

# LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS

Board Meeting – Budgetary Review

MINUTES

December 13, 2022

## ATTENDANCE:

### Members Present:

Michael Davis, Trion Horgan, Chad Gielen, Darrick LeBeouf, Cindy Luton, Scott Ireland, and Nicholas Latino

### Members Absent:

James Delatte

### Office Staff Present:

George Lovecchio- Executive Director, Kimberly Barbier- Executive Assistant, and Jacqueline Koehn- Administrative Assistant

### Contract Team Present:

John Becknell- Attorney- The Becknell Law Firm

## I. Call to Order

The meeting was called to order by Michael Davis, Board Chairman, at approximately 10:08 am. The meeting was held at the Board's administrative office located at 12091 Bricksome Avenue, Suite B, Baton Rouge, Louisiana. Board office general precautionary protocols have been implemented to ensure health and safety of members, staff, and all those in attendance.

Mr. Davis read aloud Section 3461.B. of the Louisiana Revised Statutes, Title 37, Chapter 54 for Drug and Device Distributors – *In order to safeguard life and health and to promote public welfare, any person engaged in the distribution of legend drugs or legend devices as described in this Chapter shall be required to submit evidence of qualification to be engaged in the legend drug or legend device distribution business and shall be licensed as hereinafter provided.* - from which the Board's mission is based. Mr. Davis made statement on his satisfaction with the makeup of the new Board with its full complement of members; and his expectation for a successful future with the current members and the good the Board can put forth for the drug and device distribution industry.

II. Roll Call and Introduction of Guest

Roll call was taken by Trion Horgan, Board Secretary/Treasurer, with the above noted attendance results. Members in attendance constituted a quorum. There were no public guests in attendance.

III. Approval of Meeting Minutes

A. September 20, 2022

Mr. Lovecchio presented draft minutes for the September 20, 2022 Board meeting. Individual review of the prepared minutes was had. **Motion was made by Cindy Luton to dispense with full oral reading of the minutes and to approve the minutes of the September 20, 2022 Board meeting as presented, seconded by Trion Horgan, and passed by voice vote- FOR: Mr. Horgan, Mr. Gielen, Mr. LeBeouf, Ms. Luton, Mr. Irelan, Mr. Latino, and Mr. Davis; AGAINST: None ; ABSENT: Mr. Delatte; ABSTAINED: None; RECUSED: None.**

IV. Financial Matters

A. Budgets

1. Current FY23- Proposed Budget Amendments

Mr. Lovecchio presented proposed amendments to the budget for current fiscal year 2023 for the period of July 1, 2022 through June 30, 2023. General review and discussion was held. **Motion was made by Chad Gielen to approve the proposed budget amendments to the budget for current fiscal year 2023 for the period of July 1, 2022 through June 30, 2023 as presented, seconded by Darrick LeBeouf, and passed by voice vote- FOR: Mr. Horgan, Mr. Gielen, Mr. LeBeouf, Ms. Luton, Mr. Irelan, Mr. Latino, and Mr. Davis; AGAINST: None; ABSENT: Mr. Delatte; ABSTAINED: None; RECUSED: None.**

2. Upcoming FY24- Proposed Budget

Mr. Lovecchio presented a proposed budget for upcoming fiscal year 2024 for the period of July 1, 2023 through June 30, 2024. General review and discussion of the proposed budget information was held. **Motion was made by Darrick LeBeouf to approve and adopt the proposed budget for upcoming fiscal year 2024 for the period of July 1, 2023 through June 30, 2024 as presented, seconded by Trion Horgan, and passed by voice vote- FOR: Mr. Horgan, Mr. Gielen,**

**Mr. LeBeouf, Ms. Luton, Mr. Irelan, Mr. Latino, and Mr. Davis;  
AGAINST: None; ABSENT: Mr. Delatte; ABSTAINED: None;  
RECUSED: None.**

B. Financial Statements

1. September 2022

Mr. Lovecchio presented the financial transaction list and balance reports for September 2022. General review was held. No formal action was taken on this agenda item.

2. October 2022

Mr. Lovecchio presented the financial transaction list and balance reports for October 2022. General review was held. No formal action was taken on this agenda item.

3. November 2022

Mr. Lovecchio presented the financial transaction list and balance reports for November 2022. General review was held. No formal action was taken on this agenda item.

a. FY23 to Date Review

Mr. Lovecchio presented for review a profit/loss report on budget versus actuals for current fiscal year 2023 for the period of July 1 through November 30, 2022. Review of the report and general discussion was held. No formal action was taken on this agenda item.

C. Annual Financial Report- FY22

Mr. Lovecchio presented a copy of the annual fiscal report (AFR) for fiscal year 2022, ended June 30, 2022. Mr. Lovecchio noted that he had acquired the services of an outside accountant to assist him with preparation of the AFR for submission since the contract for the accountant previously used by the Board had expired and the contractor chose not to seek renewal of the accounting services provided. General review and discussion was held on the report findings. No formal action was taken on this agenda item.

V. Service Contracts

A. Legal- Previous Year Amendment

Mr. Lovecchio presented a copy of an amendment approved through State Contract Management for the legal contract with The Becknell Law Firm

which ended June 30, 2022 in which the maximum total payable under the contract was changed from \$23,000 to \$24,352. General discussion was held. No formal action was taken on this agenda item.

VI. New Business

A. Suspicious Order Tracking

Mr. Lovecchio presented a new office strategy being worked on for tracking suspicious/excessive order (SEO) reports that are received in the Board office from a number of current licensees. Mr. Lovecchio introduced Ms. Jacqueline Koehn, Administrative Assistant at the Board office who was instrumental in developing a conversion report that converts and organizes the SEO information received from these licensees. Ms. Koehn addressed the members explaining the report that was created for tracking the SEO submission. Ms. Koehn also presented a plan developed for the possible future use of data collected. Mr. Lovecchio presented a plan for the future development of a database to organize and track the SEO information being submitted. General discussion was held regarding what triggers excessive/suspicious orders; and working with other agencies with reviewing excessive/suspicious ordering. **Motion was made by Darrick LeBeouf to approve the development of a database for tracking excessive/suspicious order reports and to hire a temporary employee for intital data entry of the reported information, seconded by Cindy Luton, and passed by voice vote- FOR: Mr. Horgan, Mr. Gielen, Mr. LeBeouf, Ms. Luton, Mr. Irelan, Mr. Latino, and Mr. Davis; AGAINST: None; ABSENT: Mr. Delatte; ABSTAINED: None; RECUSED: None.**

VII. Old Business

A. Committee Reports

1. Funds Policy/Procedure Review

Mr. Horgan presented a report for the *Funds Policy and Procedure Review* committee along with committee members Mr. Davis, Mr. Lovecchio, and Mr. Becknell. General discussion was held. No formal action was taken on this agenda item.

*Mr. LeBeouf exited the meeting after agenda item VII.A.1. at approximately 11:35 am.*

*Mr. Davis called for a short break at 11:35 am; exited open session. Returned to open session at approximately 11:52 am and continued with agenda item VII.A.2.*

2. Track and Trace Scanner/Software Review

Mr. Irelan presented a report for the *Track and Trace Scanner and Software Review* committee along with committee members Mr. Gielen and Mr. Lovecchio. General discussion was held.

Mr. Lovecchio reviewed information he acquired during his attendance at a two-day remote program by the Food and Drug Administration on Drug Supply Chain Security Act implementation readiness. No formal action was taken on this agenda item.

B. Compliance Management Update

Mr. Lovecchio presented an update and overview of the compliance management plan. No formal action was taken on this agenda item.

VIII. Licensure Matters

A. New Licenses Issued

A list of new licenses issued on behalf of the Board was presented for the period of September 9 through December 9, 2022. There were 70 new licenses issued; 47 were issued for initial/first time licensure. General review of the information presented was held. No formal action was taken on this agenda item.

IX. Board Matters

A. Appointments

Mr. Lovecchio announced that Mr. Chad Gielen has been reappointed by the Governor for a new term effective November 30, 2022 through November 29, 2027. General discussion was held on the association and the appointment process. No formal action was taken on this agenda item.

B. 2023 Proposed Meeting Dates

Mr. Lovecchio presented tentative meeting dates for the 2023 calendar year. All members should review their calendars. No formal action was taken on this agenda item.

X. Confirmation of Next Meeting

Mr. Davis noted the next Board meeting has been tentatively set for Tuesday, March 14, 2023.

XI. Adjournment

There being no further business before the Board, Mr. Davis called for a motion to adjourn the meeting. **Motion was moved by Mr. Gielen to adjourn the meeting, seconded by Trion Horgan, and passed by voice vote- FOR: Mr. Horgan, Mr. Gielen, Ms. Luton, Mr. Irelan, Mr. Latino, and Mr. Davis; AGAINST: None ; ABSENT: Mr. Delatte and Mr. LeBeouf; ABSTAINED: None; RECUSED: None.**

The meeting adjourned at approximaly 12:10 pm.

Approved and accepted by the full Board -

Date: 3/21/23



**Trion Horgan**  
Board Secretary/Treasurer



**George Lovecchio**  
Executive Director