

Veterinary Medical Board

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MEETING MINUTES Veterinary Medical Board

The Veterinary Medical Board met via teleconference on
Thursday, March 8, 2018, at the following locations:

Waterhouse Animal Hospital
1115 East Champlain
Fresno, California

VCA Miller-Robertson Animal Hospital
8807 Melrose Avenue
West Hollywood, California

Western Riverside Animal Shelter
6851 Van Buren Boulevard
Jurupa Valley, California

Bay Cities Pet Hospital
20447 Hawthorne Boulevard
Torrance, California

Laguna Beach Community
and Susi Q Senior Center
380 Third Street
Laguna Beach, California

Veterinary Medical Board
1747 North Market Boulevard, Suite 230
VMB Conference Room
Sacramento, California

**Thursday, March 8, 2018 – 11:00 a.m. – 12:00 p.m.
OR UNTIL COMPLETION OF BUSINESS**

1. Call to Order / Roll Call / Establishment of a Quorum

Veterinary Medical Board (Board) President, Cheryl Waterhouse, called the meeting to order at 11:02 a.m. via telephone conference. Executive Officer, Annemarie Del Mugnaio called roll; five members of the Board were present and thus a quorum was established. Dr. Jaymie Noland and Alana Yanez were not present. Ms. Kathy Bowler was present as of 11:10 a.m.

2. Introductions

Members Present

Cheryl Waterhouse, DVM, President
Richard Sullivan, DVM, Vice President
Kathy Bowler, Public Member
Jennifer Loreda, RVT
Mark Nunez, DVM
Judie A. Mancuso, Public Member

Staff Present

Annemarie Del Mugnaio, Executive Officer, Veterinary Medical Board
Ethan Mathes, Administrative Program Manager

Candace Raney, Enforcement Program Manager
Amanda Drummond, Administrative Program Coordinator
Tara Welch, Legal Counsel

Guests Present

Charles Lozow, Esq., Right:Ratio
Chris Gabriel
David Kinley
Gary Richter, DVM, Montclair Vet Hospital
Paul Hansbury, Lovingly and Legally Grown
Renee Kalee-Smith
Susan Tibbon, Lovingly and Legally Grown
Trina Hazzah, DVM

3. Executive Officer (EO) Recruitment and Selection Process

- A. Presentation from Office of Human Resources, Department of Consumer Affairs (DCA), on EO Recruitment from Selection Process**
- B. Discuss and Possible Action on Process for Recruitment and Selection of an EO**

Ms. Nicole Le, Chief of Office of Human Resources, DCA, addressed the Board and provided an overview of the process for recruiting an EO, the roles that the Selection Committee will play, and that the Office of Human Resources will assist the Selection Committee with reviewing minimum qualifications.

C. Discuss and Possible Action on Appointment of an EO Selection Committee

Ms. Le reviewed and explained the duties of the EO Selection Committee to review the applicants and forward the most qualified candidates onto the Board for interviews. It is also the duty of the Selection Committee to develop questions for interviews and they may be responsible for conducting preliminary interviews prior to the Board interviews.

- Dr. Mark Nunez and Ms. Mancuso seconded the motion to nominate Dr. Waterhouse and Dr. Sullivan to be the Selection Committee. The motion carried 6-0.

Ms. Le also advised that the Board must discuss delegating the task of extending the recruitment period if the Selection Committee determined that there were no qualified applicants.

- Ms. Bowler moved and Ms. Mancuso seconded the motion to delegate the Selection Committee to extend the recruitment period beyond 30 days if no qualified applications are received. The motion carried 6-0.

D. Review and Possible Action on Revised EO Duty Statement and Recruitment Announcement

Ms. Le provided the Board with a current Board EO Duty Statement and a revised edition of the EO duty statement, which was amended with the assistance of Ms. Del Mugnaio.

- Ms. Judie Mancuso moved and Ms. Kathy Bowler seconded the motion to approve the revised Duty Statement. The motion carried 6-0.

Ms. Le provided the Board with a draft recruitment posting. Ms. Del Mugnaio explained the desirable qualifications and experiences are skills that the Board wants the applicants to speak to in a Statement of Qualifications (SOQ) and asked if there are any skills that they feel are relevant they should be included in the applicable section of the SOQ.

The Board discussed revising bullet point three to include effectively communicate with internal and external stakeholders. The Board agreed to request that applicants limit their SOQ to three pages, and that they advertise the job posting for 30 days with the understanding that if the Selection Committee does not find a qualified applicant, they can re-advertise the vacant position.

- Ms. Bowler moved and Dr. Richard Sullivan seconded the motion to approve the job announcement as revised, to limit the SOQ to three pages and to advertise the position for 30 days. The motion carried 6-0.

Ms. Le advised that the position will be posted on the CalHR website starting March 12, 2018.

4. Closed Session – began at 12:01 p.m.

A. Presentation from Office of Human Resources, Department of Consumer Affairs (DCA), on EO Recruitment from Selection Process

The Board met during closed session to discuss the appointment of either an acting or interim EO until a permanent EO can be recruited.

5. Return to Open Session – 12:25 p.m.

6. Report on Actions Taken in Closed Session

The Board moved to appoint Mr. Ethan Mathes to the position of Interim EO effective March 12, 2018, until a permanent EO can be recruited.

7. Public Comment on Items Not on the Agenda

Public comments were received from David Kinley, Dr. Gary Richter, Paul Hansbury and Susan Tibbon, who were present at the 1747 North Market Boulevard location, and Dr. Trina Hazzah, Charles Lozow, Chris Gabriel, and Renee Kalee-Smith, who were present at the 8807 Melrose Avenue location, regarding their experiences with cannabis for their pets and the successful health outcomes their pets have experienced using cannabis. The public members presented proposed language for Assembly Bill (AB) 2215 and urged the Board to work with Assemblymember Ash Kalra to support AB 2215 to allow veterinarians to discuss and recommend the use of cannabis with their animal patients.

8. Adjournment

Ms. Mancuso moved to adjourn and Ms. Loredó seconded the motion. The Board adjourned at 12:27 p.m.