

**Maryland State Board of Veterinary Medical Examiners**  
**Minutes of the April 26, 2018 Board Meeting**  
**Maryland Department of Agriculture – 50 Harry S. Truman Parkway – Annapolis**

**Team A Meeting**

**Team Members Present:** Dr. David Handel, Dr. Elizabeth Callahan, and Ms. Lynne Chaput. **Staff Present:** Executive Director Vanessa Orlando, Assistant Attorney General Cynthia Spirt, Investigator Susie Husk, Inspectors Peggy Morgan and Ellen James, and Office Secretary Britney Branch.

Dr. Handel called the meeting to order at 9:10 a.m.

**Approval of the Minutes.** In a motion by Dr. Callahan, seconded by Ms. Chaput, the team voted unanimously to approve the minutes of the February 22, 2018 meeting of Team A as presented.

In a motion by Dr. Callahan, seconded by Ms. Chaput, the team voted unanimously to adjourn the meeting to move into an administrative closed session pursuant to the applicable provisions of the General Provisions Article.

**Closed Meeting**

There was an administrative discussion of complaints, investigations and matters before the Board.

Dr. Handel adjourned the team meeting at 10:52 a.m.

**Maryland State Board of Veterinary Medical Examiners**  
**April 26, 2018**  
**Maryland Department of Agriculture – 50 Harry S. Truman Parkway – Annapolis, Md**

**Joint Open Meeting**

**Board Members:** Dr. David Handel, President; Dr. Heather Hendler, Vice President; Dr. Elizabeth Callahan, Ms. Lynne Chaput, Dr. John Stott, and Ms. Victoria Wright-Conner. **Staff Present:** Executive Director Vanessa Orlando, Assistant Attorney General Cynthia Spirt, Investigator Susie Husk, Inspectors Peggy Morgan and Ellen James, and Office Secretary Britney Branch.

Dr. Handel called the meeting to order at 11:01 a.m.

**Demonstration: SBVME Database Demo and Discussion - Chum Chancharadeth, Enovational.**

Ms. Orlando reported that the Board's database upgrade was scheduled to launch June 1 for license renewals. The portions of the online services related to initial licensing, inspections and complaint investigations will follow. She introduced Mr. Chancharadeth who gave a brief overview of the work done to date. Noting that the project is on an aggressive schedule, Ms. Orlando asked – and the Board agreed to – the following:

- The deadline for renewing license registrations without a late fee may be pushed back from June 30, 2018 to July 15, 2018 if technical glitches arise; and staff will have the flexibility to waive late fees through the end of July for those licensees having legitimate difficulty making the transition to the new system;
- Board members approved going forward to change the regulations to allow license applications to be signed with e-signatures rather than notarized signatures; and to include online credit card payments in the regulations along with checks and money orders.
- Board members agreed that using a social security number or date of birth for an initial login was acceptable.

- Board members agreed that the Local Representative that hospitals identified in a December 2017 update form would be responsible for renewing the hospital's license; however, the Responsible Veterinarian will be responsible for ensuring the hospital is licensed before opening the doors in July.
- The Board agreed that staff would no longer print out and mail license registrations.
- The Board agreed that licensees would have to upload the appropriate number of continuing education certificates for FY 2019 and those that do not upload 18 hours will not be able to renew their license registration.
- The Board agreed that licensees who use CE credit hours earned before FY 2018 to meet their licensing requirements for 2019 would be subject to audit.
- The Board agreed to allow applicants to apply for a license with a paper application and/or to pay the fee by check, but would not advertise the service.

**Approval of Minutes.** In a motion by Dr. Stott, seconded by Dr. Handel, the minutes of the February 22, 2018 joint meeting were unanimously approved as presented.

**Veterinary License Approval.** In a motion by Dr. Stott, seconded by Dr. Hendler, the veterinary license applications for Dr. King and Dr. Cooley were unanimously approved.

**Sanitation Reports.** Inspectors Peggy Morgan and Ellen James reported on the Sanitation Inspections that had been completed since the February 2018 meeting. In a motion by Dr. Stott, seconded by Ms. Chaput, the sanitation reports were accepted.

**Board Vacancy.** Ms. Orlando noted that the Governor's Office is asking for recommendations to fill the Board vacancy. She asked Board members to provide her with names of qualified veterinarians interested in serving.

**Continuing Education Request Approvals.** Board members agreed to rotate who would review and approve requests for CEs every few months. Dr. Handel volunteered to take the first rotation.

**Veterinary Technician Committee Selections.** Ms. Orlando presented a list of names to be considered for the Veterinary Technician Committee. In a motion by Dr. Stott, seconded by Dr. Callahan, the Board voted unanimously to send the names presented to the Agriculture Secretary for approval.

**Stayed Suspensions Discussion.** Ms. Spirt asked for clarification on the use of a stayed suspension. The Board agreed that if a veterinarian who received a stayed suspension is ever asked if their license had been suspended, they will have to answer yes.

In a motion by Dr. Stott, seconded by Ms. Wright-Conner, the Board voted unanimously to move into an administrative closed session pursuant to the applicable provisions of the General Provisions Article at 12:49 p.m.

### **Closed Joint Meeting**

There was an administrative discussion of complaints, investigations and matters before the Board.

The joint meeting was adjourned at 2:29 p.m.

**Maryland State Board of Veterinary Medical Examiners**  
**April 26, 2018**  
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**Meeting of Team B**

**Team Members Present:** Dr. Heather Hendler, Dr. John Stott, and Ms. Victoria Wright-Conner. **Staff Present:** Executive Director Vanessa Orlando, Assistant Attorney General Cynthia Spirt, Investigator Susie Husk, Inspectors Peggy Morgan and Ellen James, and Office Secretary Britney Branch.

Dr. Hendler called the meeting to order at 2:34 p.m.

**Approval of the Minutes.** In a motion by Dr. Stott, seconded by Ms. Wright Conner, the minutes from the February 22, 2018 meeting of Team B were approved as presented.

In a motion by Dr. Hendler, seconded by Dr. Stott, the Team voted to adjourn the meeting to move into an administrative closed session pursuant to the applicable provisions of the General Provisions Article.

**Closed Meeting**

There was an administrative discussion of complaints, investigations and matters before the Board.

In a motion by Dr. Stott, seconded by Ms. Wright-Conner, the team adjourned at approximately 5:10 p.m.