

Executive Board Meeting Minutes

March 14th, 2021 at 11AM

1-888-354-0094 code: 2271062111#

Members present: Lindsay Cizek-Cribb-President, Mandy Chase-Vice President, Cassie Doyle-Treasurer, Jamie Weybright-Parliamentarian, Diane Halvorson-Secretary and BOP Liaison, and Melissa Krava-NDSCS Liaison Member

Members Absent: Shaina Stall-Member at Large, Danika Johnson-Northland Community and Technical College Liaison, and Mike Schwab-NDPhA Liaison Member

1. Meeting was called to order by Lindsay Cizek-Cribb at 1101. Lindsay Cizek-Cribb declared a quorum.
2. Mission statement was read by Cassie Doyle.
3. Agenda reviewed, Lindsay Cizek-Cribb asked for additions or changes. Diane Halvorson suggested moving #14 to the end of the meeting for a better work flow. Lindsay Cizek-Cribb acknowledged that was a good suggestion. **Jamie Weybright made a motion to accept the agenda with the change of #14 to the end of the agenda. Cassie Doyle seconded the motion. Motion carried.**
4. Treasurer report:
   1. Cassie Doyle reported on the current Balance Sheet statement. **Lindsay Cizek-Cribb made a motion to approve the Balance Sheet statement as presented. The motion was seconded by Jami Weybright. Motion carried.**
   2. Cassie Doyle reported on the current Profit and Loss Statement. **Diane Halvorson made a motion to approve the Profit and Loss Statement as presented. Mandy Chase seconded the motion. Motion carried.**
5. Cassie Doyle reviewed the current 2020-2021 budget. No questions asked, no motion needed at this time.
6. Cassie Doyle reported on the Scholarship Fund which currently has $1916.00.
7. Secretary Report: Diane Halvorson stated she had sent out the minutes from December 13th 2020, December 29th 2020, and January 10th 2021 and that board members had previously reviewed via email. **Cassie Doyle made a motion to approve NAPT Executive Board Minutes from December 13th 2020, December 29th 2020 and January 10th 2021 as presented. Jamie Weybright seconded the motion. Motion carried.**
8. ND BOP update: Diane Halvorson stated she would defer an update from the North Dakota Board of Pharmacy as #18 of this agenda will provide an update from the advisory committee.
9. Melissa Krava-liaison of NDSCS reported:
   1. Between the highbred and on campus program they have a perspective 9 spring graduates.
   2. NDSCS is currently collaborating with CEImpact to provide vaccine training to the students. Depending on the outcome of SB2279, NDSCS will decide how to build vaccination administration into their curriculum.
   3. VP of Academic Affairs, Harvey is retiring so there will be some leadership changes on the NDSCS campus.
   4. Currently working on finding sites for rotations.
   5. Patism program currently has 30 active students.
10. Northland Community and Technical College Update: no report available.
11. Visits to Northland Community and Technical College/NDSCS**:** Lindsay Cizek-Cribb stated due to the absence of Shaina Stall no update. Lindsay Cizek-Cribb asked Melissa Krava if she has heard from Shaina Stall, Melissa Krava replied that she had heard from Shaina Stall at the beginning of the semester, further stating that this would be a good time for a visit as it fits with the current curriculum. Lindsay Cizek-Cribb asked Melissa Krava to reach out to Shaina Stall and if she needs anything further to feel free to reach out to Lindsay Cizek-Cribb as well.
12. Recruitment to Profession of Pharmacy Technician Profession Committee: Diane Halvorson reported ask previously discussed, the recruitment flyer and letter has been updated to reflect current information. Updated information was sent to Tracy Becker, who is our contact requesting Tracy Becker to send to all appropriate parties in an effort to get this information into the hands of high school students. Diane Halvorson further reported that she requested Tracy Becker to notify us when the information has been disseminated, will continue to monitor. Another opportunity is to present at the annual teacher convention, something to think about in the future.
13. Pharmacy Technician Vaccine Administration
14. Lindsay Cizek-Cribb reported that currently SB2279 has been passed by the senate, passed through committee at the house and is waiting to go to the house floor.
15. Lindsay Cizek-Cribb reported that 80 pharmacy technicians have completed the vaccine administration program. With a total of $5,000 budgeted, our current expenditure is $2830.00. Discussion held regarding if we should continue offering the collaborative education opportunities with CEImpact and Dr. Elizabeth Skoy. After great discussion, **Diane Halvorson made a motion to end our collaboration with CEImpact and Dr. Elizabeth Skoy as the NAPT Executive Board feels our current project has met its purpose. Lindsay Cizek-Cribb to notify both parties our decision and to thank them for their partnership. Cassie Doyle seconded the motion. Motion carried.**
16. Fall Conference update: Diane Halvorson stated not much work has gone into the planning as waiting for the NAPT Executive Board to give direction whether we will be doing in person, virtual or another option. Discussion held regarding this topic and the general consensus was perhaps polling the membership would be the best way to decide how to move forward. Lindsay Cizek-Cribb stated if the NAPT Executive Board Members would create the questions, she would be happy to create, send out and tabulate the data collected. Diane Halvorson asked what Lindsay Cizek-Cribb would envision the timeline to be. Lindsay Cizek-Cribb stated if we could get the questions tailored by the end of the week, we should be able to have the data collected by end of the month. Lindsay Cizek-Cribb asked Diane Halvorson to create a rough draft of questions and directed the NAPT Executive Board Members to collaborate via email to achieve final questions. Lindsay Cizek-Cribb cautioned the board regarding the detail of questions. The more detailed the question the harder it is to tabulate the data. Discussion held regarding what questions to ask and consensus was to keep it simple to whether to have and how to have the convention, Lindsay Cizek-Cribb stated that by collaborating via email everyone will have the opportunity to share their detailed thoughts regarding the survey.
17. Scholarships:
    1. Lindsay Cizek-Cribb reported no changes regarding the ND Career Builders Scholarship. Currently have awarded 2 scholarships.
    2. Lindsay Cizek-Cribb stated a total of 5 applicants for the NAPT Annual Scholarship have been received. Lindsay Cizek-Cribb will be scheduling a meeting with the scholarship committee within the next few weeks. Lindsay Cizek-Cribb did remind the group that the NAPT Executive Board previously voted to spend up to $1,000. Lindsay Cizek-Cribb stated she is working on if the recipients will be awarded during the NAPT General Business Meeting.
18. NAPT Annual Award processing moved to the end of the meeting.
19. Facebook: Mandy Chase stated all is going well for Facebook, highlighting a comment that was posted and Mandy Chase chose to ignore the post. Pointed out to the group that we may need to address a process how to handle if it becomes more frequent.
20. Diane Halvorson provided an update on the TCT project stating that the pilot sites have completed their role in collecting data to determine the utilization of TCT. The committee is scheduled to meet within the next week to discuss the outcome of data collection, utilization of the toolkit and what our next steps are. Details to follow.
21. Lindsay Cizek-Cribb reviewed the NAPT Executive positions open for the next term.
    1. Positions by ballot: Vice President, Treasurer, Secretary
    2. Appointed positions: Member-at-Large (2) and Parliamentarian
    3. Diane Halvorson asked what the current board members thoughts are regarding allowing someone who has previously been removed from the NAPT Executive Board to hold a position. Currently our bylaws do not address this topic, consensus was to bring to our next NAPT General Business Meeting and once we have a clear direction update the bylaws to reflect the decision.
    4. Discussion held regarding if a person needs to be a ND Registered Pharmacy Technician to serve on the NAPT Executive Board or if a Pharmacy Technician in Training could serve. Currently our bylaws do not address this topic, consensus was to bring to our next NAPT General Business Meeting and once we have a clear direction update the bylaws to reflect the decision.
22. Lindsay Cizek-Cribb reported on the North Dakota Board of Pharmacy Advisory Meeting stating that topics discussed included: vaccine administration by pharmacy technicians, recruitment and reported offering continuing education in lieu of the cancelled 2020 NAPT Annual Fall Conference. Mandy Chase reported she felt this was a very positive and informative experience. Cassie Doyle reported she echoed the above comments and felt the communication was a great way to collaborate with the North Dakota Board of Pharmacy.
23. Mandy Chase reported on the NDPhA meeting she attended on December 9, 2020. Mandy Chase stated that there was a lot of in and out for this meeting and the meeting ran short so she did not give an NAPT update. Topics covered included: covid testing, covid vaccination, fraud investigation, Medicare part B, and financials. Lindsay Cizek-Cribb asked Mandy Chase if she is still able to represent NAPT at these meetings and Mandy Chase replied yes.
24. Next Nodak will be the June/July issue. Deadline for the issue not stated at this point. Lindsay Cizek-Cribb will monitor.
25. NDPhA Convention scheduled for April 16 and 17, 2021. Lindsay Cizek-Cribb stated this event will be held on line. Annually the NAPT Executive Board meets on the Friday of the convention. After discussion, it was decided to hold the NAPT Executive Board meeting on Saturday, April 17, 2021 from 11:30-12:30 and then hold the NAPT General Business Meeting from 12:30 to 1pm. Lindsay Cizek-Cribb will notify NDPhA so they can adjust their convention schedule. Suggestion made to promote the NAPT General Business Meeting on Facebook stating they are welcome to join the meeting even if they are not attending the convention.
    1. NAPT General Membership Meeting
26. Lindsay Cizek-Cribb stated we will decide on future NAPT meeting dates once the new board is in place.
27. NAPT annual award processing: Lindsay Cizek-Cribb reported that there is a possibility that we have not received all of the nominations. Today we will vote according to what we have received and if more nominations are received, she will redo the voting process. This year will be the first year to vote via email. Lindsay Cizek-Cribb will email the nominations for the three awards that the board votes on with a date and time response is due. Lindsay Cizek-Cribb will process the awards after that. Diane Halvorson asked if we have validated if the sponsors will be sponsoring again this year. Lindsay Cizek-Cribb commented she will be completing that task. Lindsay Cizek-Cribb stated the NDPhA planning committee has asked her to be a part of the awards ceremony which will happen via zoom. All NAPT awards will be presented at that ceremony. Discussion held how to get the awards to the recipient. Lindsay Cizek-Cribb commented we can address that issue once the recipients are selected.
28. With no further business, meeting adjourned.