## ACPV Board of Governors Meeting

## Minutes

Sunday, August 4, 2019

7:00 am to 10:00 am

Meeting Room 16

Renaissance Hotel

Washington, D.C.

**Meeting Called to Order By:** President David Hermes

**Note Taker:** Janece Bevans-Kerr

**Attendees:** David Hermes, Andrea Zedek, Eric Gingerich, Rocio Crespo, Suzanne Dougherty, James Barton, Sharon Heins-Miller, Don Ritter, Sarah Tilley, Susan Williams, Joel Cline, Bruce Stewart-Brown, Gregorio Rosales, David French, Donna Kelly, Elena Behnke, Kelli Jones, Janece Bevans-Kerr, Bob Bevans-Kerr

President David Hermes called the meeting to order and welcomed Bruce Stewart-Brown and Gregorio Rosales as newly elected governors to the board. They will officially take office at the end of the ACPV Annual Business Meeting. Rocio Crespo was elected as President Elect so will continue to be on the board. Her previous position as AAAP Representative will not be continued as it is not necessary now that the Executive Vice President of AAAP and ACPV is the same person.

Minutes of the Previous Meeting

***Action Item:*** Motion to approve the minutes of the July 15, 2018 meeting. –Don Ritter

Second: Susan Williams

Motion passed.

***Action Item:*** Motion to approve the January 14, 2019 conference call meeting minutes. —James Barton

Second: Don Ritter

Motion passed.

## Report of Officers

Executive Vice President’s Report

**Financial Report and 2019-2020 Budget**

Bob Bevans-Kerr reported.

2018 ended with a total fund balance of $127,889.10. The College brought in 24K more than was budgeted. More income was received from exam fees, dues and the workshop than was budgeted. The cost for the 2018 Annual Meeting breakfast was more than budgeted and more was paid in credit card fees, but that is related to more use from receiving more income. Exam preparation expenses were less than budgeted and the website cost was down substantially as now ACPV and AAAP websites are combined. Workshop expenses were also less than budgeted.

The proposed 2019-2020 budget includes a $6,800 consultant fee to Rob Malinowski to lead an ACPV task force committee in Angoff scoring the exam questions. This is less than what was previously budgeted ($19,500) when the College was planning to revise the exam using a modified Angoff scoring method. The exam consultant fee was budgeted at $8,625 which is increased from the previous year. The total proposed budget for 2020 is $78,299 which is less than the 2019 budget.

***Action Item:***Motion to approve the 2020 budget. –James Barton

Second: Andrea Zedek

Motion passed.

**Report on 10-year CE Review and Dues Collection**

Janece Bevans-Kerr reported.

2018 Membership Statistics

308 Diplomates total in the College

259 Diplomates

44 Emeritus Diplomates

5 Honorary Members

2019 Membership Statistics

315 Diplomates total in the College

259 Diplomates

47 Emeritus Diplomates

5 Honorary Members

2019 ACPV Dues Payments

18 Diplomates have not paid as of June 10, 2019:

Mohamed Faizal Abdul-Careem

Neil S. Ambrose

Randall T Bishop

Portia L Cortes

Jeff Courtney

Tim Cummings

Scott D Fitzgerald

Douglas Brian B Grieve

Bill M Hargis

Josh Hatkin

Benjamin C Johnson

Algis Martinez

Enrique R Montiel

Orlando Osuma

Patrick M Pilkington

William Ricken

Mariano Salem Sr.

As of June 12, 93% of ACPV Diplomates have paid.

Janece recommend per ACPV policy, that Josh Hatkin be removed from the College for non-payment of dues in 2017, 2018 and 2019.

***Action Item:*** Motion to remove Josh Hatkin from College. –James Barton

Second: Don Ritter

Motion passed.

2017 CE Review

There are no outstanding issues from the 2017 CE review.

2018 CE Review

The following Diplomate’s CE submissions were reviewed from 2008 to 2018. All had sufficient CE.

Class of 1998:

Tahseen Aziz

Luis Gomez

Thomas Hutchinson

Jarra Jagne

Miguela Marquez

Louise Mercier

Randle Moore

Robert O’Connor

Karla Pecelunas Bouck

James Sandstrom

Martin Smeltzer

Stanley Vanhooser

Donald Waldrip

Alexander Weisz

Andre Ziegler

Class of 2008:

Eric Alan Heskett

Shahbaz Ul-Haq

Michelle Kromm

Jeffery J. Courtney

George N. Girgis

Taylor M C Barbosa

Andres F. Montoya

Shankar Prosad Mondal

## Committee Reports and Issues

**Recertification Committee**

Janece Bevans-Kerr reported for Mary Pantin-Jackwood.

Committee Members:

Kabel M. Robbins

Lynne Luna

Rosemary Marusak

Darko Mitevski

Babak Sanei

Charles Stephen Roney

Andres Montoya

Mary Pantin-Jackwood-Chair

The Committee was charged to review and approve ACPV Diplomate CE submissions. The task was to review members’ annual submissions for CE for accuracy and relevance. Each Committee member reviewed a portion of the ACPV Diplomate 2018 CE submissions checking if enough CE was submitted and if the meetings/other CE were acceptable.

***ACPV Policy for Dues Payments and CE Submissions***

*• Dues payments and CE submissions are due on January 1 of each year. (Medical waiver requests and exempt year selection are part of the CE submission form and are due on January 1 of each year.)*

*• After January 30th, a late fee of $75 will be added to the dues payment.*

*• If CE is not submitted by April 1, the Diplomate must claim that year as an exempt year.*

*• A member who fails to pay dues or assessments for six months after the due date for payment thereof shall be designated as not a member in good standing, and shall not be eligible to vote or hold office or otherwise be deemed to good standing until all arrearages (including any which are less than six months past due) are paid in full.*

*• Members whose dues or assessments are in arrears for two full years will have their membership revoked after due notice has been given. Members who are deprived of membership through non-payment of dues may be reinstated upon approval of the Board after payment of all arrearages as well as dues and assessments for the ensuing year.*

The deadline form dues submission was extended this year to allow Diplomates ample time to navigate payments on the new website. No Diplomates requested a medical waiver for 2018. The following Diplomates claimed 2018 as an exempt year:

1. Beatriz Cardoso
2. David Castellan
3. Subhashinie Kariyawasam
4. Patrick PIlkington
5. Maritza Tamayo

The Diplomates listed below did not submit CE and were contacted, or an attempt was made to contact them.

|  |  |  |
| --- | --- | --- |
| Last Name | First Name | Result of email contact |
| Bowes | Victoria | Did respond and understands 2018 will be an exempt year. |
| Chiang | WyChee | Retired. Asked to be removed from College.  Was not interested in applying for emeritus. |
| Cortes | Portia | Did not respond. |
| Courtney | Jeff | Email bounced |
| Dawe | James | requested emeritus application |
| Fernandez | Rafael | requested emeritus application |
| Fitzgerald | Scott | Does not have sufficient CE as of last year for his 10-year review.  Will be removed from the College in 2023 unless he requests removal before then. |
| Hargis | Billy | Did not respond. |
| Hatkin | Josh | Email bounced |
| Salem | Mariano | Did not respond. |
| Turner | Bradley | Email bounced |
| Venne | Daniel | Did not respond. |
| Wojnarowicz | Chris | Did not respond. |
|  |  |  |

The following Diplomates must claim an exempt year because they did not submit CE.

1. Victoria Bowes
2. Portia Cortes
3. Jeff Courtney
4. Scott Fitzgerald
5. Billy Hargis
6. Josh Hatkin
7. Mariano Salem
8. Bradley Turner
9. Daniel Venne
10. Chris Wojnarowicz

This Diplomate must claim an exempt year because insufficient CE was submitted.

1. Prashant Nighot

The Recertification Committee reviewed 240 submissions. Each committee member reviewed a portion of the submitted CE and identified questionable CE submissions. Technical issues with the submissions were resolved by the ACPV office. Of the remaining CE reviewed, 7 Diplomates were asked to clarify their submissions, send in documentation and/or submit further CE. 6 Diplomates satisfied further inquiry and 1 Diplomate was unable to submit sufficient poultry related CE.

The number of Diplomates sending in agendas to be approved for the ACPV Preapproved Meetings list has grown significantly. The committee now reviews the agendas four times a year. There may be some confusion among members that CE must be pre-approved. The College should emphasize that the list is meant as a convenience for Diplomates. They can also submit CE not listed, but in that case, must also upload an agenda of the unlisted meeting.

**Credentials Review Committee Report**

David French reported.

There were 29 applications to sit for the exam this year. The committee recommended 24 to sit for the exam. One had an expired license and was moved forward conditionally. Four did not move forward. When people are licensed outside the U.S., it is very difficult for the committee to determine if they are licensed to practice. The Credentials Review Committee made the following recommendations:

1. If the applicant does not have a license from the U.S., they should provide a sworn statement that describes how licensing works from that country.
2. If the applicant graduated from an AVMA recognized veterinary school, they do not need a current license to practice.

***Action Item:*** Motion to change the policy to allow for an affidavit for licensing requirements.

**Motion tabled for more investigation.**

***Action Item:*** Recommend that applicants send their papers to members of the College for review before they submit their applications.

***Action Item:*** Recommend that Sherrill Davison take over David French’s term on Credentials Review Committee.

**Approved.**

**Examinations Committee Report**

Sarah Tilley reported.

Report on the 2019 Exam

The computer administered exam went very well. 36 candidates sat for the exam. 2 last minute candidates who missed the exam fee deadline came to the exam and were not allowed to sit per ACPV policy. Five passed the exam. Four were successful on their first attempt. One was successful on his second attempt and none were successful on their third attempt. The overall pass rate was 14%.

Discussion: The committee will review the exam pass rate. They will investigate training background of the exam candidates. The Exam Committee stayed up all night until 6:00 am to grade the exams. The BOG expressed concern that there needs to be a healthy environment for exam committee. Some colleges do not tie exam with the annual meeting. ACPV tradition is to tell candidates at the annual breakfast, but this is not a requirement. A possible solution is to train more diplomates on grading with a rubric. The Exam committee could estimate how long it takes to grade an exam and make decisions about when to notify candidates.

***Action Item:*** From Committee: Motion to discontinue the one year waiting period before applying to take the exam again after 3 unsuccessful attempts.

**Motion passed.**

***Action Item:*** From Committee: Motion to require candidates to be physically present to take the exam.

**Motion passed.**

***Action Item: Update Procedural Manual per approved motions.***

***Action Item:*** Approve new Diplomates

Motion from committee to approve the following as Diplomates in the American College of Poultry Veterinarians: Julia Blakey, Brandon Armwood, Eric Parent, Judith LaBounty, Abigal Reith.

Motion passed.

**Training Program Review Committee**

Donna Kelly reported for Dave Fernandez, chair.

Dave Fernandez, Donna Kelly and Rodrigo Gallardo are the members of the committee.

Updated Items for this Year:

1. Eight existing programs were reviewed.

2. Reviewed the application of the University of Georgia Combined Ph.D. and Anatomic Pathology Residency Program with emphasis on poultry.

3. A review of the requirement to have at least 3 resident or affiliated faculty members who are Diplomates of the American College of Poultry Veterinarians with credentials/experience in poultry medicine

Review of Programs

The Committee was charged with reviewing the following programs and recommends approval for all:

1. Mississippi State University

2. North Carolina State University

3. Ohio State University

4. University of Georgia- MAM

5. University of Georgia MAHM

6. University of California –Davis/Tulare/Turlock

7. Purdue University

8. Pennsylvania State University (Megan Slater is no longer at Penn State, so now Bob Owen will be adjunct faculty.)

New Training Program Application: University of Georgia Combined Ph.D./Anatomic Pathology Residency Program with emphasis on poultry

The program is officially designated as the Combined PhD and Anatomic Pathology Residency Program with Poultry Emphasis administered by the Poultry Diagnostic and Research Center, University of Georgia. It is affiliated with the Department of Population Health and the Department of Pathology, College of Veterinary Medicine, University of Georgia. The mission of this program is to provide an educational opportunity for veterinarians to participate in a dual residency program of poultry and mammalian pathology that would qualify them for taking the respective board certification examinations. This is a 5-year program designed to educate a veterinarian in veterinary anatomic pathology, veterinary diagnostics and avian virology. The goal is for the graduate to obtain a Ph.D. degree in veterinary pathology and to become boarded by the American College of Veterinary Pathologists and the American College of Poultry Veterinarians. Case-based learning is supplemented with several courses related to poultry medicine, pathology and diagnostics. These courses are taught at the Poultry Diagnostic and Research Center, Department of Population Health. Resident faculty will include ACPV Diplomates; Dr. Susan Williams, Dr. Monique Franca (DACPV, DACVP), Dr. Karen Grogan, and Dr. Jenny Nicholds. Financial support is given by the University of Georgia.

***Action Item:*** From Committee: Recommend approval of Combined PhD and Anatomic Pathology Residency Program with Poultry Emphasis as an accredited ACPV Training Program.

**Motion passed.**

Review of the of the requirement to have at least 3 resident or affiliated faculty members who are Diplomates of the American College of Poultry Veterinarians with credentials/experience in poultry medicine

The committee felt the language regarding “3 resident or affiliated faculty in the current policy on Training Programs was unclear. They made the following proposal to the board:

***Action Item:*** Motion from Committee

a) There should be at least two ACPV Diplomate resident faculty members.

b) Interaction requirements in terms of time spent with students as well as other quantifiable academic parameters such as case study submission or field projects should be required for a Diplomate to be given an adjunct faculty designation. These requirements should be defined, in writing.

c) The above requirements will be subject to review on a yearly basis by the ACPV Training Program Review committee.

**Motion passed.**

**Ethics Committee Report**

Elena Behnke, chair, reported.

Elena Behnke, John Schleifer and Elizabeth Dale are members of the Ethics Committee.

The Ethics Committee was established in 2018. The committee works under the following guidelines:

Principles of the American College of Poultry Veterinarians Medical Ethics

1. A Diplomate shall be dedicated to providing competent poultry veterinary medical care with respect for poultry health, welfare, food safety, and public health.

2. A Diplomate shall provide veterinary care under the terms of a valid veterinarian-client- patient relationship.

3. A Diplomate shall uphold and adhere to laws and regulations appropriate to the jurisdiction.

4. A Diplomate shall be honest in all professional interactions and must report members of the college who are observed to be deficient in character or competence or who intentionally and/or knowingly violate laws and regulations.

5. A Diplomate shall respect the rights of clients and professionals to safeguard confidential information within the confines of the law.

One case for review came to the committee in 2018. There was an allegation brought forth by a nonmember about a member. The committee ultimately decided not to accept this case because the allegation was not brought by a Diplomate. The Code of Ethics states that, “When two or more Diplomates make allegations of unprofessional conduct by a Diplomate of the College, this information will be referred to chair of the Ethics Committee for investigation to be completed within 90 days.”

**ABVS Report**

James Barton reported.

James is part of the veterinary specialist organizing group. ABVS is now a separate group and acts as more of the regulatory group. James’ group helps Colleges that want to join.

**Report from the AAAP Liaison**

Rocio Crespo reported.

A Bylaws revision proposal passed. The revision states that directors on the board will no longer be elected by region. All directors will be at large. SCAD is applying to be a chapter of the AAAP. The membership of AAAP has increased. Student membership is up. A proposal by the AAAP Board of Directors to meet separately from the AVMA in 2021 will be discussed at AAAP Business Meeting today. The BOD has also proposed a name change for AAAP, but that proposal has been tabled. AAAP is developing a Policy and Procedures Manual. AAAP committees are functioning well although a couple of committees are struggling. There is a new Committee Roundtable event this year. The *Diseases of Poultry 14th edition* e-book will be released in November and hard copies in January 2020. Page charges for *Avian Diseases* have been eliminated for members and reduced to $50 per page for non-members. Color plate charges have been discontinued.

**Continuing Education Committee**

201P ACPV Workshop Report

Kelli Jones, chair, reported.

The title of the 2019 ACPV workshop was, “What’s New & Coming in Poultry Vaccination? Production, Administration, & Monitoring of Tomorrow’s Poultry Vaccines.” It was held April 2nd at the Sheraton Bougainvillea’s Resort & Convention Center in Puerto Vallarta, Jalisco, Mexico. The format for the workshop mirrored previous years. They gave out more complimentary registrations to sponsors this year than previous years. The speakers were from multiple areas—industry, academia, and technology. Expenses totaled $10,007.04; income was $26,313.13; for a profit of $16,306.09. $16,000 was raised from 12 sponsors. Comments were positive. Many attendees had registration difficulties for both the hotel and workshop. ANECA was using a registration company and there needed to be better communication with the company and ANECA. The website for registration was cumbersome. This was a technology issue on ANECA’s side. Jenny Nicholds will be chair for the 2020 workshop in Sacramento.

**New Business**

Review of 2013 Jobs Analysis

Dave Hermes reported.

Dave formed an ad hoc committee to determine if the 2013 Jobs Analysis was still relevant or if a new jobs analysis was needed before ACPV begins the exam revision process. The committee agreed unanimously that the document still stands.

Revising the Exam/Angoff Scoring

Janece Bevans-Kerr presented a proposal by Robert Malinowski to lead a Standard Setting study using the Angoff system. The study will need ACPV volunteers to score each question on the ACPV exam. Once the Angoff scores have been finalized, the data would be transferred to Examsoft and become part of each question. For future exams, the calculated exam cut score will be determined by the mean of the Angoff scores for the questions that are included on the exam. The cut score will therefore be different each year. This will also allow future Exam Committees to remove “bad” questions and replace them, since the cut score is recalculated each year. Specifically, Dr. Malinowski proposed to provide the following services:

* Formatting and adding/importing remaining exam questions (“Form B”) into Examsoft
* Webinar presentation/discussion with the committee to give an overview of the process
* Creation of Qualtrics web-based surveys to collect Angoff scores and comments for each multiple choice and image recognition question from subject matter experts
* Analysis of collected data and identification of discrepant items
* Scheduling and facilitation of web-based discussion sessions for discrepant items
* Addition of finalized Angoff data into the Examsoft question bank

He estimated this process would require 70-80 hours of his time, at $85/hour, for a total cost of $5,950 - $6,800. $6,800 for a standard setting study was in the 2019-2020 budget approved by the BOG. The board approved Dr. Malinowski to lead the study.

**New Chairs and Committee Members 2019-2020**

Dave Hermes reported.

These new members have agreed to serve on the following committees:

Examinations Committee

Geoff Lossie

Yuko Sato agreed to extend her term one more year to 2020.

Credentials Review Committee

Sherrill Davison will replace David French as chair of the committee.

Mohamed El Gazzar

Training Program Review Committee

Deirdre Johnson

Continuing Education Committee

Jessica Walters

Megan Lighty

Nominations Committee

Victoria Pratt

Recertification Committee

Claudia Orsorio

Eric Heskett

***Action Item:*** Motion to approve the slate of committee members. --James Barton

Second: Eric Gingerich

Motion passed.

**Emeritus Applications**

Emeritus applications were reviewed for the following:

Martin Smeltzer

James Dawe

John Barnes

***Action item:*** Motion to accept the applications for emeritus status. –James Barton

Second: Andrea Zedek

Discussion: Gregorio Rosales mentioned another group familiar to members that recently published a salary survey and suggested getting access to that survey as a resource.

Motion passed

**New Salary Survey**

Andrea Zedek proposed that ACPV do another salary survey. The last one was done in 2014. Suzanne Dougherty explained that AAAP is asking the AVMA to help them do a new salary survey.

***Action Item:*** Move that ACPV work in conjunction with the AAAP and the AVMA to do a new salary survey. –Andrea Zedek

Second: Susan Williams

Motion passed.

***Action Item:*** Motion to adjourn. Susan Williams

Second: James Barton

Motion passed