



Louisiana Board of Pharmacy

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NOTICE IS HEREBY GIVEN that a meeting of the Executive Committee has been ordered and called for **2:30 p.m. on Tuesday, February 18, 2025** at the Board office, for the purpose to wit:

A G E N D A

NOTE: This agenda is tentative until 24 hours in advance of the meeting, at which time the most recent revision becomes official.

Revised 02-12-2025 (Rev0)

1. Call to Order
2. Quorum Call
3. Call for Additional Agenda Items & Adoption of Agenda
4. Consideration of Draft Minutes from Previous Meeting: November 19, 2024
5. Opportunity for Public Comment
6. Policy and Procedure Manual (PPM)
 - A. Proposed Revision *PPM.II.B.1.h ~ Telephone Procedures*
 - B. Proposed Revision *PPM.II.B.3.b ~ Employment*
 - C. Proposed Revision *PPM.II.B.3.f ~ Leave Establishment & Records*
 - D. Proposed Revision *PPM.II.B.4.a ~ Employment Benefits*
 - E. Proposed Revision *PPM.II.B.4.e ~ Annual & Sick Leave*
 - F. Proposed Revision *PPM.II.C.5.a ~ Property*
 - G. Proposed Revision *PPM.II.D.1.a ~ Computers*
 - H. Proposed Revision *PPM.II.D.2.a ~ Record Retention Schedule, Pages 5 & 7 of 8*
 - I. Proposed Revision *PPM.IV.B.2.0 ~ Service Reviews*
7. Loss Prevention Manual (LPM)
 - A. Proposed Revision *LPM.I.Q.0 ~ Transitional Return to Work Plan*
8. Review & Consideration of *Exceptions Report*
9. Executive Director's Report – Review of Administrative Operations
10. New Agenda Items Added During Meeting
11. Adjourn

NOTE: Pursuant to the Open Meetings Law at R.S. 42:16, the Board may, upon 2/3 affirmative vote of those members present and voting, enter into executive session for the limited purposes of (1) discussion of the character, professional competence, or physical or mental health of a person, (2) strategy sessions or negotiations with respect to litigation, (3) discussions regarding the report, development, or course of action regarding security personnel, plans, or devices, including discussions concerning cybersecurity plans, financial security procedures, and assessment and implementation of any such plans or procedures, (4) investigative proceedings regarding allegations of misconduct, or other purposes itemized at La. R.S. 42:17.

NOTE: In compliance with Act 256 of the 2019 Louisiana Legislature, the Board gives public notice that any information submitted to the Board may become public record unless specifically exempted by the Public Records Law, R.S. 44:1 *et seq.*

NOTE: While it is possible members of the Board who are not members of this committee may attend this committee meeting in sufficient number to constitute a quorum of the Board, no action taken at this committee meeting may be construed as an action of the entire Board.

NOTE: To request a disability accommodation, please contact Joe Fontenot, Executive Director, at 225.925.6496 or email at jfontenot@pharmacy.la.gov.