

**VIRGINIA BOARD OF VETERINARY MEDICINE
VIRTUAL VETERINARY ESTABLISHMENT INSPECTIONS COMMITTEE
MEETING MINUTES
December 17, 2020**

- TIME AND PLACE:** A virtual meeting via WebEx of the Veterinary Establishment Inspections Committee (Committee) was called to order at 2:08 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
Taryn Singleton, LVT
Wendy Ashworth, DHP Senior Inspector
- STAFF PARTICIPATING ONSITE:** Leslie L. Knachel, Executive Director
Kelli Moss, Deputy Executive Director
Amy Davis, Executive Assistant
Celia Wilson, Operations Administrative Assistant
Melanie Morton, Inspections Manager
- STAFF PARTICIPATING VIRTUALLY:** Kelly Gottschalk, Veterinary Board Review Coordinator
Elaine Yeatts, DHP Senior Policy Analyst
- ESTABLISHMENT OF QUORUM:** There were five committee members out of five 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. Bollenbeck moved to accept the minutes from the September 30, 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 survey results provided in the agenda packet regarding the virtual inspection process. The survey indicated very positive feedback to the virtual inspection process.
- Working Draft of Guidance Document for Conducting and Responding to Routine Inspections**
Ms. Knachel reviewed the working draft document provided in the agenda packet and stated the goal is to finalize the document prior to the March 11, 2021 Board meeting. Discussion and suggestions were provided. The Committee requested that Ms. Knachel move forward with the changes to be reviewed at the next meeting of the Committee.
- Review of Frequent Inspection Violations**

Ms. Knachel asked Ms. Wilson to provide an overview of information regarding the most frequent inspection violations based on routine inspection data taken from 168 inspections during the time period of January 2020 through November 2020.

Ms. Knachel reviewed with the Committee the most frequent violations to determine if clarifying language was needed. The Committee offered recommendations to the regulations to increase compliance. In addition, she indicated that a monthly mass email highlighting a specific regulation could be sent starting in January.

NEW BUSINESS:

Drug Security

Ms. Moss stated drug security is a topic that should be focused on to reduce possible issues of public safety. She will work on a plan to increase education on this topic.

Next Meeting

Ms. Knachel informed the Committee a poll will be send by email to determine a date for the Committee to meet in February.

ADJOURNMENT:

The meeting adjourned at 4:03 p.m.

Tregel Cockburn, D.V.M.
Committee Chair

Leslie L. Knachel, M.P.H.
Executive Director

Date

Date