



WEST VIRGINIA BOARD OF VETERINARY MEDICINE
5509 Big Tyler Road, Suite 3
Cross Lanes, West Virginia 25313
Telephone: (304) 776-8032 Fax: (304) 776-8256

MINUTES
Friday, October 2, 2015 @ 9:00 AM
Bavarian Inn, Shepherdstown, WV

Member Present: Dr. John Wilson; Dr. Mark A. Ayers; Dr. Keith B. Berkeley; Ms. Virginia Lee Hastings;
Dr. Barbara Jean Meade; Dr. D. James Moore; Ms. Monica R. Patton; Dr. Ronald Lee Smith
Members Not Present: Ms. Betty Burkett
Non-Members Present: Kate Campbell, Attorney General Office; Dr. Shawn Sette: President, WVMA
Minutes taken by: Trish Holstein

I. Dr. Wilson called the meeting to order at 9:12 am.

II. Public Comment

- a) Dr. Shawn Sette: President, WVMA discussed concerns
- Temporary license time period
 - Non-licensees practicing veterinarian medicine
 - Veterinarian disciplinary action §26-1.9.5
 - How do you determine who to charge
 - Would like for "may" to be changed to "shall"

III. Disciplinary Committee Report

Dr. Smith motioned to go into Executive Session to discuss disciplinary and employee pay increase at 10:10am; seconded by **Dr. Berkeley**. Motion carried.

Dr. Berkeley motioned to go out of Executive Session to discuss disciplinary at 11:25pm; seconded by **Dr. Smith**. Motion carried.

- a) Case No. BVM1114B (Original complaint received 01/06/15, 18 months- 7/06/16)
- Re-inspected on September 1, 2015; extension time to January 3, 2016.
- b) Case No. 0115A (Original complaint received 01/02/15, 18 months- 7/06/16)
- 6 month status letter to Complainant on July 7, 2015
 - **Dr. Berkeley** motioned to submit a revised Consent Agreement; seconded by **Dr. Moore**. Motion carried.
- c) Case No. 0415A (Original complaint received 04/28/15, 18 months- 10/28/16)
- **Dr. Berkeley** motioned to submit a revised Consent Agreement; seconded by **Dr. Smith**. Motion carried.
- d) Case No. 0415B - Dr. Erick Hess (Original complaint received 04/28/15, 18 months- 10/28/16)
- Consent Agreement signed July 29, 2015.
 - Complete three (3) hours of Board approved continuing education in the area of medical record keeping practice within six (6) months from the entered date of this *Consent Agreement and Order*. These three (3) hours may be obtained either in person or on-line; however, these three (3) hours are in addition to the standard requirement of eighteen (18) contact hours that a licensee must complete for license renewal.

- Reimburse the Board for the costs of proceedings, including but not limited to, the administrative and legal expenses incurred by the Board in the investigation and disposition of this case within six (6) months from the entered date of this *Consent Agreement and Order*.
- e) Case No. 0615E (Original complaint received 06/25/15, 18 months- 12/28/16)
 - **Dr. Smith** motioned to find no probable cause; seconded by **Dr. Berkeley**. Motion carried.
- f) Case No. 0815A (Original complaint received 08/06/15, 18 months- 2/06/17)
 - **Dr. Berkeley** motioned to find no probable cause; seconded by **Dr. Smith**. Motion carried.
- g) Case No. 0915A (Original complaint received 09/03/15, 18 months- 3/09/17)
 - **Dr. Moore** motioned to find probable cause and to submit a Statement of Charges and Consent Agreement; seconded by **Dr. Smith**. Motion carried.

IV. Approval of Minutes

- a) **Dr. Berkeley** motioned to approve June 1, 2015 minutes as amended; seconded by **Dr. Smith**. Motion carried.
- b) **Dr. Berkeley** motioned to approve July 9, 2015 minutes; seconded by **Ms. Monica Patton**. Ms. Hastings and Dr. Smith abstained from motion since they were not present for the July 9 meeting. Motion carried.

V. Question from Julia Hudson, Attorney/Associate regarding flu vaccine clinic

- a) **Dr. Berkeley** motioned to advise Julia Hudson to contact the local veterinarian to advise her of our current laws; seconded by **Ms. Monica Patton**. Motion carried.

VI. Unfinished Business

- a) The signed Consent Agreement of the complaint that the Board issued against a WV Counselor was discussed.

VII. Reports

- a) Trish advised that the computers, iPads, and security system purchases approved by the Board were made and have received them.
- b) Big Picture go live phases were discussed. The initial go live date is October 1, 2015.
- c) Trish and Doreen attended the P-Card training August 12, 2015 in Flatwoods.
- d) Doreen is now the P-Card Coordinator so that the P-card holder and P-card coordinator is not the same person.
- e) Dr. Wilson, Dr. Moore, and Trish discussed the topics at the AAVSB Conference that was held September 17-19, 2015.
- f) Trish attended the Auditor Training September 22-25, 2015 in Snowshoe, WV.
- g) The board reviewed the 3rd quarter to Date Facility Inspection Reports.

VIII. New Business

- a) Trish explained registration for the required MyApps ID login.
- b) Trish explained the navigation and login for I-Cloud.
- c) Trish requested Board member bios for the website.
- d) Trish discussed Doreen's additional job duties including OASIS, new database, and website. **Dr. Smith** motioned to approve a \$1.00 an hour rate pay increase for Doreen effective next pay period; seconded by **Dr. Moore**. Motion carried.
- e) **Dr. Smith** motioned that the Complaint Committee is not allowed to vote but receive non-redacted complaints; seconded by **Dr. Moore**. After discussion, voted and approved by 7 yes and 1 no. Motion carried.
- f) Law/Rule Changes tabled for the next Board meeting.
- g) The Board requested a letter to be sent to Cross Lanes Emergency Hospital advising that the Board will be including Rule language regarding nature and mankind disasters and no longer accept anonymous complaints.
 - **Dr. Berkeley** motioned to not accept anonymous complaints; seconded by **Dr. Smith**. Motion passed.
- h) The Board agreed that a veterinarian with disciplinary can be an owner of a veterinary facility.

- i) The Board agreed that no further action was required regarding the issue of the pet store performing vaccination.
- j) The Board is considering the email regarding chiropractic work and equine without supervision of a veterinarian.
- k) The Board is considering the email regarding non-licensee performing dental work on animals.
- l) The Board approved the additional initial license/registration with the Secretary-Treasurer's signature.
- m) The Board approved the acceptance of electronic verification and transcripts directly from the jurisdiction or school/college.
- n) **Dr. Meade** motioned to approve the purchase for licensure, registration, and certification verification and jurisprudence exam addition to website and database; seconded by **Dr. Berkeley**. Motion carried.
- o) **Dr. Meade** motioned that our laws comply with VFD Rule and to advise the veterinarian of the VFD Rule in our next newsletter; seconded by **Dr. Smith**. Motion carried.
- p) **Dr. Berkeley** motioned to approve the revised CE audit procedure as amended; seconded by **Dr. Smith**. Motion carried.
- q) **Dr. Berkeley** motioned to approve the attendance-leave procedure; seconded by **Dr. Smith**. Motion carried.
- r) **Dr. Berkeley** motioned to approve the OASIS HRM/Payroll implementation plan; seconded by **Ms. Patton**. Motion carried.
- s) P-Card Internal Control Policy tabled for the next Board meeting.
- t) P-Card Travel Policy tabled for the next Board meeting.
- u) Ms. Hastings, Trish and Doreen will be attending the Auditor Board conference December 1, 2015.
- v) Trish advised that she will be attending the Purchasing Conference October 13-16, 2015 in Canaan Valley.
- w) Trish advised the August 17, 2015 electric storm power surge damages of \$432.35.
- x) The Board accepted and reviewed the Treasurer's report and it will be filed for auditing purposes.
- y) **Dr. Berkeley** motioned to approve the P-Card charges from July-December 2015; seconded by **Dr. Meade**. Motion carried. The P-card receipts were available for Board members to review and will be signed by the Secretary-Treasurer.

IX. The next Board meeting will be January 11, 2016.

X. Meeting was adjourned at 3:53pm.

Approved by:


Ms. Virginia Lee Hasting, Secretary- Treasurer