

**LOUISIANA BOARD OF VETERINARY MEDICINE  
BOARD MEETING  
June 7, 2018**

**Minutes**

**I. CALL TO ORDER**

Board President, Dr. Fenton Lipscomb, called the meeting to order at 8:30 a.m.

**II. ROLL CALL –**

Roll call was taken by Board Secretary-Treasurer, Dr. James Corley, with the following results:

Those present:

Fenton Lipscomb, DVM	Board President
William H. Green, DVM	Board Vice President
James R. Corley, DVM	Board Secretary-Treasurer
Keri Cataldo, DVM	Board Member
John S. Emerson, DVM	Board Member
Michael Tomino, Jr.	Board General Counsel
Wendy D. Parrish	Board Executive Director

Absent: None.

Guests: None.

**III. APPROVAL OF MINUTES**

**A. Board Meeting April 5, 2018**

The Board reviewed the minutes from April 5, 2018. Motion was made to accept the financial reports as presented by Emerson, seconded by Dr. Corley, and passed unanimously by voice vote.

**IV. FINANCIAL MATTERS AND CONTRACTS**

**A.** Ms. Parrish and Dr. Corley presented the financial reports for the months of March and April 2018 for review. Motion was made to accept the financial reports as presented by Dr. Corley, seconded by Dr. Cataldo, and passed unanimously by voice vote.

**B. Budget Forecast FY2018; Certificate of Deposit Investment Authority to Purchase** – Ms. Parrish presented a budget forecast for FY2018 for review and discussion. Ms. Parrish stated that FY2018 Board budget should be close to target.

Ms. Parrish reviewed rates and accrued interest amounts for certificates of deposit (CDs) for FY2018. Motion was made by Dr. Corley, seconded by Dr. Green, to authorize Ms. Parrish, Executive Director, in association with the Board Secretary-Treasurer elect, Dr. Cataldo, to make internal fund transfers for the purchase of CDs during FY2019. Motion passed unanimously by voice vote.

**C. Compliance Questionnaire for Audit Engagement** – The Board reviewed the compliance questionnaire for the engagement of the auditor for the FY2018 audit to be performed after June 30, 2018. The compliance questionnaire answers general questions relative to the Board’s actions during the fiscal year. Motion was made by Dr. Corley, seconded by Dr. Emerson to approve the compliance questionnaire as presented. Motion passed unanimously by voice vote.

**D. Update Office Equipment & Vendor Contracts** – Ms. Parrish presented updates on office equipment acquisitions (phone system, filing system, desktop computer replacements, UPS replacement), as well as search for IT services vendor in light of recent contract termination due to acquisition of current IT services vendor.

Motion was made by Dr. Green, seconded by Dr. Emerson, to accept the proposed contract with Client Technology Services, LLC for IT/LAN services through end of FY2019. Motion passed by voice vote.

Motion was made by Dr. Green, seconded by Dr. Emerson, to accept the proposed contract with Thibaut, Thibaut & Vogt, LLC for Special Legal Services through end of FY2019. Motion passed by voice vote.

**E. Website Status, Proposed Website Development Contract** – Ms. Parrish presented updated information on current website, hosting, and inability to access following new hosting site. Proposal for creation of new website by DezinsINTERACTIVE was reviewed. Motion was made by Dr. Corley, seconded by Dr. Emerson to accept the proposal (with modifications to hosting/monthly service fees) with a cap of \$10,000.00. Motion passed by voice vote.

Ms. Parrish was instructed to have the proposed design meet future online programming for online license verification, online license renewals and online renewal payments, with goal of those capabilities for Renewal Year 2019-2020.

## V. ADMINISTRATIVE PROCEEDINGS

### **A. Case 13-0405 D – (9:00am) –**

*Motion was made by Dr. Emerson to go into executive session to discuss confidential matters regarding respondent not subject to public disclosure as per the law, seconded by Dr. Green, and passed unanimously by voice vote.*

*Upon conclusion of executive session, motion was made to return to regular session by Dr. Green, seconded by Dr. Emerson, and approved unanimously by voice vote, to address the agreement.*

Motion was then made by Dr. Corley, seconded by Dr. Cataldo to accept the Agreement as being fulfilled in this case. Motion passed unanimously by voice vote.

## VI. DVM APPLICANT ISSUES

### **A. Douglas George Aspros, DVM – Request Waiver of Preceptorship**

**Requirement** – 1975 graduate of Cornell University, licensed in numerous states. Following review of the documentation submitted by Dr. Aspros, motion was made by Dr. Corley, seconded by Dr. Emerson, to **defer** consideration of the waiver request due to insufficient and incomplete documentation regarding employment,

until additional information is submitted. Dr. Aspros will be notified of request for additional information. Motion passed unanimously by voice vote.

- B. Diarra Durrett Blue, DVM – Request Waiver of Retake of National Examination and Preceptorship Requirement** – 2009 graduate of Tuskegee University, licensed in Texas, and previously licensed in Nevada. Following review of the documentation submitted by Dr. Blue, motion was made by Dr. Corley, seconded by Dr. Emerson, to **defer** consideration of the waiver requests due to insufficient and incomplete documentation regarding employment, until additional information is submitted. Dr. Blue will be notified of request for additional information. Motion passed unanimously by voice vote.
- C. Jacqueline Leigh Broome, DVM – Request Waiver of Retake of National Examination and Preceptorship Requirement** – 1988 graduate of Auburn University, licensed in Mississippi and Arkansas, and previously licensed in Alabama and Tennessee. Following review of the documentation submitted by Dr. Broome, motion was made by Dr. Green, seconded by Dr. Cataldo, to **defer** consideration of the waiver requests due to insufficient and incomplete documentation regarding employment, until additional information is submitted. Dr. Broome will be notified of request for additional information. Motion passed unanimously by voice vote.
- D. Michael Lavigne, III, DVM – Request Waiver of Retake of National Examination and Preceptorship Requirement** – 2007 graduate of Tuskegee University, licensed in Texas, and previously licensed in Nevada. Following review of the documentation submitted by Dr. Lavigne, motion was made by Dr. Corley, seconded by Dr. Emerson, to **defer** consideration of the waiver requests due to insufficient and incomplete documentation regarding employment, until additional information is submitted. Dr. Lavigne will be notified of request for additional information. Motion passed unanimously by voice vote.
- E. Katherine Anne McKelvey, DVM – Request Waiver of Retake of National Examination and Preceptorship Requirement** – 2011 graduate of Cornell University, licensed in Iowa and North Carolina. Following review of the documentation submitted Dr. McKelvey, motion was made by Dr. Corley, seconded by Dr. Cataldo, to **approve** waiver of retake of the national examination and preceptorship requirements as the documents provided meet the criteria of full-time clinical veterinary practice for the required period of time immediately prior to application. Motion passed unanimously by voice vote.
- F. Joshua Garrett McNeil, DVM – Request Waiver of Retake of National Examination and Preceptorship Requirement** – 2007 graduate of Mississippi State University, licensed in Texas, Mississippi and Oklahoma. Following review of the documentation submitted by Dr. McNeil, motion was made by Dr. Green, seconded by Dr. Emerson, to **defer** consideration of the waiver requests due to insufficient and incomplete documentation regarding employment, until additional information is submitted. Dr. McNeil will be notified of request for additional information. Motion passed unanimously by voice vote.

- G. George Edward Robinson, DVM – Request Waiver of Retake of National Examination and Preceptorship Requirement** – 1981 graduate of LSU-SVM, licensed in numerous states, and previously licensed in Louisiana. Following review of the documentation submitted by Dr. Robinson, motion was made by Dr. Emerson, seconded by Dr. Corley, to **defer** consideration of the waiver requests due to insufficient and incomplete documentation regarding employment, until additional information is submitted. Dr. Robinson will be notified of request for additional information. Motion passed unanimously by voice vote.
- H. Thomas Ryan Andrews, DVM – Request for Waiver of Preceptorship Requirement** – 2017 graduate of Mississippi State University, licensed in Texas. Following review of the documentation submitted by Dr. Andrews, motion was made by Dr. Cataldo, seconded by Dr. Emerson, to **approve** waiver of preceptorship requirement as the documents provided meet the criteria of full-time clinical veterinary practice for the required period of time immediately prior to application. Motion passed unanimously by voice vote.
- I. Leslie Louise Bass, DVM – Request for Waiver of Preceptorship Requirement** – 2015 graduate of LSU-SVM, licensed in Nevada. Following review of the documentation submitted by Dr. Bass, motion was made by Dr. Cataldo, seconded by Dr. Corley, to **approve** waiver of preceptorship requirement as the documents provided meet the criteria of full-time clinical veterinary practice for the required period of time immediately prior to application. Motion passed unanimously by voice vote.
- J. Holly Rebecca Brown, DVM – Request for Waiver of Preceptorship Requirement** - 2016 graduate of University of Wisconsin, licensed in Kentucky, Wisconsin and Florida. Following review of the documentation submitted by Dr. Brown, motion was made by Dr. Corley, seconded by Dr. Cataldo, to **defer** consideration of the waiver request due to insufficient and incomplete documentation regarding employment, until additional information is submitted. Dr. Brown will be notified of request for additional information. Motion passed unanimously by voice vote.
- K. Lindsey Ann Hone, DVM – Reconsider Request for Waiver of Preceptorship Requirement** – 2016 graduate of LSU-SVM, licensed in Texas and Colorado. Following review of the additional documentation submitted by Dr. Hone, motion was made by Dr. Emerson, seconded by Dr. Cataldo, to **approve** waiver of preceptorship requirement as the documents provided meet the criteria of full-time clinical veterinary practice for the required period of time immediately prior to application. Motion passed unanimously by voice vote.
- L. Darin Robert Kepler – Request for Waiver of Preceptorship Requirement** - 2014 graduate of Mississippi State University College of Veterinary Medicine, licensed in Mississippi and Alabama. Following review of the documentation submitted by Dr. Kepler, motion was made by Dr. Cataldo, seconded by Dr. Emerson, to **approve** waiver of preceptorship requirement as the documents provided meet the criteria of full-time clinical veterinary practice for the required period of time immediately prior to application. Motion passed unanimously by voice vote.

- M. Allison Palmer Morreale – Request for Waiver of Preceptorship Requirement** - 2017 graduate of LSU-SVM, licensed in California. Following review of the documentation submitted by Dr. Morreale, motion was made by Dr. Green, seconded by Dr. Cataldo, to **approve** waiver of preceptorship requirement as the documents provided meet the criteria of full-time clinical veterinary practice for the required period of time immediately prior to application. Motion passed unanimously by voice vote.
- N. Lauren Jennifer Novak, DVM – Request for Waiver of Preceptorship Requirement** – 2017 graduate of University of Illinois College of Veterinary Medicine, licensed in Illinois. Following review of the documentation submitted by Dr. Novak, motion was made by Dr. Corley, seconded by Dr. Cataldo, to **defer** consideration of the waiver request due to insufficient and incomplete documentation regarding employment, until additional information is submitted. Dr. Novak will be notified of request for additional information. Motion passed unanimously by voice vote.
- O. Mia Palmisano – Request for Waiver of Preceptorship Requirement** - 2017 graduate of LSU-SVM, licensed in New York. Following review of the documentation submitted by Dr. Palmisano, motion was made by Dr. Emerson, seconded by Dr. Cataldo, to **approve** waiver of preceptorship requirement as the documents provided meet the criteria of full-time clinical veterinary practice for the required period of time immediately prior to application. Motion passed unanimously by voice vote.
- P. Melissa Ann Putnam – Request for Waiver of Preceptorship Requirement** - 2017 graduate of Virginia-Maryland College of Veterinary Medicine, licensed in Colorado. Following review of the documentation submitted by Dr. Putnam, motion was made by Dr. Corley, seconded by Dr. Emerson, to **approve** waiver of preceptorship requirement as the documents provided meet the criteria of full-time clinical veterinary practice for the required period of time immediately prior to application. Motion passed unanimously by voice vote.
- Q. William Meredith Ryan, DVM – Request for Waiver of Preceptorship Requirement** - 2017 graduate of LSU-SVM, licensed in Virginia and California. Following review of the documentation submitted by Dr. Ryan, motion was made by Dr. Corley, seconded by Dr. Green, to **approve** waiver of preceptorship requirement as the documents provided meet the criteria of full-time clinical veterinary practice for the required period of time immediately prior to application. Motion passed unanimously by voice vote.
- R. Michael Paul St. Blanc, DVM – Request for Waiver of Preceptorship Requirement** - 2017 graduate of LSU-SVM, licensed in Texas. Following review of the documentation submitted by Dr. St. Blanc, motion was made by Dr. Cataldo, seconded by Dr. Emerson, to **approve** waiver of preceptorship requirement as the documents provided meet the criteria of full-time clinical veterinary practice for the required period of time immediately prior to application. Motion passed unanimously by voice vote.

**S. Jordimar Rodriguez-Vazquez, DVM – Request for Waiver of Preceptorship Requirement** - 2016 graduate of LSU-SVM, licensed in California. Following review of the documentation submitted by Dr. Rodriguez-Vazquez, motion was made by Dr. Cataldo, seconded by Dr. Corley, to **approve** waiver of preceptorship requirement as the documents provided meet the criteria of full-time clinical veterinary practice for the required period of time immediately prior to application. Motion passed unanimously by voice vote.

**T. Hannah Lindsey Sibley, DVM – Request for Waiver of Preceptorship Requirement** - 2014 graduate of LSU-SVM, licensed in Nevada. Following review of the documentation submitted by Dr. Sibley, motion was made by Dr. Green, seconded by Dr. Corley, to **approve** waiver of preceptorship requirement as the documents provided meet the criteria of full-time clinical veterinary practice for the required period of time immediately prior to application. Motion passed unanimously by voice vote.

**U. Leslie Ann Sumner, DVM – Request for Waiver of Preceptorship Requirement** – 2017 graduate of University of Georgia, licensed in Georgia. Following review of the documentation submitted by Dr. Sumner, motion was made by Dr. Green, seconded by Dr. Cataldo, to **defer** consideration of the waiver request due to insufficient and incomplete documentation regarding employment, until additional information is submitted. Dr. Sumner will be notified of request for additional information. Motion passed unanimously by voice vote.

## VII. CONTINUING EDUCATION ISSUES

**A. Small Animal Surgery Internship Request for CE Credits (Mallory Watson, DVM)** – Following review of the documentation regarding small animal surgery internship from Dr. Watson, motion was made by Dr. Corley, seconded by Dr. Green, to approve CE credits for participation in the program for Renewal Year 2018-2019. Motion passed unanimously by voice vote.

## VIII. PRECEPTORSHIP ISSUES

**A. Request Full Preceptorship Site Approval (Equi-Vet, LLC)** – Following review of documentation submitted by Equi-Vet, LLC, motion was made by Dr. Corley, seconded by Dr. Emerson, to change approval from Limited to **Full Preceptorship Site** approval. Motion passed unanimously by voice vote.

**B. Request for Preceptorship Site Approval (Southern Animal Foundation)** - Following review of documentation submitted by Southern Animal Foundation, motion was made by Dr. Corley, seconded by Dr. Green, to allow **Full Preceptorship Site** approval. Motion passed unanimously by voice vote.

**C. Request for Preceptorship Site Approval (The Spay Spa)** - Following review of documentation submitted by The Spay Spa, motion was made by Dr. Cataldo, seconded by Corley, to allow **Limited Preceptorship Site** approval. Motion passed unanimously by voice vote.

## IX. POLICY, PROCEDURE, AND RULES

### **A. General Update.**

1. Acts enacted in the 2018 Regular Legislative Session affecting the

regulatory authority of administrative boards in general, and the Board in specific, were discussed. Implementation of the effect of applicable new laws will be instituted by Board.

2. Upcoming 2019 General Session will be a fiscal session. The issue of raising the cap on application/renewal fees required by legislative enactment was presented to the Board based on additional services being considered, such as on-line application and renewal. With a satisfactory new cap in the Practice Act, the Board can then raise the fees through rule-making procedure as needed to keep up with rising and additional costs. No action was taken.

## **B. Policy and Procedure.**

1. Issue of active state supervision required by *NC Dental* for active market participant board was again discussed. Per new law, effective August 1, 2018, the Board will be transferred for LDH to LDAF per Act 515 of the 2018 Regular Session. No action was taken.

2. Per Act 219 of the 2018 Regular Session, effective August 1, 2018, veterinarians are now exempted from Louisiana Board of Pharmacy CDS/CE requirements earlier enacted by Act 76 of the 2017 Regular Legislative Session. By motion made, seconded and carried, the Board unanimously voted at the April 5, 2018 meeting to not enforce new Rules 403 and 1227 if a new law exempted the veterinarians. Accordingly, new Rules 403 and 1227 regarding required CDS/CE will be repealed in the next Rules changes/rule-making effort.

## **C. Practice Act, Rules/Related Matters/Declaratory Statements.**

1. By unanimous vote of motion made by Dr. Emerson and seconded by Dr. Lipscomb, Board ratified consistently maintained policy to require licensure application to be made prior to commencement of preceptorship program.

2. The Board was contacted for a statement regarding a concern with the use of CBD Oil by veterinarians as such was represented as being illegal. However, confirmation could not be obtained due to developing authority regarding the possible legality of certain hemp, oil, extracts etc. It is the Board's further understanding that any such products would have to be tested by the governmental authority with primary jurisdiction to determine the level of THC in a given product at this time. It must be noted that the Board's administrative jurisdiction is secondary to any other governmental agency's jurisdiction/laws which are primary on CDS issues and/or criminal activity. The subject matter is an admitted legal quagmire by all interested entities at present.

In short, when a specified drug is legally permitted (clearly defined as not a crime by the proper Federal and State authorities) to be purchased/possessed/prescribed/dispensed for animals in Louisiana, then the Board would be in the jurisdictional position to determine if such was within the standard of care to be used on animals and for what

diagnoses, etc. via its administrative authority. At that time, the consideration of pertinent research regarding the efficacy of the use of a defined product for a certain diagnosed condition would be paramount prior to the exercise of any decision.

At present, per the Board's administrative jurisdiction, it has decided to not make any statement/post any notice on this subject matter, until such confusion is resolved by the governmental entities with primary jurisdiction and the results confirmed to the Board's satisfaction. Motion made by Dr. Cataldo, seconded by Dr. Corley, and passed unanimously.

3. Request from Elisabeth Ducoing regarding accepting the CHI Institute as acceptable education by the Board for her to perform acupuncture care on canines pursuant to Rule 712 (collaborative practice) under the direct supervision of a licensed veterinarian. The Board noted that the Chi Institute has been previously approved by it for continuing education. Motion made by Dr. Corley, seconded by Dr. Green, to approve the Chi Institute as an "acceptable education level" required by Rule 712. Motion was unanimously approved. It is noted that Elisabeth Ducoing, currently not licensed as a veterinarian in LA, was also advised that she cannot lawfully practice veterinary medicine as defined in the Practice Act and the Board's Rules until she first satisfies the criteria required for licensure and the issuance of such a license by the Board. The Board also stated its concern as to how a DVM may practically limit her skills to only the provision of acupuncture to a patient; however, such is the challenge she and her supervising veterinarian may face. The Board will hold her, as well as her supervising veterinarian, accountable for compliance with Rule 712's standards.

4. Information received from Malcolm Broussard with the LA Board of Pharmacy regarding a query/comment it received from Dr. Bruce Guillory addressing his concerns about pharmacists needing education/training on medications prescribed by veterinarians for animals. The LVMA was sent a copy of Broussard's email communication. The issue was added to The Pharmacy Board's meeting agenda for May 23, 2018. Dr. Guillory submits he cannot be present at the meeting. This matter is more in the nature of the professional association's business. No action was taken.

5. Inquiry from Dr. Carol Duplechain regarding if it is legal and ethical to allow outside companies like Idexx, Merial Rewards, Greenline Pet to gain access to client files for the purpose of sending coupons, redeeming coupons, and providing reminder cards. The Board earlier answered her question, and this time reasserted that since its February 17, 2012 decision, the Board maintains the same response to the question it provided at that time. There has been no change in the legal authority nor the facts/scenario as described. In short, Board Rule 1041 clearly states that "a licensed veterinarian shall not violate the confidential relationship between himself and his client." The confidential relationship by its very nature includes the names of the clients and patients, and their contact information, or the client list/files



which are reflected in her question.

6. Dr. Monique Matherne presented a “proposed consent form” she would like to use on all new clients giving her consent to share their pet's information with governing bodies, grooming and boarding facilities, and other DVM offices that request paperwork. Dr. Matherne was informed that neither the Board, nor its attorney, can provide advisory opinions regarding the legality and effectiveness of any submitted proposed consent form to be used. It was suggested that she confer with her private attorney on the legality and effect of such a form. With that stated, informed consent in writing and signed by the client is always preferable to verbal format from an evidentiary standpoint. A concern might arise over the validity of a document presented generally to all clients as a routine protocol. The legal and ethical obligations which exist for a veterinarian to protect the privacy of the client-patient, including maintaining the confidentiality of medical records and information, was also highlighted in the response to Dr. Matherne

## **X. MISCELLANEOUS MATTERS**

### **A. New Licenses and Certificates Issued:**

Wall certificates were presented for signature for the following licenses/certificates issued since the previous Board meeting:

#### **DVM**

3550	Chassie	Kristina Michelle
3551	Ryan	Maedbh Megan
3552	Beck	Amanda Kathryn
3553	Rogers	Erin R.
3554	Walkenhorst	Amanda Therese
3555	Voitier Crabbe	Katie Lee
3556	Walraven	Brittany Nicole
3557	Jackson	Antonio DeJuarez
3558	Shope	Darby Ruth
3559	Sternitzke	Katherine Michelle
3560	Beary	Courtney Aydell
3561	Fontenot	Courtney Nicole
3562	Bouvier	Megan Ann
3563	Trahan	Lindsay Nicole

#### **Faculty DVM**

123	Hess	Jennifer Carrie
124	Dongaonkar	Kaustubh Ravikant
125	Alling	Christopher Richard
126	St. Blanc	Alissa Walsh
127	Leite Gomes	Viviane Cristine
128	Johnston	Andrea N.

#### **RVT**

8414	Perkins	Shelley Ann
8415	Comeaux	Jamey Lynn

8416	Fontenot	Heather Marie
8417	Pilkington	Erin Leeann

**CAET**

9856	Caldwell	Ann Rush
9857	Hancock	Sabrina S.
9858	Metcalf	Charles David, Jr.
9859	DiGiacomo	Mary Anne
9860	Blanchard	Samantha N.
9861	LeJeune	Daniel M.
9862	Rodriguez	Allison Y.R.
9863	Clark	Victoria
9864	Gilbert	Misty Marie
9865	Bonura	Tresey J.
9866	Neal	Paul Joseph

**B. Election of Officers** – Nominations were taken as follows: William H. Green, DVM, Board President; James Corley, DVM, Board Vice-President; Keri Cataldo, DVM, Board Secretary-Treasurer. Motion was made by Dr. Corley to close nominations, seconded by Dr. Cataldo and passed unanimously by voice vote.

Motion was made by Dr. Emerson to install, by acclamation, Dr. William H. Green, as Board President, Dr. James Corley as Board Vice-President, and Dr. Keri Cataldo as Board Secretary-Treasurer for fiscal year 2019, seconded by Dr. Cataldo and passed unanimously by voice vote, effective August 1, 2018.

**C. Authorization to Sign Checks (President, Secretary-Treasurer, Executive Director), Review of Board Member Positions** – Motion was made by Dr. Emerson to afford Dr. Green, Board President-elect, all the powers associated with the office of the President of the Board including the power to execute contracts and other documents and to conduct business on behalf of the Board effective August 1, 2018, seconded by Dr. Corley and passed unanimously by voice vote.

Authorization to sign checks drawn on the Board’s account was given to Dr. Green, Board President-elect, Dr. Cataldo, Board Secretary-Treasurer-elect, and Ms. Parrish, Executive Director, effective August 1, 2018.

**D. CAET Training** – Dr. Cataldo and Ms. Parrish advised of upcoming CAET training in August 2018 at Tangipahoa Animal Control. No action taken on this item.

**E. AAVSB Annual Conference** (September 13-15, 2018) – Dr. Cataldo and Ms. Parrish was given authority to attend the annual AAVSB conference in September 2018 in Washington, DC as representative of the LBVM.

**XI. EXECUTIVE SESSION**

*Motion was made by Dr. Emerson to go into executive session to discuss issues and receive legal advice regarding potential contested matters and personnel matters, seconded by Dr. Cataldo, and passed unanimously by voice vote. Upon conclusion of discussion of the issues, motion was made to return to regular session by Dr. Cataldo, seconded by Dr. Emerson, and approved unanimously by voice vote.*

- A. Administrative Assistant Annual Review** – Ms. Parrish requested input from the Board members regarding the review for the current Administrative Assistant. Formal review will be performed by Ms. Parrish incorporating comments received, and any merit increase will be awarded to Ms. May effective July 1, 2018.
- B. Executive Director Annual Review** – Annual review was performed of the Executive Director. A copy of the evaluation was given Ms. Parrish. Merit increase of 3% was awarded to Ms. Parrish effective July 1, 2018.

**XII. ADJOURN**

There being no further business before the Board, motion was made by Dr. Emerson, seconded by Dr. Corley, and passed unanimously by voice vote to adjourn. The meeting was adjourned at 1:40 p.m.

MINUTES REVIEWED AND APPROVED BY FULL BOARD on August 2, 2018.

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Keri Cataldo, DVM, Board Secretary-Treasurer