

MISSISSIPPI BOARD OF PHARMACY

MINUTES

JULY 10, 2025

The Mississippi Board of Pharmacy (Board) met at 9:00 a.m. on Thursday, July 10, 2025, at the Board offices, 6311 Ridgewood Road, Suite E 401, Jackson, MS 39211. The following members were present: Jillian Foster– President, Mike Gilbow – Secretary, Tony Waites, Ryan Harper, David Hudson.

CONSENT AGENDA

Motion by Board Member Tony Waites, 2nd by David Hudson to approve the Consent Agenda for this meeting and for the Consent Agenda and the Website Declaration of this meeting to be placed in the minutes. The following items were reviewed by Board members and approved. All in favor. See attached.

- ❖ Minutes for the May 8, 2025, and May 29, 2025, Meetings of the Mississippi Board of Pharmacy.
- ❖ REQUESTS FOR APPROVAL OF THE FOLLOWING PHARMACY CONTINUING EDUCATION PROGRAMS:
 - PROGRAM NUMBER L/O 005-020-025-001, **“Examining the Role of Peer Support in Long Term Recovery”**, as requested by Jerry Fortenberry for 1 clock hour of Live and Opioid/Addiction pharmacist continuing education credit.
 - PROGRAM NUMBER L 005-020-025-002, **“Integrating Holistic Therapies: Yoga., Mindfulness, and Art Therapy in Recovery”**, as requested by Jerry Fortenberry for 1 clock hour of Live pharmacist continuing education credit.
 - PROGRAM NUMBER L/O 005-020-025-003, **“Innovations in Medication Assisted Treatment”**, as requested by Jerry Fortenberry for 1.5 clock hours of Live and Opioid/Addiction pharmacist continuing education credit.
 - PROGRAM NUMBER L/O 005-020-025-004, **“Impact of Cannabis on Addiction Trends”**, as requested by Jerry Fortenberry for 1.5 clock hours of Live and Opioid/Addiction pharmacist continuing education credit.
 - PROGRAM NUMBER L/O 005-020-025-005, **“Dual Diagnosis: Managing Addiction & Mental Health Disorders”**, as requested by Jerry Fortenberry for 1 clock hour of Live and Opioid/Addiction pharmacist continuing education credit.
 - PROGRAM NUMBER L/O 005-020-025-006, **“Updated CDC Guidelines for Opioid Prescribing”**, as requested by Jerry Fortenberry for 1 clock hour of Live and Opioid/Addiction pharmacist continuing education credit.
 - PROGRAM NUMBER L 005-020-025-007, **“Acute Coronary Syndromes: 2025 Guideline Update”**, as requested by Rachel Engle for 1 clock hour of Live pharmacist continuing education credit.

- PROGRAM NUMBER L/O 005-027-025-001, **“Northeast Mental Health and Substance Abuse Recovery Summit”**, as requested by Terry Baber for 3.5 clock hours of Live pharmacist continuing education credit and 1.5 clock hours of Opioid/Addiction pharmacist continuing education credit .
- PROGRAM NUMBER L 006-004-025-001, **“A Little Poke for a Lot of Protection: Pharmacist Providing Vaccines for Kids”**, as requested by Ha Phan for 1 clock hour of Live pharmacist continuing education credit.
- PROGRAM NUMBER L 006-004-025-002, **“Overview of American Diabetes Association Standards of Care for Type 2 Diabetes Mellitus”**, as requested by Nicholas Taylor for 1 clock hour of Live pharmacist continuing education credit.
- PROGRAM NUMBER L 006-020-025-001, **“Care Coordination-Community and Clinical Linkages”**, as requested by Lindsey Williams for 1 clock hour of Live pharmacist continuing education credit.
- PROGRAM NUMBER L 006-020-025-002, **“Detecting, Managing, and Treating Hypertension to Goal”**, as requested by Lindsey Williams for 1 clock hour of Live pharmacist continuing education credit.
- PROGRAM NUMBER L 006-020-025-003, **“Maximizing the Use of Electronic Health Records for Patients with Greater Risk for Cardiovascular Disease”**, as requested by Lindsey Williams for 1 clock hour of Live pharmacist continuing education credit.

- ❖ APPROVE ISSUANCE OF INITIAL LICENSES, REGISTRATIONS AND PERMITS
- ❖ APPROVE POLICY AND PROCEDURE UPDATE
- ❖ APPROVE ISSUANCE FOR A RECOVERY PROGRAM RFP
- ❖ APPROVE INCREASE IN FEES ON PHARMACIST LICENSE RENEWALS TO FUND A RECOVERY PROGRAM
- ❖ APPROVE APPLICATIONS
 - DRUG FACILITIES-Add Device Question
 - PSAO—New application
 - Medical Device-New application
- ❖ APPROVE CONSULTANT WAIVER REQUESTS
 - Kimberly Bradley
 - Yun-Ching Chen
 - Rebecca Anne Jackson
 - Shandria Taylor
 - Hanting Wu

❖ TRAVEL REQUESTS-

- NABP District 3 (September 7-10, 2025), Louisville, KY, for Board, Susan, and Todd
- MALTAGON (September 21-24, 2025), Norman, OK, Board and Staff
- ASPL (November 6-9, 2025), Ft. Lauderdale, FL Susan, Todd, Avery
- MSHP 2025 (August 27-29, 2025), Flowood, MS, Board and Staff
- MASI 2025 (October 1-3, 2025), Perdido Beach, FL, up to 3 staff members
- MSMA Annual Conference (May 22-26, 2026), San Destin, FL, PMP Stephanie
- NADDI Annual Conference, (October 28-31, 2025), New Orleans, LA
- NCPA Annual Conference (October 18-21, 2025), New Orleans, LA—Board and staff

❖ SURRENDERS

- Meaghan Kellum
- Randi Scarbrough

Board Member Ryan Harper left the meeting.

EXECUTIVE SESSION

Board Member Tony Waits moved to close the meeting to determine if the Board should declare an executive session. All Board Members voted in favor of the motion. Upon a motion by Board Member Toney Waits, Second by Board Member David Hudson, the Board voted unanimously to go into executive session in accordance with Section 25-41-7(4)(b) for the purposes of discussing pending litigation.

On a motion by Board Member Tony Waits, 2nd by Board Member David Hudson, the Board voted unanimously to rise from executive session and enter open session. It was reported that no action was taken during the executive session.

REGULATION WORKING GROUP

Todd Dear, Associate Director, presented the following regulations:

- **Approval of Admin Rules as Proposed**

Upon recommendation by staff, the Board unanimously voted to adopt Title 30, Part 3002, Administrative Rules, Chapter 8 as a proposed regulation.

GENERAL BUSINESS

On Demand

Upon a motion by Board Member Mike Gilbow, Second by Tony Waits, the Board unanimously approved approving the application for a manufacturer permit of On Demand with the condition that On Demand will manufacture a single drug product and file an Abbreviated New Drug Application with the U.S. Food and Drug Administration and that the drug product shall not be distributed to any person or entity for use.

Ledger Domain

Todd Barrett made a presentation regarding LedgerDomain to the Board.

RESPONDENTS

Jerry E. Fu, License to Practice Pharmacy, Certificate of Registration Number T-16342
After an administrative hearing on this matter, the Board approved the attached Settlement Order.

Smith Health, Inc. d/b/a SmithRx, License to Operate as a Pharmacy Benefit Manager Number 140241
After an administrative hearing on this matter, the Board approved the attached Settlement Order.

PETITIONERS

Seburn Brasher, Pharmacy Technician Registration Number PT-220262
Upon a motion by Board Member David Hudson, Second by Board Member Craig Sartin, the Board unanimously voted to table the item to the next regularly scheduled Board meeting.

Frank G. Burton, License to Practice Pharmacy, Certificate of Registration Number T-09537
After an administrative hearing on this matter, the Board issued the attached Order.

Eugene F. Brown, License to Practice Pharmacy, Certificate of Registration Number E-05698
Board Member Tony Waits moved to close the meeting to determine if the Board should declare an executive session. All Board Members voted in favor of the motion. Upon a motion by Board Member Tony Waits, 2nd by David Hudson, the Board voted unanimously to go into executive session in accordance with Section 25-41-7(4)(b) for the purposes of the issuance of an appealable order by the Board. On a motion by Board Member David Hudson, 2nd by Board Member Tony Waits, the Board voted unanimously to rise from executive session and enter open session. It was reported that no action was taken during the executive session.

After an administrative hearing on this matter, the Board issued the attached Order.

Sajani Barot, License to Practice Pharmacy, Certificate of Registration Number T-12769
Board Member Tony Waits moved to close the meeting to determine if the Board should declare an executive session. All Board Members voted in favor of the motion. Upon a motion by Board Member Tony Waits, 2nd by David Hudson, the Board voted unanimously to go into executive session in accordance with Section 25-41-7(4)(b) for the purposes of the issuance of an appealable order by the Board. On a motion by Board Member David Hudson, 2nd by Board Member Tony Waits, the Board voted unanimously to rise from executive session and enter open session. It was reported that no action was taken during the executive session.

After an administrative hearing on this matter, the Board issued the attached Order.

Hi'Yoshida S. McGee, Pharmacy Technician Registration Number PT-222940

After an administrative hearing on this matter, the Board took no action.

Taylor McGuire, Pharmacy Technician Applicant

After an administrative hearing on this matter, the Board issued the attached Order.

Sharad Patel, Pharmacy Technician Applicant

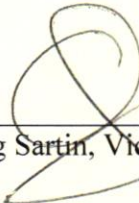
After an administrative hearing on this matter, the Board issued the attached Order.

The Board adjourned at 12:02 p.m.

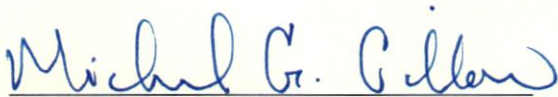
These July 10, 2025, MINUTES of the Board are hereby approved this the 18th day of September, 2025.



Jillian Foster, President

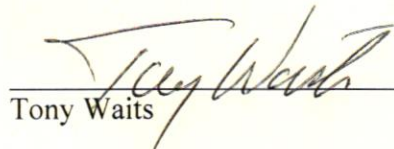


Craig Sartin, Vice-President

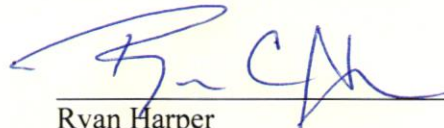


Mike Gilbow, Secretary


Ronnie Bagwell



Tony Waits



Ryan Harper



David Hudson

Mississippi Board of Pharmacy
July 10, 2025

AGENDA

- **CALL TO ORDER/ESTABLISH A QUORUM**
 - **PRAYER AND PLEDGE**
 - **WELCOME AND SPECIAL INTRODUCTIONS**
- **CONSENT AGENDA & WEBSITE DECLARATION**
 - **APPROVE AND SIGN MINUTES**
 - **CONTINUING EDUCATION REQUEST**
 - **APPROVE ISSUANCE OF PHARMACIST LICENSES**
 - **APPROVE POLICY AND PROCEDURE UPDATE**
 - **APPROVAL OF ISSUANCE FOR A RECOVERY PROGRAM RFP**
 - **APPROVAL OF INCREASE IN FEES ON PHARMACIST LICENSE RENEWALS TO FUND A RECOVERY PROGRAM**
 - **APPLICATION APPROVAL**
 - **DRUG FACILITIES-Add Device Question**
 - **PSAO—New application**
 - **Medical Device-New application**
 - **CONSULTANT WAIVER REQUESTS**
 - **Kimberly Bradley**
 - **Yun-Ching Chen**
 - **Rebecca Anne Jackson**
 - **Shandria Taylor**
 - **Hanting Wu**
 - **TRAVEL REQUESTS**
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- **SURRENDERS**
 - Meghan Kellum
 - Randi Scarbrough
- **EXECUTIVE SESSION**
- **REGULATION WORKING GROUP**
 - **Approval of Admin Rules as Proposed**
- **GENERAL BUSINESS**
 - **On Demand**
 - **Ledger Domain—Todd Barrett**
- **SETTLEMENTS**
 - **Jerry Fu** **Settlements**
 - **Smith RX** **Settlements**
- **PETITIONERS**
 - **Seburn Brasher** **Petitioner**
 - **Frank Burton** **Petitioner**
 - **Eugene Brown, Sr.** **Petitioner**
 - **Sajani Barot** **Petitioner**
 - **HiYoshida McGee** **Petitioner**
 - **Taylor McGuire** **Petitioner**
 - **Sharad Patel** **Petitioner**

Name	License #	Class	Issue Date	Renewal Date	Expire Date
A & J MEDICAL SUPPLY	18360	11.1	5/24/2022	5/19/2025	6/30/2026
A1 Healthcare	04668	11.1	8/19/1999	5/14/2025	6/30/2026
ABHA MISHRA PLLC	17992	11.1	2/26/2020	6/25/2025	6/30/2026
AccuRx LLC	18418	11.1	5/5/2023	6/4/2025	6/30/2026
Acticare Health Inc	16966	11.1	2/21/2018	6/25/2025	6/30/2026
AdaptHealth Patient Care Solutions LLC	08650	11.1	9/17/2010	6/3/2025	6/30/2026
AdaptHealth Patient Care Solutions LLC	07862	11.1	8/18/2008	6/3/2025	6/30/2026
Advanced Biomedical Solutions	18545	11.1	6/26/2025	6/26/2025	6/30/2026
Advanced Bionics	09373	11.1	10/10/2011	5/12/2025	6/30/2026
Aeroflow Inc	12479	11.1	7/9/2013	5/19/2025	6/30/2026
Aeroflow Urology, LLC	18304	11.1	7/7/2021	5/14/2025	6/30/2026
Alabama Artificial Limb & Orthopedic Service, Inc.	04811	11.1	2/25/2000	6/4/2025	6/30/2026
Alabama Orthotics & Prosthetics, Inc	10142	11.1	12/29/2011	6/3/2025	6/30/2026
Alere Home Monitoring, Inc	08746	11.1	12/6/2010	5/21/2025	6/30/2026
AMSR, LLC	17074	11.1	4/20/2018	6/27/2025	6/30/2026
Analgesic Healthcare, Inc	14571	11.1	11/20/2015	5/20/2025	6/30/2026
AppliedVR, Inc.	18508	11.1	10/25/2024	6/11/2025	6/30/2026
Appy Medical, LLC	18419	11.1	5/10/2023	5/30/2025	6/30/2026
Atlantic Medical, LLC	11493	11.1	7/11/2012	6/12/2025	6/30/2026
Augusta Medical Systems	12062	11.1	1/24/2013	5/14/2025	6/30/2026
Baxter Healthcare Corporation	07182	11.1	11/7/2006	5/9/2025	6/30/2025
Baxter Healthcare Corporation	07184	11.1	11/7/2006	6/17/2025	6/30/2026
Baxter Healthcare Corporation	18285	11.1	5/6/2021	7/1/2025	6/30/2026
BGS LLC	18484	11.1	5/28/2024	6/25/2025	6/30/2026
Bienville Orthopaedic Specialists	18466	11.1	2/5/2024	5/19/2025	6/30/2026
Bienville Orthopaedic Specialists	18465	11.1	2/5/2024	5/19/2025	6/30/2026
Bienville Orthopaedic Specialists	18467	11.1	2/6/2024	5/19/2025	6/30/2026
Bienville Orthopaedic Specialists	18468	11.1	2/6/2024	5/19/2025	6/30/2026
Binson's Hospital Supplies, Inc	08339	11.1	11/23/2009	6/10/2025	6/30/2026
Blue Dot Medical, LLC	05646	11.1	7/26/2002	6/4/2025	6/30/2026
Blue Dot Medical, LLC	18474	11.1	4/2/2024	6/4/2025	6/30/2026
Boxout, LLC	17452	11.1	1/28/2019	5/19/2025	6/30/2026
Boxout, LLC	17523	11.1	4/2/2019	5/19/2025	6/30/2026
Boxout, LLC	18405	11.1	2/21/2023	5/19/2025	6/30/2026
Boxout, LLC.	18535	11.1	5/19/2025	5/19/2025	6/30/2026
C & C Nursing Company	18061	11.1	4/24/2020	6/20/2025	6/30/2026
Cala Health, Inc.	17735	11.1	8/15/2019	5/16/2025	6/30/2026
Cardinal Health 200, LLC	15225	11.1	2/24/2017	5/21/2025	6/30/2026
Catheter Partners LLC	14585	11.1	12/6/2015	5/19/2025	6/30/2026
Caver and Rains Inc	18471	11.1	2/28/2024	6/25/2025	6/30/2026
Central Mississippi Medical Equipment, LLC	06336	11.1	6/30/2004	6/30/2025	6/30/2026
CGM MONITORS CORP.	18503	11.1	8/27/2024	6/19/2025	6/30/2026
Coastal Medical Equipment	18511	11.1	12/23/2024	7/3/2025	6/30/2026

COASTAL MEDICAL SUPPLY LLC	18356	11.1	5/6/2022	6/11/2025	6/30/2026
Columbia Medical, LLC	18352	11.1	4/28/2022	5/21/2025	6/30/2026
Comfort Medical, LLC	09048	11.1	7/6/2011	5/14/2025	6/30/2026
Comprehensive Health Specialty Clinic Inc	18385	11.1	10/19/2022	5/27/2025	6/30/2026
Comprehensive Pain Center of MS	08726	11.1	11/15/2010	6/30/2025	6/30/2026
Continuum, LLC	18287	11.1	5/7/2021	6/16/2025	6/30/2026
Continuum, LLC	18288	11.1	5/10/2021	6/25/2025	6/30/2026
Continuum, LLC	18349	11.1	3/21/2022	6/25/2025	6/30/2026
Cook Wholesale Co Inc	18541	11.1	6/17/2025	6/17/2025	6/30/2026
Cornerstone Health Systems, LLC	13485	11.1	6/27/2014	6/30/2025	6/30/2026
CPAP Supply USA LLC	11133	11.1	3/19/2012	5/22/2025	6/30/2026
Custom Medical Solutions	07006	11.1	5/26/2006	5/30/2025	6/30/2026
Dash Medical Supplies, LLC	18415	11.1	4/12/2023	6/26/2025	6/30/2026
Dash Medical Supplies, LLC	18546	11.1	6/26/2025	6/26/2025	6/30/2026
DeRoyal Industries, Inc.	15092	11.1	12/19/2016	6/25/2025	6/30/2026
DeRoyal Industries, Inc.	15091	11.1	12/19/2016	6/16/2025	6/30/2026
Diabetes Management & Supplies	18272	11.1	1/12/2021	6/4/2025	6/30/2026
Diabetes Store, Inc.	18431	11.1	7/24/2023	5/19/2025	6/30/2026
DJO, LLC	14929	11.1	8/4/2016	5/13/2025	6/30/2026
DJO, LLC	17091	11.1	5/4/2018	5/13/2025	6/30/2026
DJO, LLC	18163	11.1	8/3/2020	5/13/2025	6/30/2026
DME Express	17482	11.1	2/27/2019	6/11/2025	6/30/2026
DME Express	11526	11.1	7/30/2012	6/11/2025	6/30/2026
DME Express	12852	11.1	11/22/2013	6/11/2025	6/30/2026
DME Express	14062	11.1	12/22/2014	6/11/2025	6/30/2026
DME Express	17876	11.1	11/7/2019	6/11/2025	6/30/2026
DME Express	10942	11.1	3/5/2012	6/11/2025	6/30/2026
DME Express	12688	11.1	10/3/2013	6/11/2025	6/30/2026
DME Express LLC	08486	11.1	4/27/2010	6/11/2025	6/30/2026
DME Express LLC	18542	11.1	6/18/2025	6/18/2025	6/30/2026
DME Supply USA LLC	15285	11.1	3/6/2017	5/22/2025	6/30/2026
Duke Medical Supply, Inc	13099	11.1	1/21/2014	5/20/2025	6/30/2026
Dura-Med Southeast Inc	04688	11.1	9/10/1999	5/8/2025	6/30/2026
DuraMed, Inc	18372	11.1	7/27/2022	7/2/2025	6/30/2026
DXI Health Solutions LLC	17745	11.1	8/20/2019	5/12/2025	6/30/2026
EBI, LLC	12069	11.1	1/30/2013	7/1/2025	6/30/2026
Edwards Healthcare Services, Inc	08520	11.1	5/24/2010	5/23/2025	6/30/2026
Electrostim Medical Service, Inc.	14902	11.1	7/7/2016	6/16/2025	6/30/2026
Expedite LLC	17451	11.1	1/25/2019	5/28/2025	6/30/2026
Express Rehab Equipment	07650	11.1	2/4/2008	6/17/2025	6/30/2026
Express RX, LLC	13688	11.1	9/16/2014	5/19/2025	6/30/2026
Family Medical Supplies, LLC	18351	11.1	4/19/2022	6/2/2025	6/30/2026
First Choice Home Medical Equipment	07353	11.1	4/20/2007	6/5/2025	6/30/2026
Fisher & Paykel Healthcare, Inc	18495	11.1	6/26/2024	5/22/2025	6/30/2026

Florida Home Medical Supply, LLC	10546	11.1	2/2/2012	6/3/2025	6/30/2026
FOR YOU DME	18470	11.1	2/26/2024	6/25/2025	6/30/2026
Founder Project Rx, Inc.	06187	11.1	2/27/2004	6/6/2025	6/30/2026
Founders Healthcare, LLC	17708	11.1	7/23/2019	6/30/2025	6/30/2026
Freedom in Mobility, LLC	18430	11.1	7/21/2023	6/4/2025	6/30/2026
Freedom Medical Services Inc	10754	11.1	2/17/2012	5/22/2025	6/30/2026
French's Pharmacy, Inc.	05234	11.1	7/2/2001	6/16/2025	6/30/2026
Freudenberg Medical, LLC	17157	11.1	6/12/2018	6/4/2025	6/30/2026
Globus Medical, Inc.	13351	11.1	4/30/2014	6/3/2025	6/30/2026
Good Night Medical of Ohio, LLC	17719	11.1	7/30/2019	6/9/2025	6/30/2026
Graham-Sego Corporation	17588	11.1	5/8/2019	6/4/2025	6/30/2026
Graham-Sego Corporation	17589	11.1	5/8/2019	6/4/2025	6/30/2026
Gramatan Health Supplies LLC	18442	11.1	9/15/2023	6/25/2025	6/30/2026
Graymont Equipment Distribution, LLC	15060	11.1	11/21/2016	6/19/2025	6/30/2026
Greenwood Orthopedic Clinic	10510	11.1	2/2/2012	6/16/2025	6/30/2026
Gulf Coast Rehab Equipment, Inc.	15179	11.1	2/2/2017	5/19/2025	6/30/2026
Home Medical Products	12608	11.1	8/23/2013	6/12/2025	6/30/2026
Home Medical Products, Inc	07979	11.1	12/8/2008	6/12/2025	6/30/2026
Home Medical Products, Inc	18243	11.1	5/25/2021	6/12/2025	6/30/2026
Home Medical Products, Inc.	14454	11.1	8/6/2015	6/12/2025	6/30/2026
Hometown Medical LLC	05585	11.1	5/31/2002	6/9/2025	6/30/2026
Hometown Medical, LLC	08152	11.1	6/16/2009	6/9/2025	6/30/2026
Hospice Care Group	06902	11.1	2/17/2006	6/30/2025	6/30/2026
Hoveround Corporation	04353	11.1	8/12/1998	5/23/2025	6/30/2026
Hudson Scientific LLC	17230	11.1	8/27/2018	5/12/2025	6/30/2026
Human Technology Inc	12293	11.1	5/7/2013	5/8/2025	6/30/2026
Infinity Orthotics & Prosthetics, Inc	14968	11.1	9/6/2016	5/14/2025	6/30/2026
Ivy Technology, LLC	18540	11.1	6/10/2025	6/10/2025	6/30/2026
Jackson Brace & Limb Co, Inc	10210	11.1	1/4/2012	5/30/2025	6/30/2026
Karim's, LLC	18380	11.1	9/7/2022	5/9/2025	6/30/2026
Kinex Medical Company, LLC	09095	11.1	7/25/2011	6/18/2025	6/30/2026
Lantz Medical, Inc	09069	11.1	7/14/2011	5/9/2025	6/30/2026
Laurel Advanced Medical Equipment LLC	12649	11.1	9/18/2013	5/19/2025	6/30/2026
Liberator Medical Supply, Inc.	18305	11.1	7/14/2021	5/9/2025	6/30/2026
LIK DME & Medical Supplies, LLC	14528	11.1	10/8/2015	6/25/2025	6/30/2026
Lincare Inc	04157	11.1	2/18/1998	6/6/2025	6/30/2026
Lincare Inc	04087	11.1	12/3/1997	6/17/2025	6/30/2026
Lincare Inc.	08456	11.1	4/7/2010	6/17/2025	6/30/2026
Lincare Inc.	07193	11.1	11/14/2006	6/6/2025	6/30/2026
Lincare Inc.	04136	11.1	1/20/1998	6/6/2025	6/30/2026
Lincare Inc.	06041	11.1	10/13/2003	6/17/2025	6/30/2026
Lincare Inc.	18065	11.1	5/8/2020	6/17/2025	6/30/2026
Lincare Inc.	15991	11.1	6/21/2017	6/17/2025	6/30/2026
Lincare Inc.	18436	11.1	8/10/2023	6/17/2025	6/30/2026

Lincare, Inc	08457	11.1	4/8/2010	7/2/2025	6/30/2026
Lincare, Inc	07940	11.1	10/28/2008	6/18/2025	6/30/2026
Lincare, Inc	04316	11.1	7/2/1998	6/17/2025	6/30/2026
Lincare, Inc	05861	11.1	4/16/2003	5/20/2025	6/30/2026
LINCARE, INC.	03710	11.1	3/6/1997	6/6/2025	6/30/2026
Lincare, Inc.	03451	11.1	7/5/1996	6/6/2025	6/30/2026
Lincare, Inc.	04124	11.1	1/13/1998	6/6/2025	6/30/2026
Lincare, Inc.	02593	11.1	4/21/1994	6/6/2025	6/30/2026
Lincare, Inc.	05546	11.1	4/24/2002	6/6/2025	6/30/2026
Lincare, Inc.	04414	11.1	11/9/1998	6/6/2025	6/30/2026
LoeCO	18301	11.1	6/25/2021	5/8/2025	6/30/2026
M-D MEDICAL SERVICES	04553	11.1	4/1/1999	5/19/2025	6/30/2026
Magnolia Medical LLC	05828	11.1	2/28/2003	5/15/2025	6/30/2026
Magnolia Medical, LLC	12425	11.1	6/19/2013	5/15/2025	6/30/2026
Mail Order Medical Supplies LLC	18422	11.1	5/25/2023	7/8/2025	6/30/2026
Main Drug Company LLC	18543	11.1	6/19/2025	6/19/2025	6/30/2026
Mantachie Pharmacy, LLC	18016	11.1	3/6/2020	5/27/2025	6/30/2026
Marathon Ventures Corp.	18362	11.1	6/2/2022	5/20/2025	6/30/2026
MDINR, LLC	16972	11.1	2/23/2018	5/29/2025	6/30/2026
MdINR, LLC	09241	11.1	9/15/2011	5/27/2025	6/30/2026
Med Supply Center Inc	08111	11.1	5/4/2009	6/9/2025	6/30/2026
Med Supply Center Inc	06937	11.1	3/29/2006	6/9/2025	6/30/2026
Med Supply Center Inc	18013	11.1	3/6/2020	6/9/2025	6/30/2026
Med-El Corporation	13925	11.1	11/17/2014	5/21/2025	6/30/2026
Medequip Inc	17550	11.1	4/16/2019	6/4/2025	6/30/2026
Medical Hotspots, Inc	18429	11.1	7/11/2023	6/16/2025	6/30/2026
Medical Logic, Inc	08646	11.1	9/14/2010	6/24/2025	6/30/2027
Medline Industries, LP	18217	11.1	9/16/2020	5/19/2025	6/30/2026
Medline Industries, LP	13654	11.1	9/3/2014	5/19/2025	6/30/2026
Medline Industries, LP	17541	11.1	4/10/2019	5/19/2025	6/30/2026
Medline Industries, LP	18277	11.1	2/26/2021	6/5/2025	6/30/2026
Medline Industries, LP	18278	11.1	3/5/2021	5/19/2025	6/30/2026
Medline Industries, LP.	14879	11.1	6/29/2016	5/28/2025	6/30/2026
MedWoRx	09277	11.1	9/23/2011	6/25/2025	6/30/2026
MidSouth Medical Specialties	13445	11.1	6/13/2014	7/1/2025	6/30/2026
Mobilcare Medical Inc.	05616	11.1	7/1/2002	5/15/2025	6/30/2026
Moore Medical, Inc	07938	11.1	10/27/2008	5/23/2025	6/30/2026
Mountain Medical Supply LLC	18307	11.1	7/19/2021	6/2/2025	6/30/2026
MRB Acquisition Corporation	07399	11.1	6/11/2007	6/6/2025	6/30/2026
Mylimbs Prosthetics & Supplies	17447	11.1	1/23/2019	6/13/2025	6/30/2026
Nationwide Medical, Inc	13377	11.1	5/13/2014	5/22/2025	6/30/2026
New Beginning O & P	08531	11.1	6/4/2010	6/20/2025	6/30/2026
New Britain Medical Supplies Inc.	18367	11.1	6/22/2022	5/30/2025	6/30/2026
Newsouth Neurospine, LLC	08044	11.1	3/4/2009	6/25/2025	6/30/2026

Next Science LLC	18456	11.1	11/28/2023	5/19/2025	6/30/2026
NextGen Medical Supplies, Inc.	17216	11.1	8/21/2018	6/3/2025	6/30/2026
NMN Spinco Inc.	18282	11.1	4/1/2021	6/16/2025	6/30/2026
North Coast Medical Supply, LLC	18309	11.1	7/30/2021	6/9/2025	6/30/2026
North Sunflower DME	06952	11.1	4/10/2006	5/20/2025	6/30/2026
North Sunflower DME	07520	11.1	9/25/2007	5/20/2025	6/30/2026
North Sunflower Medical Center	18499	11.1	7/12/2024	5/20/2025	6/30/2026
NuVasive, Inc	13079	11.1	1/9/2014	6/3/2025	6/30/2026
NxStage Medical, Inc.	14810	11.1	5/11/2016	5/13/2025	6/30/2026
Ochsner Home Medical Equipment LLC	15971	11.1	6/19/2017	6/25/2025	6/30/2026
Ochsner Home Medical Equipment LLC	15975	11.1	6/19/2017	6/30/2025	6/30/2026
Onduo, LLC	17217	11.1	8/21/2018	6/2/2025	6/30/2026
Optigen, Inc	07725	11.1	4/29/2008	5/27/2025	6/30/2026
Orthotic & Prosthetic Specialists, Inc.	18537	11.1	5/28/2025	5/28/2025	6/30/2026
Owens & Minor Distribution , Inc.	14254	11.1	3/3/2015	6/25/2025	6/30/2026
Owens & Minor Distribution, Inc	14069	11.1	12/22/2014	7/3/2025	6/30/2026
Owens & Minor Distribution, Inc.	14256	11.1	3/3/2015	6/2/2025	6/30/2026
Owens & Minor Distribution, Inc.	14732	11.1	3/16/2016	5/30/2025	6/30/2026
Own Sleep Medicine Services, LLC	18080	11.1	5/22/2020	6/27/2025	6/30/2026
Pain Consultants of Alabama, LLC	18327	11.1	10/12/2021	6/18/2025	6/30/2026
Palmetto Oxygen, LLC	10980	11.1	3/6/2012	6/3/2025	6/30/2026
Patient's Choice, LLC	17608	11.1	5/22/2019	5/19/2025	6/30/2026
Patton Durable Equipment Supplies, LLC	17685	11.1	7/9/2019	6/6/2025	6/30/2026
Pediatric Orthotic and Prosthetic Services - Southeast	18269	11.1	1/11/2021	5/19/2025	6/30/2026
Performance Modalities Inc.	18496	11.1	6/28/2024	5/8/2025	6/30/2026
Physio Care Inc.	17540	11.1	4/10/2019	5/13/2025	6/30/2026
Pinnacle Medical Solutions, LLC	07040	11.1	6/30/2006	6/3/2025	6/30/2026
Premier Marketing Assoc, LTD Part.	08102	11.1	4/24/2009	5/8/2025	6/30/2026
Priority Care Medical Supply, LLC	13643	11.1	8/29/2014	5/29/2025	6/30/2026
Priority Environmental Solutions Inc.	17744	11.1	8/20/2019	6/30/2025	6/30/2026
Prism Medical Products, L.L.C.	18295	11.1	5/24/2021	6/6/2025	6/30/2026
Prism Medical Products, LLC	08821	11.1	1/6/2021	6/6/2025	6/30/2026
PRN Devices, Inc.	03851	11.1	8/12/1997	6/11/2025	6/30/2026
Professional Rehab Associates, Inc	16659	11.1	11/16/2017	5/21/2025	6/30/2026
Providence Home Medical, LP	18210	11.1	9/14/2020	5/22/2025	6/30/2026
PULMONARY CARE SERVICES, INC	13290	11.1	4/7/2014	6/30/2025	6/30/2026
Pumps It, Inc.	16217	11.1	7/31/2017	6/3/2025	6/30/2026
Quality Assured Services, Inc.	06148	11.1	1/26/2004	5/21/2025	6/30/2026
Quality Medical Equipment LLC	08248	11.1	9/17/2009	6/9/2025	6/30/2026
Raytel Cardiac Services, Inc	12667	11.1	9/25/2013	5/27/2025	6/30/2026
RB Medical Equipment, LLC	04731	11.1	10/29/1999	5/19/2025	6/30/2026
Regenesis Biomedical Inc	07455	11.1	8/3/2007	6/4/2025	6/30/2026
Remarx Services, Inc	13343	11.1	4/24/2014	6/4/2025	6/30/2026
ResMed Corp.	18024	11.1	3/24/2020	5/28/2025	6/30/2026

ResMed Corp.	18025	11.1	3/24/2020	5/28/2025	6/30/2026
Respironics Colorado, Inc.	04603	11.1	6/3/1999	6/23/2025	6/30/2026
RGH Enterprises, LLC	08476	11.1	4/20/2010	5/14/2025	6/30/2026
RGH Enterprises, LLC	07071	11.1	8/2/2006	5/14/2025	6/30/2026
RGH Enterprises, LLC	08873	11.1	3/11/2011	5/12/2025	6/30/2026
RGH Enterprises, LLC	12060	11.1	1/23/2013	5/14/2025	6/30/2026
RGH Enterprises, LLC	12505	11.1	7/17/2013	5/13/2025	6/30/2026
RGH Enterprises, LLC	12057	11.1	1/23/2013	5/12/2025	6/30/2026
RGH Enterprises, LLC	17390	11.1	12/17/2018	5/14/2025	6/30/2026
RGH Enterprises, LLC	18062	11.1	4/30/2020	5/12/2025	6/30/2026
RGH Enterprises, LLC	18386	11.1	10/25/2022	5/14/2025	6/30/2026
RGH Enterprises, LLC	18487	11.1	5/30/2024	6/2/2025	6/30/2026
Right Coast Medical, LLC	18320	11.1	9/14/2021	6/4/2025	6/30/2026
Riverside Medical, Inc	04026	11.1	9/11/1997	6/9/2025	6/30/2026
Rocket City Medical, LLC	17777	11.1	9/10/2019	6/19/2025	6/30/2026
Rotech	03264	11.1	1/23/1996	6/4/2025	6/30/2026
Rotech	08577	11.1	7/20/2010	6/6/2025	6/30/2026
Rotech	18538	11.1	6/3/2025	6/3/2025	6/30/2026
Rotech	18539	11.1	6/4/2025	6/4/2025	6/30/2026
Sayco	18469	11.1	2/6/2024	5/14/2025	6/30/2026
Sizewise Rentals LLC	12600	11.1	8/20/2013	6/23/2025	6/30/2026
Skyline Medical Supply LLC	18502	11.1	8/26/2024	6/17/2025	6/30/2026
Sleep Management LLC	11813	11.1	11/19/2012	6/13/2025	6/30/2026
Sleep Management, L.L.C.	17395	11.1	12/19/2018	6/13/2025	6/30/2026
Smart Choice Medical LLC	17730	11.1	8/8/2019	6/9/2025	6/30/2026
Solara Medical Supplies, LLC	18051	11.1	4/23/2020	6/3/2025	6/30/2026
South Central Regional Medical Center	16458	11.1	9/15/2017	7/3/2025	6/30/2026
South Mississippi Medical Supply and Veterans Servi	18335	11.1	1/7/2022	5/15/2025	6/30/2026
Southeastern Medical Rep Group, LLC	18448	11.1	10/12/2023	6/30/2025	6/30/2026
Southern Pharmaceutical Corporation	05157	11.1	4/12/2001	6/9/2025	6/30/2026
Southern Pharmaceutical Corporation	04334	11.1	7/24/1998	6/9/2025	6/30/2026
Southern Pharmaceutical Corporation	03968	11.1	7/18/1997	6/9/2025	6/30/2026
Southern Pharmaceutical Corporation	05830	11.1	2/28/2003	6/9/2025	6/30/2026
Southern Pharmaceutical Corporation	08076	11.1	3/26/2009	6/9/2025	6/30/2026
Southern Pharmaceutical Corporation	15265	11.1	3/2/2017	6/9/2025	6/30/2026
Southern Prosthetic Care LLC	18060	11.1	4/24/2020	5/8/2025	6/30/2026
Spectrum Healthcare, Inc.	17549	11.1	4/16/2019	5/30/2025	6/30/2026
Sports Medicine Pharmacy	07315	11.1	3/14/2007	6/26/2025	6/30/2026
Sports Medicine Pharmacy	14465	11.1	8/18/2015	6/26/2025	6/30/2026
Sports Medicine Pharmacy	14466	11.1	8/18/2015	6/26/2025	6/30/2026
SS Medical, Inc	07744	11.1	5/13/2008	6/12/2025	6/30/2026
Star Medical, Inc.	16888	11.1	1/25/2018	6/6/2025	6/30/2026
Sunbelt Medical Solutions, LLC	12487	11.1	7/12/2013	6/16/2025	6/30/2026
Superior Respiratory and Medical Supply, LLC	18392	11.1	1/5/2023	6/25/2025	6/30/2026

Synapse Health, Inc.	18401	11.1	1/25/2023	5/19/2025	6/30/2026
Talk To Me Technologies LLC	17475	11.1	2/21/2019	5/21/2025	6/30/2026
Tandem Diabetes Care, Inc	08995	11.1	6/3/2011	5/13/2025	6/30/2026
TaylorMade Health Solutions	18011	11.1	3/4/2020	6/6/2025	6/30/2026
the medcom group, ltd.	18486	11.1	5/29/2024	6/4/2025	6/30/2026
The Medical Store Inc	02841	11.1	10/5/1994	5/22/2025	6/30/2026
The Medical Store, Inc.	17665	11.1	6/20/2019	5/22/2025	6/30/2026
ThermoTek, Inc	18376	11.1	8/8/2022	6/20/2025	6/30/2026
Thrift Home Care Inc	04161	11.1	2/20/1998	6/9/2025	6/30/2026
Thrift Home Care Inc	04373	11.1	9/8/1998	6/9/2025	6/30/2026
TLC Group	17960	11.1	1/29/2020	5/23/2025	6/30/2026
Total Medical Supply, Inc.	17561	11.1	4/25/2019	6/18/2025	6/30/2026
Trinity Medical Solutions	06578	11.1	2/17/2005	6/25/2025	6/30/2026
Twin Rivers Respiratory Care Inc	18533	11.1	5/7/2025	5/8/2025	6/30/2026
Unified Prosthetics & Orthotics, LLC.	18297	11.1	6/2/2021	5/13/2025	6/30/2026
United Care Prosthetics LLC	13608	11.1	8/12/2014	5/23/2025	6/30/2026
United Seating and Mobility, LLC	07668	11.1	2/19/2008	5/19/2025	6/30/2026
United Seating and Mobility, LLC	10548	11.1	2/2/2012	5/19/2025	6/30/2026
VasoCare, LLC	09776	11.1	11/18/2011	6/9/2025	6/30/2026
Verus Healthcare, LLC	08784	11.1	1/20/2011	6/4/2025	6/30/2026
Victory Home Medical, Inc.	14738	11.1	3/17/2016	6/10/2025	6/30/2026
WCMPE, LLC	18536	11.1	5/27/2025	5/27/2025	6/30/2026
Wellspect Inc.	18366	11.1	6/22/2022	5/30/2025	6/30/2026
WEST GROUP PHARMACEUTICAL CORP	10908	11.1	3/1/2012	6/23/2025	6/30/2026
Williams Medical Supply Inc	18544	11.1	6/23/2025	6/23/2025	6/30/2026
Wound Care Resources, Inc.	17673	11.1	6/25/2019	6/19/2025	6/30/2026
Yummy Mummy LLC	18339	11.1	2/9/2022	5/29/2025	6/30/2026

Name	License #	Issue Date	Renewal Date	Expire Date
Aaliyah Shantae Roberts	PT-230579	6/12/2025	6/12/2025	3/31/2026
Aaron Keevon Slaughter	IE-8658	10/16/2018	7/1/2025	4/14/2029
Abbie Brooke Patterson	E-101963	6/4/2025	6/4/2025	12/31/2025
Abby Grace Dunigan	PT-230388	5/9/2025	5/9/2025	3/31/2026
Abby Grace Garton	PT-230504	6/2/2025	6/2/2025	3/31/2026
Abigail Rebecca McBride	PT-230510	6/2/2025	6/2/2025	3/31/2026
Abiola Lindy Ayanfalu	PT-230592	6/12/2025	6/12/2025	3/31/2026
Addie Kate O'Brian	PT-225959	7/7/2022	6/23/2025	3/31/2026
Addison Faith Shelton	IE-100933	5/21/2025	5/21/2025	5/9/2030
Adler Isabella Paige Brogdon	PT-230600	6/13/2025	6/13/2025	3/31/2026
Adlyn Fair Till	PT-230465	5/22/2025	5/22/2025	3/31/2026
Adrianna L Caldwell	PT-220187	5/2/2018	5/11/2025	3/31/2026
Ai T Phan-Tang	T-101957	6/2/2025	6/2/2025	12/31/2025
Aiden Cody Ashmore	IE-100980	6/30/2025	6/30/2025	7/1/2027
Aine Rian Mills	PT-230535	6/3/2025	6/3/2025	3/31/2026
Akyra Ladaysia Smith	PT-230577	6/12/2025	6/12/2025	3/31/2026
Alania Joyce Stokes	PT-225082	12/4/2021	6/16/2025	3/31/2026
Alecia Christina Clark	PT-230481	5/23/2025	5/23/2025	3/31/2026
Alexander A Rogers	PT-02283	2/2/2001	5/15/2025	3/31/2026
Alexandra Nicole Childers	IE-100951	6/12/2025	6/12/2025	5/9/2030
Alexandra Rose Bolen	PT-230621	6/17/2025	6/17/2025	3/31/2026
Alexandria Rochele Garrett	IE-100944	6/3/2025	6/3/2025	5/6/2029
Alexandria Tiara Morgan	PT-230459	5/20/2025	5/20/2025	3/31/2026
Alexis Ann Campbell	PT-230463	5/22/2025	5/22/2025	3/31/2026
Alexis Danielle Fontenette	PT-230662	6/24/2025	6/24/2025	3/31/2026
Ali G Renfroe	PT-09140	2/12/2008	6/18/2025	3/31/2026
Alison C Hartfield	PT-224046	5/4/2021	6/16/2025	3/31/2026
Allie G Kirkland	PT-230686	7/2/2025	7/2/2025	3/31/2026
Allison Marie Gilson	PT-230503	6/2/2025	6/2/2025	3/31/2026
Ally Tiffany Novel	IE-100940	5/27/2025	5/27/2025	5/10/2026
Allyceua Gilmore	PT-226411	10/26/2022	5/12/2025	3/31/2026
Allyson H Morrow	PT-222628	3/23/2020	6/10/2025	3/31/2026
Alyssa Rose Haire	PT-230689	7/2/2025	7/2/2025	3/31/2026
Alyssa V M Hopkins	PT-221193	2/20/2019	5/13/2025	3/31/2026
Amanda N Drake	PT-09104	2/4/2008	7/8/2025	3/31/2026
Amber Cheyanne Rogers	IE-100935	5/21/2025	5/21/2025	5/9/2030
Amber Denise Willhite	PT-230593	6/12/2025	6/12/2025	3/31/2026
Amber Iliana Ontiveros	IE-100973	6/24/2025	6/24/2025	5/9/2030
Amilya Velesie Jew	PT-230679	6/30/2025	6/30/2025	3/31/2026
Amity L Stockwell	PT-224279	6/16/2021	5/31/2025	3/31/2026
Amy Lynn Parrish	T-101991	6/19/2025	6/19/2025	12/31/2025
Amyah Nakarria Golden	PT-230555	6/6/2025	6/6/2025	3/31/2026
Anagrace Kathryn Nowlen	PT-230548	6/5/2025	6/5/2025	3/31/2026

Anaiya Jarielle Washington	PT-230441	5/19/2025	5/19/2025	3/31/2026
Analisha S Harris	PT-224258	6/11/2021	5/12/2025	3/31/2026
Andrea A Edwards	PT-222495	2/10/2020	6/6/2025	3/31/2026
Andrea B Richardson	PT-230528	6/3/2025	6/3/2025	3/31/2026
Andrea LaShey McFarland	PT-230719	7/8/2025	7/8/2025	3/31/2026
Andrew Jacob Williams	IE-100977	6/27/2025	6/27/2025	5/9/2030
Andrew Jay Martin	T-101989	6/18/2025	6/18/2025	12/31/2025
Andrew Neal Hightower	IE-100949	6/10/2025	6/10/2025	5/9/2030
Andrew Ryan Platt	PT-227805	9/8/2023	6/16/2025	3/31/2026
Andriana Elise Wright	PT-229487	9/30/2024	5/27/2025	3/31/2026
Angela J Collins	PT-216364	5/4/2015	7/3/2025	3/31/2026
Angela Nicole Shideler	PT-230716	7/8/2025	7/8/2025	3/31/2026
Angela O'neil Harris	T-102008	7/2/2025	7/2/2025	12/31/2026
Angelina N Polzin	PT-230478	5/23/2025	5/23/2025	3/31/2026
Anna Frances Kelly	E-101984	6/18/2025	6/18/2025	12/31/2025
Anna Marie Rusk	PT-230546	6/5/2025	6/5/2025	3/31/2026
Anna Marilyn Diffey	PT-227351	5/30/2023	5/8/2025	3/31/2026
Annalyse Mallory Floyd	PT-229042	6/19/2024	5/12/2025	3/31/2026
Annetta M Staples	PT-230542	6/3/2025	6/3/2025	3/31/2026
Ansley Claire Strong	PT-230560	6/10/2025	6/10/2025	3/31/2026
Antonette Alina Patton	PT-230564	6/10/2025	6/10/2025	3/31/2026
April M Bell	PT-230573	6/11/2025	6/11/2025	3/31/2026
Arianna Nicole Curb	PT-230693	7/2/2025	7/2/2025	3/31/2026
Ariel Lakeya Patrick	PT-230725	7/9/2025	7/9/2025	3/31/2026
Ariel Nicole Hurst	PT-230680	7/1/2025	7/1/2025	3/31/2026
Ariel S Knott	PT-225861	6/14/2022	6/9/2025	3/31/2026
Arieyana De'Shae Young	PT-230380	5/8/2025	5/8/2025	3/31/2026
Ariq Javon Gross	PT-230568	6/10/2025	6/10/2025	3/31/2026
Arnetha C Jones	PT-215305	6/11/2014	6/30/2025	3/31/2026
Ashanti Donae Patton	PT-230563	6/10/2025	6/10/2025	3/31/2026
Ashleigh Lauren Chandler	PT-230673	6/27/2025	6/27/2025	3/31/2026
Ashley Elizabeth Davenport	PT-230589	6/12/2025	6/12/2025	3/31/2026
Ashley Lynn Moffett	IE-100929	5/14/2025	5/14/2025	5/9/2026
Ashley Michele Barger	PT-230523	6/3/2025	6/3/2025	3/31/2026
Ashley Nicole Knutter	IE-100970	6/23/2025	6/23/2025	5/16/2026
Ashley Nicole Rollins	PT-226096	8/9/2022	6/5/2025	3/31/2026
Ashley Nicole Young	PT-230609	6/16/2025	6/16/2025	3/31/2026
Ashlin H Blackwell	IE-100987	7/2/2025	7/2/2025	4/30/2029
Ashlyn Nicole Carpenter	E-102016	7/8/2025	7/8/2025	12/31/2026
Austine U Onyia	E-101981	6/17/2025	6/17/2025	12/31/2025
Ava Rose Wilson	PT-230670	6/27/2025	6/27/2025	3/31/2026
Ayesha Korin	PT-230532	6/3/2025	6/3/2025	3/31/2026
Azyah F Garland	PT-230456	5/20/2025	5/20/2025	3/31/2026
Bailee Ellen Ballard	PT-230392	5/9/2025	5/9/2025	3/31/2026

Bailey Claire Bergman	IE-100937	5/21/2025	5/21/2025	5/9/2030
Bailey N Dupre	T-101952	5/28/2025	5/28/2025	12/31/2025
Batool Khaled Orabi	PT-230717	7/8/2025	7/8/2025	3/31/2026
Blake Lashawn Porter	PT-230490	5/27/2025	5/27/2025	3/31/2026
Blayne Alexander Turner	IE-100958	6/16/2025	6/16/2025	5/9/2030
Bobbie B. Bone	PT-04601	7/23/2002	5/16/2025	3/31/2026
Bobbie Jo Carver	PT-230411	5/13/2025	5/13/2025	3/31/2026
Bonita Michelle Cordova	PT-226944	3/7/2023	5/28/2025	3/31/2026
Bradley Jackson Snyder	PT-225781	5/24/2022	6/11/2025	3/31/2026
Bradley Richard Coyne	T-102011	7/3/2025	7/3/2025	12/31/2026
Brandy H Dunn	PT-214773	11/21/2013	5/12/2025	3/31/2026
Brandy S West	PT-230506	6/2/2025	6/2/2025	3/31/2026
Breayl Jadajah Miller	PT-230501	6/2/2025	6/2/2025	3/31/2026
Brenda Genell Miller	PT-230396	5/12/2025	5/12/2025	3/31/2026
Brian J Kmetec	PT-216484	6/4/2015	6/19/2025	3/31/2026
Brianna Kay Doucet	PT-230389	5/9/2025	5/9/2025	3/31/2026
Brianna Latrice Nugent	PT-230536	6/3/2025	6/3/2025	3/31/2026
Brittany Alexis Huffman	PT-230406	5/13/2025	5/13/2025	3/31/2026
Brittany M Hawkins	PT-214372	7/8/2013	5/16/2025	3/31/2026
Brittany Nicole Brown	PT-230558	6/9/2025	6/9/2025	3/31/2026
Brittany Symone Pou	PT-230580	6/12/2025	6/12/2025	3/31/2026
Bryan Kendal Washington	PT-230576	6/12/2025	6/12/2025	3/31/2026
Bryan Perez Gonzalez	IE-100954	6/13/2025	6/13/2025	5/9/2030
Bryanna Marie Bowers	PT-228964	6/6/2024	5/27/2025	3/31/2026
Bryce Mitchell Perry	PT-230491	5/30/2025	5/30/2025	3/31/2026
Cabrini C Cooper	PT-215633	10/17/2014	6/13/2025	3/31/2026
Cadence Michelle Griffin	PT-230616	6/17/2025	6/17/2025	3/31/2026
Caleb E Jefferson	PT-230656	6/24/2025	6/24/2025	3/31/2026
Caleb Marcus Fowler	PT-230613	6/17/2025	6/17/2025	3/31/2026
Cameron Blaine Sistrunk	IE-100939	5/27/2025	5/27/2025	5/9/2030
Cameron Danne Horn	T-101972	6/11/2025	6/11/2025	12/31/2025
Camora Janae Canty	T-101939	5/12/2025	5/12/2025	12/31/2025
Camryn Samone Johnson	PT-230687	7/2/2025	7/2/2025	3/31/2026
Candy Saray Garza	PT-230713	7/7/2025	7/7/2025	3/31/2026
Carlisha J Davis	PT-230625	6/18/2025	6/18/2025	3/31/2026
Caroline Fekry Hanna Wasseff	T-101999	6/27/2025	6/27/2025	12/31/2025
Cassandra Denise Edwards	PT-230587	6/12/2025	6/12/2025	3/31/2026
Cassandra Renell Henderson	PT-230399	5/12/2025	5/12/2025	3/31/2026
Cateria Tiyana Ward	PT-230697	7/3/2025	7/3/2025	3/31/2026
Cayla Lynn Allred	PT-230426	5/15/2025	5/15/2025	3/31/2026
Chaka Khan Deloach	PT-213878	12/27/2012	5/9/2025	3/31/2026
Chaniqua Nicole Tribble	PT-230385	5/9/2025	5/9/2025	3/31/2026
Chaniyah Lynn Martin	PT-230544	6/3/2025	6/3/2025	3/31/2026
Charity Celeste Cayetano	PT-230608	6/16/2025	6/16/2025	3/31/2026

Charles Frank Holloway	PT-226285	9/27/2022	6/5/2025	3/31/2026
Charlette Fofana	PT-09065	1/23/2008	5/23/2025	3/31/2026
Charra Elise Woodley	PT-230495	6/2/2025	6/2/2025	3/31/2026
Chasity D Waldon	PT-09483	5/28/2008	6/30/2025	3/31/2026
Chasity Marie Johnson	PT-230448	5/19/2025	5/19/2025	3/31/2026
Cheyenne Alana Summerall	PT-230647	6/24/2025	6/24/2025	3/31/2026
Chloe Ann Cuevas	PT-230489	5/27/2025	5/27/2025	3/31/2026
Chloe Hazel Taylor	PT-230731	7/9/2025	7/9/2025	3/31/2026
Chriscy Marie Pitre	PT-229369	8/30/2024	6/11/2025	3/31/2026
Christalyn Gianna Penn	PT-230440	5/19/2025	5/19/2025	3/31/2026
Christian Andrew Keriazakos	PT-228140	12/4/2023	6/26/2025	3/31/2026
Christian Ashanti Pompy	PT-230403	5/13/2025	5/13/2025	3/31/2026
Christian G Kirklon	PT-216731	8/17/2015	6/16/2025	3/31/2026
Christian Santiana McNairy	PT-230615	6/17/2025	6/17/2025	3/31/2026
Christianna Sophia Owens	PT-230637	6/23/2025	6/23/2025	3/31/2026
Christina Alexandria Dulaney	PT-230475	5/23/2025	5/23/2025	3/31/2026
Christine Lavette Rudd	PT-230651	6/24/2025	6/24/2025	3/31/2026
Christopher Vard Tyrone, II	T-102012	7/7/2025	7/7/2025	12/31/2026
Christy N Gully	PT-217230	2/4/2016	5/28/2025	3/31/2026
Ciara Michelle Smith	PT-230431	5/16/2025	5/16/2025	3/31/2026
Claresia Denise Allen	PT-230474	5/22/2025	5/22/2025	3/31/2026
Clarissa S Woods	PT-230461	5/20/2025	5/20/2025	3/31/2026
Clemmesha L Woods	PT-218812	4/7/2017	6/24/2025	3/31/2026
Climas Antonio Bobo, Jr	PT-230602	6/13/2025	6/13/2025	3/31/2026
Coby Darnell Clay	PT-230554	6/5/2025	6/5/2025	3/31/2026
Condaleeza Jasmine Lee	PT-230502	6/2/2025	6/2/2025	3/31/2026
Connor Darwin Kendrick	IE-100971	6/23/2025	6/23/2025	5/13/2026
Corey Stanley Asarisi	T-101985	6/18/2025	6/18/2025	12/31/2025
Crystal Leigh Pickering	PT-225460	3/4/2022	6/3/2025	3/31/2026
Cynthia Anne Brasher	T-101938	5/12/2025	5/12/2025	12/31/2025
Dairra D Johnson	PT-230453	5/20/2025	5/20/2025	3/31/2026
Dakota Sanaa Young	PT-230494	6/2/2025	6/2/2025	3/31/2026
Dana M Van Buren	T-14327	4/11/2016	6/27/2025	12/31/2025
Daniel Eloit Roush	PT-230383	5/9/2025	5/9/2025	3/31/2026
Daniel Murphy Whalen	IE-100981	7/1/2025	7/1/2025	5/9/2030
Danielle Jacole Magee	PT-230638	6/23/2025	6/23/2025	3/31/2026
Danielle Margaret Sykes	PT-230435	5/16/2025	5/16/2025	3/31/2026
Danrayesha Monique Rankin	PT-230508	6/2/2025	6/2/2025	3/31/2026
Darby Cheyenne Alexander	PT-226081	8/9/2022	6/10/2025	3/31/2026
Dawnyelle Alexandria Quillen	PT-230624	6/18/2025	6/18/2025	3/31/2026
De'ericka Antwanette Shavers	PT-230513	6/2/2025	6/2/2025	3/31/2026
DeAerria Jadai Hannah	PT-230422	5/15/2025	5/15/2025	3/31/2026
Deborah Michele Lewis	PT-230653	6/24/2025	6/24/2025	3/31/2026
Deisy Marely Lemus	PT-230480	5/23/2025	5/23/2025	3/31/2026

Delanie Arlene Lindsey	PT-230424	5/15/2025	5/15/2025	3/31/2026
Demetria Ann Cooper	PT-230511	6/2/2025	6/2/2025	3/31/2026
Dequesha Kathrine Webster	PT-215944	1/12/2015	7/7/2025	3/31/2026
Destiny Nichole Reeves	PT-230636	6/23/2025	6/23/2025	3/31/2026
Dhnara Darneia Gill	PT-228422	2/12/2024	5/15/2025	3/31/2026
Diamond Alisa Lowe	PT-230566	6/10/2025	6/10/2025	3/31/2026
Diamond Tegenia Hearn	PT-230454	5/20/2025	5/20/2025	3/31/2026
Donna Lynn Young	IE-100931	5/20/2025	5/20/2025	5/3/2029
DonNeshya Brenshay Moore	PT-230515	6/2/2025	6/2/2025	3/31/2026
Donovan Duane Robbins	PT-230433	5/16/2025	5/16/2025	3/31/2026
Douglas James Navarro	T-101942	5/15/2025	5/15/2025	12/31/2025
Drayten Mckenna Carmical	PT-228067	11/15/2023	5/10/2025	3/31/2026
Duc M Tran	T-12761	12/4/2014	6/4/2025	12/31/2025
Eady Elizabeth Sparks	IE-100934	5/21/2025	5/21/2025	5/9/2030
Ebony Latrice Hyatt	PT-230549	6/5/2025	6/5/2025	3/31/2026
Elane Nicole Robbins	PT-230538	6/3/2025	6/3/2025	3/31/2026
Elexus A Page	PT-223461	1/21/2021	6/2/2025	3/31/2026
Elia Wright	PT-226895	2/14/2023	6/27/2025	3/31/2026
Elise Victoria Prange	IE-100389	7/26/2022	5/12/2025	11/30/2026
Elizabeth N Sanders	PT-224048	5/5/2021	5/19/2025	3/31/2026
Elizabeth Nicholson Stevens	PT-230610	6/16/2025	6/16/2025	3/31/2026
Elizabeth Pierce Grisham	IE-100985	7/2/2025	7/2/2025	5/9/2030
Ella L Wilson	IE-100950	6/10/2025	6/10/2025	5/9/2030
Elly Katherine Hitt	PT-230458	5/20/2025	5/20/2025	3/31/2026
Emilee Grace Ruiz	PT-230650	6/24/2025	6/24/2025	3/31/2026
Emily Amanda Nichols	PT-230698	7/3/2025	7/3/2025	3/31/2026
Emily Arledge Janchus	T-101990	6/18/2025	6/18/2025	12/31/2025
Emily Faith Davidson	PT-226946	3/7/2023	5/28/2025	3/31/2026
Emily Faith Vlok	PT-230646	6/24/2025	6/24/2025	3/31/2026
Emily Leann Justus	IE-100932	5/20/2025	5/20/2025	5/1/2028
Emily Scott Williams	IE-100983	7/2/2025	7/2/2025	5/9/2030
Emma Blake U'Ren	IE-100989	7/7/2025	7/7/2025	5/9/2030
Emma G Graham	PT-227758	8/25/2023	5/8/2025	3/31/2026
Emma Jean Noel	PT-230467	5/22/2025	5/22/2025	3/31/2026
Erianna D Gibbs	PT-223798	4/2/2021	5/14/2025	3/31/2026
Erica Dominique Moore	PT-230581	6/12/2025	6/12/2025	3/31/2026
Erica Inez Wilson	PT-230540	6/3/2025	6/3/2025	3/31/2026
Erica Izquierdo Stickel	PT-230466	5/22/2025	5/22/2025	3/31/2026
Evan Patrick Carroll	PT-230492	5/30/2025	5/30/2025	3/31/2026
Evan Ryan Blount	PT-230660	6/24/2025	6/24/2025	3/31/2026
Evelyn R Grayer	PT-227633	7/27/2023	5/22/2025	3/31/2026
Faith Darby	IE-100344	6/16/2022	5/14/2025	11/30/2026
Faith J Puckett	PT-223884	4/12/2021	7/9/2025	3/31/2026
Fallon Taylor McAlpin	PT-230665	6/27/2025	6/27/2025	3/31/2026

Feidra Renee Zeldin-Almanza	PT-230724	7/8/2025	7/8/2025	3/31/2026
Fred Allan Henry, Jr	PT-230381	5/9/2025	5/9/2025	3/31/2026
Gabriela A Marquez	PT-230685	7/2/2025	7/2/2025	3/31/2026
Gabrielle Elizabeth Hoffman	PT-230518	6/2/2025	6/2/2025	3/31/2026
Gadiel Caleb Rosario Negrón	E-101937	5/12/2025	5/12/2025	12/31/2025
Gamsa Charis Oh	T-101951	5/28/2025	5/28/2025	12/31/2025
Genetra Janay Smith	PT-226098	8/9/2022	6/25/2025	3/31/2026
Geshia Leshawn Durrah	PT-230588	6/12/2025	6/12/2025	3/31/2026
Gloria A Rawls	PT-230499	6/2/2025	6/2/2025	3/31/2026
Grace Ann Elizabeth Wade	IE-100966	6/19/2025	6/19/2025	5/9/2030
Graci Layne Sullivan	PT-230648	6/24/2025	6/24/2025	3/31/2026
Gracie Kaye Mettetal	IE-100978	6/30/2025	6/30/2025	5/9/2030
Gracie Mae Brigance	IE-100990	7/7/2025	7/7/2025	5/9/2030
Gracyn Sinclair Young	PT-230612	6/17/2025	6/17/2025	3/31/2026
Gwendolyn Claire Bishop	PT-230520	6/3/2025	6/3/2025	3/31/2026
Hailey Nicole Stabinsky	E-101965	6/4/2025	6/4/2025	12/31/2025
Haleigh Marie Walton	PT-230605	6/16/2025	6/16/2025	3/31/2026
Haley Madison Brightwell	IE-100965	6/17/2025	6/17/2025	5/9/2030
Haley Nicole Smith	IE-100928	5/13/2025	5/13/2025	5/5/2029
Hanna Nicole Prestage	PT-227603	7/24/2023	5/15/2025	3/31/2026
Hannah Elizabeth Hand	IE-100957	6/16/2025	6/16/2025	5/9/2030
Hannah Elizabeth Robbins	PT-230710	7/7/2025	7/7/2025	3/31/2026
Hannah J Simmons	PT-230562	6/10/2025	6/10/2025	3/31/2026
Hannah Katherine Hooker	PT-230517	6/2/2025	6/2/2025	3/31/2026
Hannah Kay O'Quinn	PT-230391	5/9/2025	5/9/2025	3/31/2026
Hannah N Douglas	PT-224327	7/13/2021	5/13/2025	3/31/2026
Hannah Nicole Utz	PT-230420	5/15/2025	5/15/2025	3/31/2026
Hanting Wu	IE-100947	6/6/2025	6/6/2025	5/16/2026
Heather Marie Shouse	PT-230606	6/16/2025	6/16/2025	3/31/2026
Heather Viola Elaine Knight	PT-230405	5/13/2025	5/13/2025	3/31/2026
Heidi Renee Thornhill	PT-230674	6/27/2025	6/27/2025	3/31/2026
Heloniafai KanKeeshua McDade	PT-230704	7/3/2025	7/3/2025	3/31/2026
Ian A Stingley	PT-228569	3/15/2024	6/1/2025	3/31/2026
Idella Morgan Bass	PT-230457	5/20/2025	5/20/2025	3/31/2026
Ilesha Jenine Edwards	PT-230620	6/17/2025	6/17/2025	3/31/2026
Ja'myia Felise Lashae' Davis	PT-230633	6/20/2025	6/20/2025	3/31/2026
Jacob Sterling Shaver	E-102000	6/27/2025	6/27/2025	12/31/2025
Jacob William Lucido	IE-100991	7/7/2025	7/7/2025	5/9/2030
Jacquel Monique Lee	PT-224886	10/28/2021	7/7/2025	3/31/2026
Jacqueline Nicole Womack	PT-230449	5/20/2025	5/20/2025	3/31/2026
Jada Leigh Butler	PT-230390	5/9/2025	5/9/2025	3/31/2026
Jada Monae Euell	PT-230727	7/9/2025	7/9/2025	3/31/2026
Jada Nicole Chambers	PT-230728	7/9/2025	7/9/2025	3/31/2026
Jaden Michale Rosa	PT-230666	6/27/2025	6/27/2025	3/31/2026

Jahlyn Joel Hayes	IE-100930	5/19/2025	5/19/2025	5/31/2027
Jakeiko Z McCray	PT-230699	7/3/2025	7/3/2025	3/31/2026
Jakeyla liesha Nelson	PT-230718	7/8/2025	7/8/2025	3/31/2026
Jakya Monique Phillips	PT-230591	6/12/2025	6/12/2025	3/31/2026
Jakylan West	PT-230715	7/8/2025	7/8/2025	3/31/2026
Jalynn Jenell Dillard	PT-230622	6/17/2025	6/17/2025	3/31/2026
Jamease Carol Williams	PT-230477	5/23/2025	5/23/2025	3/31/2026
Jameneqwa Y. Graves	PT-230677	6/27/2025	6/27/2025	3/31/2026
James Lewis Allen	PT-230640	6/23/2025	6/23/2025	3/31/2026
James Ransom Henderson	E-101969	6/10/2025	6/10/2025	12/31/2025
Jameya Alyce Campbell	PT-229289	8/13/2024	5/21/2025	3/31/2026
Jamia Alexandria Butler	PT-230688	7/2/2025	7/2/2025	3/31/2026
Jamilah Demi Woods	PT-230635	6/23/2025	6/23/2025	3/31/2026
Janelle Ashton Bridges	PT-230557	6/6/2025	6/6/2025	3/31/2026
Janet Ann Brown	PT-230527	6/3/2025	6/3/2025	3/31/2026
Janice Michelle Richardson	PT-230442	5/19/2025	5/19/2025	3/31/2026
Janiya Lashae Smith	PT-230384	5/9/2025	5/9/2025	3/31/2026
Jared Walter Daley	E-101988	6/18/2025	6/18/2025	12/31/2025
Jasmine Ariana Hudson	PT-230611	6/16/2025	6/16/2025	3/31/2026
Jasmine Irene Funchess	E-16051	8/12/2019	6/3/2025	12/31/2025
Jasmine Syrean Nabors	PT-225993	7/14/2022	5/8/2025	3/31/2026
Javeon Marquel Bohanon	PT-230729	7/9/2025	7/9/2025	3/31/2026
Javianna Jonise Washington	PT-230429	5/16/2025	5/16/2025	3/31/2026
Jazmine Arkeyia Day	PT-230721	7/8/2025	7/8/2025	3/31/2026
Jekerria Qurnetrice Boykin	PT-230723	7/8/2025	7/8/2025	3/31/2026
Jemecia Ke?Tera Nyanza Johnson	PT-230655	6/24/2025	6/24/2025	3/31/2026
Jenna Renea Miller	PT-230664	6/26/2025	6/26/2025	3/31/2026
Jennifer A Collins	PT-230418	5/14/2025	5/14/2025	3/31/2026
Jennifer Amy Goodhart	T-101960	6/2/2025	6/2/2025	12/31/2025
Jennifer Bao Tran	T-101978	6/12/2025	6/12/2025	12/31/2025
Jennifer Carol Bradshaw	PT-227849	9/25/2023	5/28/2025	3/31/2026
Jennifer Lynn Kelly	PT-230583	6/12/2025	6/12/2025	3/31/2026
Jerra Lynn Kellogg	PT-229272	8/9/2024	5/14/2025	3/31/2026
Jesse Francine Phillips	PT-230594	6/12/2025	6/12/2025	3/31/2026
Jessica L Ware	PT-213820	11/29/2012	7/9/2025	3/31/2026
Jessica Marie Roussel	IE-100988	7/3/2025	7/3/2025	5/9/2030
Jessica Monique Lawson	T-102004	7/1/2025	7/1/2025	12/31/2026
Jhasiel Bautista	IE-100962	6/17/2025	6/17/2025	5/9/2030
Jianna Gabrielle Lowe	IE-100974	6/24/2025	6/24/2025	5/9/2030
Jillian McCarley Babb	IE-100953	6/12/2025	6/12/2025	5/9/2030
Joanna Cash Mitchell	PT-230402	5/13/2025	5/13/2025	3/31/2026
Joanne Marie Lawson	PT-011753	9/29/2010	6/16/2025	3/31/2026
Jodi Lyn Rintelman Lawhorn	T-102013	7/7/2025	7/7/2025	12/31/2026
John Bailey Meinz	IE-100938	5/22/2025	5/22/2025	5/6/2029

John Maikol Gonzalez	PT-230444	5/19/2025	5/19/2025	3/31/2026
John Shelby Davis, Jr	E-101974	6/12/2025	6/12/2025	12/31/2025
Johnathan Harris McCaskill	IE-100952	6/12/2025	6/12/2025	5/9/2030
Johnesia Elaine Sullivan	PT-229147	7/12/2024	6/12/2025	3/31/2026
Johnnie M Sherrod	PT-222096	10/9/2019	5/9/2025	3/31/2026
Jordan M Isbell	PT-230726	7/9/2025	7/9/2025	3/31/2026
Joselyn Jeanette Goree	PT-230639	6/23/2025	6/23/2025	3/31/2026
Joseph Walker Pickering	PT-230537	6/3/2025	6/3/2025	3/31/2026
Joshua Isaiah McKnight	PT-230516	6/2/2025	6/2/2025	3/31/2026
Joshua Nathaniel Owens	IE-100963	6/17/2025	6/17/2025	5/9/2030
Joyce B Kim	IE-100948	6/6/2025	6/6/2025	5/22/2026
Judd Lane Gipson	PT-230712	7/7/2025	7/7/2025	3/31/2026
Julie Ann Freund	T-101436	2/23/2024	6/7/2025	12/31/2025
Julie McNatt Camp	PT-230707	7/7/2025	7/7/2025	3/31/2026
Kaci L White	T-102009	7/3/2025	7/3/2025	12/31/2026
Kailey Nichole Heath	PT-230519	6/2/2025	6/2/2025	3/31/2026
Kaitlin Jariah Frison	PT-230627	6/18/2025	6/18/2025	3/31/2026
Kaitlyn R Newell	PT-223576	3/4/2021	7/7/2025	3/31/2026
Kaldrian Lamar Moore, Jr	PT-230565	6/10/2025	6/10/2025	3/31/2026
Kara Michelle Watts	T-101941	5/15/2025	5/15/2025	12/31/2025
Kara Reneice Rich	T-102003	7/1/2025	7/1/2025	12/31/2026
Karea M Martinez	PT-220581	8/13/2018	5/20/2025	3/31/2026
Karli M Tribble	PT-223414	12/23/2020	7/7/2025	3/31/2026
Katelyn Cauley Davis	IE-100927	5/12/2025	5/12/2025	5/2/2026
Katelyn Elizabeth Grubbs	PT-230586	6/12/2025	6/12/2025	3/31/2026
Katelyn Rose Jadin	IE-100968	6/23/2025	6/23/2025	5/9/2030
Katherine Elizabeth Romero	PT-230603	6/16/2025	6/16/2025	3/31/2026
Kathryn Ann Barlow	PT-225531	3/31/2022	5/22/2025	3/31/2026
Kathryn Elizabeth Gilbey	T-101995	6/23/2025	6/23/2025	12/31/2025
Katie LouAnne Jamison	PT-230708	7/7/2025	7/7/2025	3/31/2026
Katie Lynn Nightingale	PT-219011	5/15/2017	7/8/2025	3/31/2026
Katresia Dewanna Spiva	PT-230412	5/13/2025	5/13/2025	3/31/2026
Kayla Ann Anderson	PT-230553	6/5/2025	6/5/2025	3/31/2026
Kayleigh Grace Batton	PT-230661	6/24/2025	6/24/2025	3/31/2026
Ke'shonna L Griffin	PT-217056	12/9/2015	5/14/2025	3/31/2026
Keandra Breneice Smith	PT-230598	6/12/2025	6/12/2025	3/31/2026
Keasler Terriceta Robinson	PT-230675	6/27/2025	6/27/2025	3/31/2026
Keeochius Iyana Rhymes	PT-226312	10/3/2022	5/22/2025	3/31/2026
Keighan Alexander Wortham	PT-230505	6/2/2025	6/2/2025	3/31/2026
Kelea Ponyea Swims	PT-230438	5/16/2025	5/16/2025	3/31/2026
Kelli Pickard	T-101961	6/4/2025	6/4/2025	12/31/2025
Kelly Coleen McCook	PT-230571	6/10/2025	6/10/2025	3/31/2026
Kelly Marie Caston	IE-100964	6/17/2025	6/17/2025	5/9/2030
Kelvin Malik O'Quinn	PT-230547	6/5/2025	6/5/2025	3/31/2026

Kendall Brooke Jones	PT-230395	5/12/2025	5/12/2025	3/31/2026
Kenjeral Cherrell Hobbs	PT-230541	6/3/2025	6/3/2025	3/31/2026
Kennedy Grace Biddle	PT-230730	7/9/2025	7/9/2025	3/31/2026
Kenyatta Montia Willeisha Ford	PT-227459	6/29/2023	7/1/2025	3/31/2026
Kenzie Rev? Hudler	PT-230486	5/27/2025	5/27/2025	3/31/2026
Keonica K Jones	PT-230644	6/23/2025	6/23/2025	3/31/2026
Kerlicia Ifeoma Ozoemena	IE-100982	7/1/2025	7/1/2025	5/9/2026
Keshia S Dykes	PT-230550	6/5/2025	6/5/2025	3/31/2026
Kevin W Jones	T-101944	5/15/2025	5/15/2025	12/31/2025
Keyaria Latrice Minor	PT-230476	5/23/2025	5/23/2025	3/31/2026
Khailah Simone Weeks	PT-230497	6/2/2025	6/2/2025	3/31/2026
Khurosheima I?Zunnia Shylaka W	PT-230696	7/3/2025	7/3/2025	3/31/2026
Khushleen Kaur	PT-230471	5/22/2025	5/22/2025	3/31/2026
Kiara Marshae Garner	PT-225314	2/1/2022	5/30/2025	3/31/2026
Kimberley Shantresha Eubanks B.	PT-05910	3/23/2004	6/23/2025	3/31/2026
Kimberly A McLain	PT-010991	12/21/2009	5/15/2025	3/31/2026
Kimberly D Adams	PT-221818	6/28/2019	5/9/2025	3/31/2026
Kimberly LaShea Johnson	PT-230531	6/3/2025	6/3/2025	3/31/2026
Kirbie Elise Guerin	T-101996	6/23/2025	6/23/2025	12/31/2025
Kirsten Elizabeth Fontenot	PT-230657	6/24/2025	6/24/2025	3/31/2026
Kordillia Jenise Thompson	PT-230460	5/20/2025	5/20/2025	3/31/2026
Krista Mariela Benavente	PT-227533	7/5/2023	6/19/2025	3/31/2026
Kristin Demi Shelby	PT-230393	5/12/2025	5/12/2025	3/31/2026
Kristina Ann Cullum	PT-230658	6/24/2025	6/24/2025	3/31/2026
Krystal L Knight	T-101980	6/17/2025	6/17/2025	12/31/2025
Kunjan J Shah	T-101973	6/12/2025	6/12/2025	12/31/2025
Kyra Jean Belk	PT-230551	6/5/2025	6/5/2025	3/31/2026
Lacy Faciane	PT-230472	5/22/2025	5/22/2025	3/31/2026
Lacy M Lofton	PT-011179	2/26/2010	5/22/2025	3/31/2026
Lakedria K Scott	PT-218886	4/25/2017	6/24/2025	3/31/2026
Lakendra Janarda Slaughter	PT-230512	6/2/2025	6/2/2025	3/31/2026
LaMiracle K Johnson	PT-230604	6/16/2025	6/16/2025	3/31/2026
Lanecia Montria White	PT-230619	6/17/2025	6/17/2025	3/31/2026
Larry Joe Beach	PT-230522	6/3/2025	6/3/2025	3/31/2026
Larry Wayne Pilcher	E-09600	7/9/2002	6/4/2025	12/31/2025
Lasone JulieAnda Rigsby	PT-230572	6/10/2025	6/10/2025	3/31/2026
Latasha Patrice Fant	PT-230645	6/23/2025	6/23/2025	3/31/2026
Laterica Aundrelle Rucker	PT-230386	5/9/2025	5/9/2025	3/31/2026
LaTonya N Brown	PT-04933	1/7/2003	6/10/2025	3/31/2026
Latoya Charnell Miller	PT-228294	1/10/2024	6/10/2025	3/31/2026
Latrice S Carroll	PT-09400	5/2/2008	6/12/2025	3/31/2026
LaTwanda J Wimberly	PT-213639	10/3/2012	6/13/2025	3/31/2026
Lauren Alicia Dickinson, MRS.	PT-228391	2/6/2024	6/4/2025	3/31/2026
Lauren Cecile Ducote	T-102002	6/30/2025	6/30/2025	12/31/2025

Lauren Charlese Dunbar	PT-227701	8/14/2023	5/23/2025	3/31/2026
Lauren Peyton Lloyd	PT-230533	6/3/2025	6/3/2025	3/31/2026
Laurie Lynn Rushing	PT-230419	5/14/2025	5/14/2025	3/31/2026
Lawson Michael Gallotte	PT-230614	6/17/2025	6/17/2025	3/31/2026
Leah Jane Notter	PT-230500	6/2/2025	6/2/2025	3/31/2026
LeAsia Shanay Mabry	PT-230485	5/27/2025	5/27/2025	3/31/2026
Leeanna A Massey	PT-230561	6/10/2025	6/10/2025	3/31/2026
Lexi Ryan Boatright	IE-100976	6/24/2025	6/24/2025	5/9/2030
Lilli Caroline Smith	IE-100993	7/8/2025	7/8/2025	5/9/2030
Linda K Williams	PT-225086	12/4/2021	5/24/2025	3/31/2026
Lindsey Danielle Crosby	PT-218477	1/17/2017	6/3/2025	3/31/2026
Lindsey Nicole Miller	PT-230404	5/13/2025	5/13/2025	3/31/2026
Linh T Thai	IE-100943	6/2/2025	6/2/2025	5/18/2026
Lisa Ann Lesueur	PT-228844	5/14/2024	7/1/2025	3/31/2026
Lisa Lishell Glinsey	PT-224540	8/18/2021	5/29/2025	3/31/2026
Logan Jaleel Turner	E-102018	7/9/2025	7/9/2025	12/31/2026
Lori A. Anderson	PT-03332	1/30/2001	7/9/2025	3/31/2026
Lori Kae Wilkinson	PT-230394	5/12/2025	5/12/2025	3/31/2026
Loriann Everitt	PT-230493	6/2/2025	6/2/2025	3/31/2026
Lucy Claire Curley	PT-230669	6/27/2025	6/27/2025	3/31/2026
Lucy Katherine Barrentine	PT-230692	7/2/2025	7/2/2025	3/31/2026
Luis Angel Arevalo	PT-230483	5/23/2025	5/23/2025	3/31/2026
Lundy Reid Gunn, III	T-101955	6/2/2025	6/2/2025	12/31/2025
Lyna Le	IE-100611	10/12/2023	7/1/2025	4/14/2029
Mackenzie Brianne Triplett	PT-230450	5/20/2025	5/20/2025	3/31/2026
Macy Kate Malone	E-101987	6/18/2025	6/18/2025	12/31/2025
Macye Kristian Canant	PT-230695	7/3/2025	7/3/2025	3/31/2026
Madeline Harris Jones	PT-230455	5/20/2025	5/20/2025	3/31/2026
Madeline Paige Sanderson	PT-230631	6/19/2025	6/19/2025	3/31/2026
Madison Claire Taylor	PT-230430	5/16/2025	5/16/2025	3/31/2026
Madison Hope Nanney	PT-230663	6/24/2025	6/24/2025	3/31/2026
Madison Lily Howell	PT-230398	5/12/2025	5/12/2025	3/31/2026
Madison Marie White	PT-230496	6/2/2025	6/2/2025	3/31/2026
Madison Sanaa Whittington	PT-230575	6/12/2025	6/12/2025	3/31/2026
Madolyn Kaye Dickey	IE-100992	7/7/2025	7/7/2025	5/9/2030
Madyson Brelynn Merritt	PT-230676	6/27/2025	6/27/2025	3/31/2026
Maegan Nyasha Marion	PT-230469	5/22/2025	5/22/2025	3/31/2026
Maileigh Rebekah Farr	PT-230705	7/3/2025	7/3/2025	3/31/2026
Maleah Loree Sampson	PT-228060	11/15/2023	5/22/2025	3/31/2026
Malik Quintez Cooper	PT-230701	7/3/2025	7/3/2025	3/31/2026
Marcus Traci Freeman	PT-215421	7/16/2014	5/8/2025	3/31/2026
Marecia Alexis Smith	PT-230447	5/19/2025	5/19/2025	3/31/2026
Maria N Johnson-Hurt	E-09377	8/7/2000	7/9/2025	12/31/2025
Mariah N Fears	PT-225798	5/31/2022	7/8/2025	3/31/2026

Marianna Danielle Wright	PT-230629	6/19/2025	6/19/2025	3/31/2026
Marianne Kiss	PT-230681	7/2/2025	7/2/2025	3/31/2026
Marissa Janae Bradley	T-101956	6/2/2025	6/2/2025	12/31/2025
Mariyah Quinterra Jackson	IE-100984	7/2/2025	7/2/2025	5/9/2030
Markus T Coleman	E-101983	6/17/2025	6/17/2025	12/31/2025
Marlie Ann Lawrence	PT-230567	6/10/2025	6/10/2025	3/31/2026
Marquetta Denise Tillman	PT-230601	6/13/2025	6/13/2025	3/31/2026
Marshall Reid Sushenia	PT-228895	5/23/2024	5/22/2025	3/31/2026
Mary-Kathryn Elizabeth Senter	PT-230709	7/7/2025	7/7/2025	3/31/2026
Matthew Austin Upchurch	E-102014	7/8/2025	7/8/2025	12/31/2026
Matthew D Stringer	PT-222956	8/7/2020	5/27/2025	3/31/2026
Matthew Michael McCoy	PT-230421	5/15/2025	5/15/2025	3/31/2026
Mattie J Harwood	PT-230413	5/13/2025	5/13/2025	3/31/2026
McKenzie R Sims	E-101953	5/28/2025	5/28/2025	12/31/2025
Mckenzie Symone Taylor	PT-230618	6/17/2025	6/17/2025	3/31/2026
Meagan Anita Kinard	PT-230570	6/10/2025	6/10/2025	3/31/2026
Meagan Ann Hernandez-Roberts	PT-230720	7/8/2025	7/8/2025	3/31/2026
Megan Nichole Moore	PT-230684	7/2/2025	7/2/2025	3/31/2026
Meghan Elizabeth Hoefs	PT-230434	5/16/2025	5/16/2025	3/31/2026
Mekayla Marenda Dickenson	IE-100969	6/23/2025	6/23/2025	5/9/2030
Melany Patricia Rojas	PT-230578	6/12/2025	6/12/2025	3/31/2026
Melissa Dawn Bullion	PT-215482	8/15/2014	6/16/2025	3/31/2026
Melissa L Avants	PT-220950	12/7/2018	5/25/2025	3/31/2026
Mennah Mohamed Ali Ibrahim	PT-230530	6/3/2025	6/3/2025	3/31/2026
Michael Andrew Bogard	T-101967	6/5/2025	6/5/2025	12/31/2025
Michael Angelo Young, III	PT-230543	6/3/2025	6/3/2025	3/31/2026
Michael C Laurie	T-101976	6/12/2025	6/12/2025	12/31/2025
Mikayla Marie Mosley	PT-230514	6/2/2025	6/2/2025	3/31/2026
Miranda Shakes	IE-100967	6/23/2025	6/23/2025	7/31/2027
Mirenda Gilmore	IE-100961	6/17/2025	6/17/2025	5/9/2030
Mohammad N Ahmad	T-101977	6/12/2025	6/12/2025	12/31/2025
Moiya Denae Gooden	PT-230407	5/13/2025	5/13/2025	3/31/2026
Mollee Sue Manahan	IE-100955	6/13/2025	6/13/2025	5/9/2030
Mollie Elizabeth Rackley	PT-230683	7/2/2025	7/2/2025	3/31/2026
Molly Ann Perkins	PT-230652	6/24/2025	6/24/2025	3/31/2026
Monica Daniela Amaya	PT-230694	7/3/2025	7/3/2025	3/31/2026
Monica Sheree Ewing	PT-230445	5/19/2025	5/19/2025	3/31/2026
Moniquea L Mims	PT-220628	8/21/2018	7/1/2025	3/31/2026
Monterrius Cortez Bennett	PT-230521	6/3/2025	6/3/2025	3/31/2026
Morgan Gerrie	IE-100959	6/16/2025	6/16/2025	5/9/2030
Morgan Nicole Bailey	PT-230590	6/12/2025	6/12/2025	3/31/2026
Morgan Olivia Hopwood	PT-230417	5/14/2025	5/14/2025	3/31/2026
Morgan Shani Walley	PT-230509	6/2/2025	6/2/2025	3/31/2026
Mykeirria T Deloach	PT-230700	7/3/2025	7/3/2025	3/31/2026

Na'taysja Theone Matthews	PT-230488	5/27/2025	5/27/2025	3/31/2026
Nancy Darlene Wood	T-101964	6/4/2025	6/4/2025	12/31/2025
Natalie Anne Hawkins	PT-230436	5/16/2025	5/16/2025	3/31/2026
Naudia K Tillis	PT-218744	3/23/2017	5/30/2025	3/31/2026
Nazli Taylor Staten	IE-100972	6/24/2025	6/24/2025	5/9/2030
Nevaeh Dawn Anderson	PT-230714	7/7/2025	7/7/2025	3/31/2026
Nhu-Everyly Quynh Nguyen	T-101993	6/23/2025	6/23/2025	12/31/2025
Nicholas B Yarbrough	E-101954	5/28/2025	5/28/2025	12/31/2025
Nicholas Wright Taylor	IE-100844	9/17/2024	6/7/2025	6/7/2025
Nikita N Patel	T-101982	6/17/2025	6/17/2025	12/31/2025
Nina Sharyll Townsend	PT-230623	6/18/2025	6/18/2025	3/31/2026
Noah Alexander Wilson	T-101966	6/5/2025	6/5/2025	12/31/2025
Noah Breland Bradley	E-102017	7/9/2025	7/9/2025	12/31/2026
Nyeshia La'shelle Cooper	PT-230659	6/24/2025	6/24/2025	3/31/2026
Oladapo Alvin Omoyele	T-102005	7/2/2025	7/2/2025	12/31/2026
Olivia Claire Crane	PT-230529	6/3/2025	6/3/2025	3/31/2026
Olivia G Vance	PT-230641	6/23/2025	6/23/2025	3/31/2026
Pamela Danielle Petty	PT-230416	5/14/2025	5/14/2025	3/31/2026
Parker Guy Graham	PT-230487	5/27/2025	5/27/2025	3/31/2026
Parris Noelle Flakes	PT-224587	9/1/2021	6/5/2025	3/31/2026
Pia Aevanis Mobley	PT-230479	5/23/2025	5/23/2025	3/31/2026
Presley Shea DeRuiter	PT-226339	10/10/2022	6/23/2025	3/31/2026
Qiana Quante Walker	PT-230642	6/23/2025	6/23/2025	3/31/2026
Quiona Shyelle Simon	PT-230634	6/23/2025	6/23/2025	3/31/2026
Raeleigh Grace Clackler	E-101968	6/6/2025	6/6/2025	12/31/2025
Ramya Ranae Pierce	PT-230415	5/14/2025	5/14/2025	3/31/2026
Ramyia Nykia Ranson	PT-230382	5/9/2025	5/9/2025	3/31/2026
Randy Hoang Vu	IE-100936	5/21/2025	5/21/2025	5/9/2030
Rashida King Lloyd	T-101994	6/23/2025	6/23/2025	12/31/2025
Raven Marrisha Griffin	PT-230607	6/16/2025	6/16/2025	3/31/2026
Rebecca Anne Jackson	T-101992	6/23/2025	6/23/2025	12/31/2025
Rebekah Pickens Johnson	PT-230706	7/7/2025	7/7/2025	3/31/2026
Reese E Simpson	IE-100979	6/30/2025	6/30/2025	5/9/2030
Reetaben Natvarlal Patel	PT-230410	5/13/2025	5/13/2025	3/31/2026
Reginna Hollins	PT-230585	6/12/2025	6/12/2025	3/31/2026
Reykisha Monique Stewart	PT-230643	6/23/2025	6/23/2025	3/31/2026
Richard A Rodrigue, Jr	T-101936	5/12/2025	5/12/2025	12/31/2025
Richard Allen Casto	E-101948	5/22/2025	5/22/2025	12/31/2025
Riley Thomas Clark	PT-230439	5/16/2025	5/16/2025	3/31/2026
Rishi Nautiyal	PT-230468	5/22/2025	5/22/2025	3/31/2026
Rosaleah Carol Nichols	PT-230425	5/15/2025	5/15/2025	3/31/2026
Rosemary Katherine Fruge	IE-100945	6/3/2025	6/3/2025	5/9/2030
Rosheka R Ford	PT-222637	3/27/2020	6/16/2025	3/31/2026
Sabrina A Davis	PT-230722	7/8/2025	7/8/2025	3/31/2026

Sabrina Paige Spencer	PT-230443	5/19/2025	5/19/2025	3/31/2026
Sakiya Neshell Wilson	PT-230428	5/16/2025	5/16/2025	3/31/2026
Samantha Guadalupe Noriega	PT-230711	7/7/2025	7/7/2025	3/31/2026
Samantha Jean Coghlan	PT-230702	7/3/2025	7/3/2025	3/31/2026
Samuel Bryant Blankenship	IE-100986	7/2/2025	7/2/2025	5/15/2029
Sandra Leticia Manso	PT-230582	6/12/2025	6/12/2025	3/31/2026
Sania Amari Clark	PT-230630	6/19/2025	6/19/2025	3/31/2026
Sara Dudley Thompson	PT-230667	6/27/2025	6/27/2025	3/31/2026
Sara Margaret Hudspeth	PT-230671	6/27/2025	6/27/2025	3/31/2026
Sarne D Murray	PT-227800	9/6/2023	6/2/2025	3/31/2026
Sasha Rachelle Kinney	PT-230654	6/24/2025	6/24/2025	3/31/2026
Scott N Nguyen	T-101959	6/2/2025	6/2/2025	12/31/2025
Seth Martin Dorroh	PT-230559	6/9/2025	6/9/2025	3/31/2026
Shain A Szekely	PT-230507	6/2/2025	6/2/2025	3/31/2026
Shakarra C.V. Jones	PT-228814	5/7/2024	6/10/2025	3/31/2026
Shakevis Perkins	PT-230401	5/12/2025	5/12/2025	3/31/2026
Shaquita U Pruitt	E-010187	6/4/2007	6/2/2025	12/31/2025
Sharmaine Jervorka Fields-Taylor	PT-230569	6/10/2025	6/10/2025	3/31/2026
Shelby Lynn Jernigan	PT-225254	1/19/2022	7/1/2025	3/31/2026
Shelby Lynn Thomas	PT-230414	5/14/2025	5/14/2025	3/31/2026
Sherika Williams	PT-230464	5/22/2025	5/22/2025	3/31/2026
Sherric Sharde? Bernard	PT-230446	5/19/2025	5/19/2025	3/31/2026
Shiloh Dawn McDonald	PT-230628	6/18/2025	6/18/2025	3/31/2026
Shylah Brooke Blanton	PT-230596	6/12/2025	6/12/2025	3/31/2026
Sierra Logan Humphries	IE-100941	6/2/2025	6/2/2025	5/9/2030
Sierra Shenay Andress	PT-230408	5/13/2025	5/13/2025	3/31/2026
Skyla Emma Louise McNair	PT-230534	6/3/2025	6/3/2025	3/31/2026
Sophia Alviar Fase	T-101949	5/22/2025	5/22/2025	12/31/2025
Stella Nicole Bertram	IE-100975	6/24/2025	6/24/2025	5/9/2030
Stephanie Joi Gaston	T-101962	6/4/2025	6/4/2025	12/31/2025
Stephanie Nicole Chapman	PT-227419	6/13/2023	5/22/2025	3/31/2026
Stephanie Pel	T-102007	7/2/2025	7/2/2025	12/31/2026
Steven Robert Miller	T-101935	5/9/2025	5/9/2025	12/31/2025
Summer Stockman	PT-221798	6/25/2019	5/8/2025	3/31/2026
Susanne Elisabeth Mounts	PT-230400	5/12/2025	5/12/2025	3/31/2026
Susie Kite Johnson	PT-230427	5/16/2025	5/16/2025	3/31/2026
Suzannah Claire Russell	PT-230525	6/3/2025	6/3/2025	3/31/2026
Swayze Loren Marquerdt	PT-230470	5/22/2025	5/22/2025	3/31/2026
Sydnee Laine Sims	PT-230437	5/16/2025	5/16/2025	3/31/2026
Sydney A Ben	IE-100942	6/2/2025	6/2/2025	5/9/2030
Sydney M Goodman	E-102015	7/8/2025	7/8/2025	12/31/2026
Takiyah Shafay Booker	PT-226499	11/10/2022	6/25/2025	3/31/2026
Taliya NaShaye Newsome	PT-224914	11/3/2021	6/24/2025	3/31/2026
Taliyah C Washington	PT-230484	5/27/2025	5/27/2025	3/31/2026

Tamara L Chandler	PT-230672	6/27/2025	6/27/2025	3/31/2026
Tamarah M Mack	PT-05682	11/25/2003	5/29/2025	3/31/2026
Tamma Yuan Wing	IE-100956	6/16/2025	6/16/2025	5/9/2030
Tanya Renee Forrest	PT-230423	5/15/2025	5/15/2025	3/31/2026
Tasheema L James	PT-230397	5/12/2025	5/12/2025	3/31/2026
Tatum Bree Madden	PT-226606	12/14/2022	5/29/2025	3/31/2026
Tatum Desiree Southern	PT-230599	6/12/2025	6/12/2025	3/31/2026
Taurasi Jordan Jackson	PT-228303	1/17/2024	5/30/2025	3/31/2026
Taylor Breighann Scudder	PT-230682	7/2/2025	7/2/2025	3/31/2026
Taylor Dawn June	PT-230626	6/18/2025	6/18/2025	3/31/2026
Taylor Johnise Bennett	PT-228957	6/5/2024	7/5/2025	3/31/2026
Taylor Leann Keeton	PT-227738	8/23/2023	5/21/2025	3/31/2026
Taylor McKinsey Chester	IE-100946	6/5/2025	6/5/2025	5/10/2026
Tedra Jo Rushing	PT-230498	6/2/2025	6/2/2025	3/31/2026
Teresa Hopkins	PT-04229	3/11/2002	5/12/2025	3/31/2026
Terreka Kamesha Daniel	PT-230462	5/22/2025	5/22/2025	3/31/2026
Terresa S Everett	PT-226409	10/26/2022	6/16/2025	3/31/2026
Terri Enlow	PT-230690	7/2/2025	7/2/2025	3/31/2026
Terrilyn Shirrell Allen	PT-230524	6/3/2025	6/3/2025	3/31/2026
Tetranetta Tamika Harris	PT-230617	6/17/2025	6/17/2025	3/31/2026
Thanh Xuan Hoang	T-101943	5/15/2025	5/15/2025	12/31/2025
Thomas E Raymond	E-102006	7/2/2025	7/2/2025	12/31/2026
Thomas E Stimson	PT-230451	5/20/2025	5/20/2025	3/31/2026
Thomas Ray Cook	PT-230473	5/22/2025	5/22/2025	3/31/2026
Thomas Rebhandl	T-101998	6/24/2025	6/24/2025	12/31/2025
Ti'arra Felicia Jones	PT-230668	6/27/2025	6/27/2025	3/31/2026
Tiara Chanteria Bradley	PT-230526	6/3/2025	6/3/2025	3/31/2026
Tiffany Easley	PT-06950	5/23/2005	5/29/2025	3/31/2026
Tiffany Thaovy Nguyen	T-101997	6/23/2025	6/23/2025	12/31/2025
Timaya Bogan	PT-230482	5/23/2025	5/23/2025	3/31/2026
Timothy Daniel Horton	E-102010	7/3/2025	7/3/2025	12/31/2026
Toland Jamaal Moore	PT-230597	6/12/2025	6/12/2025	3/31/2026
Tonia L Powell	PT-223569	3/4/2021	6/6/2025	3/31/2026
Trinity Mariana Bradley	PT-230703	7/3/2025	7/3/2025	3/31/2026
Tumarro N Davis	PT-222492	2/10/2020	6/10/2025	3/31/2026
Tyeesha JoShaundreay Sanders	PT-230452	5/20/2025	5/20/2025	3/31/2026
Tyeisha Nasha Quinn	PT-230691	7/2/2025	7/2/2025	3/31/2026
Tyler Cecil Manning	T-101958	6/2/2025	6/2/2025	12/31/2025
Tyler Scott Maynard	PT-226805	2/1/2023	6/11/2025	3/31/2026
Tyrianna Allyse Johnson	PT-230556	6/6/2025	6/6/2025	3/31/2026
Valencia Antoinette Washington	PT-230539	6/3/2025	6/3/2025	3/31/2026
Vindhya Rani Basetty	T-101986	6/18/2025	6/18/2025	12/31/2025
Virginia G Smith	PT-223894	4/12/2021	5/19/2025	3/31/2026
Virginia Ruth Gann	PT-230545	6/5/2025	6/5/2025	3/31/2026

Wanda Logan Smith	PT-230649	6/24/2025	6/24/2025	3/31/2026
Wendy Lawrence Askew	T-102001	6/27/2025	6/27/2025	12/31/2025
Whitney Denise Tipton	PT-226502	11/14/2022	6/27/2025	3/31/2026
William I Jennings	PT-215217	6/4/2014	6/23/2025	3/31/2026
Xavier Ariel Motley	PT-230678	6/30/2025	6/30/2025	3/31/2026
Xenaya T Humphrey	PT-230584	6/12/2025	6/12/2025	3/31/2026
Yakema Destiny Lashay Harper	PT-230409	5/13/2025	5/13/2025	3/31/2026
Zachary Dominic Arbore	T-101945	5/15/2025	5/15/2025	12/31/2025
Zahria Davis	PT-226788	2/1/2023	5/8/2025	3/31/2026
Zayquvion Dashon Williams	PT-230574	6/12/2025	6/12/2025	3/31/2026
Zebria D Anderson	PT-230552	6/5/2025	6/5/2025	3/31/2026
Zian Nicole Rodriguez	PT-230432	5/16/2025	5/16/2025	3/31/2026
Zoe Morgan Harrell	PT-230387	5/9/2025	5/9/2025	3/31/2026
Zorah Monay Grizzard	PT-230595	6/12/2025	6/12/2025	3/31/2026
Zyniya Tanaisa Murphy	PT-230632	6/20/2025	6/20/2025	3/31/2026
Christa L Sechrist	M-00002	6/12/2025	6/12/2025	6/12/2026

Name	License #	Class	Issue Date	Renewal Date	Expire Date
AIDS Healthcare Foundation	17223	1.1	8/24/2018	5/9/2025	12/31/2025
Bane Pharmacy, LLC	18720	1.1	10/3/2024	6/13/2025	12/31/2025
City Rexall Drugs II Inc	00179	1.1	10/20/1989	6/3/2025	12/31/2025
Hometown Pharmacy LLC	18288	1.1	2/3/2021	6/25/2025	12/31/2027
Infinity Compounding Solutions, LLC	18817	1.1	6/25/2025	6/25/2025	12/31/2027
May's Pharmacy	18756	1.1	1/16/2025	5/21/2025	12/31/2027
Medical Center Phcy	01344	1.1	1/4/1990	5/29/2025	12/31/2025
Medical Plaza on Alcorn, LLC	01351	1.1	10/20/1989	6/28/2025	12/31/2025
Quitman Drug Co.	01675	1.1	11/9/1989	5/9/2025	12/31/2025
Shiloh Apothecary Inc.	16600	1.1	10/31/2017	5/12/2025	12/31/2025
South Central Regional Medical Center	18765	1.1	2/12/2025	6/24/2025	12/31/2027
South Central Specialty Pharmacy	18475	1.1	10/7/2022	5/8/2025	12/31/2025
Southeast Pharmacy LLC	14553	1.1	11/5/2015	5/30/2025	12/31/2025
CVS / Pharmacy #1119	06724	1.2	7/19/2005	5/8/2025	12/31/2025
CVS/pharmacy #5756	00985	1.2	12/20/1989	6/5/2025	12/31/2025
CVS/pharmacy #5865	01537	1.2	11/22/1989	6/5/2025	12/31/2025
Hometown Market, Inc.	18448	1.2	6/30/2022	5/8/2025	12/31/2025
Kroger Pharmacy #452	03129	1.2	11/1/1995	6/5/2025	12/31/2025
Kroger Pharmacy #472	07605	1.2	12/21/2007	6/25/2025	12/31/2025
Kroger Pharmacy #478	05188	1.2	5/18/2001	6/5/2025	12/31/2025
Kroger Pharmacy #494	03594	1.2	12/20/1996	6/13/2025	12/31/2025
MS CVS Pharmacy, L.L.C.	06208	1.2	3/19/2004	5/12/2025	12/31/2025
Walgreens #05165	04516	1.2	2/26/1999	6/18/2025	12/31/2025
WALGREENS #17030	04555	1.2	4/7/1999	6/12/2025	12/31/2025
Pharmacy Group of Mississippi LLC	13479	2.3	6/26/2014	5/13/2025	12/31/2025
Noble Health Services, Inc.	05693	2.6	9/18/2002	7/1/2025	12/31/2025
Mississippi Baptist Medical Center	03509	3.1	9/23/1996	7/9/2025	12/31/2025
NMMC Outpatient Service	04363	3.1	8/27/1998	6/1/2025	12/31/2025
North MS State Hospital	04542	3.1	3/16/1999	7/1/2025	12/31/2025
Panola Medical Center	00480	3.1	1/17/1990	6/5/2025	12/31/2025
PHC-Cleveland, LLC	00990	3.1	10/22/1991	5/15/2025	12/31/2025
Tyler Holmes Mem Hosp	00484	3.1	1/10/1989	6/1/2025	12/31/2025
MS St Dept of Health-Phcy	01085	5.1	11/22/1989	5/14/2025	12/31/2025
	10807	7.1	2/23/2012	7/7/2025	12/31/2025
	17077	7.1	4/24/2018	7/7/2025	12/31/2025
Advanced Health Technologies, Inc	17376	7.1	12/5/2018	6/9/2025	12/31/2025
All family Pharmacy	18804	7.1	5/21/2025	5/21/2025	12/31/2027
AllCare Plus Pharmacy LLC	14302	7.1	4/8/2015	6/5/2025	12/31/2025
Alliance Medication Services, LLC	18807	7.1	6/2/2025	6/2/2025	12/31/2027
AON Pharmacy, LLC	17257	7.1	1/22/2021	5/18/2025	12/31/2025
B&B Drugs Inc	18802	7.1	5/19/2025	5/19/2025	12/31/2027
Baton Rouge General Medical Center	18815	7.1	6/23/2025	6/23/2025	12/31/2027
BioPlus Specialty Pharmacy LA, LLC	07776	7.1	6/10/2008	5/8/2025	12/31/2025

Blink Health Pharmacy LLC	18821	7.1	7/2/2025	7/2/2025	12/31/2027
Byram Healthcare Center Inc.	17222	7.1	8/21/2018	7/9/2025	12/31/2025
Caremark PCS Pennsylvania Mail Phcy LLC	05694	7.1	9/19/2002	6/9/2025	12/31/2025
Dania Discount Drug	17177	7.1	7/9/2018	5/27/2025	12/31/2025
Dania Rexall Pharmacy & Medical Supply, Inc.	18677	7.1	6/27/2024	5/22/2025	12/31/2025
Dignity Health	18574	7.1	7/5/2023	5/9/2025	12/31/2025
Direct Pharmacy Source, Inc	09543	7.1	10/27/2011	6/2/2025	12/31/2025
Evolutionary Pharmacy Solutions, LLC	18811	7.1	6/16/2025	6/16/2025	12/31/2027
FFP ACQUISITION II LLC	06757	7.1	9/6/2005	6/27/2025	12/31/2025
FlexCare Specialty Services, LLC	18526	7.1	3/20/2023	6/23/2025	12/31/2025
Formulate Rx Pharmacy	18799	7.1	5/9/2025	5/9/2025	12/31/2027
Fresenius Medical Care North America	07645	7.1	1/31/2008	5/8/2025	12/31/2025
Frisco Apothecary, LP	18818	7.1	6/26/2025	6/26/2025	12/31/2027
Harper's Pharmacy, Inc.	18806	7.1	5/29/2025	5/29/2025	12/31/2027
HealthDyne Pharmacy CO, LLC	16730	7.1	12/20/2017	5/27/2025	12/31/2027
HealthDyne Specialty Colorado, LLC	18805	7.1	5/27/2025	5/27/2025	12/31/2027
HealthDyne Specialty Colorado, LLC	15038	7.1	10/28/2016	5/12/2025	12/31/2025
Hemophilia Preferred Care of Memphis Inc	09226	7.1	9/12/2011	6/27/2025	12/31/2025
J&B Pharmacy Services Inc.	18375	7.1	12/9/2021	6/25/2025	12/31/2027
LT Pharmacy Buyer, LLC	18825	7.1	7/9/2025	7/9/2025	12/31/2027
Melbourne Pharma, LLC	18813	7.1	6/18/2025	6/18/2025	12/31/2027
Mixlab, Inc.	18606	7.1	11/20/2023	7/4/2025	12/31/2027
Nomi Pharma LLC	18512	7.1	2/3/2023	7/3/2025	12/31/2025
OptiMed Health Partners, Inc	14759	7.1	3/30/2016	5/27/2025	12/31/2025
Optum Infusion Services 500, Inc.	18800	7.1	5/13/2025	5/13/2025	12/31/2027
Pharmacy Alternatives LLC	18808	7.1	6/6/2025	6/6/2025	12/31/2027
PRXP OF CA LLC	18822	7.1	7/7/2025	7/7/2025	12/31/2027
Rejuvenation Pharmacy Incorporated	18823	7.1	7/7/2025	7/7/2025	12/31/2027
RG Drug Corp	18810	7.1	6/13/2025	6/13/2025	12/31/2027
Rx Outreach, Inc.	06558	7.1	1/25/2005	6/20/2025	12/31/2025
Signa Pharmacy Group, LLC	18814	7.1	6/19/2025	6/19/2025	12/31/2027
SOUTHEND PHARMACY	18597	7.1	10/16/2023	6/25/2025	12/31/2025
St. Matthews Specialty Pharmacy, LLC	18801	7.1	5/14/2025	5/14/2025	12/31/2027
THE PHARMACY HUB 2 LLC	18816	7.1	6/24/2025	6/24/2025	12/31/2027
UK Specialty Pharmacy	18824	7.1	7/8/2025	7/8/2025	12/31/2027
Unlimited Pharmacy, LLC	17464	7.1	2/13/2019	6/25/2025	12/31/2025
Valustar Pharmacy, LLC	17690	7.1	7/10/2019	6/25/2025	12/31/2025
Walgreens Specialty Pharmacy, LLC	18809	7.1	6/12/2025	6/12/2025	12/31/2027
Wedgewood Pharmacy LLC	18812	7.1	6/18/2025	6/18/2025	12/31/2027
Wells Pharmacy Network, LLC	11524	7.1	7/27/2012	5/21/2025	12/31/2025
West 35th Apothecary LLC	18803	7.1	5/21/2025	5/21/2025	12/31/2027
Your Compounding Pharmacy, LLC	18547	7.1	4/28/2023	5/16/2025	12/31/2025
Bradley A Sanders Addiction Center	18286	8.1	6/5/2025	6/5/2025	12/31/2027
Mississippi Drug and Alcohol Treatment Cente	18285	8.1	5/15/2025	5/15/2025	12/31/2027

101 Kirkland Street OpCo LLC	18257	8.1a	7/13/2022	6/1/2025	12/31/2025
3716 Highway 39 North OpCo LLC	17584	8.1a	5/6/2019	6/1/2025	12/31/2025
501 South Locust Street OpCo LLC	17607	8.1a	5/21/2019	6/1/2025	12/31/2025
555 John R Junkin Drive OpCo LLC	17483	8.1a	2/28/2019	6/1/2025	12/31/2025
627 Middleton Road OpCo LLC	16919	8.1a	1/31/2018	6/1/2025	12/31/2025
Mississippi Band of Choctaw Indians	18243	8.1a	4/1/2021	6/1/2025	12/31/2025
Beehive Homes of Batesville	18231	8.2	6/9/2025	6/9/2025	12/31/2025
Pass Christian PD	18229	8.2	5/15/2025	5/15/2025	12/31/2025
Picayune Police Department	18230	8.2	5/28/2025	5/28/2025	12/31/2025
Lincare Inc	17229	9.1	8/27/2018	7/2/2025	12/31/2025
Lovelady Gas and Welding	18258	9.1	7/7/2025	7/7/2025	12/31/2027
Teleflex LLC	18254	9.1	5/8/2024	5/29/2025	12/31/2027
Teleflex LLC	14181	9.1	1/21/2015	5/30/2025	12/31/2027
Arden of North Mississippi	18163	10.1	5/29/2025	5/29/2025	12/31/2027
Ways, LLC	07523	10.1	10/2/2007	7/1/2025	12/31/2025
BILOXI H.M.A., LLC	14493	13.4	9/17/2015	5/9/2025	12/31/2025
Mississippi Methodist Hospital and Rehabilita	17810	13.4	5/22/2023	7/7/2025	12/31/2025
Popps Ferry Out-Patient Surgery Center	18526	13.4	6/18/2025	6/18/2025	12/31/2025
Southern Eye Surgery Center	15957	13.4	6/15/2017	5/29/2025	12/31/2025
Tupelo Urology Center	18527	13.4	7/2/2025	7/2/2025	12/31/2026
Empower Clinic Services, LLC	14940	13.5	8/17/2016	5/23/2025	12/31/2025
F.H. Investments, Inc.	17062	13.5	4/17/2018	5/21/2025	12/31/2025
Hikma Injectables USA Inc.	18252	13.5	7/27/2022	6/9/2025	12/31/2025
Mark Cuban Cost Plus Manufacturing and Con	18262	13.5	1/9/2025	5/20/2025	12/31/2027
OurPharma LLC	18251	13.5	7/14/2022	5/8/2025	12/31/2025
Argenta US Manufacturing LLC	19096	16.1a	6/6/2025	6/6/2025	12/31/2025
Argenta US Manufacturing LLC	18633	16.1a	3/3/2023	5/23/2025	12/31/2025
Aurora Pharmaceutical, Inc	19099	16.1a	6/16/2025	6/16/2025	12/31/2025
Axogen Corporation	19103	16.1a	6/18/2025	6/18/2025	12/31/2025
B. Braun US Pharmaceutical Manufacturing LL	19101	16.1a	6/17/2025	6/17/2025	12/31/2025
Baxter Healthcare Corporation	16263	16.1a	8/21/2017	7/9/2025	12/31/2025
BioMarin Pharmaceutical Inc.	15249	16.1a	3/14/2017	5/19/2025	12/31/2025
Bioventus LLC	19092	16.1a	6/6/2025	6/6/2025	12/31/2025
CMP Pharma, Inc	16500	16.1a	12/28/2017	5/13/2025	12/31/2025
Leading Pharma, LLC	18666	16.1a	4/4/2023	7/2/2025	12/31/2025
Novartis Manufacturing LLC	18847	16.1a	2/21/2024	5/20/2025	12/31/2025
Sanofi Pasteur Inc.	19073	16.1a	5/9/2025	5/9/2025	12/31/2025
Medical Action Industries, Inc	15655	16.2a	5/1/2017	6/12/2025	12/31/2025
Pajunk Medical Systems LP	17356	16.2a	11/15/2018	5/22/2025	12/31/2025
Pharmaceutical Trade Services, Inc	18328	16.3	5/25/2021	5/20/2025	12/31/2025
Pharmaceutical Trade Services, Inc.	16358	16.3	9/15/2017	5/20/2025	12/31/2025
AkaRx, Inc.	17440	16.4AM	1/15/2019	7/2/2025	12/31/2025
Alexza Pharmaceuticals, Inc	19097	16.4AM	6/6/2025	6/6/2025	12/31/2025
ALIMERA SCIENCES, INC.	19098	16.4AM	6/12/2025	6/12/2025	12/31/2025

Allergan USA, Inc.	19107	16.4AM	7/2/2025	7/2/2025	12/31/2026
Ascend Laboratories LLC	18456	16.4AM	3/4/2022	5/29/2025	12/31/2025
Bayshore Pharmaceuticals	16393	16.4AM	12/7/2017	5/23/2025	12/31/2024
Cosette Pharmaceuticals NC Laboratories, LL	19084	16.4AM	5/28/2025	5/28/2025	12/31/2025
Deciphera Pharmaceuticals, LLC	19091	16.4AM	6/5/2025	6/5/2025	12/31/2025
Eywa Pharma Inc.	17180	16.4AM	11/7/2018	6/18/2025	12/31/2025
Heron Therapeutics, Inc.	18932	16.4AM	8/20/2024	7/3/2025	12/31/2025
Incyte Corporation	18745	16.4AM	8/18/2023	5/19/2025	12/31/2025
Indivior Inc.	15160	16.4AM	3/2/2017	6/2/2025	12/31/2025
Ionis Pharmaceuticals, Inc	19045	16.4AM	3/19/2025	6/16/2025	12/31/2025
Jazz Pharmaceutical Inc.	19053	16.4AM	4/4/2025	7/9/2025	12/31/2025
Karyopharm Therapeutics, Inc.	19090	16.4AM	6/3/2025	6/3/2025	12/31/2025
Moderna US, Inc.	18690	16.4AM	5/4/2023	6/5/2025	12/31/2025
Nuvation Bio Inc.	19078	16.4AM	5/19/2025	5/19/2025	12/31/2025
OptiNose US, Inc.	16629	16.4AM	12/12/2017	6/5/2025	12/31/2025
Organon LLC	18373	16.4AM	9/29/2021	6/3/2025	12/31/2025
Provepharm, Inc.	18389	16.4AM	10/27/2021	6/17/2025	12/31/2025
Revance Therapeutics Inc	18167	16.4AM	8/12/2020	6/2/2025	12/31/2025
Rigel Pharmaceuticals, Inc.	19108	16.4AM	7/7/2025	7/7/2025	12/31/2026
Sumitomo Pharma America, Inc.	17397	16.4AM	4/9/2019	6/5/2025	12/31/2025
Vanda Pharmaceuticals Inc.	19087	16.4AM	6/2/2025	6/2/2025	12/31/2025
Vertex Pharmaceuticals Incorporated	18418	16.4AM	12/17/2021	5/12/2025	12/31/2025
ZO Skin Health, Inc.	19076	16.4AM	5/13/2025	5/13/2025	12/31/2025
ALOM Technologies Corporation	18679	16.3a	4/26/2023	6/30/2025	12/31/2025
C.R. Bard, Inc.	18449	16.3a	2/23/2022	6/5/2025	12/31/2025
Cardinal Health 200, LLC	18677	16.3a	4/26/2023	6/20/2025	12/31/2025
Dixon Shane, LLC	15528	16.3a	4/11/2017	6/13/2025	12/31/2025
FedEx Supply Chain, Inc.	19104	16.3a	6/18/2025	6/18/2025	12/31/2025
Fisher Clinical Services, Inc	16429	16.3a	9/27/2017	5/13/2025	12/31/2025
Ivy Technology, LLC	19109	16.3a	7/7/2025	7/7/2025	12/31/2026
Kenco Logistic Services LLC	16095	16.3a	8/15/2017	5/14/2025	12/31/2025
Orsini Specialty Third Party Logistics LLC	19089	16.3a	6/2/2025	6/2/2025	12/31/2025
UPS Supply Chain Solutions, Inc.	15568	16.3a	4/17/2017	6/18/2025	12/31/2025
VGM Group, Inc.	18824	16.3a	1/4/2024	5/29/2025	12/31/2025
Emergent Devices, Inc.	19102	16.4AW	6/17/2025	6/17/2025	12/31/2025
Getinge USA Sales, LLC	18370	16.4AW	9/2/2021	5/13/2025	12/31/2025
Sumitomo Pharma America, Inc.	18302	16.4AW	3/19/2021	6/6/2025	12/31/2025
Pharmaceutical Trade Services, Inc	18253	16.5	12/4/2020	5/20/2025	12/31/2025
Pharmaceutical Trade Services, Inc.	15652	16.5	5/1/2017	5/20/2025	12/31/2025
Teleflex LLC	15198	16.5	3/2/2017	5/30/2025	12/31/2025
Amneal Pharmaceuticals LLC	19081	16.5a	5/21/2025	5/21/2025	12/31/2025
Boxout, LLC	19079	16.5a	5/19/2025	5/19/2025	12/31/2025
Cardinal Health 110, LLC	15604	16.5a	5/11/2017	7/7/2025	12/31/2025
Cardinal Health 200, LLC	15754	16.5a	5/12/2017	6/20/2025	12/31/2025

Cardinal Health 200, LLC	15758	16.5a	5/15/2017	6/2/2025	12/31/2025
Charvi Pharma Services LLC	18837	16.5a	2/5/2024	6/2/2025	12/31/2025
Dixon Shane LLC	15527	16.5a	4/11/2017	6/13/2025	12/31/2025
Grace International Services	19086	16.5a	6/2/2025	6/2/2025	12/31/2025
Klutch Cargo LLC	19110	16.5a	7/8/2025	7/8/2025	12/31/2026
Landmark Supply Inc	17406	16.5a	5/20/2019	6/11/2025	12/31/2025
McKesson Corporation	18547	16.5a	8/22/2022	6/3/2025	12/31/2025
McKesson Medical-Surgical Inc.	19106	16.5a	6/26/2025	6/26/2025	12/31/2025
Medline Industries, LP	18296	16.5a	3/5/2021	6/3/2025	12/31/2025
Pajunk Medical Systems, LP	18909	16.5a	6/26/2024	5/28/2025	12/31/2025
Pfizer Inc	16221	16.5a	12/15/2017	6/20/2025	12/31/2025
PHARMEX LLC	19075	16.5a	5/12/2025	5/12/2025	12/31/2025
Revelation Wholesale LLC	19095	16.5a	6/6/2025	6/6/2025	12/31/2025
Rising Pharma Holdings, Inc.	19105	16.5a	6/23/2025	6/23/2025	12/31/2025
Ritedose Pharmaceuticals, LLC	19094	16.5a	6/6/2025	6/6/2025	12/31/2025
Ritedose Pharmaceuticals, LLC	16343	16.5a	10/18/2017	5/22/2025	12/31/2025
Sanofi Pasteur Inc.	17632	16.5a	1/22/2020	6/2/2025	12/31/2025
Siegfried USA, LLC	15278	16.5a	3/6/2017	7/8/2025	12/31/2025
Spectrum Medical X-Ray Company	19077	16.5a	5/14/2025	5/14/2025	12/31/2025
TEVA Pharmaceuticals USA, Inc	15990	16.5a	11/3/2017	5/22/2025	12/31/2025
PS Operating Company, LLC	16992	16.6	4/18/2018	6/2/2025	12/31/2025
Trifluent Pharma, LLC	19074	16.8a	5/9/2025	5/9/2025	12/31/2025
DOSHA Balanced Aesthetics and Wellness	00133	18.1	7/1/2025	7/1/2025	12/31/2026
Holistic Health Inc	00132	18.1	6/27/2025	6/27/2025	12/31/2025
Holistic Health Inc	00131	18.1	6/27/2025	6/27/2025	12/31/2025
Holistic Health Inc	00134	18.1	7/2/2025	7/2/2025	12/31/2026
Holistic Health Inc	00130	18.1	6/24/2025	6/24/2025	12/31/2025
Sankoorikal Family Medicine PLLC	00129	18.1	5/19/2025	5/19/2025	12/31/2025
UMMC Lifestyle Medicine Clinic	00135	18.1	7/8/2025	7/8/2025	12/31/2026

MISSISSIPPI BOARD OF PHARMACY



EMPLOYEE POLICIES AND PROCEDURES

Amended July 10, 2025

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OVERVIEW

The Mississippi Board of Pharmacy has adopted the Mississippi State Personnel Board (SPB) Employee Handbook as the employee and personnel manual for the Board. A copy of the [Mississippi State Employee Handbook](#) is available to all employees for review.

The State Employee Handbook is a generic document for all agencies; therefore, the Executive Director has chosen to augment the material by issuing its own employee manual, which contains administrative policies and other procedures unique to the Board Staff. This manual establishes policies, procedures, benefits, and working conditions that will be followed by all employees and members of the Mississippi Board of Pharmacy.

Generally, references to the Board within the manual are specific to the governing Board, and references activities conducted on its behalf by staff.

The policies and procedures outlined in this manual will apply at the discretion of the Board. The Board reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this manual. The Board also reserves the right to withdraw or change the policies, procedures, interests, and working conditions outlined in this manual at any time, for any reason, and without prior notice. Notifications will be sent to employees when an official change in policy or new procedure occurs. Still, employees will be responsible for their own up-to-date knowledge about the content of this manual.

The waiving of any provision in this manual will not be possible without written permission from the Executive Director or designee. A granted waiver only applies to the employee who requested the change unless otherwise specified.

This Manual is approved by the Board and is maintained by the Executive Director. All future enhancements (additions, deletions, and changes) to the Board's policies and procedures within this manual must be officially submitted in writing to the Executive Director for review before being proposed to the Board President for consideration.

All employees must affirm that they have read, understand, agree to abide by, and acknowledge receipt of this manual and that they understand the policies, procedures, benefits, and working conditions described within it.

CHAPTER 1 - BOARD OPERATIONS

The Mississippi Board of Pharmacy (“Board”) is committed to continuing its efforts to safeguard and protect the Public Health and Safety of Mississippians through our philosophy of:

- Providing the highest professional standards of quality and appropriate service to the citizenry
- Respecting the rights and liberties of all citizens
- Assuming a leadership role in developing, implementing, and enforcing the highest standards, ethics, efficiency, effectiveness, and openness
- Providing optimal services to the public and profession
- Utilizing resources in an efficient, effective, responsive, and transparent manner
- Demonstrating a balanced and sensible approach to the regulation of Pharmacy for the taxpayers and citizens of Mississippi.

1.1. Board Composition

The Board shall consist of seven appointed members. At least one appointment shall be made from each congressional district. Each appointed member of the Board shall be appointed by the Governor, with the advice and consent of the Senate, from a list of five names submitted by the Mississippi Pharmacists Association (MPhA), with input from the Magnolia Pharmaceutical Society, the Mississippi Independent Pharmacies Association (MIPA), Mississippi Society of Health-System Pharmacists (MSHP) and Mississippi College of Clinical Pharmacy (MCCP) and other pharmacist associations or societies. Of the members appointed, one shall, at the time of appointment, have had five years of experience as a pharmacist at a facility holding an institutional permit, and one shall, at the time of appointment, have had five years of experience as a pharmacist at a facility holding a retail permit. Any person appointed to the Board shall be limited to two full terms of office during any fifteen-year period.

An appointed Board member shall qualify by taking the oath prescribed by the Constitution for state officers and shall file a certificate thereof in the Office of the Secretary of State within fifteen (15) days after his appointment. There shall be a president of the Board, and such other officers as deemed necessary by the Board elected by and from its membership.

1.2 Duties of the Board

The responsibility for the enforcement of the provisions of the Mississippi Pharmacy Practice Act shall be vested in the Board. The Board shall have all the duties, powers, and authority granted explicitly by and necessary to the enforcement of this chapter. The Board may make, adopt, amend, and repeal such rules and regulations as may be deemed necessary by the Board from time to time for the proper administration and enforcement of this chapter, per the provisions of the Mississippi Administrative Procedures Law (Section 25-43-1 et seq.).

The Board shall be responsible for the control and regulation of the practice of pharmacy, to include:

- the regulation of pharmacy externs or interns and pharmacist technicians, in this state
- all licensees, registrants, permit holders
- the regulation of the wholesale distribution of drugs and devices as defined in Section 73-21-73

- the distribution of sample drugs or devices by manufacturer's distributors as defined in Section 73-21-73 by persons other than the original manufacturer or distributor in this state
- the regulation of pharmacy benefit managers as defined in Section 73-21-153
- registration of businesses where prescription drugs or devices are dispensed, sold, repackaged, manufactured, etc.; registration of reverse distributors; establishment of criteria; procedures and fees; applications; standards for operation; reports of changes of circumstances; penalties for violations
- registration requirement for nonresident pharmacies that ship, mail, or deliver drugs into the state
- permit requirements for persons providing home medical equipment

1.3. Board Conduct of Office

Board members must fully comply with the provisions of the Mississippi Pharmacy Practice Act and with Miss. Code Ann. §25-4-1, Ethics in Government. Provisions of these laws are incorporated within these policies and procedures by reference. All new Board members will receive Board orientation.

- Board members must hold a current license for the position to which they are appointed to represent.
- Board members must pledge to protect the public and to make responsible and educated decisions by actively participating in business meetings, assigned panels, and committees and by collaborating with other Board members.
- Board members must abide by the confidentiality policies contained in the Manual.
- Board members must be independent and impartial. The public office must not be used for private gain other than the remuneration provided by law.
- Board membership is a public trust, and any effort to realize personal gain through official conduct, other than as provided by law, or as a natural consequence of the employment or position, is a violation of that trust. Therefore, public servants shall endeavor to pursue a course of conduct which will not raise suspicion among the public that they are likely to be engaged in acts that are in violation of this trust and which will not reflect unfavorably upon the state and local governments.
- No public servant shall use his official position to obtain, or attempt to obtain, a financial benefit for himself other than that compensation provided for by law, or to obtain, or attempt to obtain, a financial benefit for any relative or any business with which he is associated.
- No public servant shall be interested, directly or indirectly, during the term for which he shall have been chosen, or within one year after the expiration of such term, in any contract with the state, or any district, county, city or town thereof, authorized by any law passed or order made by any Board of which he may be or may have been a member.

1.4. Board Members' Compensation/Reimbursement

Members of the Board receive a per diem of \$40.00 for each day's service and are reimbursed for necessary expenses and mileage, as authorized by law for meetings of the Board. Minutes of Board meetings must reflect the names of official Board members in attendance for per diem compensation to be claimed.

Each member of the Board shall receive a per diem as provided in Section 25-3-69, not to exceed thirty (30) days in any one period of twelve months, for each day engaged in meetings of the Board, together with necessary traveling and other expenses as provided in Section 25-3-41. The reimbursement for all actual per diem and expenses claimed must comply with the travel policies of the State and be included in an official Travel Voucher. The travel policies are described within this manual.

Board members do not receive fringe benefits given to State employees. The members of the Board do not receive a salary, do not contribute to the State Retirement System, do not accrue leave, and are not subject to discipline and performance appraisals.

1.5. Board Meetings

The Board shall meet once every other month to transact business and may respond at such additional times as it may deem necessary. The president of the Board or a majority of the members of the Board may call other meetings.

The place for each meeting shall be determined before giving notice of such meeting and shall not be changed after such notice is given without adequate subsequent notice. A majority of members of the Board shall constitute a quorum for the conduct of the meeting, and all actions of the Board shall be by a majority.

1.6. Board Minutes

Minutes shall be taken at each meeting by the Secretary of the Board. At each meeting, the Board shall approve the minutes from the previous meeting. The signed minutes are filed and maintained in the Board offices.

CHAPTER 2 - Board Organization

2.1 Executive Director

The Board shall employ an executive director of the Board. The executive director shall be a citizen of Mississippi, and a pharmacist licensed and in good standing to practice pharmacy in the State of Mississippi, who has had five years' experience as a pharmacist. The executive director shall receive a salary to be set by the Board, subject to the approval of the SPB, and shall be entitled to necessary expenses incurred in the performance of their official duties. They shall devote full time to the duties of their office and shall not be engaged in any other business that would interfere with the duties of their office. The duties and responsibilities of the executive director shall be defined by rules and regulations prescribed by the Board.

2.2 Divisions in the Board

The Board is composed of four divisions: Licensing, Compliance, Pharmacy Benefit Manager, and the Prescription Monitoring Program.

Licensing is responsible for issuing and renewing all licenses, permits, and registrations. Compliance is responsible for the regulation of the Pharmacy Practice Act. This includes inspections, investigations, and accountability audits. It is a statutory requirement that all

Compliance Agents be registered pharmacists. The Prescription Monitoring Program (PMP) is responsible for collecting and tracking the dispensing of Schedules I, II, III, IV, and V controlled substances and other habit-forming legend drugs of all Mississippi pharmacies as defined by the Board. The Pharmacy Benefit Manager Division (PBM) is responsible for licensing and regulating Pharmacy Benefit Managers.

CHAPTER 3 - HOLIDAYS AND LEAVE POLICIES

3.1 Holidays

State employees receive regular pay for ten legal holidays and any other day proclaimed as a holiday by the Governor or the President of the United States. Employees who are in an active pay status on a legal holiday will be compensated for the holiday. Active pay status is defined as either physically working or on paid leave the day of a legal holiday, the day immediately preceding a legal holiday, or the day immediately following a legal holiday.

The legal holidays of the State are listed in the SPB Employee Handbook. Employees must receive prior approval from their direct supervisor before working on an official holiday. If approval is granted, the employee shall receive credit for the number of hours worked. No time and a half shall be granted for working on a proclaimed holiday.

3.2 Leave Accrual

The employees of MBP earn and take leave per the policies established by the SPB and outlined in the *Mississippi State Employee Handbook*, [Section 3.2 Leave](#).

Employees earn personal leave and major medical leave each month. The leave accrual rate is dependent on the employee's years of services, work schedule, and whether the employee is on leave without pay during the month. Leave accumulation is calculated beginning on the first day of the month; however, it is not credited as earned until the last day of the month. Leave is available for the employee's use on the first day of the month after the leave is earned. Leave cannot be taken before it is earned.

3.3 Leave Requests

All requests for leave must be approved by the employee's supervisor with prior notice when possible. Employees should complete a Leave Request form in advance of the requested leave. The Leave Request form must designate the type of leave being requested. If compensatory time is indicated, but there is none available, it will be converted to Personal time. If the leave is due to an illness or unforeseen circumstance, a leave request form must be completed as soon as the employee returns to work. Once the leave request is approved by the supervisor, the employee is to post the approved time off on the office Team-Up calendar.

Requests for leave may not be approved depending on the staffing needs of the Board. The more advance notice received for extended personal leave; the more likely the employee's leave request will be granted. All leave may be taken and reported in half-hour increments.

3.4 Leave Reporting

All leave slips for leave taken are forwarded (with timesheet) to the Fiscal Officer by the 5th day of the month following the month in which the leave was taken. The Fiscal Officer is responsible for entering the leave into the State's payroll system. The payroll system maintains balances for all leave taken and accrued. Employees may review their leave balances via the Access Channel for Employees (ACE) electronic system or by requesting a balance from the Fiscal Officer.

Whenever an employee's personal leave balance is below 40 hours, they will not be entitled to receive an electronic paycheck. A manual check will be issued until the accumulated personal leave balance is above the ~~45~~40-hour minimum. The Payroll Officer will inform both the employee and the employee's supervisor when the leave balance is below the minimum.

3.5 Payment of Leave Upon Termination of Employment

Upon termination of employment, each employee may be paid for not more than 30 days of accumulated personal leave. Unused personal leave over 30 days and all unused major medical leave may be counted as creditable service for the purposes of the retirement system. If an employee is transferring to another state agency, all unused leave will be transferred to the new agency. There will be no payment of unused personal leave unless the employee has a break in service. Compensatory time is not paid or transferred at termination.

3.6 Pandemic Policy

The employees of MBP shall follow the Pandemic Policy established by the SPB and outlined in the Mississippi State Employee Handbook, [Section 3.3 Pandemic Policy](#).

3.7 Medication Use in the Workplace

The employees of MBP shall follow the Medication Use in the Workplace Policy established by the SPB and outlined in the Mississippi State Employee Handbook, [Section 3.4 Medication Use in the Workplace](#).

Although Mississippi law now allows the legal use of medical cannabis for medical purposes only, the Board does not permit, accommodate, or allow the medical use of medical cannabis, or modification of any job or working conditions for any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the use of medical cannabis.

The Board may refuse to hire, discharge, discipline, or otherwise take an adverse employment action against an individual with respect to hiring, discharging, tenure, terms, conditions, or privileges of employment as a result, in whole or in part, of that individual's medical use of medical cannabis, regardless of the individual's impairment or lack of impairment resulting from the medical use of medical cannabis.

CHAPTER 4 - EMPLOYMENT AND BENEFITS

The Board complies with all provisions of the SPB concerning all employment practices for employees and contract workers. The policies stated within this manual provide specific information and procedures affecting Board employment practices.

4.1 Equal Employment Opportunity Policy

The State of Mississippi is an equal opportunity employer and assures equal employment opportunities to all persons in compliance with state and federal law. To implement the State's equal employment policy and to ensure non-discriminatory personnel administration, SPB promotes non-discriminatory practices and procedures in all phases of personnel administration and prohibits any form of unlawful discrimination. Equal employment opportunity can only be attained through State agency commitment to complying with all applicable laws affording equal employment opportunities to individuals. Accordingly, State agencies must make all personnel decisions per SPB policies, practices, and procedures.

Equal employment opportunity does not guarantee an employee any rights not otherwise provided by law.

4.2 Hiring

When a position becomes vacant and is to be filled, the Board will post the job vacancy on the State Personnel Board website. Also, the job posting may be listed on the MBP website, and other similar places to recruit the best possible candidates.

All candidates for the vacant position will be required to apply via the SPB's recruitment site. Current employees of the Board, meeting the qualifications of the vacant position, can also submit their application for the vacancy in this manner.

Once the posting is closed, a hiring committee, appointed by the Executive Director, will review all applications. The Committee will consist of individuals who will most likely supervise and or interact with the position to be filled. The Interview Committee members perform the following tasks:

- Review the qualified candidate list prepared by the Executive Director or designee.
- Establish a list of interview questions specific to the position.
- Agree upon an interview schedule.
- Contact qualified applicants to schedule the interviews.
- Meet as a panel to interview each applicant.
- Discuss the interviews and make recommendations for hiring.

Once the interview committee has selected the individual(s) recommended for hiring, a second interview may be scheduled with the Executive Director for a final hiring discussion. A recommendation will be made by the Executive Director to the Board and, if approved, an offer of employment will be made to the individual by the Executive Director.

4.3 Orientation

Once an applicant is hired, he or she will receive a Board orientation. The orientation will include information about the Board, introductions to staff and policies, and meetings about benefits. All new hires will be required as a part of this process to read and sign that they have read the policies of the SPB, including this manual.

4.4 Salaries

Salaries for all Board employees are governed by the SPB. The base salary of each state service employee and those non-state service employees under SPB purview is fixed initially at the time

of hire. The authorized salary of a new employee may be at, below, or above the state salary of the job classification to which the employee is appointed depending on several factors, including education and experience.

Adjustments in this salary may occur due to promotions, demotions, reallocations, or reclassifications. Similar adjustments may be made with increases such as productivity, realignment, or educational benchmark awards.

Information regarding compensation may be found in the SPB Employee Policy and Procedures Manual, [Section 5.2 Compensation](#).

4.5 Payroll

Payroll is processed according to a schedule established by DFA, generally ten days to the actual payroll date. Employees in danger of exhausting all leave balances before payday, in addition to all employees on LWOP at the time of payroll processing, may be taken off the monthly payroll and placed on a supplemental payroll to pay at the first available pay date the following month.

4.6 Time Sheets

All time sheets are to be turned into the employee's supervisor no later than the fifth of each month. Any leave request granted for that month must be attached to the timesheet.

4.7 Pay Day

Employees receiving monthly paper paychecks will get them on the last working day of the month. Employees who have electronic direct deposit will have their monthly paycheck deposited in their designated account the day before the last working day of the month and will receive a pay stub via the Access Channel for Employees (ACE) electronic system.

If an employee falls into a leave without pay status, the employee will be notified by the payroll officer that their paycheck will be processed on a supplemental payroll, which is generally paid on the first Friday of the following month. Additional information about leave without pay is provided in the Work and Leave Policies section of this Employee Manual.

Paystubs are provided in ACE and show the current month's pay. Leave is reported in arrears (leave taken the prior month) with balances of both personal and major medical leave.

4.8 Mandatory Payroll Deductions

Several mandatory deductions are made from an employee's paycheck each month:

- Federal and State Income Taxes - Federal taxes are withheld based on the employee's salary and the information provided on his or her W-4 form. State taxes are also withheld based on the employee's salary, and the deductions claimed on the State Tax Withholding Form.
- Public Employees' Retirement System (PERS) - This deduction, amounting to 9%, is contributed by the employee each month to the Public Employees' Retirement System. This amount is tax deferred. Federal income tax is paid only when the benefits are withdrawn. The State contributes a monthly benefit to PERS on behalf of each employee, currently set

at a rate of 17.40% of the employee's salary. The retirement deductions are determined by the State Legislature and PERS.

- Federal Income Contributions Act (FICA) - These contributions are withheld based upon a 6.2% deduction for Social Security and a 1.45% deduction for Medicare. The State matches these contributions on behalf of each employee. The FICA rates are subject to change based on Social Security Administration and IRS guidelines.
- Garnishments - These deductions are made from an employee's paycheck under court order to cover mandated payments for child support, debt-related issues, IRS or State tax levies, and other court orders. The Fiscal Officer will notify the employee when a garnishment deduction becomes effective.

4.9 Optional Payroll Deductions for Insurance

As a benefit to its employees, the State of Mississippi provides a life and health insurance plan to assist its employees with the cost of such insurance. The State and School Employees' Life and Health Insurance Plan (hereinafter referred to as "the Plan") provides State employees and their dependents with many options for health and life insurance coverage. All new employees are provided with a Summary Plan Description (hereinafter referred to as "SPD") that describes in more detail the Plan's benefits, eligibility and how to use the Plan. New SPDs are sent to enrolled employees every year when changes occur in the Plan. Also, all enrolled employees receive the Health Plan Update, a newsletter that is distributed throughout the year to give more information about Plan benefits.

All new employees must enroll in the Plan or waive coverage. Enrollment in the Plan is effective on an employee's first day of employment; however, an employee must complete his or her enrollment paperwork within thirty-one days of his or her hire date. Additionally, there is an annual Open Enrollment period for coverage effective the following plan year.

Depending on the employee's specific employment status, the State of Mississippi pays some portion of the health insurance premium and life insurance premium for the employee. The Plan also allows employees to cover their dependents under the Plan by paying the premiums for their dependents through payroll deductions. Eligible dependents include a lawful spouse, as well as the enrollee's child up to age 26. Dependent children who meet eligibility requirements at the time of enrollment may remain covered regardless of age if permanently physically disabled or mentally disabled, are incapable of self-sustaining employment, and depend upon the enrollee for 50% or more of their support. The disabling condition must have occurred prior to the dependent's 26th birthday.

For additional information, you may contact your Human Resources Office, the Department of Finance and Administration's ("DFA") Office of Insurance, or visit the DFA website at <http://www.dfa.ms.gov>

4.10 Supplemental Insurance

The following supplemental insurance options are available to the Board. These policies are paid for by the employee and can provide coverage for employees and their family. These policies are payroll deducted.

• *Vision* • *Dental* • *Cancer* • *Accident* • *Disability*

4.11 Cafeteria Plan

Employees may choose to participate in a Section 125 plan, also known as a "Cafeteria Plan." The Cafeteria Plan allows employees' payments for health, life, dental and vision care, prescription drugs, disability contributions, and deposits to flexible spending accounts to be deducted pre-tax from an employee's earnings. Please contact the fiscal officer for information on how to participate in the Cafeteria Plan.

4.12 State Credit Union

All MBP employees are eligible to join the Public Employees' Credit Union. Credit Unions are non-profit financial organizations serving the savings and borrowing needs of members. Services such as financial counseling, money orders, and free notarizing may also be provided. Credit Unions return all earnings exceeding operating expenses to their members in the form of dividends, interest, reserves, and services. The Public Employees' Credit Union may be contacted at (601) 948-8191.

4.13 Deferred Compensation

Deferred Compensation is a supplemental, voluntary savings plan administered by PERS offering tax advantages to participants. Board employees who choose this plan may set aside part of their salary each month. Income tax liability is postponed on that portion of the salary until the year in which the employee receives the deferred amount. Interest and related earnings are deferred until withdrawal.

4.14 Workers' Compensation

Workers' compensation is administered by the Mississippi Workers' Compensation Commission, and all State employees are covered under the provisions of the Mississippi Workers' Compensation Law. Thus, MBP is covered by the State's Workers' Compensation Insurance against job-related injuries to its employees.

The policy regarding Worker's Compensation that shall be followed by the Board and its employees may be found in the SPB Employee Policy and Procedures Manual, [Section 4.2 Workers' Compensation](#).

4.15 Personal Emergency

Employees who experience a personal emergency during the day at the workplace should notify their supervisor in the event the crisis requires their absence from the workplace. Employees who experience an emergency during non-work hours should notify their supervisor if the emergency prohibits their returning to their regular work at the appointed time.

4.16 Weather or other Emergencies

Emergencies that occur affecting the workplace or the geographic location of the workplace may preclude employees from reporting to work at the appointed time. Employees should contact their supervisors to seek guidance as to when to return to work. This might occur in the case of a fire or a tornado, etc. Supervisors should provide a telephone number for employees to call in case of emergencies outside of working hours.

4.17 Benefits Provided by the Board

4.17.1 Employee Assistance Program

The Employee Assistance Program (EAP) is an employee benefit program offered by many employers. These programs are intended to help employees deal with personal problems that might adversely impact their work performance, health, and well-being. EAP's generally include short-term counseling and referral services for employees and their household members. The Board provides an EAP for all employees. This service provides mental health counseling, substance abuse counseling, psychiatric consultation, marital and family counseling, and other personal referral services. The employee's use of the EAP is kept confidential by the provider. For more information about the EAP program, employees should contact their supervisor.

4.17.2 Educational Leave and Expenses

Within the limits of the funds available to the Board for such purpose, the Executive Director may approve educational leave or reimburse employees for education expenses as outlined in MS Code § 37-101-293. Applicants will be reviewed by the intent of the Legislature that such educational programs be used as an incentive for employees to develop job related skills and to develop employees for higher-level professional and management positions.

The Board follows [Section 7.4 Educational Leave](#) as outlined in the MPB Policy and Procedures Manual in granting any such support.

4.18 Additional State of Mississippi Benefits

The State of Mississippi provides other benefits to state employees that are defined at the following websites:

<https://mspb.perksconnection.com/>

<https://www.pers.ms.gov/Pages/Home.aspx>

<http://knowyourbenefits.dfa.ms.gov/>

4.19 Notice From Employee Upon Voluntary Termination of Employment

The Board requests at least a two-week notification if an employee is terminating voluntarily or retiring.

4.20 Return of State Property Upon Termination of Employment

All property assigned to the employee must be returned in good condition when the employee terminates employment, whether termination is voluntary or involuntary. If the property is missing, the employee will be responsible for reimbursing the Board per the provision of the State Property Officer.

CHAPTER 5 - SAFETY AND RISK MANAGEMENT

The Board makes every provision to mitigate issues that could place its employees in danger. To ensure the safety of the employees, the Board has adopted policies and procedures to protect its employees. If a safety issue arises, the employee should notify the Executive Director or designee and fill out accident reports as required.

Employees are covered under workers' compensation if an accident occurs while the employee is on official duty. See Section 4.15 - Workers' Compensation.

5.1 Building Safety

To safeguard the Board and its employees, all visitors to the Board will sign in with the reception desk. Board employees will escort visitors throughout the building during their visits.

Other safe practices of the Board include:

- Every employee will be required to participate in weather and fire drills initiated in the building.
- The Board is a non-smoking facility.
- The Board will provide access to opportunities for employees to be CPR certified.
- Each office has safety equipment to reduce access to an intruder.
- Each employee knows the evacuation route in the event of a disaster.

5.2 Physical Access to Workplace

The purpose of this policy is to establish the rules for granting control, monitoring, and disabling of physical access to Board offices. This guideline applies to Board employees, sub-contractors, temporary workers, guests, and vendors, including all personnel affiliated with third parties.

Physical security is an essential part of any security plan. It forms the basis for all other security efforts, including personnel and information security. All Board office access points and hallways are under video surveillance. All Board employees are issued badges on the first day of employment. The badges grant them access into the building as well as the main office entrance, except for student workers. Student workers' badges only grant them access to the Board's main office entrance. All guests must be admitted into the main office entrance by Board personnel. One designated Contracted IT agent also has badge access for emergency needs. Upon termination of employment from Board, all badges are to be returned to department head or Executive Director to be disabled and discarded.

Each of the following titles have a set of master keys for the Board: Executive Director, Executive Director Assistant, and Associate Director. The server room is locked 24/7 and is only accessible by the master key. Department heads have keys to all offices of employees that report directly to them. All other employees only have keys to their own offices.

The following is applied:

- If badge is lost or stolen, it should be reported immediately to the badge owner's department head or the Executive Director
- Never give badge to anyone else for any reason; the badge may be used only by the individual to whom it was issued

5.3 Vehicle Policy

MBP discourages the use of privately owned vehicles to conduct state business. If a state-owned vehicle is not available, employees must obtain approval from their immediate supervisor before using a private vehicle to be reimbursed up to the state- approved mileage reimbursement rate as detailed in the Travel policies.

The Vehicle Policy applies to coordinate and promote efficiency and economy in the use and maintenance of vehicles by the Board. This policy is not intended to take the place of the Fleet Manual or other official documents from which information contained herein has been obtained.

All MBP vehicles are permanently assigned to a single individual. They are available for official use by individuals licensed and eligible to operate such vehicles. Any state-owned vehicles shall be driven only by state employees and used for official state business only. Only authorized passengers are permitted to accompany authorized employees in state vehicles.

5.3.1 Vehicle Safety

All employees are responsible for operating vehicles within the bounds of the state and federal laws that apply, whether they are driving a state vehicle or their own private vehicle. Before being granted use of the vehicle, a form must be completed. This Vehicle Use Agreement (Form UA-1) should be signed annually (by January 15th each year.) It will be the responsibility of the Fleet Manager or designee to ensure the agreement is completed. Vehicle Use Agreement can be found at: [Form UA-1](#).

The driver should avoid activity that may hinder safe operations such as inappropriate use of a cell phone, eating or reading while driving, and any other activity that may hinder the driver's attentiveness. Driving privileges may be reduced or revoked depending upon the severity and the number of violations.

Employees are expected to exercise the highest degree of prudence and courtesy when operating a MBP vehicle. Drivers are expected to maintain the interior cleanliness of the vehicle. Eating/drinking in the vehicles is discouraged and should be kept to a minimum. The use of tobacco products is prohibited in all state-owned vehicles.

Reporting Accidents - If an employee is involved in an accident, whether in the office or a state vehicle, personnel available shall render first-aid to the injured employee and summon emergency medical assistance, if required. The injured employee, if able, should contact the supervisor and should report the accident in written form. Those employees witnessing the accident or injury may be asked to provide a written account of the accident. This report(s) shall be done promptly after the incident. The report can be found at: [Agency Incident Reporting Form](#).

5.3.2 Procedures During Use of Vehicle

During use, the employee should:

- Avoid all behavior that could jeopardize the safety of the driver, passengers, or vehicle itself. These behaviors include, but are not limited to, the following practices: inappropriate use of a cell phone, reading/eating while driving, etc.
- Maintain interior cleanliness of any state-owned vehicle.
- Avoid eating/drinking in any state-owned vehicle.
- Refrain from the use of tobacco products in any state-owned vehicle.
- If needed, follow Emergency Procedure guidelines as outlined in the Fleet Manual. Dial 911 (police, ambulance, fire department)
- Use the following Proof of Insurance number for police reports: 11-46-15.
- Call roadside assistance for mechanical problems: 1-800-877-9013.

- If the vehicle must be towed, tow to the nearest dealership or Fuelman service center.

5.4 Firearm Safety

The specific policy of the Board regarding the use of firearms shall apply to all individuals authorized to carry firearms for the Mississippi Board of Pharmacy pursuant to Section 41-29-159 of the Mississippi Code of 1972.

Any Investigators and/or Board employees, authorized to carry a firearm, shall complete and pass a firearm/safety training program approved by the Executive Director prior to carrying a firearm. Employees authorized to carry a firearm pursuant to this policy shall be recertified at least annually through completion of the firearm/safety training program approved by the Executive Director and must comply with and sign Firearms Policy and Acknowledgement Form.

Carrying Firearms

- When carrying an authorized firearm, the authorized individual shall carry the firearm in a manner to prevent the weapon from being detected or seen unless being appropriately used.
- All components of the firearms policy and Acknowledgement Form must be followed.

CHAPTER 6 – EMPLOYEE USE OF STATE PROPERTY

State employees have no ownership rights in or control of State property, which is defined to include all office space, space adjacent to the workplace controlled by the State or a State agency, furniture, fixtures, equipment, and inventory including without limitation, all computer software, databases, servers, computer hardware, discs, and information of any kind contained in or recorded on physical or electronic data sources of any kind. Employees are prohibited from using State property for personal use.

6.1 Expectation of Privacy

State employees have no expectation of privacy in their work premises. All State property, including an employee's workstation, all physical storage areas, and all electronic storage areas, including all software and data on all computers, voicemail, and email, are subject to access and inspection at any time by management, other employees or third parties designated by management. Because Board management may access or inspect an employee's work area at any time to find materials or obtain information, employees should not store any personal documents or materials on or in State property.

6.2 Right to Search

The Board reserves the right to conduct reasonable searches on, in, or of State property and on State premises including, at any time, locked and unlocked areas, for any reason related to the operation of State business. Consent by the employee is implied, and lack of cooperation or refusal to permit a search can result in immediate discipline, including termination.

The Board may conduct inspections or searches for illegal drugs, unauthorized weapons, explosives, contraband, or other prohibited materials on, around or in State property, at any time, without notice, whenever there is a reasonable basis to believe that an employee may be in possession of such materials in violation of policy.

Inspections or searches for prohibited materials may be conducted by any member of management, an independent person appointed by management, law enforcement representatives, or by the State or the Board with its personnel.

The right to conduct routine searches of Board premises is in addition to the right of the Board to access all State property without requiring the consent of the employee.

6.3 Inventory

Specific state property may be assigned to employees for them to perform their jobs as designed. Employees must take care to safeguard any assets in their possession and to utilize them properly for State business. Employees are prohibited from using State property for personal use. If State property assigned to an employee is damaged, destroyed, stolen, or misplaced, the employee should notify his or her supervisor immediately. If the item is believed to be taken, a police report should be obtained.

6.4 Personal Property

Employment or continued employment with the State constitutes acknowledgment by employees that routine searches of State property might result in the discovery of an employee's possessions or personal information. Because the State or third parties will have access to all areas of State property, employees are encouraged not to store or bring to the workplace any personal property or to transmit or obtain the transmission of personal information or messages using State-owned equipment.

6.5 Computers/Computer Network Usage Policy

This policy governs the use of all computers, computer-based communication networks, and all related equipment administered by the Board.

A user is defined as any person employed by the Board, which includes full-time, part-time, temporary, contract employees, persons who are employed by contractors or subcontractors of the Board, and any other individuals who are authorized to use Board information systems. The electronic communication and facilities of the Board are the property of the State, and by using these facilities, the user acknowledges consent to abide by this policy. These facilities and resources are to be used for State business purposes. The user should be aware that any communication or use of the Board information systems resources are not to be considered private or confidential and can be monitored at any time. No encryption should be utilized for any purpose without the prior written approval of a Division Director. All users are now notified that system security features allow any messages or usage to be monitored and archived regardless of passwords and message deletions, and computer use is subject to search and monitoring at any time. Access can be traced back to the individual.

6.5.1 Software

- Software, including but not limited to internet downloads, utilities, add-ins, programs (including shareware, freeware, and internet access software), patches, upgrades, or clipart shall not be installed on any desktop, notebook, personal computer (PC), or server by anyone other than an authorized Board IT representative. All software purchased for use on Board equipment must be approved in writing by the Board IT representative. The

Board's network contains software that performs an inventory of each PC regularly to ensure compliance with this rule.

- There are to be no games on any device, at any time, for any reason.
- Software owned or licensed by the Board may not be copied to alternate media, distributed by email, transmitted electronically, or used in its original form on other than Board devices without express written permission. In no case is the license agreement or copyright to be violated.
- Standard software is to be used for all internal functions. Approved non-standard software is only to be used to interface with customer or vendor organizations when they require the non-standard software.
- Software licensed to the Board is to be used for its intended purpose according to the license agreement. Employees are responsible for using the software in a manner consistent with the licensing agreements of the manufacturer. License agreements are maintained by the Board IT representative.

6.5.2 Hardware

- All PCs, laptops, workstations, printers, add-in cards, memory modules, and other associated equipment are the property of the State of Mississippi. They should not be used for purposes other than State business. No changes, modifications, additions, or equipment removals may be made without prior written (email) notification to the Board IT representative.
- Except notebook PCs used in daily off-site work, no information systems equipment should be removed from Board premises without the permission of the employee's supervisor or Division Director. In the event the material is to be off the premises for any longer than one workweek, the employee responsible for the equipment must file a written receipt with the Board Property Officer.

6.5.3 Practices

- No materials are to be disseminated in any manner, which is derogatory to any person or group, obscene, racist, sexist, harassing, or offensive based on color, religion, creed, national origin, age, or disability.
- System identification codes and passwords are for the use of the individually assigned user and are to be protected from abuse or use by unauthorized individuals.
- All removable storage drives (CDs, jump drives, etc.), email attachments, executable email messages, and downloaded files are automatically scanned for viruses using the virus detection software installed on all Board computer workstations that have been configured by the Board IT representative. If an employee has made any configuration changes to their workstation, even with approval, it is each employee's responsibility to ensure virus protection before opening/executing any files on removable storage drives, email attachments, executable email messages, or downloaded files.
- Like all Board information systems resources, internet access and email are for work-related use. Access and sites visited can and will be monitored at the user level.
- Employees shall not violate any procedures of CJI processes by misusing the data or equipment.

- Employees may not use Board information systems resources for soliciting, personal financial gain, partisan political activities, or further disseminating "junk" email such as chain letters.
- Information contained on the Board network and workstations is strictly proprietary to the Board. Copying or disseminating any of this information for any purpose other than State business is strictly prohibited. Access to this information must be considered confidential.
- Employees are expected to report any violations of this policy that they observe to their supervisor or if the offense involves the supervisor, the Executive Director. Likewise, if the employee is a witness to abuse, the employee is required to cooperate in any investigation of the violation.
- There may be extenuating circumstances requiring exceptions to this policy and the addendum, including work emergencies, safety issues, etc., that can be reviewed on a case-by-case basis by the Executive Director. This type of review will be the exception and will not be routine.

6.5.4 Consequences

- Any user who knowingly and willingly violates this policy is subject to discipline up to and including termination from employment. Furthermore, in the event of illegal activity, the user will also be reported to the appropriate law enforcement authority.
- If an employee has any questions regarding this policy or any situation not explicitly addressed in this policy, the employee should see their supervisor, Division Director, or the Executive Director.

6.6 Land-Based Telephones

The establishment of these policies and procedures sets the standards for the usage of office telephones and landline telephone services by the employees of the Board.

No employees of the Board may directly or indirectly use or allow the use of Board property of any kind, including property leased to the Board, for other than officially approved activity. Also, employees shall protect and conserve Board property, including land-based telephone equipment, facsimile devices, and teleconferencing equipment. Employees are hereby notified that the Board will enforce this policy through a variety of methods and may monitor the use of telephone equipment to ensure compliance.

6.6.1 Procedures

- Generally, telephone devices should be used for legitimate State business only; however, brief, and occasional personal use is acceptable. Personal use of the phone system(s) and other land-based telephone devices, where permitted, is a privilege, not a right. As such, the use of phones should be limited.
- Personal use of telephone equipment should not impede the conduct of State business. Only an incidental amount of time, periods comparable to reasonable breaks, should be used to attend to personal matters.
- The privilege may be revoked at any time and for any reason. Abuse of the privilege may result in appropriate disciplinary action.
- Employees should not make personal calls where such calls are charged on a usage basis, including long-distance and State calling cards. If such calls are made in an emergency,

employees are responsible for reimbursing the Board for any long-distance personal telephone calls, or personal calls billed to a State calling card. Failure to make prompt reimbursement may result in appropriate disciplinary action or loss of telephone privileges.

6.7 Wireless Communication

6.7.1 Wireless Communications Equipment

- State employees may not directly or indirectly use or allow the use of Board property of any kind, including property leased to the Board, for other than officially approved activities. Also, employees shall protect and conserve Board property, including wireless communications equipment.
- Wireless communications equipment includes cellular phones, personal digital assistant devices, and standard and two-way pagers, as well as any similar devices that perform some or all these functions. Employees are hereby notified that the Board will enforce this policy through a variety of methods and may monitor the use of wireless communications equipment to ensure compliance.
- Wireless communication devices shall be used for legitimate State business only. The use of Board-provided cellular phone for personal calls may result in appropriate disciplinary action or the loss of the use of the phone. The Board may not reimburse employees for any charges on personal wireless communication devices.
- Employees should be aware that cellular phone transmissions are not secure transmissions. Confidential information regarding official business should be transmitted from a secure environment.

6.7.2 Wi-Fi Use

The purpose of this guideline is to describe how wireless technologies will be deployed, administered, and supported to assure that Board employees, guests, consultants, contractors, temporary and other workers, including all personnel affiliated with third parties, have access to a reliable, robust, and integrated wireless network, and to increase the security of the wireless network to the fullest extent possible.

The Board's guest Wi-Fi is physically separate from the main wireless network. All users must adhere to the following guidelines:

- Wireless access is strategically located, and the range of signal does not extend outside of the intended coverage areas.
- All wireless access points (WAPs) are connected to switches.
- WAPs are routinely updated and patched when a newer version of firmware is available.
- All WAPs that connect clients to the internal network require users to provide unique authentication over secure channels and all data shall be encrypted.
- Wireless access is granted to guests via a separate WAP. Guests must obtain credentials from the administrator at the Board.

6.8 Personal Use of Social Media

Social media is defined as the various activities that integrate technology, social interaction, and content creation. Through social media, individuals or groups can create, organize, edit, or comment on, combine, and share content. Social media uses many technologies and forms,

including social networking, blogs, wikis, photo-sharing, video-sharing, podcasts, social bookmarking, mashups, widgets, virtual worlds, microblogs, Really Simple Syndication (RSS) and more.

Any personal social media activity by State employees may not be represented as an official state or Board social media activity. State email addresses shall not be used to register for personal social media activity. State employees should not pressure or coerce other employees to connect with them via social media.

It is a protected expression for state employees to engage in social media activity concerning issues of public concern, while on personal time and in a personal capacity. State employees must make clear that any views concerning matters of public interest are those of the individual and do not reflect the opinions of the state or any entity of the State. State employees maintain their First Amendment rights, but any speech or expression, even in a personal capacity, causing disruption or that undermines the effectiveness or operation of the workplace, is prohibited.

Any of the following social media activity, comments, expression, or posts by a state employee in his or her professional or personal capacity are also prohibited:

- Discriminatory content, harassing or physically threatening, as defined in sections 8.2 and 8.3 of the State Personnel Handbook, toward other state employees
- Disclosure of Board information that is confidential or proprietary
- Content that demonstrates unlawful conduct
- Content that violated the MBP conflict of interest policy found in Section 7.1 of this Handbook
- Content that violates MSPB and conflict of interest regulations
- Content that violates the federal Hatch Act, 5 US C Section 1501 et seq., and 5 CFR Section 151.101 et seq. Additional information concerning the Hatch Act may be found in Section 5.9 of the State Employees Personnel Handbook.

The establishment of these policies and procedures sets the standards for the usage of social media by the employees of the MBP.

Regarding the personal use of social media and discussion of State related business or affairs, employees are expected to maintain an appropriate balance between exercising their First Amendment rights to free speech and maintaining their professionalism, effectiveness, and credibility as Board employees. The following guidelines and procedures should be followed to ensure that this outlet for self-expression and communications does not adversely affect the employee or the Board.

Procedures

- Employees will be limited in the personal use of social media sites at work. The only exception to this policy will be if a Division Director has justification for the employee's extended use of social media to perform their duties.
- Employees are personally responsible for the content they publish online in any form of social media.

- When discussing State business through social media, employees should identify themselves by name and area of responsibility (if applicable) and must clearly state that they are speaking for themselves and not the State of Mississippi or the Board.
- In a personal capacity, employees who publish content relevant to the State of Mississippi or the Board must include a disclaimer such as "The postings on this site are my own and don't necessarily represent the positions, strategies or opinions of the State of Mississippi or the Board of Pharmacy."
- In a personal capacity, whether at work or not, employees who publish content relevant to the State of Mississippi or the Board must adhere to these guidelines and ensure that postings do not affect job performance, the performance of others, or impact the State of Mississippi or the Board in a negative manner.
- Copyright, fair use, state records law, and financial disclosure laws must be followed.
- Under absolutely no circumstances should confidential, sensitive, or other proprietary information ever be disclosed publicly, including using social media.
- Do not discuss fellow employees, customers, or vendor partners without their approval. References should always be linked back to the source. Publishing anything that might allow inferences to be drawn, which could embarrass or damage a fellow employee, customer, or vendor partner, is prohibited.
- A professional approach must be maintained when posting to social media sites. Avoid ethnic slurs, personal insults, obscenities, or conduct that would not be acceptable in the workplace at the Board. Proper consideration should be taken regarding initiating any discussion that may be deemed objectionable or inflammatory such as politics, religion, etc.
- Avoid confrontation and conflict and always be the first to correct mistakes or to clarify misinformation.
- Always attempt to bring value to the conversation. Provide useful information and perspective. Do not use the official State of Mississippi or Board seals or logos without prior written approval.
- Participating in social media games during regular working hours on state-owned Board resources is strictly prohibited.

Board regulation of employees engaging in social media, while on personal time and in an individual capacity, must be both consistent and measured. Violations of this policy are subject to disciplinary action, as outlined in Chapter 10 of this Handbook.

6.9 Lobbying

Only the Executive Director or his/her designee should speak on behalf of the Board. The Executive Director will not need to register as a lobbyist.

6.10 Media

Board members and employees will occasionally have the opportunity to talk to the media and other members of the public. Employees must always defer to superiors, Board members, Executive Director or the Communications Director when approached by the media or the public. Only the Executive Director, designated Board members, and other designated MBP officials should answer questions from the media.

6.11 Official MBP Seal and Letterhead

Employees will only use the approved MBP address and symbol on their work email or any letterhead.

6.12 Storage of Information

All information, including written materials that pertain to work at the Board, in any form, should be stored on the computer or in an employee's desk following dictated procedures so that other employees or an employee's supervisor has access to it.

Board Information Technology employees and Board supervisors may have passwords or other information necessary to access an employee's voice mail and email, and duplicate keys, if any, to all desks and file cabinets.

Employees are prohibited from locking desks or cabinets unless permitted by management or altering equipment or programs to prohibit access.

CHAPTER 7 - STANDARDS OF EMPLOYEE CONDUCT

Since the Board regulates the conduct of others, its members and staff must ensure they maintain the highest degree of integrity. Therefore, in addition to adopting the provision for conflict of interest and political activity detailed in the State Employee Handbook, the Board has established stronger policies and procedures for its members and staff. These policies are designed to minimize the appearance of situations which may damage the integrity of the Board in the eyes of the public, the medical and law enforcement communities, and other governmental agencies. Any activity not explicitly covered by these guidelines but might have the potential of undermining the credibility of the Board, should be avoided, or minimized. Violations of this policy are subject to disciplinary action, as outlined in Chapter 10 of this Handbook.

If questions arise concerning any of these policies, or an instance noted where these policies had been violated, the employee or Board member must discuss the issue or report the situation to the Executive Director. If the Executive Director is unable to address the problem, it will be placed on the agenda of the next Board meeting.

7.1 Conflict of Interest

Employees and members of the Board should be especially careful to avoid using or appearing to use an official position for personal gain, giving unjustified preferences, or losing sight of the need for efficient and impartial decision making in the State's method of operation. No act should be committed, which could result in questioning the integrity of the Board and its operations.

Employees are not to engage in any activity in either a private or official capacity where a conflict of interest may exist. A MBP employee's first loyalty should be to the public's interest. Associations, dealings, or interests that could affect an employee's objectivity in performing the employee's job or in making the decisions required of the employee's position should be avoided. However, employees are encouraged to participate in professional and civic organizations if such participation does not adversely affect the employee's role as a public employee.

7.2 Using Position for Personal Gain

Employees and Board members must not utilize their positions to obtain benefits in the form of money, property, commercial interest, or any other economic gain for themselves, their relatives, or any family business interests. Employees should never disclose information obtained from their employment with the Board in any way, which might result in any of these benefits.

Employees must also guard themselves against the appearance of such conflicts. Board members, employees, and members of their immediate families are not permitted to accept gratuities, gifts, discounts, or favors from individuals regulated by the Board.

7.3 Meals and Social Functions

An employee must use extreme care in those situations where licensees and permit holders under the direct jurisdiction of the Board offer to purchase a meal or issue a social invitation. The employee must decline the purchase of his or her meal, including meals provided by potential vendors.

Social invitations may be accepted where the function is reasonable and is for a large group of people. If the function is explicitly held for an employee of the Board, the employee must decline the invitation.

Professional behavior will always be expected when representing the Board, including after-hours/social functions when traveling for Board business.

7.4 Attendance

Regular attendance is a basic condition of employment with the State of Mississippi and shall be considered among the essential elements for all permanent position classifications. All employees must report to and leave work at the time designated by their employer.

7.5 Office Hours

State law requires that all State offices be available to the public for services from 8:00 am until 5:00 pm, Monday through Friday. A standard work schedule is eight hours per day, 40 hours per week, 174 hours per month, and 2,087 hours per year. Each part-time or contractual employee will be provided a schedule of working hours.

All employees must report to and leave work at the time designated by their supervisor. Anticipated absence from work is to be arranged with the employee's supervisor in advance, and unexpected absences are to be reported promptly to the employee's supervisor before the beginning of the employee's work period. Any time off requires a leave request signed by employee's supervisor

7.6 Diligence During Work Period

All employees must apply themselves to their assigned duties during the full schedule for which compensation is being received, except for a reasonable time provided to take care of personal needs.

7.7 Productivity

The MBP expects all employees to meet productivity standards set before the staff. Time management, teamwork, efficiency, cooperation, and effort all contribute to an employee's productivity. These standards include but are not limited to:

- Consistently reporting to work and leaving work according to the agreed-upon schedule
- Being proactive and productive during work hours
- Meeting the required deadlines
- Asking for assistance when needed
- Assisting others with information, knowledge, time, and resources
- Being prepared to give extra time to your teammates when necessary
- Responding positively to unanticipated overtime needs when they arise
- Notifying supervisors as soon as possible of unscheduled absences
- Learning and using technology and databases for maximum efficiency
- Being prepared for meetings
- Avoiding unnecessary interruptions of others at work
- Following-up on activities that have been delegated
- Minimizing the need to conduct personal business during work hours
- Using proper phone etiquette; using helpful, kind, appropriate responses
- Being friendly and professional
- Answering your phone
- Responding to messages/emails promptly
- Speaking clearly and at a speed that enables people to understand you
- Maintaining a positive and cooperative attitude about the job role, assigned work, and the organization

7.8 Work Habits

The Board requires that all employees show high standards regarding work habits. These are defined below and include, but are not limited to:

- Following instructions - the ability to perform duties according to written or verbal instructions
- Planning and organizing work - the ability to develop an approach to work that will effectively utilize time, material, and staff hours in an equitable manner to achieve the greatest results with a minimum of time and effort
- Coordinating with others - The extent to which the employee organizes their work activities to operate harmoniously with the work of others to achieve the best possible results for all
- Attention to duty - The extent to which an employee accomplishes work goals with a minimum amount of time, effort, and errors
- Care of equipment - The extent to which State equipment is properly expended, used, and cared for
- Works independently - Being able to make and execute decisions that the job requires without being dependent on others

7.8.1 Adaptability

- Performance in new situations - The extent to which the employee adapts with a minimum of difficulty to new orders, policy changes, new personnel, different assignments, etc. and performs properly under such changes.

- Performance with minimum instructions - The extent to which the employee effectively performs with brief instructions without further explanations.
- Performance under stress - The extent to which the employee can react quickly and properly under adverse conditions or in emergencies.

7.8.2 Personal Relations

- Acceptance of supervision - The way the employee carries out orders or suggestions relating to specific tasks or recurring responsibilities.
- Employee willingness to contribute to the success of the team or department.
- Getting along with fellow employees - The Extent to which the employee willingly cooperates with other employees when the job requires it. Other employees include those within the Board and other divisions.
- Consideration for others; a willingness to help coworkers
- Meeting and interacting with the public - The effectiveness of the employee in relating to the public for the mutual satisfaction of both in carrying out specific responsibilities.

7.8.3 Job Skills and Ability

- Job Understanding - The degree to which the employee perceives clearly and fully the nature and functioning of their job in the organizational setting and assignment.
- Job Knowledge and Skills - The extent to which the employee possesses the knowledge and/or skill to perform the job.
- Analytical Ability - The ability to analyze facts, arrive at alternative solutions, and provide acceptable recommendations.
- Judgment - The ability to interpret a situation correctly and make sound evaluations as demonstrated by practical decisions and their results.
- Initiative in Work Environment - The extent to which the employee applies themselves to their responsibilities and seeks to improve the level of work by initiating action on their own to accomplish the task without direction.
- Supervision Required - The amount of supervision needed to assure that the employee will perform their assigned duties in an acceptable and timely manner.

7.8.4 Quantity

- Amount of work performed - The volume of work produced concerning the amount of work requiring completion or attention.
- Completion of work on schedule - The extent to which an employee completes work within given or reasonable time limits.

7.8.5 Quality

- Accuracy - The extent to which work is free from errors or omissions.
- Thoroughness - The extent to which work is completed, with all details covered, avoiding the necessity to perform further work to complete it.
- Neatness of work product - The extent to which a finished work product exceeds the acceptable standard for legibility, cleanliness, and orderliness.
- Oral expression - The extent to which an employee is capable of verbally expressing themselves clearly, concisely, and effectively to others.

- Written expression - The extent to which an employee can express his or her thoughts in writing in a logical manner and sequence, using appropriate grammar, punctuation, and sentence structure.

7.8.6 Other

The individual employees' activity statement is the basis for evaluating additional factors requiring evaluation.

Additionally, employees who do not supervise are evaluated on their efforts according to their assignment in attaining the affirmative action goals established by the Board for women, minorities, and persons with disabilities.

7.9 Dress Code

All Board employees are expected to dress appropriately for regular office functions and field operations. Appearances must be neat and professional. Business attire should be observed from Monday through Thursday and during any meetings of official capacity. Business casual attire may be worn on Fridays or other days designated by the Board during special activities or events. Other attire as specified may be worn on occasions designated by the Executive Director.

7.9.1 Procedures

If a Board employee's dress or grooming is deemed unacceptable by his or her supervisor or director, the employee will be required to take personal leave to make the necessary adjustments before returning to the workplace.

7.9.2 Business Professional Attire

Traditional business attire is expected of all employees. Necessary elements for appropriate and professional business attire include clothing that is in neat and clean condition. Appropriate workplace dress does *not* include clothing that is too tight or revealing; clothing with rips, tears, or frays; or any extreme style or fashion in dress, footwear, accessories, fragrances, or hair.

Although it is impossible and undesirable to establish an absolute dress and appearance code, the Board will apply a reasonable and professional workplace standard to individuals on a case-by-case basis. Management may make exceptions for special occasions or in the case of inclement weather, at which time employees will be notified in advance. An employee who is unsure of what is appropriate should check with his or her manager or supervisor.

7.9.3 Business Casual Attire

Business casual dress will be permitted on Fridays. When meeting clients, business professional dress guidelines must be observed.

Business casual dress is defined as follows:

- Casual shirts: all shirts with collars, business casual crewneck or V-neck shirts, blouses, and golf and polo shirts. Examples of inappropriate shirts include T-shirts, shirts with slogans, tank tops, muscle shirts, and crop tops.

- Pants: casual slacks and trousers and jeans without holes, frays, etc. Examples of inappropriate pants include shorts and pants worn below the waist or hip line.
- Footwear: Casual slip-on or tie shoes, dress sandals, and clean athletic shoes. Examples of inappropriate footwear include flip-flops.

7.9.4 Appropriate Dress

Board staff must adhere to the following dress guidelines:

- Shoes must always be worn. Men should not wear open-toed shoes or sandals. Flip-flops and house slippers are inappropriate for all employees.
- Hats and head wraps will not be worn indoors except where prior approval for medical or religious reasons/problems is granted by the Executive Director.
- Appropriate foundation garments must be worn.
- Hair, mustaches, and beards must be neatly maintained.
- Hairstyles must not interfere with job safety or performance.
- Offensive body odor or poor personal hygiene is unacceptable.
- Perfume, cologne, and aftershave lotion should be used in moderation only, in consideration of other office personnel.
- Jewelry must not endanger job safety or performance.
- Facial and other visible body jewelry, such as rings or studs in lips, nose, eyebrows, tongues, or other visible parts of the body, are not appropriate in the workplace. Earrings are permissible.
- Excessive tattoos and body art must not be visible.
- Shirts with tails must be neatly tucked into pants, and pants must be worn appropriately.

7.9.5 Inappropriate Dress

- Not all clothing is appropriate for the workplace. Stained, wrinkled, frayed, provocative, or revealing clothing is inappropriate. Other examples of inappropriate attire include but are not limited to:
- worn, faded jeans
- spandex or other form-fitting attire
- overalls or coveralls
- skirts or dresses worn excessively short above the knee
- sweat suits or wind suits
- spaghetti-strap dresses or shirts
- visible undergarments
- tank, tube, or halter tops (unless worn under a shirt or blouse)
- clothing with offensive messages or images
- shorts, culottes or skorts

7.10 Outside Employment

Outside employment is defined as any source of income, which is the result of services rendered off-duty by an employee (either full-time or part-time) of the Board for which compensation is received. This includes the receipt of a benefit as opposed to monetary compensation. Outside employment does not refer to a member of a reserve component of the military.

There is no objection to an employee accepting or engaging in outside employment if the outside employment does not interfere with the employee's availability and devotion of their full attention to their assigned duties and responsibilities during scheduled working hours.

Employment with the Board will be the employee's primary job responsibility and obligation; any other employment will be deemed secondary.

An employee should not seek or accept outside, or secondary employment that may negatively impact or affect the employee's punctual and consistent attendance, ability to perform satisfactorily and efficiently his or her duties, or that creates a conflict of interest.

Employees engaging in any outside employment must submit a written request by way of an additional employment request form for approval to the Executive Director before agreeing to secondary employment. This request must be completed if an outside activity exists at the time the employee is hired by the Board; when an outside employment activity previously approved is being discontinued, or the nature or scope of the activity is being changed; or when the employee plans to enter into any outside employment. If the outside employment constitutes a conflict of interest, detracts from the employee's responsibilities, or has an appearance of a conflict of interest, the request will be denied. All outside employment decisions will be provided to the requestor in writing.

The demands or requirements of outside or secondary employment are not to be considered as justifiable reasons for absences, tardiness, poor performance, or other areas of concern from a personnel perspective.

Any pharmacist-investigator employed by the Board may have other part-time employment if he shall not accept any employment that would cause a conflict of interest in his pharmacist investigator's duties.

CHAPTER 8 - SUPERVISOR EXPECTATIONS

A supervisor is expected to manage their employees' performance. Leadership styles may vary, and supervisors utilize the style that works best for them. Regardless of style, however, the key elements of a successful supervisor are communication, teamwork, role modeling, and accomplishments. Violations of this policy are subject to disciplinary action, as outlined in Chapter 10 of this Handbook.

8.1 Responsibilities

Supervisor responsibilities include, but are not limited to:

- Communicating the focus, goals, and services that will achieve the Board's mission with staff.
- Interacting with staff and other members of the pharmacy community in a professional manner.
- Providing timely and constructive feedback on performance, including the Annual Performance Review Process.

- Timely addressing performance or behavior that falls below acceptable standards or fails to serve the success of the individual, department, or Board.
- Recommending changes to policy through consultation with appropriate Board personnel.
- Promoting Board-wide cooperation among employees.
- Mentoring newer members to the Board community.
- Supporting and implementing, proactively, and constructively all policies.
- Focusing on business issues rather than personal interests.
- Linking the goals and objectives of everyone to overall department goals and objectives.

8.2 Supervisory Aptitude

- Accepting Responsibility - The extent to which the supervisor voluntarily performs assigned duties, accepts new duties, and assumes responsibility for the action of subordinates.
- Planning - The extent to which the supervisor anticipates needs, preplans work, and establishes appropriate schedules.
- Organizational Skills - The ability of the supervisor to effectively establish, coordinate and prioritize work assignments for the work group.
- Decision Making - The ability to consider and correctly interpret all the important facts in solving a problem and arriving at a prompt and effective decision.
- Directing Work - The extent to which the supervisor gives appropriate direction and instruction to subordinates to effectively accomplish the work of the group.
- Improving Work Methods - The extent to which the supervisor takes actions or provides recommendations which result in improved work efficiency of service.
- Training - The extent to which the supervisor recognizes deficiencies in subordinates and provides personnel training through proper instruction.
- Evaluation Performance - The extent to which the supervisor accurately evaluates the performance of subordinates, documents observations, and works with subordinates in correcting their deficiencies.
- Disciplinary Control - The extent to which the supervisor maintains a consistent and impartial standard of acceptable conduct, performance and quality of work while exercising proper and effective discipline when required.
- Communication Skills - The ability to organize thoughts and effectively express them verbally or in writing.
- Counseling Skills - The extent to which the supervisor offers advice and guidance to employees on work areas that can be improved.
- Employee Complaints and Grievances - The extent to which the supervisor successfully resolves complaints or grievances of subordinates.
- Approachability - The extent to which others feel free to approach the supervisor for guidance, advice, and counsel.
- Fairness and Impartiality - The extent to which the supervisor judges subordinates honestly and on merit and interacts impartially with each.
- Leadership and Motivational Ability - The ability to inspire the confidence, loyalty, and willing cooperation and compliance of subordinates in accomplishing the group's responsibilities.

- Affirmative Action Accomplishments - Accomplishments in meeting the goals and objectives established by the MBP for protected groups including women, minorities, and people with disabilities.

CHAPTER 9 - WORKPLACE PROTOCOLS

The Board requires that all employees show high standards of conduct in the Workplace. The following protocols have been established by the Board and are required of all employees. Violations of this policy are subject to disciplinary action, as outlined in Chapter 10 of this Handbook.

9.1 Prohibited Relationships

The State of Mississippi requires that all employees always behave in a professional manner that avoids any unlawful discrimination, including harassment, conflict of interest, or risk of a claim or loss to the State of Mississippi. These requirements include maintenance of a work environment in which the State prohibits romantic, dating, or sexual relationships between:

- Employees working in a common sphere of influence, meaning a relationship between a supervisor and subordinate, or any relationship in which one employee supervises or manages, directly or indirectly, another employee or makes decisions concerning another employee's terms, conditions, or privileges of employment: or
- An employee and a contractor, subcontractor, potential employees, or vendor when the employee can influence, directly or indirectly, the relationship or potential employment

Such relationships can cause conflict and adversely affect morale, operations, and productivity because of the perception of impropriety or unfairness and the possibility of accusations that one's position is being used to obtain or grant sexual favors, and of inappropriate influence on others, favoritism, bias, or unfair treatment. Additional problems can occur in the workplace should the relationships cease.

9.2 Workplace Harassment

The Board desires to provide a professional workplace free from any type of harassment. Federal law prohibits harassing behavior based on race, color religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. It is also prohibited for individuals to be harassed in retaliation for particular "protected activity," such as participating in a discrimination complaint process or opposing employment practices that are reasonably believed to violate anti-discrimination laws. State law also requires a personnel system that assures employees are free from coercion for partisan or political purposes and shall receive fair treatment in all aspects of personnel administration without regard to political affiliation.

Offensive conduct can include but is not limited to, offensive jokes, slurs, epithets, physical assaults or threats, intimidation, ridicule, insults, offensive objects or pictures, and interference with work performance. A harasser can be a supervisor, agent of the employer, co-worker, or a non-employee. A victim does not have to be the person harassed but can include anyone affected by the offensive conduct.

The Board desires to prevent and promptly correct harassment, especially harassing behavior based on or motivated by an individual's membership in a protected group. Employees should immediately report harassing behavior they experience, witness, or become aware of to an appropriate administrator (immediate supervisor, upper management, human resources, or an employee designated by the appointing authority to receive such complaints). Employees may report harassment to a supervisor in another division in case the source of the harassment is in the employee's management chain.

The Board desires to ensure that an employee's concern will be promptly addressed, without any fear of retaliation.

After receiving notice of a possible violation of policy, appropriate staff will prompt action reasonably calculated to end the alleged harassment and conduct a thorough investigation. After completing the investigation, effective and appropriate remedial measures, including necessary corrective or formal disciplinary action against the harasser, will be taken.

If a supervisor of the employee's division is the source of the alleged harassment, the victim may report the harassing behavior directly to the Executive Director of the Board. The Executive Director shall promptly take reasonable steps to ensure the complaint is appropriately and adequately addressed by the responsible parties. Each appointing authority should ensure Board anti-harassment policies are consistent with these guidelines and principles.

Complaint Procedure

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or director, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above. A Complaint Form can be found under the common folder.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard to confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, the appropriate staff will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

9.3 Workplace Violence

The Board's goal is to ensure the safety of the Board office and activities so that employees, visitors, licensees, registrants, or permittees can work and enjoy an environment free from violence and threats. The purpose of this policy is to encourage all employees to report incidents of threats,

aggression, and other prohibited behaviors and acts of any individual(s) to their immediate supervisor. This policy lists prohibited conduct and outlines reporting responsibilities and procedures should a safety concern arise.

9.3.1 Prohibited Conduct

The Board prohibits violence, threats of violence, and any other behavior that risks or harms the safety of the Board office or Board activities, or that raises a reasonable concern for the safety of employees, visitors, licensees, registrants, or permittees at the Board office or during Board activities.

“Violence” is defined as any intentional or reckless act that physically harms people or property.

“Threat of violence” refers to any verbal or physical conduct that conveys the intent to cause physical harm or to place someone in fear of physical harm.

Prohibited conduct includes, but is not limited to:

- Any ongoing or regularly reoccurring aggressive behavior that would make it difficult for a reasonable person in that workplace to perform his or her duties.
- Engaging in any act of violence toward a person or property
- Making a direct, indirect, or conditional threat of harm
- Engaging in any conduct, including aggression, intimidation, harassment, belligerence, and disruptive or erratic behavior, which has the purpose or effect of generating a reasonable concern for physical safety. Such conduct may consist of physical acts, oral or written statements, harassing electronic media (i.e., emails text, Facebook, twitter, snapchat, etc.), telephone calls, gestures, or behaviors.
- Damaging or destroying Board property or equipment, or threatening such harm
- Engaging in stalking or aggressive pursuit
- Participating in, or encouraging, a fight
- Using any instrument to injure, threaten, or intimidate
- Brandishing or using any firearm, explosive, or weapon of any kind or possessing a firearm in violation of Board policy or state law.
- Using Board resources to engage in threats or violence towards anyone

In the interest of protecting safety, the Board reserves the right to address any behavior in addition to that described above whenever the conduct generates a reasonable concern for the safety or wellbeing of employees, visitors, licensees, registrants, or permittees at the Board office or during Board activities.

Violation of this policy is considered to be serious misconduct and can lead to disciplinary and/or other appropriate responsive action, up to and including termination. In addition, where appropriate, the Board may pursue civil and/or criminal prosecution.

9.3.2 When this Policy Applies

This policy applies to employees, vendors, contractors, consultants, clients, and all persons, whether affiliated with the Board or not, who visit the Board or conduct business with the Board.

This policy applies to behavior occurring at the Board office. In addition, this policy can apply to conduct occurring outside of the office and off-duty, if that conduct generates a reasonable concern for safety during an Board activity or event, or for the safety of employees, visitors, licensees, registrants, or permittees.

“Workplace” is defined as the work setting in general, including any Board activity, which means all meetings and also locations of inspections and investigations by employees.

9.3.3 Reporting Responsibilities

All employees are encouraged to remain alert to and must immediately report any behaviors listed in the “Prohibited Conduct” section above to the persons listed in the “Where to Report” section below. No employee should assume that an official knows about a particular situation. In addition, all employees must report any conduct that indicates an employee might intentionally commit self-inflicted harm.

Required reporting includes but is not limited to behavior described above that any employees experience, witness, or otherwise become aware of, regardless of: (a) whom that behavior affects, (b) the perpetrator’s relationship to the Board or its employees, and (c) whether the behavior occurs in the workplace, if there is reason to believe that the behavior could affect safety of employees, visitors, licensees, registrants or permittees.

Employees are encouraged to report any behaviors of concern, whether or not strictly covered by this policy, so that the Board may evaluate the need to address conduct potentially affecting the wellbeing of employees, visitors, licensees, registrants, or permittees.

Nothing in this policy is intended to require that any employee breach legally protected privilege or confidences, unless otherwise permitted by law.

The Board reserves the right to investigate and resolve a complaint or report of workplace violence regardless of whether the complainant ultimately desires officials to pursue the complaint.

9.3.4 Where to Report

When appropriate, complaints under this policy may be reported to the employee’s immediate supervisor, or the supervisor of another division, if needed. The report may be verbal or in writing, including an email. All reports or complaints under this policy will be investigated and include confidentiality where appropriate. Once an investigation is complete, a recommendation on how to handle the complaint will be submitted to the appropriate area for disposition. The Board may assist in pursuing civil penalties, criminal penalties, or other appropriate action against the offender.

9.3.5 Non-Retaliation Policy

The Board adheres to a strict policy of non-retaliation and prohibits retaliation and threats or attempts to retaliate against anyone who makes a good-faith report under this policy or who participates in, cooperates with, or contributes to efforts to investigate and resolve such reports. Any employee who believes that he or she is being penalized as a consequence of making a report under this policy, or for participating in, cooperating with, or contributing to efforts to investigate or resolve a report, should immediately contact the employee’s immediate supervisor, or the supervisor of another division, if needed.

9.3.6 Post-Trauma Crisis Management

The Board has a strong commitment to the health, safety, and welfare of its employees, their families, and its customers. The Board recognizes that a variety of personal problems, such as emotional distress, family problems, alcoholism, and drug abuse can be devastating to lives, businesses, and the community at large. Many people solve their problems either on their own or with the advice of family and friends; however, the Board recognizes that people sometimes need professional advice. It is the goal of the Board to contract with an Employee Assistance Program to help and encourage those employees in need of professional assistance to use it.

It is also the policy of the Board to support an Employee Assistance Program that will assist employees and their eligible dependents to resolve problems such as emotional distress, family problems, alcoholism, and drug abuse, recognizing that these problems may adversely affect employees' health, family, and job performance.

Long-term problems can develop if post traumatic consequences are not managed. It is important to address these as soon as possible following an act of violence. In the event of a major workplace incident that affects or has the potential to affect the mental health of employees, the Board will provide initial counseling and support services through the Board's Employee Assistance Program. As the crisis passes and support systems are put into place, the Board will make every effort to return to normal business operations.

If there is an emergency or if you are in immediate danger, call 911.

9.4 Political Activity

In addition to the State policies, the Board conducts business in an atmosphere free from political influence or coercion.

9.4.1 Political Contributions and Services

No Board employee may be obliged, because of his or her employment, to contribute to a political fund or to render political service, and he or she may not be removed or otherwise prejudiced for refusal to do so.

9.4.2 Use of Official Authority or Influence to Coerce Political Action

No Board employee may use his or her official authority or influence to coerce the political action of a person or body.

9.4.3 Fair Treatment of Applicants and Employees

The Board provides fair treatment of applicants and employees without regard to political affiliation.

9.4.4 Freedom from Political Coercion

The Board strives to ensure that employees are free from coercion for partisan or political purposes and shall receive fair treatment in all aspects of personnel administration without regard to political affiliation.

9.4.5 Informing Employees of Political Activities Laws

The Board will inform employees regarding political activities permitted or prohibited by law.

9.4.6 Violation of Provisions

Any Board employee who violates any of the provisions of this section may be subject to appropriate disciplinary action.

9.4.7 Prohibited Political Activity

Mississippi law prohibits any agency or appointing authority from attempting to direct or coerce any State employee to vote or not to vote and from either discharging or threatening to discharge, changing the salary of, or promoting or demoting any State employee because of the employee's vote or failure to vote for a particular candidate or group of candidates. State law further prohibits any agency or employee of any agency with the authority to employ or discharge other employees from giving out or circulating any statement or report that is calculated to intimidate, coerce, or otherwise influence any employee as to the employee's vote. If any such statement or report is circulated, the Agency must publicly repudiate it or will be deemed to have circulated the statement. Agencies are also prohibited from requesting, directing, or allowing any employee to canvas for or render services for or against any candidate or group of candidates during working hours or while an employee is on vacation or other leave of absence at the expense of the Board. No State employee, at the expense, in whole or part, of his or her employer, may take any part whatsoever in any election campaign except the time necessary to cast his or her vote. No one who has any control over, directly or indirectly, the expenditure of any public funds in the State of Mississippi may suggest or intimidate either publicly or privately that any such expenditure will in any way depend on or be influenced by the vote of any person or groups of persons. No person may promote his or her own candidacy or that of any other person for public office in Mississippi, directly or indirectly promise to appoint or secure or assist in securing the appointment, nomination, or election of another person to any public position or employment or the employment of any person under any public contract or the expenditure of any public funds in the personal behalf of any person or group. However, a candidate for election may publicly announce his position concerning an election in which he may be called on to take part if elected.

- Any employee that intends to run for political office must notify the Executive Director.
- All employees of the Board must also refrain from using their position to influence Board employees, Board members, licensees, or vendors for political purposes.
- The federal "Hatch Act," 5 USC. § 1501 and following, covers individuals employed by State or local agencies receiving federal loans or grants whose principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a federal agency, but does not include (a) an individual who exercises no function in connection with that activity; or (b) an individual employed by an educational or research institution, establishment, agency, or system which is supported in whole or in part by a State or political subdivision thereof, or by a recognized religious, philanthropic, or cultural organization. The Hatch Act regulations which apply to State and local employees may be found in the Code of Federal Regulations at 5 CFR § 151.101 and following. In cases where the Hatch Act is applicable, the State of Mississippi may additionally place more strict prohibitions on the political activity of its employees. You can find more details regarding the Hatch Act on the U.S. Office of Special Counsel's [Hatch Act Overview](#) webpage. An employee may obtain more information regarding the Hatch Act at [Ethics Resources | U.S. Department of Labor](#).

9.5 Drug and Alcohol-Free Workforce Program

The Board prohibits the use of illegal drugs by all applicants, employees, and contract workers. The Board also prohibits the use of or being under the influence of alcohol and being under the influence of a prescription drug, including the use of medical cannabis, even when taken in the standard dosage and/or according to a prescription or certification, during working hours. Employees, applicants, and contract workers are subject to drug and alcohol testing pursuant to Sections 71-7-1 to 71-7-33 of the Mississippi Code Annotated.

9.5.1 Definitions:

“Alcohol” means ethyl alcohol.

“Confirmation test” means a drug and alcohol test on a specimen to substantiate the results of a prior drug and alcohol test on the specimen. The confirmation test must use an alternate method of equal or greater sensitivity than that used in the previous drug and alcohol test.

“Drug” means an illegal drug or a prescription or nonprescription medication.

“Drug and alcohol test” means a chemical test administered to determine the presence or absence of a drug or metabolites in a person’s body fluids.

“Employee” means any person who supplies a service for remuneration or according to any contract for hire to a private or public employer in this state.

“Employee Assistance Program” means a program provided by an employer offering assessment, short- term counseling, and referral services to employees, including drug, alcohol, and mental health programs.

“Employer” means the Mississippi Board of Pharmacy.

“Illegal drug” means any substance, other than alcohol, having psychological and/or physiological effects on a human being and that is not a prescription or nonprescription medication, including controlled dangerous substances and controlled substance analogs or volatile substances which produce the psychological and/or physiological effects of a controlled dangerous substance through deliberate introduction into the body.

“Initial test” means an initial drug test to determine the presence or absence of drugs or their metabolites in specimens.

“Laboratory” means any laboratory that is currently certified or accredited by the federal Clinical Laboratory Improvement Act, as amended, by the Federal Substance Abuse and Mental Health Services Administration, by the College of American Pathologists, or that has been deemed by the State Board of Health to have been certified or accredited by an appropriate federal agency, organization, or another state. **“Neutral selection basis”** means a mechanism for selecting employees for drug tests that: (i) results in an equal probability that any employee from a group of

employees subject to the selection mechanism will be selected, and (ii) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

“Medical Review Officer (MRO)” means a licensed physician who is responsible for receiving and reviewing laboratory results generated by an employer’s drug-testing program and evaluating medical explanations for certain drug test results.

“Nonprescription Medication” means a drug that is authorized pursuant to federal or state laws for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

“Prescription medication” means a drug prescribed for use by a duly licensed physician, dentist or other medical practitioner licensed to issue prescriptions.

“Reasonable suspicion drug and alcohol testing” means drug and alcohol testing based on a belief that an employee is using or has used drugs in violation of the employer’s policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience, and may be based upon, among other things:

- Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug
- Abnormal conduct or erratic behavior while at work, absenteeism, tardiness, or deterioration in work performance
- A report of drug use provided by reliable and credible sources which has been independently corroborated
- Evidence that an individual has tampered with a drug and alcohol test during his employment with the Board
- Information that an employee has caused or contributed to an accident while at work
- Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while working or while on the employer’s premises or operating the employer’s vehicle, machinery, or equipment.

“Specimen” means tissue or product of the human body chemically capable of revealing the presence of drugs in the human body.

9.5.2 Neutral Selection (Random) Basis Testing

The neutral/random selection basis for selecting employees for drug tests will comply with the requirements of Section 71-7-1 (k), Mississippi Code of 1972, as amended. A mechanism will be used for selecting employees for testing that results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected and does not give MBP discretion to waive the selection of any employee selected under the mechanism.

Drug testing will be conducted once a quarter. Two employees will be randomly selected. Should the employee selected for testing be on personal or sick leave the test will move to the next eligible person.

Additionally, pursuant to Section 71-7-7, Mississippi Code of 1972, as amended, an employee may be required to submit to neutral selection or routine follow up drug testing and alcohol tests if the

employee in the course of his employment enters a drug abuse rehabilitation program, and as a follow-up to such rehabilitation, or if previous drug and alcohol testing of the employee within a twelve-month period resulted in a positive confirmed and verified test result. If an employee is participating in drug abuse rehabilitation, drug and alcohol testing may be conducted by the rehabilitation provider as deemed appropriate by the provider.

9.5.3 Reasonable Suspicion Drug and Alcohol Testing

All MBP employees and contract workers are subject to reasonable suspicion drug and alcohol testing as defined in Section 71-7-1 (m), Mississippi Code of 1972, as amended, applicable federal regulations, and this SOP. As stated in Section 71-7-5 (2)(b), Mississippi Code of 1972, as amended, there is created a rebuttable presumption that MBP had reasonable suspicion to test for drugs if the specimen provided by the employee tested positive for drugs in a verified, confirmatory drug test. Directives to submit to a reasonable suspicion drug and alcohol test shall come from the Executive Director or his/her designee.

9.5.4 Collection, Storage and Transportation of Specimens

The collection of specimens shall be performed under reasonable and sanitary conditions. Individual dignity shall be preserved to the extent practicable. Specimens shall be collected in a manner reasonably calculated to prevent substitution of specimens and interference with the collection or testing of specimens.

Specimen collection shall be documented, and the documentation shall include:

- Labeling of specimen containers to reasonably preclude the likelihood of erroneous identification of test results; and
- An opportunity for the employee or applicant to confidentially provide any information that he/she considers relevant to the test, including identification of currently or recently used prescription or non-prescription drugs, or other relevant medical information, before being tested. The provision of this information shall not preclude the administration of the drug and alcohol test but shall be considered in interpreting any positive confirmed and verified results.

Specimen collection, storage, and transportation to the testing site will be performed in a manner that will reasonably preclude specimen contamination or pollution, and specimen testing for drugs shall conform to scientifically accepted analytical methods and procedures.

Each drug test, not including the taking or collecting of a specimen to be tested, shall be conducted by a laboratory. The Board contracts out collection of specimens for employees.

A specimen for a drug and alcohol test may be taken or collected by any of the following persons:

- A physician, a registered nurse, or a licensed practical nurse; A qualified person employed by a laboratory; or
- Any person deemed qualified by the State Board of Health.
- A person trained to collect specimens per 49 CFR Part 40
- A person who collects or takes a specimen for a drug and alcohol test shall collect an amount sufficient for at least two (2) drug and alcohol tests as defined by federal statutes and regulations.

- Any drug and alcohol testing conducted or requested by an employer shall occur during or immediately before or after the regular work period of employees and shall be deemed to be performed during work time for purposes of determining compensation and benefits for employees.

Every specimen that produces a positive confirmed result shall be preserved in a frozen state by the laboratory that conducts the confirmation test for a period of ninety (90) days from the time the results of the positive confirmed test are mailed or otherwise delivered to MBP. During this period, the employee who has provided the specimen shall be permitted by MBP to have a portion of the specimen retested, at the employee's expense, at a laboratory chosen by the employee. The laboratory that has performed the test for MBP shall be responsible for the transfer of the portion of the specimen to be retested, and for the integrity of the chain of custody during such transfer.

The laboratory or MRO shall disclose to MBP a written test result report within five (5) working days after the test. All laboratory reports of a test result shall, at a minimum, state:

- The name and address of the laboratory that performed the test and the positive identification of the person tested.
- Any positive confirmed drug and alcohol test results on a specimen which tested positive on an initial test, or a negative drug and alcohol test result on a specimen; provided, however, that reports should not refer to initial or confirmatory tests when reporting positive or negative results.
- A list of the drugs tested for
- The type of tests conducted for both initial and confirmation tests and the cut-off levels of the tests; and
- The report shall not disclose the presence or absence of any physical or mental condition or of any drug other than the specific drug and its metabolites that the MBP requests to be identified.

Within five working days after receipt of a positive confirmed test result report from the laboratory that conducted the test or the MRO, MBP shall, in writing, inform an employee of such positive test result and inform the employee in writing of the consequences of such a report and the options available to the employee.

An employee may request and receive from the MBP a copy of the test result report.

Within ten working days after receiving notice of a positive confirmed and verified test result, the employee may submit information to MBP's Executive Director explaining the test results, and why the results do not constitute a violation of MBP's policy. If an employee's explanation of the positive test result is not satisfactory to the MBP, a written explanation submitted by MBP as to why the employee's explanation is unsatisfactory, along with the report of positive results, shall be made a part of the employee's personnel file.

Any decision to discipline, terminate, refuse to hire, request, or require rehabilitation must be based on a positive test result that has been verified by a confirmatory test.

MBP shall pay the costs of all drug and alcohol tests requested or required of an employee or job applicant. The employee or job applicant shall pay the costs of any additional drug and alcohol tests requested by the employee or job applicant.

All confirmation tests shall use an alternate method of equal or greater sensitivity than that used on the initial drug and alcohol test. If an initial drug and alcohol test is negative, there shall be no confirmation drug and alcohol test.

9.5.5 Confidentiality

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by MBP through its drug and alcohol testing program are confidential and the property of MBP. Such communication may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceeding, except in accordance with Section 71-7-15, Mississippi Code of 1972, as amended. In accordance with state law, MBP will not release information related to drug and alcohol test results to any person other than the employee or job applicant, or employer medical, supervisory, or other personnel designated by MBP on a need-to-know basis, information related to drug and alcohol test results unless:

- The employee or applicant has expressly granted permission, in writing, for MBP to release such information.
- It is necessary to introduce a positive confirmed test result into an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under applicable state or local law, or a judicial proceeding, provided that the information is relevant to the hearing or proceeding, or the information must be disclosed to a federal or state agency or another unit of the state or the United States government as required under law, regulation or order, or in accordance with compliance requirements of a state or federal government contract, or disclosed to a drug abuse rehabilitation program for the purpose of evaluation or treatment of an employee.
- There is a risk to public health or safety that can be minimized or prevented by the release of such information. A court order permitting the release will be obtained prior to the release of the information unless such risk is of an immediate nature. The confidentiality provisions provided in Section 71-7-15, Mississippi Code of 1972, as amended, will not apply to other parts of an employee's or job applicant's personnel or medical files.

9.5.6 Notice of Drug Program and Policy

As required by Section 71-7-3 (3), the attached Policy Statement/Notice of MBP's Drug and Alcohol- Free Workforce Program and Policy shall be posted in an appropriate, and conspicuous location on all MBP's premises and copies of the Policy Statement/Notice and this SOP shall be made available for inspection during regular business hours by employees in the MBP personnel offices.

Mississippi Board of Pharmacy Policy Statement/Notice Drug and Alcohol-Free Workforce Program

To: Employees, Applicants, and Contract Workers

Authority: MS. Code of 1972, § 71-7-1 to -33 and 49 CFR Parts 382 and 40

Mississippi Board of Pharmacy (MBP) prohibits the use of illegal drugs by all applicants, employees, and contract workers. The MBP also prohibits the use of or being under the influence of alcohol and being under the influence of a prescription drug, including the use of medical cannabis even when taken in the standard dosage and/or according to a prescription or certification. during working hours. Employees, applicants, and contract workers are subject to drug and alcohol testing pursuant to Mississippi Code Annotated, Section 71-7-1 to-33, as amended. This Policy Statement/Notice will serve as notification of MBP's revised drug and alcohol testing program.

Scope

Designated and notified MBP employees and applicants are subject to pre- employment and neutral selection basis (random) drug and alcohol testing pursuant to Mississippi Code of 1972, section 71-7-1 to -33. All MBP employees and contract workers are subject to reasonable suspicion drug and alcohol testing in compliance with applicable state law or federal regulations.

Any employee or applicant tested and confirmed positive for illegal drugs and/or alcohol, or who refuses to be tested by random selection or reasonable suspicion or comply with required testing procedures, or whose specimen has been determined by the confirming laboratory to have been contaminated or tainted by the employee or applicant or at the direction of the employee or applicant will be subject to appropriate disciplinary action in accordance with Mississippi State Personnel Board regulations. Any applicant who refuses to submit to a required pre-employment drug test or who is tested and confirmed positive for illegal drugs and/or alcohol may be refused employment. Any disciplinary action initiated due to a positive test for drugs, in violation of this Policy Statement, will be based on the results of a laboratory confirmatory test result as confirmed and verified by the Medical Review Officer (MRO).

All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by MBP through its drug and alcohol testing program are confidential and the property of MBP.

Employees and applicants may confidentially report the use of prescription or non-prescription medications prior to being tested. A list of prescription or nonprescription medications may be listed by the employee prior to being tested. This information shall be considered in interpreting any positive confirmed and verified results. Applicants for employment shall be notified, in writing, upon application and prior to the collection of a specimen for the drug and/or alcohol test, that the applicant may be tested for the presence of drugs or their metabolites.

The following is a complete list of all drugs for which MBP might test for:

- a. Alcohol
- b. Amphetamines
- c. Barbiturates
- d. Benzodiazepine
- e. Cocaine
- f. THC
- g. Opiates
- h. Oxycodone

- i. Methadone
- j. Propoxyphene
- k. Phencyclidine
- l. Any other controlled substance that MBP deems appropriate

If it is determined that discharge of an employee that has a positive confirmed and verified test result is not necessary or appropriate and consistent with MSPB regulations, that employee may be required, as a condition of continued employment, to participate in all aspects of an assessment and rehabilitation program. Additional information concerning assessment and rehabilitation programs may be obtained from the MBP Executive Director.

CHAPTER 10 – PERFORMANCE REVIEW SYSTEM

The Mississippi Legislature requires the Mississippi State Personnel Board and the MSPB Executive Director to provide a system of rules and regulations to measure employee performance.

10.1 Scope

A performance review system serves several distinct purposes and functions, including: aligns, corrects, and leverages the performance of each employee; allows managers to make effective decisions regarding workforce performance issues; and promotes quality services. The performance of each employee whose position is under the salary setting authority of MSPB must be reviewed at least annually.

Performance reviews must be administered in a fair manner and in compliance with state and federal laws. The Performance Review System (hereinafter referred to as “PRS”) assesses an employee’s performance at either the Outstanding (3.0) Performance Level, the Successful (2.0 – 2.9) Performance Level, or the Improvement Needed (1.0 – 1.9) Performance Level.

10.2 Applicability

Every employee whose position is under the salary setting authority of MSPB must have their job performance assessed at least once annually. Assessments are based on the employee’s performance in three areas:

- 1. Use of required systems/programs/equipment/instruments
- 2. Job knowledge/technical ability, and
- 3. Problem solving/decision making.

For employees who oversee a program or who have functional supervision of at least one employee, performance in a fourth area is included: project management/delegation.

10.3 Workforce Talent Development and Succession Planning

The Performance Development System (PDS) used from January 15, 2013 – December 31, 2019 included an Individual Development Plan (IDP) to emphasize the importance of development on performance. Effective January 1, 2020, the IDP is transitioning to Workforce Talent Development and Succession Planning.

Employees impact Board services. Nowhere is this more evident than in the public sector, where services that are critical to the Board’s mission are delivered through our employees. When

individual development directly contributes to meeting agency needs, the result is an enhanced level of performance for the Board.

The Workforce Talent Development and Succession Planning Guide on the MSPB website provides details about development and customizable templates agencies can use to coordinate individual development with specific agency needs. The revised IDP includes a section that identifies how the agency benefits from the employee's development plan.

10.4 Process

The PRS process outlined below provides a brief overview of the annual Review Period. Details of the PRS process are provided with the PRS templates on the MSPB website. Actions taken by the direct supervisor and the employee at the beginning of the Review Period Section 9.4.(A) are performed within fourteen days of the initial employment date, then at twelve-month intervals for each subsequent Review Period. Actions taken during Review Sessions Section 9.4.(B) occur three months and nine months after the initial employment date, then at the six-month midpoint for each subsequent Review Period. Actions taken at the end of the Review Period Section 9.4.(C) occur six months and twelve months after the initial employment date, then at twelve-month intervals for each subsequent Review Period.

A. The Beginning of the Review Period

During the first fourteen days of the Review Period, the direct supervisor and employee review, and if necessary, update the job duties of the position and identify what constitutes a Successful (2.0 – 2.9) Performance level.

B. Review Sessions

Review sessions may be held at any time. However, the direct supervisor must conduct a mid-point review session with the employee during the Review Period. As referenced in 9.4(C), failure to perform job duties before the conclusion of a Review Period may warrant immediate corrective or disciplinary action at any time. The purposes of the review sessions during the Review Period are:

1. To provide feedback to the employee concerning the overall assessment of performance during the Review Period.
2. To review and update duties in light of changing requirements of the employee's position.
3. To identify areas of performance requiring improvement and to identify methods/training needed to facilitate that improvement.

The direct supervisor maintains relevant documentation supporting the performance rating of each employee. Examples of such documentation include, but are not limited to:

1. Narrative statements about the employee's performance;
2. Examples of work;
3. Previous Performance Reviews or Performance Development Assessments;
4. Informal Corrective Action (Section 10.5)
5. Formal Disciplinary Action (Section 10.5)

Formal disciplinary action is also maintained in the employee's Human Resources personnel file. Supervisors should coordinate with Human Resources whether documentation of Informal Corrective Action should also be included in the employee's personnel file (Section 7.5). In the

event that the Board does not have a Human Resources division, supervisors should coordinate with the appointing authority's designee who has Human Resources responsibilities.

C. The End of the Review Period

Mississippi Code Annotated § 25-9-127 provides that a state service employee may be dismissed or otherwise adversely affected as to compensation or employment status for inefficiency or other good cause. Failure to receive a Successful rating at the conclusion of a Review Period is considered to be inefficiency or other good cause (Section 7.2) warranting possible corrective or disciplinary action. In addition, failure to perform job duties before the conclusion of a Review Period may warrant immediate corrective or disciplinary action at any time (Section 7.2).

Corrective or disciplinary action for an employee's failure to receive a Successful rating and/or non-performance of job duties during a Review Period shall comply with Chapter 7 (Employee Corrective and Disciplinary Action). An employee that is dismissed or otherwise adversely affected as to compensation or employment status (formal disciplinary action defined in Section 7.1 as Written Reprimand, Suspension Without Pay, Involuntary Demotion or Dismissal) may review Chapters 8 and 9 concerning any applicable grievance or appeal procedures. Corrective action such as a documented warning/counseling session or other appropriate informal means intended to correct unsatisfactory job performance (Section 7.5) is not grievable. Although such action is not grievable, Human Resources should appropriately respond to questions or concerns raised by an employee concerning the Performance Review System. In the event that an agency does not have a Human Resources division, the appointing authority's designee who has Human Resources responsibilities should appropriately respond to such questions or concerns.

CHAPTER 11 - EMPLOYEE CORRECTIVE AND DISCIPLINARY ACTION

Mississippi Code Annotated § 25-9-127 provides that no employee of any department, agency, or institution under the State Personnel System, who is subject to the policies and procedures prescribed by MPB, may be dismissed, or otherwise adversely affected as to compensation or employment status except for inefficiency or other good cause.

Before such disciplinary action, a State Service employee must be provided written notice and hearing within the department, Board, or institution as provided in the policies and procedures promulgated by MPB complying with due process of law.

11.1 Dismissed Or Otherwise Adversely Affected As To Compensation Or Employment Status

Dismissed means an involuntary termination of employment. An employee is adversely affected as to compensation or employment status when the employee is dismissed, involuntarily demoted with a reduction in pay, or suspended without pay. Each of these personnel actions either reduces or terminates an employee's compensation and shall be based on inefficiency or other good cause. State Service employees are first entitled to due process of law before receiving such disciplinary action. Mississippi Code Annotated

§ 25-9-127 provides that this provision does not apply to the following persons: 1) employees separated from employment due to a curtailment of funds or a reduction in force approved by the

MSPB; 2) employees dismissed or otherwise adversely affected as to compensation or employment status during the probationary period of state service of twelve (12) months; 3) or employees dismissed or otherwise adversely affected as to compensation or employment status, as an executive officer or other Non-State Service employees of any state agency who serves at the will and pleasure of the Governor, board, commission or other appointing authority.

Written Reprimand and Informal Corrective Action

Employees may also be issued a written reprimand before disciplinary action reducing or terminating an employee's compensation is necessary. A written reprimand is a formal notice to an employee of inefficiency or other good cause warranting disciplinary action and is intended to correct unacceptable behavior or unsatisfactory job performance. When warranted, an employer may attempt to correct unacceptable behavior or unsatisfactory job performance with a documented warning/counseling session or other appropriate informal means, before taking formal disciplinary action (Written Reprimand, Suspension Without Pay, Involuntary Demotion or Dismissal)

11.2 Inefficiency or Good Cause

The following list of examples illustrating inefficiency or other good cause is not all-inclusive. It is not intended to limit an appointing authority's discretion in determining that inefficiency or other good cause exists, warranting disciplinary action in compliance with MPB procedures.

- Failure to report to work at the required time.
- Unauthorized time away from the assigned work area.
- Leaving the worksite without permission during assigned work hours.
- Failure to report to work without giving the required notice to the supervisor.
- Acts in violation of Section 5.6 of the MSPB Handbook (Workplace Harassment).
- Acts in violation of Section 5.7 of the MSPB Handbook (Conflicts of Interest).
- Acts in violation of Section 5.8 of the MSPB Handbook (Political Activity).
- Acts in violation of Section 5.9 of the MSPB Handbook (Workplace Violence).
- Acts in violation of Section 5.13 of the MSPB Handbook (Prohibited Relationships).
- Acts in violation of Section 5.15 of the MSPB Handbook (Social Media).
- Conviction of a moving traffic violation while operating a state vehicle or operating a state vehicle in an unsafe manner.
- Operation of a state vehicle without a valid driver's license.
- Arrest or conviction of driving under the influence while in a state vehicle or while in a personal vehicle and on state business.
- Failure or refusal to follow the supervisor's instructions or perform assigned work.
- Failure or refusal to comply with Board policies or procedures.
- Resisting management directives through insolent behavior, undermining a supervisor's ability to manage.
- Failure to receive a Successful MPB Performance Review rating after a Review Period.
- Failure to perform job duties requiring disciplinary/corrective action before the conclusion of a Review Period.
- Use or possession of alcohol during assigned work hours or consuming alcohol preceding reporting to work.

- The unlawful manufacture, distribution, possession, or use of controlled substances during assigned work hours or being under the influence of or impaired by the unlawful use of controlled substances during assigned work hours.
- Refusal to take a drug or alcohol test when directed to do so by an employer, following applicable state and federal law
- Falsification of records (including electronic communication), such as, but not limited to, travel reimbursement vouchers, time records, leave records, employment applications, invoices, reports, or other documents.
- Intentionally or negligently causing damage to state property or the property of another employee or invitee of the Board.
- Violation of Board safety rules.
- Unauthorized possession or use of firearms, dangerous weapons, or explosives.
- Careless, negligent, or unauthorized use or intentional misuse of state property or records.
- Breach of Board confidentiality requirements.
- Refusing to cooperate or intentionally giving false statements in an administrative investigation concerning, but not limited to, work performance, misconduct, or violations of MPB/Board policies and procedures.
- The failure of any appointing authority or supervisor of an employee to properly deduct an employee's donation of leave to another employee for a catastrophic injury or illness from the donor employee's earned personal leave or major medical leave.
- Theft on the job.
- Arrest or conviction for a felony criminal charge.
- Arrest or conviction for a misdemeanor criminal charge that is related to an employee's job duties or conflicts with the mission of the Board.
- Other violations of Board policies, procedures, rules, or regulations not specifically referenced herein.

11.3 Due Process

A State Service employee may be dismissed or otherwise adversely affected as to compensation or employment status only after being given written notice and hearing, complying with due process of law. A Non-State Service employee may be dismissed or otherwise adversely affected as to compensation or employment status, with or without cause, and is not entitled to due process.

Written notice means the employee is provided with a statement summarizing the reasons(s) the employee is facing possible disciplinary action. The notice should state with sufficient specificity the inefficiency or other good cause reason(s), so the employee may adequately respond. The notice must state an appointed time and location for the employee to respond to the allegation(s) in a hearing. The reason(s) listed in the notice will be the only reason (s) addressed throughout the appeals process. The employee may choose to submit a written waiver of the hearing or respond in writing to the allegation(s) in the notice.

The hearing is an informal conference between the employee and the appointing authority or designated representative. The employee must be provided the notice at least five working days before the hearing. The purpose of the hearing is to give the employee a meaningful opportunity to respond to the allegation(s) in the notice and for the employer to determine if inefficiency or other good cause exists, warranting disciplinary action.

11.4 Administrative Leave/Suspension With Pay Pending the Employee's Due Process Hearing

An employee may be placed on administrative leave/suspension with pay before the due process hearing. The hearing must take place within twenty-five working days from the first day of the administrative leave/suspension with pay, and the written notice must be provided to the employee at least five working days before the hearing. Factors an employer shall consider in determining if administrative leave/suspension with pay pending the hearing is appropriate to include, but are not limited to:

- The seriousness of the allegation(s) against the employee, considering the mission of the Board and the employee's particular job duties.
- The reasonable possibility of serious disciplinary action being issued as a result of the pending hearing.
- Whether the employee's continued presence at work pending the hearing would be contrary to the best interests of the Board. In circumstances where the employee has been charged with a felony, the employee may be suspended without pay before the hearing. This period of suspension without pay before the hearing shall not be considered as a disciplinary Suspension Without Pay according to Forms of Discipline and Corrective Action.

11.5 Disciplinary/Corrective Action Decision

In the hearing, the appointing authority or designated representative should only consider the reasons stated in the written notice, any related supporting documentation, and the employee's response. A determination and recommendation from the designated representative to the appointing authority should include both a summary of the employee's response and the basis for the decision and recommendation. The appointing authority should carefully consider the designated representative's determination and recommendation but may choose to accept or disregard the recommended personnel action.

If it is determined that inefficiency or other good cause exists, factors to consider in determining the appropriate personnel action include, but are not limited to:

- The seriousness of the misconduct/unsatisfactory job performance.
- The mission of the Board and the employee's duties.
- The employee's assigned level of responsibility.
- The employee's previous record of both formal and informal disciplinary/corrective action
- Consistency with past disciplinary/corrective action for other similarly situated employees

Disciplinary action should be timely, and employers are to ensure fair treatment for employees while also providing efficient operation of the Board. When warranted, employers should practice progressive disciplinary/corrective action to address employee misconduct or unsatisfactory job performance. Depending on the circumstances, escalated disciplinary/corrective action may not be possible.

If a disciplinary notice is issued because of the due process hearing, the notice shall:

- Re-state the reasons contained in the written notice that was the subject of the due process hearing and were determined to be inefficiency or other good cause for disciplinary action; the reason (s) listed in the notice will be the only reason (s) addressed throughout the appeals process.

- State the effective date(s) of the disciplinary action. If the employee is involuntarily demoted, the notice should state the new job class and salary.
- State the decision may be appealed to the Mississippi Employee Appeals Board (MEAB) with a written Notice of Appeal filed within fifteen calendar days after receipt of the disciplinary notice or within fifteen calendar days of the first attempted delivery date by certified mail, return receipt request, whichever occurs first. The disciplinary notice may be hand-delivered or sent by certified mail.
- Refer the employee to chapter nine of the MPB Handbook for additional information concerning appeals to the MEAB.
- Be issued by the appointing authority.

Mississippi Code Annotated § 25-9-127 provides that any State Service employee who appeals to the MEAB his or her dismissal or action adversely affecting compensation or employment status shall be required to furnish evidence that the reasons stated by the employer are not true or are not sufficient grounds for the action taken.

11.6 Forms of Discipline and Corrective Action

11.6.1 Dismissal

Dismissal is an involuntary termination of employment. Involuntary termination of employment can occur based upon disciplinary action or a Reduction in Force approved by the MPB. Dismissal can also occur based on the failure of the employee to continue to meet the eligibility criteria for the position held or an inability to perform the essential functions of the job.

The appointing authority may dismiss a permanent State Service status employee only for good cause of inefficiency. A probationary employee may be dismissed by the appointing authority at any time during the probationary period, with or without cause.

11.6.2 Involuntary Demotion

An involuntary demotion is when an employee is demoted for disciplinary reasons from a position in one job class to a position in a lower job class having a lower salary range.

The involuntary demotion shall include a reduced salary following the MSPB Variable Compensation Plan. An employee may receive an involuntary demotion in addition to a suspension without pay.

11.6.3 Suspension Without Pay

A disciplinary suspension without pay is the temporary removal of an employee from performing his or her duties and from receiving payment. The maximum period an employee may be suspended without pay during any twelve-month period is thirty cumulative workdays. The twelve-month period shall begin with the first day of the initial suspension.

11.6.4 Written Reprimand

A written reprimand is a formal notice to an employee of inefficiency or other good cause warranting disciplinary action. It is intended to correct unacceptable behavior or unsatisfactory job performance before disciplinary action, reducing or terminating an employee's compensation is necessary. A written reprimand should state with sufficient specificity the inefficiency or other good cause reason(s) for the disciplinary action. The reprimand must also:

- Inform the employee of his/her right to grieve the reprimand following MSPB grievance procedures
- Inform the employee that a copy of the reprimand will be placed in his/her personnel file
- Contain the employee's signature acknowledging that he/she has received the reprimand. If the employee refuses to sign the acknowledgment, the person issuing the reprimand should sign the acknowledgment section confirming the reprimand was delivered to the employee.

An employee is not entitled to a due process hearing before being issued a written reprimand. If the employee has a due process hearing before being issued the reprimand, the reprimand may be appealed directly to the MEAB without first exhausting the MPB grievance procedure. Otherwise, employees must exhaust the grievance procedure before appealing the reprimand to the MEAB.

11.6.5 Informal Corrective Action

When warranted, an employer may attempt to also correct unacceptable behavior or unsatisfactory job performance with a documented warning/counseling session or other appropriate informal means before taking formal disciplinary action (Written Reprimand, Suspension Without Pay, Involuntary Demotion or Dismissal.) Informal corrective action is not grievable.

A formal disciplinary action notice may be maintained in the employee's personnel file. Supervisors should coordinate with the Executive Director as to whether documentation of informal corrective action should be included in the employee's personnel file.

Employees must be given copies of any disciplinary/corrective action documentation placed in his/her personnel file. Documentation of formal disciplinary action or informal corrective action may be kept indefinitely.

CHAPTER 12 - GRIEVANCES

12.1 Grievable Issues

The following issues are grievable and appealable to the MEAB after exhausting the MSPB or Board grievance procedure:

- A. Written Reprimands issued according to MSPB or Board Policy. Non- state service employees may only grieve written reprimands based on alleged violations of state or federal law.
- B. Open Competitive Appointments or Promotions into a Permanent State Service position alleged to be in violation of MSPB or Board policy.
- C. Promotions or appointments alleged to violate state and federal law.
- D. Involuntary relocation of an employee as an alleged disciplinary measure or for arbitrary or capricious reasons.
- E. Alleged violations of Mississippi Code Annotated §25-9-171 through §25-9-177.

An employee is not permitted to file a grievance or appeal to the MEAB concerning issues that are pending or have been concluded in a separate administrative or judicial forum. Additionally, at any

time during an EAB appeal, if an employee appeals issues pending before the EAB in a separate administrative or judicial forum, then it is grounds for dismissal of the EAP appeal.

When an employee has received due process (written notice and hearing according to Section 10.3 of the MBP Policy) before being issued a Written Reprimand, the employee may appeal directly to the MEAB without exhausting the MSPB grievance procedure.

12.2 Grievance Procedure

- A. Grievances must be submitted to the agency Human Resources Director or other agency designee(s) within seven (7) working days of the employee becoming aware of the alleged grievable issue. In the event that an agency does not have a Human Resources division, grievances must be submitted to the appointing authority's designee who has Human Resources responsibilities. The HR Director or other agency designee shall then timely forward the grievance to the appropriate level supervisor to review the issues, meet with the employee, and provide a 1st Level Agency Response. The agency Human Resources Director or other agency designee shall assist the supervisor in this process.
- B. Within seven (7) working days of the employee initially submitting the grievance, the designated supervisor shall meet with the employee. This timeframe may be extended by agreement of the parties. Within three (3) working days of the meeting, the supervisor shall provide the employee with the 1st Level Agency Response to the grievance.
- C. If not satisfied with the 1st Level Agency Response, within three (3) working days of receipt, the employee may re-submit the grievance to the Human Resources Director or other agency designee for it to be timely forwarded to the agency Appointing Authority.
- D. Within seven (7) working days of the grievance being re-submitted, the Appointing Authority or his/her designee shall meet with the employee. This timeframe may be extended by agreement of the parties. Within three (3) working days of the meeting, the Final Agency Response shall be provided to the employee.
- E. If not satisfied with the Final Agency Response, the employee may file an appeal with the Mississippi Employee Appeals Board in compliance with Chapter 9 of the Mississippi State Personnel Handbook.

12.3 Grievance Form and Timeframe Requirements

Grievances are to be submitted using the MSPB Grievance Form and management shall provide the 1st Level and Final Agency Response on the grievance form. If necessary, either party may attach relevant supporting documents.

An employee's failure to comply with the required timeframe in Section 8.2(A) or 8.2(C) prohibits the employee from using or exhausting the grievance procedure. In such circumstances, the MEAB does not have jurisdiction to hear an appeal concerning the issue.

If the agency fails to comply with the required timeframe in Section 8.2 (B) or 8.2 (D) the employee may elect to treat the relief requested as denied at that step and immediately appeal the grievance to the next step.

CHAPTER 13 –INFORMATION TECHNOLOGY SECURITY

[The Board shall comply with the minimum security requirements outlined in the Mississippi Department of Information Technology Services State of Mississippi Enterprise Security Policy.](#)

13.1 Passwords

The purpose of this guideline is to provide best practices for creating strong passwords. This guideline applies to agency employees, sub-contractors, temporary workers, and vendors, including all personnel affiliated with third parties. This guideline applies to all passwords including but not limited to user-level accounts, system-level accounts, web accounts, email accounts, screen saver protections, voicemails, agency managed firewalls, and routers.

Strong passwords should be long in length and complex. Passwords should not be stored in clear text on any electronic media. Access to password protected systems must be timed out after an inactivity period of 20 minutes or less. Any third-party account should be disabled or deleted when no longer in use or needed. When an account owner leaves or is terminated, immediate action should be taken to revoke all access. The password change interval is a 90-day interval. Logon attempts will be limited to 5 attempts and will require administrative release. Administrative passwords are to be changed every 30 days. Any password suspected of being hacked or stolen must be reported and changed immediately. [Passwords must not be disclosed to anyone except in emergency circumstances or when there is an overriding operational necessity.](#)

User password creation guidelines:

- Passwords must contain at least 8 characters.
- Passwords must contain a combination of lowercase letters, upper case letters, numbers, and at least one symbol.
- Passwords must not contain the user ID
- [Passwords must not be trivial, predictable or obvious.](#)
- Passwords cannot be displayed when entered or transmitted in the clear.
- Passwords must not be identical to the previous 10 passwords.

13.2 Release of Data

The purpose of this guideline is to properly manage and classify data throughout the life of the data. This guideline applies to agency employees, sub-contractors, temporary workers, and vendors, including all personnel affiliated with third parties.

This data classification guideline is in place to proactively mitigate the risks associated with unauthorized disclosure and access, to comply with industry's standards that require information classification, retrieve specific information, or store data only in specific locations with limited access. [This data classification guideline shall be implemented through all data systems, processes, and procedures.](#) Release of any data in the possession of the Board must be carefully analyzed to determine if it is confidential and/or private data. If a question arises as to whether the data may be released, consultation with legal counsel is required prior to its release.

13.2.1 Levels of Classification

This guideline establishes three (3) categories for data classification according to their sensitivity and importance to the functional compliance with state and federal laws, and policies, under which all data will be classified:

- A. Public Data: Public (or Low Risk) Data is defined as information with no existing local or national legal restrictions on access or usage. Public data includes information that may be or currently is released to the public. It does not require protection from unauthorized disclosure. This information is available to the public, and illustrative (but non exhaustive) examples to show the nature of this data include:
 - i. posted programs and services;
 - ii. information regarding the Board;
 - iii. announcements, advertisements, and other freely available data.
- B. Protected Data: Protected (or Moderate Risk) Data may not be specifically protected from disclosure by law but cannot be released in combination with any identifying information. Protected information is generally not released to the public unless requested and must be de-identified or redacted in compliance with state and federal laws.
- C. Sensitive Data: Sensitive (or High-Risk) Data is considered confidential, privileged, or personal information protected by statutes, regulations, state and federal policies or contractual language (i.e. HIPAA). Sensitive information includes Personally Identifiable Information (PII). Exposure or breach could result in liability issues, fines/penalties, identity theft and/or financial fraud. Sensitive information is specifically protected from disclosure by law. It may include, but is not limited to:
 - i. Personal information about individuals, regardless of how that information is obtained;
 - ii. Unique identifiers, including Social Security Numbers and birth date;
 - iii. Information concerning employee personnel records;
 - iv. Information regarding IT infrastructure and security of computer and telecommunications systems;
 - v. All records of investigation, including complaints filed with the Board;
 - vi. Investigative Review Committee minutes; and
 - vii. Prescription Monitoring Program data.
- D. Data compiled from multiple sources is to be classified with the most secure classification level designation of any individually classified data or source.

13.3 Email

The purpose of this guideline is to inform and instruct Board email users on the importance of utilizing the State of MS email systems properly. Our goal is to protect our confidential data from breaches and safeguard our reputation and technological properties. This guideline applies to Board employees, sub-contractors, temporary workers, and vendors, including all personnel affiliated with third parties, who are assigned or given access to Board email.

State of Mississippi email users' emails go through ITS' mail relays to increase security and limit spam/virus contained emails. This is to include incoming and outbound emails. When accessing emails via a secure browser, Board email users must utilize the web portal to access emails. The following applies:

- Board email users should not have State of MS emails forwarded to personal email accounts.
- Email accounts are State of Mississippi property. All email accounts should be used to conduct official business only.
- The Board has the right to monitor and archive Board emails.
- Email users should avoid clicking on any links or opening any attachments when in question. Emails of such should be reported to upper management and/or IT support team for further investigation.
- All emails containing sensitive information must be encrypted both in transport and at rest.
- Email users must not sign up for illegal, unreliable, or disreputable websites or services.
- Email users must not send unauthorized marketing content or solicitation emails.
- Email users must not send insulting or discriminatory messages and content.

13.4 Virus Protection

The purpose of this guideline is to prevent viruses, malware, or malicious code from infecting the Board network and computing devices. By preventing infections/malware, data, files, and other resources will also be protected. This guideline applies to all Board employees, sub-contractors, temporary workers, and vendors, including all personnel affiliated with third parties, who use computers/mobile devices on Board network. This includes state owned devices as well as personal devices on the Board network.

Implementing antimalware and antivirus systems, blocking unnecessary access to networks and computers, improving user security awareness, and early detection and mitigation of security incidents are best practice actions that must be taken to reduce risks and manage the Board computing environment. All workstations and server-based assets used for State business, whether connected to the Board network or as standalone units, must use Board approved antivirus/antimalware protection software and configuration provided by Board. The following procedures shall be followed:

- Virus protection software must not be disabled or bypassed.
- Settings for the virus protection software must not be altered in a manner that will reduce the software effectiveness.
- Automatic update frequency cannot be altered to reduce the frequency of updates.
- All servers connected to Board's network must use Board approved antivirus/antimalware protection software.
- Any threat that is not automatically cleaned, quarantined, and deleted by malware protection software constitutes a security incident and must be reported to IT Help Desk.
- Any virus-infected computer or server will be removed from the network and remain off the Board's network until it is verified as virus-free by IT Support.

13.5 Personal and Mobile Device Use

The purpose of this guideline is to instruct users on how to properly manage their mobile devices when accessing any Board systems or storing sensitive data on mobile devices. This guideline applies to Board employees, sub-contractors, temporary workers, and vendors, including all personnel affiliated with third parties.

Mobile device users that access State data must always maintain a screen protective password on all devices. Laptops and tablets should be configured to timeout after 30 minutes of inactivity and require re-authentication.

Other mobile devices (cell phones) should be configured to time out after 30 seconds of inactivity and require re-authentication. Authentications should not be disabled on any mobile devices.

13.6 Firewall

Firewalls are hardware devices or software programs that control the flow of traffic between networks, servers, and computer systems. They protect internal resources from intrusion and are an important part of information security. This policy defines the policies and procedures around firewall implementation within the Board. This policy applies to all Board staff and IT support responsible for managing on-premises, physical, and logical networks as well as internet and application security.

The Board uses a multi-layered approach to protect computer resources and assets. Network security design includes firewall functionality at all places in the network where outside exploitation exposures exist. This may include areas other than the network perimeter to provide an additional layer of security and protect devices that are placed directly onto external networks (de-militarized zone)

- Use stateful packet inspection technologies so that only established connections are allowed into the network
- Authorized methods to obscure IP addressing shall include Network Address Translation (NAT) configurations, removal, or filtering of route advertisements for private networks, and internal use of RFC1918 address space instead of registered addresses
- Implement anti-spoofing measures to detect and block forged source IP addresses from entering the internal network
- All device passwords shall be long and complex meeting all requirements in the Password policy
- Disallow private IP addresses and routing information to unauthorized parties
- Implement network traffic rules that are as specific as possible while allowing user functionality
- Monitoring and alerting tools shall be used to proactively monitor and address issues before the environment has an outage or a threat is detected
- Rules, reviews, and periodic tests are performed to ensure continued compliance with organizational policy
- Performance shall be monitored to ensure availability and operation of all premise and architectural firewall components
- Configuration rules and policies shall be managed by a formal change management control process
- Rules, reviews, and periodic tests shall be performed to ensure continued compliance with organizational policy
- Inbound - Allow Internet traffic that supports the mission of the Board and is in accordance with defined system, application, and server policies.

13.7 Disposal of Hardware/Media

The purpose of this guideline is to define the guidelines for the proper disposal of technology equipment and components owned by the Board. This guideline applies to any computer/technology equipment or peripheral devices that are no longer needed within Board including, but not limited to the following: personal computers, servers, hard drives, laptops, smart phones, or handheld computers (i.e., Windows Mobile, iOS or Android-based devices), peripherals (i.e., keyboards, mice, speakers), printers, scanners, portable storage devices (i.e., USB drives), backup tapes, and printed materials.

Technology equipment often contains parts which cannot simply be thrown away. Proper disposal of equipment is both environmentally responsible and often required by the law. In addition, hard drives, USB drives, CD- ROMs and other storage media contain various kinds of data belonging to the Board, some of which is considered confidential and sensitive. To protect our data, all storage mediums must be properly erased before being disposed of. However, simply deleting or even formatting data is not considered enough. When deleting files or formatting a device, data is marked for deletion, but is still accessible until being overwritten by a new file.

- All data and licensed software can be removed from equipment using the following methods:
 - Disk sanitizing software that cleans the media while overwriting each disk sector of the machine with zero-filled blocks.
 - All electronic drives can be degaussed or overwritten with a commercially available disk cleaning program.
 - Hard drives may also be removed and rendered unreadable (drilling, crushing or other demolition methods).
- No computer or technology equipment may be sold to any individual.
- No computer equipment should be disposed of via skips, dumps, landfill etc.
- Equipment, which is working, but reached the end of its useful life to the Board, will be sent to State Surplus AFTER all data has been properly removed.
- Prior to leaving the Board's premises, all equipment must be removed from the Information Technology inventory system.

13.8 Acceptable Use of Computer Equipment

The purpose of this guideline is to outline the acceptable use of computer equipment at the Board. These rules are in place to protect the employees and Board. Inappropriate use exposes Board to risks including but not limited to virus attacks, compromise of network systems and services, and legal issues. This guideline applies to Board employees, sub-contractors, temporary workers, and vendors, including all personnel affiliated with third parties. [All employees shall complete security training on an annual basis.](#)

13.8.1 Computer Access Control

Access to the Board IT systems is the individual's responsibility and is controlled using User IDs, passwords, and/or tokens. All User IDs and passwords are to be uniquely assigned to named individuals, and consequently, individuals are accountable for all actions on the Board IT systems. Individuals must not:

- Allow anyone else to use their user ID/token and password on any Board of Pharmacy systems.
- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which the Board of Pharmacy considers offensive in any way, including sexually explicit, discriminatory, defamatory, or libelous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to Board, alter any information about it, or express any opinion about Board, unless they are specifically authorized to do this.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Use someone else's user ID and password to access the Board IT systems.
- Leave their password unprotected (for example writing it down).
- Perform any unauthorized changes to the Board IT systems or information.
- Attempt to access data that they are not authorized to use or access.
- Exceed the limits of their authorization or specific business need to interrogate the system or data.
- Connect any non-Board authorized device to the Board network or IT systems.
- Store Board data on any non-authorized Board equipment.
- Give or transfer Board data or software to any person or organization outside the Board without the authority of the Board.

13.8.2 Internet and Email Conditions of Use

Use of Board internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance and is not detrimental to the Board in any way. Employees should not:

- Forward Board mail to personal (non-Acme Corporation) email accounts (for example a personal Hotmail account).
- Make official commitments through the internet or email on behalf of the Board unless authorized to do so.
- Download copyrighted material such as music media (MP3) files, film, and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks, or other intellectual property.
- Download any software from the internet without prior approval of the IT Department.
- Connect Board devices to the internet using non-standard connections.

13.8.3 Clear Desk and Clear Screen Policy

In order to reduce the risk of unauthorized access or loss of information, Board enforces a clear desk and screen policy as follows:

- Personal or confidential business information must be protected using security features provided.

- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Care must be taken to not leave confidential material on printers or photocopiers.
- All business-related printed materials must be disposed of using confidential waste bins or shredders.

13.8.4 Working Off-Site

It is accepted that laptops and mobile devices may be taken off-site. The following controls must be applied:

- Equipment and media taken off-site must not be left unattended in public places and not left in sight in vehicles.
- Laptops must be carried as hand luggage when traveling.
- Information should be protected against loss or compromise when working remotely (ex. at home or in public places). Laptop encryption must be used.
- Mobile devices must be protected by a password or PIN.

13.8.5 Mobile Storage Devices

Mobile devices such as memory sticks, CDs, DVDs, and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only Board authorized mobile storage devices with encryption enabled ~~must~~ should be used when transferring sensitive or confidential data.

13.8.6 Software

Employees must only use software that is authorized by the Board on the Board's computers. Authorized software must be used in accordance with the software supplier's licensing agreements. All software on the Board's computers must be approved and installed by the Board IT department.

Individuals must not store personal files such as music, video, photographs, or games on Board's IT equipment.

13.8.7 Viruses

The IT department has implemented centralized, automated virus detection and virus software updates within the Board. All PCs have antivirus software installed to detect and remove any virus automatically.

Individuals must not:

- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than using approved Board of Pharmacy anti-virus software and procedures.

13.8.8 Telephone/Voice Equipment Use

The use of Board of Pharmacy voice equipment is intended for business use. Individuals must not use Board telecommunications for sending or receiving private communications on personal matters, except in exceptional circumstances. All non-urgent personal communications should be made at an individual's own expense using alternative means of communication.

Individuals must not:

- Use Board's voice equipment for conducting private business.
- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or international operators unless it is for business use.

13.8.9 Actions upon Termination of Contract [or Employment](#)

All Board equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to Board at termination of contract [or employment](#).

All Board data or intellectual property developed or gained during the period of [contract or employment](#) remains the property of Board and must not be retained beyond termination or reused for any other purpose.

13.8.10 Monitoring and Filtering

All data that is created and stored on Board computers is the property of Board. IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of breach of this or any other policy. The Board has the right to monitor activity on its systems, including internet and email use, in order to ensure systems' security and effective operation and to protect against misuse.

13.9 Acceptable Software

The purpose of this policy is to ensure that the Board's employees are properly trained in appropriate procedures surrounding safe and legal use of company-owned software. Furthermore, this policy is intended to discourage inadvertent (or deliberate) violations of the terms of our organization's software license agreements and applicable laws when installing and/or using software on computers owned by the Board or private computers used to perform work related to the Board. This guideline applies to the Board employees, sub-contractors, temporary workers, and vendors, including all personnel affiliated with third parties.

Installing unauthorized software on a computer system, workstation, or network server within the Board's computers can lead to potential system failures, system degradation, or viruses. Unauthorized installations also place the Board and its employees at risk for civil and criminal action, which can result in punitive measures imposed on all involved parties. The installation of unauthorized or illegal software carries civil fines of up to \$150,000 per copy of unlicensed software and criminal penalties of up to \$250,000, a five-year jail sentence, or both.

- Board employees that use computer systems for work-related purposes must therefore agree to the following conditions for the use of software:
- To abide by the terms of all license agreements as they pertain to the use of software on Board issued computers.
- Not to reproduce or duplicate software, in any way, except as provided by the license agreement between the Board and the software manufacturer.
- To purchase, install, and/or use only software that has been authorized for use on Board of Pharmacy computers.

- Personal software or software that an employee has acquired for non-business purposes may not be installed on Board issued computers. The only software permitted for installation on Board computers is authorized software for which Board has been granted a license.

13.10 Security Incident Reporting and Response

The purpose of this policy is to provide general guidance to enable quick and efficient recovery from security incidents; respond in a systematic manner to incidents and carry out the steps necessary to handle an incident; and to minimize disruption to critical computing services or loss or theft of sensitive or mission critical information. This guideline applies to Board employees, sub-contractors, temporary workers, guests, and vendors, including all personnel affiliated with third parties.

An information technology security incident is an event involving an IT resource at the Board that has the potential of having an adverse effect on the confidentiality, integrity, or availability of that resource or connected resources. Resources include individual computers, servers, storage devices and media, mobile devices, as well as the information, messages, files, and/or data stored on them. Prompt detection and appropriate handling of these security incidents is necessary to protect the Board's information assets and to preserve the privacy and confidentiality of all data.

The Executive Director will chair an Incident Response Team to handle a breach or exposure. The team may include members from:

- Legal
- Board of Pharmacy Associate Director
- Finance (if applicable)
- IT Support (contractor)
- The supervisor of the affected unit or department that uses the involved system or output or whose data may have been breached or exposed
- Any additional departments based on the data type involved or any additional individuals as deemed necessary by the Executive Director

The Executive Director will be notified of the theft, breach, or exposure. The designated Incident Response Team will analyze the theft, breach, or exposure to determine the root cause.

The following steps should be followed:

- Immediately notify Executive Director and Executive Management Team of the security incident
- Gather as many details (system, data, owner of system or data, dates, time stamps, illegal activity) as possible about the breach or exposure to pass along to the Incident Response Team
- Remove breached or exposed system from network
- [Notify Mississippi Department of Information and Technology Services \(ITS\) of incident](#)
- [Notify appropriate law enforcement and investigative authorities if criminal action is suspected](#)

IT Support and MS Dept of ITS will work closely with the Board to complete a thorough investigation and analysis to determine the extent of damage caused by the breach or exposure.

The following questions should aid in drafting an analysis for any incident:

- Is there any suspicious or unaccounted for network traffic that may indicate data exfiltration?
- Did attackers have privileges to access the data or was the data encrypted in a way that would have prevented reading?
- Are file access audit logs available or are file system times intact that show whether the files have been accessed post-compromise?
- How long was the host compromised and online?
- Was a human involved in executing the attack or was an automated “drive-by” attack suite employed? Did the tools found have capabilities useful in finding or exfiltrating data?
- Is there any indication that the attackers were data-thieves or motivated by different goals?

All processes and facts must be thoroughly documented, preferably in the form of a timeline. All recommendations should be resolved or acknowledged and deferred. The systems administrators and IT Support will remediate the compromise host and restore the host to normal function. This is most often performed by reinstalling the compromised host; although, if the investigation confirms that the attacker did not have root/administrator access, other remediation plans may be effective. The system administrators and IT Support will make short-term system, application, and business process changes to prevent further compromise and reduce operating risk.

13.11 Criminal Justice Information

The purpose of this policy is to establish the rules and security for viewing, storing, retaining, auditing, and destroying Criminal Justice Information Services (CJIS) related data including Criminal History Record Information (CHRI). This guideline applies to all Board employees, board members, sub-contractors, temporary workers, guests, and vendors, including all personnel affiliated with third parties.

The CJIS Security Policy is the foundation of all Board activities related to the handling of CJI. This policy’s intent is to provide clarity on Board specific practices in handling CJI. Nothing in this policy is intended to conflict with the minimum requirements of the most recent CJIS Security Policy.

13.11.1 Terminal Agency Coordinator (TAC)

The Board designates the position of Associate Director as the Board’s TAC. In the event this position is vacant, the Executive Director will assume this role.

13.11.2 Local Area Security Officer (LASO)

The Board designates the Owner of the Contractor selected by the Board to provide IT Services.

13.11.3 Visitor Access

All visitors will sign in and be escorted until they sign out and leave the premises. This does not apply to Board Members.

13.11.4 Dissemination

The Board will not disseminate CJI to any other entity or individual.

13.11.5 Electronic Storage

Background checks will be electronically received in a designated CJIS compliant folder. Only the following job titles will be granted access to the electronic folder:

- Director of Compliance
- Director of Licensing
- Admin Support Team Lead
- Associate Director
- Legal Counsel and Support

13.11.6 Media Destruction

All printed CJI will be shredded by CJIS trained Board staff according to the designated retention time.

13.11.7 Media Retention Times

Will vary depending on the results of the criminal background check.

- Clean checks » data will be purged or destroyed within 90 days of receipt.
- Background check with hits » data will be purged no later than 2 years from receipt.

Version History

Version	Author	Revision Date	Reason
1.0	U.S.NEXT, INC	09/30/2020	Creation
2.0	Todd Dear	7/1/2022	General Update; CJIS

CHAPTER 14. BUSINESS MANAGEMENT

This policy by unauthorized viewing, use, or disclosure of such information, will be subject to disciplinary action up to and including termination.

When in doubt as to whether licensee, applicant, or employee information should be obtained or released, an employee must discuss the matter with the Executive Director of the Board before any access or release occurs.

14.1 Mississippi Public Records Act

The Public Records Act ensures public access to public records in the possession of governmental entities in Mississippi. The Board of Pharmacy has adopted and supports the Model Public Records Rules, as outlined by the Mississippi Ethics Commission, according to The Public Records Act of 1983, Mississippi Code Section 25-61-1 et al.

Employees who receive requests for access to Board records shall forward such requests to Legal Counsel for the Board for review and response pursuant to the Board's Public Records Policy.

14.2 Information Confidentiality

The Board supports the right of all licensees and applicants to have the confidentiality of their medical, financial, personal, and other information, records, data, etc. protected from unauthorized viewing, use, and disclosure. All employees of the Board have the same right of confidentiality regarding their personal data, records, and information.

To safeguard these rights, employees or contract personnel may view, use, or disclose licensee, applicant, or employee information only for reasons necessary in the performance of their job. Any employee violating confidentiality will be subject to disciplinary action up to and including termination.

14.3 Records Management

The Board complies with the provisions of the record management laws of the State of Mississippi as administered by the Mississippi Department of Archives and History. All Board records must be maintained, stored, and destroyed or preserved under schedules in place with the Department of Archives and History. Employees must comply with these schedules in place for the Board records for which they are responsible. Contact the Executive Director for additional requirements of the Records Management Act.

14.4 Purchase Requests

Purchasing of all supplies, equipment, and other tools needed to perform Board tasks is centralized in the accounting office. Employees are not authorized to procure items needed to perform their daily work independently but should submit a written request, signed by their supervisor, to the executive assistant. The Purchase Request should be as detailed as possible, including product codes, sizes, number of items, vendor if known, etc. The date the item(s) is needed should be noted on the request. Employees should not indicate ASAP (as soon as possible) but provide a realistic date that would give the accounting unit and the vendor a reasonable amount of time to procure the item(s). Employees should plan and anticipate supply/equipment needs to avoid outages. The executive assistant will verify purchases with the Executive Director, then will submit them to the purchasing agent.

The executive assistant will prepare an official Purchase Order document from within the state accounting system. Once the purchase order is approved, the initiating Purchasing Agent will submit the written Purchase Order to the vendor. No goods or supplies shall be ordered by an individual staff member.

The executive assistant will serve as the Purchasing Agent for supplies and items routinely stocked by the Board. The Board's Fiscal Officer shall serve as the Purchasing Agent for services, equipment, and items requiring a quote, bid, or other formal procurement processes.

All purchase requests for equipment items and contractual services must be approved by the Executive Director before being submitted to the Fiscal Officer for procurement. If the items require bidding, the Executive Director will work with the Fiscal Officer to ensure the proper procurement method is utilized.

Items requiring a contract will be given to the Board Attorney or Executive Director to draft the contract before completing the purchasing process. Once the contract has been finalized, the Executive Director will give the contract to the fiscal officer for placing into the accounting system for upload to the state's transparency website. Once the contract has been entered, the Fiscal Officer will enter a purchase order.

14.5 Receipt of Goods

When a purchased item(s) is received at the Board, the executive assistant will act as the Receiving Clerk. The Receiving Clerk shall check to ensure the correct item(s) was received and undamaged.

The packing slip or other documentation included with the item(s) should be signed by the person receiving the item, indicating satisfaction with the purchase. Partial receipts for items ordered must be noted on the documentation. The Fiscal Officer will enter the receiving report into the accounting system. Payment cannot be made for items for which no receiving report has been entered. Partial payments will be made if all items are not received.

If the purchased item(s) is incorrect or unacceptable, the requestor should return the item(s) to the executive assistant for return to the vendor. The responsible Purchasing Agent will re- order the correct item(s).

14.6 Use of Procurement Card

The following is a User's Guide for the State of Mississippi's Procurement Card. The Procurement Card is designed to provide a convenient and efficient method of purchasing commodities or services that are \$5,000 and below.

Participating agencies will follow the rules and regulations set forth by the Mississippi Department of Finance & Administration (DFA) regarding the use of the Procurement Card, and procedures for this Board will be utilized.

14.6.1 Procedure

The filing system can accommodate monthly statements, supporting documentation, copies of cardholder agreements and applications, etc.

- Sign In/Out form is maintained along with the procurement card in the Executive Director's office.
- There must be a cardholder agreement form on file before signing out.
- The card must be returned by 5:00 pm (unless authorized by the Executive Director)

If you are unsure about what can be purchased, please see: (Executive Director or Executive Assistant)

14.6.2 Program Coordinator Responsibilities

Participating agencies will designate a Procurement Card Program Coordinator to handle all communication with the Office of Purchasing and Travel and the contractor. Agencies will also designate the appropriate individuals who will be responsible for review, verification, and approval of the cardholder statements. The program coordinator will identify cardholders authorized to purchase on behalf of the State of Mississippi and will establish written internal procedures

consistent with the State of Mississippi Procurement Card Guidelines. The following are the minimum requirements: the program coordinator will collect and sign all cardholder agreement forms (maintain cardholder agreement forms on file).

14.6.3 Cardholder Responsibilities

The Executive Assistant and Executive Director are the card holders for the Board. The following are the minimum requirements:

- The cardholder should only use the procurement card for proper purchases, as outlined in this manual and the office of purchasing and travel manual.
- The cardholder should safeguard the procurement card and account number.
- Individual procurement cards may only be used by the named cardholder.
- Only agency cards may be used by more than one person.
- The cardholder should not loan a procurement card to anyone.
- The cardholder should ensure that the procurement card is kept in an accessible, secure location.
- The cardholder should not post the account number of the procurement card.
- The cardholder shall read and sign the cardholder agreement stating that he/she has read and understands the minimum requirements and any additional policies or procedures.
- The cardholder should obtain an itemized receipt/invoice for each purchase. (If receipt/invoice cannot be obtained, complete a Procurement Card Missing Document Affidavit Form).

The Cardholder(s) shall:

- Assure that the item(s) purchased are required for official government purposes.
- Assure that the prices paid are fair and reasonable.
- Notify the merchant that the purchase is being made in the name of a government entity that is exempt from state and local taxes.
- Assure that a list of the items purchased (either in the form of a detailed sales receipt or an order description) is reviewed and confirmed by the cardholder.
- Assure that all items are received (no backorders allowed). Ensure that state contract items are purchased only from the state contract vendor at or below the state contract price.
- Assure that purchases are within limits set by the individual agency and available budget authority.
- Any form of travel-related expenses is not allowed.
- Cash advances are not allowed.
- Upon receipt of the monthly statement, the cardholder shall review all charges to assure accuracy, complete applicable dispute documents, if needed, reconcile the statement with copies of receipts and order logs, approve and sign the statement.
- Forward the statement, copies of receipts, logs, and disputed documents to the appropriate official within the agency according to agency policy. This should be done within one day after receipt of the statement.
- Each cardholder will be required to report lost or stolen cards as soon as the loss or theft is discovered.

14.7 Travel

The information in the paragraphs that follow has been summarized from the Department of Finance and Administration's (DFA) State Travel Policy Rules and Regulations. This document may be found on the DFA website <https://www.dfa.ms.gov/travel> . The current reimbursement rate is listed in the revised mileage reimbursement rate memo from this site. All travel vouchers should be submitted within ten days of completion of travel, if possible.

The Board adheres to the State's travel policies enumerated in the [State Travel Manual](#).

Board members and employees should become familiar with the State policies before traveling for the Board of Pharmacy on official State business for which reimbursement will be requested.

This manual provides more detailed information regarding reimbursable expenses and the Board's requirements regarding travel. Board members may also contact the Board staff members, who are prepared to assist with any travel, expense, and reimbursement issues.

14.7.1 Meal Reimbursement

An employee may claim the **actual** cost of personal meals up to the maximum rate allowed by the State when traveling on authorized State business. The state of MS follows per diem rates established by the federal register with rates on the first and last day of travel being reduced to 75% of the daily per diem rate. When a meal is provided as part of a conference registration fee, there should not be reimbursements for that meal without manager approval. The traveler may claim reimbursement for meals not provided by the conference up to the full per diem rate.

Meals are considered taxable per IRS regulations if the traveler does not have an overnight stay. The Board will pay taxable meals to travel employees provided they do not occur within ~~the greater Jackson metropolitan area (or within a 30-mile radius of the Board's office)~~ official duty station.

Any employee with the authorization to work from home or based from home will only be allowed to claim taxable meals when considered to be on travel status (working outside of a 30- mile radius from home).

Meal tips should be included in the actual cost of the meal unless the inclusion of the tips causes the meals to exceed the maximum daily meal reimbursement. If the daily meal limitations would be exceeded, then the tips can be separated and recorded as other expenses. All tips reported in this manner should be totaled for the day and not exceed 20% of the maximum daily meal reimbursement or the actual meal expense, whichever is less. ~~Receipts will not be required~~ Receipts should be provided for manager review for each meal exceeding \$15.

14.7.2 Mileage Reimbursement

~~The~~ Board vehicles should be used whenever available for in-state travel. If a state- owned vehicle is available for the employee's use, and the employee uses a personal vehicle, the employee is reimbursed at a lower mileage rate.

Section 25-3-41, Mississippi Code of 1972, mandates that State officers and employees traveling on official State business in their private automobile be reimbursed at the same rate federal employees are reimbursed for official federal business in private automobiles. This rate changes

periodically and is listed on the U. S. General Services website as well as on the Department of Finance and Administration's Travel website. State officers and employees will be reimbursed at that same rate in compliance with Mississippi statutes.

14.7.3 Hotel Expense Reimbursement

The State has current contracts for in-state room rates, when available, with several area hotels. The Board has entered into agreements with several hotels in the State, which will invoice the Board for rental of their rooms. These agreements eliminate the need for the employee or Board member to have to pay out-of-pocket for a hotel room and eliminate the payment of taxes. The traveler should ask for the government rate before securing a hotel reservation for their travel.

If there is not a direct bill agreement available, the Board member or employee should ask for the State rate when making reservations with a hotel under State contract. If a state rate room is not available, the Board member or employee should try to secure the best rate available. If a rate appears unreasonably high compared to the State rate, the traveler should contact the Board office before making the reservation. The employee should use the GSA daily lodging rate as a guide for what we be considered unreasonably high. For conference hotel reservations, a copy of the conference rate should be included with reimbursements.

14.7.4 Out-of-State Travel

All out-of-state travel for employees must be pre-approved by the employee's supervisor and approval of travel by the Board must be documented ~~in~~ the Board minutes. Approval of Board member out-of-state travel must be documented ~~in~~ the Board minutes.

The [Travel Authorization Form](#) must be completed before reimbursement of any prior to trip expenses, requesting travel advances, or traveling outside the continental USA.

Typically, the Board will reimburse the traveler for costs incurred at the most inexpensive rate of travel and shall follow the [State Travel Policy Rules and Regulations](#)

When travel is by private vehicle, the total travel expenses reimbursed, including meal and lodging costs incurred as a result of driving instead of flying, shall not exceed the cost of the lowest unrestricted air fare unless a complete written justification signed by the employee's Agency Head determines that it is in the best interest of the agency that the employee drive, or that, on comparison of "total driving" and "total flying" expenses, it is less expensive to drive than to fly. If the employee chooses to drive and expenses exceed the cost of the lowest unrestricted air fare, reimbursement will be limited to cost of flying.

To determine reimbursable driving expenses the "total cost of driving" must be compared with the "total cost of flying".

"Total cost of driving" shall include enroute meals, enroute lodging, and the official rate for mileage reimbursement when a private vehicle is used for state business.

"Total cost of flying" shall include the lowest unrestricted air fare, any charges for shipping of equipment and/or supplies required at destination, and all required ground transportation at

destination, e.g., taxis to/from meeting site. If a vehicle is deemed by the Agency Head to be required at the destination, then the cost of a rental vehicle will also be included in this total cost for comparison.

Airline tickets can be purchased utilizing a state travel agent, which is listed on the DFA website, or the traveler can make his or her reservations provided that a minimum of 2 fares are evaluated pursuant to [State Travel Policy Rules and Regulations](#). It is recommended that employees utilize the state travel agent.

14.7.5 Travel Advances

Employees can request an advance for instate items that must be paid before the travel. For example, many hotels require the first night's lodging to be paid at the time the reservation is made. Instate advances cannot be made for items such as meals that do not occur prior to traveling. Travel advances can be made for the estimated costs of an out of state trip. The travel advance can include any costs which will be paid by the employee such as the cost of hotels, airfare, taxis, meals, and related expenses. Travel advances should not include items paid directly by the Board such as prepaid registrations, airline tickets charges to an agency travel card, etc.

All travel advances must be requested on the official Travel Authorization form. The advance must be settled within ten days of the traveler's return. Any unused advanced funds must be returned to the Board at that time. If the travel advance is not settled within the 10-day timeframe, DFA may hold the employee's payroll check.

14.7.6 Reimbursement Requests

The Board member or State employee should complete the reimbursement request promptly. Receipts, except for meals and tips, will be required for all expenses greater than \$10.00. Required receipts should be attached to the completed Travel Voucher form. This **MUST** be submitted within ten days upon completion. The employee's supervisor or the Board Director must approve the reimbursement with a signature on the form. This reimbursement request must be filed on the approved [Travel Voucher form](#).

Employees traveling in-state should complete a travel voucher. A separate line should be completed for each day of travel. All vouchers submitted will be processed on the next travel run, which will pay the following Thursday.

CHAPTER 15. REMOTE WORK POLICY

Commented [AL1]: All new per new rule of SPB

This policy is created to ensure effective internal controls and consistency for Board employees assigned to remote work at an approved alternative worksite.

15.1 Purpose

15.1.1 Remote work is an assignment that allows eligible Board employees to work in a designated area outside the office.

15.1.2 Remote work benefits to employees, departments and the community can include:

- Ability to function when the regular worksite is inaccessible;
- Continuity of operations;
- Efficient use of agency resources, including office space;
- Recruitment and retention of highly qualified employees;
- Greater flexibility for employees and departments.

15.2 Scope

This policy applies to all agency offices, departments, divisions, and employees. The scope of implementing this policy will be directed by the Executive Director and communicated through the department directors and/or their designee.

15.3 Policy Details

15.3.1 Remote work is a privilege, and this policy does not create an expectation of any right to work remotely. An employee's remote work status may be revised at the sole discretion of the agency. All agency employees who work remotely shall have an approved remote work agreement under this policy. An agency department may have additional remote work requirements, guidelines, or procedures, provided they are consistent with the intent of this policy.

15.3.2 Remote work does not change the job duties, obligations, responsibilities, or terms and conditions of agency employment. Remote employees must comply with all agency rules, policies, practices, and instructions. Department directors or their designee shall continually assess whether an employee's remote work agreement is effective and accomplishing the responsibilities and mission of the department.

15.3.3 A remote employee must have a knowledge of both essential job functions and performance expectations and be an organized, highly disciplined, conscientious self-starter who needs little supervision. Each remote employee must independently set priorities, efficiently manage time, and effectively communicate with supervisors, co-workers, and others, while consistently maintaining high performance ratings.

15.3.4 An employee approved to work remotely may request to modify a remote work agreement, but any modification to the agreement is at the sole discretion of the department director and/or his or her designee. If notified that an employee's remote work agreement has been terminated, the employee shall comply with applicable directives concerning reporting to the workplace.

15.3.5 A remote work agreement is intended to be cost neutral. The agency is not required to provide remote employees with materials or supplies needed to establish an alternate worksite (i.e., desk, chair, computer, software, cell phone, fax, copier, etc.), and assumes no responsibility for set-up or operating costs at an alternate worksite (i.e., telephone, internet services, etc.).

15.3.6 Department directors or their designee have the discretion to provide equipment, software, or supplies, or allow employees to use their personal devices and equipment while working remotely.

15.3.7 Department directors or their designee providing equipment, software, or other supplies to remote employees must reasonably allocate those resources based on operational and workload needs.

15.3.8 The agency will not reimburse employees for the costs of using personal equipment while working remotely.

15.3.9 All agency policies, procedures and rules apply while an employee is working remotely, including policies and procedures regarding the use of computers, security standards and the Internet, regardless of whether the employee is using agency provided or personal equipment.

15.3.10 The agency head or appointing authority may waive the requirements of this policy as determined necessary to meet business needs.

15.3.11 The alteration of an employee's remote work status is not grievable or appealable to the Mississippi Employee Appeals Board.

15.4 Program Guidelines

15.4.1 Eligibility for remote work is based on both the position and the employee. Remote work suitability depends on job duties and **not** the job title. Because there are no hard and fast criteria, supervisors must consider specific positions and duties on a case-by-case basis. Factors to consider can include, **but not be limited** to the following:

- Are the employee's duties independent in nature;
- Are the employee's duties primarily knowledge-based;
- Do the employee's duties allow for measurable deliverables;
- Do the employee's duties require in person interaction at the regular worksite with supervisors, colleagues, clients, or the public;
- Do the employee's duties require the need for his or her immediate presence at the regular worksite to address unscheduled events which can be managed by other means; and
- Are the employee's duties not essential to the management of on-site workflow.

15.4.2 Employees working remotely are expected to demonstrate and maintain:

- Dependability and responsibility;
- Effective communication with supervisors, coworkers, and clients;
- Motivation to ensure success of the remote work agreement;
- The ability to work independently;
- A consistently high rate of productivity;
- A high level of skill and knowledge of the job;
- The ability to prioritize work effectively; and
- Good organizational and time management skills;

15.4.3 An employee's remote work agreement may be revised or terminated at the sole discretion of the department director or his or her designee.

15.5 Work Hours

15.5.1 Any deviations from the approved remote work agreement must be pre-approved by the employee's supervisor;

15.5.2 Employees shall account for and report time spent working remotely as required according to the terms of the remote work agreement.

15.5.3 Employees shall work overtime only when directed to do so and must be pre-approved in advance by the supervisor;

15.5.4 Employees must obtain approval to use accrued leave benefits in the same manner as employees not approved to work remotely;

15.5.5 Employees unable to work due to illness shall use applicable accrued leave for hours not worked; and [\(is there supposed to be more to this sentence?\)](#)

15.5.6 Employees approved for remote work shall report to the worksite when directed by his or her supervisor.

15.6 Worksite

15.6.1 A remote employee shall designate a work area suitable for performing his or her job duties and responsibilities. Requirements for the designated work area may vary depending on the nature of the work and resources needed.

15.6.2 Remote employees shall work in an environment that allows them to perform their duties safely and efficiently.

15.6.3 Employees are covered by workers' compensation laws when performing work duties at their designated alternate locations during scheduled work hours. Employees who suffer a work-related injury or illness while working remotely shall immediately notify their supervisor, follow established reporting protocols, complete any required forms and/or assist with any necessary worksite inspections as determined by the department director or designee.

15.6.4 The agency is not liable for damages to an employee's personal or real property while the employee is working at an alternate worksite.

15.7 Equipment and Supplies

15.7.1 An employee approved for remote work shall communicate with Board management to identify necessary equipment, software, supplies, and support required to perform his or her duties at the alternate work location. Availability and assignment of such needed support items will be considered in determining an employee's eligibility to work remotely.

15.7.2 Remote work should be accommodated with portable technology (e.g. laptop or tablet). The relocation of non-portable technology equipment such as desktop computers, monitors, printers, or other equipment is at the sole discretion of the department director or designee.

15.7.3 In the event that a department director or designee chooses to relocate non-portable equipment under the authority of this policy, the Agency Asset Tag # must be identified in the remote work agreement and the department director or designee must do the following:

- Take appropriate precautions to package and transport the agency-owned equipment safely; and
- Set up must be performed by the employee or other department personnel.

15.7.4 The department director or designee must notify the Board Property Officer, in writing, of the change of any asset location. Notification should include at least the Agency Asset tag #, asset description (make, model, quantity), employee name and number who will have possession of the equipment, and physical location of the equipment.

15.7.5 All equipment, software, and/or supplies provided by the agency shall be used for official agency business use only.

15.7.6 A remote employee does not obtain any right to agency equipment, software, or supplies provided in connection with working remotely. The employee shall immediately return all agency equipment, software, and supplies at the conclusion of the remote work agreement or at the department's direction.

15.7.7 A remote employee shall take reasonable measures to protect agency equipment, software, and supplies from possible theft, loss, and damage. In such circumstances, the remote employee may be liable for replacement or repair of the equipment, software, or supplies consistent with Board and state property/equipment regulations.

15.7.8 Any equipment, software files, and/or databases provided by the agency shall remain the property of the agency.

15.7.9 A remote employee shall adhere to all software copyright laws and may not make unauthorized copies of any agency-owned software.

15.7.10 Employees may not add hardware or software to any Agency equipment without prior written approval from the Agency's information technology department.

15.7.11 A remote employee, who uses personal equipment for remote work, is responsible for the installation, repair, and maintenance of the equipment.

15.7.12 A remote employee shall immediately contact his or her supervisor if equipment, connectivity, and/or other supply problems prevent them from working.

15.8 Security and Confidential Information

15.8.1 All files, records, papers, and/or other materials created while working remotely are agency property and designated Board officials may have access to any personal equipment used while working remotely, such as a personal computer, telephone and internet records. Remote employees shall cooperate fully to assist designated Board officials when access to such personal equipment is required. Remote employees and their supervisors shall identify any confidential, private, personal information, and/or records to be accessed and ensure appropriate safeguards are used to protect them. A department director or designee should require employees to work in private locations when handling confidential and/or sensitive information. A department director or designee may prohibit employees from printing confidential information in remote work locations to avoid breaches of confidentiality.

15.8.2 Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to agency networks or databases to anyone who is not authorized to have access.

15.9 State of Mississippi Public Information Act and Records Retention Requirements

The Mississippi Public Records Act and Records Retention requirements apply to information created by remote employees in the course of carrying out their job duties and responsibilities for the agency. Public records include all information relating to the conduct of agency business regardless of where the information is stored. Upon receipt of a request for access to information relating to Agency business, a remote employee must permit inspection and examination of any information in the employee's custody that relates to Agency business as directed by the department director. This requirement exists regardless of where the public record is located. Records created while working remotely are subject to all applicable record retention laws and Agency record retention policies.

15.10 Procedures

Employees assigned to work remotely must have the following:

- A fully executed and approved remote work agreement form;
- Applicable Virtual Private Network (VPN) security;
- Applicable Board Property Office form(s).

15.11 Policy Administration

Department: Executive

Contact: Todd Dear, Associate Director

Contact Information: tdear@mbp.ms.gov

MISSISSIPPI BOARD OF PHARMACY



REQUEST FOR PROPOSALS

PHARMACY PROFESSIONALS RECOVERY PROGRAM SERVICES

August 8, 2025

Contact Information for this Request for Proposals:

Pharmacy Professionals Recovery Program Services RFP
c/o Mississippi Board of Pharmacy
6311 Ridgewood Road, Suite E401
Jackson, MS 39211
TDear@mbp.ms.gov

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Appendix A

Draft Pharmacy Professionals Recovery Program Services Contract

SECTION 1. INTRODUCTION

1.1 Overview and Process

Pursuant to Mississippi Code Annotated, Section 73-21-91 and Section 73-21-111, the Mississippi Pharmacy Board (hereinafter “Board”) is seeking a contractor to provide a Pharmacy Professionals Recovery Program (“Program”) for impaired pharmacists, pharmacy students and pharmacy technicians licensed or registered with the Board. The contract shall be effective on December 1, 2025 and shall terminate on June 30, 2029. There will be an option to renew the contract for an additional one (1) year term, at the discretion and approval of the Board. A draft contract has been included as Appendix A in this RFP for your review and comment. The effective date of this contract will be December 1, 2025.

A copy of this RFP, including any subsequent amendments, along with a copy of all questions from Offerors and responses to those questions, will be posted on The Buying and Selling to Government in Mississippi website and the Board’s website under the heading “MBP Proposals Announcements” at <https://www.mbp.ms.gov/news>. Before the award of any contract, the Offeror will be required to document to the Board that it has the necessary capabilities to provide the services specified in this RFP. The Offeror may also be required to provide additional client references, as well as related project experience detail in order to satisfy the Board that the Offeror is qualified. The Board may make reasonable investigations, as it deems necessary and proper, to determine the ability of the Offeror to perform the work, and the Offeror shall be required to furnish to the Board all information that may be requested for this purpose. The Board reserves the right to reject any Proposals if the Offeror fails to provide the requested information and/or fails to satisfy the Board that the Offeror is properly qualified to carry out the obligations of the contract and to complete the work described in this RFP.

This solicitation and any resulting contract shall be governed by the applicable provisions of the Mississippi Public Procurement Review Board (PPRB) Office of Personal Service Contract Review (OPSCR) Rules and Regulations, a copy of which is available on the Mississippi Department of Finance and Administration’s website (www.dfa.ms.gov). Any vendor responding to a solicitation for personal and professional services and any contractor doing business with a state agency is deemed to be on notice of all requirements therein.

1.2 Purpose and Goals

The purpose of this solicitation is to contract with an Offeror to provide a recovery program for pharmacists, pharmacy students and pharmacy technicians licensed or registered with the Board. The historical number of licensees and registrants participating in the Board’s recovery program is between 40 to 60 individuals.

The Board’s goal is to protect the public while encouraging and supporting the wellbeing of licensees including recovery of pharmacists, pharmacy students and pharmacy technicians from the diseases of substance abuse disorder, mental or physical illness that may impact a licensee’s ability to practice with reasonable skills, confidence, and safety to the public.

SECTION 2. SCOPE OF SERVICES

This section contains information on services and procedures that the Offeror must provide, or adhere to, in servicing the Board's proposed services.

For the services, please respond by restating each service listed, including the number, and confirm your intention to provide the service as described, respond by stating, "*Confirmed*". If your company can provide the service, but not exactly as described, respond by stating, "*Confirmed, but with exceptions*", and state the specific exceptions. Any exceptions should also be noted in *Section 4 – Statement of Compliance*. If your company is currently unable to provide a listed service, respond by stating, "*Unable to provide this service*". Any additional details regarding these services should be provided in your responses to the questionnaire, or as additional information included as an appendix to your Proposals.

2.1 Program Services

- A. The Contractor must be capable of receiving referrals of licensees and coordinating appropriate communication at any time.
- B. The contractor must develop and maintain a referral list of treatment providers approved to provide assessments and treatment for inpatient and intensive outpatient care and aftercare. Assessments must be performed by qualified evaluators using recognized methodologies, including, but not limited to, screening instruments, psychosocial testing, results of mental health/drug and alcohol history, and personal interviews.
- C. The contractor must administer an individualized treatment plan created by an approved treatment program. Case management must be administered by a qualified resource or resources. The resource(s) may be dedicated or shared.
- D. The contractor must use the intake assessment and recommendations from treatment providers and determine the elements for continuous monitoring for each participant, including:
 - 1) Required participation in treatment to include inpatient, intensive outpatient, outpatient, recommended aftercare, support groups, and one-on-one counseling. The ability to track recovery activities in real time through mobile technology applications and on paper forms.
 - 2) Recovery-related activities, with validation reports from the participants' employers, work-site monitors, counselors, sponsors, and others.
 - 3) Random drug testing incorporating alternative specimens, including hair test, Peth testing, nail, and oral fluid testing, performed by a laboratory that has the appropriate national certification for the performed testing. Testing fees are paid directly to the performing laboratory.
 - 4) Contractor must have routine individual meetings with the participant and coordinate framework for peer-to-peer support (ie. Pharmacist to Pharmacist).
 - 5) Execute and oversee a written substance use disorder agreement.
 - 6) Contractor must have direct communication access with the participant, including but not limited to by phone and email.

- E. The contractor must facilitate an assessment of each participant as part of the intake process to establish the necessary basis for appropriately managing each participant both initially and throughout their program participation. The contractor must also coordinate or help facilitate timely interventions and treatment.
- F. Reporting and Data
 - 1) Quarterly Reports
 - 2) Immediate reporting to the regulatory agency is required for specific circumstances or on demand per Board or Board staff request.
- G. Must employ an addiction-trained Medical Review Officer or Medical Director with expertise in recovery of healthcare professionals. Expertise shall be reflected in applicable certification(s) in personal recovery or addiction medicine (e.g. ASAM).
- H. Must have an independent, confidential administrative and/or case management review committee that gives recommendations to program staff. Peer program participants of the committee should only serve in an advisory capacity.
- I. Provide an independent internal review for participant disagreements/grievances against staff or case review committee recommendations
- J. Contractor must provide, communicate, and advocate for or against licensure of participants during regular MS Board of Pharmacy meetings and as needed. This attendance shall be in person. Advocacy must be based on established and tracked metrics.
- K. Referrals for mental health or fitness to practice including providing the Board guidance on the physical or mental capacity of a licensee to participate in the practice of pharmacy or assist in the practice of pharmacy with reasonable skills, confidence and safety to the public.
- L. Must maintain competency in the best practices of substance use disorder and mental health management, including dual diagnosis, and serve as a resource to the Board and Board staff in these areas.
- M. Collaborate with Board staff to provide educational programs concerning substance use disorder, benefits of self-reporting, and mental health wellness to identified stakeholders including but not limited to schools of pharmacy, targeted professional groups, and employers.
- N. The Board reserves the right to audit all records maintained by the contractor or its subcontractor's relative to the contractor's performance under this Contract. At least two (2) business days' notice by the Board will be given to the contractor of the intent to audit. The Board shall have the right to perform financial, performance, and other special audits on such records maintained by the contractor during regular business hours throughout the contract period. The contractor agrees that confidential information including, but not limited to, medical and other pertinent information relative to this contract, shall not be disclosed to any person or organization for any purpose without the expressed, written authority from the Board. The selected contractor will make available all records for review at no cost to the Board. Indicate your acceptance of this Proposals requirement and

willingness to cooperate. For the purposes of this section, the term “audits” refers to financial, performance, and other special audits on such records maintained by the contractor and/or its subcontractors relative to the contractor’s performance under this Contract. Confirm you will comply with this requirement.

SECTION 3. REFERENCES

It is a requirement for the Offeror to provide the following references as part of the Proposals. Failure to do so will result in disqualification of the Proposals submitted. References provided by the company must be familiar with the Offeror's abilities in the areas involved with this solicitation. Board staff will use these references to determine the Offeror's ability to perform the services. It is the responsibility of the Offeror to ensure that the reference contact information is correct and current. Board staff will not track down references. Offerors should verify before submitting their Proposals that the contact information provided is correct for each reference. Client references that cannot be contacted for verification will not be considered. The determination of the length of time an Offeror has provided these services will be based upon the initial date the Offeror established a contractual relationship to provide such services.

For each client provided pursuant to Subsections A-C please specify:

- 1) Client contact information, including the name, title, address, email address, and phone number of a person whom we may contact to confirm as needed,
- 2) The specific type of work your company provided to the client,
- 3) Contract effective dates (beginning and end dates) for the time period(s) your company provided services to the client.

If two or more of the following reference requirements are met by the same client, list additional clients so there are at least three (3) clients listed for each section. If you are unable to provide three (3) clients for each reference, provide as many as you have and indicate in the response additional references meeting this requirement are not available.

- A. List up to three clients for whom your company has provided services similar to those requested in this RFP. For each client, specify the type of recovery program services provided by your client, the average number of individual participating in the program, and the period of time retained as a client. For each client, the list must specify:
 - 1) Client name, include the name, title, address, e-mail address, and phone number of a person whom we may contact to confirm as needed,
 - 2) The type of work your company provided to the client,
 - 3) Contract effective dates for the time period(s) (beginning and end dates) your company provided services to the client.
- B. List up to three governmental clients for whom your company has provided one or more of the services requested in this RFP. If possible, please list three additional clients besides any previously listed references. For each client, specify the type of work performed by your company, the average number of individuals participating in the program, and the period of time retained as a client. For each client, the list must specify:
 - 1) Client name, include the name, title, address, e-mail address, and phone number of a person whom we may contact to confirm as needed,
 - 2) The type of work your company provided to the client,
 - 3) Contract effective dates for the time period(s) (beginning and end dates) your company provided services to the client.

- C. List all clients that have discontinued use of your services since January 1, 2018 and your understanding of their discontinued use of your services. For each client, the list must specify:
- 1) Client name, include the name, title, address, e-mail address, and phone number of a person whom we may contact to confirm as needed,
 - 2) The type of work your company provided to the client,
 - 3) Contract effective dates for the time period(s) (beginning and end dates) your company provided services to the client,
 - 4) Reason discontinued.

SECTION 4. STATEMENT OF COMPLIANCE AND EXCEPTION(S) FORM

If an Offeror objects to any terms, conditions, or requirements listed in the Board's Invitation for Proposals for Pharmacy Professionals Recovery Program Services, dated August 8, 2025, including all RFP attachments and amendments, the Offeror must list and explain the exceptions taken. If no exceptions are taken, then the Offeror shall state on the form "No Exceptions Taken." Failure to indicate any exception will be interpreted as the Offeror's intent to comply fully with the requirements as written. Failure to complete and/or sign may result in Offeror being determined nonresponsive. Please carefully review the information located in **RFP Section 4, Statement of Compliance and Exception(s) Form**, and include a copy **signed by an officer, principal, or owner** of your company with your completed Proposals. Failure to submit a signed Statement of Compliance and Exception(s) form may result in your Proposals being eliminated from further consideration. If you object to any of the terms and conditions included in the Draft Pharmacy Professionals Recovery Program Services Contract (refer to **RFP Appendix A**), or any requirements listed in this RFP, please note and explain your objection(s) on the Statement of Compliance and Exception(s) form. Clauses in blue type in the Draft Contract are deemed mandatory and are nonnegotiable.

Conditional or qualified Proposals, unless specifically allowed, shall be subject to rejection in whole or in part. The Proposals must contain a high degree of acceptance of contract terms and conditions listed in the draft contract provided as **Appendix A** of this RFP. Refer to **RFP Section 9.7**.

A Proposals response that includes terms and conditions that do not conform to the terms and conditions in the RFP and draft contract is subject to rejection as non-responsive. The Board reserves the right to permit the Offeror to withdraw nonconforming terms and conditions from its Proposals response prior to a determination by the Board of non-responsiveness based on the submission of nonconforming terms and conditions. As a precondition to Proposals acceptance, the Board may request the Offeror to withdraw or modify those portions of the Proposals deemed non-responsive that do not affect quality, quantity, price, or delivery of the service.

Statement of Compliance and Exception(s) Form

Offeror taking exception to any part or section of the solicitation shall indicate such exceptions on the table below. If no exceptions are taken, then the Offeror shall state in this section “No Exceptions Taken.” Failure to indicate any exception will be interpreted as the Offeror’s intent to comply fully with the requirements as written. Conditional or qualified Proposals, unless specifically allowed, shall be subject to rejection in whole or in part.

We agree to adhere to all terms, conditions, and requirements as set forth in the Mississippi Board of Pharmacy Invitation for Proposals for Pharmacy Professionals Recover Program Services, dated August 8, 2025, including all RFP amendments, and the conditions contained in the draft contract included as RFP Appendix A, Draft Pharmacy Professionals Recovery Program Services Contract, except as listed below:

Procurement Section and Page Number	Original Language	Requested Change/Exception	MBP Decision
1.			
2.			
3.			

An original signature is required below. This statement must be signed by an appropriate Offeror officer, principal, or owner and returned as part of your Proposals.

Company Name: _____

Printed Name of Representative, Title: _____

Date: _____

Signature: _____

Note: Failure to sign this form may result in the Proposals being rejected as non-responsive. Modifications or additions to any portion of this Proposals document may be cause for rejection of the Proposals.

SECTION 5. GENERAL QUESTIONNAIRE

Failure to answer the following general questionnaire completely will result in Offeror being determined nonresponsive. In preparing your written response to the narrative questionnaire below, you are required to repeat each question, including the number, or requirement followed by your response. Please provide complete answers and explain all issues in a concise, direct manner. If you cannot provide a direct response for some reason (e.g., your company does not collect or furnish certain information), please indicate the reason rather than providing general information that fails to answer the question. “Will discuss” and “will consider” are not appropriate answers.

5.1 Provide the name, title, mailing address, e-mail address, and telephone number of the contact person for this Proposals.

5.2 State the full name of your firm/company, and provide the address, and telephone number of your principal place of business.

5.3 List the office that will service the Board. If it is located at a different address than the home office, provide the complete address, phone number, and facsimile number for this office.

5.4 Describe your organizational structure. Indicate whether your firm operates as a corporation, partnership, individual, etc. If it is incorporated, include the state in which it is incorporated, and list the names and occupations of those individuals serving on your firm’s Board of Directors.

5.5 Describe your organizations qualifications demonstrating work with healthcare professionals over the last five (5) years.

5.6 List the types and number of health care professionals and the numbers served in the last five (5) years.

5.7 Describe any ownership or name changes your firm has been through in the past three years. Are any ownership or name changes planned?

5.8 Please provide all information regarding the liability insurance that is held for the organization.

5.9 Provide a brief description of any outside Contractors or subcontractors that will be involved in providing key services detailed within your Proposals. Please include the term of your current contract with each Contractor or subcontractor. Describe the nature of the relationship with the subcontractor, including any ownership interest.

5.10 Describe your policy and procedure for obtaining and handling records. Description should include but should not be limited to access, storage, and destruction.

5.11 Describe the process utilized for informed consent of a participant in the Program.

5.12 Describe your Quality Assurance and Quality Improvement principles and related structure.

5.13 Has your firm had any HIPAA breaches or incidents determined to be reportable to the U.S. Department of Health and Human Services (DHHS) within the last three years? If the answer is yes, please describe the circumstances and the corrective action in detail.

5.14 Is your firm licensed or authorized to provide the proposed services in the State of Mississippi?

5.15 Confirm the Proposal is valid for one (1) year after the date of submission.

SECTION 6. TECHNICAL QUESTIONNAIRE

Failure to answer the following questionnaire completely will result in Offeror being determined nonresponsive. In preparing your written response to the narrative questionnaire below, you are required to repeat each question, including the number, or requirement followed by your response. Please provide complete answers and explain all issues in a concise, direct manner. If you cannot provide a direct response for some reason (e.g., your company does not collect or furnish certain information), please indicate the reason rather than providing general information that fails to answer the question. “Will discuss” and “will consider” are not appropriate answers.

Experience in the administration of recovery network monitoring programs for healthcare professionals is required for all bidders. Describe in detail your knowledge and experience in providing peer assistance recovery services to include:

6.1 Describe the team dedicated to providing the requested scope of services for the Board. Specifically,

- A. Identify the dedicated individual who will serve as the primary contact for the Board along with a list of job duties and experience with other programs with services requested in this RFP. Include a resume(s) as an appendix to your Proposals in Section 9. Include any licenses and training if a health care professional.
- B. Provide the name(s) and resumes of all key personnel who will oversee and provide the services rendered to the Board, a brief statement of all duties each individual will be assigned, a brief statement as to why each person is qualified relative to this work and identify area(s) of expertise for each key person, detailed information on any special training or designation, and each person’s respective total number of years of experience related to the services being requested in this RFP. Include all resumes as an appendix to your Proposals in Section 9. Include any licenses and training for all health care professionals.

6.2 Describe the history, program philosophy, number of years in service, and accomplishments of your organization in managing healthcare professionals whose ability to safely practice is or may be impaired because of alcohol use, substance use/and or mental illness.

6.3 Provide a list and description of all tools used to provide monitoring and compliance of program participants. The list should include examples such as individual and aggregate reports related to meeting participation, drug testing, relapse indicators, etc. Include whether these tools provide date and time stamping and how they have been validated. Please describe how program participants interact with these tools.

6.4 The Board must have prompt and direct access to the Offeror throughout the contract period. Describe in detail how your company will provide this access.

6.5 Describe how the organization will facilitate the use of support groups (in person and online). Support groups shall have a foundation in the 12-step program.

6.6 Describe your organization’s confidentiality standards.

6.7 Describe any liaison work with public entities and other states and how your organization maintains awareness and competence in best practices.

6.8 Provide key performance indicators that reflect your ability to monitor health care professionals.

6.9 Describe the frequency of individual meetings with program participants. Please include any anticipated changes as participants progress in the program.

6.10 Describe the structure of your administrative and/or case management review committee.

6.11 Provide details of your internal review process for participant disagreements or grievances.

6.12. Provide a de-identified example of advocacy conducted in support of a program member regaining licensure. (ie. De-identified hearing transcript, letter of support, etc.)

6.13 Provide copies of all applicable program forms used for member management and education (e.g. consent to treat, release of information, intake forms, treatment center-related documents, participant handbook, medication use and reporting guidelines)

SECTION 7. FEE SCHEDULE

The Fee Schedule must be submitted as described herein. Modification or addition to any portion of the Fee Schedule may be cause for rejection of the Proposals. The fees quoted shall be inclusive of, but not limited to the following: all required labor; all required equipment/material; all required insurance, bond, or other surety; all required overhead/profit; all required applicable taxes; all required vehicles; all required fuel and mileage; all required travel; all required labor and supervision; all required training; all required business and professional certifications, licenses, permits, or fees; and, any and all other direct or indirect costs, incurred or to be incurred. All pricing shall include all associated costs with no additional or hidden fees. All expenses shall be inclusive. The fees quoted shall constitute the entire compensation due to the Offeror for services rendered by each staff member. Pricing must be firm, flat dollar amounts, as percentage of other variable amounts will not be accepted. The Offeror shall also include a **total cost** for full performance of all services requested in the RFP.

The Fee Schedule shall be submitted as Section 7 of the Proposals and outline as below:

Direct Payment from MS Board of Pharmacy:

	Total Amount	Monthly Amount
December 1, 2025 to June 30, 2026	\$	\$
July 1, 2026 to June, 30, 2027	\$	\$
July 1, 2027 to June 30, 2028	\$	\$
July 1, 2028 to June, 30, 2029	\$	\$
Optional Renewal:		
July 1, 2029 to June 30, 2030	\$	\$
Total Contract Amount	\$	

Any Costs expected from Program Participants (do not include lab testing fees):

Pharmacist: _____ Monthly Fee
Technicians: _____ Monthly Fee
Students: _____ Monthly Fee

The pricing quoted above shall constitute the entire compensation due to the selected Offeror for services performed by its staff and all of the selected Offeror's obligations here under regardless of the difficulty, materials, or equipment required. No additional compensation will be provided by the Board for any expense, cost, or fee not specifically authorized by the resulting contract. The Board shall not provide any prepayments or initial deposits in advance of services being rendered. Fees for services provided by the selected Offeror shall be billable to the Board in monthly installments, in arrears, upon completion of services for each month of services delivered pursuant to the Contract.

Only those services agreed to by contract shall be considered for reimbursement/compensation by the Board. Payment for any and all services provided by the selected Offeror to the Board shall be

made only after said services have been duly performed and properly invoiced. The fees listed above are firm for the duration of resulting contract and are not subject to escalation for any reason unless resulting contract is duly amended.

The selected Offeror shall submit all invoices in a form acceptable to the Board with all of the necessary supporting documentation prior to the payment of allowable costs. Such invoices will, at a minimum, include the appropriate descriptions of the services being billed or other bases for charges included in RFP Section 7, Fee Schedule. Details will be determined during contract negotiations.

SECTION 8. SUBMISSION OF PROPOSALS AND PROPOSALS OPENING

8.1 Proposals must be received in the Board in Jackson, Mississippi by 2:00 p.m. CT on September 12, 2025.

8.2 Proposals may be submitted electronically or by paper format as outlined below. Offerors are only required to submit Proposals in one manner.

A. Submission of Paper Proposals

- 1) Paper copies of the original signed Proposals package and one copy of the signed Proposals package may be submitted in a sealed envelope or package to:

**Mississippi Board of Pharmacy
Attn: Todd Dear, Associate Director
6311 Ridgewood Road
Suite E401
Jackson, Mississippi 39211**

- 2) The sealed envelope or package must be labeled:
**SEALED PROPOSALS– DO NOT OPEN
Pharmacy Recovery Program RFP**
- 3) Proposals are subject to rejection unless submitted with the information included on the outside the sealed Proposals envelope or package.
- 4) The time and date of receipt will be indicated on the sealed Proposals envelope or package by Board staff. The only acceptable evidence to establish the time of receipt at the office identified for Proposals opening is the time and date stamp of that office on the Proposals wrapper or other documentary evidence of receipt used by that office.
- 5) All Offerors are urged to take the possibility of delay into account when submitting a Proposals. Timely submission of the Proposals package is the responsibility of the Offeror. Proposals received after the specified time will not be considered. It is suggested that if a Proposals is mailed to the Board, it should be posted in certified mail with a return receipt requested. The Board will not be responsible for mail delays or lost mail. All risk of late arrival due to unanticipated delay – whether delivered by hand, U.S. Postal Service, courier or other delivery service or method – is entirely on the Offeror.

B. Submission of Proposals Electronically

- 1) Electronic submissions of proposals shall be sent to TDear@mbp.ms.gov
- 2) The subject line of the email must read:
**SEALED PROPOSALS Pharmacy Professionals Recovery Program Services
9/12/2025.**
- 3) The time and date stamp on the email as received by the Board will be considered the time and date of receipt. It is the sole responsibility of the Offeror to ensure the email containing the Proposals package is received by the Board prior to the submission deadline.

8.3 Timely submission of the Proposals package is the sole responsibility of the Offeror. Proposals received after the specified time shall be rejected and remain unopened in the procurement file. The Offeror assumes all risk regarding delivery of the Proposals. The Board

will not be responsible for delivery delays, packages which are lost in the delivery process, misdirected emails, or other deliver errors.

8.4 Offerors shall identify each page of the Proposals package with the Offeror's name.

8.5 Failure to submit a Proposals in the Proposals form provided will be considered cause for rejection of the Proposals. Modifications or additions to any portion of the Proposals document may be cause for rejection of the Proposals. The Board reserves the right to decide, on a case-by-case basis, whether to reject a Proposals with modifications or additions as non-responsive. As a precondition to Proposals acceptance, the Board may request the Offeror to withdraw or modify portions deemed non-responsive that do not affect the service's quality, quantity, price, or delivery.

8.6 Proposals submitted by facsimile (fax) machine will not be accepted/considered.

8.7 Submission Format –Each Offeror must submit their Proposals in the style and format outlined herein.

A. The Proposals should be labeled and submitted as applicable per file version:

Section 1 – Introduction/Signed Proposals Cover Letter

Section 2 – Scope of Services Confirmation

Section 3 – References

Section 4 – Signed Statement of Compliance and Exception(s) Form

Section 5 – General Questionnaire

Section 6 – Technical Questionnaire

Section 7 – Fee Schedule

Section 8 - Signed Acknowledgement

Section 9 – Résumés for Key Staff: Provide a complete résumé of key Offeror staff who will be assigned to render services to the Board, including detailed information on any special training or designations and each person's respective total number of years of experience related to the services being requested in this RFP.

Section 10 – Any Additional Information Not Specifically Requested: If you have additional information you would like to provide, include it as Section 10 of your Proposals. It is the Offeror's sole responsibility to submit information relative to the evaluation of its Proposals and the Board is under no obligation to solicit such information if it is not included in the Proposals.

- B. Each page of the Proposals should be numbered. Multiple page attachments and samples should be numbered internally within each document, and not necessarily numbered in the overall page number sequence of the entire Proposals. The intent of this requirement is for the Offeror to submit all information in a manner that is clearly referenced and easily located.

8.8 Any Offeror claiming that its response contains information exempt from the Mississippi Public Records Act (Mississippi Code Annotated §§ 25-61-1 et seq. and 79-23-1), shall segregate and mark the information as confidential and provide the specific statutory authority for the exemption. If the Proposals contains confidential information, one (1) redacted electronic copy of the complete Proposals including all attachments shall be submitted in a searchable Microsoft Office® format, preferably in Word ® or PDF® .

- A. **If a redacted copy is not submitted, the Board shall consider the entire Proposals to be public record.** The redacted copy should identify which section or information has been redacted and the Offeror shall provide the specific statutory authority for the exemption. Per Mississippi Code Annotated § 25-61-9(7), the type of service to be provided, the price to be paid, and the term of the Contract cannot be deemed confidential.
- B. The redacted copy shall be considered public record and immediately released, without notification to the Offeror, pursuant to any request under the Mississippi Public Records Act, Mississippi Code Annotated §§ 25-61-1 *et seq.* and 79-23-1. Redacted copies shall also be used/released for any reason deemed necessary by the Board, including but not limited to, submission to the PPRB, posting to the Transparency Mississippi website, etc.
- C. In accordance with *PPRB OPSCR Rules and Regulations Section 1-301*, “Any party seeking a protective order on a procurement contract awarded by state agencies shall give notice to and provide the reasons for the protective order to the party requesting the information in accordance with the Mississippi Rules of Civil Procedure. The notice and reasons for the protective order must also be posted on the Mississippi Procurement Portal for a minimum of seven (7) days before filing the petition seeking the protective order in a chancery court. Any party seeking a protective order in violation of this subsection may be barred by a state agency from submitting Proposals, Proposals or qualifications for state procurements for a period not to exceed five (5) years.” Any records requested through a public records request shall be released no later than twenty-one (21) days from the date the third parties are given notice by the public body unless the third parties have followed the notification requirements and also filed in chancery court a petition seeking a protective order on or before the expiration of the twenty-one (21) daytime period.

8.9 All documentation submitted in response to this RFP and any additional information submitted in response to subsequent requests for information pertaining to this RFP shall become the property of the Board and will not be returned to the Offeror.

8.10 All information requested is considered important. Failure to provide all requested information and in the required format may result in disqualification of the Proposals. The Board

has no obligation to locate or acknowledge any information in the Proposals that is not presented under the appropriate outline and in the proper location according to the instructions herein.

8.11 If determined that the Offeror has altered any language in the original RFP, the Board may, at its sole discretion, disqualify the Offeror from further consideration. The RFP issued by the Board is the official version and will supersede any conflicting language subsequently submitted in Proposals.

8.12 Important Dates and Deadlines

August 8, 2025	Invitation for Proposals Released
August 21, 2025	Questions and Request for Clarification due to the Board
August 24, 2025	Anticipated responses to Offeror questions to be posted
September 12, 2025 2:00 pm	Proposals submission deadline
September 18, 2025	Presentation of Finalist, if Required by Board
September 25, 2025	Notice of Intent to Award
November 6, 2025	Notice of Contract Award Published
December 1, 2025	Contract Effective Date

*Adjustments to the schedule may be made as deemed necessary by the Board. Any Offerors selected as finalists will make presentations in Jackson, Mississippi. The Board shall not be responsible for any expenses incurred by the Offeror for such presentation. **Due to the constraints of the RFP timeline and the relative importance of presentations in the evaluation process, interested Offerors are encouraged to be prepared to accommodate this schedule.**

8.13 Contact, Questions/Request for Clarification, and Acknowledgement of Responses/RFP Amendments

- A. Offerors must carefully review this solicitation, the Contract, risk management provisions, and all attachments for defects, questionable, or objectionable material. Following review, Offerors may have questions to clarify or interpret the RFP to submit the best Proposals possible. To accommodate the questions and requests for clarifications, Offerors shall submit any such question via email by the deadline reflected in RFP Section 9.2. All questions and requests for clarifications must be directed by email to:

Todd Dear, Associate Director

Email: TDear@mbp.ms.gov

- B. Offerors should enter “RFP Pharmacy Professionals Recovery Program Services - Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

	RFP Section, Page Number	Offeror Question/Request for Clarification
1.		

- C. Official responses will be provided only for questions submitted as described above and only to clarify information already included in the RFP. The identity of the organization

submitting the question(s) will not be revealed. All questions and answers will be published on The Buying and Selling to Government in Mississippi website and the Board's website as an amendment to the RFP by the date and time reflected in RFP Section 8.2.

- D. Offerors shall acknowledge receipt of any amendment to the RFP in writing. The acknowledgement shall be submitted to Todd Dear, Associate Director, via email TDear@mbp.ms.gov. Each Offeror shall submit a written acknowledgement of every amendment to the Board on or before the submission deadline.
- E. The Board will not be bound by any verbal or written information that is not contained within this RFP unless formally noticed and issued by the contact person as an RFP amendment. Offerors are cautioned that any statements made by Board personnel that materially change any portion of the Proposals document shall not be relied upon unless subsequently ratified by a formal written amendment to the Proposals document.
- F. All Offeror communications regarding this RFP must be directed to Todd Dear, Associate Director. Unauthorized contact regarding the RFP with other employees of the Board may result in the Offeror being disqualified, and the Offeror may also be suspended, disbarred, or removed from consideration for award of contracts with the State of Mississippi for a period of two (2) years. At no time shall any Offeror or its personnel contact, or attempt to contact, any Board staff regarding this RFP except the contact person as set forth and, in the manner, prescribed herein.
- G. No pre-Proposals conference will be held for this RFP.
- H. The Board reserves the right to amend this RFP at any time. Should an amendment to the RFP be issued, it will be posted on The Buying and Selling to Government in Mississippi website and also the Board's website under the heading at "MBP Proposals Announcements" at <https://www.mbp.ms.gov/news> in a manner that all Offerors will be able to view. Offerors must acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the Proposals package, by identifying the amendment number and date in the space provided for this purpose on the RFP amendment, or by letter. The acknowledgment should be received by the Board by the time, date, and at the place specified for receipt of Proposals. It is the Offeror's sole responsibility to monitor The Buying and Selling to Government in Mississippi website and the Board's website for any updates or amendments to the RFP. Questions and Answer document(s), if any are issued/posted on The Buying and Selling to Government in Mississippi website and the Board's website, must be treated the same as an RFP Amendment, meaning they will require acknowledgement.
- I. The RFP is comprised of the base RFP document, any attachments, any amendments issued prior to the submission deadline, and any other documents released before contract award.

8.14 Corrections and Clarifications

The Board reserves the right to request clarifications or corrections to Proposals. Any Proposals received which does not meet any of the requirements of this RFP, including clarification or correction requests, may be considered non-responsive and eliminated from further consideration.

8.15 Modification, Withdrawal, or Rejection of a Proposals

- A. Modifications or additions to any portion of the procurement document may be cause

- for rejection of the Proposals. The Board reserves the right to decide, on a case-by-case basis, whether to reject a Proposals with modifications or additions as non-responsive. As a precondition to Proposals acceptance, The Board may request the Offeror to withdraw or modify those portions of the Proposals deemed non-responsive that do not affect quality, quantity, price, or delivery of the service. The RFP issued by the Board is the official version and will supersede any conflicting RFP language subsequently submitted in Proposals.
- B. An Offeror may withdraw a submitted Proposals by submitting a written notification for its withdrawal to the Board, signed by the Offeror, and emailed, or mailed to the addresses provided within RFP Section 8.1 prior to the time and date set for Proposals opening. The Board shall not accept any amendments, revisions, or alterations to Proposals after the due date unless requested by the Board. Late Proposals shall not be considered for award and the Offeror shall be notified as soon as practicable.
 - C. If the price proposed/offered is substantially lower than those of other Offerors, a mistake may have been made. An Offeror may withdraw its Proposal from consideration if certain conditions are met:
 - 1) The Proposal is submitted in good faith;
 - 2) The price proposed/offered is substantially lower than those of other Offerors because of a mistake;
 - 3) The mistake is a clerical error, not an error of judgment; and,
 - 4) Objective evidence drawn from original work papers, documents, and other materials used in the preparation of the Proposal demonstrates clearly that the mistake was an unintentional error in arithmetic or an unintentional omission of a quantity of labor or material.
 - D. To withdraw a Proposal that includes a clerical error after Proposal's opening, the Offeror must give notice in writing to the Board of claim of right to withdraw a Proposal. Within two (2) business days after the Proposal's opening, the Offeror requesting withdrawal must provide to the Board all original work papers, documents, and other materials used in the preparation of the Proposal.
 - E. An Offeror may also withdraw a Proposal, prior to the time set for the opening of Proposal, by simply making a request in writing to the Board. No explanation is required.
 - F. No Offeror who is permitted to withdraw a Proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work for the person to whom the Contract is awarded, or otherwise benefit from the Contract.
 - G. No partial withdrawals of a Proposal is permitted after the time and date set for the Proposal's opening; only complete withdrawals are permitted.
 - H. A Proposal that includes terms and conditions that do not conform to the terms and conditions in the RFP document is subject to rejection as non-responsive. Further, submission of a Proposal that is not complete and/or signed is subject to rejection as non-responsive. The Board reserves the right to permit the Offeror to withdraw nonconforming terms and conditions from its Proposal prior to a determination by the Board staff of non-responsiveness based on the submission of nonconforming terms and conditions.

8.16 Right to Consider Historical Information

The Board reserves the right to consider historical information regarding the Offeror, whether gained from the Offeror's Proposal, conferences with the Offeror, references, or any other source during the evaluation process. This may include, but is not limited to, information from any state or federal regulatory entity.

8.17 Right to Reject, Cancel and/or Issue Another RFP

The Board specifically reserves the right to reject any or all Proposals received in response to the RFP, cancel the RFP in its entirety, or issue another RFP.

8.18 Availability of Funds

It is expressly understood and agreed that the obligation of Board to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt the appropriated funds. If the funds anticipated for the continuing time fulfillment of the agreement are, at any time, not forthcoming or insufficient, regardless of the source of funding, Board shall have the right upon 10 business days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expense to the Board of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

8.19 Cost of Proposals Preparation

All costs incurred by the Offeror in preparing and delivering its Proposal, making presentations, and any subsequent time and travel to meet with the Board regarding its Proposal shall be borne exclusively by the Offeror.

8.20 Registration with Mississippi Secretary of State

By submitting a Proposal, the Offeror certifies that it is registered to do business in the State of Mississippi as prescribed by Mississippi law and the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being notified by the Board that it has been selected for contract award. Sole proprietors are not required to register with the Mississippi Secretary of State.

8.21 Offeror Investigations and Certifications

- A. Before submitting a Proposal, each Offeror shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the Contract and to verify any representations made by the Board upon which the Offeror will rely. If the Offeror receives an award because of its Proposals submission, failure to have made such investigations and examinations will in no way relieve the Offeror from its obligation to comply in every detail with all provisions and requirements of the Contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever for additional compensation.
- B. By submitting a Proposal, the Offeror certifies the following:
 - 1) That he/she has thoroughly read and understands the RFP and all attachments thereto;

- 2) That the company meets all requirements and acknowledges all certifications contained in the RFP and attachments thereto;
 - 3) That it is not currently debarred from submitting Proposals for contracts issued by any political subdivision or agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting Proposals for contracts issued by any political subdivision or agency of the State of Mississippi;
 - 4) That the prices submitted in response to the solicitation have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Offeror or competitor relating to those prices, the intention to submit a Proposal, or the methods or factors used to calculate the prices proposed/offered; and,
 - 5) That such Offeror has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this Contract.
- C. The Offeror agrees that submission of a signed Proposal, fee schedule and deliverable date forms is certification that the Offeror will accept an award made to it because of the submission. Under no circumstances, shall the maximum time for Proposal acceptance by the State extend beyond one (1) year from the date of opening.

8.22 Contract and Property Rights

Contract rights do not vest in any party until a contract is legally executed. The Board is under no obligation to award a contract following issuance of this solicitation.

Property rights do not inure to any Offeror until such time as services have been provided under a legally executed contract. No party responding to this RFP has a legitimate claim of entitlement to be awarded a contract or to the provision of work thereunder. The Board is under no obligation to award a contract and may terminate a legally executed contract at any time.

8.23 Minor Informalities and Irregularities

The Board has the right to waive minor defects or variations of a proposal from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance of the services being procured and if doing so does not create an unfair advantage for any Offeror. If insufficient information is submitted by a Offeror for the Board to properly evaluate the offer, the Board has the right to require such additional information as it may deem necessary after the submission deadline, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured and such a request does not create an unfair advantage for any Offeror.

8.24 Request for Reconsideration of the Terms of the Solicitation

Any actual or prospective vendor who is aggrieved in connection with this solicitation or the outcome of this RFP may file a request for reconsideration to Todd Dear, Associate Director of the Board, and the MDFA Director of OPSCR. It shall be the sole responsibility of the requesting vendor to ensure the request is timely received by all required parties. Failure to timely request reconsideration in compliance shall result in waiver of any claim a vendor may have. If requesting

reconsideration of the terms of the solicitation, the request shall be submitted within three (3) business days following the date of public notice as defined in PPRB OPSCR Rules & Regulations Section 6.5.1. The request shall contain the requesting vendor's name, a single contact person, all contact information for the contact person, the RFX number of the solicitation, the date the RFP was issued, and an explanation of the specific basis for the request, including the identification of which of these rules and regulations the requesting offeror believes were violated by the solicitation, as written. The request may not be based on anything other than the solicitation document and the Rules and Regulations of the Office of Personal Service Contract in effect at the time of the issuance of this RFP.

SECTION 9. PROPOSALS EVALUATION AND AWARD

9.1 All Proposals received in response to this RFP by the stated deadline will receive a comprehensive, fair, and impartial evaluation. A formal scoring methodology comprised of two phases – compliance, analysis – will be utilized, with each Proposal required to pass the previous phase to qualify for further evaluation in the next phase. The Board, at its discretion, may require a finalist phase during which a presentation will be made by Offerors reaching such phase. The Board will use an evaluation committee to review and evaluate the Proposals using a 100-point scale as well as consensus scoring. Consensus scoring involves a solidarity or general agreement of opinion among evaluators, based on information and data contained in the RFP Proposals. The evaluation of any Proposals may be suspended and/or terminated at the Board's discretion at any point during the evaluation process at which time the Board determines that said Proposals and/or Offeror fails to meet any of the mandatory requirements as stated in this RFP, the Proposal is determined to contain fatal deficiencies to the extent that the likelihood of selection for contract negotiations is minimal, or the Board receives reliable information that would make contracting with the Offeror impractical or otherwise not in the best interests of the Board and/or the State of Mississippi.

9.2 Evaluation Process

- A. Compliance Phase - In this initial phase of the evaluation process, all Proposals received are reviewed by the Board's Associate Director and/or designee to determine if mandatory RFP requirements have been satisfied, meaning whether a Proposals/Offeror is responsive, responsible, and/or acceptable. Compliance requirements are not assigned a point percentage or score but are simply recorded as Pass or Fail.
- 1) Every statement containing "must," "shall," "will," etc., is a mandatory requirement. Failure to respond leads to mandatory Proposals disqualification. Such mandatory requirements are to be clear and (preferably) standing alone.
 - 2) Every statement containing "may," "can," "should," etc., is a desirable requirement. Offerors may ignore these if they wish. The only penalty for doing so is a possible loss of scoring points if the requirement has scoring points tied to it.
 - 3) A Pass score is assigned to each factor for which the response to the question(s) defined is "Yes." If any factor receives a Fail score or for some reason cannot be evaluated, an explanation of the problem or concern and the corresponding question must be evaluated and made part of the record, to include any allowable waivers.
 - 4) Proposals with errors that do not alter the substance of the Proposals can be accepted, and the Board Associate Director may allow the Offeror to correct the problem prior to review if the irregularities are insignificant mistakes that can be waived or corrected without prejudice to other Offerors. The Board has the right to waive minor defects or variations of a Proposals from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted by an Offeror with the Proposals for the Board to properly evaluate the Proposals, the Board has the right to require such additional information as it may deem necessary after the time set for receipt of Proposals, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured. Discussions may be conducted with Offerors who submit Proposals determined to be reasonably

- susceptible of being selected for the award, but Proposals may also be accepted without such discussions. If any component received a Fail score (a “No” response) on any item or contains an item which for some reason cannot be evaluated, it shall be deemed as non-responsive and/or non-responsible. Failure to comply with these RFP requirements may result in the Proposals being eliminated from further consideration. All Proposals which are determined to be responsive, responsible, and/or acceptable will continue to next phase.
- B. Analysis Phase - In this phase of the evaluation process, the evaluation committee will utilize consensus scoring to determine numerical scores for each Proposals. The evaluation factors are listed in order of their relative importance and weight:
- 1) Cost (40%)
 - 2) Management (25%)
 - 3) Technical (25%)
 - 4) Quality Improvement and Governance (10%)
- Eligible proposals will be ranked per these evaluation criteria. Award will be based on the overall evaluation score.
- C. Finalist Phase - Upon completion of the Analysis Phase, the Board reserves the right to conduct a finalist phase. At the Board’s discretion, all finalists may be required to make a presentation to the evaluation committee. If scheduled, individual finalist presentations shall be held either in Jackson, Mississippi, or virtually, to allow the evaluation committee the opportunity to conduct technical interviews of the finalists, and to confirm/clarify information provided in the submitted Proposals or otherwise gathered during the evaluation process. Any substantial oral clarification shall be reduced to writing by the Offeror. The Board will provide at least five (5) days advance notice to the impacted Offerors. Due to the constraints of the RFP timeline and the relative importance of presentations and site visits in the evaluation process, interested Offerors are encouraged to be prepared to accommodate this schedule.

9.3 Upon completion of the evaluation of Proposals, the evaluation committee will determine the top scoring Proposals and provide a recommendation to the Board. The Board will decide as to the Proposals deemed most advantageous to the Board and will authorize the issuance of (an) intent to award the contract(s) to the selected Offeror(s) and authorize contract negotiations with selected Offeror(s). After such authorization by the Board, all participating Offerors will be notified in writing of the contract award(s) and will be afforded the opportunity to participate in a post-award debriefing.

9.4 The Board intends to award one contract to provide the services described within this RFP to a responsible and responsive Offeror whose Proposals is determined in writing to be the most advantageous to the State taking into consideration the price and the evaluation factors set forth in this RFP. No other factors or criteria shall be used in the evaluation. Award for this procurement will be posted on the Board’s website under the heading “MBP Proposals Announcements” at <https://www.mbp.ms.gov/news> . Offerors will be notified via email of the awards.

9.5 The Board reserves the right to further clarify and/or negotiate with selected Offeror(s) evaluated best following completion of the evaluation of Proposals but prior to contract execution if deemed necessary. The Board reserves the right to further clarify and/or negotiate with selected

Offeror(s) on any matter submitted to facilitate arriving at contract(s). The Board also reserves the right to move to the next best Offeror if negotiations do not lead to executed contract(s) with the best Offeror(s).

9.6 Request for Reconsideration of the Intent to Award

If requesting reconsideration of the intent to award, the request shall be submitted within seven (7) calendar days of the Notice of Intent to Award and posting of the Board's Procurement File, in writing after such aggrieved person or entity knows or should have known of the facts giving rise thereto. The request shall contain the requesting Offeror's name, a single contact person, all contact information for the contact person, the RFx number of the solicitation, the date the RFP was issued, the date the Notice of Intent to Award was issued, and an explanation of the specific basis for the request, including the identification of which of these rules and regulations and/or the terms of the RFP the requesting Offeror believes were violated by the Board during the evaluation process, explain the factual basis for the alleged violation(s), and specify how the alleged violation(s) affected the outcome of the procurement. The request shall not be based on anything other than the Board Procurement File, these rules and regulations, and the terms of the RFP. If the requesting Offeror believes the Board Procurement File posted on the Board website is incomplete (i.e., does not contain a document or documents required by these rules and regulations), the requesting Offeror shall so state in the request and shall specify what it believes to be missing. Should the requesting Offeror believe the trade secrets and/or confidential commercial or financial information which were redacted from the Board Procurement File posted on the Board website contain issues related to its request, the requesting Offeror shall state those concerns in the request – even if speculative – in a manner which is specific enough for the Board to provide a response.

All requests must be in writing, dated, signed by the Offeror or an individual authorized to sign contracts on behalf of the requesting Offeror. Exhibits shall not be included with the request. The request shall not be supplemented. Reference to documents outside of or facts not supported by the Board Procurement File or the RFP shall not be considered by the Board when responding to the request.

9.7 Required Contract Terms and Conditions

A draft contract has been included as Appendix A to this RFP for your review and comment. Any contract entered into with the Board pursuant to this RFP shall have the clauses in blue font as these are required pursuant to the PPRB OPSCR Rules and Regulations as updated and replaced by PPRB. These required clauses are mandatory and are non-negotiable. The Board discourages exceptions from the draft contract content, regardless of content being required or not. Such exceptions may cause a Proposals to be rejected as non-responsive. Proposals which condition the Proposals based upon the State accepting other terms and conditions not found in the RFP, or which take exception to the State's terms and conditions, may be found non-responsive, and no further consideration of the Proposals will be given.

9.8 Agency Website

This RFP, any amendment thereto, such as Questions and Answer document(s) and Summary of Pre-Proposals Conference, Tour, or Site Visit, if any were issued, the Notice of Intent To Award, and the Evaluation Report will be posted on the Board's website at <https://www.mbp.ms.gov/news> and The Buying and Selling to Government in Mississippi website at https://www.ms.gov/dfa/contract_bid_search/Bid?autoloadGrid=False

9.9 Attachments

The attachments to this RFP are made a part of this RFP as if copied herein in words and figures.

Appendix A
Contractor Services Contract

PHARMACY PROFESSIONALS RECOVERY PROGRAM SERVICES CONTRACT

This Pharmacy Professionals Recovery Program Services Contract (Contract) is made by and between the Mississippi Board of Pharmacy (Board) and [Insert Company Name] (Contractor), effective December 1, 2025, under the following terms and conditions under which the Contractor agrees to provide a Pharmacy Professionals Recovery Program (“Program”) for impaired pharmacists, pharmacy students and pharmacy technicians licensed or registered with the Board.

1. Scope of Services

The Contractor shall provide a recovery program for pharmacists, pharmacy students and pharmacy technicians licensed or registered with the Board, which shall align with the Board’s goal to protect the public while encouraging and supporting the wellbeing of pharmacists, pharmacy students and pharmacy technicians from the diseases of substance abuse disorder, mental or physical illness that may impact a licensee’s ability to practice with reasonable skills, confidence, and safety to the public.

The Contractor will provide all services and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

Program Services

- A. The Contractor must be capable of receiving referrals of licensees and coordinating appropriate communication at any time.
- B. The contractor must develop and maintain a referral list of treatment providers approved to provide assessments and treatment for inpatient and intensive outpatient care and aftercare. Assessments must be performed by qualified evaluators using recognized methodologies, including, but not limited to, screening instruments, psychosocial testing, results of mental health/drug and alcohol history, and personal interviews.
- C. The contractor must administer an individualized treatment plan created by an approved treatment program. Case management must be administered by a qualified resource or resources. The resource(s) may be dedicated or shared.
- D. The contractor must use the intake assessment and recommendations from treatment providers and determine the elements for continuous monitoring for each participant, including:
 - 1) Required participation in treatment to include inpatient, intensive outpatient, outpatient, recommended aftercare, support groups, and one-on-one counseling. The ability to track recovery activities in real time through mobile technology applications and on paper forms.
 - 2) Recovery-related activities, with validation reports from the participants' employers, work-site monitors, counselors, sponsors, and others.
 - 3) Random drug testing incorporating alternative specimens, including hair test, Peth testing, nail, and oral fluid testing, performed by a laboratory that has the

appropriate national certification for the performed testing. Testing fees are paid directly to the performing laboratory.

- 4) Contractor must have routine individual meetings with the participant and coordinate framework for peer-to-peer support (ie. Pharmacist to Pharmacist).
 - 5) Execute and oversee a written substance use disorder agreement.
 - 6) Contractor must have direct communication access with the participant, including but not limited to by phone and email.
- E. The contractor must facilitate an assessment of each participant as part of the intake process to establish the necessary basis for appropriately managing each participant both initially and throughout their program participation. The contractor must also coordinate or help facilitate timely interventions and treatment.
- F. Reporting and Data
- 1) Quarterly Reports
 - 2) Immediate reporting to the regulatory agency is required for specific circumstances or on demand per Board or Board staff request.
- G. Must employ an addiction-trained Medical Review Officer or Medical Director with expertise in recovery of healthcare professionals. Expertise shall be reflected in applicable certification(s) in personal recovery or addiction medicine (e.g. ASAM).
- H. Must have an independent, confidential administrative and/or case management review committee that gives recommendations to program staff. Peer program participants of the committee should only serve in an advisory capacity.
- I. Provide an independent internal review for participant disagreements/grievances against staff or case review committee recommendations
- J. Contractor must provide, communicate, and advocate for or against licensure of participants during regular MS Board of Pharmacy meetings and as needed. This attendance shall be in person. Advocacy must be based on established and tracked metrics.
- K. Referrals for mental health or fitness to practice including providing the Board guidance on the physical or mental capacity of a licensee to participate in the practice of pharmacy or assist in the practice of pharmacy with reasonable skills, confidence and safety to the public.
- L. Must maintain competency in the best practices of substance use disorder and mental health management, including dual diagnosis, and serve as a resource to the Board and Board staff in these areas.
- M. Collaborate with Board staff to provide educational programs concerning substance use disorder, benefits of self-reporting, and mental health wellness to identified stakeholders including but not limited to schools of pharmacy, targeted professional groups, and employers.
- N. The Board reserves the right to audit all records maintained by the contractor or its subcontractor's relative to the contractor's performance under this Contract. At least two (2) business days' notice by the Board will be given to the contractor of the intent to audit.

The Board shall have the right to perform financial, performance, and other special audits on such records maintained by the contractor during regular business hours throughout the contract period. The contractor agrees that confidential information including, but not limited to, medical and other pertinent information relative to this contract, shall not be disclosed to any person or organization for any purpose without the expressed, written authority from the Board. The selected contractor will make available all records for review at no cost to the Board. Indicate your acceptance of this Proposals requirement and willingness to cooperate. For the purposes of this section, the term “audits” refers to financial, performance, and other special audits on such records maintained by the contractor and/or its subcontractors relative to the contractor’s performance under this Contract. Confirm you will comply with this requirement.

2. Contract Term

- A. This Contract is effective December 1, 2025 and shall terminate on June 30, 2029. There will be an option to renew the contract for an additional one (1) year term, at the discretion and approval of the Board.
- B. All records and information provided by the Board or through its Licensees to the Contractor are the sole property of the Board and will be returned to the Board within thirty (30) days of the termination date of this Contract.

3. Consideration

The Board agrees to compensate the Contractor for services approved by the Board and performed by the Contractor under the terms of this Contract in an amount as follows:

- A. The yearly and monthly rates as listed in Exhibit A, Fee Schedule for Pharmacy Professionals Recovery Program Services (including the total cost of contract services sum), of this Contract will constitute the entire compensation due to the Contractor for services and all the Contractor’s obligations hereunder regardless of the difficulty, materials, or equipment required. The total fees include all associated costs with no additional or hidden fees. The hourly rates include, but are not limited to, all required labor; all required equipment/material; all required insurance, bond, or other surety; all required overhead/profit; all required applicable taxes, fees, and general office expense; all required vehicles; all required fuel and mileage; all required travel; all required labor and supervision; all required training; all required business and professional certifications, licenses, permits, or fees; and any and all other direct and indirect costs, incurred or to be incurred, by the Contractor. The fees and rates listed in Exhibit A, Fee Schedule for Pharmacy Professionals Recovery Program Services, of this Contract are firm for the duration of this Contract and are not subject to escalation for any reason, unless otherwise provided for within this Contract, or unless this Contract is duly amended.
- B. The Contractor will be paid in monthly installments in arrears upon completion of services.
- C. The Contractor will submit all invoices, in a form acceptable to the Board (provided that such acceptance will not be unreasonably withheld) with all the necessary supporting documentation, prior to any payment to the Contractor of any allowable fees. Fees will be

invoiced in sufficient detail and format as determined by the Board. Such invoices will include, at a minimum, a description of the service(s) provided, the compensation rate, the time period in which services were provided, and total fees requested for the period being invoiced. The Board shall not provide any prepayments or initial deposits in advance of services being rendered. Fees for services provided by the Contractor shall be billable to the Board in arrears at the end of each deliverable date. Payment for any and all services provided by the Contractor to the Board shall be made only after said services have been duly performed and properly invoiced. Only those services agreed to by contract shall be considered for reimbursement/compensation by the Board. No additional compensation will be provided by the Board for any expense, cost, or fee not specifically authorized by this Contract, or by written authorization from the Board.

- D. Upon the effective date of termination of this Contract, the Contractor will remain liable for any obligations arising hereunder prior to the effective date of such termination. In addition, in the event of termination of the Contract for any reason, the Contractor shall be paid for services rendered and allowable expenses incurred up to the effective date of termination.

4. Anti-Assignment/Subcontracting

Contractor acknowledges that it was selected by the State to perform the services required hereunder based, in part, upon Contractor's special skills and expertise. The Contractor shall not assign, subcontract, or otherwise transfer this Contract, in whole or in part, without the prior written consent of the State, which the State may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer without such consent shall be null and void. No such approval by the State of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this Contract. Subcontracts shall be subject to the terms and conditions of this Contract and to any conditions of approval that the State may deem necessary. Subject to the foregoing, this Contract shall be binding upon the respective successors and assigns of the parties.

5. Applicable Law

The Contract shall be governed by and construed in accordance with the laws of the State of Mississippi (State), excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of the State. The Contractor shall comply with applicable federal, state, and local laws and regulations.

6. Approval

It is understood that if this Contract requires approval by the Public Procurement Review Board (PPRB) and/or the MDFA Office of Personal Service Contract Review (OPSCR), and this Contract, if not approved by the PPRB and/or OPSCR, is void and no payment shall be made hereunder.

7. Attorney's Fees and Expenses

In the event Contractor defaults on any obligations under this Agreement, Contractor shall pay to the Board all costs and expenses, without limitation, incurred by the Board in enforcing this Agreement or reasonably related to enforcing this Agreement. This includes but is not limited to investigative fees, court costs, and attorneys' fees. Under no circumstances shall the Board be obligated to pay attorneys' fees or legal costs to Contractor.

8. Authority to Contract

Contractor warrants: (a) that it is a validly organized business with valid authority to enter into this Contract; (b) that it is qualified to do business and in good standing in the State of Mississippi; (c) that entry into and performance under this Contract is not restricted or prohibited by any loan, security, financing, contractual, or other contract of any kind; and, (d) notwithstanding any other provision of this Contract to the contrary, that there are no existing legal proceedings or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this Contract.

9. Availability of Funds

It is expressly understood and agreed that the obligation of the Board to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of the appropriated funds. If the funds anticipated for the continuing time fulfillment of the agreement are, at any time, not forthcoming or insufficient, regardless of the source of funding, the Board shall have the right upon 10 business days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expense to the Board of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

10. Change in Scope of Work

The Board may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the Contract. No claims may be made by the Contractor that the scope of the project or of the Contractor's services have been changed, requiring changes to the amount of compensation to the Contractor or other adjustments to the Contract, unless such changes or adjustments have been made by written amendment to the Contract signed by the Executive Director of the Board and the Contractor. If the Contractor believes that any particular work is not within the scope of the project, is a material change, or shall otherwise require more compensation to the Contractor, the Contractor shall immediately notify the Board in writing of this belief. If the Board believes that the particular work is within the scope of the Contract as written, the Contractor shall be ordered to and shall continue the work as changed and at the cost stated for the work within the Contract.

11. Compliance with Equal Opportunity in Employment Policy

The Contractor understands that the Board is an equal opportunity employer and therefore maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age,

national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and the Contractor agrees during the term of the Contract that the Contractor shall strictly adhere to this policy in its employment practices and provision of services.

12. Compliance with Laws

Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.

13. Confidentiality

Notwithstanding any provision to the contrary contained herein, it is recognized that Board is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act. Mississippi Code Annotated § 25-61-1 et seq. If a public records request is made for any information provided to the Board pursuant to the Contract and designated by the Contractor in writing as trade secrets or other proprietary confidential information, the Board shall follow the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1 before disclosing such information. The Board shall not be liable to the Contractor for disclosure of information required by court order or required by law.

14. Contractor Personnel

The Board shall, throughout the life of the Contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by the Contractor. If the Board reasonably rejects staff or subcontractors, the Contractor shall provide replacement staff or subcontractors satisfactory to the Board in a timely manner and at no additional cost to the Board. The day-to-day supervision and control of the Contractor's employees and subcontractors is the sole responsibility of the Contractor.

15. Disclosure of Confidential Information

In the event that either party to this Contract receives notice that a third party requests divulgence of confidential or otherwise protected information and/or has served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of confidential or otherwise protected information that party shall, within 2 days of receipt of such request, inform the other party and thereafter respond in conformity with such subpoena to the extent mandated by law. This section shall survive the termination or completion of this Contract. The parties agree that this section is subject to and superseded by Mississippi Code Annotated § 25-61-1 et seq.

16. Disputes

Any dispute concerning the Contract which is not disposed of by agreement shall be decided by the President of the Board who shall reduce such decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the President of the Board shall be final and

conclusive. Nothing in this paragraph shall be construed to relieve the Contractor of full and diligent performance of the Contract.

17. E-Payment

The Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The Board agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies", which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of the invoice. Mississippi Code Annotated § 31-7-301, et seq.

18. E-Verification

If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 and 71-11-3. Contractor agrees to provide a copy of each verification upon request of the [Agency] subject to approval by any agencies of the United States Government. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws.

The breach of this clause may subject Contractor to the following: (1) termination of this contract and exclusion pursuant to Chapter 15 of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations; (2) the loss of any license, permit, certification or other document granted to Contractor by an agency, department, or governmental entity for the right to do business in Mississippi; or (3) both. In the event of such termination, Contractor would also be liable for any additional costs incurred by the Agency due to Contract cancellation or loss of license or permit to do business in the state.

19. Failure to Deliver

In the event of failure of Contractor to deliver services in accordance with the contract terms and conditions, the Board, after due oral or written notice, may procure the services from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Board may have.

20. Failure to Enforce Does Not Constitute Waiver

Failure by the Board at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Board to enforce any provision at any time in accordance with its term

21. Force Majeure

Each party shall be excused from performance for any period and to the extent that it is prevented from performing any obligation or service, in whole or in part, as a result of causes beyond the reasonable control and without the fault or negligence of such party and/or its subcontractors. Such acts shall include without limitation acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (“force majeure events”). When such a cause arises, the Contractor shall notify the Board immediately in writing of the cause of its inability to perform, how it affects its performance, and the anticipated duration of the inability to perform. All parties shall make reasonable efforts to minimize the impact of the force majeure event on contract performance. The Board may exercise any rights it has under the contract which are available when neither party is in default.

22. Indemnification

To the fullest extent allowed by law, the Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the Board, its Commissioners, Board Members, officers, employees, agents, and representatives and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever, including, without limitation, court costs, investigative fees and expenses, and attorneys’ fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees, and/or subcontractors in the performance of or failure to perform this Contract.

In the Board’s sole discretion, upon approval of the Office of the Mississippi Attorney General, the Contractor may be allowed to control the defense of any such claim, suit, etc. In the event the Contractor defends said claim, suit, etc., the Contractor shall use legal counsel acceptable to the Office of the Mississippi Attorney General and the Board. The Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the Board shall be entitled to participate in said defense. The Contractor shall not settle any claim, suit, etc., without the concurrence of the Office of the Mississippi Attorney General and the Board, which shall not be unreasonably withhold.

23. Independent Contractor Status

The Contractor shall at all times, be regarded as, and shall be legally considered an Independent Contractor and shall at no time act as an agent for the Board. Nothing contained herein shall be deemed or construed by the Board, the Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between the Board and the Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of the Board or the Contractor hereunder creates, or shall be deemed to create a relationship other than the independent relationship of the Board and Contractor.

The Contractor’s personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the Board. Neither the Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of the Board, and the Board shall

be at no time be legally responsible for any negligence or other wrongdoing by the Contractor, its servants, agents, or employees.

The Board shall not withhold from the Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to the Contractor. Further, the Board shall not provide to the Contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by the State for its employees.

24. Information Designated by the Board as Confidential

Any liability resulting from the wrongful disclosure of confidential information on the part of Contractor, or its subcontractor(s) shall rest with Contractor. Disclosure of any confidential information by Contractor or its subcontractor(s) without the express written approval of the Board may result in the immediate termination of this agreement.

25. Modification or Renegotiation

This Contract may be modified, altered or changed only by written agreement signed by the parties hereto. The parties agree to renegotiate the Contract if federal, State and/or the Board revisions of any applicable laws or regulations make changes in this Contract necessary.

26. No Limitation of Liability

Nothing in this agreement shall be interpreted as excluding or limiting any liability of the Contractor for harm arising out of the Contractor's or its subcontractors' performance under this agreement.

27. Oral Statements

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this Contract. All modifications to the Contract shall be made in writing by the Board and agreed to by the Contractor.

28. Ownership of Documents and Work Papers

The Board shall own all documents, files, reports, work papers and working documentation, electronic or otherwise, created in connection with the project which is the subject of this Contract, except for the Contractor's internal administrative and quality assurance files and internal project correspondence. The Contractor shall deliver such documents and work papers to the Board upon termination or completion of the Contract. The foregoing notwithstanding, the Contractor shall be entitled to retain a set of such work papers for its files. The Contractor shall be entitled to use such work papers only after receiving written permission from the Board and subject to any copyright protections.

29. Paymode

Payments by state agencies using the State's accounting system shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of the Contractor's choice. The State may, at its sole discretion, require the Contractor to submit invoices and supporting documentation electronically at any time during the term of this Contract. The Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

30. Procurement Regulations

The Contract shall be governed by the applicable provisions of the Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations, a copy of which is available at 501 North West Street, Suite 701E, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.dfa.ms.gov/dfa-offices/personal-service-contract-review/opscr>.

31. Professional Certifications and Licenses

Contractor shall provide official copies of all valid licenses and certificates required for performance of the work. The official copies shall be delivered to the Board no later than ten business days after Contractor receives the Notice of Intent to Award from the Board. Current official copies of licenses and certificates shall be provided to the Board within five business days of request at any time during the contract term. Licenses and certificates required for this contract include the following: a business license valid in Mississippi; a professional license or certificate.

32. Property Rights

Property rights do not inure to Contractor until such time as services have been provided under a legally executed contract. Contractor has no legitimate claim of entitlement to the provision of work hereunder and acknowledges that the Board may terminate this contract at any time for its own convenience.

33. Representation Regarding Gratuities

Contractor represents that it has not, is not, and will not offer, give, or agree to give any employee or former employee of Board a gratuity or offer of employment in connection with any approval, disapproval, recommendation, development, or any other action or decision related to the solicitation and resulting contract. Contractor further represents that no employee or former employee of Board has or is soliciting, demanding, accepting, or agreeing to accept a gratuity or offer of employment for the reasons previously stated; any such action by an employee or former employee in the future, if any, will be rejected by Contractor. Contractor further represents that it is in compliance with the Mississippi Ethics in Government laws, codified at Mississippi Code Annotated §§ 25-4-101 through 25-4-121, and has not solicited any employee or former employee to act in violation of said law.

34. Required Public Records and Transparency

Upon execution of a contract, the provisions of the contract which contain the personal or professional services provided, the unit prices, the overall price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information pursuant to Mississippi Code Annotated § 25- 61-9(7). The contract shall be posted publicly on www.transparency.ms.gov and shall be available for at the Agency for examination, inspection, or reproduction by the public. The Contractor acknowledges and agrees that the Board and this contract are subject to the Mississippi Public Records Act of 1983 codified at Mississippi Code Annotated §§ 25-61-1, et seq. and its exceptions, Mississippi Code Annotated § 79-23-1, and the Mississippi Accountability and Transparency Act of 2008, codified at Mississippi Code Annotated §§ 27-104-151, et seq.

35. Right to Audit

Contractor shall maintain such financial records and other records as may be prescribed by the Board or by applicable federal and state laws and regulations. Contractor shall retain these records for a period of three years after final payment, or until they are audited by the Board, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent three-year period for examination, transcription, and audit by the Board, the Mississippi State Auditor's Office, and/or other entity of the state.

36. Right to Inspect

The Board may, at reasonable times, inspect the place of business of a Contractor or any subcontractor which is related to the performance of any contract awarded by the Board.

37. Severability

If any part of this Contract is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of the Contract that can be given effect without the invalid or unenforceable provision, and to this end the provisions hereof are severable. In such event, the parties shall amend the Contract as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.

38. Standards of Care/Remedies

The Contractor shall exercise reasonable care and due diligence consistent with standards in the industry in the performance of its obligations under this Contract.

39. Stop Work Order

The Board may, by written order to Contractor at any time, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a period of time specified by the Board. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize any further cost to the Board. Upon expiration of the stop work order, Contractor shall resume providing the services which were subject to the stop work order,

unless the Board has terminated that part of the agreement or terminated the agreement in its entirety. The Board is not liable for payment for services which were not rendered due to the stop work order.

40. Termination

Termination for Convenience. The Board may, when the interests of the Board so require, terminate this contract in whole or in part, for the convenience of the Agency. The Board shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective. Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

Termination for Default. If the Board gives the Contractor a notice that the personal or professional services are being provided in a manner that is deficient, the Contractor shall have 30 days to cure the deficiency. If the Contractor fails to cure the deficiency, the Board may terminate the contract for default and the Contractor will be liable for the additional cost to the Board to procure the personal and professional services from another source. Termination under this paragraph could result in Contractor being excluded from future contract awards pursuant to Chapter 15 of the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations. Any termination wrongly labelled termination for default shall be deemed a termination for convenience.

41. Third Party Action Notification

The Contractor shall give the Board prompt notice in writing of any action or suit filed, and prompt notice of any claim made against the Contractor by any entity that may result in litigation related in any way to this Contract.

42. Waiver

No delay or omission by either party to this agreement in exercising any right, power, or remedy hereunder or otherwise afforded by contract, at law, or in equity shall constitute an acquiescence therein, impair any other right, power or remedy hereunder or otherwise afforded by any means, or operate as a waiver of such right, power, or remedy. No waiver by either party to this agreement shall be valid unless set forth in writing by the party making said waiver. No waiver of or modification to any term or condition of this agreement will void, waive, or change any other term or condition. No waiver by one party to this agreement of a default by the other party will imply, be construed as or require waiver of future or other defaults.

43. Notices

All notices required or permitted to be given under this Contract shall be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt

requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

If to the Board:

**Attention: Susan McCoy, Executive Director
Mississippi Board of Pharmacy
6311 Ridgewood Road
Suite E401
Jackson, Mississippi 39211**

If to the Contractor:

**[Name, Title]
[Contractor Name]
[Address]
[City, State, Zip]**

44. Incorporation of Documents

This Contract consists of and precedence is hereby established by the order of the following documents incorporated herein:

- A. This Contract signed by the parties including Exhibit A - Fee Schedule for Pharmacy Professionals Recovery Program Services;
- B. The Mississippi Board of Pharmacy's Request for Proposals for Pharmacy Professionals Recovery Program Services, dated August 8, 2025, and attached hereto as Exhibit B and incorporated fully herein by reference; and
- C. The Contractor's Response to the Mississippi Board of Pharmacy's Request for Proposals for Pharmacy Professionals Recovery Program Services, dated _____, 2025, attached hereto as Exhibit C and incorporated fully herein by reference.

CONTRACT EXHIBIT A

**FEE SCHEDULE FOR
PHARMACY PROFESSIONALS RECOVERY PROGRAM
SERVICES**

CONTRACT EXHIBIT B

**MISSISSIPPI BOARD OF PHARMACY'S
REQUEST FOR PROPOSALS FOR
PHARMACY PROFESSIONALS RECOVERY PROGRAM
SERVICES**

CONTRACT EXHIBIT C

**CONTRACTOR'S RESPONSE TO
THE MISSISSIPPI BOARD OF PHARMACY'S
REQUEST FOR PROPOSALS FOR
PHARMACY PROFESSIONALS RECOVERY PROGRAM
SERVICES**

PSAO Application

General Information:

Business Name:

DBA Name:

Employer Identification #

State in which PSAO is domiciled:

Address:

Mailing Address:

Corporate Address:

Phone:

Administrative Officer:

Owners:

Officers:

Affidavit Information:

Has the PSAO ever had its license suspended or revoked under any local, state, or federal law?

Has the PSAO ever been found liable in any lawsuit or arbitration proceeding involving allegations of fraud, illegal or dishonest activities?

Has the PSAO had a business relationship terminated for any fraudulent, illegal or dishonest activities?

Has the PSAO, parent company or any company or organization controlling operations experienced any data security breaches or HIPAA security breaches?

Has the PSAO ever been denied issuance of, or pursuant to disciplinary proceedings, refused renewal of a license, registration or permit by any Board or agency in Mississippi or any other state?

General Information:

Does the applicant hold any other licenses, registrations or permits in MS? If yes, attach as check list item

Provide MS Secretary of State Certificate of Good Standing ****checklist item****

Is the applicant currently involved in any dispute or controversy with any regulatory authority? If yes, attach details as ****check list item****

Is the applicant currently a defendant or the subject in any legal action alleging fraud, dishonesty or breach of trust on the part of the applicant or its officers, directors, trustees or members? (If yes, supply a statement giving the jurisdiction of the case, a summary of the allegations, the case style (name) and a summary of the current status of the case).

Is the applicant currently undergoing an examination or audit (whether routine, targeted or otherwise) being conducted by any state or regulatory authority? Attach details as checklist item if so.

Operational Information:

Must a pharmacy member contract with a certain wholesaler in order to utilize your services?

Does the applicant perform or contract with an entity for audit services support or perform audit services?

Please describe what administrative services you offer to pharmacy members and any other entity? May attach checklist item

Do you negotiate for reimbursement for services other than dispensing?

What is your procedure and timeline for remitting PBM payments to member pharmacies?

Within the last 5 years, has the applicant merged with any other entity or undergone any change of ownership?

Does a wholesaler, PBM, or pharmacy have ownership interest in your entity?

Does your entity have any ownership interest in a wholesaler, PBM, or pharmacy?

How many in network pharmacies do you represent nationwide?

How many MS pharmacy members were you doing business with in the last year? Please attach detailed list as checklist item

How many PBMs maintain contracts with you for member pharmacies? Please attached detailed list as checklist item

Do you withhold future payments from pharmacies based off contractual guarantees such as GER/BER?

What is the process for pharmacies receiving copies of executed contracts on their behalf?

Please provide contact for requesting executed contracts (Name, Phone, email)

Please provide contact information for funds transfer inquiries (Name, Phone, Email).

For all 16.5 applications:

Add Question:

Do you distribute any prescription medical devices?

If yes, please describe device activity. In the description, include whether you solely distribute devices or if you are distributing prescription medications and devices.



16.9 - Medical Device Distributor

- Application Start ✓
- Facility Information ✓
- Identification Numbers ✓
- Contact Information ✓
- Hours ✓
- Designated Representative ✓
- Owners ✓
- Officers ✓
- Background Check ✓
- States Licensed ✓
- Discipline ✓
- Controlled Substance ✓
- DEA Information ✓
- SOP ✓
- Verification ✓
- Confirmation ●

Drug Facility Initial Application

Confirmation

You have not paid for your application, please click the button below to do so. Failure to pay for your application may result in cancellation. In order to further process and/or review your application, all fees must be paid. Applications fees not received within seven days from the submission date will expire.

A fee can be submitted via credit card (Visa/MasterCard/American Express/Discover) or e-check. There is a small convenience fee associated with the use of a credit card. This convenience fee is distributed to the company accepting your credit card, not the Mississippi Board of Pharmacy.

Pay Now

Payment is required to complete the processing of your application. Failure to do so may result in cancellation. Submission of your application does not constitute licensure. Please see your application checklist to view next steps and to upload pertinent documents.

Date Submitted:
07/22/2024

Confirmation #:
HIGH-NC4O9C

Click the button below to print your application.

Print

Facility Information

Facility Type:

Medical Device Distributor

Business Name:

DBA Name:

Email:

Identification Numbers

Employer Identification #:

NABP e-Profile ID:

FDA #:

Addresses

Main Office/Retail Location

10000 Highway 100, Suite 100, Houston, TX 77055-1000

Phones

Work: 281-400-0669

Hours

Sunday:	Closed
Monday:	8am Central - 8pm Central
Tuesday:	8am Central - 8pm Central
Wednesday:	8am Central - 8pm Central
Thursday:	8am Central - 8pm Central
Friday:	8am Central - 8pm Central
Saturday:	Closed

Designated Representative

Role: Designated Representative
Administrator: Yes

Background Check

Name:

Date of Birth: SSN:

Country of Birth:
United States of America

City of Birth:

State of Birth:

Citizenship:
United States of America

Gender:
Male

Race:
Caucasian

Height:

Weight:

5' 8"

225 lbs

Eye Color:

Brown

Hair Color:

Bald

Applicant Fingerprints

IN ORDER FOR YOUR CRIMINAL BACKGROUND RESULTS TO BE RECEIVED WITHIN A TIMELY MANNER, YOU MUST SUBMIT YOUR FINGERPRINT CARD TO THE MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY CICS DIVISION (ADDRESS PROVIDED BELOW) WITHIN TWO WEEKS FROM THE DATE OF SUBMISSION OF YOUR APPLICATION.

- A **NON-REFUNDABLE \$40** background check fee will be charged.
- A background check is required to be licensed in the state of Mississippi. You must use the blue and white FD-258 (**provided via mail by the MS Board of Pharmacy**) fingerprint card to be fingerprinted by the law enforcement agency of your choice (local police, sheriff, department of public safety, human resources, etc.). You are responsible for any fees associated with the fingerprinting. The information supplied below will be used to send the cards.

- The fingerprint card must be completed in its entirety (personally identifiable information) or the card will be returned to you, thus delaying the processing of your application

- Once fingerprinted, have the personnel performing the fingerprinting sign and date the fingerprint card in the field labeled "**SIGNATURE OF OFFICIAL TAKING FINGERPRINTS**".
Mississippi Board of Pharmacy
6311 Ridgewood Road
Ste E401
Jackson, MS 39211

By which method do you wish to submit your fingerprints?

Fingerprint Cards

Address:

I, _____, certify that all of the information supplied above is true and correct to the best of my knowledge. I am aware that this information will be used in the submission of my fingerprints to the Federal Bureau of Investigations (FBI).

Further, I acknowledge that this criminal background check is for this application process only. Additional application(s) for future licensure processes will require a separate, new CBC application.

I Agree

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub.L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your

fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Notification and Record Challenge

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>

Other State Licenses

Ohio

License Status: Active

License #: 0130000694

Issue Date: 06/28/2024

Expiration Date: 07/25/2025

Owners

Name: Je

Address: 6357 Tracy Place
M

Ownership: 50%

Name: R

Address: 921 Briarwood Ct
M

Ownership: 50%

Officers

Name: J

Title: President, Presiding Officer or Equivalent

Address: 6357 Tracy Place

Name:

Title: Vice President or Equivalent

Address: 921 Briarwood Ct

Affidavit

Has the Drug registration or permit of the facility/applicant under any local, state or federal law ever been suspended or revoked?

No

Has the Applicant ever been found liable in any lawsuit or arbitration proceeding involving allegations of fraud, illegal or dishonest activities?

No

Has the Applicant had a business relationship terminated for any fraudulent, illegal or dishonest activities?

No

Has the Applicant, parent company or any company or organization controlling operations experienced any data security breaches or HIPAA security breaches?

No

Has the Applicant ever been denied issuance of, or pursuant to disciplinary proceedings, refused renewal of a license, registration or permit by any Board or agency in Mississippi or any other state?

No

Have any of the owners, partners of the firm, or officers of the corporation ever been convicted of any crime under the laws of the United States, Mississippi or any other State pertaining to the manufacturing, distribution, sale or dispensing of drugs or narcotics?

No

Do you distribute any prescription drug that are not devices?

Controlled Substance

Will you be dispensing, distributing or otherwise disseminating controlled substances?

No

DEA Certifications

No records have been added!

SOP/Training Documentation Attestation

A Drug Facility must maintain a complete and accurate documentation of its Standard Operating Procedures/Training Procedures. This SOP/Training Documentation must be producible for review upon request by the Mississippi Board of Pharmacy.

Do you attest that you have SOP/Training Documentation pursuant to the statement above?

Yes

Attestation

I, F attest that all the statements herein contained are each and all strictly true in every respect. I understand that false or forged statements made in connection with this questionnaire constitutes grounds for the Mississippi Board of Pharmacy to refuse to issue or renew, suspend, restrict, revoke or take other disciplinary action against my license/registration in the State of Mississippi. I understand that if this license/registration is issued, failure to comply with the laws or regulations governing the practice of pharmacy of this state, or any other state, will be cause for disciplinary action by the Mississippi Board of Pharmacy. I give my consent for the release to the Mississippi Board of Pharmacy of any and all records or any other information which may relate to the above questions or my practice from any source or jurisdiction.

I Acknowledge



Initial

Drug Facility Initial		
Item	Files	Status
Payment Received		Complete
Storefront Photo	2 Files	Complete
Services Offered	3 Files	Complete
Current Home State Inspection	1 File	Complete
FDA Inspection	0 Files	Not Applicable
Other Relevant Inspections	0 Files	Not Applicable
Current Home State Permit	1 File	Complete
Other State Licenses/Permits	1 File	Complete
MS or Home State SoS Certificate	4 Files	Complete
Discipline Documents	0 Files	Not Applicable
Send DR Fingerprint Cards		Complete
Background Check Complete		Complete
Copy of DEA Registration	0 Files	Not Applicable
Copy of FDA Registration	0 Files	Not Applicable
Surety Bond or Letter of Credit	0 Files	Complete
Trading Partners (Downstream)	1 File	Complete
Trading Partners (Upstream)	1 File	Complete
Trading Partners (Contractual)	0 Files	Not Applicable
Current Products and NDC#	0 Files	Not Applicable
Owners Verified		Complete
Officers Verified		Complete
Background Check Questionnaire	1 File	Complete
DR Attestation	1 File	Complete



16.9 Medical Device Distributor

Drug Facility Renewal Application

- Application Start ✓
- Facility Information ✓
- Identification Numbers ✓
- Contact Information ✓
- Hours ✓
- Designated Representative ✓
- Owners ✓
- Officers ✓
- States Licensed ✓
- Discipline ✓
- Controlled Substance ✓
- DEA Information ✓
- Verification ✓
- Confirmation ⚙

Confirmation

You have not paid for your application, please click the button below to do so. Failure to pay for your application may result in cancellation. In order to further process and/or review your application, all fees must be paid. Applications fees not received within seven days from the submission date will expire.

A fee can be submitted via credit card (Visa/MasterCard/American Express/Discover) or e-check. There is a small convenience fee associated with the use of a credit card. This convenience fee is distributed to the company accepting your credit card, not the Mississippi Board of Pharmacy.

Pay Now

Payment is required to complete the processing of your application. Failure to do so may result in cancellation. Submission of your application does not construe licensure. Please see your application checklist to view next steps and to upload pertinent documents.

Date Submitted:
08/16/2024

Confirmation #:
MATT-M3ICE5

Click the button below to print your application.

Print

Facility Information

Facility Type:

~~Wholesale Distributor (Non-Resident)~~

Medical Device Distributor

Business Name:

DBA Name:

Email:

Identification Numbers

Employer Identification #:

NABP e-Profile ID:

FDA #:

Addresses

Main Office/Retail Location

Phones

Work: f

Hours

Sunday:

Monday: 7am - 7:30pm

Tuesday: 7am - 7:30pm

Wednesday: 7am - 7:30pm

Thursday: 7am - 7:30pm

Friday: 7am - 7:30pm

Saturday:

Current Designated Representative

Role: Designated Representative

Administrator: Yes

Owners

Name: /

Address:

Ownership: 100%

Officers

Name:

Title: Manager

Address: 1

Other State Licenses

Issue Date: 04/29/2021
Expiration Date: 06/30/2026

Mississippi

License Status: Active
License #: 15354/16.1a
Issue Date: 03/22/2017
Expiration Date: 12/31/2024

New York

License Status: Active
License #: 02A0831
Issue Date: 11/14/2012
Expiration Date: 11/13/2024

South Carolina

License Status: Active
License #: 40-14241
Issue Date: 11/20/2014
Expiration Date: 04/01/2025

Texas

License Status: Active
License #: 1001018
Issue Date: 08/08/2012
Expiration Date: 07/16/2026

South Carolina

License Status: Active
License #: 21887
Issue Date: 01/30/2024
Expiration Date: 06/30/2025

Affidavit

Since your last application/renewal, has the Drug registration or permit of the facility/applicant under any local, state or federal law been suspended or revoked?

No

Since your last application/renewal, have you been found liable in any lawsuit or arbitration proceeding involving allegations of fraud, illegal or dishonest activities?

No

Since your last application/renewal, has the Applicant had a business relationship terminated for any fraudulent, illegal or dishonest activities?

No

Since your last application/renewal, has the Applicant, parent company or any company or organization controlling operations experienced any data security breaches or HIPAA security breaches?

No

Since your last application/renewal, have you been denied issuance of, or pursuant to disciplinary proceedings, refused renewal of a license, registration or permit by any Board or agency in Mississippi or any other state?

No

Since your last application/renewal, have any of the owners, partners of the firm, or officers of the corporation been convicted of any crime under the laws of the United States, Mississippi or any other State pertaining to the manufacturing, distribution, sale or dispensing of drugs or narcotics?

No

Do you distribute any prescription drugs that are not
Medical devices?

Controlled Substance

Will you be dispensing, distributing or otherwise disseminating controlled substances?

Yes

~~Details~~

DEA Certifications

RA0430746

Issue Date: 05/08/2024

Expiration Date: 06/30/2025

State: IL

Attestation

I, **A** attest that all the statements herein contained are each and all strictly true in every respect. I understand that false or forged statements made in connection with this questionnaire constitutes grounds for the Mississippi Board of Pharmacy to refuse to issue or renew, suspend, restrict, revoke or take other disciplinary action against my license/registration in the State of Mississippi. I understand that if this license/registration is issued, failure to comply with the laws or regulations governing the practice of pharmacy of this state, or any other state, will be cause for disciplinary action by the Mississippi Board of Pharmacy. I give my consent for the release to the Mississippi Board of Pharmacy of any and all records or any other information which may relate to the above questions or my practice from any source or jurisdiction.

I Acknowledge

Exit Application

Renewal

Drug Facility Renewal

Item	Files	Status
Payment Received		Complete
Discipline Documents	0 Files	Not Applicable
Current Home State Permit	2 Files	Complete
Current Home State Inspection	1 Files	Complete
FDA Inspection	0 Files	Not Applicable
Other Relevant Inspections	2 Files	Complete
Services Offered	1 Files	Complete
Copy of DEA Registration	0 Files	Not Applicable
Current Products and NDC#	0 Files	Not Applicable
Background Check Complete		Not Applicable
Background Check Questionnaire	0 Files	Not Applicable
Trading Partners (Downstream)	1 Files	Complete
Trading Partners (Upstream)	0 Files	Not Applicable
Trading Partners (Contractual)	0 Files	Not Applicable
DR Attestation	1 Files	Complete
PIC/DR Change Processed		Not Applicable

Came on July 10, 2025, the matter of Meghan L. Kellum, Pharmacist Certificate of Registration Number E-15586, herein also referred to as Respondent, pursuant to a "Notice of Hearing and Complaint" filed by the Mississippi Board of Pharmacy. Board members Ronnie Bagwell and Jillian Foster served on the Investigative Review Committee and did not participate in this hearing.

**MISSISSIPPI BOARD OF PHARMACY
VOLUNTARY SURRENDER OF REGISTRATION**

IN THE MATTER OF:

MEGHAN L KELLUM
306 PARKWOOD GROVE ROAD
BOONEVILLE, MISSISSIPPI 38829

LICENSE TO PRACTICE PHARMACY NUMBER E-15586

The Mississippi Board of Pharmacy has jurisdiction of the subject matter and person of Meghan L. Kellum, Pharmacist Certificate of Registration Number E-15586, pursuant to Section 73-21-83, Mississippi Code of 1972, Annotated.

STATEMENT OF CHARGES

Meghan L. Kellum, Pharmacist Certificate of Registration Number E-15586, is alleged to have committed the following violations:

Count 1:

Mississippi Board of Pharmacy Administrative Rules, Rule 5.1 I:

Theft or embezzlement of prescription drugs, controlled substances, medical devices, funds or anything of value;

Count 2:

Mississippi Board of Pharmacy Administrative Rules, Rule 5.1 K:

Addiction to or dependence on alcohol, controlled substances or other habit-forming legend drugs or the unauthorized use, possession or theft of controlled substances or other habit-forming legend drugs;

Specifically, Meghan L. Kellum, Pharmacist Certificate of Registration Number E-15586, admitted to an agent of the Board that she took Adderall 20mg and 30mg tablets while being employed as a pharmacist at Smith Drugs of Boonville, Pharmacy Permit Number 17853/1.1 for her own person use. She admitted to the agent that she also took Percocet and Oxycontin 20mg for her grandmother. Additionally, she admitted to taking Percocet, Norco-10, Gabapentin and Tramadol for her husband.

FINDINGS OF FACT

The Mississippi Board of Pharmacy, after being presented clear and convincing evidence, makes the following findings of fact:

- (1) The "Notice of Hearing and Complaint" along with a sworn affidavit detailing those charges was served pursuant to Section 73-21-99, Mississippi Code of 1972, Annotated.
- (2) The Respondent has been afforded all due process required by law.
- (3) The Respondent was issued a license to practice pharmacy by the Board, Pharmacist Certificate of Registration Number E-15586, and as such was subject to jurisdiction of the Board pursuant to Section 73-21-83, Mississippi Code of 1972, Annotated.
- (4) The Respondent did not appear for the hearing and the hearing was held in absentia.
- (5) The Respondent committed the violation as charged.
- (6) The Respondent voluntarily surrendered his license to practice pharmacy.

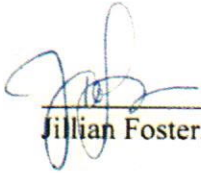
FINAL ORDER OF THE BOARD

This ORDER OF THE BOARD is effective immediately. A certified copy of this ORDER shall be served on the Respondent and a copy maintained in the office of the Board.

- The Board officially accepts the voluntary surrender of Pharmacist Certificate of Registration Number E-15586
- Pursuant to Section 73-21-103 (1)(b), Mississippi Code of 1972, Annotated, Pharmacist Certificate of Registration Number E-15586 is revoked.
- Pursuant to Section 73-21-103 (2), Mississippi Code of 1972, Annotated, Respondent shall have the right to petition the Board for reinstatement of his registration. The Board will not consider a petition for reinstatement of this registration until at least one (1) year from the date of this Order.
- Pursuant to Section 73-21-103(1)(d)(iii), Mississippi Code of 1972, Annotated, Respondent shall pay the cost of investigation and conduct of a proceeding in the amount of One Thousand Two Hundred Twenty-seven Dollars and Thirty-seven Cents (\$1,227.37).
- The total cost of investigation shall be paid by the Respondent prior to petitioning for the reinstatement of his registration.
- The cost of investigation shall be paid electronically through the Board of Pharmacy licensing system or by certified check, attorney's check or money order issued by a usual, customary, and reputable issuer (U.S. Postal Money Order, Western Union Money Order, etc.).

All members participating in the hearing affirmed this Order.

ORDERED AND AGREED TO, this the 10th day of July 2025.



Jillian Foster, President

Craig Sartin, Vice-President




Michael Gilbow, Secretary

Ronnie Bagwell

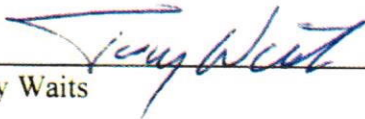


Ryan Harper (Jul 14, 2025 12:23 CDT)

Ryan Harper



David Hudson



Tony Waits

Came on July 10, 2025, the matter of Randi L. Scarbrough, Pharmacy Technician Registration Number PT-218629, herein also referred to as Respondent, pursuant to a "Notice of Hearing and Complaint" filed by the Mississippi Board of Pharmacy. Board members Ronnie Bagwell and Jillian Foster served on the Investigative Review Committee and did not participate in this hearing.

**MISSISSIPPI BOARD OF PHARMACY
VOLUNTARY SURRENDER OF REGISTRATION**

IN THE MATTER OF:

RANDI L. SCARBROUGH
5181 SHILOH VIMVILLE ROAD
MERIDIAN, MISSISSIPPI 39301

PHARMACY TECHNICIAN REGISTRATION NUMBER PT-218629
JURISDICTION

The Mississippi Board of Pharmacy has jurisdiction of the subject matter and person of Randi L. Scarbrough, Pharmacy Technician Registration Number PT-218629, pursuant to Section 73-21-83, Mississippi Code of 1972, Annotated.

STATEMENT OF CHARGES

Randi L. Scarbrough, Pharmacy Technician Registration Number PT-218629, is alleged to have committed the following violation:

Mississippi Board of Pharmacy Administrative Rules, Rule 5.1 I:

Theft or embezzlement of prescription drugs, controlled substances, medical devices, funds or anything of value;

Specifically, Randi L. Scarbrough, Pharmacy Technician Registration Number PT-218629, admitted to taking items from the cafeteria of her employer, Sam's Pharmacy located in Meridian, Pharmacy Permit Number 12013/1.2 without paying for them. Her employer also documented times that Scarbrough clocked in for work for dates and times that did not correspond with her assigned work schedule. Scarbrough surrendered her pharmacy technician registration to an agent of the Board on April 29, 2025.

FINDINGS OF FACT

The Mississippi Board of Pharmacy, after being presented clear and convincing evidence, makes the following findings of fact:

- (1) The "Notice of Hearing and Complaint" along with a sworn affidavit detailing those charges was served pursuant to Section 73-21-99, Mississippi Code of 1972, Annotated.
- (2) The Respondent has been afforded all due process required by law.
- (3) The Respondent was issued a pharmacy technician registration by the Board, Pharmacy Technician Registration Number PT-218629, and as such was subject to jurisdiction of the Board pursuant to Section 73-21-83, Mississippi Code of 1972, Annotated.
- (4) The Respondent did not appear for the hearing and the hearing was held in absentia.

- (5) The Respondent committed the violation as charged.
- (6) The Respondent voluntarily surrendered her license to practice pharmacy.

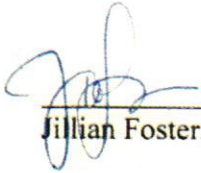
FINAL ORDER OF THE BOARD

This ORDER OF THE BOARD is effective immediately. A certified copy of this ORDER shall be served on the Respondent and a copy maintained in the office of the Board.

- The Board officially accepts the voluntary surrender of Pharmacy Technician Registration Number PT-218629.
- Pursuant to Section 73-21-103 (1)(b), Mississippi Code of 1972, Annotated, Pharmacy Technician Registration Number PT-218629 is revoked.
- Pursuant to Section 73-21-103 (2), Mississippi Code of 1972, Annotated, Respondent shall have the right to petition the Board for reinstatement of her registration. The Board will not consider a petition for reinstatement of this registration until at least one (1) year from the date of this Order.
- Pursuant to Section 73-21-103(1)(d)(iii), Mississippi Code of 1972, Annotated, Respondent shall pay the cost of investigation and conduct of a proceeding in the amount of One Hundred Thirty Dollars and Three Cents (\$130.03).
- The total cost of investigation shall be paid by the Respondent prior to petitioning for the reinstatement of his registration.
- The cost of investigation shall be paid electronically through the Board of Pharmacy licensing system or by certified check, attorney's check or money order issued by a usual, customary, and reputable issuer (U.S. Postal Money Order, Western Union Money Order, etc.).

All members participating in the hearing affirmed this Order.

ORDERED AND AGREED TO, this the 10th day of July 2025.



Jillian Foster, President

Craig Sartin, Vice-President




Michael Gilbow, Secretary

Ronnie Bagwell

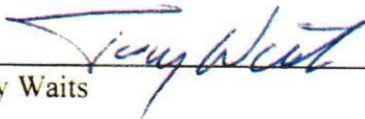


Ryan Harper (Jul 14, 2025 12:23 CDT)

Ryan Harper



David Hudson



Tony Waits

Part 3002 Chapter 8: Duties and Responsibilities of the Executive Director and Associate Director

Rule 8.1 Executive Director Appointed by the Board

The Executive Director is the executive officer in charge of the office of the Mississippi Board of Pharmacy and he/she shall be appointed by the Board. The Executive Director shall serve as the budget officer and shall make, keep, and be in charge of all records, record books, and any files required to be maintained by the Board. The Executive Director shall attend to the correspondence required by the office and shall perform such other duties as the Board may require in keeping with the office. The Board authorizes the Executive Director to employ and supervise all staff, including clerical, investigative, legal counsel and other office staff as necessary for the fulfillment of his/her duties and responsibilities.

Source: Miss. Code Ann. §§ 73-21-79; 73-21-81.

Rule 8.2 General Duties and Responsibilities

The Executive Director shall have, but not be limited to, the following responsibilities:

- A. Issue licenses, registrations, and permits to all pharmacists, businesses, facilities, pharmacies, or other persons/entities as authorized by statutes, rules or regulations;
- B. Make amendments to license, registration and permit applications.
- C. Maintaining, preserving, and releasing of any public records which are required to be kept by the Board;
- D. Administration of any examinations or tests required under statutes or regulations;
- E. Hiring and termination of positions with the agency, excluding positions that require professional licensure, which shall be upon consultation with the Board.
- F. Serve as the representative of the Board on any committees, boards or other organizations as necessary to carry out the Board's responsibilities;
- G. Issue and serve all subpoenas and any Summary Suspension Order, Notice of Hearing and Complaint to any pharmacist, permit holder, business/facility, registrant, or other person under the jurisdiction of the Board and execute the foregoing for and on behalf of the Board, and serve all Board Orders;
- H. Provide initiative, leadership, and input into any proposed legislation or regulations pertaining to the practice of pharmacy, the distribution of prescription drugs, pharmacy technicians, and pharmacy externs/interns;
- I. Set the agenda for all meetings of the Board and be responsible for the preparation of the Minutes of all meetings of the Board;
- J. Approve all continuing education as required by Regulations of the Board;
- K. Serve as the Board's representative when interacting and/or cooperating with other state or federal agencies or law enforcement entities;
- L. Approve and execute contracts that do not exceed sixty-six percent (66%) of the monetary threshold set by Mississippi Code Annotated, Section 27-104-7 for personal and professional services contracts, with the consultation of the Board President.
- M. Approve and execute contracts that do not exceed sixty-six percent (66%) of the monetary threshold set by Mississippi Code Annotated, Section 31-7-13(c) for contracts for purchase of commodities, with the consultation of the Board President;
- N. Approve and execute memorandums of agreement or memorandums of understanding with licensees, registrants and other state entities.
- O. Any other duty or responsibility as assigned by the Board or Board President.

Source: Miss. Code Ann. §§ 73-21-79; 73-21-81.

Rule 8.3 Associate Director

The Associate Director shall have the duties and responsibilities assigned to him/her by the Executive Director and may perform any/all of the duties and responsibilities of the Executive Director in the absence of the Executive Director or as assigned by the Executive Director.

Source: Miss. Code Ann. § 73-21-81.

Came on July 10, 2025, the matter of Jerry E. Fu, Pharmacist License, Certificate of Registration Number T-16342, herein referred to as Respondent, pursuant to a "Notice of Hearing and Complaint" filed by the Mississippi Board of Pharmacy.

BEFORE THE MISSISSIPPI BOARD OF PHARMACY

IN THE MATTER OF:

JERRY E. FU
5970 KANSAS STREET
HOUSTON, TX 77007

LICENSE TO PRACTICE PHARMACY, NUMBER T-16342

JURISDICTION

The Mississippi Board of Pharmacy has jurisdiction of the subject matter and person of Jerry E. Fu, Pharmacist License, Certificate of Registration Number T-16342, pursuant to Section 73-21-83, Mississippi Code of 1972, Annotated.

STATEMENT OF CHARGES

Jerry E. Fu, Pharmacist License, Certificate of Registration Number T-16342, is alleged to have committed the following violation:

Mississippi Pharmacy Practice Regulations, Article VII Responsibility of Pharmacist-in-Charge (PIC), Paragraph 1. A:

1. The person who signs the application for a pharmacy permit or the renewal of a pharmacy permit shall be the pharmacist-in-charge (PIC) for that facility.
 - A. Authority. The PIC of the pharmacy shall be responsible for complete supervision, management and compliance with all federal and state pharmacy laws and regulations pertaining to the practice of pharmacy in the entire prescription department. He/She shall have the cooperation and support of all pharmacy staff in carrying out these responsibilities. The pharmacist-in-charge is responsible for assuring that all personnel are properly registered or licensed with the Board and that all pharmacy permits are current and appropriate for the type of pharmacy operation being conducted. A pharmacist shall not be the PIC at more than one Community Pharmacy or Institutional I Pharmacy (unless the Board grants a waiver upon presentation of good cause) and shall not be the pharmacist-in-charge or have personal supervision of more than one facility which is open to the general public on a full-time basis

Mississippi Board of Pharmacy Practice Regulations, ARTICLE XXXI.1.A which provides in relevant part:

1. GENERAL PROVISIONS

- A. Prior to engaging in the compounding of pharmaceuticals, a pharmacy shall obtain a compounding certificate from the Mississippi Board of Pharmacy.
 - i. To obtain a compounding certificate, an applicant must complete a compounding certificate application.
 - ii. A compounding certificate will expire when the pharmacy permit expires and can be renewed at the time a pharmacy permit is renewed.

- iii. Compounding, without obtaining the compounding certificate, shall be grounds for disciplinary action.
- iv. Every pharmacy that engages in compounding shall submit a compounding statistical report to the Board on or about January 31st of each year on a form prescribed by the Board.
- v. Failure to submit the report as required by this regulation shall be grounds for disciplinary action.
- vi. A compounding certificate shall become inactive if a pharmacy fails to compound any prescriptions in a calendar year. A pharmacy may not compound prescriptions with an inactive compounding certificate. A pharmacy may petition the Board to activate a compounding certificate that is inactive.
- vii. Any pharmacy with an active compounding certificate is subject to a compounding inspection by the Board.

Specifically, Southend Pharmacy, Pharmacy Permit Number 18597/7.1, applied for a compounding certificate from the Mississippi Board of Pharmacy on June 19, 2023. However, Southend Pharmacy failed to complete the application process. The compounding certificate application expired December 16, 2023. Southend Pharmacy was made aware that they were not authorized to send compounded medications to Mississippi without a compounding certificate. Southend acknowledged this restriction in writing.

Pursuant to a records request, it was determined that Southend Pharmacy, Pharmacy Permit Number 18597/7.1, shipped at least Six Thousand Fifty-One (6,051) compounded medications into Mississippi between December 12, 2023, and February 6, 2025, without a compounding certificate in violation of the Mississippi Board of Pharmacy Practice Regulations, ARTICLE XXXI. Jerry E. Fu, Pharmacist License, Certificate of Registration Number T-16342, is the pharmacist-in-charge of Southend Pharmacy, Pharmacy Permit Number 18597/7.1, and is responsible for complete supervision, management and compliance with all federal and state pharmacy laws and regulations pertaining to the practice of pharmacy in the entire prescription department.

SETTLEMENT AGREEMENT

Pursuant to discussions between Board Counsel and Counsel for the Respondent, an Agreement to Settle this matter is found to be in the best interest of all parties involved. It is hereby Agreed as follows:

FINDINGS OF FACT

The Mississippi Board of Pharmacy, after being presented clear and convincing evidence, makes the following findings of fact:

- (1) The Respondent was properly notified of the charges by a duly processed "Notice of Hearing and Complaint" along with a sworn affidavit detailing those charges as provided for in Section 73-21-99, Mississippi Code of 1972, Annotated, and the Respondent has been afforded all due process required by law.
- (2) The Respondent was issued a license to practice pharmacy by the Board, Certificate of Registration Number T-16342, and as such was subject to jurisdiction of the Board pursuant to Section 73-21-83, Mississippi Code of 1972, Annotated.

- (3) The Respondent does not contest the violation as charged.
- (4) The Respondent agrees to the disciplinary action stated below as imposed by the Board.

FINAL ORDER OF THE BOARD

This ORDER OF THE BOARD is effective immediately. A certified copy of this ORDER shall be served on the Respondent and a copy maintained on file in the office of the Board.

- Pursuant to Mississippi Code Annotated Section 73-21-103(l)(c), Pharmacist License, Certificate of Registration Number T-16342 shall be restricted from serving as a pharmacist-in-charge (PIC) for a Mississippi permitted pharmacy. This restriction can only be removed by the respondent petitioning and appearing before the Board. The Board will not entertain a petition from the Respondent to remove this restriction prior to one (1) year from the date of this Order.
- Pursuant to Mississippi Code Annotated Section 73-21-103(l)(d), Respondent shall pay a monetary penalty in the amount of Twenty-Five Thousand Dollars (\$25,000.00).
- Pursuant to Mississippi Code Annotated Section 73-21-103(l)(d)(iii), Respondent shall pay the cost of investigation and conduct of a proceeding in the amount of One Hundred Dollars (\$100.00).
- The total monetary settlement of Twenty-Five Thousand One Hundred Dollars (\$25,100.00) shall be paid over a twenty-four (24) month period. Each payment will be made by the Fifth (5th) of each month. The first payment shall be made by July 15, 2025, and continue monthly through June 15, 2027.

I hereby agree to the findings and terms of this Agreed Order:

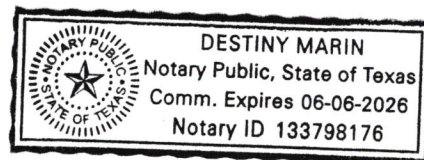
Jerry E. Fu

SUBSCRIBED AND SWORN TO, in my presence, this 3rd day of July, 2025.

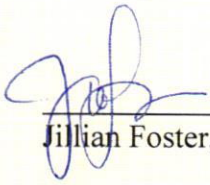
NOTARY PUBLIC

MY COMMISSION EXPIRES:

06/06/2026



ORDERED AND AGREED TO, this the 10th day of July 2025.



Jillian Foster, President

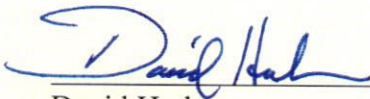
Craig Sartin, Vice-President



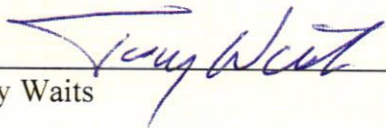
Michael Gilbow, Secretary

Ronnie Bagwell

Ryan Harper



David Hudson



Tony Waits

Came on July 10, 2025, the matter of Smith Health, Inc. d/b/a SmithRx, License to Operate as a Pharmacy Benefit Manager, Permit Number 140241, herein referred to as Respondent, pursuant to a "Notice of Hearing and Complaint" filed by the Mississippi Board of Pharmacy.

MISSISSIPPI BOARD OF PHARMACY

IN THE MATTER OF:

SMITH HEALTH, INC. D/B/A SMITHRX
300 BRANNAN STREET
SUITE 601
SAN FRANCISCO, CA 94107

LICENSE TO OPERATE AS A PHARMACY BENEFIT MANAGER **PERMIT NUMBER 140241**

JURISDICTION

The Mississippi Board of Pharmacy has jurisdiction of the subject matter and person of Smith Health Inc. d/b/a SmithRx, ("Respondent"), pursuant to Section 73-21-83, Mississippi Code of 1972, Annotated.

STATEMENT OF CHARGES

Smith Health, Inc. d/b/a SmithRx, License to Operate as a Pharmacy Benefit Manager, Permit Number 140241, is alleged to have committed the following violations:

Violation of Mississippi Code Annotated Section 73-21-157 (1):

- (1) Before beginning to do business as a pharmacy benefit manager, a pharmacy benefit manager shall obtain a license to do business from the board.

Specifically, Smith Health, Inc. d/b/a SmithRx began conducting business as a pharmacy benefit manager with a self-insured health plan sponsor in Mississippi on August 1, 2022, and currently does business as a pharmacy benefit manager with seventeen (17) self-insured health plan sponsors based in Mississippi. Additionally, prior to obtaining a license as a pharmacy benefit manager on September 12, 2024, SmithRx performed pharmacy benefit management services when it processed prescription drug claims filled at Mississippi pharmacies without being licensed with the Mississippi Board of Pharmacy. Pursuant to Mississippi Code Annotated Section 73-21-163, SmithRx is subject to a monetary penalty being imposed for violations of Mississippi Code Annotated Section 73-21-157.

SETTLEMENT AGREEMENT

Pursuant to discussions between Board Counsel and the Respondent, being represented by counsel, an Agreement to settle this matter is found to be in the best interest of all parties involved. It is hereby Agreed as follows:

FINDINGS OF FACT

The Mississippi Board of Pharmacy, after being presented clear and convincing evidence, makes the following findings of fact:

- (1) The Respondent was properly notified of the charges by a duly processed "Notice of Hearing and Complaint" along with a sworn affidavit detailing those charges as provided for in Section 73-21-99, Mississippi Code of 1972, Annotated, and the Respondent has been afforded all due process required by law.
- (2) The Respondent was subject to the jurisdiction of the Board pursuant to Section 73-21-83, Mississippi Code of 1972, Annotated.
- (3) The Respondent applied and obtained its PBM license on September 12, 2024. Permit Number 140241.
- (4) The Respondent neither admits nor contests the violation as charged or the Board's findings of fact.
- (5) The Respondent and Board Agree to the terms of this settlement as stated below.
- (6) The parties understand that the purpose of this Settlement Order is to settle this matter. The parties agree that neither this Settlement Order nor the payment of the monetary penalty by the Respondent shall be construed as an admission by the Respondent of any wrongdoing or violation of state statute or regulation.

FINAL ORDER OF THE BOARD

This ORDER OF THE BOARD is effective immediately. A certified copy of this ORDER shall be served on the Respondent and a copy maintained in the office of the Board.

- The Respondent shall pay a monetary penalty in the amount of Fifty Thousand Dollars (\$50,000.00) plus costs of investigation in the amount of Five Hundred Dollars (\$500.00), for a total monetary penalty of Fifty Thousand Five Hundred Dollars (\$50,500.00), as a settlement of all claims that were or could have been alleged by the Board in this matter.
- The monetary settlement is due and payable by the Respondent within thirty (30) days of receipt of this Order. The monetary penalty shall be paid electronically through the Board of Pharmacy licensing system or by certified check, attorney's check or money order issued by a usual, customary, and reputable issuer (U.S. Postal Money Order, Western Union Money Order, etc.).

I hereby agree to the findings and terms of this Agreed Settlement Order:

Jacob Frenz

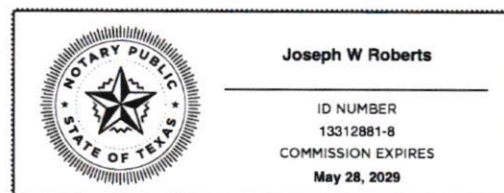
Representative for Smith Health, Inc. d/b/a SmithRx

Subscribed and Sworn to me, in my presence, this 8th day of July, 2025, by Jacob Frenz.

Joseph W Roberts
NOTARY PUBLIC

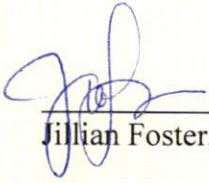
MY COMMISSION EXPIRES:

05/28/2029



Electronically signed and notarized online using the Proof platform.

ORDERED AND AGREED TO, this the 10th day of July 2025.



Jillian Foster, President

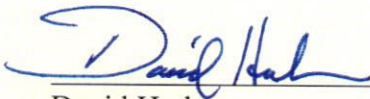
Craig Sartin, Vice-President



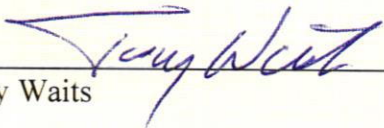
Michael Gilbow, Secretary

Ronnie Bagwell

Ryan Harper



David Hudson



Tony Waits

Came on July 10, 2025, the matter of Seburn B. Brasher, Jr., Pharmacy Technician Registration Number PT-220262, herein also referred to as Petitioner, pursuant to a request to petition the Mississippi Board of Pharmacy. Board members Ronnie Bagwell, Craig Sartin and Ryan Harper were absent from the hearing.

BEFORE THE MISSISSIPPI BOARD OF PHARMACY

IN THE PETITION OF:

SEBURN B. BRASHER, JR.
5207 MUDLINE ROAD
OAKLAND, MS 38948

PHARMACY TECHNICIAN REGISTRATION
JURISDICTION

The Mississippi Board of Pharmacy (Board) has jurisdiction of the subject matter pursuant to Section 73-21-103(2), Mississippi Code of 1972, Annotated.

PROCEEDINGS

The Petitioner's pharmacy technician registration was revoked on May 11, 2022. See attached Order. The Petitioner requests the Board to reinstate his pharmacy technician registration. The Board heard testimony concerning the Petitioner's request.

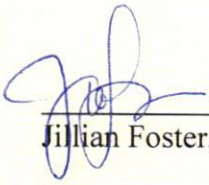
ACTION OF THE BOARD

On a motion by Tony Waits and a second by Mike Gilbow, the Board voted to table the matter until the Petitioner obtains a substance use disorder evaluation from a Board approved facility. Once obtained, the Petitioner may request to appear before the Board for consideration of his request of the reinstatement of his pharmacy technician registration.

A certified copy of this ORDER shall be served on the Petitioner and maintained in the office of the Board. All members participating in the hearing affirmed this Order.

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ORDERED AND AGREED TO, this the 10th day of July 2025.



Jillian Foster, President

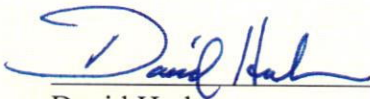
Craig Sartin, Vice-President



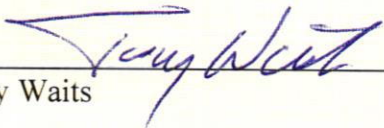
Michael Gilbow, Secretary

Ronnie Bagwell

Ryan Harper



David Hudson



Tony Waits

Came on July 10, 2025, the matter of Franklin Gail Burton, Pharmacist License (Certificate of Registration Number T-09537), herein also referred to as Petitioner, pursuant to a request to petition the Mississippi Board of Pharmacy. Board members Ronnie Bagwell, Craig Sartin and Ryan Harper were absent from the hearing.

BEFORE THE MISSISSIPPI BOARD OF PHARMACY

IN THE MATTER OF:

FRANKLIN GAIL BURTON
10052 NORTH COCKRUM DRIVE
HERNANDO, MS 38632

LICENSE TO PRACTICE PHARMACY NUMBER T-09537

JURISDICTION

The Mississippi Board of Pharmacy has jurisdiction of the subject matter pursuant to Section 73-21-103(2), Mississippi Code of 1972, Annotated.

PROCEEDINGS

On March 28, 2019, the Board entered an Order which imposed several restrictions upon Petitioner's license. See attached Order. The Petitioner requested that the Board remove his probation from his license.

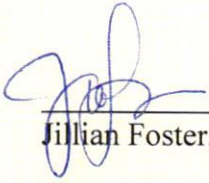
ACTION OF THE BOARD

Based upon the clear and convincing evidence presented at the petition hearing, a motion was made by Tony Waits and a second by David Hudson to remove the Petitioner's probation. All members present voted in the affirmative. All other provisions of the March 28, 2019, Board Order shall remain in effect until March 27, 2029.

A certified copy of this ORDER shall be served on the Petitioner and maintained in the office of the Board.

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ORDERED AND AGREED TO, this the 10th day of July 2025.



Jillian Foster, President

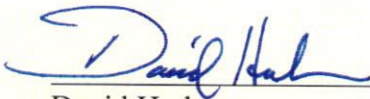
Craig Sartin, Vice-President



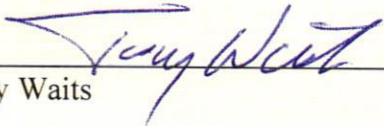
Michael Gilbow, Secretary

Ronnie Bagwell

Ryan Harper



David Hudson



Tony Waits

Came on July 10, 2025, the matter of Eugene F. Brown, Sr., Pharmacist License, Certificate of Registration Number E-05698, herein also referred to as Petitioner, pursuant to a request to petition the Mississippi Board of Pharmacy. Board members Ronnie Bagwell, Craig Sartin and Ryan Harper were absent from the hearing.

BEFORE THE MISSISSIPPI BOARD OF PHARMACY

IN THE PETITION OF:

EUGENE F. BROWN
P.O. BOX 213
PHILADELPHIA, MS 39350

PETITION FOR REINSTATEMENT OF LICENSE TO PRACTICE PHARMACY
JURISDICTION

The Mississippi Board of Pharmacy has jurisdiction of the subject matter pursuant to Section 73-21-103(2), Mississippi Code of 1972, Annotated.

PROCEEDINGS

The Mississippi Board of Pharmacy entered an Order on May 18, 2023, which revoked the license of the Petitioner for multiple violations of Board regulations. (See attached Order). The Petitioner requests the Board to reinstate his pharmacist license. The Board heard testimony concerning the request of the Petitioner and on a motion by Tony Waits, the meeting was closed to determine if the Board should go into executive session. On a motion by Tony Waits and a second by David Hudson, all members present voted to go into executive session to deliberate on an appealable order. On a motion by David Hudson and a second by Tony Waits, with members of the Board voting in the affirmative, the Board re-entered open session and announced no action was taken during the executive session.

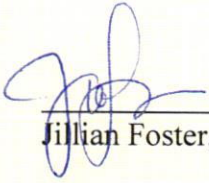
ACTION OF THE BOARD

Based upon the clear and convincing evidence presented at the petition hearing, on a motion by Tony Waits and a second by Mike Gilbow, the Petitioner's request was denied. Board members Tony Waits, Mike Gilbow and Jillian Foster voted for the motion and Board member David Hudson voted against the motion.

A certified copy of this ORDER shall be served on the Petitioner and maintained in the office of the Board.

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ORDERED AND AGREED TO, this the 10th day of July 2025.



Jillian Foster, President

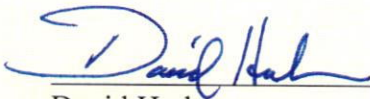
Craig Sartin, Vice-President



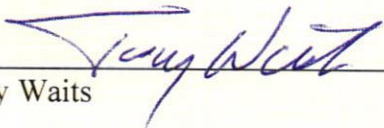
Michael Gilbow, Secretary

Ronnie Bagwell

Ryan Harper



David Hudson



Tony Waits

Came on July 10, 2025, the matter of Sajani Barot, Pharmacist Certificate of Registration Number T-12769, herein also referred to as Petitioner, pursuant to a request to petition the Mississippi Board of Pharmacy. Board members Ronnie Bagwell, Craig Sartin and Ryan Harper were absent from the hearing.

BEFORE THE MISSISSIPPI BOARD OF PHARMACY

IN THE PETITION OF:

SAJANI BAROT
158 BRIDGEWATER CROSSING
RIDGELAND, MS 39157

LICENSE TO PRACTICE PHARMACY NUMBER T-12769

JURISDICTION

The Mississippi Board of Pharmacy has jurisdiction of the subject matter pursuant to Section 73-21-103(2), Mississippi Code of 1972, Annotated.

PROCEEDINGS

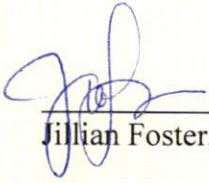
Petitioner requests reinstatement of her license to practice pharmacy, which expired on December 31, 2017. The Board heard testimony concerning the Petitioner's request.

ACTION OF THE BOARD

Based upon the clear and convincing evidence presented at the petition hearing, all members of the Board present voted to vacate its March 23, 2023, Order and approve reinstatement of the Petitioner's license in Mississippi, if the requirements of Mississippi Pharmacy Practice Regulations, Article IV LICENSE RENEWAL AND CONTINUING EDUCATION are met.

This ORDER OF THE BOARD is effective immediately. A certified copy of this ORDER shall be served on the Petitioner and maintained in the office of the Board.

ORDERED AND AGREED TO, this the 10th day of July 2025.



Jillian Foster, President

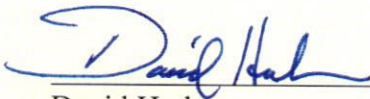
Craig Sartin, Vice-President



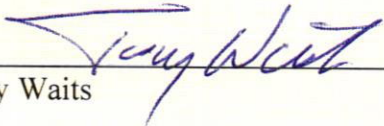
Michael Gilbow, Secretary

Ronnie Bagwell

Ryan Harper



David Hudson



Tony Waits

Came on July 10, 2025, the matter of Hi'Yoshida S. McGee, Pharmacy Technician Registration Number PT-222940, herein also referred to as Petitioner, pursuant to a request to petition the Mississippi Board of Pharmacy. Board members Ronnie Bagwell, Craig Sartin and Ryan Harper were absent from the hearing.

BEFORE THE MISSISSIPPI BOARD OF PHARMACY

IN THE PETITION OF:

HI'YOSHIDA S. MCGEE
184 SANDERS MILL ROAD
STEENS, MISSISSIPPI 39766

PHARMACY TECHNICIAN REGISTRATION
JURISDICTION

The Mississippi Board of Pharmacy (Board) has jurisdiction of the subject matter pursuant to Section 73-21-103(2), Mississippi Code of 1972, Annotated.

PROCEEDINGS

The Petitioner's pharmacy technician registration was revoked on January 19, 2023. See attached Order. The Petitioner requests the Board reinstate her pharmacy technician registration. The Board heard testimony concerning the Petitioner's request.

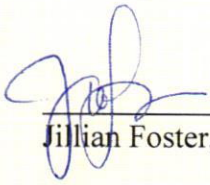
ACTION OF THE BOARD

Due to the lack of a motion by any board member, there is no action on the petitioner's request. The request is therefore, denied.

A certified copy of this ORDER shall be served on the Petitioner and maintained in the office of the Board.

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ORDERED AND AGREED TO, this the 10th day of July 2025.



Jillian Foster, President

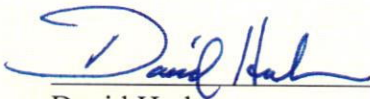
Craig Sartin, Vice-President



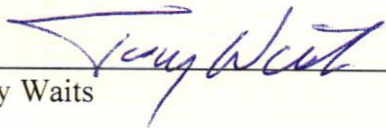
Michael Gilbow, Secretary

Ronnie Bagwell

Ryan Harper



David Hudson



Tony Waits

Came on July 10, 2025, the matter of Taylor Nicole McGuire, Student Registration Number IE-100898, herein also referred to as Petitioner, pursuant to a request to petition the Mississippi Board of Pharmacy. Board members Ronnie Bagwell, Craig Sartin and Ryan Harper were absent from the hearing.

BEFORE THE MISSISSIPPI BOARD OF PHARMACY

IN THE PETITION OF:

TAYLOR NICOLE MCGUIRE
7134 AUTUMN FORREST DRIVE
MEMPHIS, TN 38125

JURISDICTION

The Mississippi Board of Pharmacy (Board) has jurisdiction of the subject matter pursuant to Section 73-21-111, Mississippi Code of 1972, Annotated.

PROCEEDINGS

The Petitioner, who is no longer a student at the University of Tennessee School of Pharmacy, requests that the Board allows her to submit an application for registration as a pharmacy technician without waiting the required one (1) year period following the expiration of her Student Extern/Intern Registration due to withdrawal from a school of pharmacy. The Board heard testimony concerning the Petitioner's request.

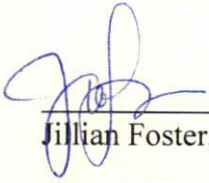
ACTION OF THE BOARD

Based upon the clear and convincing evidence presented at the petition hearing, a motion was made by Tony Waits and a second by Mike Gilbow, to grant the request of the petitioner if all regulatory requirements are met. All members present voted in the affirmative.

A certified copy of this ORDER shall be served on the Petitioner and maintained in the office of the Board. All members participating in the hearing affirmed this Order.

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ORDERED AND AGREED TO, this the 10th day of July 2025.



Jillian Foster, President

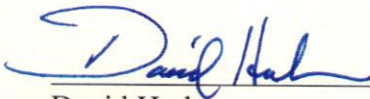
Craig Sartin, Vice-President



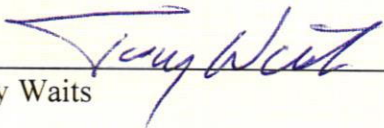
Michael Gilbow, Secretary

Ronnie Bagwell

Ryan Harper



David Hudson



Tony Waits

Came on July 10, 2025, the matter of Sharad Pravin Patel, Student Registration Number IE-100568, herein also referred to as Petitioner, pursuant to a request to petition the Mississippi Board of Pharmacy. Board members Ronnie Bagwell, Craig Sartin and Ryan Harper were absent from the hearing.

BEFORE THE MISSISSIPPI BOARD OF PHARMACY

IN THE PETITION OF:

SHARAD PRAVIN PATEL
8840 HAMILTON ROAD
SOUTHAVEN, MS 38671

JURISDICTION

The Mississippi Board of Pharmacy (Board) has jurisdiction of the subject matter pursuant to Section 73-21-111, Mississippi Code of 1972, Annotated.

PROCEEDINGS

The Petitioner, who is no longer a student at the University of Mississippi School of Pharmacy, requests that the Board allows him to submit an application for registration as a pharmacy technician without waiting the required one (1) year period following the expiration of his Student Extern/Intern Registration due to the withdrawal from a school of pharmacy. The Board heard testimony concerning the Petitioner's request.

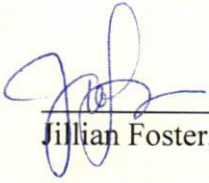
ACTION OF THE BOARD

Based upon the clear and convincing evidence presented at the petition hearing, a motion was made by Mike Gilbow and a second by Tony Waits, to grant the request of the petitioner if all regulatory requirements are met. All members present voted in the affirmative.

A certified copy of this ORDER shall be served on the Petitioner and maintained in the office of the Board. All members participating in the hearing affirmed this Order.

REST OF PAGE LEFT BLANK INTENTIONALLY

ORDERED AND AGREED TO, this the 10th day of July 2025.



Jillian Foster, President

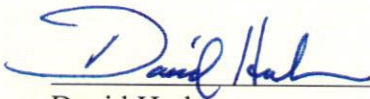
Craig Sartin, Vice-President



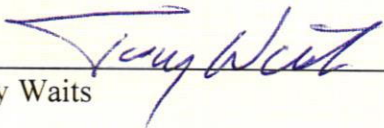
Michael Gilbow, Secretary

Ronnie Bagwell

Ryan Harper



David Hudson



Tony Waits