

# LOUISIANA BOARD OF DRUG AND DEVICE DISTRIBUTORS

## Board Meeting

### MINUTES

December 9, 2025

#### Attendance

##### **Board Members Present:**

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

##### **Board Members Absent:**

Eric Martin-Member

##### **Office Staff Present:**

George Lovecchio-Executive Director, and Kimberly Barbier-Executive Assistant

**Contract Staff Present:** Victoria Bienvenu-Compliance Manager and John Becknell-Legal Counsel

#### I. Call to Order

The meeting was called to order on Tuesday, December 9, 2025, at approximately 9:44 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. The members in attendance constituted a quorum. There were no public guests in attendance.

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

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

#### IV. Approval of Meeting Minutes- September 9, 2025

George Lovecchio presented draft minutes of the September 9, 2025 Board meeting. Individual review of the draft minutes was held. No changes or corrections to the minutes were offered. **MOTION was made to dispense with full reading of the minutes and to approve the minutes of the September 9, 2025 Board meeting as presented; moved by Trion Horgan, seconded by Chad Gielen, and passed by voice vote- FOR: James Delatte, Trion Horgan, Chad Gielen,**

**Cindy Luton, Scott Irelan, Nicholas Latino, and Michael Davis; AGAINST: None; ABSENT: Eric Martin; ABSTAINED: None; RECUSED: None.**

V. Financial Matters

A. Financial Statements

1. September 2025

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

2. October 2025

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

3. November 2025

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

General review and discussion of the financial information presented was held. No formal action was taken on this agenda item.

B. FY2026 to Date Review

Mr. Lovecchio presented for review the profit/loss budget versus actuals report for current fiscal year 2026 to date covering the period of July 1, 2025 through November 30, 2025. General discussion was held. No formal action was taken on this agenda item.

C. Annual Financial Reports

1. Annual Financial Report/ AFR - FY2025

Mr. Lovecchio presented for review the annual financial report (AFR) prepared and submitted for previous fiscal year 2025 (July 1, 2024 through June 30, 2025). General review and discussion was held. No formal action was taken on this agenda item.

2. Annual Financial Attestation - FY2025

Mr. Lovecchio presented for review the annual financial attestation report prepared by Louisiana Legislative Auditor Office contracted accountants for fiscal year 2025 (July 1, 2024 through June 30, 2025). General review and discussion was held. No formal action was taken on this agenda item.

D. Budgets

1. Current - FY2026 - Adjustments

Mr. Lovecchio presented proposed budget amendments for the current fiscal year 2026 covering the period of July 1, 2025 through

June 30, 2026. Review and discussion of the proposed budget adjustments was held. **MOTION was made to accept and approve the budget amendments for current fiscal year 2026 covering the period of July 1, 2025 through June 30, 2026, as presented and discussed; moved by Cindy Luton, seconded by Scott Irelan, and passed by voice vote- FOR: James Delatte, Trion Horgan, Chad Gielen, Cindy Luton, Scott Irelan, Nicholas Latino, and Michael Davis; AGAINST: None; ABSENT: Eric Martin; ABSTAINED: None; RECUSED: None.**

Mr. Davis called for a short break after agenda item V.D.1. at approximately 10:29 am; returned to open session at approximately 10:31 am and continued with agenda item V.D.2.

2. Proposed – Upcoming FY2027

Mr. Lovecchio presented proposed budget for upcoming fiscal year 2027 covering the period of July 1, 2026 through June 30, 2027. Review and discussion of the presented proposed budget was held. **MOTION was made to accept and approve the proposed budget with changes presented during discussion for upcoming fiscal year 2027 covering the period of July 1, 2026 through June 30, 2027; moved by Nicholas Latino, seconded by James Delatte, and passed by voice vote- FOR: James Delatte, Trion Horgan, Chad Gielen, Cindy Luton, Scott Irelan, Nicholas Latino, and Michael Davis; AGAINST: None; ABSENT: Eric Martin; ABSTAINED: None; RECUSED: None.**

VI. New Business

A. Equal Employment Opportunity- Board Policy Annual Review

Mr. Lovecchio presented the Board's current policy for Equal Employment Opportunity (EEO). Review and discussion of the policy was held. No changes were offered. **MOTION was made to approve the policy for Equal Employment Opportunity (EEO) as currently on file; moved by James Delatte, seconded by Trion Horgan, and passed by voice vote- FOR: James Delatte, Trion Horgan, Chad Gielen, Cindy Luton, Scott Irelan, Nicholas Latino, and Michael Davis; AGAINST: None; ABSENT: Eric Martin; ABSTAINED: None; RECUSED: None.**

B. State of Maryland Approval

Mr. Lovecchio presented information he had received from a Louisiana licensee located in-state regarding their receipt of a wholesaler license from Maryland Board of Pharmacy based on Maryland approving the Louisiana legend drug and device distributor license for reciprocity. No formal action was taken on this agenda item.

C. Executive Order - JML 25-038 - LA Administrative Code Review

John Becknell presented the requirements of Executive Order JML 25-038 regarding review of the Louisiana Administrative Codes for review.

General review of the Board's LAC sections 101 and 709 were held.

**MOTION was made based on review of Louisiana Administrative Code, Title 46, Part XXXIV, sections 101 and 709 in accordance with Executive Order JML 25-038 findings that (1) the rules are necessary, consistent with the law, and aligned with the Board's mission, (2) the probable benefits of the rules outweigh the burdens and costs on persons regulated by the rules, and (3) there is no proposed action recommended regarding the rules; Motion moved by Trion Horgan, seconded by Chad Gielen, and passed by voice vote- FOR: James Delatte, Trion Horgan, Chad Gielen, Cindy Luton, Scott Irelan, Nicholas Latino, and Michael Davis; AGAINST: None; ABSENT: Eric Martin; ABSTAINED: None; RECUSED: None.**

D. Contract Management- Annual Signature Authorization Delegation

Mr. Lovecchio presented the matter of delegation of authority to sign professional, consulting, any and all service contracts approved and entered into by the Board. It is noted that it is part of the duties of the Chairman to sign contracts approved and entered into by the Board, and the Vice-Chairman when the Chairman is not available to fulfill his Board duties.

**MOTION was made to approve and delegate Michael Davis, Chairman, and James Delatte, Vice-Chairman, with signature authority for professional, consulting, any and all service contracts approved and entered into by the Louisiana Board of Drug and Device Distributors; moved by Chad Gielen, seconded by Nicholas Latino, and passed by voice vote- FOR: James Delatte, Trion Horgan, Chad Gielen, Cindy Luton, Scott Irelan, Nicholas Latino, and Michael Davis; AGAINST: None; ABSENT: Eric Martin; ABSTAINED: None; RECUSED: None.**

VII. Old Business

A. Office of ADA Coordinator - Web Accessibility Program Update

Mr. Lovecchio presented an update on the Office of ADA Coordinator's requirements for ADA accessibility of the Board's website. General discussion was held. No formal action was taken on this agenda item.

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

Mr. Lovecchio presented an update on compliance response for the track and trace security network. General discussion was held. No formal action was taken on this agenda item.

C. Compliance Management Program Update

Victoria Bienvenu presented and update on the Board's compliance management program. General discussion was held. No formal action was taken on this agenda item.

D. Federal DSCSA Update

Mr. Lovecchio presented an update on the federal Drug Supply Chain Security Act. General discussion was held. No formal action was taken on this agenda item.

E. Board Staffing – Tentative Succession Plan Update

Mr. Lovecchio presented an update regarding board office staffing and status of staff succession planning. Mr. Becknell gave comments on staffing regulations. General discussion was held. No formal action was taken on this agenda item.

VIII. Licensure Matters

A. New Licenses Issued

Kimberly Barbier presented a list of new legend drug/device distributor licenses issued since the last Board meeting for review; approximately 76 new licenses were issued, including 36 for initial (first time) licensing. No formal action was taken on this agenda item.

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

There were no additional agenda items presented at agenda item III for discussion.

X. Board Matters

A. Proposed Tentative Board Meeting Dates- Calendar Year 2026

Mr. Lovecchio presented a list of proposed Board meeting dates for upcoming calendar year 2026; March 10, June 9, September 8, and December 8, 2026. No formal action was taken on this agenda item.

B. Confirmation of Next Board Meeting

Mr. Davis presented the next Board meeting tentatively set for Tuesday, March 10, 2026.

XI. Adjournment

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

The meeting adjourned at approximately 11:40 am.

Approved and accepted by the full Board - Date: 3/25/2026

  
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Trion Horgan, Board Secretary/Treasurer

  
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George Lovecchio, Executive Director