



## KENTUCKY BOARD OF VETERINARY EXAMINERS

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### Board Retreat Minutes

June 21-22, 2023

Location: Cliffview Resort, 455 Cliffview Rd Suite 101, Campton, KY 41301

#### Wednesday, June 21

#### BOARD MEMBERS PRESENT

All Board Members, Staff, and Others present in person.

- Steven J. Wills, DVM – Chairman
- Gene Smith, DVM – Vice Chair
- Dianne Dawes, DVM
- Dale Eckert, DVM
- Tim Gardner, DVM
- Stephanie Kennedy, DVM
- John Park, DVM
- Amy J. Staton, EdD, LVT

#### BOARD MEMBERS ABSENT

- Tom Dorman, Citizen-at-Large
- Commissioner of Agriculture or their designee

#### DEPARTMENT OF AGRICULTURE STAFF PRESENT

- Michelle Shane, KBVE Executive Director
- Amanda Briggs, KBVE Administrative Assistant

#### OTHERS PRESENT

- Mark Brengelman, JD, MA, Attorney at Law, KBVE Legal Counsel

#### CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF QUORUM

Board Chairman Steven Wills, DVM, called the meeting to order at 8:04 AM EDT. Chairman Dr. Wills welcomed everyone to the board retreat.

Ms. Michelle Shane read the roll call. Per [KRS 321.240\(2\)](#), a quorum of the Board was achieved.

#### CONFIRMATION OF PUBLIC NOTICE

Ms. Shane confirmed the public notice for this meeting was sent on Monday, June 19, 2023, to the Kentucky Department of Agriculture (KDA) media contact list, and also posted on the KBVE website Meetings page.

#### READING OF MISSION STATEMENT

Vice Chair Gene Smith read aloud the KBVE mission statement.



## BUSINESS AGENDA

### Welcome Activity

Ms. Shane engaged the group with a Kentucky Proud activity.

### Budget Discussion

Ms. Shane provided an overview of KBVE's budget summary spanning from F.Y. 2016 to F.Y. 2023, and projections through F.Y. 2030 based on different spending scenarios.

Members of the Board discussed:

- Dwindling reserve funds, with projected decreases
- Increased operational costs due to increases in overhead, IT, administrative services, and other factors
- Anticipated additional costs:
  - New programs enacted in the modernized Kentucky Veterinary Medicine Practice Act ([23 RS HB 167](#))
  - Additional staff requirements
  - Appropriate salary adjustments (Executive Director salary is below average for similar positions, both within Kentucky and nationwide)
  - Database upgrades needed for new programming
  - Database upgrades for current program applications (completely digital)
- 2022 AAVSB Member Board Profile Survey
  - Costs for independent boards being higher than costs for boards in an umbrella organization with shared services (KBVE is an independent board)
  - Licensure fees for veterinarians in other jurisdictions
- Licensure fees for other professions in Kentucky, including medical doctors, dentists, hygienists, and chiropractors
- Historical fee increases for veterinarian licensees of KBVE

Members of the Board determined a target biennial revenue, factoring in all expected operational costs, capital projects, legal fees, inspections, etc., based on historic and anticipated spending. This target ensures that the board remains operational, efficient, and responsive to both the public and licensee needs, while also implementing new programs as mandated by the modernized Practice Act. Members then discussed fee increases for each revenue type to meet the target biennial revenue.

The Board took a respite break from 10:05 – 10:20 am.

Members of the Board directed staff to incorporate proposed fees into amended draft regulations for review at the July Board meeting.

Members reviewed contract options with KDA for administrative services and staffing. Chairman Dr. Wills provided an overview of the conclusions of the Budget Committee from their last meeting. Due to uncertainty regarding KBVE's contract with the future incoming KDA administration, the board authorized Ms. Shane to begin outreach and gather details for contingency planning. However, Members of the Board stressed their desire to maintain the administrative services and office space with KDA to the fullest extent possible. Members also directed Ms. Shane

to invite the Personnel Cabinet to address the Board regarding personnel and hiring options at the July meeting.

### **Proposed revisions to current and new regulations**

Ms. Shane led the board through proposed revisions of current and new administrative regulations.

- 201 KAR 16:590 – Continuing Education Requirements
  - Additional edits required. Ms. Shane will complete edits as directed and present again at July meeting for approval.

The Board took a lunch break from 11:56 AM – 1:02 PM.

- 201 KAR 16:701 – Standards for Medical Records
- 201 KAR 16:750 – Scope of Practice and Supervisory Requirements for Licensed Veterinary Technicians
- 201 KAR 16:702 – Standards for Veterinary Surgery
- 201 KAR 16:552 – ACA Responsibilities
- 201 KAR 16:560 – AES Certification

**A MOTION** was made by Dr. Dawes to approve the above list of regulations (201 KAR 16:701, 16:750, 16:702, 16:552, and 16:560), with the edits discussed, and to direct staff to file these administrative regulations in July. The motion, seconded by Dr. Gardner, passed unanimously.

- 201 KAR 16:550 – ACA authorization

The board discussed logistical planning for afternoon team-building activity.

Board recessed at 2:53 pm.

## **Thursday, June 22**

### **BOARD MEMBERS PRESENT**

All Board Members, Staff, and Others present in person.

- Steven J. Wills, DVM – Chairman
- Gene Smith, DVM – Vice Chair
- Dianne Dawes, DVM
- Dale Eckert, DVM
- Tim Gardner, DVM
- Stephanie Kennedy, DVM
- John Park, DVM

### **BOARD MEMBERS ABSENT**

- Tom Dorman, Citizen-at-Large
- Amy J. Staton, EdD, LVT
- Commissioner of Agriculture or their designee

## DEPARTMENT OF AGRICULTURE STAFF PRESENT

- Michelle Shane, KBVE Executive Director
- Amanda Briggs, KBVE Administrative Assistant

## OTHERS PRESENT

- Mark Brengelman, JD, MA, Attorney at Law, KBVE Legal Counsel

## CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF QUORUM

Board Chairman Steven Wills, DVM, reconvened the meeting at 8:00 AM EDT. Chairman Dr. Wills welcomed everyone to the board retreat.

Ms. Michelle Shane read the roll call. Per [KRS 321.240\(2\)](#), a quorum of the Board was achieved.

## BUSINESS AGENDA

Ms. Shane opened the meeting with an acronym activity.

Ms. Shane led the board through proposed revisions of current and new administrative regulations.

- 201 KAR 16:550 – ACA authorization

**A MOTION** was made by Dr. Smith to approve 201 KAR 16:550 with the additional edits discussed, and direct staff to file this with the other administrative regulations approved for filing in July. The motion, seconded by Dr. Park, passed unanimously.

- 201 KAR 16:515 – Fees for veterinary facilities
- 201 KAR 16:545 – Application requirements for veterinary facilities

The Board took a respite break from 9:50 – 10:05 AM.

Upon their return, Members of the Board revisited the following regulation:

- 201 KAR 16:701 – Standards for Medical Records

**A MOTION** was made by Dr. Smith to approve 201 KAR 16:701 with the additional edits discussed regarding requirements for rabies clinics to keep copies of medical records, and direct staff to file in July. The motion, seconded by Dr. Park, passed unanimously.

Members of the Board continued to review and edit administrative regulations:

- 201 KAR 16:565 – Responsibilities of veterinarian manager and responsible registered parties
- 201 KAR 16:575 – Registration renewal for veterinary facilities
- 201 KAR 16:543 – Application requirements for allied animal health professionals
- 201 KAR 16:573 – Permit renewal for allied animal health professionals

- 201 KAR 16:523 – Approved allied professional programs
- 201 KAR 16:533 – Examination requirements for allied animal health professionals

The Board took a lunch break from 12:10 – 1:05 PM.

Members of the Board resumed work on edits to administrative regulations:

- 201 KAR 16:533

During the meeting, an OR Appeal decision was received via email. Members of the Board discussed with legal counsel the decision received from the Attorney General. Mr. Brengelman indicated the KBVE shall be required to draft and file a new administrative regulation specifying Open Records Request procedures for the agency, pursuant to KRS 61.876(1).

Members of the Board continued work on proposed revisions to new administrative regulations:

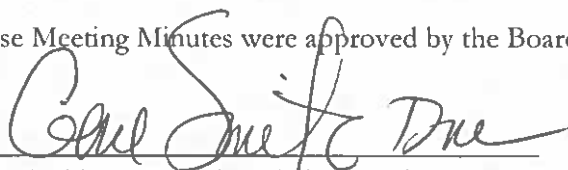
- 201 KAR 16:583 – Board issued Allied Animal Health Professional Permits; Inactive Status
  - Following discussion, Members declined to offer an inactive status for AAHP permits
- 201 KAR 16:547 – Application Requirements for AAHP Facility Registration
- 201 KAR 16:563 – Responsibilities for Allied Professionals
- 201 KAR 16:577 – Registration renewal for allied animal health facilities
- 201 KAR 16:850 – Allied Animal Health Professionals Advisory Committees

Members directed Ms. Shane to schedule a meeting with the Kentucky Board of Chiropractic Examiners and Kentucky Association of Chiropractors in August.

## ADJOURNMENT

Chairman Dr. Wills adjourned the meeting at 2:15 pm.

These Meeting Minutes were approved by the Board on July 27, 2023.

  
Gene Smith, DVM, Vice Chairman of the Board

PRESIDING OFFICER: Steven J. Wills, DVM, Board Chairman  
Minutes Recorded by: Michelle M. Shane, Executive Director



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### Board Retreat Agenda

June 21-22, 2023

Location: Cliffview Resort, 455 Cliffview Rd Suite 101, Campton, KY 41301

#### Wednesday, June 21

7:00 AM **Breakfast**

8:00 AM **CALL TO ORDER**

**ROLL CALL / ESTABLISHMENT OF QUORUM**

**CONFIRMATION OF PUBLIC NOTICE**

**READING OF MISSION STATEMENT**

#### **BUSINESS AGENDA**

- Welcome and overview of scope of work for retreat
- Budget discussion
- Proposed revisions to current and new regulations

12:30 pm **Lunch**

- 1:30 pm
- Welcome back
  - Proposed revisions to current and new regulations

3:00 pm **TEAM BUILDING EXERCISE & TRAINING**

6:30 pm **Dinner**

#### Thursday, June 22

7:00 AM **Breakfast**

8:00 AM **CALL TO ORDER**

**ROLL CALL / ESTABLISHMENT OF QUORUM**

#### **BUSINESS AGENDA**

- Welcome back
- Proposed revisions to current and new regulations

12:30 pm **Lunch**

- Proposed revisions to current and new regulations

**ADJOURNMENT**

