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Public Meeting Minutes
Thursday November 9, 2023

Members Present remotely: Dr. David Diamond, <i>Chair</i> Dr. Stephanie Kube, <i>Member</i> Dr. Rachel Orlowski, <i>Secretary</i>	Administrative Staff Present: Keith Gleason, <i>Executive Director</i> Jenna Hentoff, <i>Board Counsel</i> Milla Lewis, <i>Administrative Assistant</i>
Members Present in person: Dr. David Tubman, <i>Member</i>	Public Attendees: Maryann Walsh, <i>Mass Vet Techs Association</i>
Members Absent: Dr. Candace Sloane, <i>Public member</i>	

Board members and staff appeared both in person at the DOL offices and by video conference.

The meeting was called to order by the chair at 9:36 A.M.

1) Review Minutes of the meeting of October 12, 2023

Dr. Orlowski made a motion, seconded by Dr. Tubman, to approve the October public session minutes. The motion passed unanimously.

2) Executive Director Administrative Report

– The Executive Director notified the Board members that he will be transitioning the Board to a new unit, so he will be working with a new Executive Director in the upcoming months to ensure a seamless transition in 2024.

3) Legal Counsel Report. No matters reported.

4) Reviewed and Discussed Amended draft of Policy No. 13-02

- Board Counsel reviewed the proposed edits to Policy No. 13-02 which will update the policy to reflect the current regulation requirements for continuing education.
- After review and suggested additional edits, Dr. Orlowski made a motion, seconded by Dr. Tubman, to approve the policy as amended. The motion passed unanimously.

5) Reviewed and Discussed Draft of Policy regarding requirements on controlled substances

- The Board reviewed the draft policy on the administration of controlled substances and/or prescription medications, which discusses the ability for a licensed veterinarian who holds the

required federal and state registrations to delegate to a veterinary technician and/or assistant who is working under their supervision the ability to administer a controlled substance or prescription medication to their patient.

- After review and suggested additional edits, Dr. Tubman made a motion, seconded by Dr. Orłowski, to approve the policy as amended. The motion passed unanimously.

6) Reviewed and Discussed Draft of Institutional Licensure Renewal Form

- The Executive Director and Board Counsel discussed the draft Renewal Form prepared for Institutional Licensees and after review by the Board, Dr. Tubman made a motion, seconded by Dr. Diamond, to approve the Institutional Licensure Renewal Form. The motion passed unanimously.

7) Matters not reasonably anticipated 48 hours in advance of the meeting – none.

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

At 10:03 A.M., it was announced that the rest of the meeting will be for discussion of items in closed session, and upon conclusion, the Board would adjourn.

Dr. Tubman made a motion, seconded by Dr. Orłowski, to enter closed Investigative Conference pursuant to G.L. c. 112, § 65C. The motion passed unanimously.

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

Docket	Determination	Recusal
2023-000516-IT-ENF	Dismiss with advisory	
2023-000517-IT-ENF	Refer to prosecutions	
2023-000554-IT-ENF	Return to investigations	
2023-206050-FI-ENF	Refer to prosecutions	
2023-205364-FI-ENF	Refer to prosecutions	

9) Adjournment – the next scheduled meeting is December 14, 2023.

At 11:20 A.M., Dr. Orłowski made a motion, Dr. Tubman 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
- October 12, 2023 Meeting Minutes
- Draft Policy 13-02
- Draft Policy re: requirements on controlled substances
- Draft Institutional License Renewal Form