



WEST VIRGINIA BOARD OF VETERINARY MEDICINE
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MINUTES

Thursday, April 23, 2015 @ 9:00 AM
Lewisburg State Fair Event Center

Member Present: Dr. John Wilson, Dr. Ronald Lee Smith, Dr. Mark A. Ayers, Ms. Betty Burkett, Ms. Monica R. Patton,
Dr. Keith B. Berkeley, Dr. D. James Moore, Ms. Virginia Lee Hastings, Dr. Barbara Jean Meade
Non-Members Present: Kate Campbell, Attorney General Office; Mike Leland, Inspector
Minutes taken by: Trish Holstein

I. Dr. Wilson called the meeting to order 9:10 am.

II. Public Comment

a) There was no one present for public comment.

III. Disciplinary Committee Report

Dr. Meade motioned to go into Executive session at 9:10 am; seconded by **Dr. Berkley**. Motion carried.

Ms. Patton motioned to go out of Executive Session at 10:11 am; seconded by **Dr. Berkeley**. Motion carried.

a) Case No. 0713A (Original complaint received 7/17/13, 18 months- 01/17/15)

- Final Order signed 12/11/15

- Reimbursement of cost of proceedings \$19,638.75 by December 15, 2015

b) Case No. 0814B (Original complaint received 8/11/14, 18 months - 02/11/16)

- Signed Consent Agreement 01/01/15. Suspension and reimbursement has been completed.

c) Case No. 1114A (Original complaint received 11/13/14, 18 months - 05/14/16)

d) **Dr. Moore** motioned that no probable cause was found; seconded by **Dr. Smith**. Motion carried.

e) Case No. BVM1114B (Original complaint received 01/06/15, 18 months – 07/06/16)

- **Dr. Moore** motioned to find no probable cause; however, we will issue a letter giving 90 days from the letter to fix problems from the inspection on March 18, 2015 and they will be re-inspected and to be charged for the re-inspection; seconded by **Dr. Smith**. Motion carried.

f) Case No. 0115A (Original complaint received 01/06/15, 18 months- 7/06/16)

- **Dr. Smith** motioned to table the next board meeting pending investigation; seconded by **Ms. Patton**. Motion carried.

IV. Approval of Minutes

a) **Dr. Berkeley** motioned to approve January 12, 2015 minutes; seconded by **Dr. Smith**. Motion carried.

b) **Dr. Berkeley** motioned to approve January 30, 2015 minutes; seconded by **Dr. Smith**. Motion carried.

c) **Dr. Berkeley** motioned to approve March 19, 2015 minutes; seconded by **Dr. Smith**. Motion carried.

V. The Board Answered the Submitted Questions

VI. Unfinished Business

a) **Dr. Wilson** advised the new investigator started and has already been conducting inspections.

b) **Trish** advised that the office furniture will be delivered on April 28, 2015.

VII. Reports

a) **Trish** advised that the Big Picture database and online is moving well but the writing on website has taken a while and is anticipating it to be ready by July or sometime this summer.

b) The board reviewed and discussed the 1st quarter 2015 facility inspection reports.

c) The board discussed that the CAET CE training was done on March 20th

- Net income of \$9395.85

- d) The board discussed the CAET Training held on April 17-19 but will have to wait to the next board meeting for the financial information.
- e) Trish advised that the board's complaint against the Counselor was found probable cause and the Counselor is expected to just let their license be revoked.
- f) Trish advised that Mountwest's Accreditation is expected to be May 2016 and they have been accepted for a review in 2016 for onsite visit.

VIII. New Business

- a) Consideration of Public Member on disciplinary committee
 - Tabled for next board meeting.
- b) Consideration of Non-Licensee Performing Dental Work On Animals
 - The board has tabled for the next board meeting.
- c) **Dr. Moore** motioned to approve the CE audit letter, Statement of Charges, and Consent Agreement for the CE audit; seconded by **Dr. Berkeley**. Motion carried.
- d) The board discussed Rule Changes suggestions by the Rule Making Committee. The Rule Making Committee will work on the remaining Rule changes and will have the board approve at our next board meeting.
 - **Dr. Berkley** motioned to allow Trish signature authority for all law/statute; seconded by **Dr. Meade**. Motion carried.
- e) Consideration of Facility Inspection Form Changes
 - Tabled for next board meeting.
- f) **Dr. Berkley** motioned to approve the Signature Authority Policy; seconded by **Dr. Meade**. Motion carried.
- g) **Dr. Meade** motioned to approve the CAET Background Results Policy; seconded by **Dr. Berkeley**. Motion carried.
- h) **Dr. Meade** motioned to approve the Questions to Board Policy; seconded by **Dr. Berkley**. Motion carried.
- i) **Dr. Moore** motioned to approve the Cash Handling Policy; seconded by **Dr. Smith**. Motion carried.
- j) The board discussed topics to put into the Newsletter. Trish will gather the topics and put into a newsletter for the boards' review at the next board meeting.
- k) **Dr. Smith** motioned to approve the rental agreement for 2 years with 3 years renewable at the 4% increase rate of \$589.33; seconded by **Dr. Moore**. Motion carried.
- l) Consideration of Purchases
 - **Dr. Meade** motioned to approve the printer purchase for the Executive Director; seconded by **Ms. Patton**. Motion carried.
 - **Dr. Berkeley** motioned to approve the travel printer; seconded by **Dr. Smith**. Motion carried.
 - **Dr. Smith** motioned to approve the purchase of nine (9) iPad air 2 tablets and covers for the board members for the inspector; seconded by **Ms. Patton**. Motion carried.
 - **Dr. Meade** motioned to approve the purchase of a security system; seconded by **Ms. Patton**. Motion carried.
 - The board did not approve the Scan Tron; however, the board would like to get pricing for online testing for the jurisprudence exam and pricing for the DEA presentation via power point or video. The board will discuss at the next board meeting.
 - **Dr. Smith** motioned to approve the \$1687.00 computers purchase for the Secretary and Executive Director; seconded by **Dr. Berkeley**. Motion carried.
- m) **Dr. Meade** motion to approve Doreen, Secretary, increase of 2.5 work hours during the week; seconded by **Ms. Patton**. Motion carried.
- n) The board accepted and reviewed the treasurer's report and it will be filed for auditing purposes.
- o) **Dr. Berkeley** motioned to approve the p-card charges for January 1-March 31, 2015; seconded by **Dr. Ayers**. Motion carried.
- p) **Dr. Smith** motioned to approve the 2016 budget; seconded by **Dr. Meade**. Motion carried.
- q) Trish discussed the Big Picture Cloud Doc.
- r) There were no board members interested in the NBVME opportunity to view the NAVLE.
- s) Dr. Wilson and Dr. Moore will plan on attending the AAVSB Annual Meeting in September.

IX. The meeting was adjourned at 3:44 pm.

Approved by:


 Ms. Virginia Lee Hasting, Secretary- Treasurer