

**KENTUCKY BOARD OF PHARMACY**

**via teleconference**

<https://us02web.zoom.us/j/83722115332?pwd=dXBidDk3VWZHNmbVd0NW9DTE1vUT09>

Meeting ID: 837 2211 5332      Passcode: ObWxGY

**Dial by your location**

**+1 646 558 8656 US (New York)      +1 312 626 6799 US (Chicago)**

**Meeting ID: 837 2211 5332**

**Passcode: 510846**

**November 9, 2021**

**11:00 a.m.**

**Special Called Board Meeting Agenda**

**Pursuant to KRS 61.823**

- I. CALL TO ORDER**
- II. EXECUTIVE DIRECTOR VACANCY**
- III. POLICY AND PROCEDURE MANUAL UPDATES FOR DELEGATION OF TASKS WHEN EXECUTIVE DIRECTOR IS ON EXTENDED LEAVE OR THE POSITION IS VACANT**
- IV. ADJOURNMENT**

*Pursuant to KRS 61.810(f), a portion of the meeting will be in closed/executive discussion since it involves a discussion of the leave and the appointment of an individual employee of the board.*

## MINUTES

### KENTUCKY BOARD OF PHARMACY

held at

125 Holmes Street

Frankfort KY 40601

via teleconference

### BOARD MEETING

November 9, 2021

**CALL TO ORDER** A special called meeting was held via teleconference from the Kentucky Board of Pharmacy, Frankfort, Kentucky. President Rhodes called the meeting to order on November 9, 2021 at 11:00 a.m.

Members: Jill Rhodes; Peter Cohron; Jonathan Van Lahr; John Fuller; Jody Forgy and Chris Harlow.

Staff: Eden Davis, General Counsel; Katie Busroe, Pharmacy Inspections and Investigations Supervisor and Darla Sayre, Executive Staff Advisor.

**Executive Director Vacancy** President Rhodes informed the Board that Larry Hadley, Executive Director will be stepping down. Mr. Hadley will be utilizing leave until a new applicant has been selected.

Chris Harlow recused and was placed in the waiting room.

President Rhodes moved to enter closed session pursuant to KRS 61.810(f), for a discussion of specific candidates for the appointment of an individual employee to the board for the position of Executive Director with the remaining Board members and Board Counsel. Peter Cohron seconded, and the motion passed unanimously. Peter Cohron moved to enter open session after a discussion of the potential candidates for the appointment for the position of Executive Director. Jody Forgy seconded, and the motion passed unanimously.

**Action:** Peter Cohron moved to post the Executive Director position with Personnel for a period of ten days. The position will be advertised on the website and sent to all Kentucky licensed pharmacists providing potential applicants with the link to apply and a detailed job description. The search committee will consist of Board members [excluding Chris Harlow] and Board Counsel. Jody Forgy seconded, and the motion passed unanimously.

Chris Harlow returned to the meeting.

**Policy and Procedure Manual Update** President Rhodes requested the Policy and Procedures Manual be updated with guidelines for a redistribution of Executive Director duties due to an extended leave or absence.

**Action:** Chris Harlow moved to accept the language reviewed during the meeting:

Executive Director – Reassigned duties due to extended Leave/Absence

1. Grievances – Board Counsel will review per 201 KAR 2:061.
2. Finance – Pharmacy Inspections and Investigations Supervisor to approve expenditures and deposits.
3. Personnel:
  - Performance Evaluations: Under advisement from Personnel, office staff and Pharmacy Inspections and Investigations Supervisor will report to Board Counsel. This change will allow Board Counsel to complete Performance Evaluations. Board Counsel will also continue this task until the new Executive Director has complete training and is qualified to resume this task.
  - Payroll: Board Counsel will approve timesheets for office staff and Pharmacy Inspections and Investigations Supervisor. As the Executive Director’s alternate time approver, the Pharmacy Inspections and Investigations Supervisor will approve Board Counsel’s timesheet.
4. CE Approval Requests –Pharmacy Inspections and Investigations Supervisor to review and approve.
5. Questions and inquiries to the Board: Pharmacy Inspections and Investigations Supervisor or Board Counsel based on the topic. If question cannot be referenced in a section of law, Pharmacy Inspections and Investigations Supervisor or Board Counsel will work in conjunction with a Board Member to address the practice question on a weekly basis.
6. Subpoenas – Board President
7. Applications with felonies or an alcohol/drug related misdemeanor – Board Counsel plus one assigned Board Member on a weekly basis.

Jonathan Van Lahr seconded, and the motion passed unanimously.

**ADJOURNMENT** Jonathan Van Lahr moved to adjourn. Peter Cohron seconded, and the motion passed unanimously. President Rhodes adjourned the meeting at 12:00 p.m.