



## KENTUCKY BOARD OF VETERINARY EXAMINERS

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### Budget Committee Meeting Minutes

September 10, 2025

Meeting Location: Virtual via Zoom

#### APPLICATIONS COMMITTEE MEETING

##### Attendees:

- John C. Park, DVM, KBVE Board Chair, Budget Committee Chair
- Dianne J. Dawes, DVM, KBVE Board Member
- Michelle M. Shane, KBVE Executive Director

##### Absent Committee Members:

- Tom M. Dorman, Citizen-at-Large, KBVE Board Member
- Phil E. Prater, DVM, KBVE Board Member

##### Guest Attendees:

- n/a

##### Proceedings:

Chair Dr. Park called the meeting to order at 5:32 pm EDT.

Members of the Committee reviewed and discussed biennial budget planning and the KBVE 10-year projections spreadsheet.

- Reviewed closeout numbers for F.Y. 2025 as compared to those numbers which were projected.
  - Some categories were higher, and some lower based on eMARS codes used.
  - Salaries were lower because the Board did not hire third employee until June, when we had planned to hire in January 2025.
  - Some projections were too high because we were provided estimates from prior administering agency (KDA) which were inflated.
  - Other categories were very close to projections.
- Projections from Finance Cabinet are trickling in for the biennial budget planning (F.Y. 2027 – F.Y. 2028).
  - The Cabinet is mandating budgets accommodate a 1% salary increase for all employees, subject to change based on the State Budget passed by the General Assembly.

- Projected costs for health insurance increase in F.Y. 2027 and are expected to double from the new rate in F.Y. 2028.
- Costs for eMARS transactions are set to remain static during the next biennium at a rate of \$0.65 per transaction.
- Cost per eMARS authorized user will go down from \$485 to \$450 per individual.
- Cost for postage parcel handling has increased, up to \$0.13 from \$0.12 per piece.
  - Director Shane investigated obtaining a postage meter for the office when the agency moved in 2024, but was quoted just to rent the machine approx. \$160/mo for the machine rental, plus postage. This was not economically feasible when the agency already commutes to Frankfort a few times a month to deposit checks with Treasury. Employees simply deliver direct to the mailroom for bulk mailings, and keep stamps on hand for single parcels.
- Check writer fees will be discontinued in next biennium.
- Costs for the government educational programming was newly assessed in F.Y. 2025 at \$850 for the agency.
- PPC-DOI quotes \$ 60,800 to add online renewals for both types of registered facilities and the AAHP licenses. This upgrade is essential. Additional costs should be factored in to build reporting capabilities, at approximately \$700 per report, or \$76/hour for other builds.
- Legal fees are coming in on target with new counsel, but lower in F.Y.2025 because the Board did not bring counsel on until late November 2024. The Board and the Grievance Committee are very pleased with new counsel.
- The donated furniture helped a lot with moving expenses.

Members discussed several proposals.

- Meeting with the State Budget Director to better understand how KBVE can invest in interest bearing accounts. [KRS 321.320\(7\)](#).
- Any unused agency fees collected may be invested to establish interest bearing accounts with enough revenue to ultimately lower fees for licensees.
- Administrative fines may be invested.
- Fines and the interest they earn may be used to fund the educational awards program in [KRS 321.235\(2\)\(l\)](#).
  - Director Shane noted that a regulation needs to be established with an awards committee prior to any awards issuance.
- Moving to approve association dues once per year in a grouped approval. These will be brought before the Board at the November meeting, and reviewed annually thereafter each September. This will be more efficient, rather than having these as a regular board agenda item.
  - AAVSB - <https://www.aavsb.org/> - \$500
  - CLEAR - <https://www.clearhq.org/> - ~\$800
  - FARB - <https://www.farb.org/about> - ~\$250
  - Kentucky Livestock Coalition (KLC) - <https://www.kylivestockcoalition.org/> - \$1,500
  - Kentucky Agricultural Council (KAC) - <https://kyagcouncil.wildapricot.org/> - \$250
- Staff retention. After the Board has been in the new location for a complete biennium and can accurately calculate overhead, need to discuss with Personnel Cabinet how to increase

staff salaries to a more livable wage for the purposes of retaining the agency's excellent support staff. The two current employees are exceptional, in that they have background and have worked in the veterinary medicine field.

- Need to expand CE offerings for staff development and retention.
  - Include budget for staff appropriate staff travel and attendance.
  - The Director should attend at least one AVMA House of Delegates meeting each year to best understand critical issues for the profession.
- Must establish a Board-review process for the executive director, including general pre-authorizations and spending caps without Board approval.
- Need for meeting room equipment in the Grievance Committee room. Proposed cost from required COT vendor Encore is \$6,447.06, up \$1,000 from this same time last year.

Director Shane indicated that she would reach out with future meeting dates this month with more on the biennial budget planning and required submissions. Final submissions to the State Budget Director are due the first week of October.

## ADJOURNMENT

The Committee adjourned the meeting at 6:53 pm.

These meeting minutes were approved by the Budget Committee on October 30, 2025.



John C. Park, DVM, KBVE Board Chair and Budget Committee Chair

PRESIDING OFFICERS: John C. Park, DVM, KBVE Chair, Budget Committee Chair  
Minutes Recorded by: Michelle M. Shane, KBVE Executive Director  
Minutes Reviewed by: Michelle M. Shane, KBVE Executive Director