

LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS
Regular Board Meeting
MINUTES
December 7, 2021

AGENDA ITEM 1 – Call to Order

The meeting was called to order by Michael Davis, Chairman, at approximately 10:00 am. The meeting was held at the Board’s administrative office located at 12091 Bricksome Avenue, Suite B, Baton Rouge, Louisiana. It was noted that all COVID-19 precautionary protocols have been followed to ensure all attendees’ safety and health.

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

Roll call was conducted by Randall Brooks, Secretary-Treasurer. Those Board members in attendance were Michael Davis, Chad Gielen, James Delatte, Trion Horgan, Darrick LeBeouf, and Mr. Brooks. There were no seated members absent from the meeting. There are two currently vacant Board seats. Those members in attendance constitute a quorum. Also in attendance 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 public guests in attendance.

AGENDA ITEM 3 – Call for Additional Agenda Items (for discussion in agenda item 10)

A call for additional agenda items to be added to the published agenda was made.

- a. Mr. Davis requested the addition of an item for discussion regarding updates to the Board’s website.

There were no other items presented to add to the agenda.

Motion was made by Mr. Gielen to add the presented item to the published meeting agenda for discussion in agenda item 10, seconded by Mr. Horgan, and passed by voice vote - FOR: Mr. Delatte, Mr. Brooks, Mr. Gielen, Mr. Horgan, and Mr. LeBeouf; AGAINST: None; ABSENT: None; ABSTAINED: None; RECUSED: None.

AGENDA ITEM 4 – Board Matters

- a. Introduction of New Board Member

Mr. Lovecchio introduced Mr. Darrick LeBeouf. Mr. LeBeouf was appointed to serve on the Board by Governor John Bel Edwards on July 23, 2021. Mr. LeBeouf’s term runs through July 22, 2026. Mr. Davis and the other members and staff welcomed Mr. LeBeouf. All members joined Mr. LeBeouf in reciting the Oath of Office.

- b. Proposed Board Meeting Dates

Mr. Lovecchio presented a list of dates in upcoming year 2022 for consideration as tentative Board meeting dates. No formal action was taken on this agenda item.

AGENDA ITEM 5 - Approval of Meeting Minutes

a. Meeting of June 22, 2021

Mr. Lovecchio presented prepared minutes from the June 22, 2021 Board meeting. Review and general discussion were held. **Motion was made by Mr. Delatte to dispense with full reading of the minutes and to approve the minutes of the June 22, 2021 Board meeting as presented, seconded by Mr. LeBeouf, and passed by voice vote- FOR: Mr. Delatte, Mr. Brooks, Mr. Gielen, Mr. Horgan, and Mr. LeBeouf; AGAINST: None; ABSENT: None; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 6- Financial Matters

a. Previous Fiscal Year 2021, Ended June 30, 2021

Mr. Lovecchio presented financial transaction lists and balance reports for June 2021 and a budget versus actual report representing the ending financial for the previous fiscal year 2021 which ran from July 1, 2020 through June 30, 2021. General discussion was held. No formal action was taken on this agenda item.

b. Annual Financial Attestation Report

Mr. Lovecchio presented a copy of the annual financial attestation report for fiscal year 2021 as prepared by the contracted certified public accountant for the Louisiana Legislative Auditor's office. General review and discussion was held on the report findings. No formal action was taken on this agenda item.

c. Financial Statements

Mr. Lovecchio presented a review of financial statement for the months of July, August, September, and October 2021. General discussion was held. Mr. Lovecchio presented a profit/loss report on budget versus actual for the current fiscal year, 2022, covering July 1 through October 31, 2021 for review. General discussion was held. No formal action was taken on this agenda item.

d. Budget Review- Current Fiscal Year 2022 (ending June 30, 2022)

Mr. Lovecchio presented proposed amendments to the current budget for fiscal year 2022 covering July 1, 2021 through June 30, 2022. General discussion was held. **Motion was made by Mr. Brooks to approve the proposed amendments to current budget for fiscal year 2022 as presented, seconded by Mr. Gielen, and passed by voice vote - FOR: Mr. Delatte, Mr. Brooks, Mr. Gielen, Mr. Horgan, and Mr. LeBeouf; AGAINST: None; ABSENT: None; ABSTAINED: None; RECUSED: None.** The approved amendments will be submitted to the appropriate Louisiana state agencies as required.

e. Budget - Proposed Fiscal Year 2023

Mr. Lovecchio presented a proposed budget for upcoming fiscal year 2023 covering July 1, 2022 through June 30, 2023. General discussion was held. **Motion was made by Mr. Horgan to approve and adopt the proposed budget for fiscal year 2023,**

July 1, 2022 through June 30, 2023, as presented, seconded by Mr. Brooks, and passed by voice vote- FOR: Mr. Delatte, Mr. Brooks, Mr. Gielen, Mr. Horgan, and Mr. LeBeouf; AGAINST: None; ABSENT: None; ABSTAINED: None; RECUSED: None. The approved FY2023 budget will be submitted to the appropriate Louisiana state agencies as required.

f. Undeposited Funds – Unclaimed Property

Ms. Barbier presented information regarding an administrative procedure for processing and reporting undeposited funds to the Unclaimed Property program of the Louisiana Department of Treasury. General discussion was held. No formal action was taken on this agenda item.

AGENDA ITEM 7- New Business

a. Report on Effects of Hurricane Ida

Mr. Lovecchio gave a summary of welfare inspections performed at approximately 17 licensee facility locations that had been in the area of the state affected by Hurricane Ida which made landfall on August 29, 2021. General discussion was held. It was noted that no significant product issues were found. No formal action was taken on this agenda item.

b. Legality of Local Authorities Filling Oxygen Cylinders

Mr. Davis asked that this item be postponed to the next Board meeting. **Motion was made by Mr. Gielen to postpone presentation and discussion of the legality of local authorities to fill oxygen cylinders to the next scheduled Board meeting, seconded by Mr. LeBeouf, and passed by voice vote - FOR: Mr. Delatte, Mr. Brooks, Mr. Gielen, Mr. Horgan, and Mr. LeBeouf; AGAINST: None; ABSENT: None; ABSTAINED: None; RECUSED: None.**

c. Conference Reviews

Mr. Lovecchio presented summaries and reviews of his recent attendance at two national conferences – the National Association of State Controlled Substances Authorities (NASCSA) that was held in San Antonio Texas on October 25-28, 2021 and the National Association of Drug Diversion Investigators (NADDI) that was held in St. Pete Beach Florida on November 9-12, 2021. General discussion was held. No formal action was taken on this agenda item.

AGENDA ITEM 8- Old Business

a. Compliance Administrator Position

Mr. Gielen with Mr. Lovecchio and Mr. Becknell presented the report of the *Compliance Administrator Review Committee*, which was created at the June 22, 2021 Board meeting to review the proposed position of a Compliance Administrator. The committee determined and recommends the position start as a contractor for the management of licensure compliance, inspections, and disciplinary and enforcement matters. General discussion was held. **Motion was made Mr. Delatte to accept the Compliance**

Administrator Review Committee's report and recommendation, and to authorize the search for an individual and offer of a contract for the position, seconded by Mr. Horgan, and passed by voice vote- FOR: Mr. Delatte, Mr. Brooks, Mr. Gielen, Mr. Horgan, and Mr. LeBeouf; AGAINST: None; ABSENT: None; ABSTAINED: None; RECUSED: None

b. NADDI Programs; Cooperative Endeavor Agreement

Mr. Lovecchio gave an update of an upcoming local/regional training and educational program by the National Association of Drug Diversion Investigators (NADDI). General discussion was held regarding the Board's participation with NADDI on opioid awareness education. Mr. Lovecchio presented a new Cooperative Endeavor Agreement (CEA) between the Board and NADDI regarding opioid awareness education. **Motion was made by Mr. LeBeouf to approve the Cooperative Endeavor Agreement (CEA) with the National Association of Drug Diversion Investigators (NADDI) for the Board's sponsorship of local law enforcement personnel first-time attendance at the next NADDI local/regional training conference as well as educational material not to exceed \$6,500 during the term of April 1, 2022 through December 31, 2022, seconded by Mr. Brooks, and passed by voice vote- FOR: Mr. Delatte, Mr. Brooks, Mr. Gielen, Mr. Horgan, and Mr. LeBeouf; AGAINST: None; ABSENT: None; ABSTAINED: None; RECUSED: None.**

c. Self-Evaluation Report (SER)

Mr. Lovecchio discussed the Self-Evaluation Report (SER) preparation assessment project that had been started in mid-2019 utilizing a consultant. The assessment was mostly completed just after the COVID-19 pandemic started in early 2020. After general discussion, the Board instructed Mr. Lovecchio to contact the consultant and work with them to get a fully updated report.

AGENDA ITEM 9- Licensing Matters

a. New Licenses Issued

Ms. Barbier presented a list of new licenses issued since the June 22, 2021 Board meeting though December 2, 2021. General discussion was held. No formal action was taken on this agenda item.

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

a. Board Website Update

Mr. Davis presented an idea to add a private portal to the Board's website for Board members and staff to be able to sign in and receive information and documents. Mr. Lovecchio informed the Board that Ms. Barbier has been looking into a similar software/program to management board meeting preparation and dissemination of information. An update of this item will be presented at an upcoming Board meeting.

AGENDA ITEM 11- Board Meetings

- a. Confirmation of Next Board Meeting
Mr. Davis presented the tentative date for the next Board meeting as Tuesday, March 8, 2022.


AGENDA ITEM 12- General Motion (Recording of Agenda Changes)
There were no agenda items taken out of order of the published agenda order.

AGENDA ITEM 13- 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. Brooks, Mr. Gielen, Mr. Horgan, and Mr. LeBeouf; AGAINST: None; ABSENT: None; ABSTAINED: None; RECUSED: None.**

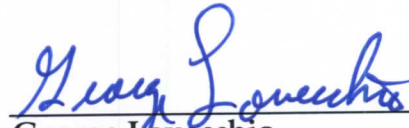
The meeting adjourned at approximately 12:15 pm.

Approved and accepted by the full Board -

Date: 3-8-22



Randall Brooks
Board Secretary/Treasurer



George Lovecchio
Executive Director