

LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS

Board Meeting MINUTES December 10, 2019

AGENDA ITEM 1 - Call to Order

The meeting was called to order by Robert Broadus, Chairman, at approximately 10:15 am. The meeting was held in Baton Rouge, Louisiana at the Administrative Office of the Board located at 12091 Bricksome Avenue, Suite B.

AGENDA ITEM 2 - Roll Call and Introduction of Guests

It was noted by Mr. Broadus that those members in attendance were Mr. Broadus, Michael Davis, Randall Brooks, Chad Gielen, and Trion Horgan. Those members absent were Jacob Dickson and James Delatte; there is one vacant Board seat. The members in attendance constituted a quorum. Also present from the Board's administrative office were George Lovecchio, Executive Director and Kimberly Barbier, Executive Assistant. The Board's regulatory counsel, John Becknell III, was also in attendance. There were no guests in attendance at the beginning of the meeting; Mr. Rudy Gomez of SSA Consultants arrived at approximately 11:15 am (and exited the meeting at approximately 12:15 pm after agenda item 8.a.).

AGENDA ITEM 3 - Call for Additional Agenda Items [*for discussion in Agenda Item 10*]

There were no additional agenda items requested. No formal action was taken on this agenda item.

AGENDA ITEM 4 - Approval of Meeting Minutes

a. The minutes of the September 10, 2019 Board meeting were presented. **Motion was made by Mr. Brooks to dispense with full reading of the minutes and to accept and approve the minutes of the September 10, 2019 Board meeting as presented, seconded by Mr. Horgan, and passed by voice vote - FOR: Mr. Davis, Mr. Brooks, Mr. Gielen, Mr. Horgan, and Mr. Broadus; AGAINST: None; ABSENT: Mr. Dickson and Mr. Delatte; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 5 - Service Contracts

a. Accounting Services- Ouida Nugent- Amendment

Mr. Lovecchio presented an amendment (no. 1) to the current service contract between the Board and Ouida Nugent, Nugent Accounting Services, providing accounting services to the Board effective July 1, 2018 through June 30, 2020 (2-years). The amendment (no. 1) is proposed to increase the maximum contract amount from \$4,300 to \$5,100, an increase of \$800; no change to the contract effective dates. The amendment is required due to some unanticipated services provided by contractor over the contract time to date for consulting and assistance with in-house accounting procedures and processes and the certified annual financial report each year of the

contract. **Motion was made by Mr. Gielen to approve Amendment No. 1 for the current contract between the Louisiana Board of Drug and Device Distributors and Ouida Nugent, Nugent Accounting Services, in effect for July 1, 2018 through June 30, 2020, increasing the maximum amount for the contract from \$4,300 to \$5,100, with no change to the contract dates, seconded by Mr. Davis, and passed by voice vote - FOR: Mr. Davis, Mr. Brooks, Mr. Gielen, Mr. Horgan, and Mr. Broadus; AGAINST: None; ABSENT: Mr. Dickson and Mr. Delatte; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 6 - New Business

a. Track and Trace Readiness

Mr. Gielen presented some general information regarding requirements set in the federal Drug Supply Chain Safety Act (DSCSA) of 2013 regarding track and trace readiness; schedule for requirements of serialization identifiers and verified returns; delay in federal guideline for states regarding track and trace requirements and the federal track and trace product database. The FDA working with HDA and representatives of distributor companies on track and trace. General discussion was held. No formal action was taken on this agenda item.

b. Board Policy/Procedure - Equal Employment Opportunity - Annual Review and Approval

Mr. Lovecchio presented the Board's policy on Equal Employment Opportunity for review. It is required that the Board review and approve its Equal Employment Opportunity policy each year for submission to Civil Service. **Motion was made by Mr. Horgan to approve the Equal Employment Opportunity policy as presented, seconded by Mr. Brooks, and passed by voice vote - FOR: Mr. Davis, Mr. Brooks, Mr. Gielen, Mr. Horgan, and Mr. Broadus; AGAINST: None; ABSENT: Mr. Dickson and Mr. Delatte; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 7 - Financial Matters

a. Fiscal Year 2019 (ended June 30, 2019)

i. Balance Sheet and Profit & Loss

Mr. Lovecchio presented the final revised balance sheet and profit and loss report for fiscal year 2019 ended June 30, 2019. General discussion was held. No formal action was taken on this agenda item.

ii. Certified Annual Financial Report (CAFR)

Mr. Lovecchio presented the final revised Certified Annual Financial Report (CAFR) for fiscal year 2019 ended June 30, 2019 as submitted to the Louisiana Office of Statewide Reporting and Accounting Policy. General discussion was held. No formal action was taken on this agenda item.

iii. Annual Financial Attestation Report

Mr. Lovecchio presented the Annual Financial Attestation Report for fiscal year 2019 ended June 30, 2019 as prepared by Mr. Michael Glover, independent CPA contract

through the Louisiana Legislative Auditor's Office and as submitted to the Louisiana Legislative Auditor's Office. Mr. Lovecchio reviewed the report to the Board. General discussion was held. No issues were found in the report and no formal action was taken on this agenda item.

b. Financial Statements

Mr. Lovecchio presented the financial statements for the months of September, October, and November 2019. General review and discussion of each monthly statement was held. Mr. Lovecchio then presented a profit & loss budget versus actual report for the current fiscal year 2020 (July 1, 2019 through June 30, 2020) to date. General review and discussion of the report was held. No formal action was taken on this agenda item.

c. Budgets

i. Current Fiscal Year 2020 - Amendments

Mr. Lovecchio presented amendments to the current fiscal year 2020 budget covering July 1, 2019 through June 30, 2020.

Mr. Broadus presented an overview of a recent National Association of Drug Diversion Investigators (NADDI) training conference to which representatives of the Board attended; including himself, Mr. Lovecchio, Mr. Gielen, and Mr. Danny Andrus and Mr. John Liggio, both contracted facility inspectors for the Board. Mr. Broadus suggested that all Board Members should attend one of the NADDI training conferences at some date in the future as good information and understanding of the industry was to be gained.

[The Board took a break at 11:30 am; returned to open session at 11:45 am and continued with agenda item number 8.a.]

[The Board returned to agenda item 7.c.i. after agenda item 8.a.]

General discussion was held regarding the proposed amendments to fiscal year 2020 budget presented by Mr. Lovecchio. **Motion was made by Mr. Davis to approve the amendments proposed for the current fiscal year 2020 budget, covering July 1, 2019 through June 30, 2020 as presented, seconded by Mr. Gielen, and passed by voice vote - FOR: Mr. Davis, Mr. Brooks, Mr. Gielen, Mr. Horgan, and Mr. Broadus; AGAINST: None; ABSENT: Mr. Dickson and Mr. Delatte; ABSTAINED: None; RECUSED: None.**

ii. New Fiscal Year 2021 - Proposed Budget

Proposed budget information for the new fiscal year 2021 covering July 1, 2020 through June 30, 2021 had been observed without specific discussion in agenda item 7.c.i. **Motion was made by Mr. Gielen to approve the proposed budget for new fiscal year 2021 covering July 1, 2020 through June 30, 2021 as presented, seconded by Mr. Brooks, and passed by voice vote - FOR: Mr. Davis, Mr. Brooks, Mr. Gielen, Mr. Horgan, and Mr. Broadus; AGAINST: None; ABSENT: Mr. Dickson and Mr. Delatte; ABSTAINED: None; RECUSED: None.**

[The Board returned from a break taken during agenda item 7.c.i. into open session at 11:45 am and continued with agenda item 8.a.]

AGENDA ITEM 8 - Old Business

a. Self-Evaluation Report (SER) Preparation Update

Mr. Lovecchio introduced Mr. Rudy Gomez of SSA Consulting; SSA Consulting has been engaged by the Board to assess the Board's work, procedures, and processes in preliminary preparation for a self-evaluation reporting requirement of state legislation from 2018. Mr. Gomez gave an update of SSA's work in gathering information via review of documentation and by interviews with Board administrative staff, contractors, and Board members. Mr. Gomez also provided brief summaries of their findings and general recommendations on the information gathered. General discussion was held. No formal action was taken on this agenda item.

[After completion of agenda item 8.a., Mr. Gomez exited the meeting and the Board returned to agenda item 7.c.i.]

AGENDA ITEM 8 - Licensing Matters

a. New Licenses Issued

Ms. Barbier presented a list of new licenses issued since the June 25, 2019 Board meeting. General discussion was held. No formal action was taken on this agenda item.

b. Opioid-Awareness Programs - Management and Expenditures

Mr. Lovecchio refreshed the Board on previous discussions regarding opioid awareness programs. Mr. Becknell presented a proposed cooperative endeavor agreement (CEA) between the Louisiana Board of Drug and Device Distributors (Board) and the National Association of Drug Diversion Investigators (NADDI). General review and discussion were held on the proposed CEA based on the Board's previous considerations to work with NADDI on an opioid awareness education program as discussed by the Board at its September 10, 2019 Board meeting. **Motion was made by Mr. Davis to approve the cooperative endeavor agreement (CEA) between the Louisiana Board of Drug and Device Distributors and the National Association of Drug Diversion Investigators (NADDI) for a maximum payment to NADDI from the Board in the amount of \$6,500 of which \$4,000 shall be used for payment of registration fees for first-time attendees to a NADDI annual training class, and \$2,500 shall be used for production of educational materials to be delivered to and disbursed by the Board, seconded by Mr. Gielen, and passed by voice vote - FOR: Mr. Davis, Mr. Brooks, Mr. Gielen, Mr. Horgan, and Mr. Broadus; AGAINST: None; ABSENT: Mr. Dickson and Mr. Delatte; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 9 - Licensing Matters

a. Ms. Barbier presented a list of new licenses issued on behalf of the Board by Board office staff since the September 10, 2019 Board meeting. It was noted that approximately

79 new licenses were issued of which 50 new licenses were for first-time licensure. No formal action was taken on this agenda item.

AGENDA ITEM 10 - Additional Agenda Items Properly Brought Before the Board as Approved in Agenda Item 3

There were no additional agenda items added in agenda item 3 for discussion.

AGENDA ITEM 11 - Board Matters

a. Proposed Tentative Board Meeting Dates for Year 2020

Ms. Barbier presented tentative meeting date for calendar year 2020: Tuesday, March 17, 2020; Tuesday, June 23, 2020 (annual meeting); Tuesday, September 8, 2020, and Tuesday, December 8, 2020. These dates will be sent to each Board member for consideration.

b. Confirmation of Next Board Meeting Date

The next Board meeting is tentatively scheduled for Tuesday, March 17, 2020.

AGENDA ITEM 12 - General Motion

Motion was made by Mr. Brooks to approve changes in the agenda item order as noted in these minutes and noted as such:

- **Agenda item 8.a. was discussed after initial discussion of/during agenda item 7.c.i., and**
- **Agenda item 7.c.i. was discussed/concluded after agenda item 8.a.**

Seconded by Mr. Horgan, and passed by voice vote - FOR: Mr. Davis, Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: None; ABSTAINED: None; RECUSED: None.

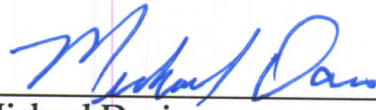
AGENDA ITEM 13 - Adjournment

There being no further business before the Board, motion was made by Mr. Horgan to adjourn the meeting, seconded by Mr. Davis, and passed by voice vote - FOR: Mr. Brooks, Mr. Gielen, Mr. Delatte, Mr. Horgan, and Mr. Broadus; AGAINST: None; ABSENT: Mr. Davis and Mr. Dickson; ABSTAINED: None; RECUSED: None.

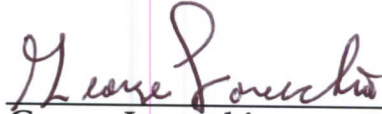
The meeting adjourned at approximately 12:40 pm.

Approved and accepted by the full Board -

Date: March 25, 2020



Michael Davis
Board Vice-Chairman



George Lovecchio
Executive Director