

# LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS

## Board Meeting MINUTES December 8, 2020

### AGENDA ITEM 1 – Call to Order

The meeting was called to order by Robert Broadus, Chairman, at approximately 10:00 am. The meeting was held via telecommunication conference call.

Mr. Broadus verbally certified that *pursuant to the Governor's Proclamation 168 JBE 2020, COVID-19 Public Health Emergency, moving the State back to a modified Phase 2 stage of resilient Louisiana, and pursuant to Act 302 of the 2020 Regular Session of the Louisiana Legislature, the members of the Louisiana Board of Drug and Device Distributors chooses to hold a meeting of its members via telecommunication conference call. All efforts shall be made to provide for observation and input by members of the public. Public comments may be submitted prior to and during the meeting by email to [admin@drugboard.La.gov](mailto:admin@drugboard.La.gov). This agenda is hereby certified by the Board Chairman, Bob Broadus, that it is limited to one or more of the following:*

- (a) Matters that are directly related to the Board's response to the state of emergency and are critical to the health, safety, or welfare of the public; or*
- (b) Matters that if they are delayed will cause curtailment of vital public services or sever economic dislocation and hardship; or*
- (c) Matters that are critical to continuation of the business of the Board and that are not able to be postponed to a meeting held in accordance with the other provisions of LRS 42, Section 17 due to a legal requirement or other deadline that cannot be postponed or delayed by the Board.*

### AGENDA ITEM 2 – Roll Call and Introduction of Guests in Attendance

Mr. Broadus called the roll of attendance; those Board members in attendance via telecommunication conference call that called out were Mr. Broadus, Mike Davis, Randall Brooks, Chad Gielen, Jacob Dickson, Jim Delatte, and Trion Horgan. There were no seated members absent; there is one vacant Board seat. Also present via telecommunication conference call from the Board's administrative office as called out were George Lovecchio, Executive Director and Kimberly Barbier, Executive Assistant. The Board's regulatory counsel, John Becknell III, also called out in attendance via telecommunication conference call. Mr. Broadus called for any public guests to identify; there were no public guests in attendance via the telecommunication conference call.

### AGENDA ITEM 3 – Financial Matters

- a. Budgets
- i. Current Fiscal Year 2021- Amendments

Mr. Lovecchio presented proposed amendments to the budget for the current fiscal year 2021 (July 1, 2020 through June 30, 2021). General discussion by line item was held. **Motion was made by Mr. Delatte to accept the proposed amendments to the current fiscal year 2021 budget, fiscal year ending June 30, 2021, and to approve the**

amendments as presented and discussed, seconded by Mr. Davis, 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.

ii. Mr. Lovecchio then presented a proposed draft budget for upcoming fiscal year 2022 (July 1, 2021 through June 30, 2022). General discussion by line item was held. **Motion was made by Mr. Gielen to accept the proposed budget for upcoming fiscal year 2022 for July 1, 2021 through June 30, 2022, and approve the budget as presented and discussed, 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 4- Contracts

a. Amendment- Cooperative Endeavor Agreement, National Association of Drug Diversion Investigators (NADDI)

Mr. Lovecchio presented a proposed amendment for the Cooperative Endeavor Agreement (CEA) between the Board and NADDI. The CEA entered and approved effective April 1, 2020. The proposed amendments are due to the global pandemic caused by the novel coronavirus, the projects described in the CEA having been delayed and rescheduled. **Motion was made by Mr. Brooks to accept the amendments proposed and approve the amendment to the CEA between the Board and NADDI, seconded by Mr. Davis, 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 5- New Business

a. Office Lease

Mr. Lovecchio explained that the current lease for the Board's administrative office located at 12091 Bricksome Avenue, Baton Rouge, Louisiana, ends on June 30, 2021; the current lease effective July 1, 2011 through June 30, 2016 with optional term of an additional five-year effective July 1, 2016 through June 30, 2021. Mr. Lovecchio presented a proposed lease offer sent to and accepted by the leaser, Hedley Financial LLC, to renew lease of the building at 12091 Bricksome Avenue for five-year term of July 1, 2021 through June 30, 2026 at \$16.122497 per square foot per annum of the lease term along with an option term of an additional five years with 5% square foot cost increase. General discussion was held. **Motion was made by Mr. Davis to approve a new five-year lease for the current Board administrative office building at 12091 Bricksome Avenue, Suite A and B, Baton Rouge, Louisiana for the term effective July 1, 2021, seconded by Mr. Brooks, 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.**

Mr. Broadus proposed to add an item for discussion and action by the members for the approval of meeting minutes from the June 23 and October 19, 2020 board

meetings. **Motion was made by Mr. Horgan to add the item for approval of the minutes from the June 23, 2020 and October 19, 2020 Board meetings, seconded by Mr. Delatte, 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.**

a. Mr. Lovecchio presented the draft minutes of the June 23, 2020 meeting of the Board for review. Mr. Broadus inquired as to any comments or questions regarding the minutes. **Motion was made by Mr. Brooks to dispense with reading of the full minutes and to approve the minutes of the June 23, 2020 Board meeting as presented, seconded by Mr. Gielen, 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.**

b. Mr. Lovecchio also presented the draft minutes of the October 19, 2020 meeting of the Board for review. Mr. Broadus again inquired as to any comments or questions regarding the minutes presented. **Motion was made by Mr. Davis to dispense with reading of the full minutes and to approve the minutes of the October 19, 2020 Board meeting as presented, 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.**

A short general discussion regarding the distribution of COVID-19 vaccine within the state was held. No formal action was taken.

It was observed that there were no public comments submitted to the Board's general email address, admin@drugboard.La.gov, either before or during the Board meeting.

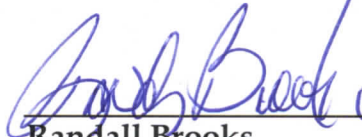
#### AGENDA ITEM 5 - Adjournment

There being no further business before the Board, **motion was made by Mr. Davis to adjourn the meeting, seconded by Mr. Brooks, 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.**

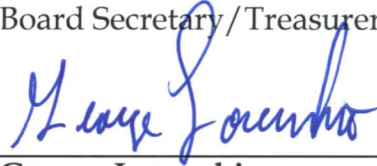
The meeting adjourned at approximately 11:10 am.

Approved and accepted by the full Board -

Date: 3-16-21



**Randall Brooks**  
Board Secretary/Treasurer



**George Lovecchio**  
Executive Director