



**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**

**Thursday, January 4, 2018 @ 9:00 AM**  
**Cross Lanes, WV**

Members Present: Dr. John Wilson; Ms. Monica R. Patton; Dr. Mark Ayers, Ms. Jo Long; Ms. Amy Meadows;  
Dr. D. James Moore  
Members not Present: Dr. Keith Berkeley; Dr. Barbara Jean Meade; Dr. William Peery;  
Non-Members Present: Dr. Fleer, Thomas Kerr, VIP Pet Care; Kate Campbell; Attorney General's Office; Michael  
Goff, Acting Executive Director, WV Board of Pharmacy  
Minutes taken by: Trish Holstein

**I. The meeting was called to order at 9:09 am.**

**II. Dr. Wilson went over the WV Board of Veterinary Medicine's Mission Statement.**

**III. Public Comment**

- a) Dr. Fleer and Thomas Kerr went over their facility inspection requirements for VIP PetCare.
- b) Michael Goff with the WV Board of Pharmacy discussed Board of Pharmacy controlled substance monitoring requirements.

**Dr. Moore** motioned to go into executive session to discuss disciplinary and employee evaluations and pay at 9:18 am; seconded by **Ms. Meadows**. Motion carried.

**Dr. Ayers** motioned to go out of executive session at 11:16 am; seconded by **Dr. Moore**. Motion carried.

**IV. Disciplinary Committee Report**

- a) Consideration of Dr. Gregory Eaton, Case 0915B, Consent and Supervisory Agreement Terms
  - Supervisory agreements were signed 12/1/16 and supervisory reports are due quarterly.
  - Probation until May 31, 2018
  - Consideration of supervisory reports
  - **Ms. Long** motioned to request 5 recent patient records from each supervisor; seconded by **Ms. Meadows**. Motion carried.
- b) Case No.1016B Dr. Jane Doyle (Original complaint received 10/27/16- 18 months- 04/27/18)
  - Consent Agreement and Order signed August 26, 2017.
  - Probation for 6 months until February 26, 2018.
  - Within 6 months of Consent Agreement and Order (February 26, 2017)
    - Completed 2 hours of Board approved CE's in medical record keeping on November 21, 2017.
  - Pending - After completion of medical record keeping CE, provide 5 medical records for the Board to review.
- c) Case No.0517A (Original complaint received 5/25/17 18 months- 11/25/18)
  - Deadline for Consent Agreement to be signed is January 18, 2018.

- d) Case No.0817A – Dr. Amy Keith (Original complaint received 8/07/17 18 months- 2/07/19)
  - Consent Agreement and Order signed December 7, 2017.
  - Within 6 months of Consent Agreement and Order (June 7, 2018)
    - Complete 6 hours of Board approved CE's in Internal Medicine, specifically gastroenterology and radiology.
- e) Case No.0817B (Original complaint received 8/25/17 18 months- 2/25/19)
  - **Ms. Long** motioned that probable cause was found and to submit a Statement of Charges and Consent Agreement; seconded by **Dr. Moore**. Motion carried. The small animal complaint committee left the room and recused themselves from the vote. Motion carried.
- f) Case No.0917A (Original complaint received 09/28/17 18 months- 03/28/19)
  - **Ms. Patton** motioned that no probable cause was found; seconded by **Dr. Moore**. Motion carried. The small animal complaint committee left the room and recused themselves from the vote. Motion carried.
- g) Case No.1017A (Original complaint received 10/19/17 18 months- 4/19/19)
  - **Ms. Long** motioned that no probable cause was found; seconded by **Dr. Moore**. Motion carried. The small animal complaint committee left the room and recused themselves from the vote. Motion carried.
- h) Case No.1117A (Original complaint received 11/03/17 18 months- 5/03/19)
  - **Dr. Moore** motioned that no probable cause was found; seconded by **Ms. Patton**. Motion carried. Because the Complainant is Kate's secretary, Kate recused herself and left the room during discussion. The small animal complaint committee left the room and recused themselves from the vote. Motion carried.
- i) Case No.1117B (Original complaint received 11/28/17 18 months- 5/28/19)
  - **Dr. Moore** motioned that probable cause was found and to submit a Statement of Charges and Consent Agreement; seconded by **Ms. Long**. Motion carried. The small animal complaint committee left the room and recused themselves from the vote. Motion carried.
- j) **Dr. Moore** motioned to hire an investigator to investigate the practice being done by an unlicensed person; seconded by **Ms. Meadows**. Motion carried.

#### V. Approval of Minutes

- a) **Ms. Patton** motioned to approve the October 6, 2017 minutes; seconded by **Dr. Moore**. Motion carried.

#### VI. Reports

- a) The board accepted and reviewed the treasurer's report and itemized object codes which will be filed for auditing purposes.
- b) **Dr. Ayers** motioned to approve the P-Card charges October-December 2017; seconded by **Ms. Meadows**. Motion carried.
- c) The Board discussed the 3<sup>rd</sup> and 4<sup>th</sup> quarter 2017 to date facility inspection reports.
- d) Trish advised the enhancements to date for the database and website that have been completed by Big Picture.
- e) The Disciplinary Committee Meeting was held January 4, 2018 at 8:00am.
- f) Dr. Wilson advised that the Rule Making Committee Meeting was held January 3, 2018 at 3:00pm to discuss Series 5, RVT, Fees, Series 6 and PLLC Rule Revisions.
- g) Trish and Doreen will be attending the Cash Handling Conference – April 24 – 26, 2017 at Stonewall Resort.
- h) Trish and Ms. Patton discussed topics from the Auditor's Board Required Training – November 29, 2017
- i) Legislation Session is January 10– March 10, 2018.
- j) Executive Director Report
  - The Board reviewed the applications and renewals approved by Executive Director from October 1, 2017 – January 2, 2018.
  - The Board discussed 2015-2017 renewal counts.
  - The Board discussed the additional DEA controlled substance answers.

- VII. The Board discussed a question submitted from a RVT regarding CE requirements for renewal. **Dr. Moore** motioned that because of the medical condition, that the RVT can renew once the CE's for are done but the CE's will not count for their required 2018 CE's; seconded by **Dr. Ayers**. Motion carried.


**VIII. New Business**

- a) The discussion for the approval of Series 3 Rule Revisions will be tabled for the next Board meeting.
- b) The discussion for the approval of PLLC Rule Series 7 Revisions will be tabled for the next Board meeting.
- c) The discussion for the approval of Series 6 Rule Revision will be tabled for the next Board meeting.
- d) **Dr. Ayers** motioned for a pay increase for Doreen Colbert from \$15.50 to \$16.50 per hour; seconded by **Ms. Meadows**. Motion carried. **Dr. Ayers** motioned for a pay increase for Trish Holstein from \$67,000 – \$70,000; seconded by **Ms. Long**. Motion carried.
- e) **Dr. Moore** motioned that VIP Petcare's is considered a stationary veterinary practice; seconded by **Ms. Meadows**. Motion passed.
- f) **Ms. Patton** motioned that mobile facilities that provide services to several clients at one locations is required to provide a quarterly list of their schedule, veterinarians, and a list of each emergency facilities of each location; seconded by **Dr. Moore**. Motion carried.
- g) **Ms. Patton** motioned that the run walls from Tug Valley Veterinary Clinic's inspection deficiency is not adequate and needs to be replaced; seconded by **Ms. Long**. Motion carried.
- h) **Ms. Meadows** motioned to approve the discussed ambulatory inspection policy; seconded by **Ms. Long**. Motion passed.
- i) The Board discussed adequate backup lighting in surgery rooms.
- j) **Ms. Long** motioned that new facility owners need to register their facility within 5 days of sale and also be required to be inspected; seconded by **Ms. Meadows**. Motion carried
- k) **Dr. Moore** motioned to approve the revised facility inspection policy; seconded by **Ms. Meadows**. Motion carried.
- l) Ms. Long will let Trish know if she's available to attend the AAVSB Board Basics & Beyond – April 20-21, 2018.
- m) Trish advised that the DEA considers the veterinarian license instead of a substance handling permit.
- n) The USP 800 Hazardous Drugs requirements were discussed.
- o) All veterinarians that dispense or prescribe controlled drugs or gabapentin must use the WV Board of Pharmacy controlled substance register. The NPI number for veterinarians is 1110001111 and zip code is 25301. We will be providing information about the registry in our newsletters.
- p) **Ms. Long** motioned to approve the purchase of a refrigerator with the cost of no more than \$500.00; seconded by **Ms. Meadows**. Motion carried.
- q) **Ms. Long** motioned to approve the purchase of a smart television and wall mount bracket for the conference room with the cost of no more than \$500.00; seconded by **Ms. Meadows**. Motion carried.
- r) Long Term Strategy and Goals for the Board were discussed.

**IX. The next board meeting will be on April 12, 2018 at 9:00 am at Greenbrier Resort.**

**X. The meeting adjourned at 2:57 pm.**

Approved by:

  
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Monica R. Patton, RVT  
Secretary-Treasurer