

LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS
Annual Board Meeting
MINUTES
June 20, 2022

AGENDA ITEM 1 – Call to Order

The meeting was called to order by Michael Davis, Chairman, at approximately 12:05 pm. The meeting was held at the Board’s administrative office located at 12091 Bricksome Avenue, Suite B, Baton Rouge, Louisiana.

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

Mr. Davis asked George Lovecchio to conduct the roll call. Those Board members in attendance were Mr. Davis, James Delatte, Chad Gielen, Trion Horgan, and Darrick LeBeouf. Member Randall Brooks was absent from the meeting. There are currently two vacant Board seats. Those members in attendance constitute a quorum. Also in attendance from the Board’s administrative office were George Lovecchio, Executive Director, Kimberly Barbier, Executive Assistant, Jacqueline Koehn, Administrative Assistant, and Juliette DiCharia, Administrative Clerk. The Board’s regulatory counsel, John Becknell III, was also in attendance. Victoria Bienvenu was in attendance, and no public guests were in attendance.

Mr. Gielen introduced Ms. Bienvenu as the contracted compliance management consultant. Ms. Bienvenu addressed the Board giving general description of the work she is performing for the Board under her current contract regarding a compliance management plan being developed. Mr. Lovecchio introduced Ms. DiCharia, the Board office administrative clerk; she is a part-time student worker since 2019. Ms. DiCharia has just graduated LSU and will be departing employment to attend a Master’s program in August. Ms. DiCharia was thanked for her work with the Board. Mr. Lovecchio introduced Ms. Koehn, the Board office administrative assistant since 2018; she was thanked for her work with the Board.

(Ms. Bienvenu, Ms. Koehn, and Ms. DiCharia exited the meeting.)

AGENDA ITEM 3 – Call for Additional Agenda Items (for discussion in agenda item 11)

Mr. Davis gave call for additional agenda items to be added to the published agenda.

a. Mr. Lovecchio requested the addition of an agenda item for discussion regarding the board management platform services presented at the March 2022 meeting.

There were no other items presented to be added to the agenda.

Motion was made by Mr. Horgan to add the presented item (one) to the published meeting agenda for discussion in agenda item 11, seconded by Mr. LeBeouf,

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

Mr. Davis advised that any Board or staff member who has an item to be added to a meeting agenda must submit the item along with any documentation for the item to the Board office no later than 48 hours prior to the meeting date so the item can be included in the public publication of the meeting notice and agenda. Only emergency items will be allowed to be added to the agenda during the meeting in this format.

AGENDA ITEM 4 - Approval of Meeting Minutes

a. Meeting of March 8, 2022

Mr. Davis presented the draft meeting minutes for the March 8, 2022 Board meeting. Individual review of the prepared minutes was had. **Motion was made by Mr. Delatte to dispense with full reading of the minutes and to approve the minutes of the March 8, 2022 Board meeting as presented, seconded by Mr. Horgan, and passed by voice vote- FOR: Mr. Delatte, Mr. Gielen, Mr. Horgan, Mr. LeBeouf, and Mr. Davis; AGAINST: None; ABSENT: Mr. Brooks; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 5- Contracts

a. Renewal of Services

i. Accounting Services

Mr. Lovecchio presented for review the proposed contract for continuation of the accounting services provided by Ms. Ouida Nugent, Nugent Accounting Services. General discussion was held. **Motion was made by Mr. Gielen to approve the contract with Ouida Nugent, Nugent Accounting Services, to provide general accounting services for the two-year term of July 1, 2022 through June 30, 2024 for a maximum contract amount not to exceed \$6,000 (multi-year breakdown of \$3,000 per year), seconded by Mr. LeBeouf, and passed by voice vote- FOR: Mr. Delatte, Mr. Gielen, Mr. Horgan, Mr. LeBeouf, and Mr. Davis; AGAINST: None; ABSENT: Mr. Brooks; ABSTAINED: None; RECUSED: None.**

ii. Inspection Services (North)

Mr. Lovecchio presented for review the proposed contract for continuation of the facility inspection services provided by Mr. Danny Andrus. General discussion was held. **Motion was made by Mr. Horgan to approve the contract with Danny Andrus to provide facility inspection services for the one-year term of July 1, 2022 through June 30, 2023 for a maximum contract amount not to exceed \$35,000, seconded by Mr. Delatte, and passed by voice vote- FOR: Mr. Delatte, Mr. Gielen, Mr. Horgan, Mr. LeBeouf, and Mr. Davis; AGAINST: None; ABSENT: Mr. Brooks; ABSTAINED: None; RECUSED: None.**

iii. Legal Services

Mr. Lovecchio presented for review the proposed contract for continuation of the legal services provided by The Becknell Law Firm, APLC. General discussion was held.

A resolution was submitted to the members for the retention of general legal consulting and regulatory advice services provided by counsel. **Motion was made by Mr. LeBeouf to approve the contract with The Becknell Law Firm, APLC, to provide legal services for the one-year term of July 1, 2022 through June 30, 2023 for a maximum contract amount of \$23,000, and the Resolution presented, seconded by Mr. Horgan, and passed by voice vote- FOR: Mr. Delatte, Mr. Gielen, Mr. Horgan, Mr. LeBeouf, and Mr. Davis; AGAINST: None; ABSENT: Mr. Brooks; ABSTAINED: None; RECUSED: None.**

iv. Legal Services

Mr. Lovecchio presented for review the proposed contract for continuation of the legal services provided by Celia R. Cangelosi, Attorney at Law. General discussion was held. A resolution was submitted to the members for the retention of general, licensure, and disciplinary legal advice services provided by counsel. **Motion was made by Mr. Geilen to approve the contract with Celia R. Cangelosi, Attorney at Law, to provide legal services for the one-year term of July 1, 2022 through June 30, 2023 for a maximum contract amount of \$10,000, and the Resolution presented, seconded by Mr. Horgan, and passed by voice vote- FOR: Mr. Delatte, Mr. Gielen, Mr. Horgan, Mr. LeBeouf, and Mr. Davis; AGAINST: None; ABSENT: Mr. Brooks; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 6- New Business

a. State Archives- Designation of Board Records Officer

Ms. Barbier presented the Louisiana State Archives of the Louisiana Secretary of State requirement for annual designation and reporting of a records officer. General discussion was held. **Motion was made by Mr. LeBeouf to designate George Lovecchio as the Board's records officer effective July 1, 2022 for upcoming fiscal year 2023 and report such to State Archives as required, seconded by Mr. Delatte, and passed by voice vote- FOR: Mr. Delatte, Mr. Gielen, Mr. Horgan, Mr. LeBeouf, and Mr. Davis; AGAINST: None; ABSENT: Mr. Brooks; ABSTAINED: None; RECUSED: None.**

b. Annual Financial Attestation Preparation- Questionnaire

Mr. Lovecchio presented the attestation questionnaire in preparation for the upcoming attestation review of the Board's finances relevant to current fiscal year 2022 ending June 30, 2022 and the adoption resolution. General review and discussion was held. **Motion was made by Mr. Horgan to adopt the Attestation Questionnaire and approve the Resolution for the anticipated review and attestation of the finances of the Louisiana Board of Drug and Device Distributors for fiscal year 2022 ending June 30, 2022, seconded by Mr. Gielen, and passed by voice vote- FOR: Mr. Delatte, Mr. Gielen, Mr. Horgan, Mr. LeBeouf, and Mr. Davis; AGAINST: None; ABSENT: Mr. Brooks; ABSTAINED: None; RECUSED: None.**

c. Policy and Procedures

i. Amendments- Facility Inspection Complexity Ratings

Mr. Barbier presented proposed amendments to the policy and procedure for *Facility Inspection Complexity Ratings* initially approved by the members of the Board on March 21, 2017. General review and discussion of the proposed amendments were held. **Motion was made by Mr. Gielen to approve the amendments to the policy and procedure for *Facility Inspection Complexity Ratings* as presented, seconded by Mr. LeBeouf, and passed by voice vote- FOR: Mr. Delatte, Mr. Gielen, Mr. Horgan, Mr. LeBeouf, and Mr. Davis; AGAINST: None; ABSENT: Mr. Brooks; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 7- Employee Matters

a. Annual Staff Performance Review

A call for Executive Session was made by Mr. Davis. **Motion was made by Mr. Gielen to leave regular session of the meeting and enter into Executive Session, seconded by Mr. Horgan, and passed by voice vote- FOR: Mr. Delatte, Mr. Gielen, Mr. Horgan, Mr. LeBeouf, and Mr. Davis; AGAINST: None; ABSENT: Mr. Brooks; ABSTAINED: None; RECUSED: None.**

Motion was made by Mr. Horgan to exit executive session and return to regular session of the meeting, seconded by Mr. Gielen, and passed by voice vote- FOR: Mr. Delatte, Mr. Gielen, Mr. Horgan, Mr. LeBeouf, and Mr. Davis; AGAINST: None; ABSENT: Mr. Brooks; ABSTAINED: None; RECUSED: None.

Upon return to regular session, Mr. Gielen presented a summary of the matter discussed in executive session. The members performed the annual work performance review for the Executive Director, George Lovecchio. The members were in agreement that Mr. Lovecchio's work performance has been outstanding and a 5% merit salary adjustment was proposed. **Motion was made by Mr. Gielen to accept the outstanding work performance rating and approve the 5% merit salary adjustment for George Lovecchio, Executive Director, seconded by Mr. Horgan, and passed by voice vote- FOR: Mr. Delatte, Mr. Gielen, Mr. Horgan, Mr. LeBeouf, and Mr. Davis; AGAINST: None; ABSENT: Mr. Brooks; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 8- Board Matters

a. Current Board Composition

Mr. Lovecchio present information regarding the current composition of the Board. General discussion was held. No formal action was taken on this agenda item.

b. Annual Election of Officers

Mr. Davis gave a call for nomination of officers. No nominations were presented. **Motion was made by Mr. Gielen to ratify the current officers serving to another year of service in their respective positions - Chairman- Michael Davis, Vice-Chairman- James Delatte, Secretary-Treasurer- Randall Brooks, and Compliance Officer- Chad Gielen, seconded by Mr. LeBeouf, and passed by voice vote- FOR: Mr. Delatte, Mr. Gielen, Mr. Horgan, Mr. LeBeouf, and Mr. Davis; AGAINST: None; ABSENT: Mr. Brooks; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 9- Financial Matters

a. Financial Statements

Mr. Lovecchio presented financial statements for the months of February, March, and April 2022. Review and general discussion were held on the transaction lists and balance reports for each month. It was noted that the months presented and current fiscal year (2022) through the month of April are in balance. No formal action was taken on this agenda item.

b. Budget Review- Current FY2022 to Date

Mr. Lovecchio presented the budget versus actual report for the current fiscal year 2022 through the month of April. Review and general discussion was held. The budget information presented was acceptable to members. No formal action was taken on this agenda item.

AGENDA ITEM 10- Old Business

a. FDA National Standards for Drug Supply Chain Safety Act

Mr. Bechnell and Mr. Lovecchio presented general information and a general summary of the work the review committee has done regarding the federal national standards proposed by FDA for the DSCSA. It was also noted that the federal government has extended the deadline for submission of comments on the standards guideline by 90 days. General discussion was held. No formal action was taken on this agenda item.

AGENDA ITEM 11- Additional Items Properly Brought Before the Board as Approved in Agenda Item 3

a. Board Management Platform

Mr. Lovecchio presented an update of this item as requested by the members at the March 8, 2022 meeting. Mr. Lovecchio informed that the platform representative had put him in touch with a medical regulatory board in another state. This board has been using the platform for about five years and was very complimentary of the platform and happy with its usability. General discussion was held. **Motion was made by Mr. Horgan to authorize the administrative staff to move forward with obtaining use of the management platform provided by OnBoard/Passageways Inc., seconded by Mr. Gielen, and passed by voice vote- FOR: Mr. Delatte, Mr. Gielen, Mr. Horgan, Mr. LeBeouf, and Mr. Davis; AGAINST: None; ABSENT: Mr. Brooks; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 12- Board Meetings

a. Confirmation of Next Board Meeting

Mr. Lovecchio presented the previously set tentative date for the next Board meeting in September 2022. General discussion was held. The next meeting of the Board has been set for Tuesday, September 20, 2022. No formal action was taken on this agenda item.

AGENDA ITEM 13- General Motion (Recording of Agenda Changes)

There were no agenda items taken out of order from the published agenda order.

AGENDA ITEM 14- Adjournment

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

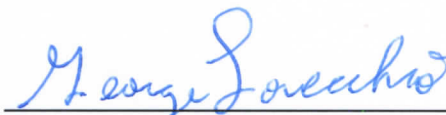
The meeting adjourned at approximately 2:00 pm.

Approved and accepted by the full Board -

Date: 9/20/22



By: Trison Horgan
Board Secretary/Treasurer



George Lovechio
Executive Director