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MINUTES
Board of Directors Meeting
November 20, 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 9:02 a.m.

Attendance – The following individuals attended the meeting:

Board Members:	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	Mark McCue, Esq., Hinckley Allen
Patricia Edwards, MD, Healthcare Provider	Members of the Public
Marc Fournier, USNH, Self-Insured Entity	Brooke Cardoso, CSL Seqirus
Brenda Golden-Hallisey, NHID for Michelle Heaton	Laura Condon, Bedford, NH
Jerry Knirk, MD, Public Member	Luke Cunniff, Merck
Anne Marie Mercuri, NH DHHS	Jessica Kliskey, Stratham, NH
Wendy Wright, DNP, Healthcare Provider	Sean Monroe, Bedford, NH
Excused Board Members:	Andrew Rennekamp, CSL Seqirus
Michelle Heaton, NHID	Larisa Trexler, Stoddard, NH
	Howie Wefennen, Nashua, NH
	Melissa White, Peterborough, NH

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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. Ms. Condon indicated she was recording. Ms. Tenney announced that Brenda Golden Hallisey will be attending today as Michelle Heaton’s designee before she 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>Brenda Golden-Hallisey</i>	X	
<i>Michelle Heaton</i>		X
<i>Jerry Knirk, MD</i>	X	
<i>Jason Margus</i>	X	
<i>Anne Marie Mercuri</i>	X	
<i>Edward Moran</i>	X	
<i>Susan Tenney</i>	X	
<i>Wendy Wright, DNP</i>	X	

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

36 **2. Review and Acceptance of the September 18, 2024, Board of Directors Meeting Minutes**

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38 Ms. Tenney asked if any Board Member had comments regarding the September 18, 2024, Board of Directors
39 Meeting minutes. With no comments, Ms. Tenney asked for a motion.

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41 **VOTE RECORDED:** *On a motion by Mr. Margus, seconded by Ms. Mercuri, by roll call it was unanimously*
42 **VOTED:** *To approve the September 18, 2024, Board of Directors meeting minutes as*
43 *presented.*

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	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
46 Morgan Brown			X	
47 Patricia Edwards, MD			X	
48 Marc Fournier	X			
49 Brenda Golden-Hallisey			X	
50 Michelle Heaton				X
51 Jerry Knirk, MD	X			
52 Jason Margus	X			
53 Anne Marie Mercuri	X			
54 Edward Moran			X	
55 Susan Tenney	X			
56 Wendy Wright, DNP			X	

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58 **3. Review and Acceptance of the FY2024 Annual Report**

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60 Ms. Tenney asked if any Board members had comments regarding the annual report draft. With no suggested
61 changes, Ms. Tenney asked for a motion.

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63 **VOTE RECORDED:** *On a motion by Dr. Knirk, seconded by Dr. Edwards, by roll call it was unanimously*
64 **VOTED:** *To approve the FY2024 Annual Report as presented.*

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	<u>Yes</u>	<u>No</u>	<u>Excused</u>
67 Morgan Brown	X		
68 Patricia Edwards, MD	X		
69 Marc Fournier	X		
70 Brenda Golden-Hallisey	X		
71 Michelle Heaton			X
72 Jerry Knirk, MD	X		
73 Jason Margus	X		
74 Anne Marie Mercuri	X		
75 Edward Moran	X		
76 Susan Tenney	X		
77 Wendy Wright, DNP	X		

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79 **4. Executive Director Report**

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81 Ms. Tenney invited Mr. Miller to provide the Executive Director report.

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83 **a. Review of the FYTD 2025 Unaudited Financial Statements**

84 Mr. Miller reviewed the unaudited financial statements through October 31, 2024. He reported that assessment
85 income is in line with projections. The assessments due on November 15 will be fully reflected in the November

86 financial statements; approximately 98% of the expected assessment filings have been completed for this quarter.
87 For total assets, the organization had \$13.1M. The administrative expenses were under budget by \$2,284.
88

89 **b. Financial Auditor RFP**

90 Mr. Miller provided a status on the need for a new financial auditor, as Carew & Wells, PLLC will no longer be
91 performing audits next year. He has developed a draft RFP for audit services which is currently being reviewed by
92 Carew & Wells, PLLC, Leslie Walker from Mason+Rich, PA, and the Audit Committee. The expectation is the RFP will
93 be released in the first week of December.
94

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

96 Ms. Mercuri provided the following updates:

- 97
 - 98 ▪ CDC Credit (cash value of inventory at close of Federal Fiscal Year) as of September 30 was \$6,126,235.37.
99 NH DHHS is better prepared to maintain a balance forward to cover the NHVA quarterly expenditures.
 - 100 ▪ SFY25 expenditures for the period of July 1 through October 31 were \$11,889,523. There was an anticipated
101 increase in the first quarter expenditures compared with the prior year as there was an average CDC price
102 increase of 4% as well as the addition of Nirsevimab and the second year of COVID-19 commercialization.
103 NH DHHS continues to monitor immunization inventory and will replenish supply as needed.
 - 104 ▪ For the fall respiratory season, providers have administered 57% of Nirsevimab, 45% of COVID-19, and 58%
105 of the Influenza doses distributed as of October 31.
 - 106 ▪ NH DHHS recently received a \$130,583.20 Federal Excise Tax (FET) credit from Moderna that will be used
107 towards future Moderna purchases. No other COVID-19 vaccine manufacturer has provided a FET credit.
108

109 **6. Public Comment**

110 Ms. Tenney asked members of the public if they would like to offer comments, and public comments were received.
111

112 **7. Executive Session**

113 No Executive Session was needed.
114

115 **8. Meeting Adjournment**

116 **VOTE RECORDED:** *On a motion by Mr. Margus, seconded by Ms. Brown, by roll call it was unanimously*

117 **VOTED:** *To move to adjourn the meeting at 9:21 a.m.*

	<u>Yes</u>	<u>No</u>	<u>Excused</u>
122 Robert Dimauro	X		
123 Patricia Edwards, MD	X		
124 Marc Fournier	X		
125 Brenda Golden Hallisey	X		
126 Michelle Heaton			X
127 Jerry Knirk, MD	X		
128 Jason Margus	X		
129 Anne Marie Mercuri	X		
130 Edward Moran	X		
131 Susan Tenney	X		
132 Wendy Wright, DNP	X		

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136 Board of Directors Meeting minutes respectfully submitted by
137 Morgan Brown, Secretary
138 November 22, 2024

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