Meeting Summary

Meeting Group: Committee on Ratio and Supervision

Date: 9/19/25 **Time:** 10am -11am CST

Facilitator/Notetaker: Josh Teeters, Michelle Aytay

Attendees:

- Present: Deb Frazey, Josh Teeters, Roseann Hines, Robin Hammer, Michelle Aytay, Aaron Patterson
- Absent: None

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1. Summary of activities of the meeting:

- Aaron joined the meeting and expressed support for the task force's work and share updates:
- Aaron will share committee updates at the next Board meeting on October 22, 2025 and encouraged taskforce members to attend.
- Michelle reviewed the Task Force Charter to ensure alignment with the committee's mission:
  - Evaluate and identify best practice considerations regarding the use of pharmacy support personnel.
  - Ensure recommendations are applicable to all licensee locations.
  - Make practice recommendations to the MN Board of Pharmacy.
- Subgroup reviewed charter objectives and aligned on the following focus areas:
  - Meet biweekly on Thursdays at 2pm, alternating with large group meetings.
  - Gather stakeholder feedback and add to the shared resource folder created by Michelle.
  - Evaluate appropriate levels or ratios of support personnel.
  - Evaluate supervision methods and levels, including practice-type variations.
  - Evaluate qualifications required for supervision.
  - Evaluate autonomy or limits on duties for support personnel.
- Michelle was asked to share notes from 9/19/25 Minimum Qualifications Subcommittee:
  - Topics included age requirements, certification, CE, education/training, reciprocity, technician exam, registration vs. licensure, and tier structure.
- Josh asked members to share goals and concerns:
  - Discussed supervision (direct vs. indirect), autonomy, classifications and tasks, ratios,standard of care, rural settings, technology.
- Roseann shared MPA's prior work and committed to adding materials to the shared folder.

- Michelle asked the group how they felt about adding a technician to the MN Board of Pharmacy.
    - The group supported the idea, aligning with the charter's goal of inclusive representation.

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2. Action Items *(Clearly list what needs to be done, who is responsible for doing it, and the deadline.)*

Action Item	**Assigned to**	**Deadline**
Add a resource folder to the shared site.	*Michelle*	*9/19/2025 - completed*
Gather stakeholder feedback and resources and add to the resources folder on the shared site.	*All*	*Ongoing*
Complete poll for time available for next large group mtg to be held 9/25/25	*All*	*9/22/25*
Email wish lists to Mike and Michelle. These will be collated to assign out work to small groups/individuals to bring back to larger group.	*All*	*9/22/25*
The subcommittee will meet next Thursday, 9/25/25 after the large committee meeting to identify next steps and owners.	*All*	*9/25/25*
Recap meeting, share with subcommittee to review and add additional notes and file on shared site.	*Jeff and Michelle to be reviewed and approved by All*	*9/19/25*
Schedule future every other week subcommittee meetings to be held on Thursdays at 2pm	*Michelle*	*9/19/2025*

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3. Next Meeting Date: *9/25/25*

Time: *TBD – subcommittee will meet directly after large committee meeting*

- **Planned Agenda Items:** Subcommittee will take next steps from large committee meeting and divide up to work on prior to 10/2/25 subcommittee meeting.
- **Who is sending virtual meeting invite:** Michelle