

**CONTROLLED SUBSTANCES BOARD
MEETING MINUTES
March 4, 2014**

PRESENT: Yvonne Bellay, DVM; Alan Bloom (via GoTo Meeting); Doug Englebert, R. Ph.; Martin Koch; Franklin LaDien, R.Ph.

EXCUSED: Gunnar L Larson

STAFF: Dan Williams, Executive Director; Matthew Guidry, Bureau Assistant; and Other Departmental Staff. Board Legal Counsel was not able to be present for this meeting.

CALL TO ORDER

Doug Englebert, Chair, called the meeting to order at 9:35 a.m. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

MOTION: Franklin LaDien moved, seconded by Martin Koch, to adopt the agenda as published. Motion carried unanimously.

PUBLIC HEARING – CSB 3

MOTION: Martin Koch moved, seconded by Franklin LaDien, to accept all Clearinghouse comments for Clearinghouse Rule 14-009 relating to Special Use Authorization. Motion carried unanimously.

MOTION: Martin Koch moved, seconded by Franklin LaDien, to authorize the Chair to approve the Legislative Report and Draft for Clearinghouse Rule 14-009 amending CSB 3 for submission to the Governor's Office and Legislature. Motion carried unanimously.

APPROVAL OF MINUTES OF DECEMBER 10, 2013

MOTION: Franklin LaDien moved, seconded by Alan Bloom, to approve the minutes of December 10, 2013 as published. Motion carried unanimously.

ELECTION OF OFFICERS

CHAIR

NOMINATION: Franklin LaDien nominated Doug Englebert for the Office of Chair.

Executive Director Dan Williams called for nominations three (3) times.

Doug Englebert was elected as Chair.

VICE CHAIR

NOMINATION: Yvonne Bellay nominated Alan Bloom for the Office of Vice Chair.

Executive Director Dan Williams called for nominations three (3) times.

Alan Bloom was elected as Vice Chair.

SECRETARY

NOMINATION: Martin Koch nominated Yvonne Bellay for the Office of Secretary.

Executive Director Dan Williams called for nominations three (3) times.

Yvonne Bellay was elected as Secretary.

MOTION: Franklin LaDien moved, seconded by Martin Koch, to acknowledge the following 2014 Officer Election Results. Motion carried unanimously.

2014 OFFICER ELECTION RESULTS	
Board Chair	Doug Englebert
Vice Chair	Alan Bloom
Secretary	Yvonne Bellay

*Doug Englebert assumes the role of Chair of the meeting.
 Alan Bloom assumes the role of Vice Chair of the meeting.
 Yvonne Bellay assumes the role of Secretary of the meeting.*

APPOINTMENT OF LIAISONS AND COMMITTEE MEMBERS

The Chair appoints the following members to:

2014 LIAISON APPOINTMENTS	
SUA Liaisons	Alan Bloom, Yvonne Bellay
SCAODA Liaison	Doug Englebert
Legislative Liaison	Doug Englebert (Alternate: Martin Koch)

- MOTION:** Yvonne Bellay moved, seconded by Alan Bloom, to acknowledge the appointments made by the chair as the 2014 Liaisons. Motion carried unanimously.
- MOTION:** Franklin LaDien moved, seconded by Martin Koch, that the Board delegates authority to the Chair to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.
- MOTION:** Yvonne Bellay moved, seconded by Franklin LaDien, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.
- MOTION:** Martin Koch moved, seconded by Franklin LaDien, to authorize the SUA liaisons to review and make approval decisions regarding SUA applications. Furthermore, the Board authorizes DSPS staff to sign SUA permits on behalf of the Board. Motion carried unanimously.
- MOTION:** Franklin LaDien moved, seconded by Martin Koch, to authorize the SUA liaisons to approve required training or credentialing on behalf of the Board. Motion carried unanimously.
- MOTION:** Yvonne Bellay moved, seconded by Franklin LaDien, to delegate authority to the Legislative Liaison(s) to address Board issues related to legislative matters excluding media requests. Motion carried unanimously.

MOTION: Franklin LaDien moved, seconded by Alan Bloom, to authorize the SCAODA liaison to vote on behalf of the Board at the State Council on Alcohol and Other Drug Abuse meetings. Motion carried unanimously.

ADJOURNMENT

MOTION: Martin Koch moved, seconded by Franklin LaDien, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:59 a.m.