



*Supporting the State of Florida
Prescription Drug Monitoring Program*

BOARD OF DIRECTORS

CONFERENCE CALL MEETING

MINUTES

Date: Monday November 18, 2019

Time: 6:00 p.m. (EST)

Chair: Dr. Jill Rosenthal

Members Present (Officers): Dr. Samir Vakil, Vice Chair, Dr. Lee Ann Brown, Secretary and Greg Nazareth, Treasurer

Members Present (Directors): Dr. Anthony Silvagni, Lorraine Duthe, Sally West, Dr. Dan Gesek, Dr. Nomen Azeem and Ms. Tyler Davis

Member Absent (Director): Hon. Al Nienhuis

Consultant: Robert Macdonald, Executive Director

Department of Health: Cassandra Pasley, Division Director, MQA and Becki Poston, Program Manager, E-FORCSE

Call to Order

The chair called the PDMP Foundation Board of Directors conference call meeting to order at 6:03 p.m., Monday November 18, 2019.

Roll Call/Sunshine Law

The chair called on the secretary to call the roll and provide the Sunshine Law statement. Dr. Brown called the roll and said that Sheriff Nienhuis was unable to participate on the conference call. She announced that a quorum was present. She then the read the Sunshine Law statement.

Approval of Minutes of Last Meeting (May 16, 2019)

The chair called for the approval of the Board of Directors minutes from the May 16, 2019 conference call. A motion was made by Dr. Gesek 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.

Report of the Chair

The chair welcomed Dr. Azeem and Ms. Davis as new members appointed by the State Surgeon General to the board of directors. She also acknowledged the reappointment of all board members whose terms ended in July for two-year terms ending July 2021.

The chair notified the board that the foundation's contract with the Department of Health to continue as a Direct Support Organization in support of the state Prescription Drug Monitoring Program was renewed for two years. She thanked Mr. Macdonald and Ms. Poston for their assistance in the process.

The chair said that with the board appointments that it was necessary to schedule the annual meeting. She discussed possibly holding the meeting in Tallahassee during the legislative session which would allow for the State Surgeon General, Attorney General's Office and Department of Health to send representatives to the meeting. Dr. Silvagni recommended for those directors that could not attend the meeting if the foundation could SKYPE the proceedings. The chair requested Mr. Macdonald to research the cost of providing SKYPE capabilities. She also said that the meeting would also have a conference phone hookup for directors and interested participants to use. Mr. Macdonald added that if the meeting were held in Tallahassee that in addition to government officials the board could invite key executive staffs of the healthcare and law enforcement professional associations whose members are designated by law to use the PDMP database. The board suggested that Mr. Macdonald contact the surgeon general and attorney general's offices to determine a date and time that these officials may be available to attend the annual meeting and then poll the board to determine how many members could be present in Tallahassee. The chair then said that if Tallahassee was not a favorable location for the annual meeting that other alternative meeting sites would be researched.

The chair then discussed the need to establish board committees to address key projects and programs. She said that this item would be reviewed by the executive committee and once specific committees were identified board members would be contacted to determine their interest in serving.

In regards to the yearly Department of Health certification, the chair announced that the foundation met all its requirements as a DSO in support of the PDMP. She said that the certification letter was attached to the 2019 PDMP Foundation annual report.

Additional Agenda Items

The chair called for any additional agenda items. None were added.

Treasurer's Report

The chair called on Treasurer for his report. Mr. Nazareth gave the following update on foundation finances:

He said that as of November 15, 2019 the PDMP Foundation total assets were \$1,415,728.70. These funds were held in Wells Fargo Bank accounts. He said that the total assets included \$6,265.93 in the checking account; \$92,611.69 in restricted and \$12,555.62 in non-restricted funds in the Platinum Business Savings Account; and \$1,304,700.45 in the brokerage account in certificates of deposit and cash.

He then provided an overview of the foundation's investments in the Wells Fargo Brokerage Account. He said that \$1,303,700.50 was invested in four one-year, one six month and one three-month certificates of

deposit maturing at various dates and FDIC insured. He said that there was also \$593.95 in cash totaling \$1,304,700.45.

The treasurer then reviewed the status of the FY 2019-2020 budget expenditures. He said that of the \$155,094 approved budget the expenses to date were \$39,525.11. This was 25.5% of the budget expenditures through the first four and half months of the fiscal year. Mr. Nazareth said that of the total expenses \$18,688.89 were for support of E-FORCSE education and outreach programs and \$3,528.60 was for management of the foundation's operations.

Executive Director's Report

Mr. Macdonald provided an update of his time spent working with the E-FORCSE staff on promotion of the PDMP as part of the foundation's support of educational and outreach programs. He said that he and E-FORCSE staff attended nine health care and law enforcement state conferences, conventions and trade shows from July to October. He said that beginning in January the staffs would again be on the road attending seven state meetings. He said that the response to PDMP Foundation/E-FORCSE staff presence from meeting attendees has been overwhelmingly positive.

Mr. Macdonald said that in addition to attending statewide events, the foundation has also provided funds to pay for costs of exhibit booths, displays, handout materials, sponsorships, advertising in professional journals and websites and marketing of the PDMP.

The executive director noted that the PDMP Foundation board's Director & Officer Insurance policy was up for renewal in January 2020. He said that the foundation must provide this coverage for board members and that the premium was \$1,400 as allocated in the fiscal budget. The CHUBB insurance company provides this coverage for the board members.

As per the FY 2019-2020 budget allocation, Mr. Macdonald updated the board on the foundation's support for the E-FORCSE independent contractor Kaitlin Brown, the part-time program analyst. He said that the Ms. Brown is working directly with Ms. Poston on PDMP database projects and is in the process of also producing a report on the efficacy and efficiency of the program as directed by the legislature. He said that as of November 15th \$3,073 of the \$28,080 budget for the position was paid to Ms. Brown for her services.

Mr. Macdonald stated that in his role of executive director he is charged with managing the governance of the PDMP Foundation as a tax-exempt 501 c 3 organization. As part of this role he said that the foundation's *Articles of Incorporation* and Bylaws should be reviewed on a regular basis to ensure that these legal documents address current organizational operations and structure. He said that upon initial review he felt that there were some needed revisions to the Articles and Bylaws. To accomplish this task, he said that he would forward to the executive committee recommendations and upon initial review the chair could decide to appoint a committee to oversee the process. If necessary, the executive director would contact the foundation's legal counsel to provide opinion and to initiate any approved revisions with the Department of State.

In conclusion, Mr. Macdonald said that in August he filed the PDMP Foundation annual report with the Department of Health and forwarded a copy to the Attorney General's Office. The report included an update on the foundation's support for E-FORCSE outreach and educational programs; funding efforts; the fiscal budget; short-term strategic plans; the DSO certification letter from the Department of Health and the 2019 IRS 990 and 990T forms which were prepared by the foundation's CPA George Ponczek.

The chair thanked Mr. Macdonald for his report.

Report: Department of Health

The chair called on Director Pasley for her remarks. She said that she was looking forward to her new position as Division Director of Medical Quality Assurance. She looked forward to working with Ms. Poston and the foundation with the state's prescription drug monitoring program. She reviewed past positions held within the Department of Health and mentioned that she was a registered nurse by profession. The chair thanked the director for participating in the conference call seeing that she had just taken over her new position on November 15th.

The chair called on Ms. Poston for her report. She said that the official annual PDMP/E-FORCSE report was currently being finalized and would be released soon. She said that with the requirement for practitioners who prescribe controlled substances to register and use the database there are over 104,000 licensees in the system. She said that system upgrades allow practitioners to interface the PDMP database with their electronic health records. Ms. Poston also mentioned that users were now able to seek patient controlled substance prescription information from 16 states. She said that Florida PDMP has addressed many key areas related to the state's opioid epidemic including reducing doctor shopping by 85%; lowering opioid deaths due to prescription drug overdoses; and deterring fraud, abuse and diversion of controlled substances.

Ms. Poston then discussed a role for the foundation in assisting the Department of Health on a CDC grant it was awarded which would provide peer to peer education to practitioners about the operational aspects of the PDMP database. She said that as a 501 c 3 organization the foundation could apply to all the healthcare regulatory boards whose licensees are designated to utilize the PDMP database to seek approval as a continuing education provider. The initial or pilot stage of the CDC grant would be done in Duval, Broward and Palm Beach counties. All physicians, dentists, pharmacists, podiatrists, physician assistants, nurse practitioners and optometrists would be targeted for the peer to peer educational program and receive CME credit. Ms. Poston projected that the foundation would oversee the entire program and hire additional part-time staff to help develop the curriculum and implement it in the pilot counties.

Following Ms. Poston's report some board members had suggestions for upgrades to make the database more user friendly. They also asked about the status of Medical Marijuana and whether that would also be incorporated into the database's information. Ms. Poston said that since the medication was not a scheduled II to V drug that it was not required to be monitored and included in database. She said that to add persons to the database who were being treated with Medical Marijuana would take a legislative action.

The chair thanked Director Pasley and Ms. Poston for their remarks and updates on E-FORCSE operations.

Public Comments

The chair called for any public comments. None were presented.

Announcements

The chair called for any announcements. None were presented.

Date of Next Meeting

The chair said that the next meeting would either be the live meeting as discussed earlier in the agenda or a telephonic meeting leading up to the live meeting if necessary.

Adjournment

Hearing no further discussion, the chair called for the adjournment of the meeting. The meeting was adjourned at 6:50 p.m., Monday, November 18, 2019.

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