A meeting of the Washington State Veterinary Board of Governors was called to order at 9:08 a.m. on Monday, December 3, 2018, by Tawney Carrier, Chair. The meeting was held at the Department of Health (DOH), 111 Israel Road SE, Room 158, Tumwater, Washington, 98501.

**Board Members Present:**
- Tawney Carrier, Chair
- Elizabeth Davies, DVM, Vice Chair
- Sue Moriyasu, DVM
- Kim Morgan, LVT
- Aja Senestraro, DVM
- Michelle Zachry, DVM
- Kirk Breuninger, VMD, MPH, DACVPM

**DOH Staff Present:**
- Brad Burnham, Executive Director
- Loralei Walker, Program Manager
- Sarah Beckham, Secretary Senior
- Christopher Wright, Assistant Attorney General
- Pam Ranes, Budget Analyst
- Deonna Chartrey, Case Manager
- Sara Kirschenman, DOH Staff Attorney
- Tanya Mills, Credentialing

**Others Present:**
- Candace Joy, Washington State Veterinary Medical Association (WSVMA)
- Karen Norton, Washington State Association of Veterinary Technicians (WSAVT)
- Alex Montano, Board of Health
- Sierra Rotakhina, Board of Health
- Stan Rubin, DVM
- Paul Carkeek
- Adam Karp, Attorney
ORDER OF AGENDA

9:00 a.m. OPEN SESSION

Call to Order and Introductions – Tawney Carrier, Chair
The open public meeting was called to order by Tawney Carrier, Chair, at 9:08 a.m. Board members, staff and guests introduced themselves.

1. Approval of Agenda
   Dr. Zachry made a motion to approve the agenda. Kim Morgan, LVT, seconded the motion. The motion carried.

2. Approval of September 24, 2018, meeting minutes and November 26, 2018 continuing education meeting minutes
   Chair Carrier noticed an error in #9 of the September 24, 2018 meeting minutes that Dr. Morgan should be changed to Kim Morgan, LVT. Dr. Davies made a motion to approve the September meeting minutes with changes discussed. Dr. Senestraro seconded the motion. The motion carried.

   Dr. Breuninger made a motion to approve the November 16, 2018, continuing education meeting minutes. Dr. Davies seconded the motion. The motion carried.

Reports (Information)

3. Tawney Carrier, Public Member, Chair
   Chair Carrier checked in on developments on subcommittee work with the Pharmacy Quality Assurance Commission (PQAC) and Chiropractic Quality Assurance Commission (CQAC). Dr. Senestraro and Dr. Zachry had no updates for the PQAC subcommittee. The board has notified CQAC of the names of subcommittee members from the board. There is not yet a scheduled joint subcommittee meeting. The board is waiting to hear from CQAC on next steps.

4. Brad Burnham, Executive Director and Loralei Walker, Program Manager, Office of Health Professions; Tanya Mills, Credentialing Supervisor, Office of Customer Service
   Ms. Walker gave an overview of the DOH’s budget and legislative proposals for the 2019 legislative session. She also updated the board on the Healthcare Enforcement & Licensing Modernization Solution (HELMS) project to replace the current Integrated Licensing and Regulatory System (ILERS) used for licensing and enforcement processes.

   Ms. Walker share information about an initiative of the Washington Physicians Health Program (WPHPH) to evaluate the personal data questions on applications in regards to an applicant’s mental health. Dr. Bundy, WPHP Program Director, is scheduled to attend the March 2019 board meeting to discuss this issue.

   Ms. Walker provided a handout of the 2018 AAVSB Annual Meeting and Conference Summary from the AAVSB annual meeting held on September 13-15, 2018.
Ms. Walker introduced Brad Burnham as the new Executive Director for the board. Brad provided information on his background before becoming the executive director for this board. He is very excited to be in his new position and welcomes questions.

Ms. Walker shared current budget figures and credentialing statistics for the board. The board had no questions for budget and credentialing staff.

Tanya Mills, Credentialing Supervisor, had no report

5. **Christopher Wright, Assistant Attorney General**, had no report.

6. **Election of Officers for 2019 (Action)**
   The board discussed and voted on a Chair and Vice Chair for the 2019 board meetings. Dr. Davies was nominated as chair and Kirk Breuninger was nominated as vice chair. A motion was made to approve Dr. Davies as chair and Dr. Breuninger as vice chair. There was no recorded second to the motion, so the board will address this at its next meeting.

7. **Open Public Meetings Act Training (OPMA) (Information)**
   Christopher Wright, AAG, gave a presentation on the OPMA, including information on procedural options for boards when conducting business in a public meeting.

8. **Rules Hearing**
   Tawney Carrier, Chair, opened a public hearing at 10:00 a.m. to consider the adoption of amendments to WAC 246-933-401 through -480 proposing multiple changes for continuing education rules for veterinarians. There were no questions from the public and no written testimony. Ms. Walker read written comments from stakeholders.

   Ms. Walker reviewed a number of non-substantive changes recommended by DOH rules staff. The board discussed these changes and agreed to include them in the rule. Non-substantive changes will not delay the adoption of the rule. Dr. Senestraro made a motion to adopt the non-substantive changes as discussed. Dr. Zachry seconded the motion. The motion carried.

   Dr. Zachry made a motion to adopt proposed rule with all proposed changes. Kim Morgan, LVT, seconded the motion. The motion carried.

9. **Open forum**
   The board heard comments from Paul Carkeek and Adam Karp.

10. **Rulemaking Workshop: Client Communication (Action)**
    The board held a rulemaking workshop to consider rule amendments to clarify the type of communication a veterinarian must have with a client when providing care and treatment. The subcommittee presented its recommendations to the board. The subcommittee will meet again to do additional work on refining WAC 246-933-345. Dr. Zachry made a motion requesting the subcommittee meet to do additional work on this rule. Kim Morgan, LVT, seconded the motion. The motion carried.
11. **Rulemaking Workshop: Veterinary Technician Continuing Education (CE) WACs 246-935-270 through -310**

The board held a rulemaking workshop on the veterinary technician continuing education rules. The board reviewed and discussed the recommendations from the subcommittee. The board accepted a number of the subcommittee’s recommendations, and posed further questions for the subcommittee to evaluate. Dr. Zachry made a motion for the subcommittee meet again to make additional recommendations, including appropriate alignment with the adopted veterinary CE rules. Kim Morgan, LVT, seconded the motion. The motion carried.

12. **Jurisprudence Exam (Action)**

The board reviewed the current jurisprudence (state law) exam for veterinarians and made some changes. Dr. Senestraro made a motion to create a subcommittee to review the current exam. Dr. Zachry seconded the motion. The motion carried. Dr. Senestrato, Dr. Zachry, and Chris Wright will be on this subcommittee.

Kim Morgan, LVT, made a motion to have Ms. Walker make changes to the exam to match updates in the new veterinarian CE rules. Dr. Davies seconded this motion. The motion carried.

13. **Continuing Education (CE) Courses (Action)**

13.1 Course reviews were approved as follows:

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Title</th>
<th>Hours Requested</th>
<th>Hours Approved</th>
<th>Vets/ Techs/ Both</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Olympia Pet Emergency / Kelly Deseims, BS, RVT, LVT, CCRP</td>
<td>CPR Course</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Olympia Pet Emergency / Kelly Deseims, BS, RVT, LVT, CCRP</td>
<td>Triage – From phone call to surprise</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Kim Morgan, LVT, made a motion to approve the continuing education courses above. Dr. Senestraro seconded the motion. The motion carried.

13.2 Dr. Michelle Zachry, Dr. Sue Moriyasu and Dr. Liz Davies will review CE requests for January through March 2019 if needed.

13.3 DOH staff will schedule a CE review meeting before next board meeting for any last minute requests.

14. **Criteria for Discipline for deficient CE audits (Discussion/Action)**

The board discussed criteria for sanctions for deficient CE audits. Ms. Walker provided a chart with statistics on deficient CE audits for 2017 and 2018. Deonna Chartrey, DOH Case Manager, explained the different sanctions, what they mean and when they can be used.
Dr. Zachry made a motion for Chris Wright, AAG, to obtain legal analysis for NOC, SOA, STID and for the board to form a subcommittee to review criteria. Kim Morgan, LVT, and Dr. Breuninger seconded the motion. The motion carried.

15. Notifiable conditions rulemaking (Information/Discussion)
Alexandra Montano from the Washington State Board of Health outlined the proposed changes to WAC 246-101-405 pertaining to responsibilities of veterinarians and the state Department of Agriculture when reporting notifiable conditions. Dr. Moriyasu made a motion to support the proposed changes to WAC 246-101-405 as described by Ms. Montano. Dr. Zachry seconded the motion. The motion carried.

16. Proposed Rulemaking for WAC 246-933-250 Examination and Licensure Requirements (Discussion/Action)
The board discussed reconsidering the scope WAC 246-933-250 for the preproposal to rulemaking. Dr. Breuninger made a motion to have Ms. Walker rewrite the CR101 to make it broader to include reviewing any barriers to licensure in this section of WAC, not just the removal of the Clinical Competency Test, which is no longer used. Dr. Davies seconded the motion. The motion carried.

17. Strategic Planning for 2019 (Discussion/Potential Action)
Chair Carrier reviewed the board’s three 2018 strategic plan goals and the board discussed progress, achievements, and how to continue doing outreach to the vet community, provide better new board member support, and track and evaluate deficient CE audits. Kim Morgan, LVT, will contact the veterinary technician school in Yakima for information to have the board do a presentation in September 2019.

Board members will review the 2019 goals, which include telemedicine, cannabis, and priority rulemaking. Members will bring ideas to the next meeting for further definition and action planning.

18. Agenda Planning/Parking Lot Items (Discussion/Potential Action)
The board identified the following topics for the March 25, 2019 business meeting:

- Retreat in February – what was learned
- Chris Wright presentation on public disclosure
- Update on Client Consultation
- Update on Vet Technician CE
- CE review
- Dr. Bundy presentation at March meeting
- PQAC update
- Further strategic planning

Adjournment of Open Session
Kim Morgan, LVT, moved to adjourn the meeting. Dr. Zachry seconded the motion. The motion carried.

Meeting adjourned at 2:45 p.m.