

Minutes

Florida PDMP Foundation

Friday, November 1, 2013

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

Gateway Bank of Southwest Florida Board Room

1100 S. Tamiami Trail

Sarasota, FL 34236

and

Teleconference Information

Dial In Number: (888) 670-3525

Participant Code: 164 869 6226

Board of Directors:

Dave Bowen, Chair

Mike Ayotte, Director

Karen Bailey, Secretary

The Honorable Mike Fasano,

Tax Collector, Director

Brian Kahan, Treasurer

Gavin Meshad, Vice-Chair

Chief Don De Lucca, Director

The Honorable Tom Knight, Sheriff, Director

Jill Rosenthal, MD, Director

DOH:

Lucy Gee, Division Director

Rebecca Poston, Program Manager

Erika Marshall, Outreach Director

| **Item** | **Topic** | **Discussion** |
| --- | --- | --- |
|  | Welcome and Opening Remarks | Chairman called the meeting to order at 9:01 a.m. |
|  | Roll Call and Review of Sunshine Law | Secretary Bailey called the roll. All directors were present except, Honorable Tom Knight, Honorable Mike Fasano, Mike Ayotte, and Chief Don DeLucca. Lieutenant Debra Kaspar attended the meeting on behalf of Sheriff Knight.  Guests on the call included David Daniel of Smith, Bryan and Myers (representing Johnson & Johnson); Dr. Pat Agdamag and Dr. Aaron Wohl.  Ms. Bailey reminded the Board 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 October 18, 2013 minutes | Motion by Meshad, second by Kahan to approve the October 18 minutes, motion carried. |
|  | Treasurer’s Report | Treasurer Kahan reported $5,693.88 is in the Wells Fargo checking account and  $83,629.25 in the high yield savings account, for a total balance of $89,323.814  Chairman Bowen indicated that an additional $7,500 in donations have been received by Chairman Bowen and were sent to Treasurer Kahan via priority mail for deposit.  $500 from Flagler County Sheriff’s Office  $1,000 from City of Lake Mary  $1,000 from City of Casselberry  $2,000 from Alachua County Sheriff’s Office  $3,000 from Clay County Sheriff’s Office |
|  | Fund Raising Goals and Opportunities | Chairman Bowen provided a brief overview of the Foundation’s fundraising efforts for 2013 for the benefit of the guests on the call. |
|  | Other Business   * Meet Executive Director Candidates * Guest Comments | Each Executive Director candidate was given approximately 15 minutes to explain why they were the best candidate for the job and to outline what qualifications they bring to the position.  Chairman Bowen requested that each Director who has not already had the opportunity to speak to the candidates, reach out to them before the next meeting on November 15, and provide written comments to PDMP staff.  Vice Chair Meshad requested that reference checks be conducted, if they were not already done.  Dr. Patrick Agdamag and Dr. Aaron Wohl took the opportunity to thank the Board members for their work on behalf of the PDMP and praised the PDMP for the impact that it is having on their emergency department practice in Pasco County. The doctors also offered opportunities for improvement: increasing the time frame for password expiration, more user friendly user interface, increase connectivity with existing health technology, increase frequency of reporting, expand interoperability with other state PDMPs and encourage reporting by federal facilities, such as the VA.  Chairman Bowen thanked Dr. Agdamag and Dr. Wohl for taking the time to participate on the call and offer feedback. |
| 7 | Adjourn | Chairman moved to adjourn at 10:14 a.m. |

**Action Items:**

| **#** | **Action Item** | **Person Responsible** | **Target Date** | **Completion Date** |
| --- | --- | --- | --- | --- |
| 1 | Identify organization to provide Funding Campaign Strategy Training- Solicit cost proposal. | Gavin Meshad | 3/8/2013 | On-going |
| 2 | Screen Executive Director candidates and provide written feedback to PDMP staff | All Directors | 11/13/2013 | Pending |