

Local Health Department Nurse Dispensing Committee

Meeting Minutes Final

March 24, 2025

I. Administrative Tasks

- Attendees: Lisa Guy, Kimberly Townsend, Michael Souranis, Kris Rusinko, Tonii Gedin, Camille Forbes-Scott, Oriell Harris, Tatum Cox, Theresa Wavra, Melissa Schober
- Meeting Start & Attendance: The meeting was called to order at 12:03 PM. Attendance was taken by Tatum Cox. A quorum was confirmed.
- Approval of Minutes: The minutes from the previous meeting (December 2024) were reviewed. Kris Rusinko made the motion to approve the minutes. Michael Souranis seconded. The motion passed unanimously.

II. Old Business

- Local Health Department (LHD) Nurse Dispensing Committee Curriculum for 2024:
 - Kimberly Townsend provided an update on the curriculum, which was submitted and posted in Workday. Only those within the Maryland Department of Health system can access it, limiting its reach for the LHD nurses.
 - Next steps: The curriculum will be uploaded to the Maryland Train platform for broader accessibility. Theresa Wavra and Tatum Cox will update the committee once this is complete.
 - Communication Strategy: Once available on both platforms, a memo will be created and shared with the LHDs via the Health Officers Group. Tonii Gedin was designated as the liaison to disseminate information about curriculum updates and changes to this group.

III. New Business

- Formulary and Curriculum Updates for 2025:
 - Kimberly proposed dividing the review process into two subgroups, one focused on the formulary and one on the curriculum, to streamline the work and avoid lengthy meetings.
 - Subgroups will meet before the next full committee meeting.
 - Kris Rusinko raised the question of whether subgroup decisions would need to be ratified by the full committee. Kimberly confirmed that subgroups would present their findings to the full committee for voting and approval.

IV. Updates and Future Topics:

- The next full committee meeting will be scheduled for late September or early October, allowing members to enjoy the summer. This meeting will focus on formulary and curriculum updates and approval of changes.

- New Staff Introductions: Oriell Harris introduced Melissa Schober, the new manager for the department, who was present to familiarize herself with the formulary and curriculum work.
- Camille Forbes-Scott made a motion to adjourn the meeting. Kimberly Townsend seconded this motion. The meeting adjourned at 11:56 PM.

V. Action Items:

- **Tonii Gedin** will serve as the liaison to the Health Officers Group. This will facilitate the dissemination of curriculum and formulary updates to all LHDs.
- **Subcommittees** will review the formulary and curriculum. Updates will be shared at the next full committee meeting.
- **Tatum Cox** will send a poll to determine availability for the next committee meeting in late September/early October.
- **Tatum Cox** will send a poll to determine availability for the subcommittee meetings before the September/October committee meeting.
- **All Council Members** are to fill out the Doodle Poll sent out to schedule the September meeting.
- **All Council Members** are to email Tatum Cox their preferred subcommittee choice.
- **Kimberly Townsend** and **Lisa Guy** will lead two subgroups to review the formulary and curriculum in preparation for the 2025 updates. These meetings will occur before the full committee meeting in September.