

**VIRGINIA BOARD OF VETERINARY MEDICINE  
MINUTES  
INSPECTION COMMITTEE  
OCTOBER 17, 2012**

- TIME AND PLACE:** The Inspection Committee (Committee) meeting was called to order at 8:47 a.m. at the Department of Health Professions (DHP), 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Henrico, Virginia.
- COMMITTEE MEMBERS PRESENT:** Taryn Singleton, LVT- Chair  
Kelly Gottschalk, DVM  
Marta Ishmael, LVT  
Leslie Knachel, Executive Director  
Terri Behr, Operations Manager
- OTHERS PRESENT:** Brandy Gasparotto, DHP  
Susan Seward, Virginia Veterinary Medical Association (VVMA)  
Robin Schmitz, VVMA  
Faye Lemon, DHP  
Pam Twombly, DHP  
Joseph May, DVM
- 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.
- APPROVAL OF MINUTES:** On properly seconded motion by Ms. Knachel, the Committee voted unanimously to approve the minutes of the meeting of August 22, 2012, as presented.
- DISCUSSION ITEMS:** **INSPECTION FORM UPDATES**  
Ms. Knachel provided Draft 2 of the Veterinary Establishment Inspection Report for the Committee's review. She indicated that changes had been made to Draft 1 which had been sent with the agenda package following consultation with representatives from the Board of Pharmacy. The Committee recommended several additional changes as follows:
- Page 1, # 1: add "(not a photocopy)" after "The original license or

permit.....”

- Page 4, # 10: under the last sentence of the “Guidance” section, change the word “disposed” to “destroyed.”

### **DISPOSTION OF ROUTINE INSPECTION VIOLATIONS DURING PILOT PROGRAM**

Ms. Knachel explained how she developed the point values for the pilot ticketing program. She drafted a Guidance Document to explain how tickets would be issued based on how many points are assigned during an inspection. The timing for the facility’s next inspection would be based on how many points they received, as well as whether they would incur disciplinary action.

### **MOTION**

On properly seconded motion by Ms. Knachel, the Committee voted to recommend to the full Board that they adopt Draft 2 of the Veterinary Inspection Report with the additional recommended changes. The motion also included recommending to the full Board to adopt the draft guidance document, “Disposition of Routine Inspection Violations During Pilot Program” with the amended inspection points for the veterinarian-in-charge to be changed from “0 – 15 points” to “11 – 15 points.”

### **MEETING ADJOURNED:**

The meeting adjourned at 9:25 a.m.

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Taryn Singleton, LVT – Chair

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Leslie L. Knachel, MPH, - Executive Director