

Executive Board Meeting Minutes

March 3, 2019

9:30 to 2:30pm

NDPhA Office, Bismarck ND

**Members Present:** Tracy Lindsey-Chairperson, Arlene Monson-Vice President, Autumn Guilbert-Parliamentarian, Kathy Zahn-Member at Large, Diane Halvorson-Liaison Member

**Members joining via conference call**: Lindsay Cizek-Cribb-Secretary and Cassie Doyle-Member at Large

**Members absent:** Twana Dick-President, Alexandria Spilman-Treasurer, Melissa Krava-Liaison Member, Mike Schwab-Liaison Member, and Danika Braaten-Liaison Member

Meeting was called to order at 9:48am by Chairperson Tracy Lindsey. Tracy stated that members present on conference call will not be in full attendance due to a work commitment. They will be in and out of the call. Tracy appointed Diane Halvorson as temporary Secretary for this meeting.

1. Tracy Lindsey declared that a quorum has been established.
2. Agenda was reviewed by the Executive Committee.
   1. **Kathy Zahn made a motion to approve the agenda, seconded by Autumn Guilbert. Motion carried.**
3. Executive Board Meeting: January 6, 2019.
   1. Minutes reviewed with no suggestion of changed noted.
   2. **Arlene Monson made a motion to approve the minutes, seconded by Autumn Guilbert.**
4. Treasurer Reports:
   1. Profit and loss
   2. Balance sheet
   3. Budget/Fiscal
   4. Due to an unexpected absence of the treasurer, reports reviewed but not approved.
5. Fall Conference:
   1. 2018: Kathy provided the results of the conference survey. Group reviewed and discussed the results. Will share with the 2019 conference committee to use as a tool in planning the 2019 conference.
   2. 2019:
      1. Diane reported the committee is currently organizing the speaker line up. Diane asked if the Facebook committee could post an invitation for Bismarck Pharmacy Technicians interested in serving on the committee to submit their name. Deadline for submitting names is March 15, 2019. Kathy Zahn will create and manage that post.
      2. Conference dates: September 13 and 14, 2019. To be held at the Ramkota in Bismarck, ND.
6. Scholarship:
   1. Fund balance: $5,593
   2. No applications submitted January 2019
   3. Discussion held as to whether we should hold the 3rd annual raffle. Conclusion we should hold for another year and re-evaluate January 2020.
7. Communication/Facebook Committee update (Arlene, Lindsay, Kathy)
   1. Calendar of events:
      1. Group felt the annual calendar of events should be added as a tool to the NAPT Guideline Resource Book. Moving forward, items on this calendar should be posted in a timely manner. Such posts do not require prior approval before posting.
      2. Any other posting require approval as outlined in the Facebook guideline procedure.
      3. Lindsay Cizek-Cribb will update the guidelines to include the changes outlined above in section i.
8. Recruitment to the Pharmacy Technician Profession committee (Arlene)
   1. Arlene Monson reported her research of determining how many high schools are in North Dakota summarized 517 schools.
   2. Discussion held, conclusion that rather than putting our time into defining all the high schools in ND, rather we should do a pilot run of a few schools.
   3. **Arlene Monson made a motion as follows: identify a rural and larger city to contact and provide the following:**
      1. **Letter describing our purpose and contact information**
      2. **Link to the website with recruitment and professional video**
      3. **Attachment of the recruitment flyer**

**This pilot to be completed by March 31, 2019 and results reported to the next NAPT Executive Board Meeting. Motion seconded by Kathy Zahn. Motion carried.**

1. AAPT Convention 2019 scheduled for August 30 and 31, 2019 to be held in Orlando Florida
2. 2019 positions open:
   1. Vice-President
   2. Treasurer
   3. Secretary

Ballots will be in the NDPhA Nodak. Deadline for voting is March 25, 2019

Additional positions that are open (by appointment): Member at Large x 2 and Parliamentarian

1. Tracy Lindsay shared with the group the current medical issues with Twana Dick. Discussion included the group wants to continue to support Twana and made the following decisions:
   1. Arlene Monson will lead the new business during the NAPT General Business Meeting to be held at the April 2019 ND Pharmacy Convention.
   2. Arlene Monson to appoint the Member at Large positions
   3. Arlene Monson to appoint the Parliamentarian position
   4. **Autumn Guilbert made a motion as follows: Due to the recent medical issues of Twana Dick, and Executive Board Members wanting to extend support to Twana, the following recommendation made regarding 2019 office positions: have 3 Members at Large positions to ensure adequate representation on the board during Twana’s absence and offer assistance to Arlene Monson to cover responsibilities of the board. Kathy Zahn seconded. Motion carried.**
2. Northland Community and Technical College Report: Danika not present, report submitted: currently have 9 students enrolled in the program
3. NDSCS report: Melissa not present, report submitted:
   1. 3 students scheduled to graduate this spring
   2. 7 students currently enrolled for fall 2019
   3. 15 students currently in program
   4. 63 students enrolled in the Patism program
   5. Currently working on curriculum to fit the new ASHP/ACPE accreditation guidelines.
4. NDPhA Executive Board meeting scheduled for March 6, 2019 in Bismarck.
5. Next Nodak deadline: May 24, 2019
6. Dr. Mark Hardy joined the meeting and discussed the following:
   1. Senate Bill 2353: This bill has potential of removing the ability to fund NAPT through dues as our current process allows.
   2. Bill 1113: update the controlled substance list to include Gabapentin as a level V.
   3. Bill 1498: addresses immunizations and other injections updating the current language. Further work to do for this bill and recommendations to consider removing language of not being able to delegate duties to pharmacy technicians.
   4. Discussion regarding rule hearing scheduled for April 6th at 2:30 pm during the ND Pharmacy Convention. List of rules reviewed, several directly related to pharmacy technicians including:
      1. Pharmacist and Pharmacy Technician ratio
      2. Updating language of no longer requiring annual renewal of certification
      3. Updating language to include NHA (ExCPT exam) as an approved certified test along with PTCB (PTCE).
7. After Dr. Hardy left, group had a discussion regarding senate bill 2353, Tracy Lindsey to contact Mike to explore what NAPT should do and if Mike can represent NAPT to address lines 17/18 of the bill asking for clarification of wording and how the wording would impact the current fiscal processes of NAPT. Additionally, group asked Kathy Zahn to post information on Facebook promoting the rule hearing scheduled April 6th, encouraged Kathy to work with Dr. Hardy to ensure verbiage is accurate and best represents the message we want to convey.
8. Tracy Lindsey stated that NDPhA has changed their preferred insurance vendor. Now using Superior Insurance and State Farm. Discussion held to have Tracy Lindsey reach out to Mike for contact information of insurance agents. Then to reach out to agent to clarify if they have pharmacy technician coverage. If yes, offer to post information on Facebook. Kathy Zahn stated that she currently has a policy with State Farm at a very cost-effective rate. Conclusion, once Tracy Lindsey has the above information, Kathy Zahn will post on Facebook the information educating technicians of the available insurance. Group stated, we want to make sure that we are providing education of importance of having insurance but not posting any information promoting one agency over another.
9. Update for representative to extend invitation to local pharmacy technician schools (Alex): update not available.
10. ND Pharmacy Convention: April 5-7, 2019 in Bismarck, theme- Advancing the Care we Provide. Pre-registration due March 11, 2019.
11. Future NAPT Executive Board Meeting: April 5th at 11am. Tracy Lindsey to contact Mike for arrangements of a meeting room.
12. Recap of Pharmacy Advisory Meeting: Tracy Lindsey provided a brief summary of meeting with ND Board of Pharmacy held in January 2019. Including rule updates (as covered today by Dr. Hardy).
13. Awards: Distinguished Young Pharmacy Technician, Friend of NAPT, and Diamond award voted on. Pharmacy Technician of the Year will be processed according to guidelines, Arlene Monson processing awards due to absence of Twana Dick.
14. PTCB Partnership Funding invitation: Tracy Lindsey presented information received from PTCB regarding funds available for projects that address patient safety and/or advancement of pharmacy technicians. First opportunity deadline is April 15, 2019. Group asked Diane Halvorson to reach out to Heidi Eukel to collaborate potential projects. Diane will follow up with group outcome of discussion.
15. NAPT Guideline Resource Book: Due to time constraints of meeting, group asked Tracy Lindsey to do the following:
    1. Each member to review their job duty and provide Tracy Lindsey any suggested updates needed.
    2. Tracy Lindsey to schedule a meeting in Fargo with local board members to review book and make revisions. Updated book to be reviewed at next Executive Board Meeting.
16. Future goal setting: The following items are suggested to be considered items of interest for the 2019 incoming Executive Board:
    1. Define the need for Communication’s position and create job description
    2. Financial Committee to review potential changes that might come from Senate Bill 2353, how will NAPT function without the funding currently received by ND Board of Pharmacy.
    3. Advocate the importance of the role of the pharmacy technician.
    4. Promote the career of a Pharmacy Technician.
    5. Consider skype as a mode to conduct Executive Board Meetings.

Minutes submitted by Diane Halvorson