



KENTUCKY BOARD OF VETERINARY EXAMINERS

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Board Meeting Minutes

March 21, 2019

Meeting Location: Office of the State Veterinarian, 109 Corporate Drive, Frankfort, KY 40601

BOARD MEMBERS PRESENT

- Steven J. Wills, DVM – Chairman
- Gene Smith, DVM – Vice Chairman
- Tim Gardner, DVM
- Leah Miller, DVM
- Amanda H. Rowland, DVM
- Judith Piazza
- Jeff Pumphrey, DVM
- Robert Stout, DVM -- Proxy for the Commissioner of Agriculture
- Perry W. Wornall, DVM

BOARD MEMBERS ABSENT

- Amy J. Staton, EdD, LVT

DEPARTMENT OF AGRICULTURE STAFF PRESENT

- Joe Bilby, Legal Counsel
- Michelle Shane, Executive Director

OTHERS PRESENT

- Loran Wagoner, DVM, Board Investigator
- Debra Hamelback, Executive Director, Kentucky Veterinary Medical Association (KVMA)
- Mason Miller, Attorney

CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF QUORUM

Steven Wills, Board Chairman, called the meeting to order at 12:50 PM. Dr. Wills welcomed new members and had everyone introduce themselves. Michelle Shane took the roll during introductions. A quorum of the Board was noted as present.

CONFIRMATION OF PUBLIC NOTICE

Michelle Shane confirmed the public notice for this meeting was sent on March 19, 2019, to the Kentucky Department of Agriculture (KDA) media contact list.

READING OF MISSION STATEMENT

Joe Bilby read aloud the Board's mission statement.

OATH OF OFFICE FOR NEW BOARD MEMBERS

Joe Bilby, as an officer of the court, administered the oath of office, Section 228 of the Commonwealth of Kentucky Constitution, to newly appointed Board Members Dr. Timothy R. Gardner and Dr. Leah Miller.

APPROVAL OF MINUTES

The Board Meeting Minutes from the January 24, 2019, meeting were reviewed.

A MOTION was made by Gene Smith to approve the minutes as presented. The motion, seconded by Tim Gardner, passed by voice vote.

ELECTIONS AND APPOINTMENTS

Steven Wills put forth Judith Piazza to move onto the Wellness Committee as liaison between the KBVE and the KYPRN. Ms. Piazza agreed to accept this new position.

Steven Wills indicated he would personally discuss with suggested members to ensure an understanding of time commitments before someone new moves onto the Complaints Screening Committee to fill the vacancy. Steven Wills indicated he will make this appointment before the next meeting.

Gene Smith and Michelle Shane spoke on time commitments required to participate on the Applications Committee. Chairman Wills asked Board Members to consider this opportunity and be ready to volunteer.

Steven Wills indicated he spoke with Gene Smith about taking on the role of Vice Chairman for the Board.

A MOTION was made by Tim Gardner to nominate and subsequently elect Gene Smith as the 2019 Board Vice Chair. The motion, seconded by Jeff Pumphrey, unanimously passed by voice vote.

FINANCIAL STATEMENT

Michelle Shane provided an overview of the summary budget statement, general revenue and expenditure categories, and amounts for each. The Budget Summary document showed receipts for F.Y. 2019 totaling \$611,410 to date (+\$50,360 from the last report), and total expenditures of \$182,347.18 to date (-\$33,094.22 from last report), with a current balance of \$1,161,299 (up \$17,266 from last report).

A MOTION was made by Amanda Rowland to approve the budget as presented. The motion, seconded by Judith Piazza, unanimously passed by voice vote.

Receiving no questions about the budget summary, Michelle Shane moved on to open discussions on the second page of budget information. Ms. Shane reviewed pending expenditures needing

Board approval, specifically expenses related to digitization of paper files, and sample background check requests.

The Board possesses seven (7) four-drawer filing cabinets, two (2) two-drawer filing cabinets, and more than 25 boxes of paper files and other materials that are not yet digitized and uploaded into the database system used for licensing.

A MOTION was made by Tim Gardner authorizing Michelle Shane to proceed with issuing an RFP for the complete digitization of remaining Board files. The motion, seconded by Gene Smith, unanimously passed by voice vote.

A MOTION was made by Amanda Rowland for authorization for Michelle Shane to request sample background checks from several organizations offering background check services via fingerprinting. The motion, seconded by Tim Gardner, unanimously passed by voice vote.

OLD BUSINESS

- Background check information – Michelle Shane provided overview of research conducted on the topic of background checks for future applicants. Ms. Shane was able to issue a short survey facilitated by AAVSB, and discussed the results of more than 20 jurisdictional board responses. She also discussed potential background check service providers. The Board discussed payment processing and routing options for background checks.
- U.S. Service Course for Vet Techs – Military Occupational Specialty (MOS) 68T (Animal Care Technician) – curriculum. Dr. Bradley Keough, Deputy State Veterinarian, is working to obtain a copy of this curriculum.
- Records Retention Schedule – Michelle Shane has officially been appointed as the KBVE Records Officer. She indicated that the KDLA has approved the requested records retention reduction from 50 to 25 years, as requested.

KVMA UPDATE

Debra Hamelback, the Kentucky Veterinary Medical Association (KVMA) Executive Director, spoke about a new KVMA project. KVMA Board Member Dr. Webber requested KBVE Board feedback about the project in relation to possible violations of the Kentucky Practice Act. The proposal would provide oxygen masks for dogs at Emergency Response Centers. Joe Bilby notes the special exemption for emergency treatment of animals in KRS 321.200, which allows emergency treatment by a non-veterinarian.

Steven Wills also brought up KBVE participation at the next KVMA Conference. Debra Hamelback offered a two (2) hour time slot for a KBVE presentation. The Board discussed possible topics for discussion at the KVMA Conference. Ms. Hamelback would like the Board to touch on trending topics as much as possible.

LICENSURE STATUS REPORT

Michelle Shane provided an overview of the current license numbers. As of March 20, 2019, the total active licenses were as follows:

- Veterinarians. 2,380 active licenses, up 40 licenses from the last report, and down 113 from this same time period in 2018;
- Veterinary Technicians. 417 active licenses, up 20 licenses from the last report, and up 55 licenses from this period last year;
- Certified Animal Control Agencies. 60 active licenses, up 1 from the last report, and the same as this period last year; and
- Certified Animal Euthanasia Specialists. 217 active licenses, up 7 from the last report, and up 21 licenses from this same period in 2018.

APPLICATIONS COMMITTEE REPORT

The Committee Report lists approved applications since the last meeting on January 24, 2019. In the absence of Amy Staton, Michelle Shane presented the Applications Committee Report.

A **MOTION** was made by Gene Smith to confirm new applications approved by the Applications Committee, as listed in the document in the Board packet. The motion, seconded by Tim Gardner, unanimously passed by voice vote. The applicants reviewed and approved are listed in the table below.

	First Name	Last Name	License Type	App. Type
1	Lori A.	Bidwell	Veterinarian	Reinstatement
2	Kelsey E.	Birchall	Veterinarian	Endorsement
3	Dominique	Comeau	Veterinarian	New
4	Isaac M.	Croudep	Veterinarian	Reinstatement
5	Kristen K.	Darragh	Veterinarian	Reinstatement
6	Rebecca B.	Gabriel	Veterinarian	New
7	Tamarah L.	Gillon	Veterinarian	Reinstatement
8	Constance	Gorman	Veterinarian	Reinstatement
9	Craig E.	Griffin	Veterinarian	Endorsement
10	Lauren M.	Huggins	Veterinarian	New
11	Jennifer C.	Jordan	Veterinarian	Reinstatement
12	Hilary M	King	Veterinarian	Reinstatement
13	Julianna R.	Kluger	Veterinarian	New
14	Kelsey P.	Legendre	Veterinarian	New
15	Jamie A.	Lembo	Veterinarian	Endorsement
16	Matt	Leshaw	Veterinarian	Reinstatement
17	Andrew D.	Ligon	Veterinarian	Endorsement
18	Britney E.	Lipps	Veterinarian	New
19	Samantha A.	Mann	Veterinarian	New
20	Richard	McCormick	Veterinarian	Reinstatement

	First Name	Last Name	License Type	App. Type
21	Bryana L.	Mitchell Tschop	Veterinarian	Endorsement
22	Hannah L.	Newman	Veterinarian	New
23	Kira J.	Noordwijk	Veterinarian	New
24	Tim	Renn	Veterinarian	Reinstatement
25	Lindsey M.	Rings	Veterinarian	Reinstatement
26	Kasie	Sears	Veterinarian	Endorsement
27	Julie	Storandt	Veterinarian	Reinstatement
28	Mark A.	Suckow	Veterinarian	Endorsement
29	Kimberly Ann L.	Therrien	Veterinarian	Endorsement
30	Alexandra Z.	Turcotte	Veterinarian	Endorsement
31	Thomas R.	Turcotte	Veterinarian	Endorsement
32	Abigail M.	Velting	Veterinarian	Endorsement
33	Hillary C.	Voris	Veterinarian	Endorsement
34	Cathryn A.	Williams	Veterinarian	Endorsement
35	Nathaniel	Wright	Veterinarian	Reinstatement
36	Jasmin B.	Walters	Veterinarian	Endorsement
37	Stephanie	Augustine	Veterinary Technician	New
38	Melinda M.	Bower	Veterinary Technician	Endorsement
39	Madeline R.	Decker	Veterinary Technician	New
40	Samantha	Faoro	Veterinary Technician	Endorsement
41	Brenna	Heiney	Veterinary Technician	New
42	Angela S.	Hoover	Veterinary Technician	Endorsement
43	Karen Y.	Jackson	Veterinary Technician	New
44	Cassidy F.	Jones	Veterinary Technician	New
45	James A.	Mackey, III	Veterinary Technician	New
46	Savanna M.	Mason	Veterinary Technician	New
47	Shera	Melton	Veterinary Technician	New
48	Alexander C.	Ruse	Veterinary Technician	New
49	Rachael E.	Webber	Veterinary Technician	New
50	Kayla S.	Young	Veterinary Technician	New
51	Lauren	Bailey	Euthanasia Specialist	Reinstatement
52	Joy L.	Carpenter	Euthanasia Specialist	New
53	Kasey	Cassell	Euthanasia Specialist	Reinstatement
54	Amanda N.	Crook	Euthanasia Specialist	New
55	Courtney	Dobson	Euthanasia Specialist	New
56	Jessica	Farris	Euthanasia Specialist	Reinstatement
57	Sandra K.	Johnson	Euthanasia Specialist	New
58	Matthew R.	Thomas	Euthanasia Specialist	New

Michelle Shane also presented a report on behalf of the Applications Committee concerning the CEU requests received and approved since the last Board Meeting.

A MOTION was made by Tim Gardner to confirm new CEU applications approved by the Applications Committee, as listed in the document in the Board packet. The motion, seconded by Amanda Rowland, unanimously passed by voice vote. The applicants reviewed and approved are listed in the table below.

Course Title	Sponsor / Provider	CEU Hours Approved		Date of Program(s)
		Vet	Vet Techs	
Beyond Breathing and Beating: Troubleshooting Anesthetic Emergencies	Antech Diagnostics & Imaging (at St. Matthews Animal)	-	1	12/10/2018
Blastomycosis	BluePearl	1	1	11/7/2018
Diagnosis and Treatment of Icteric Cats	BluePearl	1	1	12/5/2018
Esophageal Strictures	BluePearl	1	1	10/10/2018
Portosystemic Shunts	BluePearl	1	1	1/9/2019
Practical Bovine Reproductive Ultrasound Training	Charles Craig DeMuth DVM PC	9	9	03/21- 22/2019
Optimizing Farrier / Veterinarian / Researcher Interactions	Gluck Equine Research Center, UK	8	8	1/20/2019
Thirty-sixth Annual Twin Lakes Veterinary Conference	Jackson Purchase Veterinary Medical Association	15	15	03/9- 10/2018
Recent Discoveries in Endocrine Disorders in Critically Ill Foals	Kentucky Association of Equine Practitioners	1	-	1/28/2019
Rood & Riddle Reproduction/Medicine Seminar	Rood & Riddle	2	-	2/7/2019
2019 Winter Food Animal Conference	UKVDL, Merck Animal Health	8	8	2/21/2019
Inspection of Equine Semen Collection Centers for Expert Training	USDA	16	-	11/6-7/2018

WELLNESS COMMITTEE REPORT

In the absence of Sam Vaughn of the Wellness Committee, Michelle Shane presented the Wellness Committee Report for the Board's discussion.

Michelle Shane also provided some additional information from KYPRN in the form of a handout called "Monitoring Requirements." Ms. Shane asked the Board about putting some information on the website to offer support options to licensees.

For the benefit of new Board Members, the Board briefly discussed the confidentiality of participants working with the Wellness Committee.

Perry Wornall entered the meeting at 1:42 PM.

A MOTION was made by Gene Smith to approve the Wellness Committee Report. The motion, seconded by Tim Gardner, unanimously passed by voice vote.

SALES REPORTS

Board Investigator C. Loran Wagoner presented the sales report.

- **Fasig-Tipton - February 2019 Sale Report.** One foreign vet was observed. There was nothing else of circumstance to report.

INVESTIGATOR'S REPORT

C. Loran Wagoner presented a clinic inspection report.

- **Russell County Clinic Inspection Report.** Dr. Wagoner discussed the history of licensing with this shelter. He noted improved storage and locking mechanisms for the proper storage of controlled substances.

Members of the Board discussed the Board's role and authority in inspections of animal shelters. Several members of the Board expressed the need to provide oversight for animal rescue organizations, but were not sure which agency or government authority would pioneer the effort. Additionally, the Board discussed oversight of clinics, hospitals, and other facilities that perform animal surgeries, etc. The goal in having oversight of all types of facilities would be to protect the quality of care for the consumer and provide a baseline standard of care for animals.

Steven Wills suggested a future Ad Hoc Committee to research the issue of licensing and inspecting clinics, surgery centers, hospitals, etc. in Kentucky.

COMPLAINTS SCREENING COMMITTEE REPORT

Joe Bilby provided an update on the open cases with the Complaints Screening Committee.

- **2015-30** – continuing
- **2018-06** – continuing
- **2018-07** – closed between meetings
- **2018-09** – closed between meetings
- **2018-11** – closed
- **2018-17** – closed
- **2018-19** – closed between meetings

- 2018-21 – on going
- 2018-22 – closed between meetings
- 2018-23 – closed between meetings
- 2018-24 – closed between meetings
- 2018-27 – closed between meetings
- 2018-28 – closed between meetings
- 2018-34 – closed between meetings
- 2018-35 – closed between meetings
- 2018-36 – settlement agreement signed today, and will be closed.
- 2018-37 – closed
- 2018-41 – closed
- 2018-42 – on going
- 2019-01 – on going
- 2019-02 – on going
- 2019-03 – on going
- 2019-04 – closed
- 2019-05 – on going
- 2019-06 – on going
- 2019-07 – on going

A **MOTION** was made by Perry Wornall to accept the recommendations of the Complaints Screening Committee. The motion, seconded by Tim Gardner, unanimously passed by voice vote.

OPEN DISCUSSION / NEW BUSINESS

Michelle Shane led the discussion on new business and questions before the Board.

- **Procedures for responding to incorrect information on applications.**
 - **Query from West Virginia Board about incurred information on applications.**
In Kentucky, these are caught during the application review process and handled on a case by case basis.
 - **Kentucky Licensee interaction with Missouri Board.**
Because there were multiple parties involved, this is a hearsay case and the veterinarian should be spoken with about the issue. Michelle Shane was directed to speak with the veterinarian.
- **Inquiry from Rick Tucker, DVM, Command Veterinarian, USASOC about the requirement for trained veterinarians in the military to have a license to operate in Kentucky outside their military duties.**
The Kentucky Practice Act provides no exemption for licensure in this case.
- **Update on outreach to the Massage Board about the profession of animal massage therapy and licensure for this new profession.**
Steven Wills and Michelle Shane attended a meeting of the Board of Licensure for Massage Therapy. The other board agreed there is a need to address licensure for this new

profession. Chairman Wills proposed an Ad Hoc Committee be formed for the discussions between the two Boards.

Volunteers for the Committee include Judith Piazza, Amanda Rowland, Leah Miller, and Jeff Pumphrey. The Board also recommended that KVMA be brought into the discussions.

- **Inquiry** from Cheryl F. Nelson, DVM re Animal First Aid Class for Emergency Responders, 4-H, FFA, etc.

The Board believes that some of these techniques are OK to demonstrate to emergency responders, but not all of them are appropriate, especially not to school age, 4-H, FFA, etc. students. The Board directed Michelle Shane to extend an invitation to Dr. Nelson to attend a future meeting to discuss this course in more detail with the Board.

- **Request for updated temporary clinic lists.**

Michelle Shane requested guidance on obtaining a current list of providers of temporary clinics in the Commonwealth. The Board would like to annually receive from each provider:

- A complete list of all licensed vets at the clinics, including all non-Kentucky licensed veterinarians;
- A complete list of Kentucky licensed veterinarians designated as optional follow-up providers in the event of an adverse reaction to a procedure at the clinic; and
- To require these lists be updated on an annual basis.

Michelle Shane was directed to draft a letter of request to these providers and work on Joe on outreach to collect the information required by the Board.

- **DEA Outreach.**

Michelle Shane has been in communication with the U.S. Drug Enforcement Administration (DEA). The federal agency would like to work with the Board to develop specific criteria on a diversion drug course for veterinarians in Kentucky that would allow licensees to obtain continuing education credits. The Board is fully supportive of this, and sees a strong need to develop this type of training for veterinarians.

Joe Bilby discussed the AAVSB Annual Meeting coming up September 25-28, 2019 in St. Louis, and asked all Board Members to consider attending.

The Board took a brief break at 2:26 PM and returned to business at 2:37 PM.

REGULATION REVISIONS

Joe Bilby led a discussion on the pending regulation revisions, and described the approval process for regulatory revisions, including the public comment period. Copies of the revised regulations were provided to several stakeholder groups for early feedback. The Board discussed changes in the regulations. Any additional comments from Board Members should be submitted by April 5.

A MOTION was made by Judith Piazza to approve the regulation revisions as presented, and to allow stylistic changes required by KDA Attorneys and the Kentucky Legislative Research Commission (LRC) to conform to current regulatory standards; and that after stylistic changes the

Board would have the opportunity to review the regulations one last time before filing. The motion, seconded by Robert Stout, unanimously passed by voice vote.

APPROVAL OF TRAVEL AND PER DIEM

A MOTION was made by Perry Wornall to approve the current travel and per diem for Board Members. The motion, seconded by Gene Smith, unanimously passed by voice vote.

NEXT MEETING

Thursday, May 23, 2019 – 12:30 PM

Office of the State Veterinarian

109 Corporate Drive, Frankfort, KY 40601

ADJOURNMENT

Chairman Steven Wills meeting adjourned at 2:53 PM.

These Minutes were approved by the Board on May 23, 2019.



Steven Wills, Chairman of the Board

PRESIDING OFFICER: Steven Wills, Chairman
Minutes Recorded by: Michelle Shane
Minutes Reviewed by: Joe Bilby



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Board Meeting Agenda

March 21, 2019

Meeting Location: Office of the State Veterinarian, 109 Corporate Drive, Frankfort, KY 40601

10:30 AM COMMITTEE MEETINGS – CLOSED TO THE PUBLIC

- Complaints Screening Committee
- Applications Committee

12:00 PM Lunch

12:30 PM CALL TO ORDER

ROLL CALL / ESTABLISHMENT OF QUORUM

CONFIRMATION OF PUBLIC NOTICE

READING OF MISSION STATEMENT

OATH OF OFFICE FOR NEW BOARD MEMBERS

APPROVAL OF MINUTES

- Board Meeting Minutes from January 24, 2019

ELECTIONS AND APPOINTMENTS

- Vice Chairperson of the Board
- Applications Committee
- Complaints Screening Committee
- Wellness Committee Liaison

FINANCIAL STATEMENT

- Revenue and Expenditures, F.Y. 2019 – to date
- Discussion of Proposed Expenditures
 - RFP needed to digitize remaining paper files

OLD BUSINESS

- Background check information
- U.S. Service Course for Vet Techs – Military Occupational Specialty (MOS) 68T (Animal Care Technician) – curriculum
- Records Retention Schedule

LICENSURE STATUS REPORT

APPLICATIONS COMMITTEE REPORT

- New Applicants for Licensure
- New CEU Applications

WELLNESS COMMITTEE REPORT

SALES REPORTS

- Fasig-Tipton February 2019 Sale Report

INVESTIGATOR'S REPORT

Clinic Inspections:

- Russell County

COMPLAINTS COMMITTEE REPORT

- 2015-30
- 2018-06
- 2018-07
- 2018-09
- 2018-11
- 2018-17
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- 2018-21
- 2018-22
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- 2018-37
- 2018-41
- 2018-42
- 2019-01
- 2019-02
- 2019-03
- 2019-04

- **2019-05**
- **2019-06**
- **2019-07**

OPEN DISCUSSION / NEW BUSINESS

- Procedures for misinformation on applications
 - Query from West Virginia Board
 - Licensee (243102) interaction with Missouri Board
- Inquiry from Rick Tucker, DVM, MPVM, MS, DACVPM, LTC, VC, Command Veterinarian, USASOC
- Inquiry from Cheryl F. Nelson, DVM re Animal First Aid Class for Emergency Responders, 4-H, FFA, etc.
- Request for updated temporary clinic lists
- Other Questions for Discussion

REGULATION REVISIONS

APPROVAL OF TRAVEL AND PER DIEM

NEXT MEETING

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ADJOURNMENT