



Louisiana Board of Pharmacy

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Minutes

The **Executive Committee** of the Louisiana Board of Pharmacy convened a regular meeting on **Tuesday, February 18, 2025** at the Louisiana Board of Pharmacy located at 3388 Brentwood Drive in Baton Rouge, Louisiana 70809. The meeting was held pursuant to public notice, each member received notice, and public notice was properly posted.

1. Call to Order

Mr. Marty McKay, President, called the meeting to order at 3:05 p.m.

2. Quorum Call

Members Present: J. Robert Cloud, Jacqueline L. Hall, Richard M. Indovina, Jr.,
Marty R. McKay, and Don L. Resweber.

Members Absent: None

Staff Present: Carlos Finalet, Kelley Villeneuve, and Joe Fontenot.

Guests: None

3. Call for Additional Agenda Items & Adoption of Agenda

Mr. McKay asked if there were any additional agenda items to be added; none were requested. Without objection, the members adopted the posted agenda dated February 12, 2025.

4. Consideration of Draft Minutes from Previous Meeting: November 19, 2024

Mr. McKay reminded the members they had received the draft minutes from the previous committee meeting held on November 19, 2024. With no objections, he waived the reading of the draft minutes. With no requests for amendments or corrections, and with no objection, Mr. McKay declared the minutes were approved as presented.

5. Opportunity for Public Comment

None offered

6. Policy and Procedure Manual (PPM)

Mr. Fontenot and Ms. Villeneuve presented the members with proposed revisions to the following policies of the Board:

- 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

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6. Policy and Procedure Manual (PPM) (continued)

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

After a review and discussion regarding the proposals, the committee decided unanimously to offer a recommendation to the Board to approve the proposed revisions.

7. Loss Prevention Manual (LPM)

Mr. Fontenot presented the members with a proposed revision to *LPM.I.Q.0 ~ Transitional Return to Work Plan*. After reviewing the proposal, the members decided unanimously to offer a recommendation to the Board to approve the proposed revision.

8. Review & Consideration of Exceptions Report

Board Policy permits the President to review and respond to requests for exceptions to laws, rules, and policies in the interim between meetings of the Board. Board Policy also permits the Executive Director, with concurrence of the Board President, to issue Special Work Permits and approve dual PIC privileges with notice to the Board at its next meeting. The committee reviewed the current "Exceptions Report", had no questions or comments, and the report will be presented to the full Board as required in policy.

9. Executive Director's Report – Review of Administrative Operations

Mr. Fontenot provided the members with a favorable report in regard to office operations.

10. New Agenda Items Added During Meeting – No new agenda items added.

11. Adjourn - Having completed the tasks itemized on the posted agenda, with no further business pending before the committee and without objection, Mr. McKay adjourned the meeting at 4:23 p.m.