



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Michelle Morse, MD, MPH
Acting Health Commissioner

February 24 , 2025

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Acting Health Commissioner

Gotham Center
42-09 28th St.
Long Island City, NY 11101

Ethan Carrier, Esq.
General Counsel
New York City Conflicts of Interest Board
2 Lafayette Street, Suite 1010
New York, New York 10007

Re: COIB Rules § 1-13(e)(1) Designation for Melissa Mickle-Hope, MPH, to the Board of the American Immunization Registry Association

Dear Mr. Carrier:

Pursuant to Rule §1.13(e) of the Conflicts of Interest Board, I, as Acting Commissioner of the Department of Health and Mental Hygiene (“DOHMH”), hereby designate Melissa Mickle-Hope, in her official capacity as Director of the Citywide Immunization Registry (CIR), to serve as a member of the Board of the American Immunization Registry Association (AIRA).

AIRA is a leading 501(c)(3) nonprofit dedicated to promoting the development and implementation of immunization information systems (IIS) to combat vaccine-preventable diseases. As a dynamic membership organization, AIRA plays a vital role in the continuous advancement of the nation’s leading public health information systems. By fostering collaboration among IIS and immunization programs, organizations, communities, and public health professionals, AIRA drives progress in policy, technical standards, and educational initiatives. Its members, representing all states and local jurisdictions, along with various stakeholders and corporate partners, work collectively with AIRA to strengthen the public health infrastructure and enhance the nation’s capacity to protect communities against vaccine-preventable diseases.

Melissa Mickle-Hope is the Director of the CIR, the Immunization Information System (IIS) for NYC. A well-maintained and enhanced IIS is critical to following NYC Health Code and NY State Public Health Law. The NYC Health Code and NY State Public Health Law currently mandate that providers report all immunizations administered to children 0-18 to the CIR within 14 days of administration, and report immunizations for individuals 19 and older with consent of the patient. CIR consolidates immunization information and shares it with health care providers, schools, families, and agencies concerned with public health. In 2014, the law was

expanded to require pharmacists and registered nurses to report immunizations (key vaccinators in NYC) they administer to adults 19 and older with patient consent. During previous emergencies, all vaccines administered in response to emergencies have been required to be reported to the CIR in order to ensure adequate coverage across the City. As of January 2025, the CIR contains over 15.2 million patients with over 178 million immunization records. About 5,00 health care facilities report data to the CIR, including physician offices, clinics, federally qualified health centers, pharmacies, and mass vaccination sites. The CIR played a critical role during the COVID-19, Mpox and asylum seeker vaccination efforts. The CIR also houses the federally-funded Vaccines for Children (VFC) program. The VFC program provides vaccines to 75% of the children in NYC. The VFC programs distributes tens of millions of vaccines annually including COVID, RSV and Flu vaccines to eligible children across the five boroughs NYC.

AIRA plays a vital role in the continuous advancement of IISs like CIR. AIRA drives progress in policy, technical standards, and educational initiatives. Its members, representing all states and local jurisdictions, along with various stakeholders and corporate partners, work collectively with AIRA to strengthen the public health infrastructure and enhance the nation's capacity to protect communities against vaccine-preventable diseases. Ms. Mickle-Hope's role as AIRA Board President would be very beneficial to the CIR and the City of New York.

DOHMH and AIRA are not engaged in business dealings except for the payment of annual membership dues and registration fees for national meetings. Ms. Mickle-Hope is not involved with these matters. I am advised that Ms. Mickle-Hope does not anticipate or foresee any conflicts between her day-to-day responsibilities at DOHMH and involvement with the AIRA Board. The Board meets once a month. Ms. Mickle-Hope anticipates spending approximately four hours a month fulfilling her AIRA Board duties.

Based on the foregoing, I have concluded that pursuant to Rule § 1.13(e), (i) there is a demonstrated nexus between the proposed work with AIRA, Ms. Mickle-Hope's City job, and the mission of the Bureau of Immunization; (ii) that such work furthers this Agency's mission; and (iii) that the proposed work is not undertaken primarily for the benefit or interests of the not-for-profit. I support Ms. Mickle-Hope serving in this role, subject to any required stipulations and/or recusals on her part. I also request that Ms. Mickle-Hope be allowed the reasonable and incidental use of City time, equipment, supplies, and resources for her participation with AIRA as part of her City duties.

Thank you for your attention to and the consideration of this matter. If you have any questions, please contact Karrie Ann Sheridan, Deputy Director of the Employment Law Unit at (347) 396-6015.

Sincerely,



Michelle Morse, MD, MPH
Acting Commissioner
New York City Department of
Health and Mental Hygiene

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cc: Karrie Ann Sheridan, Deputy Director, ELU