

**VIRGINIA BOARD OF VETERINARY MEDICINE  
MINUTES  
INSPECTION COMMITTEE  
SEPTEMBER 20, 2011**

**TIME AND PLACE:** The Inspection Committee (Committee) meeting was called to order at 10:07 a.m. at the Department of Health Professions, Henrico, VA.

**COMMITTEE MEMBERS PRESENT:** Taryn Singleton, LVT- Chair  
Kelly Gottschalk, DVM  
Marta Ishmael, LVT  
Leslie Knachel, Executive Director  
Terri Behr, Operations Manager  
Vicki Garrison, Acting Deputy Director, Enforcement

**STAFF PRESENT:** Charis Mitchell, Assistant Attorney General  
Faye Lemon, Director of Enforcement

**ORDERING OF AGENDA:** On properly seconded motion by Dr. Gottschalk, the Committee voted unanimously to approve the agenda as presented.

**PUBLIC COMMENT:** No public comment was received.

**DISCUSSION:** Ms. Knachel provided background information on the current inspection form and the need to create an updated inspection form. The new form will eventually be put into an electronic format. The Board of Pharmacy is in the forefront of this process and has piloted a ticketing process for violations found during an inspection. The Board of Funeral Directors and Embalmers is also in the process of updating their inspection process. The Committee discussed the draft inspection form for veterinary medicine and made suggested changes. Ms. Knachel will incorporate the changes and present this form to the full Board at the next meeting scheduled for October 18, 2011.

**MEETING ADJOURNED:**

The meeting adjourned at 1:23 p.m.

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Taryn Singleton, LVT – Chair

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Leslie L. Knachel, MPH, - Executive Director