

**MINUTES, North Carolina Veterinary Medical Board  
Raleigh, North Carolina, November 7, 2024**

At 8:01 a.m., President Azure Holland, DVM, called to order the regular meeting of the North Carolina Veterinary Medical Board. This meeting was held at the Board office and virtually through Zoom. Board members present in person were Azure Holland, DVM; Robin Lazaro, RVT; Edward Faulkner, DVM; Michael Martin, DVM; and Andrea Gentry- Apple, DVM. Board members present via Zoom were Tim Gold, Allen Cannedy, DVM and Ronald Komich, DVM. Also present in person were Keith West, Executive Director; Board Attorney, Matthew Skidmore; Jennifer Kendrick, Executive Director, North Carolina Veterinary Medical Association (NCVMA); and Jennifer Shults, DVM, Legislative Chair, (NCVMA).

The following guests were also in attendance via Zoom: Jon Carr, Attorney and Lobbyist (NCVMA); Anna Jones, Student Liaison; Paige Harrington, Secretary/ Treasurer (NCVMA); Shannon Nowak, RVT ; Kim Lewis, RVT, President (NCAVT); Shannon Bass, DVM, President Elect, (NCVMA); Erin Clark, RVT, Maureen Susi, RVT; Representative (NAVTA); Beth Venit, Chief Veterinary Officer, AAVSB; Bec Mitchell, Student Liaison; Karen Smith, President Elect, (NCVMA); and Joseph P. Jordan, PhD, Chief Executive Officer, North Carolina Physician's Health Program (NCPHP).

President Azure Holland, DVM reviewed for the Board the Governor's and the North Carolina Ethics Commission's statements on recognizing and avoiding conflicts of interest. She also reviewed N.C.G.S. § 90-179 of the

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North Carolina Veterinary Practice Act.

The September 12, 2024, Board meeting minutes were reviewed. Michael Martin, DVM made a motion to accept the minutes and Edward Faulkner, DVM, seconded the motion. The motion passed unanimously.

The October 8, 2024, Board meeting minutes were reviewed. Michael Martin, DVM made a motion to accept the minutes and Andrea Gentry- Apple, DVM, seconded the motion. The motion passed unanimously.

**New Business:**

None

**President's Report:**

None

At 8:19 a.m., pursuant to G.S. § 143.318.11 (a)(3) and (6), the personnel committee met for a discussion. A motion was made to go into closed session by Michael Martin, DVM and seconded by Andrea Gentry- Apple, DVM. The motion was approved unanimously.

At 9:20 a.m., Edward Faulkner, DVM made a motion to leave closed session and Robin Lazaro, RVT seconded the motion. The motion passed unanimously.

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**North Carolina Professional Health Program (NCPHP) Report:**

Joseph P. Jordan, PhD, Chief Executive Officer, presented his report via Zoom and gave an update on the North Carolina Professional Health Program. Dr. Jordan will meet with Executive Director Keith West to discuss working with the Board to assist with continued success of the program.

**Legislative Committee Update:**

Executive Director Keith West announced that the new permits rule will be moving forward beginning January 1, 2025. Keith West provided an updated version of the Practice Act with the new statutes including permits and CE requirements to the board staff.

Keith West also provided an update that all rules are subject to the periodic review of existing rules by the Rules Review Commission. This review will begin in December 2024 and will be a years-long process.

**Facility Inspection Report:**

Executive Director Keith West provided a report on all of the inspections since the last meeting totaling 181 inspections. Marisol Iannuzzi, DVM completed 79 inspections, Andrew Horne, DVM completed 12 inspections, Robert Bakal, DVM completed 28 inspections, Marjorie McFetridge, DVM completed 21 inspections and Nicolette Peer completed 41 inspections. There was one serious violation reported.

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**Attorney's Report:**

Mr. Skidmore reported that there has been a substantial uptick in the number of complaints being filed. There were 25 complaint decision letters completed since the last meeting, and currently working on 31 letters.

Mr. Skidmore announced that he will meet with Executive Director Keith West to discuss ways to make things easier for the committees based on the increased number of cases, and make recommendations to the Executive committee to maintain the quality of complaint reviews and process.

**Executive Director's Report:**

Executive Director, Keith West reported that the board finances remain in good standing. Executive Director Keith West also presented the status report of the number of active Veterinarians and Registered Veterinary Technicians as the number of licensed and number of applications have slowed down but may be due to the after effects of TS Helene, but will go back to normal, and the renewal window is now open.

Keith West reported that facility permit applications submitted before January 1, 2025 will require no fee; applications submitted after January 1, 2025 will require the filing fee. Emergency 60-day temporary permits in

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response to TS Helene have stopped and are no longer needed but supplies are still needed.

Allen Cannedy, DVM read into the minutes the decisions from Committee on Investigation No. 11 and 12.

**Report of Committee on Investigations No. 11**

- a. 2024051-11 – Letter of Caution

**Report of Committee on Investigations No. 12**

- a. 2024063-12 – Dismissed, No Probable Cause
- b. 2024064-12 – Letter of Caution
- c. 2024066-12 – Dismissed, No Probable Cause
- d. 2024070-12 – Letter of reprimand
- e. 2024071-12 – Dismissed, No Probable Cause
- f. 2024074-12 – Dismissed, No Probable Cause
- g. 2024075-12 – Dismissed, No Probable Cause
- h. 2024077-12 – Letter of Reprimand
- i. 2024081-12 – Dismissed, No Probable Cause
- j. 2024083-12 – Letter of Caution, and Letter of Reprimand
- k. 2024085-12 – Dismissed, No Probable Cause
- l. 2024087-12 – Dismissed, No Probable Cause
- m. 2024091-12 - Dismissed, No Probable Cause
- n. 2024092 - 12 - Dismissed, No Probable Cause

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- o. 2024094 -12 - Dismissed, No Probable Cause
- p. 2024097 – 12- Letter of Reprimand

Michael Martin, DVM made a motion, seconded by Robin Lazaro, RVT, to approve the report from Committee on Investigations No. 11 and 12. The report from Committee 11 and Committee 12 was approved unanimously.

Robin Lazaro, RVT read into the minutes the decisions from Committee on Investigation No. 10.

**Report of Committee on Investigations No. 10**

- a. 2024056-10 – Dismissed, No Probable Cause
- b. 2024062-10 – Dismissed, No Probable Cause
- c. 2024068-10 – Dismissed, No Probable Cause (both)
- d. 2024072-10 – Dismissed, No Probable Cause (both)
- e. 2024073-10 – Dismissed, No Probable Cause
- f. 2024076-10 - Dismissed, No Probable Cause
- g. 2024078-10 – Dismissed, No Probable Cause
- h. 2024082-10 - Dismissed, No Probable Cause
- i. 2024084-10 – Letter of Caution
- j. 2024042-10 – Dismissed, No Probable Cause
- k. 2024086-10 – Dismissed, No Probable Cause
- l. 2024088-10 – Letter of Caution

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- m. 2024090 – 10- Continued
- n. 2024093-10- Dismissed, No Probable Cause

Edward Faulkner, DVM, made a motion, seconded by Andrea Gentry-Apple, DVM, to approve the report from Committee on Investigations No. 10. The report from Committee 10 was approved unanimously.

These decisions are preliminary and will not be final until the decisions are accepted into the minutes, the decision is drafted by the Board Attorney and is approved by the Committee chair and then mailed to the licensee and complainant. In the case of a letter of reprimand, the licensee has 15 days from its receipt to reject it and request a hearing. If a rejection occurs, the case is returned to the Committee for review and action.

Allen Cannedy, DVM and Board Attorney Mathew Skidmore began the discussion of complaint 2024026-11 where a Letter of Caution was issued based on insufficient medical records. However, Mr. Skidmore reported, and the committee agreed, that the deficiencies cited in the medical records, which formed the basis for the Letter of Caution, were contained in records not created by the DVM to whom the Letter of Caution was issued.

Therefore, Edward Faulkner, DVM made a motion to rescind the Letter of Caution ruling and issue a No Probable Cause/ Dismissal. Robin Lazaro, RVT, seconded the motion. The change was approved unanimously. Mr. Skidmore will re-issue the letter.

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**Old Business:**

None

**Other Business:**

None

**Approval of Expenses:**

Michael Martin, DVM made a motion to approve the Board's expenses, and it was seconded by Edward Faulkner, DVM. The expenses were approved unanimously.

At 9:55 a.m., pursuant to G.S. § 143.318.11 (a)(3) and (6), a motion was made to go into closed session by Michael Martin, DVM and seconded by Andrea Gentry- Apple, DVM. The motion was approved unanimously.

At 12:14 p.m., Edward Faulkner, DVM made a motion to leave closed session and Robin Lazaro, RVT seconded the motion. The motion passed unanimously.

**Final Review and Summary of Action Items:**

Executive Director, Keith West, will meet with Joseph Jordan, DVM, Chief Executive Officer, North Carolina Physician's Health Program (NCPHP) to discuss working with the Board to assist with continued success of the program. Keith West will also schedule a meeting with the Executive



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Committee to discuss changes to the complaint process.

The Board having no further business, a motion to adjourn made by Michael Martin, DVM, seconded by Andrea Gentry- Apple, DVM, passed unanimously. The meeting was adjourned at 12:16 p.m.

Respectfully Submitted,

Keith West  
Executive Director