

Minutes

Florida PDMP Foundation

Friday, August 9, 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

Karen Bailey, Secretary

Brian Kahan, Treasurer

Gavin Meshad, Vice-Chair

Major Kevin Kenney for the Honorable Tom Knight, Sheriff, Director

Jill Rosenthal, MD, Director

Absent:

Mike Ayotte, Director

The Honorable Mike Fasano, Tax Collector, Director

Chief Don De Lucca, Director

DOH:

Erika Marshall, Outreach Director

| **Item** | **Topic** | **Discussion** |
| --- | --- | --- |
|  | Welcome and Opening Remarks | Meeting called to order by the Chairman at 9:08 a.m. |
|  | Roll Call and Review of Sunshine Law | Secretary Bailey called the roll. All directors were present except Mike Ayotte, Tax Collector Mike Fasano, and Chief Don De Lucca. Major Kevin Kenney participated on behalf of Sheriff Tom Knight.  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 July 26, 2013 minutes | The directors reviewed the minutes from the July 12, 2013 and July 26, 2013 meetings.  Motion by Bailey, second by Meshad to approve the July 12, 2013 meeting minutes. Motion carried unanimously.  Motion by Meshad, second by Rosenthal to approve the July 26, 2013 meeting minutes. Motion carried unanimously. |
|  | Treasurer’s Report | Treasurer Kahan reported $2,198.88 is in the Wells Fargo checking account and $61,612.64 is in the high yield savings account, for a total of $63,811.52.  Treasurer Kahan reported that he has requested clarification from the Department of Health regarding the need for an external audit based on the Foundation’s expenditures. |
|  | Fund Raising Goals and Opportunities | Chairman Bowen reported that Major Kenney and Sheriff Knight arranged for him to speak to the Sheriffs at the Florida Sheriff Association summer conference regarding the Foundation’s financial needs and the work of the Foundation to date. The Sheriffs pledged their continued support, financially and legislatively.  Chairman Bowen proposed that a letter be sent to each Sheriff as a follow-up to the meeting. Chairman Bowen and Major Kenney will work with Ms. Marshall to draft a letter to the Sheriffs for joint signature.  Director Rosenthal reported that she reached out to Sketchers regarding a donation, however their charitable giving is focused on children with special needs. She has also reached out to the Producer of the View. Additionally, Director Rosenthal reported that she will be speaking at the Worker’s Compensation conference on August 21.  Chairman Bowen indicated that he will also be speaking at the Worker’s Compensation meeting and will be discussing the PDMP.  The Director’s discussed the possibility of working with the Drug Enforcement Agency (DEA) to raise funds through a fee on DEA registrations. |
|  | Other Business   * Executive Director Advertisement * Review website “Tabs” * Google Analytics Report | Chairman Bowen committed to working with the Human Resources Department at Automated HealthCare Solutions to get the Executive Director position advertised.  Ms. Marshall reviewed the website content and Google Analytics provided for the Board’s Information. |
| 7 | Adjourn | Meeting Adjourned at 9:57 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 | Post Executive Director position | Dave Bowen  Erika Marshall | 8/9/13 | In progress |
| 3 | Draft letter to Sheriffs regarding donation of forfeiture funds. | Dave Bowen  Kevin Kenney  Erika Marshall | 8/9/13 | In progress |