

Idaho Immunization Assessment Board  
Board Meeting Minutes  
Monday, July 20, 2015  
Department of Insurance, 700 W. State St., Boise, ID – 3rd Floor Conference Room A

**Board Members Present:**

- Dean Cameron, Director - Department of Insurance
- Richard Rainey, M.D. – Regence BlueShield of Idaho (acting Chairman for meeting)
- Tim Callender – AmeriBen/IEC Group (via phone)
- Fred Martin – Idaho Senate
- Brian Fellner – Blue Cross of Idaho
- Jeff Thompson – Idaho House of Representatives (via phone)
- Proxy Tamarie Olson – Department of Health & Welfare – attending for Dr. Christine Hahn

**Board Members Absent:**

- Ted Epperly, M.D. - Family Practice Residency – Chair
- Chris Pickford – Boise School District – Vice Chair
- Christine Hahn, M.D. – Department of Health & Welfare (sent proxy – Tamarie Olson)
- Mike Hodge - Albertsons LLC & New Albertsons Inc.

**Others Present:**

- Rich Burleigh – Deputy Attorney General – Department of Insurance
- Elaine Mellon – Department of Insurance
- Kurt Stembridge – Glaxo-Smith-Klein (via phone)

**Call to Order:** Acting Chairman, Dr. Richard Rainey called the meeting to order at 3:22 PM MDT. Since Dr. Rainey was a past Chair, he ran the meeting due to the absence of Dr. Ted Epperly, Chair and Dr. Christine Pickford, Vice Chair.

**Approval of Minutes from May 21, 2015 meeting:**

Motion to accept minutes made by Senator Fred Martin; motion seconded by Brian Fellner. Motion passed unanimously. Quorum was present.

**Financial Report:** Elaine Diner presented the **Adjustment Report (see attached)** first since a vote will be needed on two items and Tim Callender needed to leave the meeting (via phone). He called in again later in the meeting.

1. **Symetra Life** (line 1) adjustment needs a vote. Symetra changed their reported “B number” from 996 down to 6. Since Symetra has already paid, they are requesting a refund of \$64,350. Symetra did a review of the reported count and determined that the TPAs are paying this assessment on behalf of the employer groups that Symetra covers with its Stop Loss product. The remaining 6 children are covered by a new product (MEC – Minimal Essential Coverage) that had very few lives insured as of January 31, 2015.

Tim Callender made a motion to accept the change in survey for Symetra Life contingent on confirming that all the TPAs have reported the plans stated by Symetra. Senator Fred Martin seconded the motion. Board voted unanimously to accept. Quorum was present.

2. **Envision Pharmaceutical** (line 2) is a new TPA in Idaho and submitted a survey, not aware that an “RX Only” plan (i.e. covering prescription drugs only) would not cover vaccinations, and would therefore not be required to submit a survey. The change in survey for the “B number” is from 1306 to zero. Envision

has not paid the assessment, so if the change is accepted, there would be no refund required. Senator Fred Martin made a motion to accept the change in survey; Brian Fellner seconded the motion. Board unanimously approved the motion. Quorum was present.

3. Other survey adjustments: the other new adjustments (lines 3, 4, 5) do not require a vote; they are notifications to the Board. Those TPAs/Registered Administrators are **Worldwide Insurance Service** changing their survey from 138 to 10 because they incorrectly included another insurance product in the count; **Capitol Administrators** changed from 17 to 4 because they had incorrectly included 13 tribal children; and finally, **Harrington Health** incorrectly used old data in their count so the number of children was reduced from 5 to zero.
4. **Unanticipated Collections** (surveys submitted after the survey vote when the Assessment was set): **SelectHealth (TPA)** is a new TPA in Idaho as of November 2014. They were asked for a survey and responded with a list of plans, which they stated was allowed in the Idaho Immunization Assessment Plan of Operation. SelectHealth TPA submitted 10 names; 9 of which have responded with a survey and have been billed. One of the 10 has yet to submit a survey (Jacobsen Construction).

**First issue:** Investigate how St. Luke's and the other plans listed by SelectHealth were reported last year (2014). Motion to investigate how St. Luke's reported made by Senator Fred Martin; seconded by Brian Fellner. Motion passed unanimously. Quorum was present (Rep. Jeff Thompson via phone). Elaine Diner will contact SelectHealth. When the board receives that information it can decide what action to take.

**Second issue:** Review the Plan of Operation for language making it clear that the TPA has the responsibility to report on the survey. Dean Cameron, Rich Burleigh, and Elaine Mellon are to review the Plan of Operation to see if revisions are needed to clarify that it is the TPA who responsible for reporting. They will also look at the survey instructions to see if any clarifications are needed there.

One of the SelectHealth plans (Admiral Beverage) as refused to pay the assessment. Director Dean Cameron said that the Department of Insurance will look into the situation and possibly talk with SelectHealth about the non-payment.

#### **Overall Financial Report: (see attached)**

Elaine Diner reviewed the Financial Report. We are starting the State Fiscal Year 2016 (starting July 1, 2015) with a carry forward balance of over \$2.8 million and an adjusted budget of slightly over \$19 million and an operating budget over \$18 million. To date, there have been \$738.18 in refunds; carrier population adjustments of \$248,755 (reductions) and unanticipated collections of \$537,160 (additional). Vaccine Expenditures have been \$108,187. Currently there is over \$11 million in the Dedicated Vaccine Fund.

**Old Business:** Open Meeting Law Manual July 2015 (blue booklet) was distributed to board members, as promised in the last meeting.

#### **New Business:**

1. **Plan of Operation revisions** – Director Dean Cameron made some suggestions.
  - (a) Page 2 change the word “may” to “shall” in the section “The Board will meet...in addition the board may make a budget...”
  - (b) Page 3 change the word “may” to “shall” in the section starting with “The Administrator may perform...”

Senator Fred Martin made a motion to change the words “may” to “shall” as in (a) and (b) above. Brian Fellner seconded the motion. Board unanimously passed the motion; a quorum was present.

- (c) Exhibit A – regarding Student Health Benefits and short-Term Health Benefits– clarify the exclusions. Dr. Richard Rainey and Brian Fellner will find out if these coverages include immunizations for their respective companies. Tim Callender will find out about IEC/AmeriBen’s plans. Elaine Diner to ask Pacific Source and SelectHealth.

Director Dean Cameron will do a rough draft of the changes to the Plan of Operation for the next board meeting. The revisions can be voted at the next meeting.

**2. Non-responders to Survey –**

Motion made by Senator Fred Martin to go into **Executive Session** to receive legal counsel regarding a non-responder to the survey. There is potential for legal action. Motion seconded by Brian Fellner. By Roll-Call Vote to approve the Executive Session: those in favor were Richard Rainey, Fred Martin, Brian Fellner, Tamarie Olson (proxy for Christine Hahn), Jeff Thompson (via phone), and Tim Callender (via phone). Motion unanimously passed. Quorum was present.

**Executive Session** began at 4:46 PM MDT and concluded at 5:07 PM MDT. No action was taken in the Executive Session.

After the Executive Session, Senator Fred Martin made a motion for the board to continue to pursue non-responders to the survey. Tim Callender (via phone) seconded the motion. The board voted unanimously to pass the motion. Quorum was present.

**Next meeting:**

October 5, 2015 – Department of Insurance, Conference Room 3A, 700 W. State St, Boise, ID at 3:00 PM MDT.

**Agenda Topics for next meeting:**

- Follow-up information regarding non-responders
- Plan of Operation revisions
- Meningococcal B vaccine for adolescents - recommendations

**Adjournment:**

Motion to adjourn made by Senator Fred Martin; motion seconded by Tim Callender. Board voted unanimously to adjourn. Meeting adjourned at 5:10 PM MDT.

Minutes by Elaine Diner, Administrator for the Idaho Immunization Assessment Board.

**Attachments presented at meeting:**

- (1) Adjustment Report
- (2) Financial Report

**Idaho Immunization Dedicated Vaccine Fund**  
**Funds Collected for SFY2016 (July 1, 2015 - June 30, 2016)**  
**Financial Report as of 7/17/15**

Carry Forward Balance	\$	2,882,942.00	
Assessment as Voted	\$	15,225,405.00	234,237 dependents X \$65.
Adjustments Between Vote and Billing	\$	461,240.00	
Assessment as BILLED	\$	15,686,645.00	
<b>Total Original Budget</b>	\$	<b>18,108,347.00</b>	=C9 + C10
<b>Total Budget after Pre-billing Adjustments</b>	\$	<b>18,569,587.00</b>	=C9 + C12
Unanticipated Collections**	\$	537,160.00	
<b>TOTAL ADJUSTED BUDGET</b>	\$	<b>19,106,747.00</b>	=C14 + C15

**Notes**

<b>DOI Adjustments to Original Budget</b>				
Refunds to Carriers*	\$	(738.18)	0.00%	Percentage of original budget
Carrier Population Adjustments†	\$	(248,755.00)	-1.37%	Percentage of original budget
<b>Total Adjustments</b>	\$	<b>(249,493.18)</b>	= C19 + C20	Refunds + Adjustments
<b>Actual DHW Carry Forward</b>	\$	2,882,942.00		
<b>Operating Budget</b>	\$	18,320,093.82	=C12 + C22 + C24	101.17% Assessment billed + adjustments + Actual carry forward
<b>Assessments Collected YTD from Carriers</b>	\$	9,726,843.75	53.09%	Percentage of operating budget after adjustments
<b>Amounts to be Collected to Achieve Operation Budget</b>	\$	5,710,308.07	=C26 - C28 - C24	31.17% Operating budget - assessments collected - carry forward
<b>Funds Transferred to IDHW</b>	\$	8,475,203.75	87.13%	Percentage of assessment collected
<b>Funds Received by the IDHW</b>	\$	8,475,203.75		
<b>Vaccine Expenditures</b>				
Quarter 1	\$	108,187.00	0.59%	Percentage of budget after adjustments
Quarter 2	\$	-	0.00%	Percentage of budget after adjustments
Quarter 3	\$	-	0.00%	Percentage of budget after adjustments
Quarter 4	\$	-	0.00%	Percentage of budget after adjustments
<b>Total Vaccine Expenditures</b>	\$	108,187.00	=SUM(C34:C37)	0.59% Percentage of budget after adjustments
<b>Funds remaining in the Dedicated Vaccine Fund</b>	\$	11,249,958.75	=C32 + C24 - C39	61.41% Percentage of budget after adjustments

\*\* See "Unanticipated Collections Detail" report  
\*See "Carrier Refund Detail" report  
†See "Carrier Adjustment Detail" report

**NOTE:**

July deposits not yet transferred to IDHW  
(transfers occur at month end each month)  
\$981,640

7/17/2015	<b>ADJUSTMENT REPORT</b>									
2015	Type	Company Name	# of Box B Dependents	Notes	Assessment \$	Assessment \$ Billed	# of Box B Dependents AFTER Revision	Assessment \$ After Revisions	Board Approval/Notified Date	
<b>ADJUSTMENTS TO SURVEYS</b>										
needs approval + refund \$64,350	Carrier	SYMETRA LIFE INSURANCE COMPANY	996	Previously wrote only stop-loss written; new product (MEC) has a few lives for health benefits	\$ 65.00	\$ 64,740.00	6	\$ 390.00		1
needs approval only (not paid so no refund)	TPA	ENVISION PHARMACETICAL SERVICES LLC	1306	New TPA in Idaho; RX only	\$ 65.00	\$ 84,890.00	0	\$ -		2
	TPA	WORLDWIDE INSURANCE SERVICES, INC	138	incorrectly included other ins. product	\$ 65.00	\$ 8,970.00	10	\$ 650.00		3
	Reg Adm	CAPITOL ADMINISTRATORS, INC	17	Southern Utes Indian Tribe and Puyallup Indian Tribe made up 13 of invoiced counts.	\$ 65.00	\$ 1,105.00	4	\$ 260.00		4
	TPA	HARRINGTON HEALTH SERVICES, INC.	5	used old data on first count	\$ 65.00	\$ 325.00	0	\$ -		5
	TPA	Blue Cross Blue Shield of WY -TPA Accounts	189	20 yr olds accidentally included	\$ 65.00	\$ 12,285.00	164	\$ 10,660.00	notified 6/1	6
	Carrier	BLUE CROSS BLUE SHIELD of WYOMING (carrier)	97	20 yr olds accidentally included	\$ 65.00	\$ 6,305.00	84	\$ 5,460.00	notified 6/1	7
	TPA	Meritain Health, Inc.	1334	Double reporting with BC Idaho; verified with BC Idaho	\$ 65.00	\$ 86,710.00	812	\$ 52,780.00	voted on 5/21	8
	TPA	SELF INSURED SERVICES COMPANY (Cottingham & Butler)	32	reported from 2014 data instead of 2015 data	\$ 65.00	\$ 2,080.00	26	\$ 1,690.00	notified 5/20	9

	TPA	SHASTA ADMINISTRATIVE SERVICES	23	Cascade Windows \$130: CTGR - Emplée \$130.	\$ 65.00	\$ 1,495.00	4	\$ 260.00	notified 5/20	10
	TPA	WEBTPA EMPLOYER SERVICES, LLC	543	mistakenly counted tribal children	\$ 65.00	\$ 35,295.00	35	\$ 2,275.00	Approval at IIAB meeting 5/21/2015	11
	TPA	WILLIAM MICHAEL STEMLER INC dba: Delta Health Systems	146	duplicate entry	\$ 65.00	\$ 9,490.00	0	0	VOTED 5/21	12
	TPA	WILLIAM MICHAEL STEMLER INC DBA: DELTA HEALTH SYSTEMS	146	Reported under Anthem (BC of CA) email of 4-21-15	\$ 65.00	\$ 9,490.00	0	0	VOTED 5/21	13
						\$ 323,180.00		\$ 74,425.00		
							Difference	\$ 248,755.00		
<b>2015</b>	<b>Type</b>	<b>Company Name</b>	<b># of Box B Dependents</b>	<b>Notes</b>	<b>Assessment \$</b>	<b>Assessment \$ Billed</b>	<b># of Box B Dependents AFTER Revision</b>	<b>Assessment \$ After Revisions</b>	<b>Board Approval/Notified Date</b>	
<b>Unanticipated Collections (after survey vote)</b>										
late survey	SF	St. Luke's Health System (Select Health)	6409	self funded plan on list from SelectHealth TPA	\$ 65.00	\$ 416,585.00				1
late survey	SF	Intermountain Healthcare (Select Health)	417	self funded plan on list from SelectHealth TPA	\$ 65.00	\$ 27,105.00				2
late survey	SF	Clear Springs Foods Inc (SelectHealth)	230	self funded plan on list from SelectHealth TPA	\$ 65.00	\$ 14,950.00				3
late survey	SF	First Federal Savings Bank (SelectHealth)	123	self funded plan on list from SelectHealth TPA	\$ 65.00	\$ 7,995.00				4
late survey	SF	Petersen, Inc (Select Health)	57	self funded plan on list from SelectHealth TPA	\$ 65.00	\$ 3,705.00				5
late survey	SF	IM Flash Technologies (Select Health)	14	self funded plan on list from SelectHealth TPA	\$ 65.00	\$ 910.00				6

late survey	SF	Admiral Beverage (Select Health)	5	self funded plan on list from SelectHealth TPA	\$65.00	\$ 325.00				7
late survey	SF	ATK (Alliant Techsystems Inc. Employee Welfare Benefits Plan (Select Health)	4	self funded plan on list from SelectHealth TPA	\$ 65.00	\$ 260.00				8
late survey	TPA	MMSI INC (Mayo Clinic Health Solutions)	4		\$ 65.00	\$ 260.00				9
late survey	SF	Resource Management Inc (Select Health)	4	self funded plan on list from SelectHealth TPA	\$ 65.00	\$ 260.00				10
added after assessment (late survey)	Carrier	BLUE CROSS BLUE SHIELD OF MICHIGAN	724		\$ 65.00	\$ 47,060.00			notified 4/27	11
added after assessment (late survey)	TPA	CYPRESS BENEFIT ADMINISTRATORS LLC/Western Grocers	23		\$ 65.00	\$ 1,495.00			notified 4/27	12
added after assessment (late survey)	TPA	FIRST CHOICE HEALTH ADMINISTRATORS	119		\$ 65.00	\$ 7,735.00			notified 5/13	13
added after assessment (late survey)	TPA	LIFETIME BENEFIT SOLUTIONS, INC.	128		\$ 65.00	\$ 8,320.00			notified 4/27	14
added after assessment (late survey)	TPA	PERSONAL INSURANCE ADMINISTRATORS, INC.	3		\$ 65.00	\$ 195.00			notified 5/13	15
			8264			\$ 537,160.00				
<b>REFUNDS</b>										
	TPA	AETNA HEALTH OF UTAH, INC: ALTIUS HEALTH (TPA)		refund of overpayment		\$ (90.00)			notified 6/4	1
	Carrier	Washington Department of Health - Immunization Program		refund of overpayment		\$ (648.18)			voted 5/21	2
						\$ (738.18)				