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Public Meeting Minutes
February 8, 2024

<p>Members Present: Dr. David Diamond, <i>Chair</i> Dr. Rachel Orlowski, <i>Secretary</i> Dr. Stephanie Kube, <i>Member</i> Dr. David Tubman, <i>Member (joined at 9:53A.M.)</i></p> <p>Members Absent: Dr. Candace Sloane, <i>Member</i></p>	<p>Administrative Staff Present: Keith Gleason, <i>Executive Director</i> Jenna Hentoff, <i>Board Counsel</i> Milla Lewis, <i>Administrative Assistant</i></p> <p>Recognized Public Attendees: Beth Venit, <i>AAVSB</i></p>
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Board members and staff appeared by video conference.

The meeting was called to order by the chair at 9:34 A.M.

1) **Review Minutes of the meetings December 22, 2023, and January 11, 2024.**

Dr. Orlowski made a motion, seconded by Dr. Diamond, to approve the regular and executive session minutes for both December and January as presented. After a roll call vote, the motion passed unanimously.

2) **Executive Director Report**

– The Executive Director notified the Board that they were in the stretch run for finishing license renewals and that the efficiency of renewals was much improved from last year. He further notified the Board that the continuing education audit is also close to completion. The Board members briefly discussed the audit process and how they are initiated.

3) **Legal Counsel Report** -Nothing to report.

4) **Board Correspondence**

- a) Re: animal rehabilitation protocol for veterinary technicians.
 - After discussion, Board staff were directed to respond that veterinary supervision of technicians is required where the veterinarian is in the building and prescribed the rehabilitation.
- b) Re: Training requirements and supervision of veterinary technicians in euthanasia.
 - After discussion, Board staff were directed to respond that euthanasia may be done by a technician under the direct supervision of a veterinarian.
- c) Re: Electronic prescription allowances to clients.

- After discussion, Board staff were directed to refer the writer to 256 CMR 5.02 (2).
- d) Re: VCPR requirements to remotely treat fish with Fluconazole.
- After discussion, Board staff were directed to respond that veterinarians do need to see an animal, including fish, in order to establish a VCPR that will allow them to treat the animal. The Board further discussed that items necessary to treat water for fish may be acquired over the counter.
- e) Request for CE requirement extension.
- The Board reviewed a request for an extension of the continuing education requirement for license renewal as the licensee was unable to complete all credits in 2023. The Executive Director confirmed that the licensee has since completed the continuing education as of the convening of this meeting. After discussion, Dr. Orłowski made a motion, seconded by Dr. Diamond, to grant the request for extension for continuing education completion. After a roll call vote, the motion passed unanimously.
- 5) **2024 Board Elections**
Dr. Kube made a motion, seconded by Dr. Diamond, to nominate Dr. Orłowski as Chair and Dr. Tubman as Secretary. After a roll call vote, the motion passed unanimously.
- 6) **Application Reviews**
- a) Application for Temporary Permit– Marcos Fekry Naguib Asaad Saad
- After discussion and interview of the applicant and the proposed supervisors in attendance, Dr. Diamond made a motion, seconded by Dr. Tubman, to grant Dr. Saad a Temporary Permit. after a roll call vote, the motion passed unanimously.
- 7) **Review/Discuss Advisory on medical facilities and required duties of the Medical Director**
- The Board discussed the need to direct veterinary medical directors to the regulatory requirements governing veterinary facilities in 256 CMR 5.00. After discussion, the Board members agreed that staff will work to notify all licensees.
- 8) **Matters not reasonably anticipated 48 hours in advance of the meeting.** No matters presented.
- 9) **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 10:20 A.M, Dr. Orłowski made a motion, seconded by Dr. Tubman, 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. After a roll call vote, the motion passed unanimously.
- 10) **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 10:27 A.M.
- 11) **Investigative Conference (M.G.L. c. 112, § 65C – Closed session)**
At 10:36 A.M., Dr. Tubman made a motion, seconded by Dr. Orłowski, 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
2023-000739-IT-ENF	Dismiss	
2023-000749-IT-ENF	Refer to prosecutions	Dr. Tubman
2023-000756-IT-ENF	Dismiss	
2023-000775-IT-ENF	Dismiss with advisory	
2023-000782-IT-ENF	Refer to prosecutions	
2023-000783-IT-ENF	Tabled	
2023-000788-IT-ENF	Refer to prosecutions	

12) Adjournment – the next scheduled meeting is March 14, 2024.

At 11:43 A.M., Dr. Diamond made a motion, Dr. Orłowski seconded, and after a roll call vote, 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 Public and Executive Session Meeting Minutes
- January 11, 2024 Public and Executive Session Meeting Minutes
- Correspondence re: animal rehabilitation protocol for veterinary technicians
- Correspondence re: Training requirements and supervision of veterinary technicians in euthanasia
- Correspondence re: Electronic prescription allowances to clients
- Correspondence re: VCPR requirements to remotely treat fish with Fluconazole.
- Correspondence request for CE requirement extension.
- Application documents for Temporary permit -Marcos Fekry Naguib Asaad Saad