

**LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS**  
**Regular Board Meeting**  
**MINUTES**  
**March 8, 2022**

AGENDA ITEM 1 – Call to Order

The meeting was called to order by Michael Davis, Chairman, at approximately 10:00 am. The meeting was held at the Board’s administrative office located at 12091 Bricksome Avenue, Suite B, Baton Rouge, Louisiana. It is noted that COVID-19 precautionary protocols are followed to ensure the safety and health of all attendees.

Mr. Davis noted that it was Mr. Darrick LeBeouf’s birthday. Members and staff wished him a happy birthday.

AGENDA ITEM 2 – Roll Call and Introduction of Guests in Attendance

Roll call was conducted by Randall Brooks, Secretary-Treasurer. Those Board members in attendance were Michael Davis, James Delatte, Trion Horgan, Darrick LeBeouf, and Mr. Brooks. Member Chad Gielen was absent from the meeting. There are currently two vacant Board seats. Those members in attendance constitute a quorum. Also in attendance from the Board’s administrative office were George Lovechio, Executive Director, and Kimberly Barbier, Executive Assistant. The Board’s regulatory counsel, John Becknell III, was also in attendance. There were no public guests in attendance.

AGENDA ITEM 3 – Call for Additional Agenda Items (for discussion in agenda item 10)

A call for additional agenda items to be added to the published agenda was made.

a. Mr. Brooks requested the addition of an agenda item for discussion of satellite phones for emergency use by members and staff during hurricane season.

There were no other items presented to add to the agenda.

**Motion was made by Mr. LeBeouf to add the presented item to the published meeting agenda for discussion in agenda item 10, seconded by Mr. Delatte, and passed by voice vote - FOR: Mr. Delatte, Mr. Brooks, Mr. Horgan, and Mr. LeBeouf; AGAINST: None; ABSENT: Mr. Gielen; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 4 - Approval of Meeting Minutes

a. Meeting of December 7, 2021

Mr. Lovechio presented prepared minutes from the December 7, 2021 Board meeting. General review and discussion were held. **Motion was made by Mr. Brooks to dispense with full reading of the minutes and to approve the minutes of the December 7, 2021 Board meeting as presented, seconded by Mr. LeBeouf, and passed by voice vote- FOR: Mr. Delatte, Mr. Brooks, Mr. Horgan, and Mr. LeBeouf; AGAINST: None; ABSENT: Mr. Gielen; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 5- Financial Matters

a. Financial Statements

Mr. Lovecchio presented financial transaction lists and balance reports for the months of November and December 2021 and January 2022. General review and discussion of the financial statements was held. It was noted that the balance sheets remain in balance through the months. General discussion was held regarding public records requests; no action was taken on this subject. No formal action was taken on this agenda item.

b. Budget Review- Current Fiscal Year 2023

Mr. Lovecchio presented for review the current fiscal year budget versus actuals for the current fiscal year - July 1, 2021 through January 2022. General discussion was held. No formal action was taken on this agenda item.

AGENDA ITEM 6- Contracts

a. Facility Inspections

Mr. Lovecchio presented a contract to renew the services of Mr. John Liggio for performance of in-state facility inspections for the Board. General review and discussion were held. **Motion was made by Mr. Horgan to approve the contract as presented for continuation of Mr. John Liggio's services for facility inspections for a new term of April 1, 2022 through March 31, 2023 for a maximum contract amount not to exceed \$20,000, seconded by Mr. LeBeouf, and passed by voice vote - FOR: Mr. Delatte, Mr. Brooks, Mr. Horgan, and Mr. LeBeouf; AGAINST: None; ABSENT: Mr. Gielen; ABSTAINED: None; RECUSED: None.**

b. Compliance Manager

Mr. Lovecchio presented a proposed contract between the Board and Ms. Victoria Bienvenu to provide consulting and assistance with administrative management of licensure compliance matters. General review of the contract and discussion of the plan for management of licensure compliance matters was held. **Motion was made by Mr. Delatte to approve the new contract with Ms. Victoria Bienvenu as presented to provide consulting and assistance with administration of licensure compliance matters for a term of April 1, 2022 through March 31, 2023 for a maximum contract amount not to exceed \$48,500, seconded by Mr. Brooks, and passed by voice vote - FOR: Mr. Delatte, Mr. Brooks, Mr. Horgan, and Mr. LeBeouf; AGAINST: None; ABSENT: Mr. Gielen; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 7- Old Business

a. Legality of Local Authorities Filling Oxygen Cylinders

Mr. Lovecchio with Mr. Becknell presented review of an issue they had been reviewing with regards to transfilling of air cylinders by local governmental related entities that may possibly also be transfilling oxygen cylinders for medical use. General discussion was held. No action will be taken on this matter at this time.

b. NADDI Program Update

Mr. Lovecchio presented an update on the Board's collaboration with the National Association of Drug Diversion Investigators in sponsoring first-time training conference attendees by funding the conference fees as provided in the Cooperative Endeavor Agreement recently approved by the State between the Board and NADDI. To date about two-thirds of the sponsored spaces have been filled. A list of the attendees whose registration fees were funded by the Board will be provided to Mr. Lovecchio by NADDI at a later date. No formal action was taken on this agenda item.

c. Self-Evaluation Report (SER)

Mr. Lovecchio presented an update regarding the preliminary SER and recommendations that had been prepared by SSA Consultants in 2020. General discussion was held. The recommendations and SSA survey results will be presented to the Board at its next meeting for review.

AGENDA ITEM 8- New Business

a. Annual Review- Equal Employment Opportunity Policy

Mr. Lovecchio presented the Board's current Equal Employment Opportunity Policy for review. General discussion was held. **Motion was made Mr. LeBeouf to approve the Equal Employment Opportunity Policy as present with no amendments, seconded by Mr. Brooks, and passed by voice vote- FOR: Mr. Delatte, Mr. Brooks, Mr. Horgan, and Mr. LeBeouf; AGAINST: None; ABSENT: Mr. Gielen; ABSTAINED: None; RECUSED: None.**

b. 2022 Louisiana Legislative Session Overview

Mr. Becknell presented and reviewed several pre-filed bills to be presented at the upcoming Legislative Regular Session that he had found to possibly be of interest to the Board. General discussion was held. No formal action was taken on this agenda item.

c. Proposed Federal National Standards- Drug Supply Chain Safety Act

Mr. Lovecchio and Mr. Becknell presented the proposed national standards recently released by the Food and Drug Administration (FDA) relative to the Drug Supply Chain Safety Act of 2013. General discussion was held. It was suggested that a committee be formed to review the standards, prepare comments, and submit any comments to the FDA by the deadline set. **Motion was made by Mr. Horgan for the creation of a *National Standards Review* committee consisting of Mr. Brooks, Mr. Lovecchio, and Mr. Becknell to review the proposed national standards, prepare comments on the proposed standards, and submit any comments to Food and Drug Administration by the June 6, 2022 deadline for comments, seconded by Mr. LeBeouf, and passed by voice vote- FOR: Mr. Delatte, Mr. Brooks, Mr. Horgan, and Mr. LeBeouf; AGAINST: None; ABSENT: Mr. Gielen; ABSTAINED: None; RECUSED: None.**

d. Board Management Platform

Ms. Barbier presented information of her review of a governance tool platform for streamlining the process of preparation and execution of Board meetings. The platform can also make communication between members and staff more efficient. General discussion was held. The issue will be looked into further and presented back to the Board at the next Board meeting.

AGENDA ITEM 9- Licensing Matters

a. New Licenses Issued

Mr. Lovecchio presented a list of new licenses issued since the December 7, 2021 Board meeting through March 2, 2022. There were 141 new licenses issued; 57 of them initial/first-time licensure. General discussion was held. 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

a. Satellite Phones

Mr. Brooks with Mr. Lovecchio presented discussion regarding the last hurricane season and problems encountered with satellite phone usage during and in the aftermath of Hurricane Ida. Further research will be made on satellite phone rentals and possible testing of other brands of satellite phone rentals available.

AGENDA ITEM 11- Board Meetings

a. Confirmation of Next Board Meeting

Mr. Lovecchio presented the tentative date for the next Board meeting as Tuesday, June 14, 2022; this is the Board's annual meeting. No formal action was taken on this agenda item.

AGENDA ITEM 12- General Motion (Recording of Agenda Changes)

There were no agenda items taken out of order of the published agenda order.

AGENDA ITEM 13- Adjournment

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

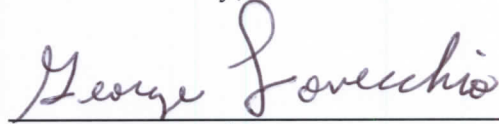
The meeting adjourned at approximately 1:00 pm.

Approved and accepted by the full Board -

Date: 6/20/2022

  
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**Randall Brooks**  
Board Secretary/Treasurer

  
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**George Lovechio**  
Executive Director