

**Maryland Board of Pharmacy
Public Board Meeting**

**Meeting Minutes
Date: December 16, 2015**

Name	Title	Present	Absent	Present	Absent
Board Committee					
Ashby, D.	Commissioner	X		10	2
Bouyoukas, S.	Commissioner	X		5	1
Gavgani, M. Z.	Commissioner/President	X		10	2
Jones, David H.	Commissioner/Secretary	X		12	
Peters, R.	Commissioner	X		11	1
Robinson, T.	Commissioner	X		12	
Rochester, C.	Commissioner	X		11	1
Roy, S.	Commissioner		X	9	3
Smith, J.	Commissioner/Treasurer	X		11	1
St. Cyr, II, Z. W.	Commissioner	X		12	
Yankellow, E.	Commissioner	X		4	2
Zagnit, B.	Commissioner	X		12	
Board Counsel					
Bethman, L.	Board Counsel	X			
Felter, B.	Staff Attorney	X			
Board Staff					
Naesea, L.	Executive Director	X			
Ennels, S.	Deputy Director of Operations	X			
Wu, Y.	Compliance Manager	X			
Page, A.	Executive Administrative Associate	X			
Waddell, L.	Administration and Public Support Manager	X			
Jeffers, A.	Legislation/Regulations Manager	X			
Johnson, J.	MIS Manager	X			

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results																																			
B. Operations Report	S. Ennels, Deputy Director of Operations	<p>1. APS Unit Updates</p> <p>Quarterly Report Personnel Report</p> <p>2. MIS Unit Updates</p> <p>3. Data Integrity Unit Updates</p> <p>Online Pharmacy Renewal Report Audit Report</p>																																					
C. Licensing	Y. Wu, Compliance Manager	<p>1. Unit Updates</p> <p>2. Monthly Statistics</p> <table border="1" data-bbox="621 727 1234 1359"> <thead> <tr> <th>License Type</th> <th>New</th> <th>Renewed</th> <th>Reinstated</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Distributor</td> <td>4</td> <td>24</td> <td>0</td> <td>1027</td> </tr> <tr> <td>Pharmacy</td> <td>16</td> <td>2</td> <td>0</td> <td>2070</td> </tr> <tr> <td>Pharmacist</td> <td>54</td> <td>377</td> <td>0</td> <td>10880</td> </tr> <tr> <td>Vaccination</td> <td>41</td> <td>51</td> <td>0</td> <td>4142</td> </tr> <tr> <td>Pharmacy Intern - Graduates</td> <td>6</td> <td>0</td> <td>0</td> <td>26</td> </tr> <tr> <td>Pharmacy Intern - Students</td> <td>157</td> <td>0</td> <td>0</td> <td>446</td> </tr> </tbody> </table>	License Type	New	Renewed	Reinstated	Total	Distributor	4	24	0	1027	Pharmacy	16	2	0	2070	Pharmacist	54	377	0	10880	Vaccination	41	51	0	4142	Pharmacy Intern - Graduates	6	0	0	26	Pharmacy Intern - Students	157	0	0	446		
License Type	New	Renewed	Reinstated	Total																																			
Distributor	4	24	0	1027																																			
Pharmacy	16	2	0	2070																																			
Pharmacist	54	377	0	10880																																			
Vaccination	41	51	0	4142																																			
Pharmacy Intern - Graduates	6	0	0	26																																			
Pharmacy Intern - Students	157	0	0	446																																			

Subject	Responsible Party	Discussion					Action Due Date (Assigned To)	Results
		Pharmacy Technician	103	322	16	9106		
D. Compliance	Y. Wu, Compliance Manager	<p>1. Unit Updates C. Rochester-PEAC Report</p> <p>2. Monthly Statistics</p> <p>Complaints & Investigations:</p> <p>New Complaints - 23 Resolved (Including Carryover) – 29 Final disciplinary actions taken – 2 Reversals – 0 Summary Actions Taken – 2</p> <p>Inspections:</p> <p>Total - 130 Annual Inspections - 117 Opening Inspections - 6 Closing Inspections - 1 Relocation Inspections - 1 Board Special Investigation Inspections – 3 Division of Drug Control Closing Inspections – 2</p> <p>PEAC Update</p> <p>Total Pharmacist Rehabilitation Clients – 15 Pharmacist – 15 Technician – 0 Pharmacy Student – 0 Clients Monitored by Board Req. PEAC Assistance – 1</p>					PEAC Report Meeting review Motion by D. Jones to have a written proposal from PEAC to end the current contract by December 31. 2 nd by J. Smith.	1. The Board voted to approve this motion.

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
		<p>Drug Test Results - 9 Number of Positive Results - 0</p> <p>Discharged Clients/Closed Cases- 1</p>		
<p>E. Legislation & Regulations</p>	<p>A. Jeffers, Legislation & Regulations Manager</p>	<p><u>REGULATIONS:</u></p> <p><u>10.34.09 Fees</u> This chapter was revised pursuant to the Governor's initiative and chapter clean up. Published October 16th. Notice of Final Action published December 11th with an Effective Date of Dec. 21st.</p> <p><u>10.34.10.10 Pharmacist, Pharmacy Intern and Pharmacy Technician Code of Conduct</u> The chapter was revised pursuant to Board recommendation. Published November 13th. No comments received.</p> <p><u>10.34.19 Sterile Pharmaceutical Compounding</u> This chapter was revised pursuant to 2015 Legislation. Published November 13th.</p> <p>Two comments were received. One comment is below and the other comment and draft response was distributed at today's meeting.</p> <p><u>Forward email about comment 112315</u></p> <p><u>Maryland PCAB-AIS letter 11.20.15</u></p> <p><u>Board of Pharmacy Packet</u></p> <p><u>Draft Board Response to comment – 10.34.19</u></p> <p>Board approved the following two responses:</p>	<p>10.34.19 Motion to approve healthcare accreditation by response by J. Smith, 2nd by D. Ashby.</p> <p>Motion to approve response regarding office use with amendments suggested by L. Bethman by T. Robinson, 2nd by D. Jones.</p>	<p>10.34.19 The Board voted to approve this motion.</p> <p>The Board voted to approve this motion.</p>

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
		<p><u>Accreditation Commission for Healthcare:</u> Suzie Steger, Regulatory Coordinator Accreditation Commission for Health Care 139 Weston Oaks Ct. Cary, NC 27513 SSteger@ACHC.org</p> <p>Dear Ms. Steger:</p> <p>Thank you for submitting a comment concerning the proposed Code of Maryland Regulations (COMAR) 10.34.19 Sterile Pharmaceutical Compounding, as published in 42:23 Md. R. 1454 - 1456 (November 13, 2015).</p> <p>Once the regulations become effective, your request of the Board to approve the Pharmacy Compounding Accreditation Board (PCAB) Accreditation Program as a Board designated inspector for sterile compounding compliance of Maryland non-resident pharmacies will be referred to the Licensing Committee for consideration. The Licensing Committee will review your program and make a recommendation to the full Board.</p> <p>The Board would like to thank you again for your thorough reading of, and comment to, the proposed COMAR 10.34.19 Sterile Pharmaceutical Compounding. The Board considered your comment at the December 16, 2015 Board Meeting and voted to adopt the regulations as proposed.</p> <p><u>Kaiser Permanente:</u></p>		

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
		<p>Laurie G. Kuiper Sr. Director, Government Relations Kaiser Foundation Health Plan of Mid-Atlantic States, Inc. 2101 East Jefferson Street Rockville, MD 20852</p> <p>Dear Ms. Kuiper:</p> <p>Thank you for submitting a comment concerning the proposed Code of Maryland Regulations (COMAR) 10.34.19 Sterile Pharmaceutical Compounding, as published in 42:23 Md. R. 1454 - 1456 (November 13, 2015).</p> <p>You had requested clarification concerning whether the proposed 10.34.19.19 Office Use, related to sterile compounded medications prepared pursuant to patient specific orders and distributed to physician offices for administration in the office.</p> <p>The proposed 10.34.19.19 does not pertain to patient specific orders. It pertains to compounding without a patient specific prescription or order for health care providers.</p> <p>You had also asked for examples of “other permits” that would be acceptable as designated by the U.S. Food and Drug Administration (FDA) to ensure the safety of sterile compounded medications for office use.</p> <p>The Board added “other permit” to 10.34.19.19A to allow for any new or additional permits that the FDA may require. Specifically, an entity providing non-patient-specific sterile drug products would be</p>		

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
		<p>registered with the FDA as an outsourcing facility or manufacturer.</p> <p>The Board would like to thank you again for your thorough reading of, and comment to, the proposed COMAR 10.34.19 Sterile Pharmaceutical Compounding. The Board considered your comment at the December 16, 2015 Board Meeting and voted to adopt the regulations as proposed.</p> <p><u>10.34.29 Drug Therapy Management</u> This chapter was revised pursuant to 2015 Legislation brought by the Maryland Pharmacy Coalition. Published November 13, 2015. Three comments have been received and were referred to the Practice Committee.</p> <p><u>10.34.33 Prescription Drug Repository Program</u> This chapter was revised pursuant to Federal law and regulations. Anticipated to be published December 28, 2015.</p> <p><u>10.34.39 Pharmacist Administration of Self-Administered Drugs</u> This chapter was revised pursuant to 2015 Legislation brought by the Maryland Pharmacy Coalition. Anticipated to be published December 28, 2015.</p> <p><u>LEGISLATION:</u></p> <p><u>1) Report on Death with Dignity Briefing – Dec. 8th.</u></p> <p><u>Sept and Oct Meeting Summaries 120815</u></p> <p><u>Agenda for 120815 Workgroup</u></p>		

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
		<p><u>Death with Dignity 120915 Sunpaper Article</u></p> <p>The Board of Pharmacy discussed the End of Life Option Act. There was concern expressed regarding documenting the cause of death as "Pharmacologically Accelerated Imminent Natural Death" or P.A.I.N.D on death certificates. The Board does not object to the concept of the legislation or to collecting data from death certificates regarding who may have taken advantage of this option. The Board requests that another title be utilized on death certificates that does not use the word "pharmacologically."</p> <p>Anna Jeffers will relay this comment to Linda Stahr, Committee Staff for HGO.</p> <p><u>2) Draft English Language Competency legislation</u></p> <p>The draft bill received from UM School of Pharmacy was distributed to the Board Members at today's meeting. This bill would allow for students from ACPE Schools of Pharmacy to bypass the Oral English language test as 99% of the students pass it and it is an added financial burden for students.</p> <p>The Board will support the draft bill, but suggested two items:</p> <ul style="list-style-type: none"> a) Remove the language: ENGLISH SPEAKING UNDERGRADUATE SCHOOL OR HIGH SCHOOL, AFTER AT LEAST 3 YEARS OF ENROLLMENT, OR FROM A RECOGNIZED, as graduation from an ACPE School of Pharmacy would be sufficient. b) Perhaps incorporate the ability of P1 students to work under a waiver as an intern, instead of 	<p>2) Motion by Legislative Committee for items a and b (shown on the left), 2nd by D. Jones.</p>	<p>2) The Board voted to approve this motion. C. Rochester opposed.</p>

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
		<p>the current requirement to work as pharmacy technicians. (see below)</p> <p><u>OTHER MATTERS:</u></p> <p>Board approval requested for Board comment regarding the revised USP 797</p> <p><u>usp-gc-797-proposed-revisions-sep-2015</u></p> <p><u>RZimmer's review of new USP 797 guidelines</u></p> <p>The Board voted not to make a comment to USP regarding the new guidelines. It was suggested to acknowledge the hard work of Reid Zimmer in preparing a “Review of New USP Chapter 797 Guidelines for Sterile Compounding and Effects that they may have on current BOP Supplemental Sterile Processing Inspection Form.”</p>	<p>USB 797 Motion by Practice Committee to not make a comment on proposed USP changes, 2nd by D. Ashby.</p>	<p>USB 797 The Board voted to approve this motion.</p>
<p>III. Committee Reports A. Practice Committee</p>	<p>D. Jones, Chair</p>	<p><u>Inquiries:</u></p> <p>1) MSHP – Meghan Swarhout</p> <p><u>New Jersey Board of Pharmacy Unanimously Approves Asteres</u></p> <p><u>MSHP Kiosk Evaluation Request Letter 08.21.15</u></p> <p><u>Draft Bd Response - Kiosks at Hospitals</u></p> <p><u>The Board approved the following response:</u></p> <p>Dear Dr. Swarhout:</p>	<p>1) Motion by committee to approve response, 2nd by D. Jones with amendments by M. Gavvani.</p>	<p>1) The Board voted to approve this motion.</p>

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
		<p>Thank you for contacting the Maryland Board of Pharmacy (the “Board”) requesting that the Board allow for the installation and operation of medication kiosks at outpatient pharmacies located within Maryland hospitals. The Maryland Society of Health-System Pharmacy (MSHP) further requests that the Board approve the operations of these kiosks in hospital or health-system pharmacies when a pharmacist is either on-site or immediately available by toll-free phone.</p> <p>So long as the kiosk is attached to the wall of a pharmacy where a pharmacist is present when the kiosk is in operation, then the kiosk would appear to be in compliance with the Maryland Pharmacy Act. Maryland law requires that "A pharmacist shall be immediately available on the premises to provide pharmacy services at all times the pharmacy is in operation." See the Code of Maryland Regulations (COMAR) 10.34.05.03A and Health Occupations Article, 12-403(b) (3), Annotated Code of Maryland.</p> <p>Thank you for bringing this issue to the Board’s attention. The Board plans to review and revise its law and regulations to address this issue in the near future. Please be advised that until then, the Board will review, on a case by case basis, systems like medication kiosks at outpatient pharmacies for compliance with Maryland law.</p> <p>Please be advised that this response was prepared with the knowledge of only the facts presented. Any person who wishes to republish or reproduce, in whole or in part, any material issued by the Board should contact</p>		

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
		<p>the Board for prior consent. This response is not intended to be legal advice. Although references to current laws and regulations may be included in this response, keep in mind that laws may change annually and regulations may be changed at any time. Further, the information provided is based on state pharmacy laws and regulations. Federal rules and state requirements that are not included under the Maryland Pharmacy Practice Act, however, may also apply. To insure that all current applicable laws have been considered, you may want to consult with your own legal counsel. Board responses to inquiries are intended for guidance purposes only. As these positions do not necessarily reflect a discussion of all material considerations required to reach the conclusions stated, they are not intended to be rules, regulations, or official statements of the Board. Accordingly, due to their highly informal nature, these responses are not considered binding upon the Board and should not be relied on as definitive.</p> <p>Should you have questions or additional concerns, please feel free to contact Anna D. Jeffers, Legislation and Regulations Manager at (410) 764-4794.</p> <p>2) Bouyoukas, Steve, Walgreens</p> <p><u>Question regarding Fluoride Treatment</u></p> <p><u>Draft Board Response – Scope of practice – Fluoride</u></p> <p>The Board approved the following response:</p> <p>Dear Dr. Bouyoukas:</p>	<p>2) Motion by committee to approve prepared response, 2nd by D. Jones.</p>	<p>2) The Board voted to approve this motion. <i>S. Bouyoukas recused.</i></p>

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
		<p>Thank you for contacting the Maryland Board of Pharmacy (the “Board”) concerning whether it is within a pharmacist’s scope of practice to administer fluoride prescribed by a pediatrician for an individual.</p> <p>Administration of fluoride is not within the scope of practice for pharmacists. See Health Occupations Article, 12-101(u), Annotated Code of Maryland.</p> <p>Please be advised that this response was prepared with the knowledge of only the facts presented. Any person who wishes to republish or reproduce, in whole or in part, any material issued by the Board should contact the Board for prior consent. This response is not intended to be legal advice. Although references to current laws and regulations may be included in this response, keep in mind that laws may change annually and regulations may be changed at any time. Further, the information provided is based on state pharmacy laws and regulations. Federal rules and state requirements that are not included under the Maryland Pharmacy Practice Act, however, may also apply. To insure that all current applicable laws have been considered, you may want to consult with your own legal counsel. Board responses to inquiries are intended for guidance purposes only. As these positions do not necessarily reflect a discussion of all material considerations required to reach the conclusions stated, they are not intended to be rules, regulations, or official statements of the Board. Accordingly, due to their highly informal nature, these responses are not considered binding upon the Board and should not be relied on as definitive.</p>		

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
		<p>Should you have questions or additional concerns, please feel free to contact Anna D. Jeffers, Legislation and Regulations Manager at (410) 764-4794.</p> <p>3) 2 Licensing Questions</p> <p>A) What is meant by “520 hours of pharmacy experience” under COMAR 10.34.15.01A (3)?</p> <p>Should only “clinical/dispensing” be acceptable or would “consulting” be acceptable?</p> <p>After discussion, the Board decided to open up what is meant by “pharmacy experience” to allow the pharmacist’s supervisor to indicate what duties the pharmacist performed within “pharmacy experience.”</p> <p>B) First year pharmacy students have to register as pharmacy technicians if they want to work in a pharmacy their first year.</p> <p>After discussion, the Board indicated that for the present time it would like first year students to comply with COMAR 10.34.21 Unlicensed Personnel. The Board recommended that in the 2017 Legislative Session to change the law to allow P1 students to work under a waiver. It was suggested this could be combined with the English Language Competency legislation put forth by the UM School of Pharmacy.</p> <p>4) Quarles & Brady, Elizabeth Gebarski</p> <p>The Board approved the following response:</p> <p>Elizabeth Gebarski</p>	<p>4) Motion by committee to approve response as prepared, 2nd by C. Rochester.</p>	<p>4) The Board voted to approve this motion.</p>

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
		<p>Quarles and Brady 411 East Wisconsin Avenue, Suite 2350 Milwaukee, WI 53202-4426 Elizabeth.Gebarski@quarles.com</p> <p>Dear Ms. Gebarski:</p> <p>Thank you for contacting the Maryland Board of Pharmacy (the “Board”) concerning whether pharmacists licensed in Maryland and working for a non-resident pharmacy may practice remotely (or work from home).</p> <p>A Maryland licensed pharmacist is required to be onsite at a Maryland non-resident pharmacy for a sufficient amount of time to ensure appropriate pharmaceutical services are provided to Maryland patients. The Board will provide further clarification in regulations which will be forthcoming in 2016.</p> <p>Please be advised that this response was prepared with the knowledge of only the facts presented. Any person who wishes to republish or reproduce, in whole or in part, any material issued by the Board should contact the Board for prior consent. This response is not intended to be legal advice. Although references to current laws and regulations may be included in this response, keep in mind that laws may change annually and regulations may be changed at any time. Further, the information provided is based on state pharmacy laws and regulations. Federal rules and state requirements that are not included under the Maryland Pharmacy Practice Act, however, may also apply. To insure that all current applicable laws have been considered, you may want to consult with your own legal counsel. Board responses to inquiries are intended</p>		

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
		<p>for guidance purposes only. As these positions do not necessarily reflect a discussion of all material considerations required to reach the conclusions stated, they are not intended to be rules, regulations, or official statements of the Board. Accordingly, due to their highly informal nature, these responses are not considered binding upon the Board and should not be relied on as definitive.</p> <p>Should you have questions or additional concerns, please feel free to contact Anna D. Jeffers, Legislation and Regulations Manager at (410) 764-4794.</p> <p>5) Pharmacists Working Conditions Survey Report</p>		
B. Licensing Committee	J. Smith, Chair	<p>1. Review of Pharmacist Applications:</p> <p>a. M. Benson – Applicant sent in a request on June 29, 2015 seeking additional time to renew his license which expired on June 30, 2015. At the time, he has not sent in the fee and has not yet taken live CEs. Since August 4, the applicant has written appeal letters to the Board’s decision to deny his request for the extension and that he needed to reinstate. Find attached the most recent letter from Mr. Benson (dated 12/07/2015). ***FYI Board only***</p> <p>2. Review of Pharmacy Intern Applications:</p> <p>a. N. Nguyen – Applicant unable to finish 1st year and is requesting to Board to approve him as an intern as he finishes completing his 1st year of Pharmacy school.</p>	2a. Motion by committee to deny request, 2 nd by D. Ashby.	2a. The Board voted to approve this motion.

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
		<p><u>Licensing Committee's recommendations:</u> Deny request to license applicant as an intern.</p> <p>3. Review of Pharmacy Technician Applications:</p> <p>a. A. Bode – Pharmacy Technician is requesting hours worked as technicians from October 1st onwards to count as intern hours.</p> <p><u>Licensing Committee's recommendations:</u> Deny the request</p> <p>4. Review of Distributor Applications:</p> <p>5. Review of Pharmacy Applications:</p> <p>a. Pharmedium Services LLC. – Facility submitted relocation application and wrote “FDA Outsourcing Facility” under “Other” for “Check all Applicable Descriptions of the Pharmacy”.</p> <p><u>Licensing Committee's recommendations:</u> Approve facility for relocation.</p> <p>b. Johns Hopkins Prescription Drop off (Kiosk) at Sidney Kimmel Cancer Center at Johns Hopkins Bayview Medical Center – Facility is seeking advice is a Kiosk could be sent up and maned by a pharmacy technician for the purpose of receiving prescriptions dropped off/picked up by cancer patients; gather patient</p>	<p>3a. Motion by committee to deny request, 2nd by S. Bouyoukas.</p> <p>5a. Motion by committee to approve request, 2nd by D. Jones.</p> <p>5b. Motion by committee to approve request, 2nd by C. Rochester.</p>	<p>3a. The Board voted to approve this motion.</p> <p>5a. The Board voted to approve this motion.</p> <p>5b. The Board voted to approve this motion.</p> <p><i>M. Gavgani recused.</i></p> <p><i>D. Ashby Recused.</i></p>

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
		<p>demographics, insurance information, and entering prescriptions; and assist patients in receiving consultation with a pharmacist as the Bayview Outpatient Pharmacy. <u>Licensing Committee's recommendations:</u> Approve Kiosk Mitra Gavgani and Daniel Ashby Recused.</p> <p>6. Review of Pharmacy Technicians Training Programs:</p> <p>a. Firmus Pharmacy Technician Training Program – On 04/21/2015, Board received the packet for review and 05/07/2015 an email was sent to Dr. Zenon informing him of to provide the Board of the missing information. To date, the Board has not received any additional information. <u>Licensing Committee's recommendations:</u> Deny the Technician Training Program due to incomplete application and that the program does not meet minimum requirements.</p> <p>b. FBS Technician Training Program – On 08/03/2015, Board received the packet for review and after many failed attempts, on 10/27/2015 the Board sent a letter requesting the program director to provide additional materials. To date, the Board has not received any additional information.</p>	<p>6a. Motion by committee to deny request, 2nd by D. Ashby.</p> <p>6b. Motion by committee to deny request, 2nd by D. Ashby.</p>	<p>6a. The Board voted to approve this motion.</p> <p>6b. The Board voted to approve this motion.</p>

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
		<p><u>Licensing Committee's recommendations:</u> Deny the Technician Training Program due to incomplete application and that the program does not meet minimum requirements.</p> <p>7. New Business:</p> <p>a. Dispensary of Hope (Steve Hudson) – Charitable Distributor in TN is seeking advice as to whether they are required to be licensed as a WSD, if so how? TN is a non-reciprocal state and VAWD does not license charitable organizations.</p> <p><u>Licensing Committee's Recommendations:</u> Cannot waive the requirements.</p>	7a. Referred back to Licensing Committee.	
C. Public Relations Committee	B. Zagnit, Chair	<p>Public Relations Committee Update</p> <p>Survey Updates Quarterly Newsletter distributed.</p>		
D. Disciplinary	T. Robinson, Chair	<p>Disciplinary Committee Update</p> <p><i>None at this time</i></p>		

Subject	Responsible Party	Discussion	Action Due Date (Assigned To)	Results
E. Emergency Preparedness Task Force	S. Roy, Chair	Emergency Preparedness Task Force Update <i>None at this time.</i>		
IV. Other Business & FYI	M. Gavgani, President	<i>None at this time.</i>		
V. Adjournment	M. Gavgani, President	<p>M. Gavgani asked for a motion to close the Public Meeting and open a Closed Public Session at 12:14 PM.</p> <p>At 12:30 PM, M. Gavgani convened a Closed Public Session for the purpose of engaging in medical review committee deliberations regarding confidential information in applications in accordance with the Open Meetings Act, General Provisions Article, Section 3-305 (b) (7) and (13).</p> <p>The Closed Public Session was adjourned at 1:10 PM and immediately thereafter, M. Gavgani convened an Administrative Session for purposes of discussing confidential disciplinary cases. With the exception of cases requiring recusals, the Board members present at the Public Meeting continued to participate in the Administrative Session.</p>	Motion to close December Public Board Meeting by D. Ashby, 2 nd by R. Peters.	The Board voted to approve this motion.