

Draft Minutes

Florida PDMP Foundation

Friday, June 28, 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 Ellis, Secretary

Honorable Mike Fasano, State Representative, Director

Brian Kahan, Treasurer

Maj. Kevin Kenney for Sheriff Tom Knight, Director

Jill Rosenthal, MD, Director

DOH:

Lucy Gee, Division Director

Rebecca Poston, Program Manager

Erika Marshall, Outreach Director

Absent:

Gavin Meshad, Vice-Chair

Mike Ayotte, Director

Chief Don De Lucca, Director

| **Item** | **Topic** | **Discussion** |
| --- | --- | --- |
|  | Welcome and Opening Remarks | Chairman Bowen |
|  | Roll Call and Review of Sunshine Law | Secretary Ellis called the roll. All Directors were present except, Mike Ayotte, Chief DeLucca.  Ms. Ellis 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 May 31, 2013 minutes | Motion by Fasano, second by Kahan to approve the May 31, 2013 minutes. |
|  | Treasurer’s Report | Treasurer Kahan reported  $2,018.88 is in the WellsFargo Checking Account and $66,601.93 is in High Yield Savings for a total $68,620.81  The Directors’ reviewed the Amended FY13-14 budget as provided in the meeting packet. Ms. Poston ensured the Directors’ no state funds will be used in the general operation of the PDMP Foundation. The budget is a spending plan summary for anticipated expenditures FY13-14.  There was a motion by Kahan, second by Rosenthal to approve the amended budget.  Treasurer Kahan confirmed to Board he was advised by the accountant the IRS has received the reconciliation packet and is in the process of review. IRS does not provide date certain they will complete review and issue any findings.  Treasurer Kahan is seeking additional guidance regarding component units and correspondence received from Jeff Zwolenski, Financial Reporting Section, Florida Department of Financial Services. In that report, PDMP Foundation is identified with asterisk as an entity that does not provide audited financial statement. Originally, section 893.055(11)(i)requires the DSO to provide an independent financial audit in accordance with 215.981, to DOH and the Governor. In review of section 215.981, F.S., financial audits are required of its accounts if expenditures are in excess of $100,000. Current Foundation expenditures do not exceed $100,000. Ms. Gee will provide guidance at the next meeting. |
|  | Fund Raising Goals and Opportunities | Celebrity Fundraiser: Ms. Ellis and Ms. Poston have been in contact with the Travolta’s representative, Quilli Pinotti. The Travolta’s are very interested in collaborating with the Foundation for a celebrity fund raising event once they receive a copy of the recognition letter. |
|  | Other Business | The Directors’ discussed opportunities to address the prescription drug epidemic focusing on abuse, addiction and rehabilitation including:   * Increasing collaboration with the medical community to incentivize use through educational opportunities for prescribers and dispensers, establishing billing codes by insurance companies to reimburse, and recommend reduction of medical malpractice premiums for increased use of PDMP. * Review legislative initiatives * Provide E-FORCSE static clings in pharmacies.   Chairman Bowen asked the Directors’ review the Executive Director Position Summary for discussion at the next meeting. |
| 7 | Adjourn | The next scheduled meeting is July 12, 2013 at 9:00AM. There was a motion by Bowen, second by Rosenthal to adjourn the meeting at 10:05AM. |

**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 | Identify type of financial audit required in Section 893.055(11)(i), F.S. | Ms. Gee to check with budget and legal. | 7/12/13 | In progress |
| 3 | Send E-FORCSE static clings to Directors. | Rebecca Poston | 7/1/2013 | In progress |