

**Idaho Immunization Assessment Board  
Board Meeting Monday, December 10, 2018**

Department of Insurance, 700 W. State St., Boise, ID - 3<sup>rd</sup> floor Conference Room A

**Board Members Present:**

- Ted Epperly, M.D., Chair – Family Medicine Residency of Idaho
- Norm Varin, Secretary – PacificSource Health Plans
- Mike Hodge – Albertsons LLC & New Albertsons Inc.
- Ralph Woodard – BlueCross of Idaho
- Christine Hahn, M.D.– Idaho Department of Health & Welfare
- Senator Fred Martin – Idaho Senate
- Chase Ropelato -- Idaho Power
- Ginger Sinclair – Idaho Associated General Contractors
- Elaine Mellon for Director Dean Cameron – Idaho Dept. of Insurance

**Board Members Absent:**

- Idaho House of Representatives – position temporarily vacant
- Kenny Bramwell, M.D.-Regence Blue Shield of Idaho

**Others Present:**

- René Iverson – Idaho Department of Insurance
- Judy Geier – Idaho Department of Insurance
- Tamarie Olson -- Department of Health & Welfare
- Rafe Hewett – Department of Health & Welfare

**Call to Order:**

Chairman Dr. Ted Epperly called the meeting to order at 3:05 pm. A quorum was present.

**Approval of Minutes from July 9, 2018 meeting:**

The meeting began with a discussion of the minutes from the October 22<sup>nd</sup> meeting. Dr. Hahn asked to include the name of the person making requests or asking questions in future minutes. All agreed. Senator Martin moved to approve the minutes; Ralph Woodard seconded.

*By voice vote, the motion to approve minutes passed unanimously.*

**Presentation on open meeting law-** Judy Geier-DAG

New open meeting law provisions – key points:

- Notices and agendas shall be posted electronically and in an online presence through a website or media platform.
- Action items should be so indicated on the posted agenda.

Dr. Epperly questioned if there is a potential for new action items that were not included on the original agenda to be added at the beginning of meeting to the agenda or should the action item be deferred to the next meeting?

Judy Geier- responded that the board can amend an agenda at a meeting, including action items, but encouraged that a good faith effort must be made to post any changes to the agenda prior to meeting.

Dr. Epperly asked if the public can request an open phone line? Judy Geier responded that a call-in number can be requested but does not necessarily need to be provided on the agenda.

Dr. Epperly asked if the open meeting laws require a meeting to be open to only citizens of Idaho or anyone?

Judy Geier responded that anyone can attend the meeting.

Norm Varin stated that we need to make sure we were handling changes to Plan of Operations correctly. Norm asked if proposed changes to the Plan of Operations require a public hearing? Judy Geier responded that since this is not considered rule making there is no requirement to have a public hearing.

**Financial Report:** (see attached) as of 11/30/2018

Reneé Iverson presented the DOI and DHW combined report.

Total Collections April through November incl. prior period assessment payments:	\$12,129,346.50
DHW Cash Balance as of 7/1/18:	\$9,769,515.08
SFY 2018 DHW Received Transfers:	\$9,202,264.50
Orders and Obligations:	\$10,188,226.97
Cash Expenditures:	\$7,940,888.96
Fund Cash Balance reported:	\$11,030,890.62

- Total anticipated cash before the vote was \$15,839,225.00
- Cash reconciliation is as of 11/30/2018
- Anticipated cash is \$22,615,615.08
- The program is anticipating a surplus of \$5.2M for the current Assessment Year.

Renee Iverson also presented a financial summary for Assessment Year 2017/Fiscal Year 2018 (April 2017 through June 2018.)

With the anticipated surplus, Ralph Woodard asked Renee if it was fair to say that the program under-budgeted expected revenue? Renee Iverson responded that the \$9,769,515.08 represents the cash balance as of 6/30/2018. The \$1,642,791 in the "Budget (As Voted)" column represented the amount known to the board as of the April 2018 board meeting and did not reflect the first quarterly payment received by June 30, 2018

Ralph Woodard requested that all inflows on forecast, budget, and actual be shown.

Norm Varin asked to have an end date (in month, day and year format) added to the "Year End Summary". Also requested to place a footnote explaining the reason for the Tri-Care transfer.

### Tamarie Olson-DHW Presentation

After DOI's LSO 2018 audit, DHW learned there was a budgetary discrepancy between DOI and DHW. Dr. Hahn requested an internal audit. Tamarie shared the following internal audit results:

1. There was a formulaic error found in the tracking workbook.
2. The DHW receives a very small excise tax credit. This credit was not be communicated to the DOI resulting in a discrepancy between DOI and DHW reporting.
3. The first quarterly assessment payment was under-estimated.

The audit findings account for much of the difference in the expected and actual results. Fortunately this results in a surplus to the program. This surplus will be considered in the calculation of the next assessment. As a result of the audit, the DWH has changed written procedures and will look at state fiscal year only to provide more accurate information. Also, Idaho Immunization Program management will do a monthly review of tracking spreadsheet, rather than just prior to board meetings.

Renee Iverson-information can be found on LSO budget documents...Fund 0172.

Ralph Woodard noted that a positive surplus called the carryover was in the most recent assessment calculation to help reduce the needed assessment. The current carryover with the restated audited amounts may again show a lower assessment than the historical average assessment. Ralph noted it would be good to include an explanation indicating why.

Ralph Woodard also requested that the fiscal report include the number of covered lives on forecast. Senator Martin moved to approve financial reports; Ginger Sinclair seconded.

*By voice vote, the motion to approve financial reports passed unanimously.*

### **Old Business:**

1. Dr. Hahn presented a report on Pharmacy Vaccinations-Pediatric Flu. Only 1.5% of pediatric flu vaccines were administered by pharmacies during the 2017-2018 influenza season. Norm Varin suggested that we review every year and if it stays a *De minimis* amount, don't make any modifications to the assessment. All agreed.
2. Plan of Operations. DOI will request IT to make updates as needed upon approval by the Director. Senator Martin moved to approve Plan of Operation changes to be submitted to the Director for approve; Ralph Woodard seconded.

*By voice vote, the motion to approve Plan of Operation changes and forward to the Director passed unanimously.*

**New Business:**

1. New Board Members:  
Chase Ropelato-Idaho Power  
Kenny Bramwell, M.D.-Regence Blue Shield of Idaho
2. No update on legislative representative for the Idaho House of Representatives.

**Next meeting:**

April 8, 2019, Department of Insurance, at 3:00 pm, MDT.

**Agenda Topics for next meeting:**

Calculation of Assessment.

**Adjournment:**

Meeting adjourned at 4:50 pm, MDT.