## ICHP Board of Directors Meeting 12:00-2:00 p.m.

## Wednesday, January 19, 2022

Please join my meeting from your computer, tablet or smartphone. https://ichpnet-org.zoom.us/j/88049945623?pwd=MERxZ3RBa01uNWkrb3loNmw1OHJrdz09

> Phone: +1 312 626 6799 US (Chicago) Meeting ID: 880 4994 5623

Passcode: 444363

	TOPIC	<u>ACTION</u>	PERSON
ı.	Call to Order	Meeting called to order at 106 PM	K. Schultz
II.	Announcements/Introductions		C. Crank
III.	Board Responsibilities, Confidentiality, Conflicts of Interest **	Financial documents and discussions should remain confidential. Individuals who believe they may have a conflict of interest should announce it before discussion begins and the Board should make the final decision.	C. Crank
IV.	Approval of Minutes- November 13, 2021	Minutes as previously submitted  November 2021 meeting minutes  Accepted by the Board	C. Heunisch
<b>V.</b> a.	Treasurer's Report Financial Reports – January 1- December 31, 2021 **	a. Balance Sheet and Projected Profit & Loss Budget vs. Actual Report covering through December 31, 2021 have been distributed. ICHP continues to have a strong cash position with \$1.29 million in cash equivalent assets and total assets of \$3.54 million (including a \$901,239 investment in the building and a loan balance of \$637,597 to the Building LLC as a self-funded mortgage and a remodeling loan).	B. Man
VI. a. b.	Unfinished Business 2022 ICHP Budget ICHP Succession Planning	a. The preliminary 2022 budget was shared at the November 21, 2021 Board Meeting. Some changes to note include item 42210 Exhibit Booth Sales has been zeroed out since the Spring meeting will be virtual; item 42650 Legislative Day is zeroed out as it will be virtual; Leadership Retreat expense (Speaker Honoraria) lowered to \$1000 from \$6000; salary expenses include overlap of salaries for succession planning.  The Board approved the 2022 Budget	C. Crank
		b. ICHP staff met to discuss information and feedback from the Leadership Retreat regarding succession planning and overlap for the Director of Operations and Vice President of Professional Services positions. In addition, the position descriptions were reviewed by the staff for any needed revisions. A proposal will be brought to the March Board meeting with information regarding the timeline for recruiting and length of overlap, with recruiting efforts anticipated to begin in June/July.	C. Crank

## VII. New Business

- a. ICHP Position Statements: Professional Affairs
- b. ICHP Policy Updates: Organizational Affairs
- c. Virtual 2022 Spring Meeting
- d. ASHP Letter of Support for Dr. Califf
- e. Illinois Pharmacy Residency Conference
- f. 2022-2023 ASHP House of Delegates Election Results for Illinois
- g. President Approval of Appointments
- h. 2022 Strategic Plan

Five position statements were presented for final review and approval:

- i. Drug Sampling
- ii. Conscientious Objection to Dispensing Medications
- iii. Collaborative Drug Therapy Management Activities and Pharmacist Prescribing in Inter-Professional Patient Care
- iv. Continuing Professional Development
- v. Immunizations for Pharmacists and Pharmacy Technicians

## These recommendations were Accepted by the Board

Seven position statements were presented for first review:

- i. Herbal and Dietary Substances: proposed revision to include dietary supplements be added to DSHEA
- ii. Direct-to-Consumer Advertising of Prescription and Nonprescription Medications: dietary supplements added
- iii. Medication Error Reporting and Support for a Just Culture: proposed revision to include pharmacy technicians and change language to "pharmacy staff"; updated language to align definition of medication error with language is ASHP Position Statement; changed "nonthreatening" to "non-punitive".
- iv. Non-pharmacist Prescriber Dispensing: minor grammatical changes proposed, no content change.
- v. Pharmacist's Role in Transitions of Care: added a bullet point "addressing the gaps within the continuity of care regarding medications".
- vi. Promotion of Public Education on Health Issues: last sentence has been revised to include pharmacy technicians and students.
- vii. Re-dispensing of Other Pharmacy Supplied Medications: proposed revision to adopt ASHP's language.

Board members were asked to send any comments to K. Schultz, C. Crank, or M. Corrigan. These position statements will be reviewed again at the March Board meeting.

b. The Procedures for Treasurer (section 7.00) were presented. The revisions align with the process that is being followed for writing checks and paying bills. For section 12.00 KeePosted, the policy has been updated to include the additional position of assistant/associate editors, who would attend Board meetings as a guest, non-voting member and the addition of the Open Letters to the Editor as an additional

C. Crank for M. Corrigan

E. Wozniak for L. Ellinger

	information item. J. Dorociak commented on including pricing in the policies and the subsequent need for policy revision in the event of price changes. K Schultz recommended that pricing be included in an appendix to the policy instead (change Attachment A to an appendix).  The Board approved the revisions to Policy 6.00 and 12.00	
	<ul> <li>Based on discussion with the Executive committee, an email has been sent out to the membership to announce the virtual Spring Meeting.</li> </ul>	C. Crank
	d. The Executive Committee approved ICHP signature on a letter of support for endorsement of Dr. Robert Califf for FDA Commissioner.	C. Crank
	e. ICHP was approached by the Illinois Pharmacy Residency Conference (ILPRC) to gauge interest for ICHP to assume responsibility for the conference. ICHP staff produced an estimate of the costs to put on the event with the stipulation that ICHP break even or make a reasonable margin on the conference. ICHP staff reviewed costs (CE, staff time, technology, etc.) and proposed registration costs to put on the virtual event. 2022 is a pilot year, an assessment will be made as to whether ICHP will run the conference after the 1st year. Volunteer workers for the ILPRC will be recruited from the ICHP Residency Leaders Network and the ICHP membership. Registration will be \$45 per attendee and opens February 1. The estimated margin for ICHP is \$2000-4,500 (assumes 150-220 registrants) and accounts for ICHP staff time and resources.  f. The 2022-2023 ASHP House of Delegates results	C. Crank
	were shared with the Board. Bernice Man and Megan Corrigan were elected for the 2022-2023 term.	C. Crank
	<ul> <li>g. Tabled</li> <li>h. The Strategic Plan was discussed at the Leadership Retreat. The document has been updated to reflect the areas of focus and the group responsible for each area.</li> <li>Board members were asked to review the Strategic Plan and provide feedback to K. Schultz</li> </ul>	K. Schultz K. Schultz
VIII. Reports – Staff, Officers  iii. Executive Vice President  i. Membership Report  ii. Board of Pharmacy Update  iii. ICHP Board of Directors  Calendar 2021-2022	a. Executive Vice President i. The membership report was distributed in the packet. Currently 1593 individual members, including 347 technicians and 265 students. Institutional memberships have been helpful to boost membership and there may be another 360 new members from another organization looking to provide memberships for staff. Please reach out to those you may know on the lapsed membership list and encourage them to renew.	C. Crank
	<ul><li>ii. The Board of Pharmacy met virtually on January</li><li>11. Of note, the IDFPR requirement for Implicit Bias education may be pushed back to January 1, 2023</li></ul>	C. Crank

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k. New Practitioner Network	k. Report in packet.	J. Moore
I. Pharmacy Director Network	<ol> <li>Continuing to meet virtually. Most discussion in this group focuses on technician issues, relative to shortages, training, and recruitment. Other discussion points included white-bagging,</li> </ol>	C. Crank
m. Pharmacy Informatics and Technology Network	<ul> <li>Hospital At Home, drug shortages, vaccine handling, and COVID-19 therapeutics.</li> <li>m. Report in packet. Network has been successfully established and membership continues to grow. Actively recruiting for a chair-elect.</li> </ul>	H. Harper
n. Pharmacy Technician Network	<ul> <li>n. Report in packet. "Open House" for nonmembers will be held in February (2/8 at 7PM via Zoom) and will include discussion of the benefits of ICHP membership.</li> </ul>	B. Ohrmund
o. Residency Leaders Network	o. Report in packet.	H. Patel
p. Small and Rural Hospital Network	p. No report.	T. Gorden
Reports – Student		
Midwestern University	a. Report in packet.	D. Li
University of Illinois at Chicago	b. Report in packet.	T. Tanriverdi.
Southern Illinois University at Edwardsville	c. Report in packet.	S. Gardner
Chicago State University	fair, a State clinical skills competition in October, a residency preparation discussion with Linda Tyler	J. McCoy
Rosalind Franklin University		N. Fsai
Roosevelt University	f. Report in packet.	S. Buyle
Other Business / Reports	a. No significant updates at this time, still in the	C.Crank
Pharmacy Technician Certification Board		
ICHP Pharmacy Action Fund	paid out in May 2022. The organization continues to	
ICHP Building Company LLC	be financially strong. Planning for new certification	
	certification exams will take place in March, and B.	
	Ohrmund may sit for one to see what the value and content of the exam is, just to compare with PTCB.	
	I. Pharmacy Director Network  m. Pharmacy Informatics and Technology Network  n. Pharmacy Technician Network  o. Residency Leaders Network  p. Small and Rural Hospital Network  Reports – Student Chapters/Other Midwestern University  University of Illinois at Chicago  Southern Illinois University at Edwardsville  Chicago State University  Rosalind Franklin University  Roosevelt University  Other Business / Reports Pharmacy Technician Certification Board	I. Pharmacy Director Network  I. Continuing to meet virtually. Most discussion in this group focuses on technician issues, relative to shortages, training, and recruitment. Other discussion points included white-bagging, Hospital At Home, drug shortages, vaccine handling, and COVID-19 therapeutics.  m. Pharmacy Informatics and Technology Network  m. Report in packet. Network has been successfully established and membership continues to grow. Actively recruiting for a chair-elect.  n. Report in packet. "Open House" for nonmembers will be held in February (2/8 at 7PM via Zoom) and will include discussion of the benefits of ICHP membership.  o. Residency Leaders Network  p. Small and Rural Hospital Network  Reports – Student Chapters/Other Midwestern University  d. Report in packet.  C. Report in packet.  University of Illinois at Chicago  Southern Illinois University at Edwardsville  Chicago State University  d. Fall 2021 events included a student membership fair, a State clinical skills competition in October, a residency preparation discussion with Linda Tyler (ASHP), student fall festival.  e. Report in packet  Other Business / Reports Pharmacy Technician Certification Board ICHP Pharmacy Action Fund ICHP Building Company LLC  Other Business / Reports Pharmacy Technician Certification Board ICHP Pharmacy Action Fund ICHP Building Company LLC  Other Business / Reports Pharmacy Technician Certification Board ICHP Pharmacy Action Fund ICHP Building Company LLC  Other Business / Reports Pharmacy Technician Certification Roard ICHP Pharmacy Action Fund ICHP Building Company LLC  Other Business / Reports Pharmacy Technician Certification Roard ICHP Pharmacy Action Fund ICHP Building Company LLC  Other Business / Reports Pharmacy Technician Certification Roard ICHP Pharmacy Action Fund ICHP Building Company LLC  Other Business / Reports Pharmacy Technician Certification Roard ICHP Pharmacy Action Fund ICHP Pharmacy

XII.	Summary of Actions Taken/ Task Assignments	<ul> <li>b. Financial report in packet. Current balance \$17,717.12. One contribution was made in 2021.</li> <li>c. Financial report in packet. Building is full with renters, positive cash flow which will allow for replacement of aging HVAC system.</li> <li>Accepted November 13, 2021 minutes</li> <li>Approved 2022 ICHP budget</li> </ul>	C.Crank  C.Crank  K. Schultz
		<ul> <li>Approved 5 position statements from Professional Affairs Division.</li> <li>Reviewed 7 position statements with proposed revisions from Professional Affairs.</li> <li>Approved Policy 7.00 Treasurer and 12.00 KeePosted from Organizational Affairs.</li> <li>Tabled President's approval of appointments</li> </ul>	
XIII.	Next Meeting Notice – March 11, 2022 at 8AM via Zoom	Information.	K. Schultz
XIV.	Adjournment	Adjournment was called at 252 PM	K. Schultz

ICHP BOARD OF DIRECTORS MEETING ATTENDANCE			
Jennifer Arnoldi	Immediate Past President*	Р	
Kathryn Schultz	President*	Р	
Denise Kolanczyk	President-Elect*	Р	
Carol Heunisch	Secretary*	Р	
Dan Majerczyk	Secretary-elect	E	
Bernice Man	Treasurer*	Р	
Becky Ohrmund	Technician Representative*	Р	
Richard Puccetti	Technician Representative-elect	Е	
Denise Kolanczyk	Director, Marketing-Affairs*	Р	
Ron Hartman	Director-elect, Marketing Affairs	Е	
David Martin	Director, Educational Affairs*	Р	
Marianne Pop	Director-elect, Educational Affairs	Е	
Lara Ellinger	Director, Organizational Affairs*	Е	
Megan Corrigan	Director, Professional Affairs*	Е	
Peter Couri	Director, Government Affairs*	Р	
Justin Moore	Chair, New Practitioners Network	Р	
Nikola Markoski	Chair-Elect, New Practitioners Network	E	
Matthew Bizseweski	Ambulatory Care Network, Chair	Р	
Tara Vickery Gorden	Small and Rural Hospitals Network, Chair	Е	
R. Jason Orr	Northern Region Director*	Е	
Karin Terry	Central Region Director*	Р	
Erika Diericx	Southern Region Director*	Р	
Chris Crank	Executive Vice President*	Р	
Heather Harper	Pharmacy Information and Technology Network, Chair	Е	
David Li	MWU CCP Student Chapter President	Е	
Tara Tanriverdi	UIC COP Student Chapter President	E	
Sara Gardner	SIUE Student President	Е	
Justine McCoy	CSU-ICHP Student President	Р	
Spencer Buyle	Roosevelt University Student President	E	
Naim Fsai	Rosalind Franklin Student President	E	
Jennifer Phillips	Editor, KeePosted and Chairman on the KeePosted committee	Р	
Milena Murray	Assistant Editor, KeePosted	E	
Trish Wegner	Vice President of Professional Services, ICHP	Р	
Maggie Allen	Director of Operations, ICHP	Р	
Melissa Dyrdahl	Communications Manager	-	
Jim Dorociak	Past President	Р	
Hina Patel	Residency Leaders Network	Р	
Elise Wozniak	Director, Organizational Affairs*(sub for Lara Ellinger)	Р	
P= Present; E= Excused; * = voting member of the board			