



**NEW MEXICO BOARD OF VETERINARY MEDICINE  
EMERGENCY MEETING**

**VIA ZOOM VIDEO CONFERENCING**

**BOARD APPROVED MINUTES**

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**July 31, 2024**

**Call to Order:** The Emergency Meeting of the New Mexico Board of Veterinary Medicine (Board) was called to order by Dr. Lawrence Young, the Board Chair, at approximately 1:02 p.m. The Board’s Executive Assistant Debbie Schenk conducted a roll call.

**Roll Call:**

**Members Present:**

- Dr. Lawrence D. Young, Board Chair
- Dr. Emily Walker
- Dr. Amanda Favis
- Dr. Ralph Zimmerman
- Ms. Jennifer Rabinowitz
- Ms. Elizabeth Wolf

**Agency Representatives:** Debbie Schenk, Executive Assistant to Board

**Legal Counsel:** Leslie Padilla, NM Department of Justice

**Approval of Proposed Agenda**

Dr. Young asked if there were any comments from the Board. There were no comments.

**New Business**

The Chair, Dr. Young, moved that the Board move into closed session to discuss the next item on the agenda, pursuant to the open meetings act, limited personnel matters.

27 The motion to enter into closed session has been made by the Chair, Dr. Young, and Dr. Walker  
28 seconded.

29 **Roll Call:**

30 **Members Present:**

31 Dr. Lawrence D. Young, Board Chair

32 Dr. Emily Walker

33 Dr. Amanda Favis

34 Dr. Ralph Zimmerman

35 Ms. Jennifer Rabinowitz

36 Ms. Elizabeth Wolf

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38 The motion passes unanimously. Let the record show that the Board entered into closed session  
39 at 1:07 pm.

40 The Board will not take any action in closed session and will return after the discussion to take  
41 any vote and continue the public meeting.

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43 At this time the recorder was turned off and the board members and Legal Counsel, Leslie  
44 Padilla joined the closed session.

45 Debbie Schenk was to mute herself as to not hear the discussion in closed session.

46 Leslie Padilla asked who Blezoo was that was on the call, and I explained that he was on the call  
47 as we were going to discuss our new website and the client data system, and he is from the  
48 Department of Information and Technology.

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50 Chair, Dr. Young said the Board is back in open session at 1:55 pm. Let the record show that  
51 the matters discussed in closed session were limited to only those specified in a motion for  
52 closure and no votes or official or official action were taken during the closed session.

53 Chair, Dr. Young extended an invitation to a board member for nomination for the position of  
54 the Executive Director of the Board of Veterinary Medicine.

55 Dr. Walker extended an offer to Debbie Schenk with a 90-day and 6-month review process built  
56 into the contract. Jenny Rabinowitz seconded the motion.

57

58 **Roll Call:**

59 **Members Present:**

60 Dr. Lawrence D. Young, Board Chair

61 Dr. Emily Walker

62 Dr. Amanda Favis

63 Dr. Ralph Zimmerman  
64 Ms. Jennifer Rabinowitz  
65 Ms. Elizabeth Wolf  
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67 Chair, Dr. Young, the motion carried and will proceed with negotiations.

68 Dr. Walker was going to need to leave the meeting shortly.

69 Debbie Schenk called and invited Blezoo Varghese back into the meeting.

70

71 This part of the meeting was headed by Debbie Schenk and Blezoo Varghese.

72 Debbie Schenk noted that with Speridian and Invested Enterprise, their one-time fee is more than  
73 we have to spend. We are doing a BAR for a total of \$100,000 to pay for the first year and the  
74 second year. With Invested Enterprise, in year 6, we would be saving \$950,000 a month going  
75 forward, but we do not have the \$107,000 at this time.

76 Chair, Dr. Young asked what Blezoo Varghese and I felt the best choice would be. Debbie  
77 Schenk said that Inlumon was her first choice as the client data system. Cathy Hernandez  
78 agreed.

79 Debbie Schenk stated that with Invested Enterprise, the annual fee for the client data system is  
80 less because they have the initial fee upfront and thus can lower the fee in year 6.

81 Chair, Dr. Young mentioned that we are going to have to raise the license fees as they haven't  
82 been raised in 12 years. Dr. Young explained how the license process in TX works and said that  
83 the system we are getting would be the same concept. He also said all complaints would be done  
84 on-line. Debbie Schenk also mentioned new licensees, name changes, address changes etc.

85 Debbie Schenk mentioned that we need to choose the supplier and then make 100% sure that the  
86 credit card system will work. There will be paperwork to do and different departments that the  
87 credit card authorization will have to go through before we are able to offer it to the clients. The  
88 checks will have to be sent to us until we get the credit card in place.

89 Blezoo Varghese said we would get a monthly bill from the payment processor. That is an added  
90 expense on top of the monthly bill from the supplier we choose. Member Rabinowitz asked if he  
91 had a ballpark of the expense and he said he did not know. Member Rabinowitz asked if we can  
92 pass it on to the client, and Blezoo said we could because we are a State Government and have  
93 the anti-donation law so we are able to pass it on. We would have to talk to Cybersource or  
94 Wells Fargo to find out what the cost is. We would be able to keep the fee as we are a self-  
95 funded agency, but we would have to have a mechanism in place to keep the credit card fee  
96 separate so we can pay the credit card bill every month.

97 Debbie Schenk said that she would reach out to the suppliers and ask that question about the  
98 credit card payment. Blezoo Varghese said that we would have to have a separate line item in  
99 place to separate out the licensing fee and the fee the credit card company charges. He also said  
100 there will be a lot of accounting to be done when we start with the credit card payments. Debbie

101 Schenk said she would also speak with DFA and ask them how they handle the accounting  
102 process with credit cards.

103 Member Rabinowitz asked if the quotes were for both websites. Debbie Schenk said yes.

104 Member Elizabeth Wolf wanted to make sure that what Member Rabinowitz was asking was that  
105 the BVM website is the main website, and the Shelter website is inside of the BVM website.  
106 Blezoo Varghese said it is a link inside of the BVM website.

107 Member Wolf said she googled the supplier Inlumon and was impressed that they are a state  
108 licensing website management software company. She asked if we could build the spay neuter  
109 applications on this platform. Debbie Schenk said if you look at the BVM website, we have all  
110 of our forms on our website, and that she has not been involved with the spay neuter program  
111 right now.

112 Member Rabinowitz asked if we could use the template that was developed by Matthew  
113 McAlister from Invested Enterprise, and Blezoo Varghese said yes. He said he did not think that  
114 the quotes we received from some of the suppliers included the spay and neuter websites.  
115 Debbie Schenk said she was sure that it was included, but she would reach out to Inlumon and  
116 ask the question and that the on-line applications would be only individual, and business and  
117 Jenny said yes.

118 Debbie Schenk mentioned that we have 3 months right now to get our new website and client  
119 data system in place. Also, it will be a learning curve for Cathy and me to learn the new system.

120 Debbie Schenk will speak to the suppliers and ask if a licensee doesn't have access to a  
121 computer, can we mail the forms to them and enter their information into the system ourselves.

122 Member Rabinowitz asked if facilities were to be inspected every year and Debbie Schenk said  
123 no, they are inspected every two years.

124 Debbie Schenk mentioned that the spreadsheet that Cathy Hernandez created out of FileMaker of  
125 all the facilities was going to be helpful for the Board to decide whether they want to hire one or  
126 two inspectors.

127 Member Wolf asked if we needed to decide on the new supplier for our client data system and  
128 the website. She said that Mr. Varghese mentioned that Invested Enterprise was the only one  
129 that had the shelter website included in their quote. They are developing the webpage from  
130 scratch, and she wanted to make sure that we are comparing apples to apples and is not sure that  
131 we are at this point. Debbie Schenk said she told the suppliers that there would be a link for the  
132 spay neuter website inside of the BVM website that you could toggle back and forth between.

133 Mr. Varghese said that he did not believe that he was present at every zoom meeting we had with  
134 the suppliers, and he was concerned that we are only looking at the cost, and not the scope of the  
135 work. Dr. Favis made a motion to hold off on deciding on the supplier until we get more  
136 information on the websites. Member Wolf seconded the motion.

137 **Roll Call:**

138 **Members Present:**

139 Dr. Lawrence D. Young, Board Chair

140 Dr. Emily Walker (absent)  
141 Dr. Amanda Favis  
142 Dr. Ralph Zimmerman  
143 Ms. Jennifer Rabinowitz  
144 Ms. Elizabeth Wolf  
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146 Chair, Dr. Young said that we will have to reach out to Joe at Inlumon and ask him if it includes  
147 the spay neuter website. Member, Rabinowitz said it is not just the website, but it is developing  
148 the on-line application system, and maintaining the data as it comes in, example, shelters  
149 reporting on how many adoptions etc... Debbie Schenk asked if she could have the documents  
150 for the spay neuter website sent to her so she could send them to Joe at Inlumon as she has not  
151 had access to any of the documents. Member Rabinowitz said she would send the template to  
152 Debbie.

153 Debbie Schenk said that Blezoo Varghese seemed comfortable with the suppliers' presentations  
154 he did attend for the website/client data system. She mentioned that Speridian is out of the  
155 question as they are too expensive.

156 Member Rabinowitz mentioned that the \$8,000 that Matthew McAllister quoted may come off  
157 the quote at some point. Debbie Schenk said that the quote she has in hand would be what she  
158 would create a purchase order for.

159 Leslie Padilla said she thought we still had a motion on the table that needed a rollcall on and  
160 Chair Young said we did not.

161 Debbie Schenk said it would make more sense to have one company that can do both our website  
162 and the client data system. She feels that Speridian and Thentia should not be considered at this  
163 time as contenders.

164 Member Rabinowitz asked what Blezoo's thoughts were regarding the best supplier for our  
165 needs. Debbie Schenk said that Blezoo started with Speridian, but they have always been the  
166 highest priced supplier.

167 Member Wolf asked if we could use a different company for just the website as she knows of  
168 some that are relatively inexpensive, and she feels that Invested Enterprises' price for the website  
169 is absurd and very high. She wants to know why we may be limited to the suppliers we chose.  
170 Debbie Schenk mentioned that whatever supplier we choose, must first go through Blezoo to  
171 make sure they are compliant with our system. It was also said that we are running out of time  
172 as we have less than 3 months before our systems will no longer be supported by DoIT. Two of  
173 the companies fall under the statewide price agreement (SPA) with the state. Member  
174 Rabinowitz asked if Blezoo had a list of other companies on the SPA and Debbie Schenk said  
175 she could go to the website and investigate that for her. I said when it comes to items of this  
176 nature, I would go to DoIT and ask the question as to what suppliers they would recommend we  
177 use as I would not feel comfortable making that decision on my own.

178 Member Rabinowitz would like to speak to other vendors on the SPA to make sure we have  
179 made the right decision, and Debbie Schenk will email Blezoo and ask him if he can recommend  
180 anyone else and we would have to get a call set up as soon as possible so we can get a quote.

181 Member Rabinowitz feels like this is a very good contract and would like to speak to a few more  
182 suppliers. Debbie Schenk stated that we normally get 3 quotes before making a decision, and we  
183 have 4 which is more than plenty, but she will still reach out to Blezoo. Dr. Favis asked if we  
184 could speak to Inlumon and ask if they could update their quote as that would be the logical next  
185 step. Debbie Schenk agreed.

186 Chair, Dr. Young, said that he and Dr. Favis had clients that had to see, but wanted to discuss  
187 things to talk about on August 28<sup>th</sup>. The main item would be to look at the spreadsheet of all the  
188 facilities that were provided to the board members and Chair Dr. Young asked Debbie Schenk to  
189 send the map to all of them which she said she would take care of. The need for a facility  
190 inspector is on the top of the list.

191 Chair, Dr. Young said that in talking with Joe from Inlumon, if it is going to be a doable project,  
192 he would like Joe to give a presentation to the entire board.

193

194 Member Wolf has agreed to help with the budget. Member Rabinowitz asked what Chair, Dr.  
195 Young was referring to and he said to come to the Board office and look through the books.

196 Member Wolf mentioned that the questions were what our financial status is, what else needs to  
197 be completed. She also mentioned that she just wants to come to the office to meet Debbie  
198 Schenk and Cathy Hernandez in person. She invited anyone to come for the visit. She would  
199 like to see budget documents or books from past years. Member Wolf also offered any support  
200 needed for the BVM office.

201 Member Rabinowitz said that Chair, Dr. Young had asked Mark Melhoff from DFA for a quick  
202 audit report, but that had not yet been received. Chair, Dr. Young said he just wanted to know if  
203 we have money, or we don't.

204 Chair, Dr. Young commented on how nice it was to have Leslie Padilla with us for the meeting.

205 Raising the license fees will be on the August 28, 2024, agenda.

206 The meeting adjourned.

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