

**BOARD OF DIRECTORS**

**CONFERENCE CALL**

**MINUTES**

Date: Friday May 2, 2014

Time: 8:30 a.m. to 9:30 a.m.

Chair: Dave Bowen

Members Participating: Gavin Meshad, Vice-Chair, Karen Ellis Bailey, Secretary, Brian Kahan, Treasurer, Dr. Jill Rosenthall, Director

Members Absent: Mike Ayotte, Director, The Hon. Mike Fasano, Director, The Hon. Sheriff Tom Knight, Director and Chief Don De Lucca, Director.

Staff: Robert Macdonald, Executive Director

DOH Staff: Becki Poston, Program Manager, E-FORCSE (PDMP)

Guest: Marty Stubblefield, Deputy Director of Administration, Dept. of Health

**Call to Order**

The chair called the PDMP Foundation Board of Directors conference call to order at 8:32 a.m., Friday May 2, 2014.

**Roll Call/Sunshine Law**

The chair asked Mr. Macdonald to call the roll and he announced that a quorum was present. Mr. Macdonald then reviewed the Florida Sunshine Law requirements. The chair also reminded the board members about utilization of emails in that the executive director may contact board members but that in reply the members may only send one-on-one communication to Mr. Macdonald and not contact other board members about foundation items of business.

**Approval of Minutes of Last Meeting (March 20, 2014)**

The chair called for the approval of the Board of Directors minutes from the March 20, 2014 annual meeting in Tallahassee. A motion was made by Mr. Kahan and seconded by Mr. Meshad to adopt the minutes as distributed. The chair hearing no request for discussion called for a vote on the motion and it was adopted unanimously.

**Treasurer’s Report**

Mr. Kahan announced that as of May 1, 2014 the foundation had $37,849.98 in the checking account and $179,859.25 in reserves for a total of $217,709.23.

**2014-2015 Fiscal Budget**

The chair called on Mr. Macdonald for presentation of the 2014-2015 fiscal budget. He reviewed the current budget which was approved at $100,000 in June 2013 by the Department of Health. He then discussed the current financial statement with Year-to-Date expenses and the proposed new budget. He said that all foundation expenses would be offset by revenue from donations. Any funds not designated for the foundation’s operations would be available for distribution to support the PDMP database.

The chair called for discussion on the budget. The treasurer provided insights for the new line item in the budget for funds for honoraria for board members for travel to live board meetings. He said that this was a recommendation from discussions during the annual meeting.

Following the review Mr. Kahan moved that the 2014-2015 PDMP Foundation fiscal budget be adopted as presented. Mr. Meshad seconded the motion. Hearing no further discussion the chair called for a vote on the motion and it was adopted unanimously.

Mr. Macdonald said that he would develop a budget narrative with input from the chair and treasurer to present with the budget to the Department of Health by the May 15th deadline.

**Legislative Update**

The chair called on Ms. Poston for an update on current legislation being debated that affects the PDMP Foundation and E-FORCSE. She said that there were four bills of interest. She said SB 862 addressed several parts of the current law including the provision of $500,000 from the Board of Pharmacy trust fund to pay for the database’s operations. She also said that this bill would eliminate the PDMP Foundation as a Direct Support Organization for the Department of Health. She then discussed CS/HB7113, HB 7177 which reenacted the public records exemption and addresses confidentiality of information that is obtained from the PDMP database, and SB 1194 that rewrites Direct Support Organization requirements.

**PDMP Operations**

Ms. Poston said that the database continues to increase in the collection of information from dispensers of controlled substances with over 100 million prescription records on file. She said that she attended a regional conference with other state officials that administer PDMPs. There was now concern over the new painkilling drug Zo-hydro.

**Status Report: Legal Review of Amended Articles of Incorporation and Bylaws**

Mr. Kahan reported that he sent the proposed PDMP Foundation Articles and Bylaws to the GrayRobinson law firm for review and that attorney Tim Cerio was coordinating the legal review.

**Executive Directors Report**

Mr. Macdonald said that he was working on several projects including the scheduling of foundation presence at various professional conferences and trade shows. This included upcoming meetings with the Florida Society of Interventional Pain Physicians, Florida Dental Association, Florida Podiatric Medical Association, Florida Association of Counties, Florida Police Chiefs Association, Florida Pharmacy Association, Florida Medical Association, Florida Sheriff’s Association and Florida League of Cities. He also was working on website revisions with Sachs Media, updating the marketing materials and placing stories in professional journals.

**Board of Directors Reappointments**

Mr. Macdonald reminded those board members whose current terms expire in July 2014 to complete and file an application form for review by the State Surgeon General if they were interested in continuing to serve on the board. He said that the board needed at least five members to function.

**Announcements**

The chair called for any announcements. None were made.

**Date of Next Meeting**

The chair said that the need for future conference calls for the remainder of the fiscal year will be determined on a need basis.

**Adjournment**

The chair called for adjournment of the conference call. The call was adjourned at 9:05 a.m., Friday May 2, 2014.