



**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**

**Monday, January 11, 2016 @ 11:00 AM**  
**Four Points by Sheraton Charleston, WV**

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

**I. Dr. Wilson called the meeting to order at 11:27am.**

**Dr. Wilson** motioned to go into Executive Session to discuss disciplinary and the Executive Director salary at 11:27am; seconded by **Dr. Berkeley**. Motioned carried.

**Ms. Patton** motioned to go out of Executive Session at 12:40pm; seconded by **Dr. Meade**. Motioned Carried.

**II. There was no one present for public comment.**

**III. Disciplinary Committee Report**

- a) Case No. BVM1114B (Original complaint received 01/06/15, 18 months- 7/06/16)
  - Passed inspection December 29, 2015
- b) Case No. 0115A – Dr. Kevin Roberts (Original complaint received 01/02/15, 18 months- 7/06/16)
  - Consent Agreement signed on 12/02/15
  - Surrender license to practice veterinary medicine.
- c) Case No. 0415A (Original complaint received 04/28/15, 18 months- 10/28/16)
  - **Dr. Moore** motioned to accept the previous revised Consent Agreement with 30 days to accept or it will go to a hearing; seconded by **Dr. Berkeley**. The small animal complaint committee abstained from the vote. Motion carried
- d) Case No. 0915A (Original complaint received 09/03/15, 18 months- 3/09/17)
  - **Dr. Moore** motioned to accept the revised Consent Agreement with 30 days to accept or it will go to a hearing; seconded by **Ms. Patton**. The small animal complaint committee abstained from the vote. Motion carried
- e) Case No. 0915B (Original complaint received 09/30/15, 18 months- 03/30/17)
  - **Dr. Berkeley** motioned for the small animal complaint committee to have informal meeting with the licensee; seconded by **Ms. Patton**. Motion carried.
- f) Case No.1015A (Original complaint received 10/16/15, 18 months- 04/16/17)
  - Consent Agreement deadline January 17, 2016
- g) Case No.1215A (Original complaint received 12/04/15, 18 months- 06/04/17)
  - **Dr. Moore** motioned to request more information regarding medical record; seconded by **Dr. Berkeley**. Motion carried.
- h) Consideration of Questionable Renewals
  - **Ms. Patton** motioned to approve the questionable renewals; seconded by **Dr. Berkeley**. Motion carried.

**IV. Approval of Minutes**

- a) **Dr. Meade** motioned to approve the October 2, 2015; seconded by **Dr. Berkeley**. Ms. Burkett abstained from motion since she was not present for the October 2 meeting. Motion carried.

- b) **Dr. Meade** motioned to approve the November 19, 2015; seconded by **Dr. Berkeley**. Ms. Hastings abstained from motion since she was not present for the October 2 meeting. Motion carried.
- c) **Dr. Meade** motioned to approve the November 24, 2015; seconded by **Dr. Berkeley**. Dr. Meade and Dr. Moore abstained from motion since they were not present for the October 2 meeting. Motion carried.

**V. The Board answered the submitted Questions.**

**VI. Unfinished Business**

- a) Bios for website were discussed.

**VII. Reports**

- a) The Board reviewed the Industry-Compounding Animal Drugs from Bulks Drug Substances information.
- b) The Board reviewed the new OSHA requirements. Trish will inform the Inspector on these requirements.
- c) Trish discussed the 2016 renewal count to date.
- d) Big Picture status was discussed.
- e) Trish advised that effective December 9, the office can now accept credit cards in house.
- f) Trish advised that OASIS payroll go live (second phase) was postponed.
- g) Trish and Doreen attended the board Auditors training on December 1.
- h) Trish attended the Purchasing conference on October 13-16.
- i) The Board reviewed the 4<sup>th</sup> quarter to date facility inspection reports.
- j) Trish discussed that verifications and online jurisprudence exam is pending Purchasing division approval

**VIII. New Business**

- a) **Dr. Meade** motioned for a \$5,000 pay increase for the Executive Director effective February 1; seconded by **Dr. Moore**. Motion passed.
- b) **Dr. Berkeley** motioned to approve a letter to be sent to Big Picture regarding the issues with the contract and invoices; seconded by **Dr. Meade**. Motion carried.
- c) **Dr. Berkeley** motioned to approve the CE Extensions; seconded by **Dr. Moore**. Motion carried.
- d) **Dr. Meade** motioned to approve the Adobe software purchase; seconded by **Dr. Berkeley**. Motion carried.
- e) **Dr. Berkeley** motioned to approve the purchase of phone service for the Inspector; seconded by **Ms. Hastings**. Motion carried.
- f) **Ms. Hastings** motioned that once Rule Series 4 has been Board approved, Trish has authority to submit the Rule into legislation; seconded by **Ms. Patton** seconded. Motion carried.
- g) The Board discussed newsletters articles.
- h) The Board agreed that if a license is saved and printed by the licensee, there is no charge for duplicate license. If the Board office prints the duplicate license, there will still be a \$25.00 fee.
- i) The Board discussed the AAVSB new board member training-May 21-22, 2016 in Kansas City, MO. Trish will ask Dr. Ayers if he is interested.
- j) **Dr. Berkeley** motioned to accept the CE extension policy; seconded by **Ms. Hastings**. Motion carried.
- k) **Dr. Berkeley** motioned to accept the P-Card internal control policy; seconded by **Ms. Patton**. Motion carried.
- l) **Dr. Berkeley** motioned to accept the complaint committee policy; seconded by **Ms. Patton**. Motion carried.
- m) **Dr. Berkeley** motioned to accept the facility inspection scoring policy; seconded by **Dr. Moore**. Motion carried.
- n) The Board accepted and reviewed the Treasurer's report and it will be filed for auditing purposes.
- o) Ms. Burkett motioned to approve the P-Card charges from July – December 2015; seconded by **Ms. Hastings**. Motion carried.

**IX. The next Board meeting will be April 18<sup>th</sup> at Stonewall Jackson at 9:00am.**

**X. Meeting was adjournment at 3:22pm.**

Approved by:

  
Ms. Virginia Lee Hastings, Secretary-Treasurer