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 license; 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 4th 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 18th at Stonewall Jackson at 9:00am.

X. Meeting was adjournment at 3:22pm.

Approved by:

[Signature]

Ms. Virginia Lee Hastings, Secretary-Treasurer