



AGENDA

Board of Directors

Annual Meeting

Date: Friday August 12, 2016

: Barclay Room, Waldorf-Astoria Hotel, 14200 Bonnet Creek Resort Lane, Orlando

Time: 1:00 p.m. – 3:00 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

Carl Hayes, BPharm, E-FORCSE, Senior Pharmacist

Call to Order	Dave Bowen
Roll Call and Sunshine Law Statement	Karen Bailey
Additional Agenda Items	Dave Bowen
Adoption of Agenda	Dave Bowen
Approval of Minutes of Last Meeting (April 13, 2016)	Attached
President's Report	Dave Bowen
Treasurer's Report	Greg Nazareth
A. Financial Update	
B. Investments	
(1) Status of Certificates of Deposit	
(2) Interest Earned: Jan – July, 2016	
(3) Transfer of Restricted Funds in Savings Account	
C. Review of 2015 Tax Returns (IRS Form 990)	
Department of Health Report:	
A. E-FORCSE Update	Carl Hayes
B. Division Director	Lucy Gee
Re-Confirmation of PDMP Foundation as a DSO by Legislature	Robert Macdonald
Executive Director's Report:	
A. Fundraising Update	
B. Board of Director Reappointments	
C. Board of Director Vacancies	
D. Status: PDMP Online Course	

- E. PDMP Course at Florida Dental Convention
- F. Website Updates
- G. Social Media Update
- H. Article in Today's FDA
- I. DSO Contract Renewal (January 2017)
- J. Submission of PDMP Foundation Annual Report to DOH
- k. Recertification of PDMP Foundation as DSO to DOH

Request by FHA for Support of Course for ARNPs

Attached

PDMP Foundation/E-FORCSE activities at FAPM Conference

Robert Macdonald

Election of Officers

Public Comment

Announcements

Date of Next Meeting (TBD)

Adjournment



BOARD OF DIRECTORS

CONFERENCE CALL

MINUTES

Date: April 13, 2016

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

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 6:01 p.m. Wednesday April 13, 2016.

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 (November 2, 2015)

The chair called for the approval of the Board of Directors minutes from the November 2, 2015 conference call. A motion was made by Mr. Nazareth and seconded by Dr. Rosenthal 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 said that his comments would be limited to items on the agenda.

Treasurers Report – Financial Update

Mr. Nazareth reported that as of April 11, 2016, the PDMP Foundation had \$1,834.34 in its Wells Fargo Bank Cash Account. In the Savings Account the balance was \$258,642.17. Including the investment account, the foundation's total assets are \$1,610,379.70.

Of the funds in the savings account, \$126,438.71 is the E-FORCSE Designated Operations Fund. These funds consist of the unspent CVS/Caremark settlement funds for E-FORCSE operations contributed by the Attorney General's Office and interest earned for FY 2015-2016 which is a liquid asset not included in the investment funds; \$20,756.95 is in the E-FORCSE Operations Contingency Fund; \$36,073.80 is the balance of the PDMP Foundation Operations Fund; and \$50,000 is the PDMP Foundation Reserve Fund. The foundation has also received \$24,550 in contributions this fiscal year and has earned \$726 in Interest.

Through April 11, the foundation has spent approximately 61% of its fiscal year operating budget. The Reserve Fund remains approximately 51% of the foundation's fiscal year operating budget.

Investment Committee Report

Mr. Nazareth reported that the PDMP Foundation Investment Committee consisting of himself as chair, Dave Bowen and Dr. Samir Vakil is overseeing the coordination of \$1.35M in funds in managed CDs through Wells Fargo Bank private banking. These funds currently include three 3 month CDs and three six month CDs. Five are jumbo CDs of \$250,000 and one is a \$100,000 CD. Each is placed in a different financial institution. The bank will continue to rollover the CDs as they mature and until needed to be transferred back to the E-FORCSE operations fund to finance database operations under the Department of Health. All of the investments are FDIC protected.

Executive Director's Report

Mr. Macdonald discussed the status of the On-line PDMP Course being developed in conjunction with the Florida Medical Association and its vendor the American Safety Council. He said that the presenters were continuing to review sections of the course content and that some technical issues were in the process of being corrected. He also said that since Dr. John Armstrong was no longer the State Surgeon General that there was a need to develop a new introduction to replace an outdated video. The board suggested other alternative presenters for the introduction of the course including the U.S. Surgeon General, an FMA leader, a consumer advocate or a representative from CDC.

Mr. Macdonald related that the foundation in cooperation with the Department of Health would be offering a live PDMP Course promoting E-FORCSE to dentists at the Florida Dental Convention on June 16 at the Gaylord Palms Resort. The course would be done in an enclosed glass classroom in the exhibit hall. He said that the foundation has reached out to Walgreens, CVS Caremark and Walmart to sponsor the course for \$2,500. He said all of the pharmacy chains showed some interest and he is waiting on final approval from their corporate headquarters. He said that attorney Jason Winn, general counsel for the Florida Osteopathic Medical Association and Florida Podiatric Medical Association, Becki Poston, Program Manager, E-FORCSE and he would make the 3 hour presentation.

The executive director then addressed the need for yearly certification from the Department of Health to continue operations as a Direct Support Organization to raise funds for E-FORCSE Operations. He said that each year the board needed to present a formal letter to the department seeking recertification to operate. He said that in the past when the foundation forwarded its budget and annual report to the department and these two documents were approved that it was inferred that the DOH had certified the foundation's DSO status. However, Mr. Macdonald said that was not the case and that beginning this fiscal year he would work with Ms. Poston to develop the appropriate language to use in the certification letter and forward it with the budget for approval by May 15.

The board reviewed the contributions for 2015-2016. Mr. Macdonald said that 'the current contributions received were \$24,050. He said that the majority of funds received come from law enforcement agencies and were down because the U.S. Department of Justice is withholding payment of Asset Forfeiture Funds to county sheriff's offices and police departments due to Federal government budget shortfalls. Mr. Macdonald stated that since E-FORCSE was receiving general revenue funds for operations again in 2016-2017 and that the foundation's settlement funds were being invested to earn higher rates of return, the initial fundraising goal for the next fiscal year would be to sustain the organization's ability to operate. The board discussed seeking operation grants from major funding institutions. Mr. Macdonald said that he would research this possibility. It also mentioned board members meeting with legislators to continue to inform them of the need to support the PDMP.

Upgrades to the current software used for the PDMP Foundation website were provided by the executive director. He said he worked with the webmaster, Wil Martindale and the domain host, Chris Akins to correct corrupted files.

Mr. Macdonald then provided the board with a status report on his marketing and promotion efforts to cultivate potential supporters and to educate healthcare practitioners and law enforcement officials about the benefits of using the PDMP database to help deter prescription drug abuse and diversion. He said he had recently attended the Florida Podiatric Medical Association convention, the Florida Sheriff's Association winter conference and the Florida Osteopathic Medical Association Convention.

The executive director confirmed with Mr. Bowen, Mr. Ayotte, Ms. Bailey and Dr. Vakil that they would seek reappointment to the board beginning with the 2016-2017 fiscal year. He said that he would forward a memorandum to the appointments office recommending that these current board members be reappointed.

Approval of the FY 2016-2017 Budget

Mr. Nazareth reported that the proposed FY2016-2017 budget of \$82,400 was being recommended for adoption by the Finance Committee consisting of his, as chair, Mr. Bowen and Mr. Macdonald. It has been reviewed by the Executive Committee with no comments.

He said that the budget for next fiscal year is a 15.1% reduction in funding from 2015-2016. The budget will be funded with monies carried forward from unspent operating funds, contributions and the reserve fund. The new budget will include a Reserve Fund of \$16,250. The budget will also include the monies brought forward from the E-FORCSE liquid operation funds and the E-FORCSE contingency fund which is used to cover database marketing and promotional costs not funded by the state's general revenue allocation to the program.

The chair called for discussion on the proposed budget. Hearing none, he called for a motion for adoption. Mr. Nazareth moved and it was seconded by Dr. Vakil to adopt the following motion:

MOVED, that the FY 2016-2017 PDMP Foundation budget be approved and forward it to the Department of Health recommending adoption.

Motion Adopted Unanimously

E-FORCSE Program Manager Report

Ms. Poston reported that the E-FORCSE database had received over 180M prescription records since its inception in September 2011. She said about three million prescriptions are uploaded monthly. There are on an average 300,000 queries for information a month.

She said that over 19,000 prescribers have registered to use the database and another 16,000 pharmacists are also registered. Ms. Poston noted that over 27,000 health care practitioners participating in E-FORCSE have made 25.2M queries into the system for patient information.

The program manager then said that the legislature had again provided a general revenue appropriation for FY 2016-2017 for continued operations.

Ms. Poston then reviewed amendments to the PDMP law adopted by the 2016 legislature. The amends addressed the dispensing of prescription drugs by rehabilitative hospitals, assisted living facilities and nursing homes. The bill also allows for PDMP registered users to assign a designee to retrieve patient information. The DOH is working on a authorization process to link the designee the registered database user. Under the amended law, an impaired practitioner consultant may have access to program participant's information with authorization from the patient.

Public Remarks

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

Announcements

The chair called for announcements. None were made.

Date of Next Meeting

The chair announced that the next meeting of the board of directors would be a live meeting in a central location of the state. Mr. Macdonald proposed meeting in conjunction with the Florida Academy of Pain Medicine on August 12, 2016 at the Waldorf Astoria Hotel, Bonnet Creek, Orlando. The chair requested the executive director to contact the FAPM to determine if the foundation could meet in conjunction with its annual conference. He also asked Mr. Macdonald to contact the board to determine their availability to attend the meeting on the proposed date.

Adjournment

The meeting of the PDMP Foundation Board of Directors was adjourned at 7:05 p.m., Wednesday April 13, 2016.

July 21, 2016

Robert Macdonald, MS
Executive Director
Florida PDMP Foundation, Inc.

Dear Mr. Macdonald:

The Florida Hospital Association is working in collaboration with the Florida Nurse Practitioner Network to develop an online educational program related to controlled substance prescribing by Advanced Registered Nurse Practitioners. This program will meet the mandatory 3 hour per licensure renewal cycle continuing education requirement that was included in House Bill 423 that recently passed during the 2016 Legislative Session. A component of the curriculum will address the Florida Prescription Drug Monitoring Program (PDMP) and Rebecca Poston has agreed to work with us to develop this portion of the program content.

I am contacting you to request consideration by the PDMP Foundation to support the development of this program through a donation to the FHA Education and Research Foundation in the amount of \$1000. This funding will cover the expenses to set up the online program that will be available to all ARNPs in Florida.

Thank you very much for the important work you are doing to decrease prescription drug abuse in Florida. I would be very happy to provide additional information if needed.

Sincerely,



Martha DeCastro, MS, RN
Vice President for Nursing
Florida Hospital Association

