

LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS
Annual Board Meeting
MINUTES
June 10, 2025

Board Members Present:

Michael Davis- Chairman, Chad Gielen- Compliance Officer, Trion Horgan- Secretary/Treasurer, Scott Ireland- Member, Nicholas Latino- Member, Cindy Luton- Member

Board Members Absent:

James Delatte- Vice-Chairman

There is one vacant seat.

Office Staff Present:

George Lovecchio - Executive Director and Kimberly Barbier - Executive Assistant

Contract Personnel Present:

John Becknell- Legal Counsel and Victoria Bienvenu- Contract Compliance Manager

Public Guests Present:

There were no public guests in attendance.

I. Call to Order

The meeting was called to order on Tuesday, June 10, 2025, at approximately 9:30 am by Michael Davis, Chairman. The meeting was held at the Board's administrative office located at 12091 Bricksome Avenue, Suite B, Baton Rouge, Louisiana.

II. Roll Call and Introduction of Guests

Roll call was taken by Trion Horgan, Secretary-Treasurer, with the above noted results.

III. Call for Additional Agenda Items (Discussion at Agenda Item XI)

Mr. Davis called for any additional items to be added to the agenda for discussion later in the meeting at agenda item XI. No additional items were presented to be added to the agenda.

IV. Approval of Meeting Minutes- March 11, 2025

George Lovecchio, Executive Director, presented draft minutes of the March 11, 2025 Board meeting. Individual review of the minutes presented was held. No changes or corrections to the minutes presented were offered. **MOTION was made to dispense with full reading of the minutes and to approve the minutes of the March 11, 2025 Board meeting as presented; moved by Trion Horgan, seconded by Nicholas Latino, and passed by voice vote- FOR: Chad Gielen, Trion Horgan, Scott Irelan, Nicholas Latino, Cindy Luton, and Michael Davis AGAINST: None; ABSENT: James Delatte; ABSTAINED: None; RECUSED: None.**

V. Financial Matters

A. Financial Statements

1. March 2025

Mr. Lovecchio presented the financial transaction list and balance reports for the month of March 2025.

2. April 2025

Mr. Lovecchio presented the financial transaction list and balance reports for the month of April 2025.

3. May 2025

Mr. Lovecchio presented the financial transaction list and balance reports for the month of May 2025.

General review and discussion of each month's financial information presented was held. No formal action was taken on these agenda items.

B. FY2025 to Date Review

Mr. Lovecchio presented the profit/loss budget versus actuals report for the current fiscal year, 2025, to date covering the period of July 1, 2024 through May 31, 2025. General discussion was held. No formal action was taken on this agenda item.

C. Annual Financial Attestation Preparation - FY2025

Mr. Lovecchio presented a draft copy of the annual financial attestation questionnaire. It was noted that there will be a new CPA firm performing the annual financial attestations for the next three years. Mr. Lovecchio also presented a resolution for this matter. **MOTION was made to adopt the Louisiana Attestation Questionnaire and approve the associated resolution as presented; moved by Chad Gielen; seconded by Scott Irelan; and passed by voice vote- FOR: Chad Gielen, Trion Horgan, Scott Irelan, Nicholas Latino, Cindy Luton, and Michael**

Davis AGAINST: None; ABSENT: James Delatte; ABSTAINED: None; RECUSED: None.

VI. Service Contracts

A. Facility Inspections (North) - Renewal of Services

Mr. Lovecchio presented a proposed contract for facility inspection (north territory), a renewal of current services, with Danny Andrus. Mr. Andrus' current contract with the Board terms on June 30, 2025. General review and discussion of the proposed contract was held. **MOTION was made to approve the contract between the Louisiana Board of Drug and Device Distributors and Danny Andrus for continuation of facility inspection services covering the period of July 1, 2025 through June 30, 2026 for the maximum contract amount not to exceed \$42,000; moved by Trion Horgan; seconded by Chad Gielen; and passed by voice vote- FOR: Chad Gielen, Trion Horgan, Scott Irelan, Nicholas Latino, Cindy Luton, and Michael Davis AGAINST: None; ABSENT: James Delatte; ABSTAINED: None; RECUSED: None.**

B. Legal - Compliance - Renewal of Services

Mr. Lovecchio presented a proposed service contract between the Board and Celia Cangelosi, Attorney, for continuation of legal services along with a resolution. Ms. Cangelosi's current contract with the Board terms on June 30, 2025. General review and discussion of the proposed contract was held. **MOTION was made to approve the contract between the Louisiana Board of Drug and Device Distributors and Celia Cangelosi, Attorney, for continuation of legal service covering the period of July 1, 2025 through June 30, 2026 for the maximum contract amount not to exceed \$10,000 and adoption of the resolution; moved by Scott Irelan; seconded by Cindy Luton; and passed by voice vote- FOR: Chad Gielen, Trion Horgan, Scott Irelan, Nicholas Latino, Cindy Luton, and Michael Davis AGAINST: None; ABSENT: James Delatte; ABSTAINED: None; RECUSED: None.**

C. Legal - Regulatory - Renewal of Services

Mr. Lovecchio presented a proposed service contract between the Board and The Becknell Law Firm, APLC, for continuation of legal services along with a resolution. The Becknell Law Firm's current contract with the Board terms on June 30, 2025. General review and discussion of the proposed contract was held. **MOTION was made to approve the contract between the Louisiana Board of Drug and Device Distributors and The Becknell Law Firm, APLC, for continuation of legal service covering the period of July 1, 2025 through June 30, 2026 for the maximum contract amount not to exceed \$38,000 and adoption of the resolution; moved by Cindy Luton; seconded by Trion Horgan; and**

passed by voice vote; FOR: Chad Gielen, Trion Horgan, Scott Irelan, Nicholas Latino, Cindy Luton, and Michael Davis AGAINST: None; ABSENT: James Delatte; ABSTAINED: None; RECUSED: None.

D. Track & Trace - Software Subscription and Host Services

Mr. Lovecchio presented a proposed service order agreement between the Board and LedgerDomain for renewal of software subscription and host services for track and trace security network compliance response plus addition of a recall feature. This contract is a continuation of current services. General review and discussion of the agreement and services provided was held. **MOTION was made to approve the service order agreement between the Louisiana Board of Drug and Device Distributors and LedgerDomain as presented for software subscription and host services regarding track and trace security network compliance response and new recall investigator feature for the period of June 1, 2025 through May 31, 2026 (one-year) for the maximum agreement amount of \$88,545; moved by Chad Gielen; seconded by Scott Irelan; and passed by voice vote; FOR: Chad Gielen, Trion Horgan, Scott Irelan, Nicholas Latino, Cindy Luton, and Michael Davis AGAINST: None; ABSENT: James Delatte; ABSTAINED: None; RECUSED: None.**

1. Host Services- Webcam Scanning Feature

Mr. Lovecchio presented proposed service order agreement between the Board and LedgerDomain for a webcam scanning feature development and host services. This agreement is for a new feature. General review and discussion of the agreement was held. **MOTION was made to approve the service order agreement between the Louisiana Board of Drug and Device Distributors and LedgerDomain for implementation and integration of webcam scanning feature and host services for the maximum agreement amount of \$7,500; moved by Trion Horgan; seconded by Scott Irelan; and passed by voice vote; FOR: Chad Gielen, Trion Horgan, Scott Irelan, Nicholas Latino, Cindy Luton, and Michael Davis AGAINST: None; ABSENT: James Delatte; ABSTAINED: None; RECUSED: None.**

VII. New Business

A. Office of ADA Coordinator – Web Accessibility Program

Mr. Lovecchio presented information regarding a web accessibility program required by the state Office of ADA Coordinator. General discussion was held. No formal action was taken on this agenda item. The matter will be visited again at a future meeting.

B. Legislative Updates

John Becknell presented a summary of legislative items that may affect the Board. General discussion was held. No formal action was taken on this agenda item.

VIII. General Matters

A. SOS Annual Records Manager Designation

Mr. Lovecchio presented the matter of designation of a records manager required annually by the Secretary of State. It was noted that Mr. Lovecchio has been the designee for the past several years. General discussion was held. Mr. Lovecchio was again designated to represent the Board as the records manager and will be reported as such to Secretary of State.

IX. Old Business

A. Track and Trace Security Network- Compliance Response Program Update

Victoria Bienvenu presented an update of the compliance response program for track and trace. General discussion was held. No formal action was taken on this agenda item.

B. Compliance Management Program Update

Ms. Bienvenu presented an update with regards to the in-house compliance management program. It was noted that there were 438 verification requests sent from our portal since November 2024; 18 verification requests were sent over 4 inspections; 4 case dockets were opened to track unresolved verification requests; all case dockets have been resolved; and 83 inspections have been conducted since January 2025. General discussion was held. No formal action was taken on this agenda item.

C. Federal DSCSA Update

Ms. Bienvenu presented an update regarding the federal Drug Supply Chain Security Act (DSCSA) to date. General discussion was held. No formal action was taken on this agenda item.

X. Licensure Matters

A. New Licenses Issued

Mr. Lovecchio presented a listing of new legend drug/device distributor licenses issued on behalf of the Board since the March 2025 meeting. General review was held. No formal action was taken on this agenda item.

XI. Approved Additional Agenda items (from Agenda Item III)

There were no agenda items added at agenda item III for discussion.

XII. Employee Matters

A. Annual List of Recognition Rewards

Mr. Lovecchio presented information regarding annual reporting of employee rewards awarded by the Board during the current fiscal year. It was noted that there were no monetary rewards awarded in fiscal year 2025 to any unclassified nor classified employees under the Board's current policy for employee rewards recognition. This information will be reported to Civil Service as required.

XIII. Board Matters

A. Election of Officers

It was noted that the current officers serving are Mr. Davis-Chairman, James Delatte-Vice Chairman, Mr. Horgan-Secretary/Treasurer, and Chad Gielen-Compliance Officer. All the current officers serving have noted they are interested in continuing to service in their assigned positions. Upon a call for other nominations for any position was made; no additional nominations for any positions were made. **MOTION was made to ratify the current officers as they stand to continue to serve in their current positions - Michael Davis-Chairman, James Delatte-Vice-Chairman, Trion Horgan-Secretary/Treasurer, and Chad Gielen-Compliance Officer; moved by Nicholas Latino; seconded by Scott Irelan; and passed by voice vote; FOR: Chad Gielen, Trion Horgan, Scott Irelan, Nicholas Latino, Cindy Luton, and Michael Davis AGAINST: None; ABSENT: James Delatte; ABSTAINED: None; RECUSED: None.**

B. Confirmation of Next Board Meeting

It was noted that the next Board meeting is tentatively scheduled for Tuesday, September 9, 2025.

XIV. EXECUTIVE SESSION

A. Personnel Matters

MOTION was made to enter into Executive Session for discussion of personnel matters; moved by Trion Horgan; seconded by Chad Gielen; and passed by voice vote; FOR: Chad Gielen, Trion Horgan, Scott Irelan, Nicholas Latino, Cindy Luton, and Michael Davis AGAINST: None; ABSENT: James Delatte; ABSTAINED: None; RECUSED: None.

MOTION was made to return of open meeting; moved by Chad Gielen; seconded by Trion Horgan; and passed by voice vote; **FOR:** Chad Gielen, Trion Horgan, Scott Irelan, Nicholas Latino, Cindy Luton, and Michael Davis **AGAINST:** None; **ABSENT:** James Delatte; **ABSTAINED:** None; **RECUSED:** None.

1. Annual Employee Review

The annual performance review for George Lovecchio, Executive Director, was discussed during Executive Session. **MOTION** was made to accept the successful performance review for George Lovecchio, Executive Director, and approve a merit pay adjustment of 4%; moved by Michael Davis; seconded by Nicholas Latino; and passed by voice vote; **FOR:** Chad Gielen, Trion Horgan, Scott Irelan, Nicholas Latino, Cindy Luton, and Michael Davis **AGAINST:** None; **ABSENT:** James Delatte; **ABSTAINED:** None; **RECUSED:** None.

XV. Adjournment

There being no further business before the Board, **MOTION** was made to adjourn the meeting; moved by Scott Irelan; seconded by Trion Horgan; and passed by voice vote; **FOR:** Chad Gielen, Trion Horgan, Scott Irelan, Nicholas Latino, Cindy Luton, and Michael Davis **AGAINST:** None; **ABSENT:** James Delatte; **ABSTAINED:** None; **RECUSED:** None.

The meeting adjourned at 12:00 pm (noon).

Approved and accepted by the full Board - Date: 9/9/25


Trion Horgan, Board Secretary/Treasurer


George Lovecchio, Executive Director