

LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS

Board Meeting

MINUTES

September 18, 2018

AGENDA ITEM 1 - Call to Order

The meeting was called to order by Robert Broadus, Chairman, at approximately 9:55 am. The meeting was held in Baton Rouge, Louisiana at the Administrative Office of the Board located at 12091 Bricksome Avenue, Suite B.

Mr. Broadus announced that Mr. Kenneth Dugas has resigned his seat on the Board making way for appointment of a consumer member as required by recent Louisiana legislation. Mr. Broadus also announced that Mr. Jacob Dickson as been reappointed to the Board.

Mr. Broadus noted that the Board office staff has an addition. Ms. Jacqueline Koehn was introduced. Ms. Koehn has recently been hired as the administrative assistant.

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, Chad Gielen, James DeLatte, and Trion Horgan. Those members absent were Jacob Dickson. The members in attendance constituted a voting quorum of seated members. Also present from the Board's administrative office were George Lovecchio- Executive Director, Kimberly Barbier- Executive Assistant, and Jacqueline Koehn- Administrative Assistant. John Becknell III, the Board's regulatory counsel, was also in attendance. There were no other guests in attendance.

AGENDA ITEM 3 - Call for Additional Agenda Items *[for discussion in Agenda Item 10]*

There were no items added.

AGENDA ITEM 4 - Approval of Meeting Minutes

a. Annual Meeting- July 9, 2018

The minutes of the July 9, 2018 Board meeting were presented. **Motion was made by Mr. Gielen to dispense with full reading of the minutes and to accept and approve the minutes of the July 9, 2018 Board meeting as presented, seconded by Mr. Delatte, and passed by voice vote - FOR: Mr. Davis, Mr. Brooks, Mr. Gielen, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Dickson; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 5- Financial Matters

a. Financial Statements

Mr. Lovecchio presented review of the financial information for the month of June 2018 and budget information for fiscal year 2018 ending June 30, 2018. General discussion was held. Mr. Lovecchio also presented review of financial information for the months of July and August 2018. No formal action was taken on this agenda item.

b. Update- FY2018 (Ending) Annual Financial Report Submission

Mr. Lovecchio presented a review of the Annual Financial Report (AFR) for FY2018 ending June 30, 2018 recently submitted to the State. No formal action was taken on this agenda item.

c. Annual Financial Attestation for Fiscal Year 2018

Mr. Lovecchio noted that the CPA contracted through the Louisiana Legislative Auditors office had recently performed his review of the Board's financial documents for submission of the annual financial attestation due by September 30, 2018 for fiscal year 2018. No formal action was taken on this agenda item.

AGENDA ITEM 6 - Policies and Procedures

a. Criminal History Records Check Result Reports

Ms. Barbier presented proposed revisions to the Board's current policy regarding the results of criminal history records checks required for any individual owners holding greater than ten percent interest in and the designated responsible party of applicants/licensees whose facilities are physically located in Louisiana. The current policy sets the validity of the result reports of these checks for twelve-months after receipt. Office staff requests the Board's consideration to extend this validity time to 24 or 36 months. General discussion was held. **Motion was made by Mr. Horgan to approve the revised policy for Criminal History Records Checks as presented and extending the validity period of the result reports to thirty-six (36) months after receipt, seconded by Mr. Gielen, and passed by voice vote- FOR: Mr. Davis, Mr. Brooks, Mr. Gielen, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Dickson; ABSTAINED: None; RECUSED: None.**

b. Drug Testing Policy

Ms. Barbier presented information regarding the requirement for a policy on Worker's Compensation Post-Accident Drug Testing mandated by Office of Risk Management in 2015. In 2018, Office of Risk Management rescinded the requirement for a separate policy and now required post-accident/incident drug and alcohol testing be added to the current drug testing policies of boards/commissions/agencies of the state. Ms. Barbier present the Board's current policy on Employee Drug Testing with revisions adding alcohol testing and the post-accident/incident testing. General discussion was held. **Motion was made Mr. Brooks to approve the revised drug testing policy as presented and entitled Drug and Alcohol Testing Policy, seconded by Mr. Davis, and passed by voice vote- FOR: Mr. Davis, Mr. Brooks, Mr. Gielen, Mr. Delatte, and Mr.**

Horgan; AGAINST: None; ABSENT: Mr. Dickson; ABSTAINED: None; RECUSED: None.

AGENDA ITEM 7 – Old Business

a. Update- Financial Planning- Board Bank Accounts and Certificates of Deposit

Mr. Lovecchio and Mr. Brooks presented a summary of their work with the Board's financial institution in attaining the Board's financial planning goals as set in the *Board Bank Accounts and Certificate of Deposit* policy recently approved by the Board. General discussion was held. Mr. Lovecchio presented a Whitney/Hancock Bank resolution for signatures required to open the new bank accounts. **Motion was made by Mr. Delatte to approve and adopt the resolution whereby the Board adopts the Hancock Whitney Bank Resolution of a State or Local Government Operating Under Authority of a Board, Council or Other Type Governing Body as signed by the Board Chairman and Secretary-Treasurer, seconded by Mr. Horgan, and passed by voice vote- FOR: Mr. Davis, Mr. Brooks, Mr. Gielen, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Dickson; ABSTAINED: None; RECUSED: None.**

b. HOPE Task Force Work

Mr. Lovecchio gave a brief update of his work representing the Board on the HOPE (Heroin and Opioid Prevention and Education) Task Force. General discussion was held. No formal action was taken on this agenda item.

Mr. Lovecchio gave a brief summary of his recent attendance at a DEA meeting on Opioid Abuse he attended in San Antonio Texas in early September 2018. General discussion was held. No formal action was taken on this issue.

Mr. Broadus presented general discussion regarding the scheduling of marijuana derived drugs. No formal action was taken on this issue.

AGENDA ITEM 8 - New Business

a. Board's Rulemaking Authority

This agenda item was deferred to the next Board meeting.

b. Statutory Amendments

Mr. Lovecchio presented amendments made to the Board's statute in La. Revised Statute 37:3463.A and B. Mr. Lovecchio noted these amendments were made by Act 515 of the 2018 Regular Session of the Legislature relative to health profession licensing boards created within the Louisiana Department of Health providing for a consumer member on each health board as well as qualifications and rights of the consumer member. General discussion was held. No formal action was taken on this agenda item.

AGENDA ITEM 9 - Licensing Matters

a. New Licenses Issued

Ms. Barbier presented a list of approximately 60 new Louisiana drug and device distributor licenses issued by the Board office on behalf of the Board since the July 9, 2018 Board meeting. Ms. Barbier noted that approximately 44 of the new licenses issued represent first-time Louisiana licensure. No formal action was taken on this agenda item.

AGENDA ITEM 10 - Additional Agenda Items Properly Brought Before the Board (approved in agenda item 3)

There were no additional items for discussion.

AGENDA ITEM 11 - Employee Issues

a. Administrative Assistant Position

Mr. Broadus had introduced Ms. Koehn the new administrative assistant for the Board office at the beginning of the meeting. No formal action was taken on this agenda item.

AGENDA ITEM 12 - Board Issues

a. Update- Board Terms and Appointments

Mr. Broadus discussed this agenda item at the beginning of the meeting. No formal action was taken on this agenda item.

b. Confirmation of Next Board Meeting Date

The next Board meeting is tentatively set for Tuesday, December 11, 2018.

AGENDA ITEM 13 - General Motion

There were no agenda items taken out of the agenda order to be noted.


AGENDA ITEM 14- Adjournment

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

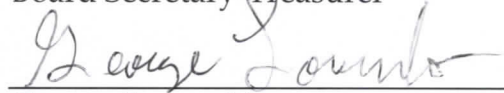
The meeting adjourned at approximately 12:10 pm.

Approved and accepted by the full Board -

Date: 12-11-18



Randall Brooks
Board Secretary-Treasurer



George Lovechio
Executive Director