

**VIRGINIA BOARD OF VETERINARY MEDICINE
VETERINARY ESTABLISHMENT INSPECTIONS COMMITTEE
MEETING MINUTES
FEBRUARY 19, 2021**

TIME AND PLACE: A virtual meeting via Webex of the Veterinary Establishment Inspections Committee (Committee) was called to order at 2:00 p.m. All attendees participated virtually.

PRESIDING OFFICER: Tregel Cockburn, DVM, Committee Chair

COMMITTEE MEMBERS: Jason Bollenbeck, DVM, Virginia Medical Association of Virginia
Bayard Rucker, DVM, Board Member
Taryn Singleton, LVT
Wendy Ashworth, DHP Senior Inspection

STAFF PRESENT: Leslie L. Knachel, Executive Director
Kelli Moss, Deputy Executive Director
Celia Wilson, Disciplinary Case Specialist
Heather Pote, Disciplinary Case Specialist
Kelly Gottschalk, Veterinary Review Coordinator
Melody Morton, Inspections Manager

INTRODUCTIONS: Ms. Knachel introduced Heather Pote to the Committee

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 December 17, 2020, meeting as presented. 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.

DISCUSSION ITEMS: **Guidance Document Review**

150-6, Ambulatory Mobile Service Establishments
Ms. Knachel asked the Committee to considered recommending that the full board reaffirm Guidance Document 150-6 without any changes.

Dr. Bollenbeck moved to recommend to the full board that Guidance Document 150-6, Ambulatory Mobile Service Establishments be reaffirmed. The motion was seconded by Dr. Rucker.

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

Guidance Document 150-7

Ms. Knachel asked the Committee to consider recommending that the full board reaffirm Guidance Document 150-7 without any changes.

Ms. Ashworth moved to recommend to the full board that Guidance Document 150-7, Disposition of Cases Involving Failure of Veterinarian-in-Charge to Notify Board of Veterinary Establishment Closure be reaffirmed. The motion was seconded by Dr. Bollenbeck.

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

Review Working Draft of Guidance Document for Veterinary Inspections

Ms. Knachel reviewed the draft guidance document. The Committee discussed the draft. Dr. Gottschalk recommended the following changes to clarify responses:

- Question #5 – add the response “Yes”
- Question #6 – add the regulatory requirement regarding 10 days to identify a new VIC
- Question #9 – change wording on question to identify form.

Dr. Bollenbeck moved to recommend to the full board that the new guidance document be adopted with the discussed changes. The motion was seconded by Ms. Singleton.

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

Ms. Knachel indicated that she would send the draft with the recommended changes to the Committee members to ensure that the discussed changes were captured as requested.

Review of the Types of Deficiency Responses to Veterinary Establishment Inspections

Ms. Knachel provided recommendations for the type of responses needed, written or proof of correction, for deficiencies identified during an inspection.

The Committee discussed the recommendations made by staff for written response or proof of corrective action. The Committee requested a change to proof of corrective action for the following inspection items:

- #16 – 18VAC150-20-190(D)(5)/§54.1-3404(E)
- #18 – 18VAC150-20-190(F)
- #51 – 18VAC150-20-200(A)(6)(b)

Dr. Rucker moved to recommend to the full board to adopt the changes made to Guidance Document 76-21.2.1, Veterinary Establishment Inspection Report. The motion was seconded by Dr. Bollenbeck.

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

NEW BUSINESS: No new business was presented.

NEXT MEETING: Ms. Knachel will send out an availability poll to Committee members for future meetings. She anticipates the need for approximately three additional meetings before the end of the year.

ADJOURNMENT: With all business concluded, the meeting adjourned at 3:41 p.m.

Tregel Cockburn, DVM
Chair

Date

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

Date