

# LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS

Board Meeting

MINUTES

March 20, 2018

## AGENDA ITEM 1 - Call to Order

The meeting was called to order by Robert Broadus, Chairman, at approximately 9:45 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, Michael Davis, Randall Brooks, Kenneth Dugas, Chad Gielen, James DeLatte, and Trion Horgan. Those members absent were Jacob Dickson [arrived late at 10:00 am]. 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 and Mr. John Becknell III, the Board's general counsels, was also in attendance. There were no guest in attendance.

## AGENDA ITEM 3 - General Motion, Agenda Order

No motion was made on this agenda item.

## AGENDA ITEM 4 - Call for Additional Agenda Items [*for discussion in Agenda Item 12*]

a. Travel Policy for Board Members - Bob Broadus.

**Motion was made by Mr. Gielen to approve the additional item to be added to the agenda for discussion in agenda item 12, seconded by Mr. Delatte, and passed by voice vote- FOR: Mr. Davis, Mr. Brooks, Mr. Dugas, Mr. Gielen, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Dickson; ABSTAINED: None; RECUSED: None.**

## AGENDA ITEM 5 - Approval of Meeting Minutes

a. Regular Meeting- December 12, 2017

The minutes of the December 12, 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 December 12, 2017 Board meeting as presented, seconded by Mr. Dugas, and passed by voice vote - FOR: Mr. Davis, Mr. Brooks, Mr. Dugas, Mr. Gielen, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Dickson; ABSTAINED: None; RECUSED: None.**

## AGENDA ITEM 6- Financial Matters

a. Financial Statements

Mr. Lovecchio presented a review of the financial information for the months of November and December 2017, and January and February 2018. General discussion was held. No formal action was taken.

*[Mr. Dickson enter the meeting during discussion of agenda item 6.b. at approximately 10:00 am.]*

b. Fiscal Year 2018 Overview through February 2018

Mr. Lovecchio presented a review of the current fiscal year budget through February 2018. General discussion was held. No formal action was taken on this agenda item.

AGENDA ITEM 7 – Service Contracts

a. Accounting Services- Amendment

Ms. Barbier presented for review and approval an amendment to the current service contract between the Board and Ouida Nugent, Proprietor, Nugent Accounting Services for general accounting services to cover unanticipated costs for miscellaneous consulting on and assisting with changes to the Board's in-house accounting procedures, and corrections to the general ledger resulting from the annual financial attestation. **Motion was made by Mr. Davis to approve the proposed amendment to the current contract between the Board and Nugent Accounting Services, Ouida Nugent, Proprietor, for accounting services covering the two-year period of July 1, 2016 through June 30, 2018, raising the maximum amount of the contract from \$3,500 to \$4,300, seconded by Mr. Dugas, and passed by voice vote- FOR: Mr. Davis, Mr. Brooks, Mr. Dugas, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: None; ABSTAINED: None; RECUSED: None.**

b. Inspection Services- Contract

Ms. Barbier presented for review and approval a contract for continuation of inspection services presently provided by Mr. John Liggio. **Motion was made Mr. Dickson to approve the proposed contract between the Board and Mr. John Liggio for the continuation of inspection services covering the period of April 1, 2018 through March 31, 2019 for a maximum fee of \$24,000, seconded by Mr. Horgan, and passed by voice vote- FOR: Mr. Davis, Mr. Brooks, Mr. Dugas, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: None; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 8 – Policy and Procedures

a. Board Liability Banking Accounts and Certificates of Deposit

Mr. Brooks presented a verbal report of the Funds Review Committee. General discussion was held. Mr. Lovecchio presented a proposed policy and procedure for the Board to open and hold self-generated moneys collected by the Board in banking accounts and certificates of deposit investments. The Board instructed Mr. Lovecchio to work with the Board's general counsels, Mr. Becknell and Ms. Cangelosi, to review the



proposed policy and procedure to be presented to the Board for approval and adoption at the next Board meeting.

AGENDA ITEM 9 - Old Business

a. Licensure Exemption- Pharmacy to Pharmacy

Ms. Cangelosi was instructed by the Board at the December 12, 2017 Board meeting to review the request received by the Board office regarding licensure exemption for pharmacy to pharmacy sales. Ms. Cangelosi presented her finding and opinion based on her research of state and federal laws regarding the exemption from distribution licensure for sales of drugs pharmacy to pharmacy. General discussion was held. Ms. Cangelosi was instructed by the Board to draft a response to the inquiry received based on her research findings and opinion presented for Mr. Lovecchio's signature.

AGENDA ITEM 10 - New Business

a. NABP Disciplinary Action Clearinghouse

Mr. Lovecchio presented an inquiry from the National Association of Boards of Pharmacy (NABP) regarding the Board providing licensee disciplinary action information to NABP's clearinghouse of disciplinary actions for NABP members' access. General discussion was held. The Board instructed Mr. Lovecchio to research this matter further.

b. 2018 Legislative Session Review

Mr. Becknell presented a review of several bills proposed in the current regular 2018 legislative session that he is watching on behalf of the Board. General discussion of each Bill presented was held. The Board will be available to represent in providing opinion and information on these bills where required.

c. Opioid Crisis

Mr. Lovecchio presented information he had gathered regarding measures being taken by federal and states with regards to the national opioid addiction crisis. Mr. Davis gave a brief overview of the conference he and Mr. Lovecchio attended in February which was held by DEA and FDA on the subject. Mr. Lovecchio presented draft/proposed regulations geared at making Louisiana distributor licensees aware of and assist in monitoring this issue by monitoring their customer orders for controlled substances and reporting any suspicious/excess orders to the Board office. General discussion was held. No formal action was taken on this agenda item.

The Board asked that Ms. Cangelosi check into the opioid task force to see if a Board representative could join the task force.

AGENDA ITEM 11- Licensing Matters

a. New Licenses Issued

Ms. Barbier presented a list of approximately 141 new Louisiana drug/device distributor licenses issued by the Board office on behalf of the Board since the December 12, 2017 Board meeting. MS. Barbier noted that approximately 78 of the new licenses issued represent first-time Louisiana licensure. 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)

a. Travel Policy for Board Members

Mr. Broadus presented discussed on general travel issues of Board members. Mr. Becknell was instructed to draft a policy for Board member travel.

AGENDA ITEM 13 - Board Issues

a. Board Appointments

Mr. Lovecchio informed the Board that Mr. Dickson's current Board term expires in April 2018. Mr. Dickson's seat on the Board represent distributors (drugs). Mr. Dickson acknowledged his interest in re-appointment. The association will be contacted regarding nomination submission to the Governor for the expiring seat.

b. Confirmation of Next Board Meeting Date


The next Board meeting is tentatively set for Tuesday, June 26, 2018 (annual meeting).

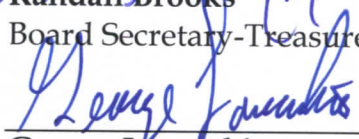
AGENDA ITEM 14 - Adjournment

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

The meeting adjourned at approximately 1:17 pm.

Approved and accepted by the full Board - Date: 7-9-18

  
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Randall Brooks  
Board Secretary-Treasurer

  
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George Lovecchio  
Executive Director