

**VIRGINIA BOARD OF VETERINARY MEDICINE  
VIRTUAL VETERINARY ESTABLISHMENT INSPECTIONS COMMITTEE  
MEETING MINUTES  
SEPTEMBER 30, 2020**

- TIME AND PLACE:** A virtual meeting via WebEx of the Veterinary Establishment Inspections Committee (Committee) was called to order at 1:06 p.m.
- PRESIDING OFFICER:** Tregel Cockburn, DVM, Committee Chair (Virtual Participation)
- COMMITTEE MEMBERS PARTICIPATING VIRTUALLY:** Jason Bollenbeck, DVM, Virginia Veterinary Medical Association of Virginia  
Bayard Rucker, DVM, Board Member  
Wendy Ashworth, DHP Senior Inspector
- COMMITTEE MEMBERS NOT PRESENT:** Taryn Singleton, LVT
- STAFF PARTICIPATING ONSITE:** Leslie L. Knachel, Executive Director  
Amy Davis, Executive Assistant  
Celia Wilson, Operations Administrative Assistant
- STAFF PARTICIPATING VIRTUALLY:** Kelli Moss, Deputy Executive Director  
Kelly Gottschalk, Veterinary Board Review Coordinator  
Me-Lien Chung, Discipline Case Specialist  
Temple Ross, Licensing Specialist  
Elaine Yeatts, DHP Senior Policy Analyst  
Melody Morton, Inspections Manager
- ESTABLISHMENT OF QUORUM:** Four out of five committee members were present constituting a quorum for conducting the Committee's business.
- ORDERING OF AGENDA:** No changes were made to the agenda.
- PUBLIC COMMENT:** No public comment was received.
- APPROVAL OF MINUTES:** Dr. Rucker moved to accept the minutes from the February 20, 2020, meeting as presented. The motion was properly seconded by Ms. Ashworth.  
  
A roll call vote was taken by Ms. Knachel. The motion carried with a unanimous aye vote.
- DISCUSSION ITEMS:** **Veterinary Establishment Inspection Update**  
Ms. Morton provided an overview of processes in place to conduct inspections during the pandemic taking into consideration precautions for the safety of all involved. She stated that from January 1, 2020 to present, 214 veterinary establishment inspections have been completed with 65 of those being completed virtually.
- Guidance Document 150-16: Protocol to follow upon discovery of a loss or theft of drugs**  
Ms. Knachel reviewed the guidance document.  
Dr. Bollenbeck moved to reaffirm Guidance Document 150-16 with no changes. The motion was properly seconded by Dr. Rucker.

A roll call vote was taken by Ms. Knachel. The motion carried with a unanimous aye vote.

**Guidance Document 150-23: Disposal of deceased animals**

Ms. Knachel reviewed the guidance document.

Dr. Rucker moved to reaffirm Guidance Document 150-23 with no changes. The motion was properly seconded by Dr. Bollenbeck.

A roll call vote was taken by Ms. Knachel. The motion carried with a unanimous aye vote.

**Discussion for a Guidance Document for Conducting and Responding to Routine Inspections**

Ms. Knachel provided an overview of a proposed guidance document that would focus on information related to conducting and responding to routine inspections. Based on information obtained during the discussion, the Committee asked Ms. Knachel to proceed with drafting a guidance document for presentation at the next meeting.

**Review of Suggested Regulatory Changes**

Ms. Knachel led the Committee through the suggested changes to the following:

- 18VAC150-20-30 Posting of licenses; accuracy of address
- 18VAC150-20-171 Specialty practice in a limited setting
- 18VAC150-20-180 Requirements to be registered as a veterinary establishment
- 18VAC150-20-181 Requirements for veterinarian-in-charge
- 18VAC150-20-190 Requirements for drug storage, dispensing, destruction and records for all establishments
- 18VAC150-20-200 Standards for stationary veterinary establishments

The Committee asked Ms. Knachel to proceed with finalizing the changes as discussed for inclusion in the document that will be recommended to the full board.

**Strategic Planning for Future Meetings**

Ms. Knachel presented a timeline of conducting two committee meetings prior to the board meeting scheduled for March 11, 2021. The first meeting would be scheduled for the beginning of December 2020 and the second meeting would be scheduled for February 2021. The Committee agreed with the proposed timeline and asked Ms. Knachel to proceed with scheduling the meetings.

**NEW BUSINESS:**

There was no new business.

**ADJOURNMENT:**

The meeting adjourned at 2:56 p.m.

T

---

Date

---

Date

DRAFT