





Minutes

Virtual Board Meeting

 Thu April 21st, 2022

 4:00pm - 7:00pm EDT

 Albert T Summers Center, 1124 Smith Street, Suite B-300, Charleston WV 25311

In Attendance

1. **Meeting to Order**

The meeting was called to order at 4:01 PM by the Chairman of the Board, Rosemary Trupo.

2. **Guests**

Chairman Trupo welcomed Mike Brown, RPH the Executive Director of the WV Pharmacists Recovery Network.

3. **Attendance**

Board members in attendance via video conferencing were Chairman Rosemary Trupo, Secretary Kimberly Hoffman, Dee Workman, Todd Resley MD, Tyson Judy and Peter Chirico MD. Executive Director, Jamie Browning and Assistant Attorney General, Adriana Marshall were also in attendance. Board members Mercedes Ramas, M.D., Victoria Novick, and Roxanne Clay were excused.

4. **Agenda**

Secretary Hoffman made a motion to accept the agenda as presented. Mr. Judy seconded the motion and the Board concurred.

5. **Board Meeting Minutes**

A motion was made by Secretary Hoffman to approve the March 24, 2022 board meeting minutes. Mr. Judy seconded the motion and the Board concurred.

The March 24, 2022 board meeting minutes were posted to the Board's website.

6. Old Business

a. **CLEAR - Introduction to Regulatory Governance Webinar Series**

Chairman Trupo reminded the board that all board members and staff are registered to participate in the CLEAR Introduction to Regulatory Governance Webinar Series.

b. **FARB - 2022 Innovation in Regulation Conference**

Chairman Trupo reminded the board members and staff that funds have been approved to attend the 2022 FARB Innovation in Regulation Conference in Washington DC on July 21-22, 2022.

c. **CLEAR - 2022 Annual Educational Conference**

Chairman Trupo reminded the board members and staff that funds have been approved to attend the 2022 CLEAR Annual Educational Conference in Louisville KY on September 14-17, 2022.

d. **FARB - 2022 Regulatory Law Seminar**

Chairman Trupo reminded the board members and staff that funds have been approved to attend the 2022 FARB Regulatory Law Seminar in Reston VA on September 29 - October 1, 2022.

7. Professional Development

a. **CLEAR Board Member Webinar - Administrative Rulemaking**

Director Browning virtually attended the CLEAR Administrative Rulemaking Webinar and provided the presentaion slideshows for review and discussion.

8. Ethics

The Ethics Committee, consisting of Chairman Trupo, Secretary Hoffman, Director Browning and AG Marshall had an informal conference regarding Ethics Case 11-FY-2022, via video conferencing prior to the Board Meeting.

A motion was made by Secretary Hoffman to enter into executive session at 4:11 PM to discuss Ethics cases 04-FY-2022, 09-FY-2022 and 11-FY-2022. The motion was seconded by Ms. Workman and approved by the Board.

A motion was made by Secretary Hoffman to exit the executive session at 4:22 PM. The motion was seconded by Dr. Chirico and approved by the Board.

a. **04-FY-2022**

Chairman Trupo informed the board that 04-FY-2022 had signed his Consent Agreement, reimbursed all legal fees and enrolled in the WVPRN Discipline Program.

Mike Brown, RPH the Executive Director of the WV Pharmacists Recovery Network gave an update on the 04-FY-2022 discipline program.

b. **09-FY-2022**

Dr. Resley made a motion not to initiate a complaint for ethics case 09-FY-2022. After review of all available information, Mr. Judy seconded the motion and the Board concurred.

c. **11-FY-2022**

A motion was made by Mr. Judy to offer a consent agreement with written reprimand and reimbursement of all administrative fees. The motion was seconded by Ms. Workman and approved by the Board.

9. **Financial Reports**

The Finance Committee, consisting of Chairman Trupo, Secretary Hoffman and Director Browning, met via video conferencing prior to the Board Meeting to review the March 2022 purchasing card transactions and the March 2022 financial reports.

a. **March 2022 Financial Report**

Dr. Resley made a motion to approve the March 2022 financial report showing a balance of \$498,017.99. After review of all available information, Ms. Workman seconded the motion and the Board concurred.

b. **March 2022 Purchasing Card Report**

Mr. Judy made a motion to approve the March 2022 Purchasing Card Report as presented reflecting \$1,232.46 in activity. After review of all available information, Ms. Workman seconded the motion and the Board concurred.

10. **Budget Expenditure Schedule FY-2023**

Ms. Workman made a motion to approve the FY-2023 Budget for \$228,000 as presented. After review of all available information, Mr. Judy seconded the motion and the Board concurred.

11. **Director's Reports**

a. **March 2022 Director's Report**

Mr. Judy made a motion to approve the March 2022 Director's Report as presented. After review of all available information, Dr. Resley seconded the motion and the Board concurred.

12. **Medical Imaging Schools Report**

Secretary Hoffman made a motion to approve the Schools Report as presented. Ms. Workman seconded the motion and the Board concurred.

13. **JRCERT Accreditation Actions**

Chairman Trupo presented the JRCERT Accreditation Actions for review and discussion.

14. **8% Application Fee Reduction**

Director Browning presented the revised Series 1 Rules that included the language from the passage of Senate Bill 334 that reduced application fees by 8%.

Director Browning reported that all of the necessary changes have been made to facilitate the fee reduction.

15. **Administrative Assistant Pay Raise**

Secretary Hoffman made a motion to raise the administrative assistant's pay by 10%. Ms. Workman seconded the motion and the Board concurred.

16. **Legislative Auditor IT Service Request**

Chairman Trupo presented the Legislative Auditor IT Service Request for review and discussion.

17. **Online Complaint Form**

Mr. Judy made a motion to approve the online Complaint Form as presented. After review of all available information, Ms. Workman seconded the motion and the Board concurred.

18. **Additional License Type Application**

Secretary Hoffman made a motion to approve the Additional License Type Application as presented. After review of all available information, Ms. Workman seconded the motion and the Board concurred.

19. **Educator Board Member Job Posting**

Chairman Trupo presented the Educator Board Member Job Posting for review and discussion.

20. **MRI Board Member Job Posting**

Chairman Trupo presented the MRI Board Member Job Posting for review and discussion.

21. **Upcoming Meetings**

Secretary Hoffman made a motion to have the next Board meeting on May 19, 2022. Ms. Workman seconded the motion and the Board concurred.

22. **Adjournment**

Ms. Workman made a motion to adjourn at 4:50PM PM. Mr. Judy seconded the motion and the Board concurred.