



*Supporting the State of Florida
Prescription Drug Monitoring Program*

AGENDA

Conference Call Date: Thursday, August 25 2011
Time: 4:00 p.m. to 5:00 p.m. EST
Dial in Number: (888) 808-6959
Conference Code: 3662527158
Facilitator: Becki Poston, Florida Department of Health

Participants:

Board of Directors	DOH	Others
David Bowen, Chair	Becki Poston	
Rodman Steele, Treasurer	Erika Marshall	
Rene Bruer, Director	Lucy Gee	
William Janes, Director		
Sheriff Al Lamberti, Secretary		
Sharon Kelley, Director		

Agenda Items:

Call to Order by David Bowen, Chair

Item	Topic	Board Member	Discussion
1	Approval of August 18, 2011 meeting minutes	Dave Bowen, Chairman	
2	Treasurer's Report <ul style="list-style-type: none"> Receipts Disbursements 	Rod Steele, Treasurer	
3	Fund Raising Update	Dave Bowen, Chairman	
4	Meeting Update	Becki Poston	Scheduled for September 12, 2011 at 10:00AM-Noon, Betty Easley Conference Center, Southwood Complex, Room 180.

Action Items:

#	Action Item	Person Responsible	Target Date	Completion Date
1				
2				
3				
4				
5				
6				



*Supporting the State of Florida
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MINUTES

Conference Call Date: Thursday, August 18, 2011

Time: 4:00 p.m. to 5:00 p.m. EST

Dial in Number: (888) 808-6959

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Facilitator: Becki Poston, Florida Department of Health

Ms. Poston reminded the Board that the Foundation operates under Florida's Sunshine Law. The meeting minutes and/or audio portion of the meeting are available for review. There should be no communication or correspondence between board members related to items of business that are on the agenda or may be on future meeting agendas. Meeting minutes and/or audio will be forwarded to the Chairman.

Participants:

Board of Directors		DOH		Others	
David Bowen, Chair	X	Becki Poston	X	Donna Erlich	
Rodman Steele, Treasurer	X	Erika Marshall	X	Daniella	
Rene Bruer, Director		Lucy Gee			
William Janes, Director	X				
Sheriff Al Lamberti, Secretary	X				
Sharon Kelley, Director	X				

Agenda Items:

Call to Order by David Bowen, Chair

Item	Topic	Board Member	Discussion
1	Approval of August 11, 2011 meeting minutes	Dave Bowen, Chairman	Moved by Lamberti second by Steele to approve the minutes. Motion carried unanimously.

Item	Topic	Board Member	Discussion
2	Treasurer's Report <ul style="list-style-type: none"> • Receipts • Disbursements • Budget Reconciliation 	Rod Steele, Treasurer	<p>Treasure Steele reported the following:</p> <p>Balance in Checking \$109,722.84</p> <p>Balance in Money Market \$75,338.26</p> <p>Total \$185,061.10</p> <p>Treasurer Steele reported the following disbursements:</p> <p>Check #1013-1873.82</p> <p>Check #1014- 1136.98</p> <p>Check #1018- 563.45</p> <p>Receipts: 250.00</p> <p>Treasurer Steele reported that the budget document had been reconciled. The balance sheet has been updated since the February 2011 meeting to include the checks listed above.</p> <p>Moved by Janes second by Bowen for Steele to notify Wells Fargo to grant Rebecca Poston, access to view balances to the accounts on-line.</p> <p>Director Janes requested Ms. Poston prepare account balance sheet and distribute with meeting materials.</p>
3	Contract- DOH-Foundation	Dave Bowen, Chairman Donna Erlich, Assistant General Counsel, DOH	<p>Chairman Bowen reported he had an opportunity to speak with Ms. Erlich to discuss the contract concerns. Ms. Erlich reminded Chairman Bowen that there are dozens of DSO organizations and contracts established between DSO's and government agencies.</p> <p>Ms. Poston is facilitating an in-person meeting for Directors to discuss DOH's new role, budget, and transfer and utilization of donated funds.</p> <p>Foundation is seeking dual accountability regarding expenditures. Directors requested clarification is there is a conflict between a non-profit organization and government entity.</p>

Item	Topic	Board Member	Discussion
4	Fund Raising Update	Dave Bowen, Chairman	<p>Sheriff Lamberti provided an update regarding the Florida Sheriff's Association summer conference in Daytona. Ms. Poston will provide Treasurer Steele a spending plan projection for FY 12/13 to develop goal projections to enhance fund raising efforts.</p> <p>Chairman Bowen is exploring an opportunity for political candidates to donate a percentage of their remaining campaign contributions to the Foundation.</p>
5	Adjourn 4:56 P.M.		Moved by Lamberti second by Steele to adjourn.

Action Items:

#	Action Item	Person Responsible	Target Date	Completion Date
1	Coordinate meeting between Chairman and Ms. Erlich.	Becki Poston	8/17	8/15/11
2	Provide old contract to BOD	Becki Poston	8/11	8/12/11
3	BOD review old contract and send any comments or questions to Becki by NOON on Monday. Becki to copy all members of BOD comments sent to Donna	BOD	NOON August 15	8/15/11
4	Send Director Kelly E-FORCSE information.	Becki Poston	8/12	8/16/11
5	Distribute Non-Profit designation information to Directors	Becki	8/25/11	
6				