



*Supporting the State of Florida  
Prescription Drug Monitoring Program*

## **AGENDA**

### **Board of Directors**

### **Conference Call**

Date: Wednesday April 13, 2016

Time: 6:00 p.m. – 7:00 p.m.

Teleconference Information:

**Dial In Number: (888) 537-7715**

**Participants Pass Code: 66812234#**

#### Board of Directors:

Dave Bowen, Chair

Mike Ayotte, Vice-Chair

Karen Bailey, Secretary

Greg Nazareth, R. Ph., Treasurer

Jill Rosenthal, MD, MPH, Director

Samir Vakil, DPM, Director

Lee Ann Brown, DO, Director

Daniel Gesek, DMD, Director

Sally West, Director

Staff:

Robert Macdonald, MS, Executive Director

DOH:

Lucy Gee, DOH Division Director

Rebecca Poston, BPHARM, MHL, E-FORCSE, Program Manager

---

1. Call to Order Mr. Bowen
2. Roll Call/Sunshine Law Ms. Bailey
3. Approval of Minutes: (Nov. 2, 2015) Attached
4. President's Report Mr. Bowen
5. Treasurer's Report: Mr. Nazareth
  - A. Financial Update
  - B. Report on Investments
6. Executive Director's Report: Mr. Macdonald
  - A. Status: PDMP Course
    - (1) On-line in Conjunction with FMA
    - (2) Live at Florida Dental Association Convention
    - (3) Sponsorship of Live Course
  - B. PDMP Foundation DSO Certifications from DOH
  - C. 2015-2016 Contributions
  - D. Website Software Upgrades
  - E. Update: Marketing and Promotions
  - F. Board Member Re-Appointments
7. Approval of FY 2016-2017 Budget Attached  
Mr. Bowen
8. E-FORCSE Program Manager Report Ms. Poston

9. Public Remarks Mr. Bowen
10. Announcements Mr. Bowen
11. Date of Next Meeting: TBD
12. Adjournment



*Supporting the State of Florida  
Prescription Drug Monitoring Program*

## **BOARD OF DIRECTORS**

### **CONFERENCE CALL**

### **MINUTES**

Date: November 2, 2015

Time: 6:00 p.m.

Chair: Dave Bowen

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

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

Members Absent (Directors): Sally West and Paul Melton

Staff: Robert Macdonald, Executive Director

DOH Staff: Becki Poston, Program Manager, E-FORCSE

---

#### **Call to Order**

The chair called the PDMP Foundation Board of Directors conference call to order at 6:04 p.m. Monday November 2, 2015.

#### **Roll Call/Sunshine Law**

The chair asked Ms. Bailey to provide the Sunshine Law statement and to call the role. Ms. Bailey reported that a quorum of eight directors was participating in the call.

#### **Approval of Minutes of Last Meeting (July 31, 2015)**

The chair called for the approval of the Board of Directors minutes from the July 31, 2015 annual meeting at Lake Buena Vista. A motion was made by Dr. Rosenthal and seconded by Dr. Vakil 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.

## **President's Report**

The chair welcomed everyone to the call. He mentioned that in recent travels around the country for his business he was approached by several key governmental officials seeking input on how the PDMP operated in Florida and how the state was a model for its efforts to close Pill Mills and address controlled substance abuse and diversion. He said that some states are mirroring Florida's PDMP legislation in developing their state law to address the issue.

The chair also reported that he attended a ceremony at the Sarasota Police Department to accept a contribution of \$2,000 to the foundation for E-FORCSE support.

## **Treasurers Report**

Mr. Nazareth reported that the October balance in the PDMP Foundation Wells Fargo Bank checking account was \$885.26 and that there was \$1,662,631.85 in the savings account. He said that of the funds in the savings account, \$1,476,070.02 was unspent CVS/Caremark settlement funds plus interest designated for E-FORCSE operations. Mr. Nazareth said that of the remaining funds \$24,057.05 was in the E-FORCSE Contingency Account; \$69,508.90 was in the PDMP Foundation operations fund and \$50,000 in the foundation's Reserve Fund. He also reported that the foundation had received \$2,500 in contributions and earned \$412.76 in interest for the first five months of the fiscal year.

## **Report: Investment Committee**

Mr. Nazareth provided an update on the status of foundation investments. He said that the PDMP Foundation Investment Committee consisting of himself as chair and directors Paul Melton and Dr. Samir Vakil with Chairman Dave Bowen as an ex-officio member requested the executive director contact Wells Fargo Bank private banking to discuss investment of foundation funds in FDIC protected tiered CDs. In order to precede it was recommended that the foundation draft a request to amend the current Memorandum of Understanding for the use of the settlement funds and seek approval from the Attorney General's Office to purchase the CD investment vehicles. Upon review, the Attorney General's Office agreed to the foundation's recommended amendment to the MOU and it is currently in the process of being signed and executed.

Upon receipt of the amended contract the PDMP Foundation Investment Committee will work with WFB private banking to formulate the necessary tiered CD structure in order to use settlement funds for the best rate of return. According to WFB officials the maximum tiered CD that can be purchased and protected by FDIC is \$250,000.

## **Executive Directors Report**

Mr. Macdonald updated the board on the status of the PDMP Course being developed in conjunction with the Florida Medical Association. He said that the FMA's vendor, the American Safety Council, was in the final stages of formatting the online course. He said that the FMA was projecting receipt of a draft copy of the 1.5 hour course in the next few weeks. The board discussed the possibility of seeking advertisers who would want to promote their product to health care practitioners. It was also mentioned that the course could be purchased by corporations to educate their professional members who would then register to use the E-FORCSE database. Mr. Macdonald said that he would check with the FMA about seeking advertising on the course site.

The executive director gave an update on direct mail contacts for contributions for this fiscal year. He said that following elections for sheriffs this month he would again seek support for donations from county asset forfeiture funds. He will also be contacting major city police departments and continue to seek corporate sponsorship.

He then announced that five board member positions would be up for renewal in July 2016. He said that chairman Bowen, vice chair Ayotte, secretary Bailey and directors Vakil and Melton would be up for reappointment. Mr. Macdonald asked Ms. Poston if those current board members who wished to seek reappointment would need to complete another application form or could he write a recommendation letter for reappointment. Ms. Poston said that she would check with the Department of Health appointment office to see if the process could be streamlined.

### **Report of the E-FORCSE Program Manager**

The chair called on Ms. Poston for a status report on E-FORCSE operations and results. She reviewed the updated report provided to the board regarding the utilization of the PDMP database. In her report, Ms. Poston noted that the database had collected over 163M prescriptions since its inception in September 2011. She said that the Department of Health receives over three million prescriptions a month and that 65% of all prescription records are uploaded into the system by dispensers of controlled substances within 24 hours. Currently, she reported that there were over 31,000 practitioners utilizing the program and that these persons had made over 21M queries for patient records. Through the use of the E-FORCSE database, medical records indicate a 59% decrease in Oxycodone deaths. She also gave an update on securing information from neighboring states. Ms. Poston said that Alabama and Georgia were sharing information with Florida in order to help stop doctor shoppers and controlled substance abusers crossing neighboring state lines. The board then discussed the effect that the closing of Florida's Pill Mills had on the increase in synthetic heroin which was being sold on the street to replace the Opioids that can no longer be purchased at clinics.

### **Tallahassee Board Meeting and Special Event**

In the absence of director West, the chair asked Mr. Macdonald to provide a status report on the proposed live meeting and special event to be held in Tallahassee during the legislative session. He said that he met with director West in September to begin planning this event and that all board members were contacted to determine a date and time that they would be available in January. From the responses he received he was unable to confirm a quorum of board members that could attend.

The board requested Mr. Macdonald to look at a Monday or Thursday dates in February with the meeting starting around 1 p.m. and the special event at 5-6 p.m. This would allow board members to arrive in the morning and leave the next day or after the special event depending on travel schedules.

### **Public Remarks**

The chair called for any remarks from the public. None were made.

### **Announcements**

The chair called for announcements. None were made.

### **Date of Next Meeting**

The chair said that the next meeting would either be in Tallahassee or via conference call in February 2016.

### **Adjournment**

The PDMP Foundation Board of Directors conference call was adjourned at 6:52 p.m. Monday November 2, 2015.

**PRESCRIPTION DRUG MONITORING PROGRAM FOUNDATION**  
**2016-2017**  
**OPERATING BUDGET**

**ASSETS**

Account	Reserves	Operations
E-FORCSE Investment Acct.	\$ 1,350,100.00	
E-FORCSE Operations	\$ 126,380.00	
E-FORCSE Contingency Acct.		\$ 20,000.00
PDMPF OP Carried Forward		\$ 24,300.00
PDMPF Fund Interest		\$ 350.00
Contributions Carried Forward		\$ 24,000.00
PDMPF Reserves	\$ 16,250.00	\$ 33,750.00
Sub-Total	\$ 1,492,730.00	\$ 102,400.00
Total Assets	\$ 1,595,130.00	

PROJECTED	2015-2016	YTD Expense
2016-2017	Budget	7/1/15-4/01/16

**EXPENSES**

Personnel	Amount
<i>Executive Director</i>	\$ 48,000.00
Hourly Billings:	
[\$1,846.15 x 26 pay periods]	
Sub-Total	\$ 82,400.00
Total	\$ 48,000.00

\$ 82,400.00	\$ 97,750.00	\$ 57,794.83
\$ 48,000.00	\$ 48,000.00	\$ 35,076.85

<b>Insurance</b>	<b>Amount</b>	<b>\$</b>	<b>3,800.00</b>	<b>\$</b>	<b>5,000.00</b>	<b>\$</b>	<b>3,727.00</b>
------------------	---------------	-----------	-----------------	-----------	-----------------	-----------	-----------------

<b>Officers &amp; Directors Ins.</b>	<b>\$</b>	<b>3,800.00</b>
<b>Sub-Total</b>	<b>\$</b>	<b>3,800.00</b>

<b>Total</b>	<b>\$</b>	<b>3,800.00</b>
--------------	-----------	-----------------

<b>Marketing</b>	<b>Amount</b>	<b>\$</b>	<b>3,500.00</b>	<b>\$</b>	<b>4,960.00</b>	<b>\$</b>	<b>3,439.00</b>
------------------	---------------	-----------	-----------------	-----------	-----------------	-----------	-----------------

<b>Design &amp; Layout</b>	
<b>Brochures</b>	<b>\$ 200.00</b>
<b>Envelopes/Letterhead</b>	<b>\$ 100.00</b>
<b>Sub-Total</b>	<b>\$ 300.00</b>

<b>Printing</b>	
<b>Brochures</b>	<b>\$ 500.00</b>
<b>Envelopes/Letterhead</b>	<b>\$ 100.00</b>
<b>Sub-Total</b>	<b>\$ 600.00</b>

<b>Advertising</b>	<b>\$ 500.00</b>
<b>Sub-Total</b>	<b>\$ 500.00</b>

<b>Promotional Materials</b>	<b>\$ 600.00</b>
<b>Sub-Total</b>	<b>\$ 600.00</b>

<b>Website Hosting</b>	<b>\$ 100.00</b>
<b>Sub-Total</b>	<b>\$ 100.00</b>

<b>Website Maintenance</b>	<b>\$ 800.00</b>
<b>Sub-Total</b>	<b>\$ 800.00</b>

**Social-Media Promotion**

\$ 600.00  
Sub-Total \$ 600.00

Total \$ 3,500.00

**Fund-Raising Projects**

Amount \$ 2,000.00 \$ 1,105.00 \$ 1,428.50

**Candidate Mailing**

\$ 1,300.00  
Sub-Total \$ 1,300.00

**Thank You Cards/Envelopes**

\$ 250.00  
Sub-Total \$ 250.00

**Donor Contribution Cards**

\$ 150.00  
Sub-Total \$ 150.00

**Donor Lapel Pins**

\$ 300.00  
Sub-Total \$ 300.00

Total \$ 2,000.00

**Mailing**

Amount \$ 300.00 \$ 300.00 \$ 236.69

**Postage**

\$ 200.00  
Sub-Total \$ 200.00

**Shipping**

\$ 100.00  
Sub-Total \$ 100.00

Total \$ 300.00

<b>ED Travel/Meetings</b>	<b>Amount</b>	<b>\$ 2,500.00</b>	<b>\$ 4,000.00</b>	<b>\$ 1,658.56</b>
---------------------------	---------------	--------------------	--------------------	--------------------

Meetings with board, donors,  
government agencies, regulatory boards

\$ 2,500.00
<u>\$ 2,500.00</u>

**Total**

<u>\$ 2,500.00</u>
--------------------

<b>Office Operations</b>	<b>Amount</b>	<b>\$ 2,300.00</b>	<b>\$ 2,230.00</b>	<b>\$ 1,717.14</b>
--------------------------	---------------	--------------------	--------------------	--------------------

\$ 230.00
<u>\$ 230.00</u>

\$ 1,500.00
<u>\$ 1,500.00</u>

\$ 130.00
<u>\$ 130.00</u>

\$ 360.00
<u>\$ 360.00</u>

\$ 50.00
<u>\$ 50.00</u>

**Total**

<u>\$ 2,300.00</u>
--------------------

<b>Legal and CPA Services</b>	<b>Amount</b>	<b>\$ 3,000.00</b>	<b>\$ 4,000.00</b>	<b>\$ 2,595.32</b>
-------------------------------	---------------	--------------------	--------------------	--------------------

\$ 2,000.00
<u>\$ 2,000.00</u>

**Total**

<u>\$ 2,000.00</u>
--------------------

**Legal Fees**

\$ 500.00  
Sub-Total \$ 500.00

**Taxes**

\$ 350.00  
Sub-Total \$ 350.00

**Corporate Filing Fee**

\$ 65.00  
Sub-Total \$ 65.00

**Misc. Fees**

\$ 85.00  
Sub-Total \$ 85.00

**Total** \$ 3,000.00

**Special Events/Promotions**

Amount \$ 15,000.00 \$ 25,000.00 \$ 6,910.33

**PDMP Foundation Promotions at Conventions**

\$ 15,000.00

**and Trade Shows and Hosting A Special Event**

**Sub-Total**

\$ 15,000.00

**Total**

\$ 15,000.00

**Meeting Expenses**

Amount \$ 2,000.00 \$ 3,180.00 \$ 1,005.44

**Board of Directors**

**Room Rental Fee**

\$ 600.00

\$300x2mtgs.

**Sub-Total**

\$ 600.00

