

**LOUISIANA BOARD OF WHOLESALE DRUG DISTRIBUTORS**  
**Board Meeting**  
**MINUTES**  
**December 16, 2014**

AGENDA ITEM 1 – Call to Order

The meeting was called to order by Robert Broadus, Chairman, at approximately 10:35 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, Wayne Gremillion, Kenneth Dugas, Chad Gielen, and Jacob Dickson. No Board members were absent. The Board members in attendance constituted a quorum. Also present from the Board's administrative office were George Lovecchio and Kimberly Barbier. Guests in attendance were Mr. Wade Shows and Ms. Beth Everett of Shows, Cali, and Walsh- Attorneys at Law. Ms. Na'Kia Ricks was introduced to the Board. Ms. Ricks was recently hired to fill the position of Administrative Clerk at the Board office.

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

1. Fiscal Year 2014 Annual Attestation Results.
2. Policy- Equal Employment Opportunity.

**Motion was made by Mr. Brooks to add items as noted to the agenda for discussion later in the meeting during agenda item 10, seconded by Mr. Davis, and passed by voice vote – FOR: Mr. Broadus, Mr. Davis, Mr. Brooks, Mr. Gremillion, Mr. Dugas, Mr. Gielen, and Mr. Dickson; AGAINST: None; ABSTAINED: None; ABSENT: None; RECUSED: None.**

AGENDA ITEM 4 – Approval of Meeting Minutes

The minutes of the August 19, 2014 Board meeting were presented. **Motion was made by Mr. Gremillion to dispense with full reading of the minutes and to accept and approve the minutes as presented, seconded by Mr. Dickson, and passed by voice vote – FOR: Mr. Broadus, Mr. Davis, Mr. Brooks, Mr. Gremillion, Mr. Dugas, Mr. Gielen, and Mr. Dickson; AGAINST: None; ABSTAINED: None; ABSENT: None; RECUSED: None.**

*[The Board moved to agenda item 6 for discussion before discussion of agenda item 5.]*

AGENDA ITEM 5 – Disciplinary and Enforcement Actions

- a. Disciplinary Actions
  - i. Docket 2014004- AOSS Medical Supply, Monroe LA, LA license 4029

Mr. Gremillion presented a summary of the case and presented an executed consent agreement. **Motion was made by Mr. Dugas to accept and approve the executed consent agreement as presented and payment of the fine and administrative fee as assessed for disciplinary docket 2014004, seconded by Mr. Davis, and passed by voice vote - FOR: Mr. Broadus, Mr. Davis, Mr. Brooks, Mr. Dugas, Mr. Gielen, and Mr. Dickson; AGAINST: None; ABSTAINED: None; ABSENT: None; RECUSED: Mr. Gremillion.**

*[Agenda item 7 was discussed after agenda item 5.]*  
*[Agenda item 6 was discussed before agenda item 5.]*

AGENDA ITEM 6 - Old Business

- a. Statutes and Regulations
- i. Drug Supply Chain Safety (DSCS) Act

Mr. Gielen as committee chair gave a report from the meeting of the committee for review of DSCS Act requirements. Mr. Gielen, Mr. Lovecchio, Ms. Everett, and Mr. Shows presented information gathered regarding the requirements of the DSCS Act and proposed revisions to Board statutes with regards to DSCS Act requirements. General discussion was held and questions from the Board members answered. **Motion was made by Mr. Davis to accept the committee's verbal report including the proposed revisions to the statutes in La. R.S. 37:3461-3482 and begin the process for presentation of the proposed statutory revisions at the next state legislative session, seconded by Mr. Gremillion, and passed by voice vote - FOR: Mr. Broadus, Mr. Davis, Mr. Brooks, Mr. Gremillion, Mr. Dugas, Mr. Gielen, and Mr. Dickson; AGAINST: None; ABSTAINED: None; ABSENT: None; RECUSED: None.**

*[Mr. Brooks exited the meeting at approximately 11:10 am after agenda item 6.a.i.]*

- ii. Third Party Logistic Providers

Mr. Lovecchio and Mr. Gielen presented information regarding another state's handling of third party logistic (3PL) service provider licensing in lieu of the new federal regulations (DSCS Act). General discussion was held. **Motion was made by Mr. Gielen to authorize Mr. Lovecchio to send a request for opinion to the Attorney General's Office regarding the Board's licensure of third party logistic (3PL) service providers with effect of the new federal regulation (DSCS Act) requirements and the Board's proposed revisions to its statutes in La. R.S. 37:3461-3482, seconded by Mr. Davis, and passed by voice vote - FOR: Mr. Broadus, Mr. Davis, Mr. Gremillion, Mr. Dugas, Mr. Gielen, and Mr. Dickson; AGAINST: None; ABSTAINED: None; ABSENT: Mr. Brooks; RECUSED: None.**

*[Mr. Shows and Ms. Everett existed the meeting at approximately 11:35 am after agenda item 6.a.ii.]*

December 16, 2014

General discussion was held regarding facility inspections. No formal action was taken on this matter.

*[The Board returned to agenda item 5.]*

*[Agenda item 7 was discussed after agenda item 5.]*

#### AGENDA ITEM 7 – Professional Service Contract

##### a. Legal Services – Shows, Cali, & Walsh (Contract Renewal)

Mr. Lovechio presented a professional service contract for legal services provided by the legal firm of Shows, Cali, & Walsh. The contract is a continuation of services currently provided by the firm. **Motion was made by Mr. Davis to approve the professional service contract with Shows, Cali, & Walsh for legal services, seconded by Mr. Gremillion, and passed by voice vote- FOR: Mr. Broadus, Mr. Davis, Mr. Gremillion, Mr. Dugas, Mr. Gielen, and Mr. Dickson; AGAINST: None; ABSTAINED: None; ABSENT: Mr. Brooks; RECUSED: None.**

##### b. License Management System – NetShapers

Mr. Broadus reviewed an issue that had arisen regarding the contract with NetShapers, the company that developed the new license management system database currently being used by the Board office. General discussion was held. No formal action was taken on this item.

#### AGENDA ITEM 8 – Financial Matters

##### a. Financial Statements

Mr. Lovechio presented financial information for the months of August, September, October, and November 2014 of the current fiscal year 2015. General discussion was held. No formal action was taken on the matter.

Mr. Broadus called for an executive session. **Motion was made by Mr. Dickson to enter into executive session, seconded by Mr. Gremillion, and passed by voice vote - FOR: Mr. Broadus, Mr. Davis, Mr. Gremillion, Mr. Dugas, Mr. Gielen, and Mr. Dickson; AGAINST: None; ABSTAINED: None; ABSENT: Mr. Brooks; RECUSED: None.** Open meeting session was closed. *[Board entered into executive session at approximately 12:28 pm.]* Those in attendance in executive session were Mr. Broadus, Mr. Davis, Mr. Gremillion, Mr. Dugas, Mr. Gielen, and Mr. Dickson. **Motion was made by Mr. Gremillion to close executive session and return to open meeting session, seconded by Mr. Davis, and passed by voice vote - FOR: Mr. Broadus, Mr. Davis, Mr. Gremillion, Mr. Dugas, Mr. Gielen, and Mr. Dickson; AGAINST: None; ABSTAINED: None; ABSENT: Mr. Brooks; RECUSED: None.** *[Board returned to open session at approximately 12:50 pm.]* Mr. Davis noted the Board discussed employee transition over past four months and direction of Board for 2015. No items discussed in executive session required formal action.

*[The Board continued with discussion of agenda item 8.a.]*

December 16, 2014

*[Agenda item 8.b was discussed with and in agenda item 8.a.]*

b. Budget- Fiscal Year 2016

Mr. Lovecchio presented information regarding the current fiscal year 2015 budget including a forecast of the current fiscal year budget and a proposed budget for the upcoming fiscal year, 2016 (July 1, 2015 - June 30, 2016). **Motion was made by Mr. Dickson to approve the proposed budget for fiscal year 2016 for submission to the appropriate state agencies, seconded by Mr. Dugas, and passed by voice vote - FOR: Mr. Broadus, Mr. Davis, Mr. Gremillion, Mr. Dugas, Mr. Gielen, and Mr. Dickson; AGAINST: None; ABSTAINED: None; ABSENT: Mr. Brooks; RECUSED: None.**

AGENDA ITEM 9 - Licensing Matters

a. New Licenses Issued List

Mr. Lovecchio presented a list of approximately 54 new licenses as issued by the Board office on behalf of the Board since the August 19, 2014 Board meeting for review. General discussion was held. No formal action was taken on this matter.

b. Annual License Renewal - year 2015 - Update

Mr. Lovecchio presented information regarding the annual license renewal for year 2015 that is currently underway. General discussion was held. No formal action was taken on this item.

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

1. Results Annual Financial Attestation - Fiscal Year 2014

Mr. Lovecchio presented the results of the annual financial attestation performed for fiscal year 2014. General discussion was held. No formal action was taken on this matter.

2. Reapproval of the Board's Equal Employment Opportunity Policy

Mr. Lovecchio presented a copy of the Board's current policy on equal employment opportunity. General discussion was held. **Motion was made by Mr. Dugas to approve the Equal Employment Opportunity Policy as presented, seconded by Mr. Gielen, and passed by voice vote - FOR: Mr. Broadus, Mr. Davis, Mr. Gremillion, Mr. Dugas, Mr. Gielen, and Mr. Dickson; AGAINST: None; ABSTAINED: None; ABSENT: Mr. Brooks; RECUSED: None.**

AGENDA ITEM 11 - Board Issues

a. Board Meeting Dates

i. Proposed Meeting Dates for 2015

Mr. Lovecchio presented proposed dates for the upcoming year, 2015. General discussion was held. The meeting dates were tentatively scheduled for regular meetings on March 10, September 8, and December 8, 2015; and the annual meeting on June 9, 2015.

ii. Confirmation of Next Board Meeting

The Board confirmed it will meet at a special meeting on Tuesday, January 27, 2015 for further discussion of new federal regulation (DSCS Act) and revisions to Board statutes along with usual and new issue items for Board discussion..

AGENDA ITEM 12 - Adjournment

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

The meeting adjourned at approximately 1:45 pm.

Approved and accepted by the full Board - Date: 1-27-15

  
\_\_\_\_\_  
Randall Brooks

Board Secretary Treasurer

  
\_\_\_\_\_  
George Lovecchio

Interim Executive Director