MINUTES
Friday, September 16, 2016 @ 9:00 AM
Stonewall Resort, Roanoke, WV

Member Present: Dr. John Wilson; Dr. Keith B. Berkeley; Ms. Virginia Lee Hastings; Dr. Barbara Jean Meade; Dr. D. James Moore; Ms. Monica R. Patton, Dr. Mark A. Ayers; Dr. Ronald Lee Smith

Member Present by Phone: Ms. Virginia Lee Hastings

Non-Members Present: Kate Campbell; Attorney General’s Office; Dr. Fleer; VIP Pet Care

Minutes taken by: Trish Holstein

I. Dr. Wilson Called the Meeting to Order at 9:06am.

II. Public Comment
   a) The Board and Dr. Fleer discussed VIP Pet Care’s inspection requirements and agreed that they were in compliance.

Dr. Smith motioned to go into executive session to discuss disciplinary at 9:11am; seconded by Dr. Berkeley. Motion carried. Dr. Moore motioned to go out of executive session at 10:31am; seconded by Dr. Berkeley. Motion carried.

III. Disciplinary Committee Report
   a) Case No.0316B (Original complaint received 03/31/16, 18 months- 09/30/17)
      • Dr. Moore motioned to find probable cause and to submit a Statement of Charges and Consent Agreement authorizing the Complaint committee authority to list the topics, CE courses, hours, and report requirements; seconded by Dr. Smith. Dr. Berkeley and the small animal complaint committee abstained from the vote. Motion carried.

   b) Case No.0816A (Original complaint received 08/08/16 18 months- 02/08/18)
      • Dr. Smith motioned that no probable cause was found; seconded by Dr. Berkeley. The small animal complaint committee abstained from the vote. Motion carried.

   c) Case No.0816B (Original complaint received 08/08/16 18 months- 02/08/18)
      • Dr. Smith motioned that no probable cause was found; seconded by Dr. Berkeley. The small animal complaint committee abstained from the vote. Motion carried.

   d) Consideration of Dr. Davenport, Case 0915A, Consent Agreement CE Requirement
      • Dr. Moore motioned to approve the extension time from the Consent Agreement and Order requested for the endocrine/diabetes CE requirement to November; seconded by Dr. Berkeley. Motion carried.

   e) Consideration of Questionable CAET Applicant
      • Dr. Berkeley motioned to approve the CAET Application; seconded by Dr. Ayers. Motion carried.

   f) Consideration of Non-Licensee Providing Rabies Vaccinations
      • Dr. Berkeley motioned to further investigate and pursue if non-licensee is licensed and if rabies records are available with the county; seconded by Dr. Smith. Motion carried.

   g) Consideration of Dr. Gregory Eaton, Case 0915B, Consent and Supervisory Agreement Terms
      • The Board reviewed the quarterly supervision report.
      • Dr. Berkeley motioned to do a random facility inspection; seconded by Dr. Smith. Motion carried.

IV. Approval of Minutes
   a) Dr. Berkeley motioned to approve the June 6, 2016 minutes; seconded by Dr. Meade. Dr. Ayers left the meeting prior to the motion. Motion carried.
V. Reports
a) The Board accepted and reviewed the Treasurer’s Report and it will be filed for auditing purposes.
b) Dr. Berkeley motioned to approve the P-Card Charges May-August 2016 that were available for review; seconded by Dr. Smith. Motion carried.
c) The Board discussed the 2nd quarter and 3rd quarter to date facility inspection reports.
d) The Board discussed the CAET CE and 3-day training cost breakdown.
e) The CAET CE Training will be March 31, 2017 at Stonewall Resort.

VI. The Board Responded to Submitted Questions.

VII. Unfinished Business
a) The online verifications are being developed by Big Picture and should be available soon.

VIII. New Business
a) Ms. Hastings motioned to accept Ms. Burkett’s resignation with regret; seconded by Dr. Meade. Motion carried.
b) The Board will consider a replacement for the Complaint Committee once Ms. Burkett’s replacement has been appointed by the Governor.
c) Dr. Wilson and Trish will be attending the Rule Making Meeting on September 18.
d) The Board discussed that the Rule Making Committee worked on Series 1 during the Rule Making Meeting on September 15.
e) Dr. Berkeley motioned that after discussion, the Rule Making Committee recommended not to proceed with the law change for equine dentistry technicians; seconded by Ms. Patton. Dr. Ayers left the meeting prior to the motion. Motion carried.
f) The Board reviewed the list of veterinary specialties and acknowledged that this list is on the website and the specialist list needs to be reviewed at a Board meeting annually.
g) Dr. Berkeley motioned to approved the scanning and shredding of licensee files by Precision Services; seconded by Dr. Smith. Dr. Ayers left the meeting prior to the motion. Motion carried.
h) Dr. Berkeley motioned to approved the records retention schedule as amended; seconded by Dr. Moore. Dr. Ayers left the meeting prior to the motion. Motion carried.
i) Dr. Berkeley motioned to approved the online jurisprudence exam policy with the suggested changes and to go live no sooner than October 1; seconded by Dr. Smith. Dr. Ayers left the meeting prior to the motion. Motion carried.
j) Dr. Berkeley motioned to approved the emergency policy as amended for Veterinarian’s and RVT’s; seconded by Ms. Patton. Dr. Ayers left the meeting prior to the motion. Motion carried.
k) Dr. Meade motioned to approved the controlled substance dispensed and prescribed register requirements from the Rule Series 4 in place of the previous Board suggested register. This will be posted on the website and included on the next newsletter; seconded by Dr. Berkeley. Dr. Ayers left the meeting prior to the motion. Motion carried.
l) Dr. Berkeley motioned to approved the New Board Member Handbook and to also give to current board members; seconded by Dr. Meade. Dr. Ayers left the meeting prior to the motion. Motion carried.
m) The Board members were given defense driving tips.

IX. The next board meeting will be on January 9, 2017, 9:00am, Charleston Marriott.

X. The meeting was adjourned at 1:50 pm.

Approved by:

Ms. Virginia Lee Hastings, Secretary-Treasurer