



Florida PDMP Foundation

Board of Directors

Annual Meeting

MINUTES

Date: Saturday August 3, 2024

Time: 1:00 p.m.

Location: Orchid Room, Hyatt Regency Grand Cypress Resort, Orlando

Chair: Dr. Lee Ann Brown

Members Present (Officers): Mr. Greg Nazareth, Treasurer and Al Nienhuis, Secretary

Members Present (Directors): Dr. Kellyann Curnayn, Dr. Christopher Watson (Conference Line), Dr. Samir Vakil (Conference Line) and Dr. Nomen Azeem (Conference Line).

Member Absent (Director): Dr. Dan Gesek

Staff: Robert Macdonald, MS, Executive Director, Dr. Kelli Ferrell, PhD, Health Educator

Legal Counsel: Jason D. Winn, Esq

Department of Health: John Felton, Program Manager, E-FORCSE

Guest: Dr. Joshua Lenchus

Call to Order

The chair called the PDMP Foundation Board of Directors annual meeting to order at 1:00 p.m., August 3, 2024.

Roll Call/Sunshine Law

The chair called on Sheriff Nienhuis for the Sunshine Law statement and to call the roll. He read the Sunshine Law Statement and took the roll and confirmed there was a quorum present.

Approval of Minutes of Last Meeting (May 13, 2024)

The chair called for a motion to adopt the minutes of the May 13, 2024, board of directors' conference call meeting. Sheriff Nienhuis moved that the minutes be approved and Dr. Vakil seconded the motion. Hearing no dissent, the chair declared that the minutes were approved.

Report of the Chair

The chair welcomed all the in-person directors and those on the conference telephone line to the annual meeting. She asked each to introduce themselves and give a brief update on their backgrounds.

The chair then provided a report on the state of the PDMP Foundation and its goals and mission since its establishment by the Florida Legislature. She said that the foundation continues as a Direct Support Organization to the Florida Department of Health to provide supplemental funding for outreach and education programs for the state prescription drug monitoring program.

She mentioned that the current board has only eight members. In 2021, there were eleven directors. She said that there was a need to encourage qualified and knowledgeable practitioners including a medical school dean to apply to the State Surgeon General for consideration for appointment to serve on the board of directors.

In closing, the chair thanked the staff for its continued work in support of E-FORCSE outreach and education programs. She also recognized staff for the extensive work done on the development and implementation of deliverables for the Center for Disease Control and Prevention Overdose Data to Action Grants. The chair said that Dr. Ferrell would be updating the board on the 2024-2025 OD2A grant projects later in the meeting.

The chair then thanked all the board members for its current support.

Treasurer's Report

The chair called on Mr. Nazareth for his report. As of July 31, 2024, the total PDMP Foundation assets were **\$945,350** in Wells Fargo banking and brokerage accounts. There was **\$12,884** in the checking account and **\$156,158** in the WFB Platinum Savings Account of which **\$19,163** are unrestricted funds. The total funds in the Wells Fargo Brokerage account are **\$776,308**. This total includes three \$250,000 six-month CDs with a total market value of **\$750,140**. The brokerage account also has **\$26,169** in cash.

He said that the approved budget for FY 2024-2025 is **\$152,450**. As of July 31, 2024, **\$7,538** was the expense for contract administrative services. The project and programs expenses totaled **\$909** and office operations were **\$1,295**. The total funds spent were **\$9,742**.

The treasurer added that the approved budget for FY 2024-2025 for the Center for Disease Control and Prevention Overdose Data to Action Grant (OD2A) is **\$157,970** for deliverables provided by the PDMP Foundation to the Florida Department of Health. In the first month of the grant fiscal year the total expenses were **\$5,346**.

The chair thanked the treasurer for his report. She asked if there were any questions and hearing none the report was accepted for information.

Report from the Department of Health

The chair called on Mr. Felton for an E-FORCSE update. He gave an overview of the operations of the state prescription drug monitoring program. Mr. Felton provided statistics on the number of patient records and number of registered users of the PDMP. He mentioned that the Department of Health contracted with the University of Florida to collect county data on the prescribing and dispensing of controlled substances. He said that the staff was currently working on its annual report which will include all the current updates on the program.

Legal Counsel Report

The chair called on Mr. Winn for his report. He said that the board at its May conference call requested that legal counsel determine if there needed to be a policy on linking for-profit addiction programs on the PDMP Foundation website. The board reviewed whether to limit links on the website for addiction programs to recognized state and non-profit organizations only. Following further discussion Sheriff Nienhuis moved the following motion:

MOVED, that for-profit organizations promoting addiction programs are not permitted to be linked to the PDMP Foundation website and that the executive committee shall review all requests from outside organizations requesting to be placed on the website to determine if they are appropriate for endorsement.

MOTION SECONDED by Mr. Nazareth

MOTION ADOPTED

Staff Reports

The chair called on Dr. Ferrell for her report on PDMP Foundation projects. She outlined with the board the status of deliverables for the Center for Disease Control and Prevention OD2A grant for FY 2024-2025. Dr. Ferrell said that the PDMP Foundation was responsible for the development and production of two continuing education courses offered via webinars and live presentations. She said the first course topic dealt with pain management for acute, sub-acute and chronic pain in outpatient settings. The second course topic would cover screening and diagnosis of substance abuse disorders including opioid and stimulant disorders. Each course would provide 1.5 hours of CE credit for physicians, dentists, pharmacists, physician assistants, podiatrists and nurse practitioners.

Dr. Ferrell said that preliminary drafts of the two course materials with slides were forwarded to the PDMP Foundation education committee and the Department of Health E-FORCSE staff for review. She provided the board members with handout materials outlining the grant courses. She said that the foundation would again contract with the Florida Medical Association to produce the webinars and that the FMA would

present the two course live presentations at its July 2025 annual meeting. Dr. Ferrell said that the courses could also be offered on-demand on the FMA and CE Broker websites.

To present the two courses, Dr. Ferrell said that Dr. Joshua Lenchus agreed to be the presenter of the first course on pain management and Dr. Nomen Azeem would be the speaker on substance abuse issues. She said that Dr. Lenchus' background on presenting the state of Florida's required course on opioid prescribing and Dr. Azeem's previous OD2A grant presentation on use of stimulants made them excellent choices to present the two courses under the OD2A grant.

Dr. Ferrell also said that the courses would be promoted through blast emails by the foundation to the targeted practitioners. The FMA would also promote the courses on its website.

Following discussion on the OD2A grant deliverables, Dr. Ferrell reviewed with the board the status of the PDMP educational program for students in health care programs. She said that the program outline was reviewed by the foundation education committee and the E-FORCSE staff. The one-hour program was intended to inform the students about the basics of the state's prescription drug monitoring program's requirements, legal issues and operations. Dr. Ferrell said that program would be produced by the FMA, and that Becki Poston was recommended to present the video presentation. Dr. Ferrell noted that she had been in contact with deans of several schools and that they were favorable to offering this program to students.

Executive Director Report

Mr. Macdonald provided an update on the PDMP Foundation's outreach and education projects for FY 2024-2025. He said that in the past month the foundation and E-FORCSE staffs had attended and exhibited at the Florida Academy of Family Physicians, Florida Sheriffs Association, Florida Society of Health Systems Pharmacists and the Florida Medical Association annual meetings. He said later in August he would be exhibiting at the Florida Nurse Practitioners Network conference. During the remainder of the fiscal year the PDMP Foundation/E-FORCSE exhibit was planned to be present at the Florida Podiatric Medical Association SAM conference, Florida Osteopathic Medical Association annual meeting, Florida Pharmacy Association conference and Florida Dental Convention.

Currently, Mr. Macdonald said that he was preparing the 2024 PDMP Foundation Annual Report. He said that foundation's CPA had completed the IRS 990 form which would be an attachment to the report.

He then mentioned that the 2023-2024 audit would again be prepared by the McKenzie Forensic CPA group. He said that he was in the process of signing the engagement letter to begin the audit.

The executive director notified the board that he was working with a new company to host the PDMP Foundation's website. MyWebMarkets.com informed him that it was ceasing business and had recommended a new company to transition hosting and website maintenance.

Mr. Macdonald also told the board that he and Dr. Ferrell would be attending the OD2A-S Grant annual state conference later this month. Dr. Ferrell would present an abstract on the courses to be offered by the foundation under the OD2A grant.

Election of Officers

The PDMP Foundation board of directors held election of officers for 2024-2025. The following directors were elected for one-year terms:

Chair	Dr. Lee Ann Brown
Vice Chair	Sheriff Al Nienhuis
Secretary	Dr. Samir Vakil
Treasurer	Mr. Greg Nazareth

Guests

The chair recognized Dr. Joshua Lenchus, past president of the FMA and FOMA. Dr. Lenchus said that the foundation was a major contributor to outreach and education programs to health care practitioners supporting E-FORCSE staff in the operation of the state's prescription drug monitoring program. He said that he would continue to be available as a presenter on any of the foundation's efforts to promote courses on prescribing and dispensing of controlled substances. The chair thanked him for his service to the PDMP Foundation's educational efforts.

Public Comments

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

Date of Next Meeting

The chair said that the next meeting would be a conference call scheduled in October/November. It was suggested that the next live meeting be held in Tallahassee during the legislative session. Sheriff Nienhuis suggested possibly during the sheriff's day on the Hill. The chair requested Mr. Macdonald to look at dates for the meeting in Tallahassee and report back to the board at its next conference call.

Adjournment

Hearing no additional business the chair adjourned the PDMP Foundation board of directors' annual meeting at 2:15 p.m., Saturday August 3, 2024.