

MINUTES

Florida PDMP Foundation

Friday, March 8, 2013

9:00 a.m. to 10:00 a.m.

Teleconference Information

Dial In Number: (888) 670-3525

Participant Code: 164 869 6226

Board of Directors:

Dave Bowen, Chair

Mike Ayotte, Director

Karen Ellis, Secretary

Honorable Mike Fasano, State Representative, Director

Brian Kahan, Treasurer

Gavin Meshad, Vice-Chair

Chief Don De Lucca, Director

DOH:

Lucy Gee, Division Director

Rebecca Poston, Program Manager

Erika Marshall, Outreach Director

Gary Cacciatore, Cardinal Health

Karen Schabort, Liberty Medical

| **Item** | **Topic** | **Discussion** |
| --- | --- | --- |
|  | Welcome and Opening Remarks | Chairman Bowen called the meeting to order at 9:06 a.m. |
|  | Roll Call and Review of Sunshine Law | Secretary Ellis called the roll. All Directors were present except Mike Ayotte.  Ms. Ellis 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. |
|  | Approval of February 18, 2013 minutes | Motion by Kahan second by Meshad to approve the minutes. Motion carried. |
|  | Pending Action Items | Representative Fasano reported the letter to Governor Bush was mailed 2 to 3 days ago with a copy sent to Chairman Bowen and Surgeon General Armstrong.  Ms. Poston reported she has reached out to several individual regarding the funding campaign strategy training, including department staff. She should have some feedback at the next meeting and suggested a 10 minute presentation giving the “how to be successful and reach goal tips”.  Chairman Bowen reported Wells Fargo removed Sheriff Lamberti and former Treasurer Steele from the checking and high yield savings account. Mr. Steel will be faxing a signatory card to confirm. Treasurer Kahan and Chairman Bowen met at the Wells Fargo, 7009 Beracasa Way, Boca Raton, FL 33433 to add Treasurer Kahan to the accounts. Chairman Bowen deposited two checks, Floridians for Principled Government- $10,000 and Blue Cross Blue Shield Foundation- $10,000. |
|  | Treasurer’s Report   * Disbursements * Receipts * Wells Fargo Balance | Treasurer Kahan reported he was in the process obtaining online access. With the two deposits received below he projects the following account balances:  Disbursements:  None  Receipts:  Floridians for Principled Government- $10,000  Blue Cross Blue Shield Foundation- $10,000  Wells Fargo Business- Current funds on hand  Business Checking balance: $6,264.48  Business High Yield Savings: $60,585.03 plus interest.  **Total: $66,849.51**  Treasurer received one invoice for payment and will be disbursing funds today to Akins Campaign Strategy for renewal of flpdmpfoundation.com website/domain hosting- $60.00.  Representative Fasano requested the Treasurer’s Report include financial goal, quarterly goal, funds currently raised, and funds needed by quarter. |
|  | Articles of Incorporation | Chairman Bowen recommended Articles of Incorporation be updated with new officers and amended for filing with the Florida Division of Corporations. Ms. Gee suggested PDMP staff make any technical changes to the document and finalize at the next meeting. Ms. Poston will research IRS filing requirements and report to Directors. |
|  | DOH Contract | Ms. Gee reported the contract should be ready for execution by the next meeting. There were no substantive changes from the last contract. |
|  | Fund Raising Goals and Opportunities | Vice-Chairman Meshad suggested the Fund Raising Campaign Strategy session include the following points of discussion:   1. Establish overall strategy- blueprint to follow; 2. Develop concise communication plan with unified message; 3. Identify mission and successes; 4. Establish fund raising goal; 5. Establish quarterly fund raising target; 6. Identify and contact organizations affected including insurance companies, workmens’ compensation, small & large chain pharmacies, wholesale distributors, hospital organizations; and 7. Allow ample time to follow-up.   Other fund raising opportunities:   1. Mailing/E-Mailing Campaign: Staff will prepare mailing list to:   Philanthropic Group  Prescribers and Dispensers  Committees of Continuous Existence   1. Directors will reach out to various Foundation Boards seeking support. 2. Representative Fasano will contact Dr. Hanna’s regarding a fund raising event. 3. Directors will promote PayPal on [www.flpdmpfoundation.com](http://www.flpdmpfoundation.com) website |
| 9 | Other Business | Chairman Bowen reported Sheriff Lamberti is interested in serving as a Board of Director.  Ms. Marshall reported the PDMP is working with the Division Director’s staff to develop, launch and evaluate a survey as part of a Focus Group regarding PDMP use.  Ms. Poston reported the impact of sequestration on the PDMP Federal grants could not be determined at this time.  Although the full impact of the sequestration is not known at this time, it has the potential to impact $221,781 in program operating expenses and $475,996 in special project expenses for FY12-13 and $243,686 in special project funding for FY13-14.  Ms. Poston reported the PDMP is working on a special project with Brandeis University to analyze de-identified patient data. The project will eventually include six states. Highlights of the project include comparing drug classes, age range, prescription rates, combination drug classes and prescription rates on a quarterly and annual basis. |
| 10 | Adjourn | Motion by Meshad, second by Ellis to adjourn at 10:01AM. |

**Action Items:**

| **#** | **Action Item** | **Person Responsible** | **Target Date** | **Completion Date** |
| --- | --- | --- | --- | --- |
|  | Draft letter to Governor Jeb Bush regarding assistance with PDMP Foundation business | Representative Fasano | 3/8/2013 | Completed |
|  | Contact Sheriff Knight  Email Appointment Application | Gavin Meshad  Rebecca Poston | 3/8/2013  3/8/2013 | Completed  Completed |
|  | Schedule Funding Campaign Strategy Training | Rebecca Poston | 3/8/2013 | On going |
|  | Corporate Filing & IRS Filing  Prepare Articles of Incorporation and DOH-Foundation Contract | Rebecca Poston  Lucy Gee/Rebecca Poston | 5/1/2013  3/22/13 | On going |
|  | Send Donation Letter template to Directors | Rebecca Poston | 3/8/2013 | 3/8/2013 |
|  | Send link to The PDMP Foundation website  [www.thepdmpfoundation.com](http://www.thepdmpfoundation.com) | Rebecca Poston | 3/8/2013 | 3/8/2013 |
|  | Prepare mailing list to Philanthropic Group  Prescribers and Dispenser | Lucy Gee/Becki Poston | 3/22/2013 |  |
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