



KENTUCKY BOARD OF VETERINARY EXAMINERS

4047 Iron Works Parkway, Suite 104, Lexington, KY 40511

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kbve.ky.gov • vet@ky.gov

Budget Committee Meeting Minutes

March 20, 2026, 3:00 pm EDT

Meeting Location: Virtual via Zoom

BUDGET COMMITTEE MEETING

Attendees:

- John C. Park, DVM, KBVE Board Chair, Budget Committee Chair
- Dianne J. Dawes, DVM, KBVE Board Member, Budget Committee Member
- Phil E. Prater, DVM, KBVE Board Member, Budget Committee Member
- Tom M. Dorman, Citizen-at-large, KBVE Board Member, Budget Committee Member
- Michelle M. Shane, KBVE Executive Director

Absent Committee Members:

- n/a

Guest Attendees:

- n/a

PROCEEDINGS

Chair Dr. Park called the meeting to order at 3:04 pm EDT.

The minutes from the prior Committee meeting on October 30, 2025, were approved at the full Board meeting on November 20, 2025.

Members of the Committee reviewed and discussed multiple considerations for the agency's budget.

- **Current Contracts**

Renewals are available and required for the following contracts:

- Outside vendor contracts (Personal Service Contracts (PSCs):
 - Investigator St. Clair, DVM
 - Investigator Williams, DVM
 - Sturgill, Turner, Barker & Moloney, PLLC – Carmine Iaccarino and team
 - Euthanasia by Injection Course vendor IFHS

As noted at the January 22 meeting, Dr. Fitzpatrick agreed that her contract would not be renewed. She expressed her intention to relocate her residence to Georgia.

- Interagency contracts (Memorandums of Agreement, MOAs):
 - PPC/DOI Database Utilization
 - PPC Admin Services (for budget, HR, and other intergovernmental agency support)

Members of the Committee asked about the state procurement process and how many times a contract may be renewed. Finance Cabinet requires that outside vendor contracts be limited to two (2) years (one biennium) each. The vendor contract may only be renewed for two (2) years at a time, with a limit of two (2) renewals, for a total of six (6) years. When renewing a contract, the agency cannot change the rate of pay or the terms of the contract – these items must match the original Request for Proposal (RFP).

After the final renewal option ends or the agency ends the contract, the need for services must undergo a new RFP process. This allows a vendor to adjust their proposed rate of compensation and allows other vendors to compete for the contract.

The Committee determined to recommend to the full Board at the March meeting that all contracts move forward for renewal. Dir. Shane is working on getting these inputted in the state budget system eMARS, and hopes to have contracts ready for signatures at the March meeting.

Dir. Shane will check in with Lee Carter, President, Kentucky Horse Park (KHP) to see if the agency needs to take any action to renew the lease at KHP, or if the current contract will carry forward over the biennium.

Dr. Dawes joined the meeting at 3:12 pm after some technical connection difficulties.

- **RFPs needed**
 - Wellness / Intervention Services (currently with KYPRN)
 - Timeline:
 - 3/31/2026 – Release of RFP
 - 4/9/2026, 12:00 PM – Written questions due to the Board
 - 4/22/2026 – Agency response to written questions
 - 5/1/2026, 2:30 PM – Proposals Due
 - A single date between 5/2/2026 and 5/13/2026 for the RFP Review Committee to meet and rank contracts
 - 5/14/2026 – Next Board Meeting, vote on contract
 - RFP Review Committee – Dr. Park, Dr. Dawes, and Dir. Shane
 - The eMARS draft RFP is currently available in Teams for Committee review.

The Committee determined to recommend to the full Board at the March meeting that this contract be renewed because the Wellness Committee is required by statute ([KRS 321.257](#)).

Members of the Committee discussed the option for an Oral Demonstration Conference if needed to choose between two (2) similar, top-ranking vendors. The Committee also asked about the following circumstances:

- What happens when only one vendor bids?
KBVE may choose that vendor if they meet the requirements of the RFP, or may alternately decline to award the contract to any vendor.
- What other vendors are there?
The last time the Board issued an RFP for Wellness/Intervention services was in 2020. Multiple vendors did apply at that time, but KYPRN was ultimately awarded the contract. If another vendor is awarded the contract this round, any cases with KYPRN would be transferred to the new vendor for management.
- **Constant Contact Pricing Update**
 - 2023 pricing = \$660.00 / year
 - 2024 pricing = \$610.80 / year
 - 2025 pricing = \$924.00 / year (contacts between 2,500 – 5,000)
 - 2026 pricing = \$1,453.20 / year – KBVE now exceeds 5,000 contacts, so higher plan required.
 - Price Plan = \$2,076.00
 - Pay year in advance discount for non-profits = less \$622.80

Members of the Committee asked why a bulk email service provider was needed. KBVE uses a vendor for this service because if the agency attempts to email all licensees internally, staff must use the Blind Carbon Copy (BCC) feature in Outlook and each email is limited to about 500 recipients. Because there are multiple recipients on a single email, recipient email service providers will often flag the email as spam and the agency becomes blacklisted, preventing future email communications to licensees. By using a bulk vendor service provider like Constant Contact, the bulk provider has a system which sends a copy of the agency's email individually to each recipient. KBVE uses the bulk email service and also the survey capabilities provided by Constant Contact.

There are other vendors available for this service, but KBVE is somewhat limited on vendor choices due to restrictions with COT. Dir. Shane has investigated working with Granicus who provides the .GovDelivery service, however they seem to do more work with cities and large agencies, offering many more tools to interface with constituents. The last time this was priced out Granicus quoted around \$18,000 / year. The services they offer are first class, but KBVE does not need this much functionality.

A MOTION was made by Dr. Prater to approve the renewal costs for bulk email services through Constant Contact. The motion, seconded by Mr. Dorman, carried unanimously.

- **Board Retreat**

Members of the Committee reviewed pricing information for a 2026 Board Retreat. They looked primarily at Kentucky State Resort Park quotes, including submissions from Blue Licks, Dale Hollow, Kenlake, and Natural Bridge. Kenlake offered the best price point, but

the travel distance was a deterrent because KBVE would need to add the cost of increased mileage reimbursement for each Board Member to the cost of the retreat.

Ultimately, the Committee determined that hosting a multi-day meeting at KBVE offices was the most economical option. As discussed at the January 22, 2026, Board Meeting, it appears that only two (2) Board Members would require rooms overnight at a local hotel, further keeping costs down.

Members of the Committee determined to recommend to the full Board that the retreat be held as follows:

- Day One – June 2
 - 8:00 am – 5:00 pm
 - Evening function – Hosted at Dr. Park’s location
- Day Two – June 3
 - 8:00 am – 5:00 pm
- All in person – no hybrid option due to difficulties of managing the online wait room all day while staff was focused on other meeting tasks.

Members of the Committee discussed optional retreat agenda items, including:

- Sunset review on multiple regulations, including the Veterinarian Code of Ethics and the Prescriptions and Dispensation of Drugs for Animal Use regulations.
- Review of other current regulations, including scope of practice for LVTs and assistants and testing for LVTs.
- Needed changes from legislation passed during the 2026 Legislative Session. (See possible bills: [SB 52](#) application timelines and constituent initiated administrative hearings, [SB 331](#) regarding public meetings, [HB 66](#) requirements for licensing boards related to published contact information for board members and limitation on teleconference meetings, [HB 185](#) related to prescreening determinations for applicants with convictions, [HB 500](#) budget and agency annual reporting requirements, [HB 459](#) related to allowable and restricted information to be collected by licensing boards, [HB 567](#) related to open records requests and residency requirements, [HB 584](#) regarding licensees with felony convictions and restrictions on prescribing and dispensing controlled substance, etc.)
- New approach to Board Meeting schedule in a calendar year.
 - Currently hold six (6) regular meetings each year, approximately once every other month.
 - Perhaps moving to two-day quarterly meetings, with Committee meetings held on the first day and Board Meetings held in the morning until late afternoon of the second day.
 - This reform or some other scheduling adjustment will allow more time for ad hoc committee work, formation and recording of Board operational policies, and for staff to accomplish assignments between meetings.
- Policy or regulations on Artificial Intelligence (AI) use in veterinary practice.
- Discussions on national policy issues, including the Veterinary Professional Associate (VPA) / Mid-Level Practitioner (MLP), virtual VCPRs, “suspicious” drug ordering, etc.

- Review of updated Board budget projections.
 - Board operations overview and needed policy manual.
 - Executive Director performance review.
 - Other items as directed by Board or as needed.
- **Recent ORR**

KBVE recently received an ORR related to the agency's budget. The requestor stated they were asking for the information as a citizen, but failed to state if this was for a commercial or non-commercial purpose. Research showed that the requestor appeared to be employed with a company Starbridge (<https://starbridge.ai/about-us>) that is based in New York. This company collects information from agencies and other entities and assists business with successfully responding to RFPs. This is an FYI only. If 26RS HB 567 passes, the bill may more strictly limit the sharing of agency information in the future, especially to non-Kentucky companies and non-residents.
 - **Open discussion**
 - Dir. Shane requested that the Committee recommend to the full Board reimbursement to Dr. Park for the dinner he purchased for Board Members, staff, and guests following the January meeting. Dr. Park declined this request and indicated that the cost of the dinner was intended as a donation. Dr. Prater and Dir. Shane expressed their gratitude on behalf of those in attendance at the dinner.
 - HB 500 update. This version of the Budget bill is being reconciled between the House and Senate, but some version of this bill is likely to pass. The bill includes a 2% raise for state employees in both F.Y.s of the F.Y.2027-F.Y.2028 biennium. The Committee will need to revisit agency budget projections when the final language of HB 500 becomes available.

ADJOURNMENT

Chair Dr. Park adjourned the meeting at 3:49 pm.

These meeting minutes were approved by the Board on March 26, 2026.


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

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



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Budget Committee Meeting Agenda

March 20, 2026

Meeting Location: Virtual

Email Vet@ky.gov to RSVP and for Meeting link

3:00 PM EDT

BOARD MEETING – PUBLIC MEETING

CALL TO ORDER

BUSINESS AGENDA

BUDGET AND CONTRACT MATTERS

- Contract Renewals
 - Investigator St. Clair
 - Investigator Williams
 - PPC/DOI database
 - PPC Admin services
 - Sturgill, Turner, Barker & Moloney, PLLC – Carmine
 - Recommendations to the Board
- RFPs
 - Wellness and Intervention Services
Current vendor: KYPRN
- Bulk email provider: Constant Contact renewal
- Board Retreat
 - On-site vs. Off-site options
 - Recommendations to the Board
- Recent ORR
- Open Discussion

FUTURE MEETING DATES

To be determined based on need.

ADJOURNMENT