



Meeting Minutes: Prescription Drug Affordability Board Special Meeting

Date: 05/22/2024
Minutes prepared by: Andrew Etteldorf
Location: Summit Conference Room, Minnesota Department of Commerce, 85 7th Place East,
St Paul, MN, 55101

Note: the draft Executive Director position document is available on the [PDAB webpage](#).

Attendance

Members present:

1. Craig Acomb -- online
2. Erica Barnes -- online
3. Anthony Lourey (chair) -- online
4. Sayeh Nikpay (vice chair) -- online
5. Matt Toburen -- online
6. Stephen Schondelmeyer -- online
7. Matthew Anderson -- online

Attorney General's Office, Commerce, and Minnesota Department of Health staff present:

1. James Canaday (AGO)
2. Lisa Creger (COMM)
3. Brett Benson (COMM) -- online
4. Andrew Etteldorf (COMM)
5. Stefan Gildemeister (MDH) -- online
6. Annelisa Steeber (MDH) -- online

Agenda Items

1. Call to order

Pursuant to Minnesota Statutes section 13D.04, subdivision 2, the Minnesota Prescription Drug Affordability Board (PDAB) called this special meeting for the purpose of considering and finalizing a posting for the position of Executive Director and other general matters related to staffing.

The special meeting of the Minnesota Prescription Drug Affordability Board (Board) convened Wednesday, May 22, 2024.

The Board called the meeting to order at 2:10 PM and announced that a quorum was present.

2. Discuss Draft Job Posting for the Executive Director Position

The Board Subcommittee on staff hiring presented a draft job description for the Executive Director position. This document is available on the PDAB webpage. Barnes noted that the position purpose in the document is based on language in the PDAB statutes. Barnes also noted that the accountabilities section clarifies that the Executive Director facilitates and implements the Board's work.

After discussion the Board moved to approve the Executive Director job description with the changes below and direct the subcommittee to begin coordinating with Commerce's HR department.

- Strike Minnesota from the fourth bullet in the Minimum Qualifications section.
- Update "annual reports" in the sixth bullet of the Accountabilities section to "annual and other reports."
- Break out the last sentence of the sixth bullet of the Accountabilities section as its own bullet: "Assures compliance with all relevant state and federal statutes and regulations."
- Add a bullet to the Preferred Qualifications section related to experience with Minnesota government entities.

The motion passed with all Board members voting yes.

3. Public Comment and Open Discussion

One member of the public asked if the draft Executive Director job description document will be posted to the PDAB webpage. The Board confirmed that it will.

Barnes noted that the subcommittee had contacted Management Analysis and Development and will provide an update at the May 30, 2024 meeting.

Adjournment

The Board moved to close the meeting. The meeting closed at 2:48 PM.

Next Regular Meeting

Date: **May 30, 2024**

Time: **9 AM to 12 PM**

Location: Summit Conference Room, Minnesota Department of Commerce, 85 7th Place East, St Paul, MN, 55101