

LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS

Board Meeting

MINUTES

March 19, 2024

ATTENDANCE

Members Present:

James Delatte - Board Vice-Chairman, Chad Gielen - Compliance Officer, Scott Ireland - Board Member, Nicholas Latino - Board Member, and Cindy Luton - Board Member

Members Absent:

Michael Davis - Board Chairman, Trion Horgan - Board Secretary-Treasurer, and Darrick LeBeouf - Board Member

Office Staff Present:

Kimberly Barbier - Executive Assistant

Office Staff Absent:

George Lovecchio - Executive Director

Contract Team Present:

Victoria Bienvenue- Compliance Management Consultant, and John Becknell- General Legal Counsel

I. Call to Order

The meeting was called to order by James Delatte, Board Vice-Chairman, on Tuesday, March 19, 2024, at approximately 9:30 am. The meeting was held at the Board's administrative office located at 12091 Bricksome Avenue, Suite B, Baton Rouge, Louisiana.

II. Roll Call and Introduction of Guests

Roll call was taken by Mr. Delatte with the above noted results. The members in attendance constituted a quorum. Mr. Delatte presided over the meeting in the absence of the Board Chairman, Michael Davis. There were no public guests in attendance.

III. Call for Additional Agenda Items (Discussion at Agenda Item X)

Mr. Delatte called for any additional items to be added to the agenda. No items were presented to be added.

IV. Approval of Meeting Minutes- December 19, 2023

Mr. Delatte presented draft minutes of the December 19, 2023 Board meeting. Individual review of the presented minutes was held. **Motion was made to dispense with full reading of the minutes and approve the minutes of the December 19, 2023 Board meeting as presented; moved by Chad Gielen, seconded by Nicholas Latino, and passed by voice vote- FOR: Chad Gielen, Scott Irelan, Nicholas Latino, Cindy Luton, and James Delatte; AGAINST: None; ABSENT: Michael Davis, Trion Horgan, and Darrick LeBeouf; ABSTAINED: None; RECUSED: None.**

V. Financial Matters

A. Financial Statements

1. December 2023

Mr. Delatte presented the financial transaction list and balance reports for the month of December 2023.

2. January 2024

Mr. Delatte presented the financial transaction list and balance reports for the month of January 2024.

3. February 2024

Mr. Delatte presented the financial transaction list and balance reports for the month of February 2024.

Individual review of the monthly financial information for December 2023, January and February 2024 was held. No formal action was taken on these agenda items.

B. FY2024 to Date Review

Mr. Delatte presented the profit/loss report on budget versus actuals for the current fiscal year, 2024, to date covering the period July 1, 2023 through February 29, 2024. Individual review of the budget information was held. No formal action was taken on this agenda item.

VI. Service Contracts

A. Compliance Management Consultant

1. Current Contract- Amendment

Kimberly Barbier presented a contract amendment to the current contract between the Board and Victoria Bienvenu for the period of April 1, 2023 through March 31, 2024 providing compliance

management consulting services. The amendment proposed is to increase the maximum contract amount from \$60,000 to \$64,000. The contract amount increase is due to unanticipated work duration on tasks relevant to compliance, inspection and disciplinary matters. General discussion was held. **Motion was made to approve the contract amendment (#1) to the current contract covering April 1, 2023 through March 31, 2024 between the Louisiana Board of Drug and Device Distributors and Victoria Bienvenu for compliance management consulting services to increase the maximum contract amount to \$64,000; moved by Nicholas Latino, seconded by Cindy Luton, and passed by voice vote- FOR: Chad Gielen, Scott Irelan, Nicholas Latino, Cindy Luton, and James Delatte; AGAINST: None; ABSENT: Michael Davis, Trion Horgan, and Darrick LeBeouf; ABSTAINED: None: RECUSED: None.**

2. Proposed Contract- Renewal of Services

Ms. Barbier presented a proposed new contract between the Board and Ms. Bienvenu to continue compliance management consulting services provided by Ms. Bienvenu covering the period of April 1, 2024 through March 31, 2025 at a maximum contract amount of \$65,000. Individual review of the proposed contract and general discussion was held. **Motion was made to approve the contract between the Louisiana Board of Drug and Device Distributors and Victoria Bienvenu for continuation of compliance management consulting services for the period of April 1, 2024 through March 31, 2025 at a maximum contract amount of \$65,000; moved by Chad Gielen, seconded by Scott Irelan, and passed by voice vote- FOR: Chad Gielen, Scott Irelan, Nicholas Latino, Cindy Luton, and James Delatte; AGAINST: None; ABSENT: Michael Davis, Trion Horgan, and Darrick LeBeouf; ABSTAINED: None: RECUSED: None.**

B. Facility Inspector- Renewal of Services

Ms. Barbier presented a proposed new contract between the Board and John Liggio to continue facility inspection services currently provided by Mr. Liggio for the period of April 1, 2024 through March 31, 2025 at a maximum contract amount of \$22,000. Individual review of the proposed contract and general discussion was held. **Motion was made to approve the contract between the Louisiana Board of Drug and Device Distributors and John Liggio for continuation of facility inspection services for the period of April 1, 2024 through March 31, 2025 at a maximum contract amount of \$22,000; moved by Nicholas Latino,**

seconded by Cindy Luton, and passed by voice vote- FOR: Chad Gielen, Scott Irelan, Nicholas Latino, Cindy Luton, and James Delatte; AGAINST: None; ABSENT: Michael Davis, Trion Horgan, and Darrick LeBeouf; ABSTAINED: None: RECUSED: None.

C. Suspicious/Excessive Orders Tracking Database- Subscription Agreement

Ms. Barbier presented a subscription agreement between the Board and InZata for continued access and use of the artificial intelligence database platform provided by InZata for tracking of suspicious and excessive orders reported by licensees. The agreement is for a four (4) month period, March 1 through June 30, 2024, at an upfront, one-time charge of \$18,000. Ms. Bienvenu present general information relative to the agreement. **Motion was made to approve the agreement between the Louisiana Board of Drug and Device Distributors and InZata for continued access and use of the artificial intelligence database platform provided by InZata for the period of March 1 through June 30, 2024 at the cost of \$18,000; moved by Scott Irelan, seconded by Chad Gielen, and passed by voice vote- FOR: Chad Gielen, Scott Irelan, Nicholas Latino, Cindy Luton, and James Delatte; AGAINST: None; ABSENT: Michael Davis, Trion Horgan, and Darrick LeBeouf; ABSTAINED: None: RECUSED: None.**

VII. New Business

A. Inspection Safety Protocols

Ms. Bienvenu presented safety protocols for facility inspectors which had been developed. General discussion was held. No formal action was taken on this agenda item.

B. Contract Management- Delegated Signature Authority

Ms. Barbier presented a copy of a letter submitted to Division of Administration, Office of State Procurement, Professional Contracts (department) delegating signature authority for any and all service contracts the Board approves and enters into. This delegation of signature authority is required to be reported annually. Individual review was held. Upon no objection to the letter, the delegation of Chairman, Mr. Davis and Vice-Chairman, Mr. Delatte to sign any and all service contract documents was accepted.

VIII. Old Business

A. Service Charge for Electronic Fee Payments

John Becknell presented general information regarding charging a service fee for electronic fee payments made to the Board. This matter is still being explored and will be presented at a future Board meeting. No formal action was taken on this agenda item.

B. Compliance Management (Program) Update

Ms. Bienvenu presented a general update of the compliance management program plan.

C. Suspicious/Excessive Orders Tracking Platform Update

Ms. Bienvenu presented an update of the suspicious/excessive orders tracking platform including copies of tracking platform dashboard information for review.

No formal action was taken on these agenda items.

D. Federal DSCSA Update

With the absence of George Lovecchio, this item was deferred to a future Board meeting.

IX. Licensure Matters - New Licenses Issued

Ms. Barbier presented a list of new licenses issued since the December 2023 Board meeting through February 29, 2024. There were approximately 98 new licenses issued with approximately 55 being first-time, initial issues. No formal action was taken on this agenda item.

X. Approved Additional Agenda items (from Agenda Item III)

A. No additional agenda items were added at agenda item III for discussion.

XI. Board Matters

A. Confirmation of Next Board Meeting

The next meeting of the members of the Louisiana Board of Drug and Device Distributors was tentatively scheduled for Tuesday, June 11, 2024. This is the Board's annual meeting.

XII. Adjournment

There being no further business before the Board, **motion was made to adjourn the meeting; moved by Nicholas Latino, seconded by Cindy Luton, and passed by voice vote- FOR: Chad Gielen, Scott Irelan, Nicholas Latino, Cindy Luton, and James Delatte; AGAINST: None; ABSENT: Michael Davis, Trion Horgan, and Darrick LeBeouf; ABSTAINED: None; RECUSED: None.**

The meeting adjourned at approximately 10:10 am.

Approved and accepted by the full Board -

Date:

6/11/24


Trion Horgan, Board Secretary/Treasurer


George Lovechio, Executive Director