

LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS

Board Meeting

MINUTES

March 9, 2021

AGENDA ITEM 1 – Call to Order

The meeting was called to order by Robert Broadus, Chairman, at approximately 10:00 am. The meeting was held via telecommunication conference call.

Michael Davis, Board Vice-Chairman, read aloud the statement that *pursuant to the Governor's Proclamation 17 JBE 2021, COVID-19 Public Health Emergency, Phase 2 of Resilient Louisiana, and pursuant to Act 302 of the 2020 Regular Session of the Louisiana Legislature, the members of the Louisiana Board of Drug and Device Distributors chooses to hold a meeting of its members via telecommunication conference call. All efforts shall be made to provide for observation and input by members of the public. Public comments may be submitted prior to and during the meeting by email to admin@drugboard.La.gov. This agenda is hereby certified by the Board Chairman, Bob Broadus, that it is limited to one or more of the following:*

- (a) Matters that are directly related to the Board's response to the state of emergency and are critical to the health, safety, or welfare of the public; or*
- (b) Matters that if they are delayed will cause curtailment of vital public services or sever economic dislocation and hardship; or*
- (c) Matters that are critical to continuation of the business of the Board and that are not able to be postponed to a meeting held in accordance with the other provisions of LRS 42, Section 17 due to a legal requirement or other deadline that cannot be postponed or delayed by the Board.* Mr. Broadus, so, verbally confirmed the statement.

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

George Lovecchio, Executive Director, upon permission from Mr. Broadus, held roll call of attendance; those Board members in attendance via telecommunication conference call that called out their presence were Mr. Broadus, Mr. Davis, Randall Brooks, Chad Gielen, Jacob Dickson, Jim Delatte, and Trion Horgan. There were no seated members absent; there is one vacant Board seat. Also present via telecommunication conference call from the Board's administrative office as called out were Mr. Lovecchio and Kimberly Barbier, Executive Assistant. The Board's regulatory counsel, John Becknell III, also called out in attendance via telecommunication conference call. Mr. Lovecchio called for any public guests to identify themselves and noted that no other persons were signed into the conference call; there being no public guests in attendance via the telecommunication conference call.

It was noted that no public comments or inquiries for the Board meeting had been submitted and received via email prior to opening of the Board meeting.

AGENDA ITEM 3 – Approval of Board Meeting Minutes

a. December 8, 2020

Mr. Broadus presented the draft minutes of the December 8, 2020 meeting of the Board, inquiring as to any comments or questions regarding the minutes and requesting motion to approve the minutes of the December 8, 2020 meeting as presented without reading. **Motion was made by Mr. Gielen to dispense with reading of the full minutes and to approve the minutes of the December 8, 2020 Board meeting as presented, seconded by Mr. Davis, and passed by voice vote- FOR: Mr. Davis, Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: None; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 4- Contracts

a. Renewal of Services- Facility Inspections- John Liggio

Mr. Lovecchio presented a proposed (renewal) contract between the Board and John Liggio to provide inspection of in-state applicant/licensee distribution facilities. Mr. Lovecchio noted that change was made to increase the per inspection charges by approximately 10% - such that, “Low” complexity rating inspection charge went from \$150 to \$165 per inspection, “Moderate” complexity rating inspection charge from \$200 to \$220 per inspection, and “High” complexity rating inspection charge from \$250 to \$275 per inspection. **Motion was made by Mr. Brooks to accept and approve the contract as presented for facility inspection services provided by Mr. Liggio covering a one-year period from April 1, 2021 through March 31, 2022 with a maximum contract amount of \$20,000.00, seconded by Mr. Delatte, and passed by voice vote- FOR: Mr. Davis, Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: None; ABSTAINED: None; RECUSED: None.**

AGENDA ITEM 5- Policy & Procedures

a. Prohibition and Prevention of Harassment, Sexual Harassment, and Discrimination or Intimidation Policy

Ms. Barbier presented amendments to the Board’s policy for *Prohibition of Harassment, Sexual Harassment, and Discrimination* as approved by the Board on June 20, 2017 and effective since July 1, 2017. Ms. Barbier explained that it was found by the ICPA conducting the annual financial attestation for FY2020 that the policy needed to be updated to reflect the most recent state guidelines on prohibition and prevention of harassment, sexual harassment, and discrimination or intimidation. General discussion was held in review of the proposed changes to the Board’s policy. **Motion was made by Mr. Davis to accept the amendments proposed and approve the amended policy on *Prohibition and Prevention of Harassment, Sexual Harassment, and Discrimination or Intimidation* as presented, seconded by Mr. Horgan, and passed by voice vote- FOR: Mr. Davis, Mr. Brooks, Mr. Gielen, Mr. Dickson, Mr. Delatte, and Mr. Horgan; AGAINST: None; ABSENT: None; ABSTAINED: None; RECUSED: None.**

Mr. Lovecchio briefly brought up a couple of general items including that the Board staff intends to revive the *Board Member Newsletter* to be sent to Board Members

providing information on issues previously presented to the Board during its face-to-face meetings- these items are for information only and do not require any Board action. Mr. Lovecchio also informed the Board that the upcoming NADDI conference has been cancelled; thereby, the amendment to the CEA between the Board and NADDI approved by the Board at the December 2020 meeting will not be submitted for state approval but instead a new CEA will be processed when NADDI announces new dates for their conference.

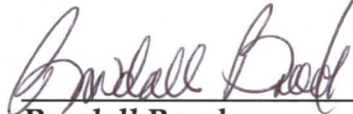
It was noted that no public comments or inquiries for the Board meeting had been submitted and received via email during the Board meeting.

AGENDA ITEM 6 - Adjournment

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

The meeting adjourned at approximately 10:45 am.

Approved and accepted by the full Board - Date: 6-22-21



Randall Brooks
Board Secretary/Treasurer



George Lovecchio
Executive Director