



Alaska Vaccine Assessment Program Council Charter

Updated May 18, 2017

Purpose

The Alaska Vaccine Assessment Program (AVAP) Council is responsible for determining the annual vaccine assessment amount to be paid by assessable entities and other program participants (i.e., payers), and for overseeing AVAP's programmatic activities.

Key Activities

The Council will fulfill its responsibilities through the following activities:

- Establish and implement a plan of operation, and review the plan annually;
- Determine the amount of the annual vaccine assessment, subject to review by the commissioner;
- Use a method for determining the vaccine assessment amount that attributes to each payer the proportional vaccine costs of included vaccines for covered lives;
- Establish procedures for collecting and depositing the vaccine assessment payments;
- Establish procedures for collecting and updating data from assessable entities and other program participants as necessary for the operation of the program and the determination of the annual vaccine assessment; the data collected must include the number of covered individuals by each assessable entity and other program participant and the annual vaccine program usage by each covered individual;
- Devise a system for reducing surplus payments by payers and crediting overpayments;
- Monitor compliance with the program requirements and vaccine assessments.

Meeting Frequency and Notice

- The Council will meet at the call of the chair in-person at least twice per year and via teleconference at least once per year, with at least two weeks' notice provided to Council members.

Reporting Requirements and Frequency

- Before July 1 of each year, the Council must submit to the Commissioner and the Legislature an annual financial report that includes the annual assessment rates for the state fiscal year ending June 30 and overall costs of the program.
- The Council must submit a periodic noncompliance report to the Commissioner and the Director of Insurance that lists payers that fail to remit vaccine assessments as determined by the Council and approved by the Commissioner; or comply with a reporting or auditing requirement under the program, after notice from the Council.

Membership

The Council shall consist of eight members appointed by the Commissioner, as defined by AS 18.09.210. Other participants or consultants may be invited to assist the Council with specific deliberations.



Description of Council Positions

Position/Title	Qualifications
1. DHSS Chief Medical Officer (or their designee)	Chair
2. Health Care Provider *	Member
3. Health Care Provider (must be a pediatrician) *	Member
4. Licensed Health Care Insurer *	Member
5. Licensed Health Care Insurer *	Member
6. Licensed Health Care Insurer (must be a plan administrator) *	Member
7. Representative of a Tribal or Public Health Insurance Plan *	Member
8. Director of Division of Insurance (or their designee)	Member

* Council members with terms limited by statute.

Member Responsibilities

- Council members will complete and sign a statement declaring potential conflicts of interest (e.g., affiliation with a vaccine manufacturer) annually and inform the Council of any applicable changes during the year.
- Except for the Chair and Director of Division of Insurance (or their designees), any Council member that misses three consecutive meetings will be deemed to have resigned. The remaining Council shall, at the next scheduled meeting or a special meeting convened by the Chair, vote whether to accept the resignation. If the resignation is accepted, a new Council member shall be appointed by the Commissioner, through the prescribed methods.

Member Selection and Term

- Council members may nominate themselves or be nominated for Council positions.
- The Council Chair will submit nominations to the Commissioner.
- A Council member is appointed by the Commissioner and serves without compensation or reimbursement of expenses for a term of three years or until a successor is appointed.
- A Council member whose term is limited by statute (*) may not serve more than two consecutive terms.

Quorum

- A quorum consists of at least five Council members.
- Motions may be made and seconded only by Council members.
- A majority vote of Council members carries a motion.
- A Council member may participate in up to two consecutive meetings through a proxy when unable to attend. Any such proxy should announce his or her role at the start of the meeting. Any proxy designation may be revoked by the respective council member at any time and suspended by majority vote of other Council members in attendance.



Committees

The Council may create committees (e.g., an audit committee), which shall consist of at least three Council members—one of whom is to chair the committee. The Chair shall be responsible for designating Council members to serve on the committees. Non-Council members may participate in a committee at the request of the committee Chair.

Consultants

To ensure that the Council's deliberations are well informed by the perspectives of key stakeholders, the Council may request that consultants participate in selected meetings.

Policies

The Council may from time to time adopt policies (e.g. ethics, conflicts, record retention, communications) which govern its conduct and the conduct of its members in their role as Council members.