



# STATE OF IDAHO

## Board of Veterinary Medicine

2270 OLD PENITENTIARY RD  
P.O. BOX 7249  
BOISE, ID 83707  
Telephone (208) 332-8588  
Fax (208) 334-2170  
E-mail: [bovminfo@agri.idaho.gov](mailto:bovminfo@agri.idaho.gov)  
Website: [www.bovm.idaho.gov](http://www.bovm.idaho.gov)

### APPROVED MINUTES

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37

**Special Teleconference Meeting**  
**May 30, 2013**  
**8:00am MDT**  
**Idaho Department of Agriculture Building**  
**2270 Old Penitentiary Rd.**  
**Boise ID 83712**

**Conference Room Main A**  
**Dial-in number (208) 332-8658**

#### IN ATTENDANCE:

1. Dr. Dave Clark
2. Dr. Doug Walker
3. Dr. Carol Ekland
4. Dr. John Coplin
5. Ms. Kathy Simpson
6. Dr. David Gerber
7. Carol Youtz, Acting Executive Director
8. Cindy Hedge, Technical Records Specialist II
9. Roger Gabel, Deputy Attorney General

#### AGENDA

1. **Call to order** – Dr. David G. Clark, Board President called the meeting to order at 8:02 Mountain Daylight Time. Ms. Youtz called the roll.
2. **Discuss how additional Personnel allocation will be divided for FY2014.**  
After brief discussion, Dr. Gerber moved to increase the base salary of the Executive Director to \$27.16 per hour and the base salary of the Technical Records Specialist II to \$15.01 per hour. Dr. Ekland seconded the motion. Ms. Youtz took a roll call vote, which was unanimous in the affirmative. Motion passed. This change will take effect as of July 1, 2013.
3. **Discuss remaining Personnel allocation for FY2013**  
Dr. Clark reported that there is a \$2200 surplus in Personnel Cost allocation for FY2013. This surplus exists because the Board did not need to hire a temporary worker

1 to assist Board staff with this year's renewal season. After discussion, Dr. Eklund  
2 moved to approve one-time bonuses for Board Staff as follows:

- 3 • Executive Director \$1250.00
- 4 • Technical Records Specialist II \$750.00

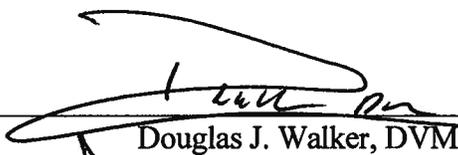
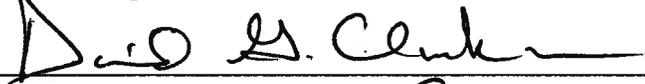
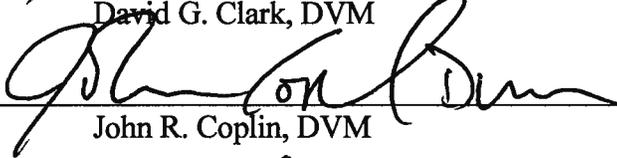
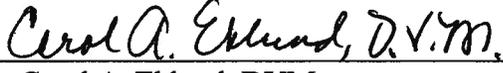
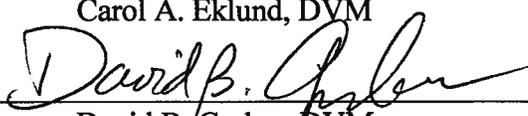
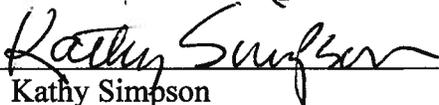
5 Ms. Simpson seconded the motion. Ms. Youtz took a roll call vote, which was  
6 unanimous in the affirmative. Motion passed. This change will take effect immediately.  
7  
8

9 **4. Update on recruitment for new Executive Director**

10 Dr. Eklund and Dr. Clark narrowed down the twenty-one (21) applicants to four (4)  
11 finalists. The interviews will begin on June 17 at 1:00pm MDT:

- 12 A. Interviews will take place in Executive Session, pursuant to Idaho Code Chapter
- 13 23, Title 67
- 14 B. All Board members will participate in the final interviews
- 15 C. Each interview will be scheduled for 45 minutes
- 16 D. ISDA Human Resources will compile a list of 8-10 questions for each applicant
- 17 E. At the conclusion of the interviews, the Board will discuss their results and
- 18 select the successful candidate

19  
20 **5. There being no further business to discuss, the meeting adjourned**  
21 **at 8:38 am**  
22

23		
24		6/17/13
25	Douglas J. Walker, DVM	Date
26		6/17/13
27	David G. Clark, DVM	Date
28		6/17/13
29	John R. Coplin, DVM	Date
30		6/17/13
31	Carol A. Eklund, DVM	Date
32		6/17/13
33	David B. Gerber, DVM	Date
34		6/17/13
35	Kathy Simpson	Date
36		
37		
38		
39		
40		
41		
42		