

**VIRGINIA BOARD OF VETERINARY MEDICINE  
VETERINARY ESTABLISHMENT INSPECTION COMMITTEE  
MEETING MINUTES  
May 20, 2022**

**TIME AND PLACE:** A meeting of the Veterinary Establishment Inspection Committee (Committee) was called to order at 1:30 p.m. at the Department of Health Professions (DHP), Perimeter Center, 2<sup>nd</sup> Floor Conference Center, Training Room 1, 9960 Mayland Drive, Henrico, Virginia 23233.

**PRESIDING OFFICER:** Tregel Cockburn, DVM, Board President, Committee Chair

**COMMITTEE MEMBERS PRESENT:** Jason Bollenbeck, DVM, Virginia Veterinary Medical Association  
Wendy Ashworth, DHP Senior Inspector  
Tom Massie, DVM, Board Member (joined the meeting at 1:35 after the approval of minutes)

**MEMBERS NOT PRESENT:** Heather Carter, LVT

**STAFF PRESENT:** Kelli Moss, Deputy Executive Director  
Heather Pote, Senior Discipline Case Specialist  
Melissa Moore, Discipline Case Administrator  
Melody Morton, Inspections Manager, Enforcement Division  
Taryn Singleton, LVT, Discipline Case Specialist for Inspections  
Kelly Gottschalk, DVM, Veterinary Review Coordinator

**CALL TO ORDER & QUORUM:** Dr. Cockburn welcomed attendees. With four members of the Committee present, a quorum was established. Dr. Cockburn read the Department of Health Professions' Mission Statement.

**ORDERING OF AGENDA:** The agenda was accepted with pagination corrections and formatting changes as identified by staff.

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

**APPROVAL OF MINUTES:** The minutes from the April 20, 2022, meeting were approved as presented.

**DISCUSSION ITEMS:** **Review of Regulations**

**18 VAC 150-20-201(A)**

Ms. Moss provided proposed amendments to this regulation for the Committee to review and discuss to clarify standards for agricultural or equine ambulatory practice under ambulatory establishments.

Ms. Ashworth moved to not amend the regulation at this time, but to direct staff to clarify the intent of the language by adding it to a current Guidance Document 150-26 for the Committee's consideration. The motion was seconded by Dr. Bollenbeck and carried unanimously.

### **18 VAC 150-20-185**

Ms. Moss provided information and analysis of other DHP boards' renewal regulations for the Committee to review and discuss a possible amendment to extend the renewal period for veterinary establishments registrations.

Dr. Bollenbeck moved that the Committee accept and recommend to the full Board the proposed amendments to extend the renewal period of veterinary establishments from 30 days to 90 days. The motion was seconded by Dr. Massie and carried unanimously.

### **Guidance Document 150-8**

Ms. Moss provided information for the Committee to review and discuss proposed amendments to Guidance Document 150-8, Disposition of Cases Involving Practicing on an Expired License or Registration, to extend the timeframes for discipline documents for licensees to be consistent with the extended establishment renewal periods and discipline document timeframes; and to identify consistently the discipline document names.

Dr. Massie moved that the Committee accept and recommend to the full Board amendments to Guidance Document 150-8 as presented. The motion was seconded by Dr. Bollenbeck and carried unanimously.

### **Guidance Document for VICs**

Ms. Moss and Dr. Gottschalk presented the final draft of the new proposed guidance document for veterinarians-in-charge, and asked the Committee to consider recommending that the full Board adopt this document as presented, or direct staff to incorporate any amendments to the draft document to present to the Committee at the next meeting.

Dr. Massie moved to accept the final draft of the new guidance document for veterinarians-in-charge for recommendation to the full Board. The motion was seconded by Dr. Bollenbeck and carried unanimously.

### **Guidance Document 76-21.2.1**

Ms. Moss and Ms. Singleton presented the Guidance Document 76-21.2.1 edits and asked the Committee to consider recommending that

the full Board adopt this document as presented, or direct staff to incorporate its amendments to the draft document to present to the Committee at the next meeting. The Committee discussed and recommended amendments to the draft document.

Dr. Bollenbeck moved to direct staff to prepare the amended draft document and present it to the Committee at the next meeting. The motion was seconded by Mr. Massie and carried unanimously.

### **Inspection Documents**

Ms. Moss and staff provided information for the Committee to consider the option of merging Guidance Document 76-21.2.1 and inspection summary document to reduce the need for two documents.

Dr. Bollenbeck moved to direct staff to draft changes and present the merged document to the Committee at the next meeting. The motion was seconded by Dr. Massie and carried unanimously.

### **Inspection Guidelines**

Ms. Moss provided information on the staff's research into inspection guidelines to recommend changes to the Committee to the current routine inspection requirements and to identify opportunities to conduct focused and or virtual inspections. Ms. Moss stated that this Committee will consider regulatory amendments to veterinary establishments over the next several meetings, which may impact any proposed guidelines for inspections. Ms. Moss recommended that review of this item be postponed until after the regulatory review. The Committee agreed with this recommendation.

## **NEW BUSINESS:**

### **Guidance Document 150-4**

Ms. Moss recommended changing terminology in this document from "unlicensed" to "unregistered" and from "facilities" to "establishments," to reflect the current language of the Regulations.

Dr. Bollenbeck moved to accept the changes as presented, and to recommend them to the full Board. The motion was seconded by Dr. Massie and carried unanimously.

### **18 VAC 150 20-190(D)**

Ms. Moss provided information about recommended changes and proposed additional language to clarify the Board of Pharmacy's regulatory requirement of direct supervision of Pharmacy Technicians by Pharmacists.

Dr. Bollenbeck moved to accept the proposed amendment to this regulation and to recommend it to the full Board. The motion was seconded by Dr. Massie and carried unanimously.

**NEXT MEETING:**

Ms. Ashworth informed the Committee that the next meeting is scheduled for June 7, 2022 at 2:00 p.m.

**ADJOURNMENT:**

With all business concluded, the meeting adjourned at 4:13 p.m.