



Florida PDMP Foundation

Board of Directors

Conference Call

MINUTES

Date: Wednesday December 4, 2024

Time: 6:30 p.m.

Chair: Dr. Lee Ann Brown

Members Present (Officers): Al Nienhuis, Vice-Chair, Samir Vakil, Secretary, and Greg Nazareth, Treasurer

Members Present (Directors): Dr. Kellyann Curnayn, Dr. Nomen Azeem, Dr. Dan Gesek.

Member Absent (Director): Dr. Christopher Watson

Staff: Robert Macdonald, MS, Executive Director, Dr. Kelli Ferrell, PhD, Health Educator, Maggie Thigpen, Communication's Coordinator

Legal Counsel: Jason D. Winn, Esq

Department of Health: Jennifer Wenhold, Director, Division of Medical Quality Assurance, John Felton, Program Manager, E-FORCSE

Call to Order

The chair called the PDMP Foundation Board of Directors conference call to order at 6:32 p.m., Wednesday, December 4, 2024.

Roll Call/Sunshine Law

The chair called on Dr. Vakil 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 (August 3, 2024)

The chair called for a motion to adopt the minutes of the annual meeting on August 3, 2024. 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 gave an update on the foundation's activities since the annual meeting. She commended staff for its work on the Center for Disease Control and Prevention Overdose Data to Action grants contracted deliverables which included developing and presenting webinars on opioid prescribing and substance use disorders in cooperation with the Florida Medical Association.

The chair then announced committee appointments for 2025. She said that the executive committee consisted of the four officers and an at-large director. She appointed Dr. Gesek to fill the at-large position. The chair said that the Budget Committee would include her as chair and the vice-chair Sheriff Nienhuis and treasurer Greg Nazareth. She then said that she would chair the Bylaws Committee with Dr. Vakil and Dr. Gesek as members with Mr. Winn as legal counsel. The chair said that Sheriff Nienhuis would chair the communications committee with Dr. Curnayn as a member. The Education Committee chair would be Dr. Nomen Azeem, and it would consist of Dr. Watson and the chair. The Finance and Investment Committee will continue to be the chair, Dr. Vakil and Mr. Nazareth.

In closing her remarks, the chair suggested that the next board of directors live meeting be held in Tallahassee during the 2025 legislative session. She suggested April dates, preferably on a Monday, and asked Mr. Macdonald to poll the board members to determine their availability to attend the meeting.

Treasurer's Report

The chair called on Mr. Nazareth for his report. He said that as of December 2, 2024, the Florida PDMP Foundation had \$877,870 in its Wells Fargo banking and brokerage accounts. He said that there was \$17,224 in the checking account, \$71,184 in the Platinum Savings Account and \$789,462 in the brokerage account which included two 6-month \$250,000 and one 6-month \$150,000 certificates of deposit and \$139,224 in cash.

The treasurer then provided an update on the fiscal year 2024-2025 budget. He said that the approved budget was \$152,450 with total funds spent in the first five months of the fiscal year of \$56,180 for administrative services, projects and programs and office operations. This was 37 percent of the total budget.

In conclusion, Mr. Nazareth gave an accounting of the funds spent on the OD2A grant contract for the first quarter. He said that the total grant budget was \$157,970 and that \$23,681 was in accounts receivable for expenses incurred from July 1 to September 30, 2024. He also said an additional \$16,395 were the

foundation grant expenses from October 1 to December 1, 2024. In total, the outstanding grant reimbursement owed to the foundation for the OD2A grant was \$40,076. To date 25% of the grant budget has been spent by the foundation on producing contracted deliverables.

Report from the Department of Health/E-FORCSE

Mr. Felton gave an update on the Florida Prescription Drug Monitoring Program/E-FORCSE operations. He said that there were over 180,000 users in the system which now included 122 million patient records. He said that by law the department purged all records prior to July 2024. He noted that the University of Florida was producing statistics on controlled substance prescription drugs which is available on the E-FORCSE Data Dashboard. He also said that the department was compiling non-fatal overdose models.

Report of Legal Counsel

The chair called on Mr. Winn for his report. He mentioned that in the last E-Newsletter he had updated an article on Tele-Health regulations for health care providers. He also mentioned that he would be working with the Bylaws committee to review that document and the *Articles of Incorporation*. He then provided the board with an update on his new position as a senior attorney at the law firm of Lewis Longman and Walker.

Staff Report: Health Educator

The chair called on Dr. Ferrell for her report. She informed the board of the status of the two webinars being presented each quarter of the fiscal year 2024-2025 OD2A Grant. She said that on September 30 and December 3 Dr. Joshua Lenchus presented the course on opioid prescribing. On October 29 and December 5 Dr. Krithka Iyer was a speaker on the course on evidence-based practices for substance abuse disorders. She said that the webinars were produced in cooperation with the Florida Medical Association.

Dr. Ferrell said that the next webinars will be presented in March 2025. Then in July, the two courses will be presented live at the FMA annual conference. She said that course attendees receive 1.5 hours of CE credit. She also mentioned that the courses are provided on-demand through the FMA continuing education website and CE Broker.

Dr. Ferrell then provided an update on the PDMP Education Program for Students. She said that this program was projected to be available in the spring to provide a basic overview of the PDMP operations and legal requirements for users.

Staff Report: Executive Director

The chair then called on Mr. Macdonald for his report. He announced that Maggie Thigpen was added as a part-time staff with the title of Communications Coordinator. She would be working with Dr. Ferrell and Multi-View, the foundation's marketing company, on the production of the E-Newsletter. She will also work with the new hosting firm on updates and upgrades to the website.

Mr. Macdonald then notified the board of the upcoming PDMP Foundation/E-FORCSE outreach and education programs for 2025. He said the PDMP Foundation and E-FORCSE staff are assigned to attend the major healthcare and law enforcement conferences throughout the year to provide information to attendees on the state's prescription drug monitoring program.

He then commented on the foundation's funding involvement for the OD2A grant. He said that in October he submitted the first quarter grant report with the invoice for \$23,681 in outstanding reimbursable funds. The foundation is waiting on the Center for Disease Control and Prevention and FDOH staff to finalize to approve the payment for OD2A grant deliverables.

The executive director then mentioned that the 2023-2024 audit was completed by the firm of McKenzie Forensic CPA. He said that the audit was then sent to the Florida Department of Health Division of Medical Quality Assurance, the FDOH finance office, the Attorney General's Office and the auditor general's office.

Mr. Macdonald related that the foundation had transitioned from MyWebMarket.com to Xcelerated Technologies LTD as its website host. The new firm would provide all the services required to update and upgrade the PDMP Foundation website.

Public Comments

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

Adjournment

The chair called the adjournment of the PDMP Foundation board of directors' conference call at 7:13 p.m., Wednesday December 4, 2024.