



Louisiana Board of Pharmacy

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Minutes

The **Executive Committee** of the Louisiana Board of Pharmacy convened a regular meeting on Tuesday, August 19, 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.

01. Call to Order

Mr. Marty R. McKay, President, called the meeting to order at 3:39 p.m.

02. Quorum Call

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

Members Absent: None

Staff Present: Mr. Carlos M. Finalet III, Ms. Kelley Villeneuve, Mr. Benjamin S. Whaley, Ms. Sarah B. Stevens, and Mr. M. Joseph Fontenot Jr.

Guests: Mr. Malcolm J. Broussard (Hygeia Solutions), Ms. Carrie Jones (Sterling Pharmacy), Mr. Scot Simmons (Sterling Pharmacy), Ms. Kim Dodd Boasso (PharmCare of LA), Steve Cobb (CRx – Liviniti), and Ms. Shelly Dupre (LARP).

03. 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 August 12, 2025. There were no objections to Mr. McKay's request for authority to re-order the agenda should the President determine it appropriate to do so.

04. Consideration of Draft Minutes from Previous Meeting: May 6, 2025

Mr. McKay reminded the members they had received the draft minutes from the previous committee meeting held on May 6, 2025. 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.

05. Opportunity for Public Comment

None offered

*At this point in the meeting, Mr. McKay re-ordered the sequence of the agenda.

11. Request for Rescission and Expungement of Board Action

Mr. Indovina moved to enter executive session for discussion which may involve the character, professional competence, or physical or mental health of a person. The motion was seconded by Mr. Resweber. With no discussion from committee members and no public comments, a roll call vote was taken. Voting in favor of entering executive session – Dr. Cloud,

Ms. Hall, Mr. Indovina, Mr. Resweber, and Mr. McKay; none opposed. The committee entered executive session at 3:42 p.m.

After exiting executive session at 3:49 p.m., the open meeting resumed.

Ms. Hall moved to recommend to the Board acceptance of the following:

Resolved, to rescind the Consent Orders and expunge the related records pursuant to LA R.S. 37:1249.1.

With no discussion from committee members and no public comments, the motion was unanimously approved.

*At this point in the meeting, Mr. McKay resumed the original sequence of the agenda.

06. Review of the 2025 Regular Session of the Louisiana Legislature

Mr. Fontenot reviewed Board Bulletin 25-02 and 25-01 for the members.

07. Review & Consideration of Compliance Questionnaire for Annual Legislative Audit

Mr. Fontenot stated that each year the Board is subject to a financial audit for the preceding fiscal year. A required component of this audit is the completion of the *Louisiana Compliance Questionnaire*. This document must be reviewed and formally adopted by the Board through a resolution in an open meeting. Following adoption, it must be signed by both the Board President and Secretary before submission to the Legislative Auditor.

After reviewing the document, the committee decided unanimously to offer a recommendation to the Board to approve the completed *Compliance Questionnaire*.

08. Review & Consideration of Annual Report

After reviewing the draft *Annual Report*, the committee decided unanimously to offer a recommendation to the Board to approve the report and authorize its submission and filing.

09. Review of Comments from the Public Hearing held on June 26, 2025 (LA R.S. 49:964(B))

Pursuant to Louisiana R.S. 49:964(B), agencies engaged in rulemaking are required to conduct a public hearing at least once every six years to receive input from interested parties on any rule they believe to be contrary to law, outdated, unnecessary, overly complex, or burdensome. The Board held its public hearing on June 26, 2025, to fulfill this requirement. In response to the public hearing notice, the Board received comments from three petitioners. The statute further requires the Board to fully consider all comments and to respond to each submission, outlining the principal advantages and disadvantages of the proposed rule changes.

The committee reviewed the comments and Mr. McKay decided to present the comments to the Board. Following the Board's review, Mr. McKay plans to refer the comments to the Regulation Revision Committee for further analysis and to develop recommendations for the Board's consideration.

10. Policy and Procedure Manual

A. Proposed Repeal PPM.I.B.3.b - Open Meetings by Electronic Means –

PBM Monitoring Advisory Council

Act 474, enacted during the 2025 Regular Legislative Session, revised the composition of the PBM Monitoring Advisory Council, reducing its membership from 25 to 13 members. As part of this restructuring, the Board of Pharmacy, the Medical Board, and several practitioner organizations were removed from the Council. As a result of the Board's removal, the existing policy regarding open meetings by electronic means is no longer applicable.

After reviewing the proposed repeal, the committee decided unanimously to offer a recommendation to the Board to repeal the policy.

B. Proposed Revision PPM.I.B.6 - Board Liaisons to Other Entities – Draft #1

This policy outlines the boards, committees, task forces, and councils on which the Board of Pharmacy holds membership or representation. Upon review, staff identified the need to update the policy by removing references to the PBM Monitoring Advisory Council and the Employment & Medical Marijuana Task Force, as well as revising the language related to the Medicaid P&T Committee.

After reviewing the proposed revision, the committee decided unanimously to offer a recommendation to the Board to approve the proposed draft.

C. Proposed Revision PPM.I.C.1 - Executive Committee – Expense Report Guidelines – Travel Budget – Draft #1

In 1998, the Board established a budget allowance of up to \$2,000 per member, per fiscal year, to support attendance at Board-approved conferences. Over the past 27 years, the cost of conference registration, lodging, and travel has increased substantially. After reviewing the proposed policy revision, the committee determined that a \$1,000 increase is both reasonable and necessary to reflect current expenses.

Additionally, the committee identified areas of the policy that require clarification or revision, including the prohibition of alcohol reimbursement and the delineation of committees involved in the travel budget approval process.

After reviewing the proposed revision, the committee decided unanimously to offer a recommendation to the Board to approve Draft #2.

D. Proposed Revision PPM.II.D.2.a - Record Retention Schedule, Item No. 308 – Criminal History Information – Draft #1

Staff identified a needed amendment to our current record retention schedule which addresses the retention period for criminal history information collected by the Board.

After reviewing the proposed revision, the committee decided unanimously to offer a recommendation to the Board to approve the proposed draft.

12. Consideration of Office of Public Health (OPH) Pharmacy Procedures – R.S. 37:933

LA RS 37:933. Distributing medications in public health clinics. *Nothing in this Part shall prohibit a registered nurse who is properly licensed and recognized by the board as a nurse practitioner, nurse midwife, or clinical nurse specialist, and who is employed by a municipal, parochial, or state-operated or contracted public health clinic from inserting into the subcutaneous space a medication implant or distributing a therapeutic regime of medication, to be consumed by a patient off premises, to treat sexually transmitted diseases, or to prevent pregnancy, provided such insertion or distribution is performed only under a protocol approved by a physician licensed to practice medicine by the Louisiana State Board of Medical Examiners. The distribution of the medication shall be accomplished under procedures developed by the director of pharmacy of the office of public health and approved by the Louisiana Board of Pharmacy. (Acts 1993, No. 474, §1; Acts 1995, No. 633, §1, eff. Jan. 1, 1996.)*

In 1994, the Board of Pharmacy approved an Office of Public Health (OPH) pharmacy protocol for nurse practitioners to distribute take home doses to patients in OPH Clinics in accordance with the law cited above (R.S. 37:933).

Since 1994, OPH Clinics have continued to distribute under this protocol and process.

OPH Pharmacy is seeking to modify the process by which OPH pharmacy replenishes the drug inventory for OPH Clinics by utilizing electronic health record technology and are thus seeking the Board's re-approval.

After reviewing the proposed update, the committee decided unanimously to offer a recommendation to the Board to approve the updated Office of Public Health Pharmacy Procedures, as developed by the OPH Director of Pharmacy, for distribution of medication in accordance with LA R.S. 37:933.

13. Continuity of Patient Care Post-Cybersecurity Event

The committee briefly discussed the matter but did not develop a recommendation.

14. Review of Exceptions Report

In accordance with Board policy, the Board President is authorized to review and respond to requests for exceptions to laws, rules, and policies between Board meetings. The policy also authorizes the Executive Director, with the concurrence of the Board President, to issue Special Work Permits and approve dual PIC privileges, with notice provided 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.

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

Mr. Fontenot provided the members with a favorable report regarding office operations.

16. Staff Interviews and Performance Reviews

Specific staff members were made aware that the committee requested to meet each staff member individually in executive session for a discussion which may involve the character and professional competence of said staff members.

Ms. Hall made a motion to enter executive session for discussion which may involve the character, professional competence, or physical or mental health of a person. Mr. Indovina seconded the motion. With no discussion from committee members and no public comments, a roll call vote was taken. Voting in favor of entering executive session – Dr. Cloud, Ms. Hall, Mr. Indovina, Mr. Resweber, and Mr. McKay; none opposed. The committee entered executive session at 5:18 p.m.

After exiting executive session at 6:26 p.m., the open meeting resumed.

The committee then decided unanimously on the following annual salary adjustments for unclassified employees:

- Carlos M. Finalet, III to \$185,203.20
- Sarah Blakey Stevens to \$86,195.20
- M. Joseph Fontenot, Jr. to \$225,992.00

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

18. 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 6:28 p.m.

Minutes approved by the Committee at subsequent meeting on November 18, 2025