

**VIRGINIA BOARD OF VETERINARY MEDICINE
VETERINARY ESTABLISHMENT INSPECTION COMMITTEE
MEETING MINUTES
JANUARY 5, 2023**

- TIME AND PLACE:** A meeting of the Veterinary Establishment Inspection Committee (Committee) was called to order at 1:08 p.m. at the Department of Health Professions (DHP), Perimeter Center, 2nd Floor Conference Center, Training Room 2, 9960 Mayland Drive, Henrico, Virginia 23233.
- PRESIDING OFFICER:** Tregel Cockburn, DVM, Board Secretary, Committee Chair
- COMMITTEE MEMBERS PRESENT:** Wendy Ashworth, DHP Senior Inspector
Jason Bollenbeck, DVM, Virginia Veterinary Medical Association
Tom Massie, DVM, Board President
Katie Smith, LVT
- STAFF PRESENT:** Kelly Gottschalk, DVM, Veterinary Review Coordinator
Melody Morton, Inspections Manager, Enforcement Division
Kelli Moss, Deputy Executive Director
Heather Pote, Sr. Discipline Case Specialist
Taryn Singleton, LVT, Discipline Case Specialist for Inspections
- CALL TO ORDER & QUORUM:** Dr. Cockburn welcomed attendees and introduced Katie Smith, LVT, as the newest member of the Committee. With five members of the Committee present, a quorum was established. Dr. Cockburn read the Department of Health Professions' Mission Statement.
- ORDERING OF AGENDA:** No changes were made to the agenda, and it was accepted as presented.
- PUBLIC COMMENT:** No public comment was received.
- APPROVAL OF MINUTES:** The minutes from the June 9, 2022, meeting were approved as presented.
- DISCUSSION ITEMS:** **Review of Regulatory Process Changes**
- Ms. Moss provided a review of the regulatory process changes under Governor Youngkin's administration. She informed the Committee that, under Executive Order 19, all regulatory changes must be approved by the Office of Regulatory Management prior to being posted for public

comment. The Executive Order also requires a 25% reduction in regulatory requirements from each regulatory agency.

Review and Revision of Veterinary Establishments and Inspections Regulations

The Committee discussed and considered proposed changes to the regulations governing veterinary establishments and inspections as presented in a draft document by Ms. Moss and Ms. Singleton. The Committee agreed on additional amendments to this document, and agreed the proposed changes would reduce, clarify or update the current regulations.

Dr. Massie moved that the Committee approve and recommend the proposed changes with the Committee's amendments to the Board's Regulatory Committee on January 19, 2023. The motion was seconded by Dr. Bollenbeck and carried unanimously.

Review of Draft Guidance Documents

Ms. Moss recommended that the Committee delay review of any proposed revisions to the Board's current guidance documents for controlled drugs until the conclusion of the Board's periodic review of its regulations, so that any changes to regulations will be accurately reflected.

Ms. Ashworth moved that the Committee delay the review of guidance documents for controlled drugs pending completion of the Board's regulatory review. The motion was seconded by Dr. Bollenbeck and carried unanimously.

NEW BUSINESS:

Ms. Morton informed the Committee that other boards' inspection reports for their facilities are not included with their guidance documents. A report that is not a guidance document increases efficiency in updating and correcting inspection forms as needed. She stated that this Board may want to consider removing guidance from its inspection report to reduce the number of guidance documents in compliance with the Governor's mandate to reduce regulations. Ms. Moss stated staff could research the process for removing the Board's inspection report from its guidance document at this Committee's direction.

Dr. Massie moved to direct staff to research the process for removing the Board's veterinary establishment inspection report from its guidance documents. The motion was seconded by Dr. Bollenbeck and carried unanimously.

NEXT MEETING: Ms. Moss informed the Committee that the next meeting will be scheduled after the Board meeting on March 28, 2023, at a date and time subject to the Committee members' availability.

ADJOURNMENT: With all business concluded, the meeting adjourned at 5:01 p.m.

Kelli Moss, Deputy Executive Director

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