

LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS

Board Meeting

MINUTES

December 11, 2018

AGENDA ITEM 1 - Call to Order

The meeting was called to order by Robert Broadus, Chairman, at approximately 9:40 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, Randall Brooks, Chad Gielen, Jacob Dickson, James DeLatte, and Trion Horgan. Those members absent were Michael Davis. The members in attendance constituted a voting quorum of seated members. Also present from the Board's administrative office were George Lovecchio- Executive Director and Kimberly Barbier- Executive Assistant. John Becknell III, the Board's regulatory counsel, was also in attendance. Guests in attendance were Ken Dugas, PharmaSafe.

Mr. Lovecchio informed the Board that a new Board website domain address had been acquired for the Board through the state Office of Technology Services- Network Services; the new website address is *drugboard.La.gov*. Board office and staff email addresses have been changed to reflect the new extension, *@drugboard.La.gov*.

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

There were no items added.

Upon arrival of Mr. Ken Dugas at approximately 10:00 am, Mr. Broadus presented Mr. Dugas with a plaque commemorating his service as a member of the Board. The members and staff thanked Mr. Dugas for his service.

[Mr. Dugas exited the meeting.]

AGENDA ITEM 4 - Approval of Meeting Minutes

a. Meeting- September 18, 2018

The minutes of the September 18, 2018 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 18, 2018 Board meeting as presented, seconded by Mr. Dickson, and passed by voice vote - FOR: Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Davis; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 5- Financial Matters

a. Financial Statements

Mr. Lovecchio presented review of financial information for the months of September and October 2018; general discussion was held. Mr. Lovecchio then presented current FY2019 budget item comparisons for July 1 through October 31, 2018. General discussion was held regarding the budget comparison. No formal action was taken on this agenda item.

b. Annual Financial Attestation Review Report for Fiscal Year 2018

Mr. Lovecchio presented a review of the Annual Financial Attestation Review Report for FY2018 ending June 30, 2018 recently performed and submitted to the State by Mr. Michael Glover. General discussion was held. No formal action was taken on this agenda item.

c. Budget

i. Current Fiscal Year 2019 Budget Amendments

Mr. Lovecchio presented proposed amendments to the current fiscal year 2019 (July 1, 2018 through June 30, 2019). General discussion was held of the presented numbers and adjustments were noted. **Motion was made by Mr. Gielen to approve the amendments for the current fiscal year, 2019 (July 1, 2018 through June 30, 2019), presented with adjustments made during discussion, seconded by Mr. Jacob Dickson, and passed by voice vote - FOR: Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Davis; ABSTAINED: None; RECUSED: None.**

General discussion was held regarding the Board seat recently vacated with the resignation of Mr. Kenneth Dugas from the Board; consumer member requirements; and board quorums. No formal action was taken on any of these topics.

ii. Proposed Fiscal Year 2020 Budget

Mr. Lovecchio presented proposed budget for the upcoming fiscal year 2020, July 1, 2019 through June 30, 2020. General discussion was held on the presented budget numbers, minor adjustments were noted. **Motion was made by Mr. Hogan to approve the proposed fiscal year 2020 budget as presented and adjustments made during discussion, seconded by Mr. Jim Delatte, and passed by voice vote - FOR: Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Davis; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 6 - Policies and Procedures

a. Criminal History Records Check Result Reports

Mr. Lovecchio and Ms. Barbier presented proposed revisions to the Board's current policy regarding the results of criminal history records checks required for any individual owners holding greater than ten percent interest in and the designated responsible party of applicants/licensees whose facilities are physically located in

Louisiana. The proposed revision would allow issuance of a new license from an initial (first time) application prior to receipt of criminal history records check result if the applicant entity already has another location within Louisiana licensed. General discussion was held. **Motion was made by Mr. Gielen to approve the revised policy for Criminal History Records Checks as presented to allow for issuance of a new license to an entity that already has other facility(s) located in Louisiana licensed prior to receipt of criminal history records check results, seconded by Mr. Gielen, and passed by voice vote- FOR: Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Davis; ABSTAINED: None; RECUSED: None.**

b. Equal Employment Opportunity

Ms. Barbier presented the Board's policy on Equal Employment Opportunity for annual review and approval by the Board. No changes to the policy are noted. **Motion was made Mr. Delatte to approve the Equal Employment Opportunity Policy as presented, seconded by Mr. Horgan, and passed by voice vote- FOR: Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Davis; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 7 - Old Business

a. Rulemaking Authority

Mr. Becknell presented his review and comparison of the Board statutes and regulations with his recommendation that no changes are needed at this time. General discussion was held. No formal action was taken on this agenda item.

AGENDA ITEM 8 - Licensing Matters

a. New Licenses Issued

Ms. Barbier presented a list of approximately 96 new Louisiana drug and device distributor licenses issued by the Board office on behalf of the Board since the September 18, 2018 Board meeting. Ms. Barbier noted that approximately 53 of the new licenses issued represent first-time Louisiana licensure. General discussion was held. No formal action was taken on this agenda item.

AGENDA ITEM 9 - Additional Agenda Items Properly Brought Before the Board (approved in agenda item 3)

There were no additional items for discussion.

AGENDA ITEM 10 - Board Issues

a. Proposed Board Meeting Dates for Year 2019

Ms. Barbier presented a list of proposed board meeting dates for upcoming calendar year 2019. General discussion was held. Tentative meeting dates for calendar year 2019 were set for Tuesday, March 26, 2019, Tuesday, June 25, 2019 (annual meeting), Tuesday, September 17, 2019, and Tuesday, December 10, 2019 (budgetary meeting).

- b. Consumer Member
General discussion was held. No formal action was taken on this agenda item.
- c. Confirmation of Next Board Meeting Date
The next Board meeting is tentatively set for Tuesday, March 26, 2019.

AGENDA ITEM 13 - General Motion

There were no agenda items taken out of the agenda order to be noted.

AGENDA ITEM 14- Adjournment

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

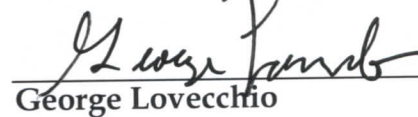
The meeting adjourned at approximately 12:05 pm.

Approved and accepted by the full Board -

Date: 4-8-19



Randall Brooks
Board Secretary-Treasurer



George Lovecchio
Executive Director