

Executive Board Meeting Minutes

December 13, 2020 at 11 am

1-888-354-0094 code: 2271062111#

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

Members Absent: Arlene Monson-Chairperson, Jamie Weybright-Parliamentarian, Shaina Stall-Member at Large, Danika Johnson-Northland Community and Technical College Liaison, Mike Schwab-NDPhA Liaison Member

1. The meeting was called to order at 1101 by Lindsay Cizek-Cribb. Roll call completed by Lindsay Cizek-Cribb and quorum was declared.
2. Agenda was reviewed. Lindsay Cizek-Cribb asked for any additions to the agenda, Mandy Chase requested the current AAPT correspondence recently received be added. **Diane Halvorson made a motion to approve the agenda with the noted addition. Cassie Doyle seconded the motion. Motion carried.**
3. Mandy Chase read the NAPT Mission Statement.
4. Treasurer reports:
   1. Profit and Loss statement reviewed. **Mandy Chase made a motion to approve the Profit and Loss statement as presented. Diane Halvorson seconded. Motion carried.**
   2. Balance Statement reviewed. Diane Halvorson asked if at the time and date of statement did the total liabilities and equity match the balance of the checkbook. Cassie Doyle responded yes. **Diane Halvorson made a motion to approve the Balance Statement as presented. Lindsay Cizek-Cribb seconded the motion. Motion carried.**
   3. Budget 2020-2021 reviewed no action required.
   4. Scholarship fund: Cassie Doyle reported current balance of 1916.00.
5. Secretary reports:
   1. Executive Board Meeting September 20, 2020
   2. Executive Board Meeting October 4, 2020
   3. Executive Board Meeting November 17, 2020
   4. Diane Halvorson stated that all minutes had previously been reviewed and electronically approved. No changes noted at this time. **Cassie Doyle made a motion to approve the minutes from September 20, October 4 and November 17, 2020 NAPT Executive Board Meeting Minutes as presented. Mandy Chase seconded the motion. Motion carried.**
6. Secretary and Treasurer computer purchase: Lindsay Cizek-Cribb stated this is on the agenda to conclude the transition from old computers to new.
   1. Cassie Doyle reported all treasurer files have been moved and that she collaborated with Diane Halvorson on the disposal of the old computer.
   2. Diane Halvorson reported all secretary files have been moved and that both the secretary and treasurer computers have been appropriately disposed.
   3. Diane Halvorson asked if we can add to a future agenda discussion on maintenance of the new computers to ensure they are maintained moving forward. Mandy Chase stated that it was recommended at time of purchase to consider an annual update of both computers. Lindsay Cizek-Cribb will add to future agenda for expanded discussion.
7. Pharmacy Technician Vaccine Administration:
   1. Survey #1(sent out by mail via Sir Speedy): Consideration of pharmacy technician’s being able to administer vaccines:
      * 1. This survey went out to all North Dakota licensed pharmacists and current Registered Pharmacy Technicians in October 2020.
        2. Diane Halvorson reported the results from the survey recieved by mail have been completed and results sent to the NAPT Executive Board for review. Conclusion of report is that 71% of participants were in favor of pharmacy technicians being able to administer vaccines. Points made by members after review of all the information:
           1. Mandy Chase stated she reviewed all comments received from the survey and stated that one theme she noted was the concern of liability. Mandy Chases stated that she was a little disheartened by some of the negative comments.
           2. Cassie Doyle stated that she did previously review the comments and while there are some negative comments, the overall message is in support of moving forward with this project.
           3. Diane Halvorson stated that we should consider education of what the topic means as part of the package that we will unfold over the next year. Perhaps having a speaker at the NDPhA and NAPT Annual Fall Conference to discuss some of the main topics of concern. For example, addressing the concern of liability, could we consider having someone discuss what liability insurance is not just regarding administering vaccines but liability overall. Diane Halvorson felt using the negative comments as areas of opportunity to expand with education.
        3. **Diane Halvorson made a motion to accept the Vaccine Survey 2020 results as presented and moving forward to report to our members and the pharmacy community that survey results concluded a 71% support of moving forward to prepare to present to legislature the request to consider allowing pharmacy technicians to administer vaccines. Cassie Doyle seconded the motion. Motion carried.**
        4. Lindsay Cizek-Cribb stated that she attended the Governmental Affair Committee recently held and the conversation went over the planned hour. Another meeting has been scheduled for December 15th and the conversation of pharmacy technician being able to administer vaccines topic to go to the legislature will be discussed to see if this committee will support and assist moving forward. Lindsay Cizek-Cribb will keep the NAPT Executive Board members updated.
   2. Survey #2 (sent out by email via Mike Schwab, NDPhA Executive Director): Interest in participation of immunization administration training; specific to COVID 19 vaccine and the recent initiative of Human Health Services (HHS):
      * 1. Lindsay Cizek-Cribb reported the following results from the survey monkey as follows:

105 responses: 76 yes, 20 no and 9 maybe

Training times identified as follows:

December 9 (completed): 20

December 19: currently 11 enrolled

January 4: currently 11 enrolled

January 9:  currently 4 enrolled

This totals 54 current pharmacy technicians registered to complete or have completed this training.

Other results of survey shared include the following:

Is your pharmacy registered as a COVID pharmacy: 69-yes, 5-no and 20-unsure

Do you currently have CPR: 12-yes and 88 no

Does your pharmacy have a pharmacist who is Immunization certified: 90-yes 5-no

* + - 1. Diane Halvorson asked if we have thought about what type of tracking we would do? Such as number of participants who pass, number of immunizations administered. Perhaps this information could be a resource in our platform presented to the legislature.
      2. Cassie Doyle recommended we reach out to Mike Schwab to identify his recommendations of what would be useful information.
      3. Lindsay Cizek-Cribb echoed Cassie Doyle’s recommendation and stated she would be in conversation with Mike Schwab and communicate back to the NAPT Executive Board his recommendations.

1. Lindsay Cizek-Cribb provided an update regarding action from a previous meeting to update the NAPT bylaws to reflect our current practice as outlined in the NAPT Guideline Manual did not follow our current Constitution and Bylaw. Moving forward, the updates would need to be submitted in writing to the NAPT Executive Board, then presented to the General Membership for approval of such changes. Lindsay Cizek-Cribb stated this is something we will continue to work on as the change itself is a warranted change, but that we will follow the proper processes as outlined in our Constitution and Bylaws. Diane Halvorson suggested that as we end our office term, perhaps this would be a good time to review our job descriptions and to review the Constitution and Bylaws overall to see if other changes are in order. More details to follow.
2. AAPT recent correspondence: Lindsay Cizek-Cribb reported that this is not a new topic of AAPT, rather AAPT is at the point of making decisions about the viability of their organization. Lindsay Cizek-Cribb stated based on the information in the NAPT timeline, NAPT became a chapter of AAPT in 1992. The board discussed in length what our affiliation should be moving forward with AAPT. Concerns shared included:
   * 1. Who would be the new owner of AAPT and would we want to continue to be affiliated?
     2. As NAPT strives to do the best for it’s members, the expectation of serving in any capacity on the AAPT board would be questionable as our time and focus are for our members.
     3. Direction of AAPT.
     4. Concern of the information shared was not was correctly stated.

Discussion held regarding is this time that NAPT consider taking an inactive role with AAPT? Melissa Krava shared this might be a good time to decide if we should continue or disband our affiliation. Lindsay Cizek-Cribb will reach out to AAPT in follow up to the correspondence and share some of our concerns and bring back to the NAPT Executive Board to consider further action.

1. Leadership of NAPT: Lindsay Cizek-Cribb expressed her concerns regarding the lack of leadership provided by Arlene Monson as Chairperson. Sharing with the group the continued lack of leadership at meetings, meeting timelines, overall participation. Lindsay Cizek-Cribb opened the conversation up to the floor:
   1. Cassie Doyle stated that she feels serving on the NAPT Executive Board is an honor. Cassie Doyle further stated that while she understands the role of the Chairperson is to delegate as a way to acclimate the President to their duty’s office term, Arlene has seemed to be absent from the general functioning of NAPT and its Executive Board. Cassie Doyle applauded Lindsay Cizek-Cribb for her willingness to step in at the last minute to ensure our meetings are conducted appropriately and that the functions of the board continue in a timely fashion. Cassie Doyle asked if there has been any conversation at the higher level between Lindsay Cizek-Cribb and Mandy Chaise and/or including Arlene Monson. Additionally, Cassie Doyle shared that there had been a previous issue where Cassie Doyle had been emailing Arlene Monson and did not have a response so sent a final email that had caps and exclamation points. Arlene Monson responded stating next time to text and it appeared that Arlene was offended by the email sent. Cassie Doyle shared it was not her intent to offend Arlene, rather to get the business at hand completed. Additionally, Cassie Doyle did text Arlene the next time she had some business and did not get a timely response at that time.
   2. Mandy Chase stated that she reached out to Arlene Monson on November 24, 2020. Arlene Monson, Response by Arlene Monson was that she had some personal matters. Mandy Chase offered to assist Arlene Monson with anything possible including the building of the agenda for the meeting today. Mandy Chase stated that she did not hear anything from Arlene Monson after that conversation. Mandy Chase stated that we all need to exhibit the level of responsibility regarding our duties if our office position. If we are unable to fulfill our duties, it is each of our responsibilities to communicate to the board that we are not able to perform. Mandy Chase stated she is torn as to whether we just continue as we have been since we only have 4 months left or if we make an example of what happens when you do not fulfill your responsibilities on the board.
   3. Diane Halvorson stated with the current pandemic we are all struggling with fulfilling our obligations, perhaps this is not the time to remove Arlene Monson from her position. Diane Halvorson questioned why we are addressing this now as from conversation some members feel Arlene Monson’s lack of participation and leadership has been exhibited since the beginning of this office term. Diane Halvorson suggested that we re-assign responsibilities for the remainder of this term just to get us past this issue since we are nearing the end of our term. Diane Halvorson shared a past issue where a member was terminated from office and discussed the negative outcome that surrounds that. Perhaps that is not the message we want to put out during a pandemic.
   4. Mandy Chase replied to Diane Halvorson’s recommendation, if we re-assign the responsibilities how would we address Arlene Monson’s comments?
   5. **Cassie Doyle made a motion to ask Arlene Monson to step down from her current Chairperson position. Motion seconded by Lindsay Cizek-Cribb.** Diane Halvorson questioned parliamentary procedure of Lindsay Cizik-Cribb seconding a motion when she is leading the meeting. Lindsay Cizek-Cribb stated she is not the chairperson she feels it is appropriate for her to second motions. Diane Halvorson pointed out that typically the person running the meeting is not part of the motion or seconding process. Lindsay Cizek-Cribb felt it appropriate and stood as the second to this motion. Diane Halvorson asked for clarification on the motion, if it is to ask Arlene Monson to step down, what happens if she declines to do so? Cassie Doyle stated her motion stands to appeal to Arlene Monson to do the right thing to resign her position since she has not been appropriately serving her position. Cassie Doyle further stated that if Arlene Monson does not step down then it will have to come back to the NAPT Executive Board for further discussion. Mandy Chase stated that article IV of the NAPT Bylaws states that disqualification of a board member should be provided 10 days prior to the vote of the impending action. Diane Halvorson pointed out that because the motion is to ask Arlene Monson to step down, this article is not relevant. **With no further discussion roll call taken: Lindsay Cizek-Cribb-yes, Mandy Chase-yes, Diane Halvorson-no, Cassie Doyle-yes. Motion carried.**
   6. Discussion held regarding who should reach out to Arlene Monson regarding her participation and request for her to step down from her position. Cassie Doyle recommended that this come from the upper leadership of NAPT and requested Lindsay Cizek-Cribb and Mandy Chase to work together to create this correspondence.
2. Fall Conference:
   1. Fall Conference 2020: Follow up provided by Lindsay Cizek-Cribb regarding the utilization opportunity provided by the NAPT Executive Board of a one-year membership to CEImpact. Currently have 143 members who have enrolled with a total of 820 courses enrolled.
   2. Fall Conference 2021: Tentatively scheduled for September 10-11th, 2021 at the Holiday Inn in Fargo. Cassie Doyle asked what the timeline for cancellation of the hotel would be. Question if we should have discussion of a virtual or in person meeting.
   3. Lindsay Cizek-Cribb stated she is not currently able to be the 2021 chairperson. Hearing no response by other members, Diane Halvorson expressed interest in serving as the 2021 NAPT Annual Fall Conference Chairperson. Diane Halvorson shared a vision of potential in person and/or virtual opportunity. At this point we have a great deal of information to help us navigate how to proceed with a virtual conference. Diane Halvorson stated if we run the risk of losing money by canceling our contract with the Holiday Inn, perhaps we could look at using their facility to be the site for taping the speakers. Moving forward, Lindsay Cizek-Cribb will reach out to the Holiday Inn to see what the timeline is and what we would loose if we cancel. Cassie Doyle stated she would be willing to assist in fall conference planning with Diane Halvorson taking the lead.
3. NDPhA Annual Convention Scheduled for April 2021. Last information shared with Lindsay Cizek-Cribb was end of November 2020. Information included conversation regarding live verses recorded session and perhaps leaving the session open for a 6-month period. Lindsay Cizek-Cribb asked if anyone is participating on the convention planning committee. Diane Halvorson stated that she has not yet participated due to scheduling conflict but plans to become involved moving forward. Once Diane Halvorson is aware of the next planning meeting she will share with this board.
4. Scholarship:
   1. ND Career Builder: Lindsay Cizek-Cribb reported that Shelly, who is the ND Career Builder contact person at NDSCS, states we have awarded 2 scholarships to date. With the new semester starting, we should see more application activity.
   2. NAPT Scholarship Fund: As previously stated during the treasurer report, current balance is $1916.00. Lindsay Cizek-Cribb stated that the scholarship committee is comprised of the Chairperson, President, Vice President and NDPhA Executive Director. Diane Halvorson stated that it was decided the funds that are allocated yearly are the monies received during the basket extraordinaire. Since we did not have that activity, the NAPT Executive Board should set the limit of spending ability to then be determined by the Scholarship Committee. **Diane Halvorson made a motion to give the spending ability of up to $1000.00 for scholarship applicants for the January 2021 time frame. Further stating this is the cap, the committee does not need to spend this if they do not feel the applicants meet the need and guidelines. Lindsay Cizek-Cribb seconded. Motion carried.**
5. Recruitment to the profession: Lindsay Cizek-Cribb stated she placed this on the agenda to ensure we continue to keep this as a discussion point moving forward. Diane Halvorson stated that this is a good time of the year to begin discussion to reach out to our North Dakota schools. While last year we did not receive any questions or feedback, we sent the information to a small group of schools and with the unfolding of COVID it might be that this information got missed. Mandy Chase expressed her feeling that we should continue to move forward and would be happy to assist with this project. **Lindsay Cizek-Cribb made a motion to move forward using previous reference material to reach out to North Dakota High Schools in an effort to promote the pharmacy technician field. Mandy Chase seconded the motion. Motion carried.** Lindsay Cizek-Cribb encouraged Diane Halvorson and Mandy Chase to work together to organize and identify schools and move forward with this project. Because the references have previously been approved, no need for further approval.
6. Visit to Northland Technical College and NDSCS: Shaina Stall not in attendance. Lindsay Cizek-Cribb reported she did not think any arrangements had been made to this point. Lindsay Cizek-Cribb stated that Cassie Doyle had offered to mentor Shaina Stall with this project and asked Cassie Doyle if she had any updates. Cassie Doyle reported that there had been no communications so she would assume nothing to this point. Melissa Kava stated that she had not been contacted to this point. Lindsay Cizek-Cribb will contact Shaina Stall for an update.
7. Facebook: Mandy Chase reported that she is on task with postings to facebook. Topics to be posted in the upcoming weeks include:
   1. Scholarship applications
   2. NAPT award nominations
   3. NAPT Executive Board position openings
   4. January-reminder to submit annual registration with the North Dakota Board of Pharmacy

Mandy Chase did state that she completed the follow up to the question regarding inactive status.

1. TCT updates: Diane Halvorson reported that the pilot site information collection phase is complete. Now the data will be reviewed and shared with the committee to decide our next step. Diane Halvorson and Mandy Chase shared feedback from pilot sites support the utilization of and expansion of TCT. Diane Halvorson also stated that she has been in contact with PTCB regarding our delayed end date of the project, due to COVID our collection and closure of the program has caused some delay. PTCB responded they are in support of our project and no hard deadline is needed.
2. NAPT annul awards:
   1. Lindsay Cizek-Cribb has stated that the information has been included in the last Nodak as well as will be included in the next Nodak that is ready for release. We will also be publicizing on facebook and in the annual January flyer. Lindsay Cizek-Cribb also stated that in years past we have had conflicting due dates for nominations and perhaps reaching out to NDPhA to see what their deadline is and mirror that.
   2. Discussion held regarding the voting of award by the NAPT Executive Board. Lindsay Cizek-Cribb stated she would be happy to research how we can use survey monkey as our voting platform. Diane Halvorson stated that with the transition of conducting our meetings via telephone, if we could simplify this process moving forward, perhaps using texting or email to conduct the voting. As we work to review other processes for napt perhaps it is the time to update our process for voting on awards.
3. North Dakota Board of Pharmacy updates: Diane Halvorson reported no updates as the board has not met since our last NAPT Executive Board Meeting.
4. NDSCS updates: Melissa Krava reported due to COVID classroom size is at 25% capacity. Maximum capacity is 48 students, currently enrolled is 12 students. Utilizing a highbred of in classroom and virtual a typical day has 4 students in classroom. Currently have 2 students affected by COVID; 1 student has decreased their class size and the other student has a few weeks left to catch up on course work. Expected graduating class of 10 this spring. Lindsay Cizek-Cribb asked Melissa Krava if any students have discussed the COVID vaccine administration topic Melissa Krava responded that there is not much conversation on this topic.
5. Northland Technical College update: Lindsay Cizek-Cribb stated that Danika Johnson was unavailable to attend the meeting but did provide an update stating 6 graduates for spring 2021. In January of 2020 received re-accreditation of their program by ASHP. Currently due to COVID they are lecture based on line and face to face for lab time. Danika Johnson’s report will be provided as an attachment with these minutes.
6. NDPhA quarterly meeting updated provided by Mandy Chase, reporting meeting topics included MTM updates, COVID testing, Medicaid fraud investigation, pharmacy technician education for administration of COVID vaccines. Mandy Chase reported the group thanked NAPT for their work with the unfolding of the education and ability to allow pharmacy technicians to administer the COVID vaccine. Mandy Chase shared with the group the collaboration efforts put forth between CEImpact, Dr. Elizabeth Skoy and NAPT to make this cost effective and possible. Additionally, Mike Schwab reported at this meeting the update of the internet platform for NDPhA. Changes to this platform will allow functions such as registering for convention, membership payments and mass emailing just to name a few things this update will provide. Mandy Chase reported that the next NDPhA meeting will be March 17, 2021.
7. North Dakota Board of Pharmacy Advisory Meeting: Diane Halvorson stated that due to COVID our board meeting will be held by zoom and is scheduled for January 7, 2021. Diane Halvorson recommended that NAPT contact Dr. Hardy to see if he has the agenda prepared to know when the advisory meeting would be. Lindsay Cizek-Cribb asked if we want to begin building a list of talking points for this meeting suggesting we start an email chain to discuss topics. Diane Halvorson stated perhaps we could discuss now and could follow up with an email to those not in attendance to see if they have any other suggestions. Lindsay Cizek-Cribb asked for thoughts:
   1. Immunizations: two track, COVID administration and discuss project of going to the legislature regarding pharmacy technicians to be able to administer vaccinations
   2. TCT updates
   3. Recruitment efforts
   4. Fall Conference 2020 present information of CEImpact partnership and outcome of participation to date
   5. Fall Conference 2021
8. Nodak due date: Lindsay Cizek-Cribb to notify board of next due date
   1. January mailer: Discussion held regarding the January mailer and topics to be included:
   2. Fall Conference 2021 information
   3. NDPhA convention dates 2021
   4. COVID immunization efforts
   5. Pharmacy technicians administering vaccines efforts at the legislature

Lindsay Cizek-Cribb stated the shell is there and she could work on in the next few weeks and send to the board for review. Diane Halvorson stated that she would be willing to work on the document in an effort to support Lindsay Cizek-Cribb on the many responsibilities she current has in front of her. Diane Halvorson also volunteered that once the document is complete, she can coordinate with Sir Speedy the processing of the flyer. Lindsay Cizek-Cribb stated it should be our goal to have the document ready to put to print by the first week of January. Outcome, Diane Halvorson will work on the first draft of this document and Lindsay Cizek-Cribb will contact the North Dakota Board of Pharmacy for an updated pharmacy technician/tech in training listing for the mailing.

1. Positions open on the NAPT Executive Board in April of 2021:
   1. Vice President/President Elect
   2. Treasurer
   3. Secretary
   4. Also noted: Member at Large and Parliamentarian are appointed positions that will need to be filled by the current NAPT President (incoming Chairperson)
2. Future NAPT meetings:
   1. Status Sunday evening call: January 10, 2021
   2. NAPT Executive Board Meeting: March 14, 20201
   3. Spring convention typically has an NAPT Executive Board Meeting and General Business Meeting
3. No further business, meeting adjourned at 1345

Minutes prepared by Diane Halvorson-NAPT Secretary