

LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS

Board Meeting MINUTES December 12, 2017

AGENDA ITEM 1 - Call to Order

The meeting was called to order by Michael Davis, Vice-Chairman, at approximately 9:33 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. Davis that those members in attendance were Mr. Davis, Randall Brooks, Chad Gielen, Jacob Dickson, James DeLatte, and Trion Horgan. Those members absent were Robert Broadus and Ken Dugas. The members in attendance constituted a voting quorum. Also present from the Board's administrative office were George Lovecchio, Executive Director, and Kimberly Barbier, Executive Assistant. Ms. Celia Cangelosi, the Board's general counsel was also in attendance. Guests in attendance were Mr. John Liggio, Board Contract Inspector.

a. Introduction - Contracted Inspectors

The Board members and staff welcomed Mr. Liggio to the meeting thanking him for his prior service as Executive Director to the Board and now as contract inspector.

AGENDA ITEM 3 - General Motion

No motion was taken on this item.

AGENDA ITEM 4 - Call for Additional Agenda Items [*for discussion in Agenda Item 11*]

No additional items were brought before the Board to be added to the agenda.

AGENDA ITEM 5 - Disciplinary Issues

a. Disciplinary Actions

i. Case No. 2017001

Mr. Gielen, Compliance Officer, presented a summary of the disciplinary case, no. 2017001, against licensee, AGC Distributors LLC, Slidell LA, LA license no. 8271. Ms. Cangelosi presented the findings and violations. Mr. Liggio presented a summary of his inspection in which the violations were found. Mr. Liggio recommended that a follow-up inspection of the licensee facility be done. **Motion was made by Mr. Dickson to approve and accept the consent agreement as executed and presented, seconded by Mr. Horgan, and passed by voice vote - FOR: Mr. Brooks, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Broadus and Mr. Dugas; ABSTAINED: None; RECUSED: Mr. Gielen.**

AGENDA ITEM 6- Approval of Meeting Minutes

a. Regular Meeting- August 22, 2017

The minutes of the August 22, 2017 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 August 22, 2017 Board meeting as presented, 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. Broadus and Mr. Dugas; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 7- Financial Matters

a. Financial Statements

Mr. Lovecchio presented a review of the financial information for the months of August, September, and October 2017. General discussion was held. No formal action was taken.

Mr. Lovecchio presented a review of the budget versus actuals for the current fiscal year 2018 through October 2017. General discussion was held. Mr. Brooks asked that the minutes reflect the Board's review and comparison of the current revenues and expenses against budgeted amounts.

b. Annual Financial Attestation - Fiscal Year 2017, Report

Mr. Lovecchio presented a review of the annual financial attestation report compiled by Mr. Michael Glover, CPA, for fiscal year 2017 (ending June 30, 2017). General review and discussion was held on several items in the report. The members acknowledged the report was favorable to the Board. No formal action was taken on this agenda item.

c. Current Fiscal Year 2018 Budget Adjustments

Mr. Lovecchio presented a review of proposed adjustments to the current fiscal year, 2018, budget. General review and discussion of the proposed adjustments was held. **Motion was made by Mr. Brooks to approve the current fiscal year 2018 budget adjustments as presented, 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. Broadus and Mr. Dugas; ABSTAINED: None; RECUSED: None.**

d. Mr. Lovecchio presented a review of the proposed budget for upcoming fiscal year 2019 (July 1, 2018 through June 30, 2019). General review and discussion of the proposed budget was held. **Motion was made by Mr. Delatte to approve the budget for fiscal year 2019 (July 1, 2018 through June 30, 2019) 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. Broadus and Mr. Dugas; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 8 – Policy and Procedures

a. Equal Employment Opportunity

Ms. Barbier presented the Board's Equal Employment Opportunity (EEO) policy for annual review. General discussion of the policy was held. **Motion was made by Mr. Horgan to approve the Equal Employment Opportunity policy as presented, 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. Broadus and Mr. Dugas; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 9 - Old Business

a. Board Funds Review Committee Report

Mr. Lovecchio introduced the members of the Funds Review Committee as delegated by the Board at the June 20, 2017 Board meeting – Mr. Brooks and Mr. Delatte. The committee, along with Mr. Lovecchio and Mr. Stephen Aertker, general counsel to the Board, have been reviewing the Board's financial accounts to create a plan for tracking Board moneys. Mr. Brooks and Mr. Lovecchio presented the committee's report. General discussion was held regarding the committee report and future allocation of Board funds. The Committee is to work on a policy based on its report to present to the Board. This item was deferred to the next Board meeting.

[Mr. Davis called for a short break at approximately 12:00 n after agenda item 9.a.]

[The Board returned to regular session at approximately 12:11 p and continued with agenda item 10.]

AGENDA ITEM 10 – New Business

a. Licensure Exemption – Pharmacy to Pharmacy

Mr. Lovecchio presented a request and information received regarding proposed licensure exemption for distribution between pharmacies – pharmacy to pharmacy. General discussion of the issue was held. Ms. Cangelosi was instructed to review the request and the Board's statutes and regulations to present a proposed response. This item was deferred to the next Board meeting.

AGENDA ITEM 11- Licensing Matters

a. Designated Responsible Party Qualification Review- Committee Update

An update of the issue regarding DRP qualification review for a change of license information, new DRP submission discussed by the Board at the August 22, 2017 meeting. The committee's final disposition was in favor of the DRP appointee. A short general discussion was held. No formal action was taken on this agenda item.

b. New Licenses Issued

Ms. Barbier presented a list of approximately 67 new Louisiana drug/device distributor licenses issued by the Board office on behalf of the Board since the August 22, 2017 Board meeting. Mr. Barbier noted that approximately 45 of the new licenses issued

represent first-time Louisiana licensure. A short general discussion of the listing was held. No formal action was taken on this agenda item.

AGENDA ITEM 12 - Additional Agenda Items Properly Brought Before the Board (approved in agenda item 4)

There were no additional agenda items presented for review.

AGENDA ITEM 13 - Board Issues

a. Board Appointments

Mr. Lovecchio informed the Board that Mr. Gielen and Mr. Brooks had received re-appointment terms by the Governor. No formal action was taken on this agenda item.

b. Proposed Board Meeting Dates for Calendar Year 2018

A list of dates was presented and reviewed by the board members. It was noted that the following dates will be tentatively set for calendar year 2018: Tuesday, March 20, 2018, Tuesday, June 26, 2018, Tuesday, September 18, 2018, and Tuesday, December 11, 2018.

c. Confirmation of Next Board Meeting Date

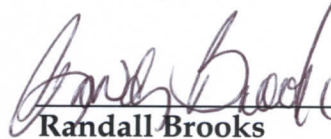
The next Board meeting is tentatively set for Tuesday, March 20, 2018.

AGENDA ITEM 14 - Adjournment

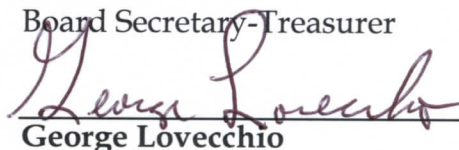
There being no further business before the Board, **motion was made by Mr. Dickson to adjourn the meeting, seconded by Mr. Brooks, and passed by voice vote - FOR: Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Broadus and Mr. Dugas; ABSTAINED: None; RECUSED: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

The meeting adjourned at approximately 12:00 noon.

Approved and accepted by the full Board - Date: 3-20-18/



Randall Brooks
Board Secretary-Treasurer



George Lovecchio
Executive Director