

**BOARD OF DIRECTORS**

**MEETING**

**CONFERENCE CALL**

**MINUTES**

Date: Thursday January 29, 2015

Time: 8:30 a.m.

Chair: Dave Bowen

Members Present (Officers): Mike Ayotte Vice-Chair, Karen Bailey, Secretary and Greg Nazareth, Treasurer

Members Present (Directors): Dr. Lee Ann Brown, Dr. Daniel Gesek, Dr. Jill Rosenthal and Sally West

Member Absent (Director): Paul Melton

Staff: Robert Macdonald, Executive Director

DOH Staff: Becki Poston, Program Manager, E-FORCSE and Erika Marshall, E-FORCSE Outreach Director

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**Call to Order**

The chair called the PDMP Foundation Board of Directors quarterly meeting conference call to order at 8:33 a.m., Thursday January 29, 2015 and activated the recording feature.

**Roll Call/Sunshine Law**

The chair asked Secretary Bailey to call the roll and to provide the Sunshine Law statement. She reported that there was a quorum with eight directors participating.

**Approval of Minutes of Last Meeting (October 17, 2014)**

The chair called for the approval of the Board of Directors minutes from the October 17, 2014 meeting in Orlando. A motion was made by Ms. Bailey and seconded by Ms. West to approve 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. Nazareth provided a financial update stating that there was $1,770,814.30 in Wells Fargo Bank savings account and $5,648.03 in the checking account for total assets of $1,776,462.33.

He said that of the monies in the savings account, $1,598,156.33 are designated funds for
E-FORCSE operations; $54,106.69 are budgeted for PDMP Foundation operations through June 30, 2015 and $110,180.41 is a non-designated reserve fund which the board can use to pay for unbudgeted expenses. Mr. Nazareth continued that through about seven months it has spent approximately 46% of the FY 2014-2015 budget approved by the board and Department of Health.

The treasurer also noted that as of the first seven months of the fiscal year the foundation had only received $6,500 in contributions and $51.00 in credit card donations. In 2013-2014 it received over $180,000 in contributions. The majority of those contributions came from county sheriff’s offices.

Mr. Macdonald then provided an update on the status of receiving a risk profile from Wells Fargo Bank private banking that could be forwarded to the Attorney General’s Office for review. He said that if the AG agreed to the potential risks in transferring a portion of the E-FORCSE designated funds from the WFB savings account to private banking to provide a projected better return on investment the current Memorandum of Understanding could be revised and the money transferred. He said that as soon as the profile was obtained he would forward to the chair and treasurer for action.

Mr. Nazareth then discussed the need to begin preparation for the FY 2015-2016 budget. Mr. Macdonald suggested that a finance committee be formed chaired by the treasurer. The chair agreed and said that he would also serve on this committee and asked if any other board members wished to participate to contact the executive director. Mr. Macdonald said that the budget needed to be approved at the next meeting of the board so it could be submitted to the Department of Health by the May 2015 deadline.

**Fundraising Report**

Mr. Macdonald updated the board on the actions of the fundraising committee. He said that Ms. Bailey chaired the committee with Ms. West and Mr. Melton as members. He said the committee met via conference call in December.

He related that the committee reviewed several current fundraising projects and the possibility of holding a special events fundraiser in Tallahassee during the legislative session in conjunction with the board of directors’ next live meeting in March or April. Specifically, the committee discussed the solicitation of excess campaign funds from legislators seeking re-election to office; contacting past and potential sheriff’s donors to seek continued support for the PDMP database operations; and contacting the Florida Sheriff’s Association to determine its interest in co-sponsoring a special event in Tallahassee.

Mr. Macdonald reported that only one legislator Sen. Latvala had staff contact the foundation about making a donation from excess campaign funds and it had not been received yet. The chair said that he would contact the senator to determine the status of the contribution.

Mr. Macdonald then referred to the Treasurer’s report regarding the status of current donations from the sheriff’s. He said that he would be attending the Florida Sheriff’s Association winter conference at Amelia Island and would renew the importance of continued funding needed for E-FORCSE and foundation operations.

The board discussed the timing and type of special events fundraiser. It agreed that late March or early April would be the best times for this program. The chair requested Mr. Macdonald to work with the fundraising committee to finalize the dates based on the availability of board members to attend the live meeting and special events fundraiser during the legislative session.

**Executive Directors Report**

Mr. Macdonald provided the board an update on the current Directors and Officers Liability Insurance Policy with CHUBB. He said that the in force policy covers the foundation up to $1M. Since the foundation had assets of over $2M in 2014, the chair approved seeking a review of coverage limits due to the increase in funds. Mr. Macdonald said that the foundation’s insurance agency was in the process of working on the final amended policy with CHUBB and would provide a quote by next week. He said that the current D&O premium was $3,727.

Mr. Macdonald discussed website maintenance and revisions. The chair requested the executive director to have the webmaster provide the board at its next meeting the analytics as to how many views the foundation was getting each month.

The executive director then updated the board on the availability of donors to make contributions via credit card through the WFB Merchant Card Services. The chair requested Mr. Macdonald to have the webmaster develop a proposal to establish a Search Engine Optimization program to drive persons to the donations section of the site. If allowed, those persons who are currently using E-FORCSE could be solicited for a donation. The board also discussed linking this section of the site with other health care provider websites and the E-FORCSE website. Ms. Poston said that there was such a link on the E-FORCSE website.

The board then discussed other methods of funding state PDMP databases. The chair requested Mr. Macdonald and Ms. Poston to develop a map of the U.S. showing which states had a PDMP and whether they were funded by private, public or joint sources. The chair said that this information could then be forwarded to the Florida legislature for its information. The board also asked Ms. Poston to check to see if it was possible to assign some of the regulatory fines and costs associated with controlled substance fraud, abuse and diversion cases to the PDMP for operations. The chair also asked Mr. Macdonald to contact the health care boards to determine if they had any statistics on percent of discipline cases that dealt with controlled substance abuse or diversion.

Mr. Macdonald then addressed his efforts to promote the PDMP Foundation’s activities in support of the E-FORCSE database. He said since the last board meeting he attended the boards of pharmacy, medicine and nursing meetings, the Florida Podiatric Medical Association convention, the Florida Dental Association House of Delegates and will be at the Florida Sheriff’s Association winter conference, the board of nursing to present and the Florida Osteopathic Medical Association convention.

Next, the executive director discussed PDMP Foundation board vacancies. He said that the foundation’s board currently had nine members and that there were two vacancies. One of the vacancies could be filled upon approval by the State Surgeon General by Dr. Samir Vakil, past-president of the Florida Podiatric Medical Association. The other spot is being held for a representative of the Florida Sheriff’s Association. Mr. Macdonald requested the board to forward any other candidates who may be interested in serving.

Mr. Macdonald then discussed the preparation of the Annual Report to the Department of Health as directed as part of the Direct Support Organization contract. He said that he would be working on this for submission in May 2015.

The executive director stated that the PDMP Foundation’s annual corporate report was completed. It was submitted to the Florida Division of Corporations with a cover letter exempting the foundation as a DSO from paying any filing fees.

**E-FORCSE Report**

Ms. Poston provided the board with an update on E-FORCSE Operations. She reported on the audit of pharmacies and said that over 90% were in compliance with the PDMP law. She provided an update on utilization, controlled substance prescriptions, and multi-doctor episodes. She also said that over $100,000 was spent in the last year on database enhancements. She referred the board to the E-FORCSE annual report to the governor that was posted on the database’s website for further updates on the program.

**Public Comments**

The chair called for any public comments. None were made.

**Announcements**

The chair called for any announcements. None were made.

**Date of Next Meeting**

The chair said that as soon as Mr. Macdonald and the fundraising committee had reviewed availability dates for board members to meet in Tallahassee during the legislative session the next meeting date would be finalized.

**Adjournment**

The conference call meeting of the PDMP Foundation Board of Directors was adjourned at 9:25 a.m., Thursday January 29, 2015.