

**BOARD MEMBERS**

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



**STAFF**

*Michael L. Goff,*  
*Acting Executive Director &*  
*CSMP Administrator*

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

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**MINUTES OF THE WEST VIRGINIA BOARD OF PHARMACY**  
**CHARLESTON, WEST VIRGINIA, SEPTEMBER 1, 2017**

The Board convened in the Board Office Conference Room, 2310 Kanawha Boulevard, East, Charleston, West Virginia, at 10:00 a.m., on Friday, September 1, 2017, with President Dennis Lewis presiding. Present at the meeting in person were Board members: Sam Kapourales; the following Board members were present by teleconference on speakerphone: Dennis Lewis, John J. Bernabei, Vicky Skaff, David Bowyer, Everett Frazier and Chuck Jones. Staff present in the office were Acting Director and CSMP Administrator Michael Goff and CFO John Smolder.

No members of the public attended the meeting.

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

First, a Motion was made by Vicky Skaff and seconded by Chuck Jones to go into Executive Session to discuss the vacant General Counsel Position, new Controlled Substances Monitoring Program (CSMP) staff and a new Organizational Chart with position and salary adjustments. All in favor with no votes against, motion carried.

Mr. Lewis ended the Executive Session so aforementioned matters could be voted on.

A motion was made by Vicky Skaff, seconded by Everett Frazier, to hire Ryan Hatfield as the new General Counsel with an annual salary of \$74,000. All in favor with no votes against, motion carried.

Next, a motion was made by Vicky Skaff to accept the changes in CSMP staff recommended by Acting Executive Director Michael Goff, including the addition of an Epidemiologist II position, at an annual salary of \$56,000, which would then supervise the existing Epidemiologist I position and the Data Analyst position (all of which are 100% grant funded). Seconded by David Bowyer. All in favor with no votes against, motion carried.

Finally, a motion was made by Vicky Skaff to accept the changes in Board office staff and salary recommended by Acting Executive Director Michael Goff. These changes included

promoting Cynthia Parson's to a new CSMP supervisor position with an annual salary of \$34,500 (100% grant funded), moving Victoria Guerra to a CSMP position with an annual salary of \$31,000 and increasing Michelle Pauley's annual salary to \$32,500 for parity. Seconded by David Bowyer. All in favor with no votes against, the motion carried.

Motion was made by Everett Frazier to adjourn. Seconded by Chuck Jones. All in favor with no votes against, the motion carried.

President Dennis Lewis declared the meeting adjourned.

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Vicky Skaff, Secretary  
West Virginia Board of Pharmacy

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Dennis Lewis, President  
West Virginia Board of Pharmacy