

**VIRGINIA BOARD OF VETERINARY MEDICINE
MINUTES OF FULL BOARD
DEPARTMENT OF HEALTH PROFESSIONS
BOARD ROOM 3
HENRICO, VA
October 31, 2019**

- TIME AND PLACE:** The Board of Veterinary Medicine (Board) was called to order at 9:03 a.m., at the Department of Health Professions (DHP), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 3, Henrico, Virginia.
- PRESIDING OFFICER:** Steven B. Karras, D.V.M., President
- MEMBERS PRESENT:** Tregel M. Cockburn, D.V.M.
Autumn N. Halsey, L.V.T.
Ellen G. Hillyer, D.V.M.
Jeffery B. Newman, D.V.M.
Bayard A. Rucker, III, D.V.M.
Mary Yancey Spencer, J.D., Citizen Member
- MEMBERS NOT PRESENT:** All members were present.
- QUORUM:** With seven members of the Board present, a quorum was established.
- STAFF PRESENT:** David E. Brown, D.C., Director
Lisa Hahn, Chief Operating Officer
Leslie L. Knachel, Executive Director
Kelli Moss, Deputy Executive Director
Charis Mitchell, Assistant Attorney General, Board Counsel
Anthony C. Morales, Licensing Operations Manager
Melody Morton, Inspections Manager, Enforcement Division
Leith Ellis, Senior Inspector, Enforcement Division
Laura Paasch, Administrative Assistant
Elaine Yeatts, Senior Policy Analyst
- OTHERS PRESENT:** Robin Schmitz, Virginia Medical Association of Virginia (VVMA)
Susan Seward, VVMA
- ORDERING OF AGENDA:** No changes were made to the agenda. Dr. Karras introduced new board member Jeffery Newman, D.V.M. and congratulated Ms. Spencer and Ms. Halsey's reappointments to the Board.
- PUBLIC COMMENT:** No public comment was presented.
- APPROVAL OF MINUTES:** Ms. Spencer moved to approve the meeting minutes for the following meetings as presented:
- July 9, 2019 – Full Board Meeting
 - July 9, 2019 – Formal Hearing (Case Nos. 182114 & 182831)
 - September 19, 2019 – Conference Call (Case Nos. 197135 & 194365)
- The motion was seconded and carried.
- DIRECTOR'S REPORT:** Dr. Brown welcomed newly appointed board member, Jeffery Newman, D.V.M. He provided information on the recent Board Member training session and

launch of the Board's new website. Dr. Brown discussed the results of the recent agency financial audit and the importance of timely submission of reimbursement requests.

Ms. Hahn provided an update on current and future building security enhancements.

**LEGISLATIVE/REGULATORY
UPDATE:**

Legislative Update
No update at this time.

Regulatory Amendment (18VAC150-20-100)

Ms. Yeatts provided information about the need to change the return check fee from \$35.00 to \$50.00 pursuant to the Code of Virginia.

Dr. Rucker moved to adopt the amendment by fast track action.

The motion was seconded and carried.

DISCUSSION ITEMS:

Veterinary Establishment Inspection Update

Ms. Morton and Ellis presented the new Veterinary Establishment Inspection form format. Ms. Knachel explained the content changes. In addition, she stated that the inspection form is a guidance document; therefore, it is before the Board for adoption consideration.

Ms. Halsey moved to accept the inspection report as presented.

The motion was seconded and carried.

USP Committee Meeting Update

Ms. Halsey provided an overall summary of the USP committee meeting. She commented that the Committee decided to follow the lead of the Board of Pharmacy once it has made decision regarding implementation of USP800.

Ms. Knachel stated that the Committee requested that FAQ's be developed regarding USP. A copy of the FAQs were provided in the agenda package for the Board's review. She commented that the document was not a guidance document and did not need adoption by the Board.

Ms. Knachel discussed the need to reconvene the Inspection Committee to review inspection-related guidance documents and regulations.

Dr. Cockburn volunteered to chair the Inspections Committee. Ms. Knachel will work with Dr. Cockburn to identify committee members. The goal is for the committee to meet at least once before the next board meeting.

Update to Guidance Document 150-18: Bylaws

Ms. Knachel presented amendments to the bylaws related to additional duties that could be delegated to the Veterinary Review Coordinator.

Ms. Halsey moved to accept Guidance Document 150-18 as presented. The motion was properly seconded.

The Board discussed the changes.

The Board voted and the motion carried.

Letter regarding veterinary nurse initiative

Ms. Knachel stated that a letter of non-support was received in the board office and provided for the Board's review.

Use of Agency Subordinate

Ms. Knachel indicated that the large caseload necessitates that the Board start using an agency subordinate. She stated that the regulations allow for former and current board members to serve as agency subordinates. She commented that using an agency subordinate will offer more flexibility when scheduling hearings. Per the Board's preference, a current board member will be designated as an agency subordinate when an appropriate case arises.

BOARD MEMBER TRAINING: Ms. Moss provided a presentation on navigating and annotating electronic case files.

BOARD COUNSEL REPORT: Ms. Mitchell did not have any information to report.

PRESIDENT'S REPORT: Dr. Karras reported on the 2019 AAVSB meeting held in St. Louis.

STAFF REPORTS:

Executive Director's Report

Ms. Knachel reported on the following:

- Board statistics;
- AAVSB 2020 Meeting;
- New Website Format;
- Outreach
 - Renewals
 - Mass Emails;
- CE Audit; and
- 2020 Board Calendar

Discipline Report – Ms. Moss

Ms. Moss provided an overview of the caseload statistics.

NEW BUSINESS:

Officer Elections

Ms. Halsey moved to nominate herself for Secretary.

The motion was seconded and carried.

Dr. Karras moved to nominate Ms. Spencer for Vice-President.

The motion was seconded and carried.

Ms. Halsey moved to nominate Dr. Cockburn for President.


The motion was seconded and carried.

NEXT MEETING:


Dr. Karras announced that the next full board meeting is scheduled for March 5, 2020.

ADJOURNMENT:

The meeting adjourned at 12:01 p.m.



Steven B. Karras, D.V.M.
Chair
March 5, 2020
Date



Leslie L. Knachel, M.P.H.
Executive Director
March 5, 2020
Date