

Massachusetts Vaccine Purchasing Advisory Council
October 25, 2012

Introductions/Administrative

- No vaccine decisions will be made today
- The basic structural procedural details will be shared
- Will clarify why this council is different from the councils in the past
 - There will be a fixed membership council
 - We will be following the open meeting statute
 - All meetings will be posted with a fixed agenda in advance
 - It will be our choice to post minutes for this meeting

Review of Membership List

Distribution/Collection of Disclosure Forms

- 4 individuals are absent today
- The Council currently does not have a representative from a self-insured employer
- Members are asked to submit disclosure forms to Pejman

Review of Operating Procedures

Article I Name

- There is a consensus over the name

Article II Mission and Purpose

Section 1: Mission

Review of Mission and Purpose of the Council:

- Should qualify vaccines with “childhood” and recommended with “ACIP-“
- The word “Advisory” has been dropped from the first sentence

Section 2: Purpose

- Some felt there were a few more factors that should be taken into consideration
 - Cynthia can re-circulate what the other factors are from prior AAP committee
 - Some factors were left out to allow flexibility
- Comment: There should be evenness of purchases from different vaccine distributors
Comment: Doctors want consistency
- Disagreement over the words, “Provider Preference”
 - Provider Preference potentially sounds self serving
 - Provider Input could be more neutral
- Edited sentence → “The Council shall take into account: safety and efficacy, and may take into consideration provider input, vaccine characteristics, cost, availability, and other factors as determined by the Council.”
- Rationale for decision making for the Commissioner—to request as much information as available
- Detail Suggestion: The Council would like the future Commissioner to notify the Council when he/she discloses decisions
- The intent here is to be explicit
- Edited Sentence → “The Commissioner may choose not to follow recommendations at any time” and added sentence “The Council will be notified in a timely manner should the Commissioner choose not to follow their recommendations”

Article III Memberships

Section 1: Council Members

- Discussed the two types of membership – continuous where the seat belongs to the organization (i.e.: Health Connector, Health Plans) versus term limited seats which last 2 years and are by appointment and the individual is representing their peers and not an organization specifically.
- Detail Suggestion: Would like to clarify and state the number of members at the beginning of this section

Section 2: Terms of Office

- This section of the proposal is less than open because it is the preference of the Commissioner
- This language will stay intact
- The designee's may change
- Discussed name change for Division of Health Care Finance and Policy to Center for Health Information and Analysis which is effective Nov. 5 at which point it will need to change in the operating procedures.

Section 3: Cessation of Membership

- No discussion

Section 4: Conflict of interest

4.1 Conflict of Interest Occurs when a Member of the MVPAC:

- Question for Legal: Is there a definition for “ownership”?
- Question for Legal: Every year at ACIP you need to go over stocks and you must not have an investment with a vaccine. Can Legal elaborate?
- Question for Legal: Would like to clarify the sentence regarding “financial benefits”
- Question for Legal: What is the Legal Department’s perspective on “Financial interest for the insurer”?
- Suggestion: If current interests are the only thing we are talking about, we should make this details more explicit

4.2 Procedures

- When there is a clear conflict of interest as defined, discussion and vote will not be included
- Question for Legal: Second line in this section in regards to “Potential Financial Interests”
 - Concerned with this language. Language feels vague
- Edit: Add the words “or the Commissioner’s designee” next to the word “Commissioner” in the last line in this section

Article IV Governance

Section 1: Agenda

- No business can be conducted that is not on the agenda
- Explicitly state the authority of the Commissioner to agree on items
- Explicitly state the Councils contribution to the agenda
- No deliberation of discussion can happen outside of the in person meeting
- If something important happens after the meeting, Pejman should be contacted
- Suggested addition of a sentence “Council members may recommend agenda items to the MVPAC Coordinator” and also added “for approval” at the end of the first sentence.
- Meeting agendas must be publicly posted at least 48 hours in advance – suggested adding this to this section as well

Section 2: Attendance

- Question for Legal: Is there an option to have an emergency meeting or delay a meeting?
- Question for Legal: Is it possible to make a provision for a member to participate by conference call or to have an emergency meeting (either in person or by conference call) and do those have to be open to the public?
 - How can we guarantee space and the number of conference lines?
- Edit: Add the word “are” in the first sentence in this section. “Members are expected to attend all meetings in their entirety. “
- Edit: Remove “typically January, April, June, and September”
- Detail Suggestion: Schedule meetings 1 year in advance instead of 6 months
 - Will need to check in with Legal about this
- Edit: Add “In a 24 month period” to the second bullet on page 5. “MVPAC Coordinator will alert members if they incur 2 absences in a 24 month period.”

Section 3: Meeting Facilitation

- Question for Legal: Does the Commissioner’s designee need to be consistent?

Section 4: Quorum

- Edit Suggestion: In lieu of a conference call option, please change the word “presence” with “participation” in the first sentence in this section. Also suggested edit to add “for deliberation and votes”

Section 5: Voting

- Edit: Change “Committee” to “Council” in last line in this section. “The Commissioner may accept a general consensus of the Council.”
- Confusion around the definition of “general consensus”
- Suggestion: Need to clarify the meaning of a quorum in this document
- Correction - majority vote should be 9 not 8.
- Suggested edit add “present” at the end of 2nd to last sentence.

Section 6: Minutes

- No discussion

Section 7: Cancellation of Meetings

- Add “No Agenda” as last bullet in the list of reasons to cancel

Discussion of future meetings

- Meetings will be held on the 3rd Thursday of each quarter, with the exception of April this year which conflicts with school vacation week.
- The Council will vote by agreement on the proposed dates
- The location preference for the upcoming meetings is Waltham (MMS Headquarters)
- There is no real preference for a rotating meeting
- There is a slight consensus for a 4 PM to 6 PM meeting time
- The Council will further deliberate the time and schedule