



STATE OF IDAHO

BOARD OF VETERINARY MEDICINE

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Approved Minutes

Monday, June 17, 2013

Idaho State Department of Agriculture Building

2270 Old Penitentiary Rd

Boise, ID 83712

Conference Rooms Main A&B

8:30 am – 5:00 pm MDT

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- Call to Order: David G Clark, DVM – Board President at 8:29 am
- In Attendance:
 - Dr. Douglas Walker
 - Dr. David G. Clark
 - Dr. John R. Coplin
 - Dr. Carol A. Eklund
 - Dr. David B. Gerber
 - Kathy Simpson, Public Member
 - Carol P. Youtz, Acting Executive Director
 - Cindy A. Hedge, Technical Records Specialist II
 - Roger Gabel, Board Counsel, Office of the Attorney General
- Guests:
 - Dr. Walter Rowntree, Bannock Animal Medical Center
 - Karen Drew, ISDA Human Resources
 - Rodger Fisher, Intern, Office of the Attorney General

1. Approve Minutes:

Dr. Clark moved to approve the April 22, 2013 Board meeting as written. Dr. Walker seconded, and the motion passed.

Ms. Simpson moved to approve the May 30, 2013 Special Teleconference meeting minutes as written. Dr. Eklund seconded, and the motion passed.

2. Financial Report:

Ms. Youtz reviewed the budget figures with the Board members, and discussed the difference in operating budget. Year-to-date expenses are up by about \$24,000 this fiscal year, which is because of a lump sum payment for software subscription services.

1 **3. 2013 Renewal Statistics:**

2 As of Friday, June 14, only 52% of the license and certificate renewals have been received and
3 processed. There are two weeks left until the end of the annual renewal period. Completed
4 renewal forms and payment must be postmarked June 30, 2013 or earlier to avoid a late fee.
5

6 **4. FY2015 Budget draft submission:**

7 Fiscal Year 2014 starts on July 1, 2013. Fiscal Year 2015 starts on July 1, 2014. The FY2015
8 budget submission and Performance Measurement Report must be submitted to the Division of
9 Financial Management no later than September 1, 2013.
10

11 Dr. Clark reminded the executive director to request a 3% personnel allocation increase each year
12 for the two office staff positions, and to follow the budget projections that we are using to date.
13 The director will prepare a preliminary budget for Board review in August.
14

15 **5. PUBLIC HEARING – NEGOTIATED RULEMAKING FY2015, Docket No. 46-0101-**
16 **1301**

- 17 a. Euthanasia Program rules regarding examination of Euthanasia Technicians
18 b. Record-keeping standards – ownership of medical records, and time limits to
19 provide copies of records to owners or other veterinarians
20

21 There were no attendees for this negotiated rulemaking hearing. No comments were received
22 by Board staff via telephone or email during the 21-day open comment period.
23

24 **6. OLD BUSINESS:**

25 a. **Liaison Officer Survey results:** Dr. Clark

26 After reviewing comments from ten former Liaison Officers, the Board members discussed the
27 idea of having both the Liaison Officer and the current Board President review each written
28 complaint. Mr. Gabel advised the Board that this process could be implemented with a simple
29 Policy Statement. He will draft a policy statement for consideration at the August 15th
30 teleconference meeting.
31

32 The Board also requested that all Policy Statements should be posted on the Board's website. Ms.
33 Youtz is the Board's WebMaster, and will work with Mr. Gabel to gather all official policy
34 statements.
35

36 b. **10:30 – 10:50 Discussion of communication issues:**

37 Dr. Rowntree felt that there was very poor communication during the complaint process he was
38 involved in last fall, and was happy to hear that the Board will considered ways to improve
39 communication between Respondents and Board members.
40

1 c. **10:50 – 11:00 Zero-based budgeting (ZBB)** project due in FY2014

2 Three years ago, all agencies were required to justify all expenditures by line item. BOVM was
3 to have submitted a draft ZBB budget in September 2012, but received an extension because of
4 staffing shortages in the Board office. It is due this fall. The former executive director
5 completed about 75% of the ZBB project. The ten-year budget extrapolations that were
6 completed for the 2012 fee increases have served the Board well, and will be useful for
7 completing the ZBB project. Dr. Walker requested that ZBB should be made a priority as soon
8 as renewals are completed the first week of August 2013.

9
10 **7. NEW BUSINESS**

11 a. **Strategic Plan draft** -- review and approval:

12 The goal of the five-year Strategic Plan is to identify goals and improve on weaknesses going
13 forward. Dr. Coplin moved to approve the draft Strategic Plan as amended. Dr. Gerber
14 seconded, and the motion passed.

15
16 **Fall 2013 newsletter article ideas** Dr. Eklund suggested sending a letter addressing
17 administering bordetella vaccines, and the possible side effects that can occur. If a kennel
18 employee is administering vaccines to animals that are not owned by the kennel, the boarding
19 kennel should receive an informational letter. Dr. Eklund accepted the Board assignment to
20 compose a 'white paper' that will be used to distribute to veterinary clinics as needed. Ms. Youtz
21 will forward draft to Board for approval.

22
23 b. **Annual Performance Evaluation** for Acting Executive Director

24 Dr. Clark prepared a letter to distribute the leftover Personnel Allocation for FY2013, and plans
25 to complete Ms. Youtz' performance evaluation during the executive session this afternoon.

26
27 c. **Request for new Board member from the Magic Valley area**

28 The Board office has received three nominations from the Magic Valley Veterinary Medical
29 Association (MVMMA). These resumes and letters of interest will be forwarded to the
30 Governor's Office. The newly-appointed Board member will begin his/her term of service on
31 September 1, 2013.

32
33 d. **Request for new Public member** (if the Governor so wishes)

34 Ms. Simpson has expressed a desire to be reappointed. Dr. Clark is agreeable. Dr. Clark
35 suggests that Board send a letter of recommendation to Governor Otter to reappoint Kathy
36 Simpson for an additional three-year term.

37
38 e. **Online record-keeping course:** Free course audit for Board Members

39 Dr. Clark suggested that each Board member take the course and be prepared to discuss the
40 content at the October Board meeting.

1
2 f. **AAVSB proposed Bylaw amendments (2)** to be voted on at September 2013
3 annual conference

4 After discussion and review of the proposals, Dr. Walker moved to support the first proposed
5 change to the AAVSB bylaws, and to oppose the second proposed change. Dr. Gerber seconded,
6 and the motion passed. Dr. Coplin will be the voting delegate at this year's AAVSB meeting, and
7 he will cast Idaho's vote according to the Board's wishes.
8

9 g. **Renewal applications from licensees with current complaint cases**

10 Some of the licensees have incorrectly answered "no" on the renewal form questions about
11 whether they have been disciplined since the last renewal period. As this is probably an innocent
12 oversight by the licensee rather than an attempt to falsify information, the Board directed the
13 office staff to telephone the licensees and ask for a notarized written explanation about why they
14 answered the question(s) the way they did.
15

16 h. **Continuing Education credits for Presenters**

17 Dr. Eklund moved to approve Dr. Wagner's CE request on a one-time basis only. Dr. Coplin
18 seconded, and the motion passed. Ms. Youtz will notify Dr. Wagner of the Board's decision.
19

20 The Board then engaged in a detailed discussion about the topic of CE presenters earning CE
21 credits, with differing opinions voiced by the members. No definite decisions were made, other
22 than to authorize legal counsel to draft an initial proposed amendment to the Rule for further
23 discussion at the October Board meeting.
24

25 The Board is in general agreement that a "cap" of five (5) credit hours for each two-year
26 reporting period will likely be placed in Rule on speakers for any particular presentation. In all
27 likelihood, the Board will ultimately authorize rulemaking officially granting at least one (1)
28 credit hour for each credit hour of instruction. Until the Board discussions have culminated in a
29 decision, and any rule promulgation has been completed, **continuing education presenters of**
30 **approved courses should be given one (1) credit for each fifty minutes of instruction.**
31

32 i. **Review sixty-one (61) license and certificate applications**, including special
33 approval needed for five (5) applications:

- 34 i. CVT-4337 – Request to approve non-accredited two-year degree as
35 equivalent to AVMA-accredited education for veterinary technology

36 Ms. Simpson moved to approve the applicant's degree as equivalent to an AVMA-accredited
37 degree in veterinary technology. Dr. Eklund seconded, and the motion passed. Ms. Youtz will
38 notify the applicant of the Board's decision.
39

1 Dr. Coplin moved to enter into Executive Session at 11:10am, pursuant to 67-2345(1)(d) to
2 consider records that are exempt from public disclosure. Motion seconded by Dr. Eklund. Roll
3 Call vote:

4 Dr. Clark – aye Dr. Walker –aye
5 Dr. Coplin – aye Dr. Eklund – aye
6 Dr. Gerber –aye Kathy Simpson – aye
7

8 Ms. Youtz, Ms. Hedge, and Mr. Gabel were asked to remain in the room with the Board
9 members. All other attendees were excused.

10
11 The Board members returned to open session at 11:25am following an Executive Session, during
12 which they discussed records that are exempt from public disclosure.

- 13
14 ii. V-4327 – explanation of “Yes” answers – Maryland license application
15 denied for insufficient CE

16 Dr. Gerber moved to **approve** this application pending receipt of the final documents. Dr. Eklund
17 seconded, and the motion passed.

- 18
19 iii. V-4329 – pending disciplinary case in another state

20 Dr. Coplin moved to **hold** this application pending outcome of the Delaware complaint case, plus
21 receipt of the final application documents. Ms. Simpson seconded, and the motion passed.

- 22
23 iv. V-4332 “Yes” answers to Questions 1, 2, 4, 5, 11, 16, & 21

24 Dr. Walker moved to **deny** this application. Dr. Gerber seconded, and the motion passed. The
25 Board directed Mr. Gabel to prepare an Order denying the application.

- 26
27 v. V-4346 – “Yes” answers to Questions 4 & 9

28 Dr. Eklund moved to **approve** this application pending receipt of the final documents. Ms.
29 Simpson seconded, and the motion passed.

30
31 **8. Interviews for Executive Director position**

32 Dr. Coplin moved to enter Executive Session at 1:00pm, pursuant to 67-2345(1)(a) to consider
33 the relative qualities of individuals in a hiring situation to fill a particular vacancy, or need for a
34 public officer, employee, staff member or individual agent. Ms. Simpson seconded the motion.
35 Roll Call vote:

36 Dr. Clark – aye Dr. Walker –aye
37 Dr. Coplin – aye Dr. Eklund – aye
38 Dr. Gerber –aye Kathy Simpson – aye
39

1 The Board members returned to open session at 2:30pm following an Executive Session during
2 which they discussed the relative qualities of individuals in a hiring situation to fill a particular
3 vacancy or need for a public officer, employee, staff member, or individual agent of two
4 applicants.

5
6 The Board reviewed forty-four (44) veterinary license applications and seventeen (17) certified
7 veterinary technician applications. Dr. Eklund moved to approve fifty-nine (59) applications, to
8 place one application on hold, and to deny one application. Ms. Simpson seconded, and the
9 motion passed.

10
11 Dr. Coplin moved to re-enter executive session at 2:43pm, pursuant to 67-2345(1)(a) to consider
12 the relative qualities of individuals in a hiring situation to fill a particular vacancy or need for a
13 public officer, employee, staff member or individual agent. Dr. Walker seconded the motion.

14 Roll Call vote:

15	Dr. Clark – aye	Dr. Walker –aye
16	Dr. Coplin – aye	Dr. Eklund – aye
17	Dr. Gerber –aye	Kathy Simpson – aye

18
19 The Board members returned to open session at 4:30pm following an Executive Session during
20 which they discussed the relative qualities of individuals in a hiring situation to fill a particular
21 vacancy or need for a public officer, employee, staff member, or individual agent.

22
23 Dr. Coplin moved to approve hiring Jodie Ellis to serve as the Board’s Executive Director. Dr.
24 Eklund seconded, and the motion passed with a roll-call vote:

25		
26	Dr. Clark – aye	Dr. Walker –aye
27	Dr. Coplin – aye	Dr. Eklund – aye
28	Dr. Gerber –aye	Kathy Simpson – aye

29
30 Ms. Youtz will return to her former staff position of Technical Records Specialist II (TRS2). The
31 Board members stated that Ms. Youtz was put in very difficult position in July 2012, and has
32 done a great job as Acting Executive Director for the past year. Dr. Clark stated that very few
33 people could have stepped in and assumed the duties of Executive Director, and the Board
34 appreciates Ms. Youtz’ willingness to serve.

35
36 Cindy Hedge will, unfortunately, be laid off after working as a temporary TRS2 since October
37 2012. The Board members commended Ms. Hedge, and assured her that the hiring decision had
38 nothing to do with her job performance. Dr. Clark and Dr. Coplin will write letters of
39 recommendation for Ms. Hedge.

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1 The Board set a tentative teleconference for Thursday, August 15, 2013 at 8:00am MDT.

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3 There being no further business to discuss, Dr. Clark adjourned the meeting at 5:05pm.

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Douglas J. Walker, DVM	Date
David G. Clark, DVM	Date
John R. Coplin, DVM	Date
Carol A. Eklund, DVM	Date
David B. Gerber, DVM	Date
Kathy Simpson	Date



STATE OF IDAHO

Board of Veterinary Medicine

Board of Veterinary Medicine ATTENDANCE SHEET

(copy 11/19/13)

~~October 16, 2012~~ October 7, 2013

8:30 am – to Conclusion, (approx 5:00pm)
Idaho Department of Agriculture Building
Main A & B Conference Room

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PLEASE PRINT LEGIBLY

	Name	Signature	Phone number
1.	Dr. John Coplin		
2.	Dr. Dave Clark		
3.	Dr. Carol Eklund		
4.	Dr. Dave Gerber		
5.	Dr. Jody Rockett		
6.	Kathy Simpson		
7.	Emily McMaster, Deputy AG		
8.	Roger Gabel, Deputy AG		
9.	Jodie Ellis, Executive Director		
10.	Cindy Hedge, TRS II		
11.	Rita Jensen		
12.	Dr. Walter Rowntree, DVM		
13.	Dr. Barry Rathfon, DVM		
14.	Calvin Huit		
15.	Kelly Nielsen		
16.			