



AGENDA

Board of Directors

Conference Call

Date: Thursday May 11, 2017

Time: 6:00 p.m. – 7:00 p.m. (EST)

Teleconference Information:

Access 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

Anthony Salvagni, DO, PharmD, Director

Hon. Al Nienhuis, Director

Staff:

Robert Macdonald, MS, Executive Director

DOH:

Lucy Gee, DOH Division Director

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

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| 1. | Call to Order | Mr. Bowen |
| 2. | Roll Call/Sunshine Law | Mr. Macdonald |
| 3. | Approval of Minutes: (December 15, 2016) | Mr. Bowen
Attached |
| 4. | President's Report | Mr. Bowen |
| 5. | Treasurer's Report: | Mr. Nazareth |
| | A. Financial Update | |
| | B. Report on Investments | |
| 6. | FY 2017-2018 Budget | Mr. Nazareth
Attached |
| 7. | Executive Director's Report: | Mr. Macdonald |
| | A. Legislative Wrap-up | |
| | B. Update: Fundraising | |
| | C. Board Member Re-Appointments | |
| | D. On-line CE Course | |
| 8. | E-FORCSE Program Manager Report | Ms. Poston |
| 9. | Public Remarks | Mr. Bowen |
| 10. | Announcements | Mr. Bowen |
| 11. | Date of Next Meeting: TBD | Mr. Macdonald |
| 12. | Adjournment | |

**BOARD OF DIRECTORS
MEETING
CONFERENCE CALL**

MINUTES

Date: Thursday December 15, 2016

Time: 6:00 p.m.

Chair: Dave Bowen

Members Present (Officers): Karen Bailey, Secretary and Greg Nazareth, Treasurer

Members Present (Directors): Dr. Daniel Gesek, Dr. Samir Vakil and Sally West

Member Absent (Officer): Michael Ayotte, Vice Chair

Members Absent (Director): Dr. Lee Ann Brown and Dr. Jill Rosenthal

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 meeting to order at 6:01 p.m., Thursday December 15, 2016.

Roll Call/Sunshine Law

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

Approval of Minutes of Last Meeting (August 12, 2016)

The chair called for the approval of the Board of Directors minutes from the August 12, 2016 annual meeting in Orlando. A motion was made by Ms. Bailey 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.

Chair Report

Mr. Bowen thanked all board members and guests for their participation on the conference call. He said that in his travels to other states he had conversations with medical doctors who were interested in combining PDMP information with Electronic Health Records. These practitioners said that this would make it easier to review all patient records in one place. Ms. Poston said that this matter was under discussion and would need to be addressed by the legislature but was not part of this year's department priorities.

Executive Directors Report

Mr. Macdonald discussed the status of the developing PDMP Online continuing education course being produced in conjunction with the Florida Medical Association. He said that there was a delay in the release date due to the appointment of a new State Surgeon General with Dr. Celeste Philip replacing Dr. John Armstrong. Due to this change, a new introduction to the course needed to be produced and scheduled with Dr. Philip based on the commitments in her new position. Ms. Poston said that she would work with the FMA staff and State Surgeon General's office to work on completing the new course introduction. Mr. Macdonald also added that once the course was completed the foundation and FMA would finalize the online registration fee and the portion that would be donated to the PDMP Foundation.

Regarding marketing and promotion Mr. Macdonald provided a timetable for direct mailings to law enforcement agencies which have been some of the biggest contributors in support of the state PDMP. He said that following the recent election, 20 new sheriffs will be taking office in January. The foundation will contact all sheriffs to encourage their support through donations from their Asset Forfeiture Funds. He also said that all the police chiefs will also receive a donor letter to seek contributions to help sustain E-FORCSE operations.

Mr. Macdonald also provided the board a schedule of the conventions and conferences that he would be initially attending to promote and educate the participants about the PDMP/E-FORCSE. His schedule included the January Florida Police Chiefs Association and Florida Podiatric Medical Association conventions in Orlando, the Florida Sheriffs Association winter conference in Jacksonville and the Florida Osteopathic Medical Association convention in Weston in February.

The executive director then reviewed the status of filling the two remaining vacancies on the board of directors. He said that Dr. Anthony Silvagni, Dean Emeritus of the College of Osteopathic Medicine and Director of International and Interprofessional Relations and professor of family medicine and public health at Nova Southeastern University had applied for one of the positions. His application was being reviewed by the State Surgeon General.

Regarding social media, Mr. Macdonald said that he continues to update the foundation's website and Facebook page. He said that there were over 200 regular followers of foundation activities on Facebook.

Mr. Macdonald then discussed two projects that the foundation may be involved with in conjunction with the Department of Health E-FORCSE staff. He said that the department was interested in providing drug deactivation pouches to PDMP registered users for their patients to dispose of unused prescription controlled substances. Initially the foundation was asked to purchase 10 cases at \$3,590 as a trial to see how this project would be received by the practitioners. Mr. Macdonald contacted the company Verde Technologies and sought a 50% reduced fee and asked the company to donate half of the order as tax-deductible contribution. He reported that the company agreed to provide the 50% discount for the order.

Following further discussion with Ms. Poston and the board, Ms. West said that Walgreen's had installed drug disposal kiosks in some of its stores that were opened 24 hours and persons were able to dispose of unused medications at these locations and it seemed to be working without any problems. She also offered other possible companies that dealt in disposal of unused medications that could be contacted to determine if costs for this program could be reduced.

Mr. Macdonald said a second project that the foundation may be involved with is the distribution of a pamphlet being developed by the department staff to implement the Victoria Siegel Controlled Substance and Safety Education and Awareness Act. Ms. Poston provided an update on the status of this project's development. She said that the pamphlet will include information for practitioners and the public on controlled substances. Once the project is completed it will be available on the E-FORCSE website. Mr. Macdonald said that the pamphlet could also be part of the information distributed at conventions and conferences.

Ratification of Director & Officers Insurance Policy

Mr. Macdonald reported that the cost of yearly Directors & Officers insurance coverage required for operations was approximately \$3,700. Of this total, \$2,383 was the premium for Employee Theft Coverage. Upon review by the PDMP Foundation Executive Committee it was determined that there was no need for the theft coverage since the foundation had no full-time employees. By eliminating the theft coverage premium, the total cost for D&O coverage for 2017 would be \$1,400.

After further discussion, the following motion was made by Ms. Bailey and seconded by Dr. Gesek:

MOVED, that the PDMP Foundation delete Employee Theft Coverage from the Directors and Officers insurance policy coverage.

Motion Adopted Unanimously.

E-FORCSE Program Director Report

Ms. Poston gave an update on the status of E-FORCSE operations. Key points that she provided about the program's successes were that 66% of all registered pharmacies were reporting controlled substance prescription information to the database within 24 hours. She said that over 45,000 practitioners and law enforcement officials had received educational programs regarding the state PDMP and due to this there was a 24.4% increase in the number of registrants using the database and queries increased by 42%. She also said that the Florida Hospital Foundation was about to launch its online course to train ARNPs about prescribing controlled substances and the use of the PDMP. She thanked the foundation for its \$1,000 grant to help this project's implementation. Ms. Poston also mentioned that the average Morphine Milligram Equivalents (MMEs) prescribed was reduced by 38.9% since E-FORCSE's implementation in 2011. She also said that Multiple Provider Episodes (MPEs) were down by 76.2% since the PDMP database became active.

Ms. Poston also provided an update on the request for proposal advertisement for the prescription drug monitoring system and transition of the database to a new vendor. Ms. West also commented on the need for the state of Florida to change laws that prohibit sharing prescription drug controlled substance information between states. She said this policy could reduce possible future Federal grant funding. Ms. Poston mention that Alabama had begun this process with Florida under a Memorandum of Understanding authorizing Florida health care practitioners' access to Alabama data.

Treasurer's Report

The chair called on Mr. Nazareth for the treasurer's report. He said that as of December 13, 2016 that there was \$2,551.39 in the PDMP Foundation Wells Fargo Bank checking account and \$113,469.63 in the Wells Fargo Bank Money Market Business Account. Including the investments, he said that the foundation's total assets were \$1,570,010.03.

He said that of the funds in the savings account, \$32,590.91 were E-FORCSE designated funds and \$11,283.14 were in an E-FORCSE contingency account which are liquid assets to be used for database operational expenses only. Of the remaining funds in the money market account \$49,782.09 was budgeted for foundation operations and \$17,932 was the foundation's reserve fund. He also said the foundation received \$1,750 in contributions and had \$82.75 in earned interest.

Investment Committee Report

As chair of the investment committee Mr. Nazareth provided an update on the PDMP Foundation's financial status. He said that \$1,449,310.50 was currently placed in Certificates of Deposit managed by Wells Fargo Bank financial advisors. The foundation currently has purchased five jumbo CDs of \$250,000 and one of \$200,000 placed in different financial institutions. He said that these CDs are staggered with six month maturity dates. After maturing the financial advisors purchase new CDs at the highest market rate to benefit the foundation. He said that all of the CDs are FDIC insured. Mr. Nazareth reported that since the investments were placed in CDs in January 2016, the foundation has received \$4,679.54 in money market swipe fund interest.

Status Report: Continuation of PDMP Foundation as a DSO to Department of Health

Ms. Poston said the Department's legislative package included a recommendation to continue the PDMP Foundation's DSO status. She said that once the department's 2017 legislative package was assigned to committees that the PDMPF staff and board members should be available to answer questions during committee meetings.

Public Remarks

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

Announcements

The chair called for any announcements. None were made.

Date of Next Meeting

Mr. Macdonald suggested that since the foundation staff and board members may need to be in Tallahassee during session to provide testimony to Senate and House committees to continue as a Direct Support Organization to the Department of Health that the next live meeting should be in March or April in the capitol. He also mentioned that the State Surgeon General had requested time on the next live meeting agenda to meet the board and discuss any items relative to foundation operations.

The chair agreed and asked Mr. Macdonald to work with the DOH staff and Surgeon General's Office to determine dates for potential committee hearings that would affect the foundation's continuance as a DSO and provide them to the board to determine availability of members to travel to Tallahassee to meet.

Adjournment

The PDMP Foundation Board of Directors conference call was adjourned at 6:44 p.m., Thursday December 15, 2016.

**PRESCRIPTION DRUG MONITORING PROGRAM FOUNDATION
2017 - 2018
OPERATING BUDGET**

ASSETS

Account	Reserves	Operations
E-FORCSE Investment Acct.	\$ 1,460,434.00	
E-FORCSE Operation Reserves	\$ 20,337.00	
E-FORCSE Promotion		\$ 15,050.00
E-FORCSE Contingency		\$ 5,000.00
PDMPF Operations		\$ 35,400.00
PDMPF Contingency		\$ 2,147.00
PDMPF Fund Interest		\$ -
PDMPF Operations Grants		\$ -
PDMPF Online Course Revenue		\$ -
Contributions		\$ -
Sub-Total	\$ 1,480,771.00	\$ 57,597.00
Total Assets		\$ 1,538,368.00

PROJECTED 2017-2018	2016-2017 Budget	YTD Expense 7/1/16-5/1/17
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EXPENSES

\$ 50,450.00	\$ 82,400.00	\$ 57,794.83
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Personnel	Amount	\$ 25,000.00	\$ 48,000.00	\$ 38,769.00
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Executive Director

Part-Time	
[\$1,923.08 x 13]	\$ 25,000.00
Sub-Total	\$ 25,000.00

Total	\$ 25,000.00
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Insurance	Amount	\$ 1,500.00	\$ 3,800.00	\$ 1,400.00
Officers & Directors Ins.	\$ 1,500.00			
Sub-Total	\$ 1,500.00			

Total	\$ 1,500.00
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E-FORCSE Marketing	Amount	\$ 3,500.00	\$ 3,500.00	\$ 2,701.66
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Design & Layout

Brochures	\$ 200.00
Envelopes/Letterhead	\$ 100.00
Sub-Total	\$ 300.00

Printing

Brochures	\$ 500.00
Envelopes/Letterhead	\$ 100.00
Sub-Total	\$ 600.00

Advertising

Sub-Total	\$ 500.00
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Promotional Materials

Sub-Total	\$ 600.00
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Website Hosting

Sub-Total	\$ 100.00
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Website Maintenance \$ 800.00
Sub-Total \$ 800.00

Social-Media Promotion \$ 600.00
Sub-Total \$ 600.00

Total \$ 3,500.00

E-FORCSE Fund Raising	Amount	\$ 1,550.00	\$ 2,000.00	\$ -
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Direct Mail Solicitation
Law Enforcement \$ 1,300.00
Sub-Total \$ 1,300.00

Thank You Cards/Envelopes \$ 250.00
Sub-Total \$ 250.00

Total \$ 1,550.00

PDMPF Mailing	Amount	\$ 300.00	\$ 300.00	\$ 66.25
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Postage \$ 200.00
Sub-Total \$ 200.00

Shipping \$ 100.00
Sub-Total \$ 100.00

Total \$ 300.00

PDMPF Ex Dir Travel	Amount	\$ 1,500.00	\$ 1,500.00	\$ 3,140.70
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**Meetings with board, donors,
government agencies, regulatory boards**

Legislature	\$ 1,500.00
Sub-Total	\$ 1,500.00

Total	\$ 1,500.00
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PDMPF Office Operations	Amount	\$ 2,300.00	\$ 2,300.00	\$ 1,681.78
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Misc. Supplies	\$ 230.00
Sub-Total	\$ 230.00

Cell Phone	\$ 1,500.00
Sub-Total	\$ 1,500.00

Bank Service Charge	\$ 130.00
Sub-Total	\$ 130.00

P.O. Box Rental Fee	\$ 360.00
Sub-Total	\$ 360.00

Rewards Membership	\$ 50.00
Sub-Total	\$ 50.00

Total	\$ 2,300.00
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PDMPF Legal/CPA Services	Amount	\$ 2,800.00	\$ 2,800.00	\$ 2,283.00
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CPA Fees	\$ 2,000.00
Sub-Total	\$ 2,000.00

Legal Fees	\$	500.00
Sub-Total	\$	500.00

Taxes	\$	300.00
Sub-Total	\$	300.00

Total	\$	2,800.00
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E-FORCSE Special Events Fund-Raising	Amount	\$ 10,000.00	\$ 10,000.00	\$ 7,785.87
<i>PDMP Foundation Promotions at Conventions and Trade Shows and Hosting A Special Event</i>	\$	10,000.00		

Sub-Total	\$	10,000.00
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Total	\$	10,000.00
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PDMPF Meeting Expense	Amount	\$ 2,000.00	\$ 2,000.00	\$ 758.18
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Board of Directors

<i>Room Rental Fee</i>		
\$300x2mtgs.	\$	600.00
Sub-Total	\$	600.00

<i>Audio-Visual/Conf. Phone/line</i>		
	\$	100.00
Sub-Total	\$	100.00

<i>Meeting Notices (FAR)</i>		
\$20x4mtgs.	\$	80.00
Sub-Total	\$	80.00

Conference America

200x4 mtgs. **\$ 800.00**

Sub-Total **\$ 800.00**

Misc. Meetings Vendors/Committees **\$ 420.00**

Sub-Total **\$ 420.00**

Total **\$ 2,000.00**
