

LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS

Board Meeting

MINUTES

June 23, 2020

AGENDA ITEM 1 – Call to Order

The meeting was called to order by Robert Broadus, Chairman, at approximately 9:05 am. The meeting was held via telecommunication conference call as provided for by state provision regarding the public health emergency for COVID-19.

AGENDA ITEM 2 – Roll Call and Introduction of Guests

It was noted by Mr. Broadus that those members in attendance via conference call were Mr. Broadus, Randall Brooks, Chad Gielen, Jacob Dickson, Jim Delatte, and Trion Horgan. Those members absent were Michael Davis; there is one vacant Board seat. Also present from the Board's administrative office were George Lovecchio, Executive Director and Kimberly Barbier, Executive Assistant. The Board's regulatory counsel, John Becknell III, was also in attendance. There were no guests noted in attendance.

AGENDA ITEM 3 – Call for Additional Agenda Items *[for discussion in Agenda Item 11]*

There were no additional items presented.

AGENDA ITEM 4 – Approval of Meeting Minutes

a. The minutes for the Board meeting held on March 25, 2020 were presented. **Motion was made by Mr. Delatte to dispense with full reading of the minutes and to accept and approve the minutes of the March 25, 2020 Board meeting as presented, seconded by Mr. Brooks, and passed by voice vote – FOR: Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Davis; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 5 – Service Contracts

a. Contract Amendment- Legal Services, The Becknell Law Firm

Mr. Lovecchio presented a contract amendment to the legal contract between the Board and The Becknell Law Firm covering the period of July 1, 2019 through June 30, 2020 to increase the maximum contract amount. General discussion was held. **Motion was made by Mr. Delatte to accept and approve the contract amendment increasing the maximum amount of the legal contract between the Board and The Becknell Law Firm for the period of July 1, 2019 through June 30, 2020 from \$25,000 to \$28,000, seconded by Mr. Horgan, and passed by voice vote – FOR: Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Davis; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 6 – Financial Matters

a. Financial Statements

Mr. Lovecchio presented summary of the financial statements for the months of December 2019 and January, February, March, April, and May 2020. General discussion of the Board's financials and purchases of certificates of deposit during the COVID19 crisis. No formal action was taken on this agenda item.

b. Budget Overview- Fiscal Year 2020 (ending June 30, 2020)

Mr. Lovecchio presented a review of the current fiscal year, 2020 (July 1, 2019 through June 30, 2020) budget. General discussion was held. No formal action was taken on this agenda item.

Mr. Broadus thanked Mr. Becknell and Mr. Delatte for all their work on behalf of the Board at the regular session of the Louisiana Legislature.

AGENDA ITEM 7 - Policy and Procedures

a. Policy Amendments- Technology Fund Savings Account

Mr. Lovecchio and Mr. Brooks presented proposed changes to the Board's policy for *Bank Accounts and Certificates of Deposit* initially approved on July 9, 2018; specifically, section III. Responsibility of the Board, item A.c. Technology Money Market Account. It is proposed that funds in the money market (savings) account for technology be expanded from purchases of "major" items to include purchases of items such as custom computer program development, as well as computers, laptops, tablets costing \$1,000 or more. As well as clarification added in section III.A.e for the money market account for operating reserve. **Motion was made by Mr. Brooks to approve the proposed amendments to the Board's policy for *Bank Accounts and Certificates of Deposit* as presented, seconded by Mr. Dickson, and passed by voice vote - FOR: Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Davis; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 8 - Old Business

a. Update- NADDI CEA/Programs

Mr. Lovecchio gave an update on the status of National Association of Drug Diversion Investigators (NADDI) programs during the COVID19 crisis and the Cooperative Endeavor Agreement between the Board and NADDI. No formal action was taken on this agenda item.

b. Update- State of Emergency- COVID19

Mr. Broadus thanked Mr. Lovecchio, Mr. Delatte, and Mr. Becknell for the ways they have worked together on behalf of the Board in handling the current national crisis regarding COVID19.

Mr. Lovecchio gave a status update on the Board office related to the current state of emergency relative to COVID19. Mr. Lovecchio gave thanks to the office staff for their handling of the crisis and keeping the Board office functioning during the crisis; he also thanked Mr. Becknell for all his help during this time.

No formal action was taken on this agenda item.

c. Self-Evaluation Review (SER) Preparation Update

Mr. Broadus inquired of Mr. Delatte and Mr. Becknell as to if a new list of boards had been selected for the SER requirement this year; and if they may have perceived any information at the legislative session regarding the SER. It was noted that there was no notion that any boards have been chosen for the year nor what the status of the requirement might be.

Mr. Lovecchio summarized his work of late with the consultant researching and preparing the draft SER. No formal action was taken on this agenda item.

d. Update- 2020 Legislative Regular Session

Mr. Delatte gave a summary of his observations at the recent 2020 Legislative regular session. Mr. Becknell presented his observation of the session and asked to continue to next agenda item, 9.a. No formal action was taken on this agenda item.

AGENDA ITEM 9 – New Business

a. House Concurrent Resolution 71 of the 2020 Legislative Regular Session

Mr. Becknell presented a resolution presented in the House and passed by both the House and Senate, HCR 71. This resolution requires licensing boards to suspend license renewal fees through June 30, 2021 for businesses physically located in Louisiana. Mr. Lovecchio presented general information regarding the economic impact of the resolution requirements to the Board's revenues.

i. Emergency Rule

Mr. Becknell explained that HCR 71 requirements are to be enacted by the Board through an emergency rule. A proposed emergency rule was presented for review. General discussion was held. **Motion was made by Mr. Brooks to approve and adopt the emergency rule as presented for promulgation seconded by Mr. Gielen, and passed by voice vote - FOR: Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Davis; ABSTAINED: None; RECUSED: None.**

b. Subpoena Duces Tecum

Mr. Becknell presented that the Board had been served a subpoena from the State of Louisiana through Mr. Lovecchio at the Board Office during the crisis shutdown. He has been working with Mr. Lovecchio and the Board's staff to prepare the response. No formal action was taken on this agenda item.

Mr. Broadus presented general discussion on the controlled dangerous substance (CDS) program administered by the Louisiana Board of Pharmacy.

AGENDA ITEM 10 - Licensing Matters

a. New Licenses Issued

Ms. Barbier presented a list of new licenses issued since December 2019. General discussion was held. No formal action was taken on this agenda item.

AGENDA ITEM 11 - Employee Matters

a. Annual Report of Recognitions and Rewards

Mr. Broadus noted that there were no rewards or recognitions awarded to any Board employee during fiscal year 2020 period of July 1, 2019 through June 30, 2020.

AGENDA ITEM 12 - Additional Agenda Items Properly Brought Before the Board as Approved in Agenda Item 3

There were no additional agenda items added to the agenda in agenda item 3 for discussion.

AGENDA ITEM 13 - Board Issues

a. Election of Officers for Fiscal Year 2021

Motion was made by Mr. Delatte to ratify the current officers as they stand to serve for another year: Robert Broadus- Chairman, Michael Davis- Vice-Chairman, Randall Brooks- Secretary/Treasurer, and Chad Gielen- Compliance Officer, seconded by Mr. Horgan, and passed by voice vote - FOR: Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Davis; ABSTAINED: None; RECUSED: None.

b. Confirmation of Next Board Meeting

Mr. Broadus noted the next scheduled meeting for the Board is tentatively set for Tuesday, September 8, 2020.

AGENDA ITEM 14 - General Motion

There were no agenda items taken out of order.

AGENDA ITEM 15 - Adjournment

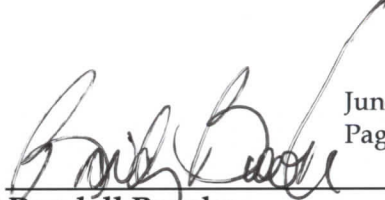
There being no further business before the Board, **motion was made by Mr. Gielen to adjourn the meeting, seconded by Mr. Dickson, and passed by voice vote - FOR: Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: Mr. Davis; ABSTAINED: None; RECUSED: None.**

The meeting adjourned at approximately 10:45 am.

Approved and accepted by the full Board -

Date:

December 8, 2020



Randall Brooks
Board Secretary/Treasurer



George Lovechio
Executive Director