

BOARD MEETING MINUTES
Oregon State Board of Pharmacy
800 NE Oregon Street, Suite 150
Portland, OR 97232
July 9, 2008

Wednesday, July 9, 2008 @ 10:00 AM, Oregon Pharmacy Board Conference Room

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Cathryn Lew, Board President, called the meeting to order at 10:00 AM.

Roll Call

The following Board members were present or participated via phone:

Cathryn Lew, President	Lee Howard, Vice President
Ann Zweber	Linda Howrey
Bernie Foster	Larry Cartier was absent
Dianna Pimlott was absent	

The following staff members were present or participated via phone:

Gary Schnabel, Executive Director	Karen MacLean, Administrative Director
Gary Miner, Compliance Director	Chrisy Hennigan, Office Manager
Tony Burt, Project Manager	Paige Clark, Pharmacist Consultant
Sean Tokooka, Pharmacy Student Intern	Loretta Glenn, Management Secretary

President Cathryn Lew began by updating Board members that this special meeting was convened to discuss budget development for 2009-2011 and asked Administrative Director, Karen MacLean to give the Board an overview of the planning to date.

Karen summarized the process to date and reviewed materials that had been e-mailed to Board members for review prior to the meeting. Essentially, personnel and other agency expenses for 2009-2011 are impacted by inflation rates significantly higher than anticipated when Karen reviewed the revenue/expenditure forecast in December 2007 with the Board. Because of that, it's become clear that the Board needs to evaluate licensing fee revenue and expenditures to determine how to best continue with the 2009-2011 budget development.

Karen advised that at present with existing resources, the Agency will need to submit a basic budget without any additional requests for new funding limitation unless new fees or reductions are considered. 76% of the budget is personnel and 24% is services and supplies.

Karen has been working very closely with the Board's DAS Budget Analyst, Michael Kaplan, who was also present at the meeting and Executive Director, Gary Schnabel. Michael agrees that the best option is for the Board to submit the "Agency Request" without any of the policy option packages that might otherwise be considered, and take some time to discuss options at the August Board meeting. Michael can then add into the next phase of budget development, any new revenue that may be considered and the policy packages for new funding. This allows the Board some time to evaluate and give careful consideration for any fee increases or expense reductions. Karen and Gary thanked Michael for his assistance.

The Board requested that Karen provide additional materials including: what positions have been added over the past 8-10 years and their impact on the budget, what the legislatively adopted budgets have been for this time and how they've changed, what significant spending has occurred along the way, especially personnel, rent, attorney general fees and how our licensing fees compare to other Oregon health related boards and other Board's of Pharmacy. Karen will work with staff to gather this information for presentation to the Board at the August Board meeting.

Board members agreed that more information was necessary and a financial discussion at the August meeting would be more effective than a lengthy phone call today and decided that it will be held on Tuesday, August 12, 2008 from 4-6 PM.

Finally, Board President, Cathryn Lew, informed members that beginning with the August Board meeting, all Board meeting documents will be accessed electronically through a secure portal in lieu of using hard copy documents. This will facilitate getting secure documents to Board members in a timely manner and also reduce the cost of printing and mailing.

MOTION

Motion was made to adjourn the meeting at 10:32 AM and unanimously carried (Motion by Zweber, Second by Howrey).

Minutes accepted by:

SIGNATURE ON FILE

Gary A. Schnabel, R.Ph, R.N.
Executive Director