



**Iowa Medical Cannabidiol Advisory Board Meeting
 Minutes**

**Wednesday, September 06, 2017
 12:00 pm - 1:00 pm**

**Iowa Dept. of Public Health
 321 E. 12th Street
 Lucas State Office Bldg. – 6th Floor
 Director’s Conference Room
 Des Moines, IA**

I. CALL TO ORDER

Mike McKelvey, Chairperson

The meeting was officially called to order at 12:03 p.m.

II. ROLL CALL

| Present | Absent |
|---|--------|
| Dr. Ken Cheyne – via conference call | |
| Dr. Jill Liesveld – via conference call | |
| Mr. Mike McKelvey – via conference call | |
| Dr. Lonny Miller – via conference call | |
| Dr. Stephen Richards – via conference call | |
| Dr. Robert Shreck – via conference call | |
| Dr. Jacqueline Stoken – via conference call | |
| Dr. Wendy Zadeh – via conference call | |
| Staff | |
| Gerd Clabaugh – Director | |
| Sarah Reisetter – Deputy Director | |
| Heather Adams – Assistant AG | |
| Jennifer Caskey – Recording Officer | |

III. Introductions

All

Gerd introduced Iowa Department of Public Health (IDPH) staff working with the program, noting other interested parties and representatives from the media were also in attendance. Introductions from board members will commence at the first face-to-face board meeting.

IV. Medical Cannabidiol Act (HF 524) Overview

Sarah Reisetter, Deputy Dir., IDPH

Deputy Director Sarah Reisetter welcomed the board, reiterating the department's appreciation for their availability to meet on short notice, and acknowledging the great deal of work to do on a very tight schedule. Sarah provided a brief overview of the items included in the medical cannabidiol program legislation, HF524, including:

a. General provisions:

- i. The expansion of medical conditions which may be certified by a medical practitioner (defined to be a MD or DO) that make a patient eligible for a registration card.
- ii. Registration cards available for patients 18 and over with certified eligible conditions.
- iii. Registration cards also available for primary caregivers of certified eligible patients and patients under 18 years of age.
- iv. IDPH will be allowed to license up to two manufacturers and up to five dispensaries in the state of Iowa. In addition, the bill allows IDPH to potentially license up to two out of state dispensaries. IDPH is currently consulting with the Attorney General's office on guidance regarding the advisability of licensing two out of state dispensaries.
- v. Timelines
 1. Manufacturer licensure by December 1, 2017
 2. Dispensary licensure by April 1, 2018
 3. Manufacturers make product available by December 1, 2018
- vi. Advisory board makes recommendations in a number of areas including:
 1. Location of manufacturers and dispensaries
 2. Addition or removal of eligible conditions
 3. Form and quantity of medical cannabidiol products
 4. THC levels
- vii. Establishes a fee schedule for registration card applications, manufacturer and dispensary licensure applications.
- viii. Requires the program to sustain itself through fee assessment
- ix. Requires establishment of a technology solution to track medical cannabidiol registration cards and sales.

b. Duties of the Medical Cannabidiol Board

- i. Accept petitions for the expansion or retraction of eligible medical conditions.
- ii. Make recommendations to the Iowa Board of Medicine for expansion or retraction of eligible medical conditions. Any recommendations must be adopted by the Board of Medicine by rule.

- iii. Work with IDPH on requirements for licensure of manufacturers and dispensaries.
 - iv. Advise IDPH as to locations of manufacturers and dispensaries and
 - v. Make recommendations about form and quantity of allowable medical uses of medical cannabidiol.
 - vi. May make recommendations to change the allowable THC level to the General Assembly, currently set at 3%
- c. Duties of IDPH
- i. Provide administrative support for the advisory board
 - ii. Provide staff support for the program
 - iii. Select manufacturers and dispensaries for licensure
 - iv. Regulate manufacturers and dispensaries
 - v. Approve issuance of patient and primary caregiver registration cards
 - vi. Write administrative rules for the Medical Cannabidiol Program.
- d. Estimated Timelines
- i. Next meeting of advisory board is set for September 22, 2017. The intent of this meeting will be to review manufacturing, dispensing and board operating rules. An action item on the agenda will be a recommendation move forward with notice of intended action for the rules and the recommendation will go to the state board of health.
 - ii. Special state board of health meeting in early October to move manufacturing, dispensing and board rules forward.
 - iii. Manufacturing RFP Issued early October
 - iv. Late October meeting of advisory board to consider lab rules and start form and quantity discussions
 - v. December 1, 2017, announce manufacturer licensure decisions
 - vi. Early December – meeting of advisory board to continue discussions and potentially make recommendations regarding form and quantity.
 - vii. January, 2018 issue RFP for dispensing
 - viii. April 1, 2018; announce dispensary licensure decisions

V. Legal Overview for Boards

Heather Adams, AAG

Heather Adams, Assistant Attorney General provided a document to the board prior to the meeting, titled, "Legal Overview for New Board and Commission Members", written by Pamela Griebel, Assistant Attorney General Director, Licensing and Administrative Law Division, in April 2015. Heather shared several important points to the board, including their legal representation in their roles as board members by a staff person from the Attorney General's Office. Additional information shared included board mission and authority, applicable Iowa Code and Iowa Administrative Code references, the administrative rule making process, open meeting law, as well as public records laws and how they pertain to the board.

VI. Future Meetings

Sarah Reisetter shared that statute does contain a limit on the number of meetings the Iowa Medical Cannabidiol Advisory Board may hold annually. Due to the limitation of four meetings per calendar year, as well as the workload and timelines set for the board in HF524, IDPH has discussed convening this board for a total of three full day meetings before the end of 2017. IDPH will continue to distribute information, meeting dates, agendas and materials through staff member, Jennifer Caskey. IDPH will provide conference call connectivity to board members who are unable to attend meetings in person.

VII. Adjourn

Chairperson Mike McKelvey officially adjourned the meeting at 12:45 p.m.

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