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**Commonwealth of Massachusetts**  
**Division of Occupational Licensure**  
**Board of Registration in Veterinary Medicine**

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REGULATION

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OCCUPATIONAL LICENSURE

**Public Meeting Minutes**  
**Thursday, January 11, 2024**

<p><b>Members Present:</b> Dr. David Diamond, <i>Chair</i> Dr. Rachel Orlowski, <i>Secretary</i> Dr. Stephanie Kube, <i>Member</i></p> <p><b>Members Absent:</b> Dr. David Tubman, <i>Member</i> Dr. Candace Sloane, <i>Member</i></p>	<p><b>Administrative Staff Present:</b> Keith Gleason, <i>Executive Director</i> Jenna Hentoff, <i>Board Counsel</i> Milla Lewis, <i>Administrative Assistant</i></p>
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Board members and staff appeared by video conference.

The meeting was called to order by the chair at 9:31 A.M.

- 1) **Review Minutes of the meeting of December 22, 2023.** The Board tabled discussion of the December meeting minutes to February pending additional edits regarding the investigative conference.
- 2) **Executive Director Administrative Report**
  - The Executive Director notified the Board that renewals are still underway and efforts to add the Vault instructions for reciprocal applicants is under construction.
- 3) **Legal Counsel Report**
  - Board Counsel notified the Board that a hearing scheduled for January was rescheduled to April 23-24 and volunteering members should contact herself and the Executive Director for details.
- 4) **Board Correspondence**
  - a) Re: Veterinary prescription question
    - After discussion, Board staff were directed to respond and refer the individual to the regulatory definition of a VCPR which refers to veterinarians working in the same practice and further, respond regarding associate/relief veterinarian’s ability to prescribe medications upon review of a patient record and in an sufficient amount until the patient is able to see their primary veterinarian.
- 5) **Presentation** by DEA New England Field Division/Diversion Program Manager, Evangela Dortch. Tabled.

6) **Matters not reasonably anticipated 48 hours in advance of the meeting.** No matters presented.

7) **Executive Session (M.G.L. c. 30A, §21 (a) (7) – Closed session) to comply with the public records law pursuant to G.L. c. 66, § 10 and G.L. c. 4, § 7, ¶ 26(c) to protect highly personal information relating to a named individual.**

At 9:45 A.M, Dr. Orlowski made a motion, seconded by Dr. Diamond, to enter Executive Session pursuant to M.G.L. c. 30A, § 21(a)(7) to comply with the public records law pursuant to G.L. c. 66, §10 and G.L. c. 4, § 7, ¶ 26(c) to protect highly personal information relating to a named individual. The motion passed unanimously.

8) **Quasi-Judicial Session to discuss disciplinary decisions (M.G.L. c. 30A, § 18 – Closed session)**

The Board exited Executive Session and entered closed Quasi-Judicial Session pursuant to M.G.L. c. 30A, § 18 at 9:49 A.M.

9) **Investigative Conference (M.G.L. c. 112, § 65C – Closed session)**

At 9:57 A.M., Dr. Diamond made a motion, seconded by Dr. Orlowski, to exit closed Quasi-Judicial Session and enter closed Investigative Conference pursuant to M.G.L. c. 112, § 65C.

a) Discussion of complaints prior to the issuance of an order to show cause

Docket	Order	Recusal
2023-000554-IT-ENF	Dismissed w/o Prejudice	
2023-000665-IT-ENF	Refer to Prosecutions	
2023-000704-IT-ENF	Dismissed w/o Prejudice	
2023-000720-IT-ENF	Dismissed w/Advisory	
2023-000828-IT-ENF	Returned to Investigations	

10) **Adjournment – the next scheduled meeting is February 8, 2024.**

At 10:50 A.M., Dr. Diamond made a motion, Dr. Kube seconded, and the members unanimously voted to adjourn the meeting.

**Meeting minutes signed by:**



Board Chair, Dr. David Diamond

**List of Documents Used During the Public Meeting:**

- Meeting Agenda
- December 22, 2023, Meeting Minutes
- Correspondence Re: Veterinary prescription question