeting minutes as presented.*

	<u>Yes</u>	<u>No</u>	<u>Excused</u>
Morgan Brown	X		
Patricia Edwards, MD			X
Marc Fournier	X		
Michelle Heaton	X		
Jason Margus	X		
Anne Marie Mercuri	X		
Edward Moran	X		
Lorraine Radick, RPh	X		
Susan Tenney	X		
Wendy Wright, DNP	X		

Ms. Tenney noted that the next agenda item was the election of proxies for the assessable entity votes at the annual NHVA member meeting in June. At the request of Ms. Tenney, Mr. Miller explained that assessable entities elect their representatives to the NHVA Board of Directors at the annual members meeting. Each year, these entities are given the choice of attending the annual meeting to vote in person, or to appoint proxies to cast their votes for them. Traditionally, NHVA appoints the Board Chair and the New Hampshire Insurance Department representative to serve as the proxies.

**VOTE RECORDED:** *On a motion by Mr. Fournier, seconded by Ms. Radick, by roll call it was unanimously*  
**VOTED:** *To appoint Susan Tenney and Michelle Heaton as proxies for the assessable entities' votes at the June 12, 202 annual meeting of the NHVA members.*

	<u>Yes</u>	<u>No</u>	<u>Excused</u>
Morgan Brown	X		
Patricia Edwards, MD			X

89	<i>Marc Fournier</i>	X
90	<i>Michelle Heaton</i>	X
91	<i>Jason Margus</i>	X
92	<i>Anne Marie Mercuri</i>	X
93	<i>Edward Moran</i>	X
94	<i>Lorraine Radick, RPh</i>	X
95	<i>Susan Tenney</i>	X
96	<i>Wendy Wright, DNP</i>	X

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98 **3. Executive Director Report**  
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100 Ms. Tenney invited Mr. Miller to provide the Executive Director report. Mr. Miller began by reviewing the unaudited  
101 cash flow statement for the month ended February 29, 2024, and noted that assessment income was very close to  
102 the year-to-date budget. He advised the Board that NHVA has approximately \$19.3 Million in current assets, most  
103 of which are in readily-available funds, and he will be working with the NH Department of Health and Human Services  
104 (NH DHHS) in the coming months to finalize the vaccine purchase amount for the state fiscal year ending in June,  
105 2024. Mr. Miller concluded his review by noting that expenses are slightly over budget because of accelerated legal  
106 fees, and that NHVA will be using assessments due on May 15, 2024 to ensure that it has sufficient funding to make  
107 its required payment to NH DHHS in June.

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109 Mr. Miller then reviewed a series of charts reflecting economic trends, decreases in Medicaid enrollment resulting  
110 from the termination of COVID-19 emergency measures, the steady decline in assessable child lives in comparison  
111 to assessment rates, and interest income generated by NHVA’s investments since 2018. Mr. Miller explained that  
112 NHVA was able to reduce rates for fiscal year 2019 because of a surplus in payments made to NH DHHS, but that  
113 assessment rates are expected to continue to increase over time. Mr. Miller concluded by offering the Board an  
114 opportunity for questions or comments.

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116 **4. NH Department of Health and Human Services (NH DHHS) Update**  
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118 Ms. Tenney thanked Mr. Miller and asked Ms. Mercuri to provide the NH DHHS update. Ms. Mercuri began by noting  
119 that NH DHHS is beginning the process of finalizing its determination of the total vaccine purchase amount for the  
120 state fiscal year ending June 30, 2024, and expects that it will be close to the \$21.5 Million estimate provided to  
121 NHVA. She further explained that lower-than-expected COVID vaccine purchases has allowed the state to rebuild its  
122 inventory cushion with the CDC, which the CDC recommend be at the four-month level. Ms. Mercuri noted that the  
123 new CDC price list is expected to be published on April 1st, which NH DHHS then will use as the basis to prepare its  
124 vaccine forecast for the upcoming state fiscal year.

125  
126 Ms. Mercuri concluded her update with an explanation of the federal excise tax (FET) on vaccine purchases, which  
127 was raised at the last Board meeting. She presented slides explaining that the FET varies by vaccine depending upon  
128 the antigens in each, and that the CDC issues an FET credit for spoiled or expired vaccine inventory. The FET credit  
129 is calculated on a national basis, however, and then proportioned to each state based on their vaccine purchase  
130 volume. Because New Hampshire’s child population is about 3% of the nation’s child population, its proportional FET  
131 credit is very small. Ms. Mercuri noted that the FET credit would be provided to NHVA in the detail supporting its  
132 vaccine program payment calculation this summer. She ended her update by offering the Board an opportunity to  
133 ask questions. Mr. Miller confirmed that Ms. Mercuri’s presentation slides have been posted to the NHVA website.  
134 Ms. Tenney thanked Ms. Mercuri for her very clear presentation.

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136 **5. Public Comment**  
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138 Ms. Tenney invited the public to offer its comments. Ms. Condon was recognized and thanked Ms. Mercuri for the  
 139 FET explanation and Mr. Miller for his response to her requests for the videotape of prior Board meetings. She asked  
 140 the Board to consider posting the videotape of each Board meeting on its website as a matter of course under  
 141 NHVA’s public communication policy.

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 143 **6. Adjournment**  
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145 Ms. Tenney asked if any member of the Board had a need to move into executive session or if there were any other  
 146 business items to discuss. Hearing none, she asked for a motion to adjourn.

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 148 **VOTE RECORDED:** *On a motion by Ms. Heaton, seconded by Ms. Wright, by roll call it was unanimously*  
 149 **VOTED:** *To adjourn the Board of Directors meeting at 9:32 a.m.*

	<u>Yes</u>	<u>No</u>	<u>Excused</u>
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152	X		
153			X
154	X		
155	X		
156	X		
157	X		
158	X		
159	X		
160	X		
161	X		

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 163 Board of Directors Meeting minutes respectfully submitted by  
 164 Morgan Brown, Secretary  
 165 April 3, 2024

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