

LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS
Annual Board Minutes
MINUTES
June 11, 2024

ATTENDANCE

Members Present:

Michael Davis-Chairman, James Delatte-Vice-Chairman, Trion Horgan-Secretary/ Treasurer, Scott Irelan-Member, Nicholas Latino-Member, and Cindy Luton-Member

Members Absent:

Chad Gielen-Compliance Officer and Darrick LeBeouf-Member

Office Staff Present:

George Lovecchio-Executive Director and Kimberly Barbier-Executive Assistant

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 Michael Davis, Board Chairman, on Tuesday, June 11, 2024, at approximately 9:41 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 Trion Horgan, Board Secretary/Treasurer, with the above noted results. The members in attendance constituted a quorum. There were no public guests in attendance.

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

Mr. Davis called for any additional agenda items to be added to the agenda for discussion at agenda item XI.

James Delatte requested to make a change to the current agenda, specifically, to change agenda item XI. to Executive Session and add agenda item XI.A. Employee Matters-Annual Review and Merit Compensation. **MOTION was made to change agenda item XI. to Executive Session and add agenda item XI.A.- Employee Matters, Annual Review**

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

IV. Approval of Meeting Minutes - March 19, 2024

George Lovecchio presented draft minutes of the March 19, 2024 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 March 19, 2024 Board meeting as presented; moved by Trion Horgan, seconded by Nicholas Latino, and passed by voice vote- FOR: James Delatte, Trion Horgan, Cindy Luton, Scott Irelan, Nick Latino, and Michael Davis; AGAINST: None; ABSENT: Chad Gielen and Darrick LeBeouf; ABSTAINED: None; RECUSED: None.**

V. Financial Matters

A. Financial Statements

1. March 2024

Mr. Lovecchio presented the financial transaction list and balance reports for the month of March 2024.

2. April 2024

Mr. Lovecchio presented the financial transaction list and balance reports for the month for April 2024.

3. May 2024

Mr. Lovecchio presented the financial transaction list and balance reports for the month of May 2024.

General review of the monthly financial information for March, April, and May 2024 was held. No formal action was taken on these agenda items.

B. FY2024 to Date Review

Mr. Lovecchio presented the profit/loss report on budget versus actuals for the current fiscal year, 2024, to date covering the period of July 1, 2023 through May 31, 2024. General review of the budget information was held. No formal action was taken on this agenda item.

C. FY2024 Annual Attestation Questionnaire

Mr. Lovecchio presented a draft copy of the questionnaire and resolution required for the upcoming annual financial attestations of fiscal year 2024 financials. General discussion was held. **MOTION was made to adopt the Attestation Questionnaire and approve the Resolution as presented for the**

anticipated review and attestation of the financials of the Louisiana Board of Drug and Device Distributors for fiscal year 2024 ending June 30, 2024; moved by Nicholas Latino, seconded by Cindy Luton, and passed by voice vote- FOR: James Delatte, Trion Horgan, Cindy Luton, Scott Irelan, Nick Latino, and Michael Davis; AGAINST: None; ABSENT: Chad Gielen and Darrick LeBeouf; ABSTAINED: None; RECUSED: None.

VI. Service Contracts

A. Accounting Services- Amendment

Mr. Lovecchio presented a proposed contract amendment to the current contract between the Board and The Accountant Exec LLC for the term of October 1, 2023 through September 30, 2024 providing general accounting services. The proposed amendment is for the increase of the maximum contract amount from \$4,000 to \$5,600. The proposed maximum contract amount increase is due to unexpected services required for review, consulting, and assistance on unanticipated accounting issues. General discussion was held. **MOTION was made to approve the presented contract amendment (#1) to the current contract between the Board and The Accountant Exec LLC for general accounting services for the current contract term of October 1, 2023 through September 30, 2024 to increase the maximum contract amount not to exceed \$5,600; moved by James Delatte, seconded by Cindy Luton, and passed by voice vote- FOR: James Delatte, Trion Horgan, Cindy Luton, Scott Irelan, Nick Latino, and Michael Davis; AGAINST: None; ABSENT: Chad Gielen and Darrick LeBeouf; ABSTAINED: None; RECUSED: None.**

B. Legal Services-General- Renewal of Services

Mr. Lovecchio presented a proposed new contract between the Board and The Becknell Law Firm APLC for the term of July 1, 2024 through June 30, 2025 providing legal consulting and advice on general and regulatory issues, and assistance with review and advice on changes to state statutes and regulations. A draft Board resolution was also presented. General discussion was held. **MOTION was made to approve the presented contract between the Louisiana Board of Drug and Device Distributors and The Becknell Law Firm APLC to provide legal services relative to general and regulatory issues, and advice on statutes and regulations for the one-year term of July 1, 2024 through June 30, 2025 for a maximum contract amount not to exceed \$38,000, and to approve and adopt the Resolution; moved by Trion Horgan, seconded by James Delatte, and passed by voice vote- FOR: James Delatte, Trion Horgan, Cindy Luton, Scott Irelan, Nick Latino, and Michael Davis; AGAINST: None; ABSENT: Chad Gielen and Darrick LeBeouf; ABSTAINED: None; RECUSED: None.**

C. Legal Services-Compliance- Renewal of Services

Mr. Lovecchio presented a proposed new contract between the Board and Celia Cangelosi, Attorney at Law, for the term of July 1, 2024 through June 30, 2025 providing legal services relative to general, regulatory, and compliance advice and representation. A draft Board resolution was also presented. General discussion was held. **MOTION was made to approve the presented contract between the Louisiana Board of Drug and Device Distributors and Celia Cangelosi, Attorney at Law, to provide legal services relative to advice and representation on general, regulatory, and compliance matters for the one-year term of July 1, 2024 through June 30, 2025 for a maximum contract amount not to exceed \$10,000, and to approve and adopt the Resolution; moved by Nicholas Latino, seconded by Trion Horgan, and passed by voice vote- FOR: James Delatte, Trion Horgan, Cindy Luton, Scott Irelan, Nick Latino, and Michael Davis; AGAINST: None; ABSENT: Chad Gielen and Darrick LeBeouf; ABSTAINED: None; RECUSED: None.**

D. Facility Inspections- Renewal of Services

Mr. Lovecchio presented a proposed new contract between the Board and Danny Andrus for the term of July 1, 2024 through June 30, 2025 providing facility inspection services. General discussion was held. **MOTION was made to approve the presented contract with Danny Andrus to provide facility inspection services for the one-year term of July 1, 2024 through June 30, 2025 for a maximum contract amount of \$42,000; moved by Scott Irelan, seconded by Trion Horgan, and passed by voice vote- FOR: James Delatte, Trion Horgan, Cindy Luton, Scott Irelan, Nick Latino, and Michael Davis; AGAINST: None; ABSENT: Chad Gielen and Darrick LeBeouf; ABSTAINED: None; RECUSED: None.**

VII. New Business

A. State Archives- Designated Records Officer

Mr. Lovecchio presented a draft form for designation of the records officer for annual submission to Louisiana Secretary of State, State Archives-Records Management. General discussion was held. **MOTION was made to re-designate George Lovecchio as the records officer representing the Louisiana Board of Drug and Device Distributors effective July 1, 2024 for the upcoming fiscal year 2025 and report such designation to State Archives as required; moved by Trion Horgan, seconded by Nicholas Latino, and passed by voice vote- FOR: James Delatte, Trion Horgan, Cindy Luton, Scott Irelan, Nick Latino, and Michael Davis; AGAINST: None; ABSENT: Chad Gielen and Darrick LeBeouf; ABSTAINED: None; RECUSED: None.**

B. Annual Policy Review- Equal Employment Opportunity

Mr. Lovecchio presented the Board's current policy for equal employment opportunity (EEO). Review of the policy and general discussion was held. **MOTION was made to approve the policy on Equal Employment Opportunity as presented effective July 1, 2024 for the upcoming fiscal year 2025; moved by Cindy Luton, seconded by James Delatte, and passed by voice vote- FOR: James Delatte, Trion Horgan, Chad Gielen, Cindy Luton, Scott Irelan, Nick Latino, and Michael Davis; AGAINST: None; ABSENT: Darrick LeBeouf; ABSTAINED: None; RECUSED: None.**

C. Track and Trace- Vendor Review

Mr. Lovecchio presented vendor proposals he had obtained relative to track and trace technology. Review of proposals and general discussion was held. **MOTION was made to accept the proposal of LedgerDomain Inc. in the amount of \$109,930 (annually) for the acquisition of track and trace technology and to authorize George Lovecchio, Executive Director, as the Board's authorized representative to execute any agreement required for same; moved by Trion Horgan, seconded by Cindy Luton, and passed by voice vote- FOR: James Delatte, Trion Horgan, Cindy Luton, Scott Irelan, Nick Latino, and Michael Davis; AGAINST: None; ABSENT: Chad Gielen and Darrick LeBeouf; ABSTAINED: None; RECUSED: None.**

VIII. Old Business

A. Update- Electronic Fee Payments Service Charge

Mr. Davis called to defer this agenda item to a future board meeting.

B. Update- Compliance Management Program

Victoria Bienvenu presented information regarding inspection compliance based on the DSCSA. Ms. Bienvenu also presented that the Louisiana Board of Pharmacy has recently reclassification two drugs to schedule IV controlled substances. General discussion was held. Ms. Bienvenu and John Becknell will continue to review this issue and report back to the Board at a future board meeting.

C. Update- Suspicious/Excessive Orders Tracking Platform

Ms. Bienvenu presented an update on the suspicious/excessive orders tracking platform. No formal action was taken on this agenda item.

D. Update- Federal DSCSA

Mr. Lovecchio noted that this matter was discussed in agenda item VIII.B. by Ms. Bienvenu. No further discussion on this agenda item was held.

IX. Approved Additional Agenda Items (from Agenda Item III)

- A. Agenda item XI, Executive Session, agenda item XI.A., Employee Matters-Annual Review and Merit Compensation to be discussed later in meeting.

X. Licensure Matters- New Licenses Issued

Ms. Barbier presented a list of new licenses issued since the last Board meeting. Approximately 91 new licenses had been issued from March 1 through June 6, 2024 - approximately 54 of the new licenses issued were for initial, first-time licensure. It was noted that the majority of the new licenses issued were for facilities located outside of Louisiana. No formal action was taken on this agenda item.

XI. Executive Session

MOTION was made to leave open meeting session and enter into executive session for discussion of agenda item XI.A; moved by Trion Horgan, seconded by James Delatte, and passed by voice vote- FOR: James Delatte, Trion Horgan, Cindy Luton, Scott Irelan, Nick Latino, and Michael Davis; AGAINST: None; ABSENT: Chad Gielen and Darrick LeBeouf; ABSTAINED: None; RECUSED: None.

Mr. Davis called for a short break at approximately 11:24 am before entering executive session. Board members entered executive session at approximately 11:34.

MOTION was made to close executive session and enter back into open meeting session; moved by Cindy Luton, seconded by Nicholas Latino, and passed by voice vote- FOR: James Delatte, Trion Horgan, Cindy Luton, Scott Irelan, Nick Latino, and Michael Davis; AGAINST: None; ABSENT: Chad Gielen and Darrick LeBeouf; ABSTAINED: None; RECUSED: None.

A. Employee Matters-Annual Review and Merit Compensation

The work performance of Mr. Lovecchio in his position as Executive Director, was discussed during executive session. **MOTION was made to accept a successful rating for work performance and approve a 4% merit salary adjustment for George Lovecchio, Executive Director, effective July 1, 2024; moved by Trion Horgan, seconded by James Delatte, and passed by voice vote- FOR: James Delatte, Trion Horgan, Cindy Luton, Scott Irelan, Nick Latino, and Michael Davis; AGAINST: None; ABSENT: Chad Gielen and Darrick LeBeouf; ABSTAINED: None; RECUSED: None.**

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XII. Board Matters- Annual Election of Officers

Mr. Davis called for nominations for new officers. There being no nominations presented, **MOTION was made to ratify the current officers serving to another year of service effective July 1, 2024 in their respective positions - Chairman: Michael Davis; Vice-Chairman: James Delatte; Secretary/Treasurer: Trion Horgan; Compliance Officer: Chad Gielen; moved by Nicholas Latino, seconded by James Delatte, and passed by voice vote- FOR: James Delatte, Trion Horgan, Cindy Luton, Scott Irelan, Nick Latino, and Michael Davis; AGAINST: None; ABSENT: Chad Gielen and Darrick LeBeouf; ABSTAINED: None; RECUSED: None.**

XIII. Confirmation of Next Board Meeting

Mr. Davis noted the next Board meeting is tentatively scheduled for Tuesday, September 10, 2024.

XIV. Adjournment

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

The meeting adjourned at approximately 12:13 pm.

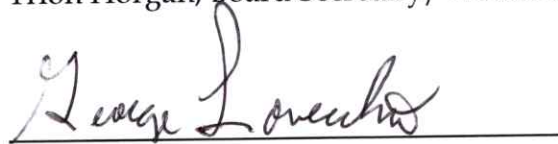
Approved and accepted by the full Board -

Date:

6/18/24



Trion Horgan, Board Secretary/Treasurer



George Lovecchio, Executive Director