

**BOARD MEMBERS**

*Dennis Lewis, President*  
*John J. Bernabei, Vice President*  
*Vicky Skaff, Secretary*  
*Everett Frazier \**  
*Chuck Jones\**  
*Sam Kapourales*  
*Kim Knuckles*  
*(\*Public Member)*



**STAFF**

*David E. Potters,*  
*Executive Director &*  
*General Counsel*

*John P. Smolder,*  
*CFO/COO*

*Michael L. Goff*  
*CSMP Administrator*

**Office**

*2310 Kanawha Blvd. East*  
*Charleston, WV 25311*

[www.wvbop.com](http://www.wvbop.com)

**Phone**

*(304) 558-0558*  
*(304) 558-0572 (fax)*

**AMENDED**  
**MINUTES OF THE WEST VIRGINIA BOARD OF PHARMACY**  
**CHARLESTON, WEST VIRGINIA, JUNE 26, 2017**

The Board convened in the Board Office Conference Room, 2310 Kanawha Boulevard, East, Charleston, West Virginia, at 10:00 a.m., on Wednesday, June 26, 2017, with President Dennis Lewis presiding. Present at the meeting in person were Board members: John J. Bernabei, Vicky Skaff, Everett Frazier, Chuck Jones, Sam Kapourales and Kim Knuckles. Staff present in the office were Executive Director and General Counsel David Potters, CFO/COO John Smolder, and the following staff were present by teleconference on speakerphone: Chief Compliance Officer Buck Selby, Investigators Fred Wagoner and David Lucas, Inspectors Roger Shallis and Don Klamut.

Members of the public attending the meeting included Mark Polen of LGCR Government Solutions representing Rite Aid present in the office, and Bridget Lambert of WV Retailers.

President Lewis called the meeting to order and stated that a quorum was present. He then stated that proper notice of this meeting had been filed with the Secretary of State. The Agenda was also posted on the Board's website and made available through the Office. Mr. Lewis then opened the meeting with prayer.

First, the Board had the Election of Board Officers and appointment of committee positions for the July 1, 2017 to June 30, 2018 time period. Motion was made by JJ Bernabei and seconded by Kim Knuckles to keep the current officers and committee members which includes: President Dennis Lewis, Vice President JJ Bernabei, Treasurer (Secretary) Vicky Skaff, Complaint Committee Vicky Skaff and Chuck Jones and CPE Committee Kim Knuckles. All in favor with no votes against, motion carried.

Second, the Board discussed the appointment of pharmacist to the Medical Cannabis Advisory Board, which was established by SB 386. Motion was made by Sam Kapourales and seconded by Vicky Skaff that Kim Knuckles to serve on the advisory board. All in favor with no votes against, motion carried.

Third, the Board discussed Title 15, Series 2 suspicious order reporting rules drafting. Motion was made by Kim Knuckles and seconded by Vicky Skaff to file proposed rule with public comments that include in section 4.4 3<sup>rd</sup> sentence to read "The notification shall include the contact information of the wholesale drug distributor's department or staff responsible for

coordinating with state regulatory or enforcement entities, unless such information has previously been provided in writing, including electronic or internet based means to the office of the Board. Also, to file an emergency Rule of the 4<sup>th</sup> sentence of section 4.4 (Zero Reporting). All in favor with no votes against, motion carried.

Fourth, the Board proposed to file Title 15, Series 7 making pharmacy technician trainee clarifications in the rules, as submitted since no public comments were received. Motion was made by Vicky Skaff and seconded by Kim Knuckles. All in favor with no votes against, motion carried.

Fifth, the Board proposed to file Title 15, Series 10 regarding Pharmacist Recovery Networks as submitted, since no public comments were received. Motion was made by Kim Knuckles and seconded by Vicky Skaff. All in favor with no votes against, motion carried.

Motion was then made by Kim Knuckles and seconded by Chuck Jones to go into Executive Session to discuss personnel matters. All in favor with no votes against, motion carried. After lengthy discussion, President Dennis Lewis declared the Board back into public session with no official action taken. Vicky Skaff made a motion to grant the recommendations of the Board to give 3% increase to clerical staff and 1% for administrative, and omitting one individual since they recently received a raise due to promotion. Seconded by JJ Bernabei. Motion carried even though Sam Kapourales abstained.

Other board business, the Board proposed to Terminate the Executive Director, David Potters immediately, with 15-day severance. Motion was made by Sam Kapourales and seconded by Kim Knuckles. All in favor with no votes against, motion carried.

Last, a motion was made by Vicky Skaff to promote Michael Goff to Acting Executive Director, along with his current CSMP Administrative duties, with a salary of \$75,000. Seconded by Chuck Jones. All in favor with no votes against, motion carried.

An interim meeting for rules revisions will be held in Charleston, July 26, 2017 at 9 a.m.

Motion was then made by Vicky Skaff and seconded by Everett Frazier to adjourn. All in favor with no votes against, the motion carried.

Mr. Lewis declared the meeting adjourned.

---

President, Dennis Lewis  
West Virginia Board of Pharmacy