



West Virginia Board of Occupational Therapy
1063 Maple Dr.
Suite 4B
Morgantown, WV 26505
304-285-3150
www.wvbot.org

August 2, 2018

The Honorable Jim Justice
Governor of West Virginia
State Capitol, 1900 Kanawha Blvd. E
Charleston, WV 25305

In accordance with West Virginia Code §30-1-12, the West Virginia Board of Occupational Therapy presents herein our agency's Annual Report for Fiscal Year's 2017 / 2018.

This report includes a statement of our receipts and disbursements for each year, a list of newly licensed occupational therapists and occupational therapy assistants, a table showing number of licensees by county / state of residence, a summary of complaints filed and investigated by the Board, and copies of agendas and minutes for that time period.

Respectfully yours,

Kathy F. Quesenberry, MSM, OTR/L
WVBOT Chairperson

Martin Douglas, MS, OTR/L
WVBOT Secretary/Treasurer

West Virginia Board of Occupational Therapy



Annual Report

FY 2017 – FY 2018

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West Virginia Board of Occupational Therapy

**Annual Report
2017-2018**

Financial

West Virginia Board of Occupational Therapy
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Receipts / Disbursements FY 2017 / 2018

	<u>Receipts</u>	<u>Disbursements</u>
FY 2017:	\$ 94,695	\$ 85,149
FY 2018:	\$ 97,585	\$ 91,200

Receipts:	<u>FY 2017</u>	<u>FY 2018</u>
License applications and renewals	\$ 89,785	\$ 93,220
Other fees	4,910	4,365

Disbursements:		
Personal Services	\$ 29,803	\$ 30,015
Board member per diem	3,112	3,562
Travel	4,776	5,668
Professional contracts	1,102	250
Rent	6,000	5,500
Office supplies	1,328	775
Postage	2,893	2,213
Hospitality	9,530	15,204
Insurance	2,464	2,700
State Treasurer Office fees	45	30

West Virginia Board of Occupational Therapy

**Annual Report
2017-2018**

New Licensees

Occupational Therapists licensed 7/1/16 – 6/30/18

Lic #	Last name, first
1838	Bray, Mikella Charlene
1839	Walter, Emily R.
1840	Willoughby, Jessica Elizabeth
1841	Kady, Ashley Marie
1842	Diehl, Mary Catherine
1843	Huggins, Abbi Danielle
1844	Paulus, Andrew T.
1845	Fields, Chelsea Brooke
1846	Porter, Rachael Elizabeth
1847	Stalnaker, Ashley Paige
1848	Kehrer, Boone Elijah
1849	Scaife, Brian David
1850	Birdsong, Melissa LeAnne
1851	Kinkle, Jacqueline Hilda
1852	Riggs, Jeremy Keith
1853	Long, Morgan Celeste
1854	Buras, Eva
1855	Rogers, Jennifer Lynn
1856	Channell, Jesse Ray
1857	Thomas, Sherain Whitney
1858	Turner, Emma Lee
1859	Whitney, Rondalyn Varney
1860	Hybner, David Charles
1861	Bacher, Cara Joan
1862	Ciner, Adam David
1863	Hank, Jon Michael
1864	Varon, Emily Ann
1865	Meisner, Joseph A.
1866	Blake, Neil David

1867 Snyder, Talor Lynn
1868 Woody, Andrea Blair
1869 Baker, Lauren Marie
1870 Cuga, Nicole Elizabeth
1871 Metzger, Matthew William
1872 Bolanon, Daisy Jane
1873 Allen, Kerry Marie
1874 Wilcher, Lynn Reynolds
1875 McMullen, Jaclyn Paige
1876 Duyck, Heather Marie
1877 Smith, Amanda Grace
1878 Radant, Sara Kristen
1879 Lease, Michael
1880 Johnson-Gomez, Marie
1881 O'Sullivan, Kelsey Lynne
1882 Ellis, Amy Diane
1883 Dragovich, Abby Lynne
1884 Yarberry, Kelsey Marie
1885 Wagner, Jennifer Nicole
1886 Newton, Brittany Lyn
1887 Gribben, Patricia Ann
1888 Herzberger, Gretchen Ann
1889 Clark, Emily Jean
1890 Harpster, Karen Lynn
1891 Parker, Kelsey
1892 Lafferty, Kayla
1893 Gillette, Jessica
1894 Defibaugh, Kiley Rose
1895 Melott, Alivia Nicole
1896 Stear, Jenna Lynn
1897 McCombie, Shannon Diane
1898 Simpkin, Briana Nicole

1899 Grauso, Lea Ellen
1900 Roma, Adriana Kristina
1901 Hoover, Meghan Dawn
1902 Clevenger, Katie Danielle
1903 Stout, Megan Elaine
1904 Stewart, Tiernie Brianne
1905 Wallace, Amanda Faris
1906 Shark, Rebecca Helen
1907 Welsh, Allysa Marie
1908 Castellani, Gabriella Ann
1909 Starc, Sara Elizabeth
1910 Cooper, Megan
1911 McConahy, Casey John
1912 Rider, Kristine Morgan
1913 Gaskin, Kayla Marie
1914 Isaly, Alexa Marie
1915 Pauley, Skylar Beth
1916 Bulka, Chelsea Ann
1917 Molinari, Michelle Ann
1918 Acharya, Himani
1919 Hillbrand, Elana Marie
1920 Gatewood, Ashley Rachelle
1921 Wilber, Susan Jean
1922 Jackson, Sarah Marie
1923 Witt, Jennifer Denise
1924 Decker, Rachel Rollo
1925 Mahaffey, Mindy Madeline
1926 Powell, Roberta Adams
1927 Washington, Makeisha S.
1928 Johnson, Kayla Nicole
1929 Ward, Margaret Elizabeth
1930 LaGarce, Elaine Louise

1931 Herline, BreAnne Louise
1932 Ashley, Amanda Renee
1933 Moore, Kori Elizabeth
1934 Nolan, Catherine Grace
1935 Pugh, Katherine Mae
1936 Hill, Whitney Leigh
1937 Greene, Debra Fay
1938 Conlon, Kelsey Sarah
1939 Willis, Jennifer Marie
1940 Moat, Robert C.
1941 Saunders, Rachel Corine
1942 Sandelli, Amanda R.
1943 Bower, Rebekah Carol
1944 Gallimore, Kelsey Renee
1945 Miller, Sarah E.
1946 Huber, Theresa Ann
1947 Lowery, Marissa Rae
1948 Thomas, Ashley Morgan
1949 Stensgard, Heather Lynn
1950 Zundel, Christine Marie
1951 Knipp, Tori E.
1952 Riley, Carrie A.
1953 Ambrose, McKenzie Helen
1954 Nyack, Christopher George
1955 Pinti, Alexis Ashley
1956 Wallace, Katelyn Elaine
1957 Shriver, Tasha Marie
1958 Tyszkiewicz, Jacqueline Elizabeth
1959 Kennelty, Sara Lynn
1960 Davis, Jesse Blaine
1961 Pittore, Lyndsey Renee
1962 Bohach, Jenna Nicole

Occupational Therapy Assistants licensed 7/1/16 – 6/30/18

Lic #	Last name, first
C2084	Burns, Whitney Ann
C2085	Gockstetter, Megan Marie
C2086	Recinella, Alana
C2087	Clark, Amanda Leigh
C2088	Kiser, Irene Lynn
C2089	French, Brian Daniel
C2090	Kidney, Kristie Elizabeth
C2091	Burch, Cierra Rose
C2092	Lucas, Taylor Brooke
C2093	Anderson, Victoria Lynn
C2094	Craddock, Diane Marie
C2095	Strous, Heather Dawn
C2096	Bias, Amber Marie
C2097	Fink, Laura Ann
C2098	Wilson, Jennifer Joan
C2099	Gardner, Elaine Margaret
C2100	Staab, Michelle Marie
C2101	Smith, Rebecca L.
C2102	Daugherty, Kristina Louise
C2103	Grogg, Emily Lynn
C2104	Sword, Nekota Dawn
C2105	Yeater, Billie Jo
C2106	Temple, Hailee Raeanne
C2107	Welsh, Katherine Lynne
C2108	Duncan, Rhonda Nicole
C2109	Eddy, Brandon Joseph
C2110	Pabla, Jatinder
C2111	Gross, Jeremy Alan
C2112	McKinney, Jason Wayne

C2113 Chappell, Amy Lynn
C2114 Hannah, Brittany Lane
C2115 Hanshaw, Jacquelyn Danielle
C2116 Hudnall, Lauren Elizabeth
C2117 Conley, Susan E.
C2118 Hayhurst, Rachel Nicole
C2119 Luby, Bernadette J.
C2120 Chambers, Julie
C2121 Kelleher, Evelyn Anne
C2122 Clark, Heather Jo
C2123 Roberts, Brenda Carol
C2124 Kessler, Amy Jo
C2125 Rabold, Natalie Lynn
C2126 Eaves, Herman Donald
C2127 Fawcett, Kristi Anne
C2128 Campbell, Melissa Faith
C2129 Ronat, Sarah Elizabeth
C2130 Stout, Marlee Elise
C2131 Yost, Brittany Lynn
C2132 Hatfield, Krystle Danielle
C2133 Wilson, Natosha Elizabeth
C2134 Johnson, Kimberly Ann
C2135 McKenzie, Kirstie Lynn
C2136 Dudley, Abigail Luree
C2137 Boso, Brittany Nicole
C2138 Daley, Deanna Kay
C2139 Pitre, Katrina Lynn
C2140 Snider, Dawn Marie
C2141 Litchfield, Heather Donielle
C2142 Meadows, Sherry Lynn
C2143 Gillum, Andy Joe
C2144 Ranck, Nathanael

C2145 Ratliff, Julie Anna
C2146 Dunlap, Tasha Danielle
C2147 Hatcher, Georgiana Louise
C2148 Lowe, Valerie Ann
C2149 Hickle, Crystal
C2150 Shrewsbury, Kayla Jean
C2151 Saling, Heather Lee
C2152 Bartlett, Ashley Ryan
C2153 Rusiecki, Stefania Shelby
C2154 McPeak, Esther Susan
C2155 Gherrity, Rebecca M.
C2156 Pradhan, Mikita
C2157 Putman, Roman Dorian
C2158 Mazik, Lisa Lavonne
C2159 Moloney, Alina Frances
C2160 Yule, Courtney Elizabeth
C2161 Owen, Linda Denise
C2162 Dennis, Amanda A.
C2163 Dickson, Kelsey Nicole
C2164 Hall, Erica Lynn
C2165 Smith, Jody Kay
C2166 Westerfeld, Lindsay Nicole
C2167 White, Jessica L.
C2168 Donahue, Cory Logan
C2169 Snyder, Amber Renee
C2170 Bonomo, Jodi Lynn
C2171 Duriez, Nicole Lynn
C2172 Smallwood, Taylor Lea
C2173 Courtney, Jasmine Helena
C2174 Knight, Deborah M.
C2175 Martin, Megan Renee
C2176 Dennler, Coty Ray

C2177 Trent, Ashley Nichole
C2178 Longenette, Jessica Elizabeth
C2179 Lyons, Casey Kathleen
C2180 Hatfield, Allyson Christa
C2181 Smith, Alexandra Beth
C2182 Gibson, Hazel Ann Marie
C2183 Eller, Allison Nicole
C2184 Lesmerises, Gracia Maria
C2185 Riffe, Kristy Lacle
C2186 Whiteman, Kylee Marie
C2187 England, Roxanne Marie
C2188 Edgell, Jodi Michelle
C2189 Lell, Bridgette Nicole
C2190 Rowe, Eden Devonne
C2191 Lahita, Rachel Marie
C2192 Peters, Chelsey Nichole
C2193 Thomas, Billy Craig
C2194 Hatfield, Tiffany Nicole
C2195 Bonner, Rache Kretece
C2196 Hunter, Keleigh Elizabeth
C2197 Adams, Laverna Michelle
C2198 Spearen, Richard Alan II
C2199 Lama, Jyoti
C2200 Crum, Elizabeth Nicole
C2201 Richards, Kayla Danielle
C2202 Huber, Tammi Lynn
C2203 Dennis, Bambi C.
C2204 Piett, Emily N.
C2205 Lyons, Lorrie Lyn
C2206 Mocnik, David Neal
C2207 Sanderson, Sabrina Ann
C2208 Covington, Melissa Ann

C2209 Young, Marisa Leigh
C2210 Knowlson, Megan C.
C2211 Nicholson, Alycia Anne
C2212 Van Horn, Courtney Marie
C2213 Clegg, Tiffany Lynn
C2214 Cruz, Gabriel
C2215 Simpson, Syndel Ann
C2216 Jackson, Tiffany Marie
C2217 Martaus, Amy S.
C2218 Giralico, Jamie Anne
C2219 Clark, Sheila Melinda
C2220 Nguyen, John
C2221 Pradhan, Sabasree

West Virginia Board of Occupational Therapy

**Annual Report
2017-2018**

Licenses by County / State

WV Licensed OT's / OTA's

5/10/2018

<u>WV County of Residence</u>	<u>OT's</u>	<u>OTA's</u>
Barbour	1	
Berkeley	21	15
Boone	1	
Braxton	1	
Brooke	3	8
Cabell	21	8
Calhoun		1
Clay		1
Doddridge	2	
Fayette	7	33
Gilmer	1	
Grant	1	2
Greenbrier	9	8
Hampshire	5	2
Hancock	6	9
Hardy	3	1
Harrison	46	6
Jackson	3	2
Jefferson	12	4
Kanawha	56	31
Lewis	1	
Lincoln	1	1
Logan	2	3
Marion	23	3
Marshall	7	5
Mason	4	4
Mercer	16	18
Mineral	8	11
Mingo	3	
Monongalia	86	10
Monroe	3	1
Morgan	2	2
Nicholas	6	4
Ohio	28	12
Pendleton	3	
Pleasants		3
Pocahontas	2	2
Preston	10	
Putnam	28	12
Raleigh	25	80
Randolph	3	5
Ritchie		1
Summers	2	8
Taylor	3	1
Tucker	3	
Tyler	2	1
Upshur	3	
Wayne	2	1
Wetzel	1	2
Wood	30	7

Wyoming		<u>13</u>
	506	341
<u>Out-of-State Residents</u>	<u>OT's</u>	<u>OTA's</u>
Kentucky	22	21
Maryland	20	34
Ohio	67	113
Pennsylvania	56	32
Virginia	25	14
Other	<u>25</u>	<u>8</u>
	215	222
Total	721	563

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2017-2018**

Summary of Complaints

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Summary of Complaints FY 2017 / 2018

<u>Date Rec'd</u>	<u>Case #</u>	<u>Description</u>	<u>Resolution</u>
7/25/17	2017#01	Failure to exercise due regard for the safety, life, & health of patients; abandonment	Dismissed 1/19/18
3/20/18	2018#02	Working without supervision; Billing for services not rendered	In process
3/20/18	2018#03	Working without supervision; Billing for services not rendered	In process
6/14/18	2018#04	Unprofessional conduct; making False statements or claims	In process

West Virginia Board of Occupational Therapy

**Annual Report
2017-2018**

Agendas / Minutes

AGENDA

9/16/16

- Call to order-- 11:00 a.m.
- First order of business — Public comment period
- Second order of business — Executive Session
 - Issue 2016#01 Complaint
 - Issue 2016#02 Complaint
- Third order of business — Approve April 28, 2016 minutes
Review April 28, 2016 minutes
- Fourth order of business — Purchase Card purchases – Apr through Aug 2016
- Fifth order of business — Treasurer’s report
- Sixth order of business — New Business
 - FY2017 Budget / FY2018 Appropriation Request
 - Renewal newsletter
 - Annual report
 - 2017 CE Conference
 - Annual Licensing Board Seminar
- Seventh order of business — Approve invoices rec’d since April 28, 2016
 - Invoice list is available for review at Board office
- Eighth order of business — General correspondence rec’d since Apr 28, 2016
- Ninth order of business — Schedule next Board meeting
- Tenth order of business — Sign licensure applications



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WVBOT MINUTES: September 16, 2016

MEMBERS PRESENT: Bambi Hill, Phil Simpson, Marty Douglas, Kathy Quesenberry

ABSENT: Gene Brooks

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:03 a.m.

Marty motioned to enter Executive Session at 11:04 a.m. to discuss licensee issues.
Phil seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2016#01 – Complaint

Issue 2016#02 – Complaint

Bambi motioned to move out of Executive Session at 11:20 a.m. Phil seconded. Vote 4-0.

Issue 2016#01 Phil motioned to accept investigator recommendation to dismiss case. Bambi seconded. Vote 3-0.

Phil motioned to approve April 28, 2016 minutes as written. Bambi seconded. Vote 4-0.

OLD BUSINESS

TOPIC: Purchase of Licensure Management Database System

FINDINGS/CONCLUSIONS: Researched systems recently purchased by Board of Osteopathic Medicine, Board of Medicine, Dental, Engineering, and Veterinarian Boards. Reviewed scope & estimated cost at meeting on 5/15/15. Marty motioned to issue RFQ to purchase Licensure Management Database System. Bambi seconded. Vote 4-0. Other Boards who have purchased systems are having various issues with vendors and/or product.

ACTION/FOLLOW-UP: Work with purchasing to issue RFQ.

TOPIC: NBCOT Primary Source Verification / NPDB Agent

FINDINGS/CONCLUSIONS: Marty motioned to accept new online NBCOT verification as primary source verification required for licensure. Phil seconded. Vote 5-0. Phil motioned to decline interest at this time to NBCOT request to act as NPDB Agent for the Board. Board will further discuss purpose / benefits with NBCOT representative at March board meeting. Marty seconded. Vote 5-0. Shaun Conway further clarified NBCOT's goal of maintaining a nationwide database to collect and disseminate disciplinary action from all states. They would act as the reporting agency to NPDB. One remaining question is the impact this will have on meeting current filing deadlines.

ACTION/FOLLOW-UP: Keep item open pending further information regarding implementation from NBCOT.

TOPIC: Telehealth Position Statement

FINDINGS/CONCLUSIONS: Distributed information regarding Telehealth from AOTA and various states. Reviewed draft position statement. Revisions made and emailed to Board members for subsequent review. Distributed National Conference of State Legislatures Telehealth Policy Trends and Considerations.

ACTION/FOLLOW-UP: Hold for future action.

TOPIC: Legislative update

FINDINGS/CONCLUSIONS: HCR78 authorizes a study of professional and occupational licensing boards with a report to the 2017 regular session of the Legislature on findings, conclusions, and recommendations. Other bills passed include HB4340 requiring certain boards to require national criminal background checks (not OT at this point) and all boards to provide public access on a website to all completed disciplinary actions in which discipline was ordered. SB619 requires all state agencies to review and evaluate all existing Rules and submit a report to the LRMRC by 7/1/2020. **Orders of disciplinary actions from the past 10 years added to www.wvbot.org.**

ACTION/FOLLOW-UP: None

TOPIC: Licensee roster / mailing list

FINDINGS/CONCLUSIONS: Discussed email from AG's office regarding the requirement to change current policy of charging for and restricting access to licensee information. Licensee information provided to the Board, including address, phone number, and email address, is public information and must be made available upon request. **Changes made to application and mailing list order form to remove fee and option of being removed from mailing list. Communicated changes and included Privacy Notice in newsletter. Privacy Notice added to website and application.**

ACTION/FOLLOW-UP: Marty motioned to add fee for mailing list on adhesive mailing labels to cover the cost of labels and postage. Phil seconded. Vote 4-0.

TOPIC: Board speaker for WVOTA conference

FINDINGS/CONCLUSIONS: WVOTA has requested a Board representative speak at the WVOTA conference being held in Beckley on October 29th. **Per email from Sarah Black, WVOTA overbooked speakers and no longer need a Board speaker.**

ACTION/FOLLOW-UP: None.

TOPIC: Email re: COTA supervision

FINDINGS/CONCLUSIONS: Board reviewed email from OT regarding concerns with providing supervision for a new COTA in the Home Health setting. Also reviewed draft response clarifying Board rules regarding supervision of COTA's. Bambi motioned to approve draft letter and send to OT. **Response sent to OT.**

ACTION/FOLLOW-UP: None.

TOPIC: Laptop upgrade

FINDINGS/CONCLUSIONS: Current Board laptop was purchased in 2008, with Windows XP operating system, which is no longer supported by Microsoft and other applications. **Marty motioned to purchase new laptop. Gene seconded. Vote 5-0. Include in FY2017 budget. Approval to purchase laptop obtained from Office of Technology. Order delayed due to part number discrepancy in wvOASIS.**

ACTION/FOLLOW-UP: Place order once correct part number is available in wvOASIS.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card from April through August 2016. Bambi motioned to approve all purchases. Marty seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of August 31, 2016

\$ 194,047.97

APRIL - AUGUST DEPOSITS

3/31/16	\$30	5/16	\$ 90	6/28	530	8/8	\$600
4/04	390	5/18	100	6/30	180	8/9	280
4/07	60	5/24	250	7/06	390	8/15	310
4/13	100	5/25	210	7/07	250	8/16	210
4/14	90	5/26	180	7/12	210	8/18	190
4/19	340	6/01	440	7/18	310	8/23	250
4/21	130	6/06	480	7/20	330		
4/26	630	6/13	330	7/21	100		
4/28	100	6/14	480	7/26	240		
5/04	130	6/15	300	7/28	150		
5/05	60	6/16	340	8/01	155		
5/11	380	6/21	250	8/02	280		

TOTAL DEPOSITS	\$10,855.00
Chargeback 1600125339	(100.00)

APRIL - AUGUST DISBURSEMENTS

April	\$5,810.14
May	1,949.68
June	5,959.88
July	4,434.13
August	4,160.96

NEW BUSINESS

TOPIC: FY2017 Budget / FY2018 Appropriation Request

FINDINGS/CONCLUSIONS: Reviewed both.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal Newsletter

FINDINGS/CONCLUSIONS: Reviewed draft of newsletter.

ACTION/FOLLOW-UP: Mail newsletter and renewal applications in October.

TOPIC: Annual Report

FINDINGS/CONCLUSIONS: Filed online 8/4/16. CD mailed to Governor's office 8/31/16.

ACTION/FOLLOW-UP: None.

TOPIC: 2017 CE Conference

FINDINGS/CONCLUSIONS: Discussed date & location for 2017 conference. Agreed to hold in late April in Morgantown or Bridgeport.

ACTION/FOLLOW-UP: Request cost proposals and begin lining up speakers.

TOPIC: Annual Seminar for Licensing Boards**FINDINGS/CONCLUSIONS:** Seminar scheduled for November 29th in Charleston.**ACTION/FOLLOW-UP:** Vonda and Marty to attend, Bambi TBD.**Correspondence:**

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	5/3/2016	The Buyers Network - May 2016
2	Purchasing	6/1/2016	The Buyers Network - June 2016
3	AOTA	6/14/2016	Encouraging state boards to recognize case mgmt within scope of practice and to accept case mgmt courses for CE credit
4	WV Dental Board	6/14/2016	email advising of an organization issuing false licenses/registrations for some allied health professions to individuals with credentials from outside the U.S.
5	House Committee on HHR	6/15/2016	request to assist those healthcare professionals participating in Pathways to Health in Beckley in obtaining the needed licenses or temporary permits
6	NBCOT e-newsletter	6/22/2016	Summary of State Regulatory Leadership Forum; TX sunset advisory commission summary; State Govt's responding to NC Dental Board ruling; Telemedicine barriers falling, hurdles remain
7	AOTA	6/28/2016	survey on new Position Paper on Continuing Professional Development
8	Purchasing	7/5/2016	The Buyers Network - July 2016
9	WV Agency for Surplus Property	7/5/2016	The Property Connection - 2nd Qtr 2016
10	Randy McCombie - WVU	7/15/2016	Student project to assist flood victims; sent email addresses for OT's/OTA's in affected counties
11	Purchasing	8/1/2016	The Buyers Network - August 2016
12	House Gov't Org	8/18/2016	Notice of interim study on "Restructuring of professional and occupational licensing boards"; add'l study of "website management, development, and maintenance related to best practices and procurement" for state agencies; emailed info re current website services and cost.
13	NBCOT e-newsletter	8/18/2016	SD OT Advisory Committee includes NBCOT certification as an option for proof of continuing education
14	Purchasing	9/1/2016	The Buyers Network - September 2016
15	AOTA	9/1/2016	21st edition of The Reference Manual of the Official Documents; req copy
16	AG's office	9/6/2016	Best Practices Endorsement - Distribution of letter and best practices?

Meeting adjourned at 1:30 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, November 4, 2016 at 11:00 am at the Morgantown office.

AGENDA

11/4/16

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2016#01 Closed
- Issue 2016#02 Complaint
- Issue 2012#05 Consent Agreement
- Issue 2016#03 Licensure Applicant

--Third order of business — Approve Sept 16 & Oct 14, 2016 minutes
Review Sept 16 and Oct 14, 2016 minutes

--Fourth order of business — Purchase Card purchases – Sep through Oct 2016

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Continuing Education correspondence

--Seventh order of business — Approve invoices rec'd since Sept 16, 2016
- Invoice list is available for review at Board office

--Eighth order of business — General correspondence rec'd since Sept 16, 2016

--Ninth order of business — Schedule next Board meeting

--Tenth order of business — Sign licensure applications



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WVBOT MINUTES: November 4, 2016

MEMBERS PRESENT: Bambi Hill, Phil Simpson, Kathy Quesenberry

ABSENT: Gene Brooks, Marty Douglas

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:15 a.m.

Bambi motioned to enter Executive Session at 11:15 a.m. to discuss licensee issues.
Phil seconded. Vote 3-0.

EXECUTIVE SESSION

Issue 2016#01 – Closed

Issue 2016#02 – Complaint

Issue 2016#03 – Licensure Applicant

Issue 2012#05 – Consent Agreement

Phil motioned to move out of Executive Session at 11:43 a.m. Bambi seconded. Vote 3-0.

Issue 2016#02 Bambi motioned to send six month status letter to complainant. Phil seconded. Vote 3-0.

Issue 2016#03 Phil motioned to table decision pending discussion with legal council. Application will be reviewed at next Board meeting.

Issue 2012#05 Bambi motioned to approve Release Order upon end of probationary period. Phil seconded. Vote 3-0.

Bambi motioned to approve September 16 and October 14, 2016 minutes as written. Phil seconded. Vote 3-0.

OLD BUSINESS

TOPIC: Purchase of Licensure Management Database System

FINDINGS/CONCLUSIONS: Researched systems recently purchased by Board of Osteopathic Medicine, Board of Medicine, Dental, Engineering, and Veterinarian Boards. Reviewed scope & estimated cost at meeting on 5/15/15. Marty motioned to issue RFQ to purchase Licensure Management Database System. Bambi seconded. Vote 4-0. Other Boards who have purchased systems are having various issues with vendors and/or product.

ACTION/FOLLOW-UP: Work with purchasing to issue RFQ.

TOPIC: NBCOT Primary Source Verification / NPDB Agent

FINDINGS/CONCLUSIONS: Marty motioned to accept new online NBCOT verification as primary source verification required for licensure. Phil seconded. Vote 5-0. Phil motioned to decline interest at this time to NBCOT request to act as NPDB Agent for the Board. Board will further discuss purpose / benefits with NBCOT representative at March board meeting. Marty seconded. Vote 5-0. Shaun Conway further clarified NBCOT's goal of maintaining a nationwide database to collect and disseminate disciplinary action from all states. They would act as the reporting agency to NPDB. One remaining question is the impact this will have on meeting current filing deadlines.

ACTION/FOLLOW-UP: Keep item open pending further information regarding implementation from NBCOT.

TOPIC: Telehealth Position Statement

FINDINGS/CONCLUSIONS: Distributed information regarding Telehealth from AOTA and various states. Reviewed draft position statement. Revisions made and emailed to Board members for subsequent review. Distributed National Conference of State Legislatures Telehealth Policy Trends and Considerations. **Discussed whether a position statement was necessary. Phil motioned to continue to apply current Rules to all methods of OT service provision including telehealth. Bambi seconded. Vote 3-0.**

ACTION/FOLLOW-UP: None

TOPIC: Licensee roster / mailing list

FINDINGS/CONCLUSIONS: Discussed email from AG's office regarding the requirement to change current policy of charging for and restricting access to licensee information. Licensee information provided to the Board, including address, phone number, and email address, is public information and must be made available upon request. Changes made to application and mailing list order form to remove fee and option of being removed from mailing list. Communicated changes and included Privacy Notice in newsletter. Privacy Notice added to website and application. Marty motioned to add fee for mailing list on adhesive mailing labels to cover the cost of labels and postage. Phil seconded. Vote 4-0. **Added a \$15 fee to cover labels and postage. Discussed email request to consider offering list electronically as an excel spreadsheet. Phil motioned to allow electronic transmission of mailing list provided recipient agrees to one time use only. Bambi seconded. Vote 3-0.**

ACTION/FOLLOW-UP: Vonda to explore options to ensure one-time use only; implement changes to forms and process.

TOPIC: Laptop upgrade

FINDINGS/CONCLUSIONS: Current Board laptop was purchased in 2008, with Windows XP operating system, which is no longer supported by Microsoft and other applications. Marty motioned to purchase new laptop. Gene seconded. Vote 5-0. Include in FY2017 budget. Approval to purchase laptop obtained from Office of Technology. Order delayed due to part number discrepancy in wvOASIS. **New Statewide contract issued in October.**

ACTION/FOLLOW-UP: Place order under new contract.

TOPIC: Renewal Newsletter

FINDINGS/CONCLUSIONS: Reviewed draft of newsletter. **Newsletter and renewal applications mailed week of October 4, 2016.**

ACTION/FOLLOW-UP: None.

TOPIC: 2017 CE Conference

FINDINGS/CONCLUSIONS: Discussed date & location for 2017 conference. Agreed to hold in late April in Morgantown or Bridgeport. **Reviewed conference center proposals and cost estimate for INR speaker. Bambi motioned to enter into contract with Lakeview and INR. Phil seconded. Vote 3-0.**

ACTION/FOLLOW-UP: Finalize date & contracts; find speaker for pediatric session; schedule January board meeting at Lakeview; order notebooks & pens; mail registration info in early 2017; work with Tekswift for online registration

TOPIC: Annual Seminar for Licensing Boards

FINDINGS/CONCLUSIONS: Seminar scheduled for November 29th in Charleston. **Vonda and Gene to attend.**

ACTION/FOLLOW-UP: Complete registrations and attend seminar.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for September and October 2016. Bambi motioned to approve all purchases. Phil seconded. Vote 3-0.

TREASURER’S REPORT

Cash Balance as of October 31, 2016
\$187,230.12

SEPTEMBER - OCTOBER DEPOSITS

8/31/16	\$ 370	10/5/16	\$ 60
9/01	70	10/12	500
9/06	100	10/13	140
9/08	30	10/17	990
9/12	580	10/18	275
9/14	60	10/19	660
9/19	180	10/24	910
9/20	380	10/26	940
9/22	150		
9/27	150		
9/29	180		

TOTAL DEPOSITS \$ 6,725

SEPTEMBER – OCTOBER DISBURSEMENTS

September	\$7,286.64
October	6,256.21

NEW BUSINESS

TOPIC: Continuing Education correspondence

FINDINGS/CONCLUSIONS: Reviewed email from COTA requesting CE hours for teaching a lab class for OTA program. Phil motioned to award 6 hours based on the Clinical Student Instruction category of qualified continuing education activities. Bambi seconded. Vote 3-0. Also reviewed Medicare course submitted by OT for CE credit. Phil motioned to deny CE credit unless OT could provide additional course material that it included an overview of assessment tools or treatment principles related to the practice of OT. Bambi seconded. Vote 3-0. Reviewed emails from DHHR and research from UAB OT departments with recommendations for continuing education requirements. Bambi motioned to start a file of continuing education topics for future Legislative Rule changes. Phil seconded. Vote 3-0.

ACTION/FOLLOW-UP: Respond to emails from COTA and OT.

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	10/3/2016	The Buyers Network - October 2016
2	Purchasing	11/1/2016	The Buyers Network - November 2016
3	Brickstreet	11/1/2016	Inside Brickstreet Fall 2016
4	Board of Risk & Ins Mgmt	11/1/2016	Cyber Liability Insurance
5	AOTA	11/1/2016	AOTA Official Documents
6	OT - Wayne Co. Schools	11/2/2016	email re: ICD10 codes for Medicaid billing in schools
7	Stateside Associates	11/3/2016	email re: items in mtg minutes and agenda

Meeting adjourned at 2:20 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, January 20, 2017 at 11:00 am at Lakeview Resort.

AGENDA

1/20/17

- Call to order-- 11:00 a.m.
- First order of business — Public comment period
- Second order of business — Executive Session
 - Issue 2016#02 Complaint
 - Issue 2012#05 Consent Agreement
 - Issue 2016#03 Licensure Applicant
- Third order of business — Approve Nov 4, 2016 minutes
Review Nov 4, 2016 minutes
- Fourth order of business — Purchase Card purchases – Nov through Dec 2016
- Fifth order of business — Treasurer’s report
- Sixth order of business — New Business
 - Election of officers
 - Renewal update
 - Renewal of Tekswift contract
 - Purchasing inspection
 - WVOTA member questions
- Seventh order of business — Approve invoices rec’d since Nov 4, 2016
 - Invoice list is available for review at Board office
- Eighth order of business — General correspondence rec’d since Nov 4, 2016
- Ninth order of business — Schedule 2017 Board meetings
- Tenth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: January 20, 2017

MEMBERS PRESENT: Bambi Hill, Phil Simpson, Kathy Quesenberry, Gene Brooks, Marty Douglas

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:25 a.m.

Gene motioned to enter Executive Session at 11:33 a.m. to discuss licensee issues.
Phil seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2016#02 – Complaint

Issue 2016#03 – Licensure Applicant

Issue 2012#05 – Closed

Marty motioned to move out of Executive Session at 12:25 p.m. Bambi seconded. Vote 5-0.

Issue 2016#02 Bambi motioned to dismiss case due to finding of no probable cause. Phil seconded. Vote 4-0.

Issue 2016#03 Phil motioned to issue probationary license with conditions through a Consent Agreement. Gene seconded. Vote 5-0.

Marty motioned to approve November 4, 2016 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Purchase of Licensure Management Database System

FINDINGS/CONCLUSIONS: Researched systems recently purchased by Board of Osteopathic Medicine, Board of Medicine, Dental, Engineering, and Veterinarian Boards. Reviewed scope & estimated cost at meeting on 5/15/15. Marty motioned to issue RFQ to purchase Licensure Management Database System. Bambi seconded. Vote 4-0. Other Boards who have purchased systems are having various issues with vendors and/or product.

ACTION/FOLLOW-UP: Work with purchasing to issue RFQ.

TOPIC: NBCOT Primary Source Verification / NPDB Agent

FINDINGS/CONCLUSIONS: Marty motioned to accept new online NBCOT verification as primary source verification required for licensure. Phil seconded. Vote 5-0. Phil motioned to decline interest at this time to NBCOT request to act as NPDB Agent for the Board. Board will further discuss purpose / benefits with NBCOT representative at March board meeting. Marty seconded. Vote 5-0. Shaun Conway further clarified NBCOT's goal of maintaining a nationwide database to collect and disseminate disciplinary action from all states. They would act as the reporting agency to NPDB. One remaining question is the impact this will have on meeting current filing deadlines.

ACTION/FOLLOW-UP: Keep item open pending further information regarding implementation from NBCOT.

TOPIC: Licensee roster / mailing list

FINDINGS/CONCLUSIONS: Discussed email from AG's office regarding the requirement to change current policy of charging for and restricting access to licensee information. Licensee information provided to the Board, including address, phone number, and email address, is public information and must be made available upon request. Changes made to application and mailing list order form to remove fee and option of being removed from mailing list. Communicated changes and included Privacy Notice in newsletter. Privacy Notice added to website and application. Marty motioned to add fee for mailing list on adhesive mailing labels to cover the cost of labels and postage. Phil seconded. Vote 4-0. **Added a \$15 fee to cover labels and postage. Discussed email request to consider offering list electronically as an excel spreadsheet. Phil motioned to allow electronic transmission of mailing list provided recipient agrees to one time use only. Bambi seconded. Vote 3-0.**

ACTION/FOLLOW-UP: Vonda to explore options to ensure one-time use only; implement changes to forms and process.

TOPIC: Laptop upgrade

FINDINGS/CONCLUSIONS: Current Board laptop was purchased in 2008, with Windows XP operating system, which is no longer supported by Microsoft and other applications. Marty motioned to purchase new laptop. Gene seconded. Vote 5-0. Include in FY2017 budget. Approval to purchase laptop obtained from Office of Technology. Order delayed due to part number discrepancy in wvOASIS. **New Statewide contract issued in October.**

ACTION/FOLLOW-UP: Order placed.

TOPIC: 2017 CE Conference

FINDINGS/CONCLUSIONS: Discussed date & location for 2017 conference. Agreed to hold in late April in Morgantown or Bridgeport. Reviewed conference center proposals and cost estimate for INR speaker. Bambi motioned to enter into contract with Lakeview and INR. Phil seconded. Vote 3-0. **Contract signed with Lakeview for April 28th. Agreed to focus on Addictions/Pain Management for the entire conference with INR speaker. Reviewed course outline and registration info. Online registration in place.**

ACTION/FOLLOW-UP: Order notebooks & pens; mail registration info in February; contact potential vendors/employers for tables

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for November and December 2016. Marty motioned to approve all purchases. Bambi seconded. Vote 5-0.

Cash Balance as of December 31, 2016

\$ 242,934.15

NOVEMBER - DECEMBER DEPOSITS

10/31/16	\$1,120	12/01	\$ 1,740	12/27	\$ 4,765
11/01	780	12/05	3,000	12/28	3,290
11/03	780	12/06	2,440	12/29	1,960
11/07	670	12/07	5,420		
11/08	400	12/08	270		
11/09	1,050	12/09	3,220		
11/10	520	12/12	3,150		
11/14	930	12/13	3,760		
11/15	1,310	12/15	2,360		
11/17	720	12/16	2,470		
11/21	2,060	12/19	3,945		
11/22	1,020	12/20	2,660		
11/28	4,385	12/21	400		
11/30	2,640	12/23	3,530		

TOTAL DEPOSITS \$ 66,765

NOVEMBER – DECEMBER DISBURSEMENTS

November	\$ 6,148.45
December	4,912.52

NEW BUSINESS

TOPIC: Election of Officers

FINDINGS/CONCLUSIONS: Gene motioned to keep current officers in place for 2017. Phil seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal Update

FINDINGS/CONCLUSIONS: Total renewals mailed: 370 OT's, 268 OTA's; Non-renewals as of 1/17/17: 59 OT's (16%), 39 OTA's (15%); Number of licensees as of 1/17/17: 671 OT's and 512 OTA's.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal of TekSwift contract

FINDINGS/CONCLUSIONS: Website hosting / data backup fee to remain at \$63.95/month. Rob has suggested modifying website to change CMS to Wordpress to improve security and aesthetics. Cost estimate for new template, design fee, and transfer of data is \$600.

ACTION/FOLLOW-UP: Vonda to extend contract for website hosting / data backup; review new website templates; discuss ability to provide online services to licensees through existing website as alternative to purchasing licensure management database system.

TOPIC: Purchasing inspection

FINDINGS/CONCLUSIONS: Purchasing review conducted in December for Fiscal Year 2016. Final report received 1/11/17. There were no material findings from the inspection.

ACTION/FOLLOW-UP: None.

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	AOTA	11/14/2016	"Medication Management" draft document for comment
2	Purchasing	12/1/2016	The Buyers Network - December 2016
3	AOTA	12/7/2016, 1/9/17	Portablility Stakeholder Meeting & State Regulatory Forum
4	NPDB	12/7/2016	NBDB Insights - electronic newsletter
5	Purchasing	1/3/2017	The Buyers Network - January 2017
6	WV Surplus Property	1/4/2017	The Property Connection - 4th qtr 2016
7	WV Ethics Commission	1/10/2017	email regarding filing of Financial Disclosure Stmt - due 2/1/17
8	AOTA	11/21/2016	AOTA Products catalog & manual of official documents

Meeting adjourned at 3:00 pm after the signing of licensure applications and tour of conference facilities. The next regular Board meeting is scheduled for Thursday, April 27, 2017 at 6:00 pm at Lakeview Resort. Tentative future meeting dates of September 15 and November 3, 2017.

AGENDA

Conference Call February 10, 2017

--Call to order-- 1:30 p.m.

--First order of business Executive Session

- Issue 2016#03 Consent Agreement for Applicant



1063 Maple Dr., Suite 4B
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: February 10, 2017

MEMBERS PRESENT: Bambi Hill, Phil Simpson, Kathy Quesenberry

ABSENT: Gene Brooks, Marty Douglas

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 1:35 pm via conference call

Phil motioned to enter Executive Session at 1:35 p.m. to discuss licensee application.
Bambi seconded. Vote 3-0.

EXECUTIVE SESSION

Issue 2016#03 – Licensure Applicant

Phil motioned to move out of Executive Session at 1:55 p.m. Bambi seconded. Vote 3-0.

Issue 2016#03 Phil motioned to modify draft Consent Agreement as discussed, after review by AG. Bambi seconded. Vote 3-0.

Meeting adjourned at 1:57 p.m.

AGENDA

4/27/17

--Call to order-- 6:00 p.m.

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2016#02 Case closed.
- Issue 2016#03 Licensure Applicant

--Third order of business — Approve Jan 20 and Feb 10, 2017 minutes
Review Jan 20 and Feb 10, 2017 minutes

--Fourth order of business — Purchase Card purchases – Jan through Mar 2017

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- WVOTA questions
- Legislative news from 2017 session
- WV Interactive proposal for online renewals

--Seventh order of business — Approve invoices rec'd since Jan 20, 2016
- Invoice list is available for review at Board office

--Eighth order of business — General correspondence / bills paid since Jan 20, 2016

--Ninth order of business — Confirm remaining 2017 Board meetings (9/15, 11/3)

--Tenth order of business — Sign licensure applications



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www.wvbot.org

WVBOT MINUTES: April 27, 2017

MEMBERS PRESENT: Bambi Hill, Phil Simpson, Gene Brooks, Marty Douglas

ABSENT: Kathy Quesenberry

ALSO PRESENT: Vonda Malnikoff, Sarah & Jeff Black

MEETING CALLED TO ORDER: 6:00 p.m.

Marty motioned to approve January 20, 2017 minutes as written. Phil seconded. Vote 4-0.

OLD BUSINESS

TOPIC: Purchase of Licensure Management Database System

FINDINGS/CONCLUSIONS: Researched systems recently purchased by Board of Osteopathic Medicine, Board of Medicine, Dental, Engineering, and Veterinarian Boards. Reviewed scope & estimated cost at meeting on 5/15/15. Marty motioned to issue RFQ to purchase Licensure Management Database System. Bambi seconded. Vote 4-0. Other Boards who have purchased systems are having various issues with vendors and/or product.

ACTION/FOLLOW-UP: **Replace this item with WV Interactive contract to provide online license renewals. See New Business.**

TOPIC: NBCOT Primary Source Verification / NPDB Agent

FINDINGS/CONCLUSIONS: Marty motioned to accept new online NBCOT verification as primary source verification required for licensure. Phil seconded. Vote 5-0. Phil motioned to decline interest at this time to NBCOT request to act as NPDB Agent for the Board. Board will further discuss purpose / benefits with NBCOT representative at March board meeting. Marty seconded. Vote 5-0. Shaun Conway further clarified NBCOT's goal of maintaining a nationwide database to collect and disseminate disciplinary action from all states. They would act as the reporting agency to NPDB. One remaining question is the impact this will have on meeting current filing deadlines.

ACTION/FOLLOW-UP: **Keep item open pending further information regarding implementation from NBCOT.**

TOPIC: Licensee roster / mailing list

FINDINGS/CONCLUSIONS: Discussed email from AG's office regarding the requirement to change current policy of charging for and restricting access to licensee information. Licensee information provided to the Board, including address, phone number, and email address, is public information and must be made available upon request. Changes made to application and mailing list order form to remove fee and option of being removed from mailing list. Communicated changes and included Privacy Notice in newsletter. Privacy Notice added to website and application. Marty motioned to add fee for mailing list on adhesive mailing labels to cover the cost of labels and postage. Phil seconded. Vote 4-0. Added a \$15 fee to cover labels and postage. Discussed email request to consider offering list electronically as an excel spreadsheet. Phil motioned to allow electronic transmission of mailing list provided recipient agrees to one time use only. Bambi seconded. Vote 3-0. **Mailing list request form revised to include option to obtain excel spreadsheet via email at no charge. Change implemented 3/28/17.**

ACTION/FOLLOW-UP: **None.**

TOPIC: Laptop upgrade

FINDINGS/CONCLUSIONS: Current Board laptop was purchased in 2008, with Windows XP operating system, which is no longer supported by Microsoft and other applications. Marty motioned to purchase new laptop. Gene seconded. Vote 5-0. Include in FY2017 budget. Approval to purchase laptop obtained from Office of Technology. Order delayed due to part number discrepancy in wvOASIS. New Statewide contract issued in October. **Order placed in December. Laptop received 4/20/17.**

ACTION/FOLLOW-UP: **None.**

TOPIC: 2017 CE Conference

FINDINGS/CONCLUSIONS: Discussed date & location for 2017 conference. Agreed to hold in late April in Morgantown or Bridgeport. Reviewed conference center proposals and cost estimate for INR speaker. Bambi motioned to enter into contract with Lakeview and INR. Phil seconded. Vote 3-0. Contract signed with Lakeview for April 28th. Agreed to focus on Addictions/Pain Management for the entire conference with INR speaker. Reviewed course outline and registration info. Online registration in place. **Reviewed cost summary for conference.**

ACTION/FOLLOW-UP: None.

TOPIC: Renewal of TekSwift contract

FINDINGS/CONCLUSIONS: Website hosting / data backup fee to remain at \$63.95/month. Rob has suggested modifying website to change CMS to Wordpress to improve security and aesthetics. Cost estimate for new template, design fee, and transfer of data is \$600. Vonda to extend contract for website hosting / data backup; review new website templates; discuss ability to provide online services to licensees through existing website as alternative to purchasing licensure management database system. **Contract with Tekswift extended through April 2018. There is a statewide contract with WV Interactive to provide online services. See New Business for more detail.**

ACTION/FOLLOW-UP: Work with Tekswift to design new website.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for January through March 2017. Gene motioned to approve all purchases. Bambi seconded. Vote 4-0.

TREASURER’S REPORT

Cash Balance as of March 31, 2017
\$ 234,108.89

JANUARY - MARCH DEPOSITS

1/3/17	\$2,470	2/2	\$ 100	3/8	\$ 30
1/4	1,960	2/6	470	3/9	30
1/5	410	2/9	200	3/14	280
1/9	1,370	2/13	300	3/16	130
1/11	260	2/15	60	3/20	310
1/12	60	2/16	150	3/21	100
1/17	210	2/22	310	3/27	160
1/19	100	2/24	360	3/29	320
1/23	310	2/27	90	3/30	100
1/26	190	3/2	180		
1/31	440	3/6	210		

CHARGEBACKS	1/17	\$120
	1/23	260

TOTAL DEPOSITS \$ 11,290.00

JANUARY – MARCH DISBURSEMENTS

January	\$ 6,491.31
February	6,887.37
March	6,736.58

NEW BUSINESS

TOPIC: WVOTA questions / news

FINDINGS/CONCLUSIONS: At the request of WVOTA, a summary of the mission and roles of WVBOT and WVOTA was created to be distributed at the WVOTA table at the conference on 4/28/17 and future meetings. Sarah suggested that WVOTA be included when the Board speaks to WVU students to explain the difference between the Board and the Association. She also requested a representative from WVBOT speak at the WVOTA fall conference in Beckley on Saturday, October 28, 2017.

ACTION/FOLLOW-UP: Determine who will speak at the WVOTA conference in October. Include information about their conference in our next newsletter.

TOPIC: Legislative update from 2017 session

FINDINGS/CONCLUSIONS: Reviewed bills affecting the Board that passed the 2017 Legislative session. SB4 allows professionals licensed in other states to donate time to the care of indigent and needy for a charitable function in WV with a temporary authorization. HB2631 amends the time standards to disposition of complaints for delays attributable to the accused. HB2833 amends the contents and categories of information for inclusion in annual reports. HB2839 modifies the timing and scope of performance reviews. Our next review is scheduled for 2023.

ACTION/FOLLOW-UP: None.

TOPIC: WV Interactive proposal for online renewals

FINDINGS/CONCLUSIONS: WV Interactive LLC is the vendor for the statewide contract for web based portal management services. Reviewed WVI summary of proposal. Reviewed current renewal applications to simplify and minimize PII. Discussed the Board absorbing transaction and credit card fees as opposed to passing on to licensees. Marty motioned to proceed with agreement with WVI in lieu of purchasing a full Licensure Management Database System at this time. Bambi seconded. Vote 4-0.

ACTION/FOLLOW-UP: Forward renewal application to WVI to develop scope of work & sign agreement.

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	2/1/2017	The Buyers Network - February 2017
2	PEIA	2/27/2017	Information regarding telehealth services
3	AOTA	3/6/2017	Call for comment on draft ACOTE standards
4	Brickstreet	4/3/2017	WC policy 3/29/17 - 3/29/18
5	email from OT	4/13/2017	**requesting info related to Hyperbaric Oxygen Therapy
6	AOTA	4/20/2017	Invitation to webinar regarding telehealth on June 6 or 7 (will forward the link)

Bambi motioned to enter Executive Session at 8:30 p.m. to discuss licensee issues.

Gene seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2016#02 – Closed

Issue 2016#03 – Licensure Applicant

Marty motioned to move out of Executive Session at 8:35 p.m. Bambi seconded. Vote 4-0.

Meeting adjourned at 9:00 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, September 15, 2017 at 11:00 am at the Morgantown office. Tentative future meeting date of November 3, 2017.

AGENDA

9/15/17

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2016#03 Case closed.
- Issue 2017#01 Complaint

--Third order of business — Approve April 27, 2017 minutes
Review April 27, 2017 minutes

--Fourth order of business — Purchase Card purchases – Apr through Aug 2017

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Safety Policy Review
- AOTA Telehealth webinar
- Letter to Gov Org re: Practice Act duplication
- 2018 CE conference
- Renewal Newsletter

--Seventh order of business — General correspondence / bills paid since April 2017

--Eighth order of business — Schedule next Board meeting
*11/3 at Stonewall Resort

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: September 15, 2017

MEMBERS PRESENT: Kathy Quesenberry, Bambi Hill, Phil Simpson, Marty Douglas

ABSENT: Gene Brooks

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:02 a.m.

Marty motioned to enter Executive Session at 11:02 a.m. to discuss licensee issues.
Phil seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2016#03 – Closed

Issue 2017#01 – Complaint

Phil motioned to move out of Executive Session at 11:07 a.m. Marty seconded. Vote 4-0.

Bambi motioned to approve April 27, 2017 minutes as written. Phil seconded. Vote 4-0.

OLD BUSINESS

TOPIC: NBCOT Primary Source Verification / NPDB Agent

FINDINGS/CONCLUSIONS: Marty motioned to accept new online NBCOT verification as primary source verification required for licensure. Phil seconded. Vote 5-0. Phil motioned to decline interest at this time to NBCOT request to act as NPDB Agent for the Board. Board will further discuss purpose / benefits with NBCOT representative at March board meeting. Marty seconded. Vote 5-0. Shaun Conway further clarified NBCOT's goal of maintaining a nationwide database to collect and disseminate disciplinary action from all states. They would act as the reporting agency to NPDB. One remaining question is the impact this will have on meeting current filing deadlines.

ACTION/FOLLOW-UP: Keep item open pending further information regarding implementation from NBCOT.

TOPIC: Renewal of TekSwift contract

FINDINGS/CONCLUSIONS: Website hosting / data backup fee to remain at \$63.95/month. Rob has suggested modifying website to change CMS to Wordpress to improve security and aesthetics. Cost estimate for new template, design fee, and transfer of data is \$600. Vonda to extend contract for website hosting / data backup; review new website templates; discuss ability to provide online services to licensees through existing website as alternative to purchasing licensure management database system. Contract with Tekswift extended through April 2018. There is a statewide contract with WV Interactive to provide online services. See New Business for more detail. Work with Tekswift to design new website. **New website completed July 6th.**

ACTION/FOLLOW-UP: None.

TOPIC: WVOTA questions / news

FINDINGS/CONCLUSIONS: At the request of WVOTA, a summary of the mission and roles of WVBOT and WVOTA was created to be distributed at the WVOTA table at the conference on 4/28/17 and future meetings. Sarah suggested that WVOTA be included when the Board speaks to WVU students to explain the difference between the Board and the Association. She also requested a representative from WVBOT speak at the WVOTA fall conference in Beckley on Saturday, October 28, 2017. **Information about conference included in Mid-year newsletter.**

ACTION/FOLLOW-UP: Vonda to demo online renewal system at conference on 10/28/17.

TOPIC: WV Interactive proposal for online renewals

FINDINGS/CONCLUSIONS: WV Interactive LLC is the vendor for the statewide contract for web based portal management services. Reviewed WVI summary of proposal. Reviewed current renewal applications to simplify and minimize PII. Discussed the Board absorbing transaction and credit card fees as opposed to passing on to licensees. Marty motioned to proceed with agreement with WVI in lieu of purchasing a full Licensure Management Database System at this time. Bambi seconded. Vote 4-0. **Prototype reviewed at board meeting.**

ACTION/FOLLOW-UP: Work with WVI to test system for Nov. 1 implementation.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for April through August 2017. Bambi motioned to approve all purchases. Phil seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of August 31, 2017
\$ 204,887.18

APRIL - AUGUST DEPOSITS

4/4/17	\$ 240	5/18	\$240	7/06	\$ 30	8/25	\$ 130
4/6	100	5/23	280	7/11	270	8/28	190
4/10	360	5/25	565	7/13	360	8/30	180
4/12	30	5/31	480	7/17	430	8/31	250
4/17	90	6/5	770	7/20	350		
4/24	90	6/6	180	7/24	370		
4/26	30	6/8	640	7/26	230		
4/27	30	6/13	30	7/31	400		
5/2	210	6/19	410	8/02	180		
5/4	60	6/22	100	8/03	730		
5/8	260	6/26	210	8/14	1,320		
5/9	150	7/03	160	8/17	60		
5/15	325	7/05	270	8/22	60		

Chargeback 6/22/17 (220)

TOTAL DEPOSITS \$ 11,850

APRIL – AUGUST DISBURSEMENTS

April	\$ 6,228.38
May	9,613.56
June	15,992.98
July	5,381.74
August	3,635.05

NEW BUSINESS

TOPIC: Safety Policy and Driver Training Review

FINDINGS/CONCLUSIONS: Reviewed and signed driver safety training.

ACTION/FOLLOW-UP: Review and sign safety policy at November meeting.

TOPIC: AOTA Telehealth webinar

FINDINGS/CONCLUSIONS: Reviewed summary of webinar. No action taken.

ACTION/FOLLOW-UP: None.

TOPIC: Practice Act duplications

FINDINGS/CONCLUSIONS: Reviewed Practice Act duplication as a result of SB4 passed in the 2017 Legislative session. No action taken.

ACTION/FOLLOW-UP: None.

TOPIC: 2018 CE Conference

FINDINGS/CONCLUSIONS: Contract signed with Stonewall Resort for April 6, 2018. Discussed potential topics / speakers. Approved notebook purchase from WVCI. Agreed to offer 2018 conference at no charge to licensees, but discussed possible need to charge for future conferences due to number of no-shows.

ACTION/FOLLOW-UP: Contact potential speakers and continue conference preparations.

TOPIC: Review draft newsletter

FINDINGS/CONCLUSIONS: Agreed to send renewal newsletter to all licensees in late October just prior to go live for online renewal application.

ACTION/FOLLOW-UP: Mail newsletter in late October.

correspondence

correspondence

date rec'd

issue

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	5/1/2017	The Buyers Network - May 2017
2	Brickstreet	5/8/2017	Annual Report
3	Purchasing	6/1/2017	The Buyers Network - June 2017
4	Purchasing	7/3/2017	The Buyers Network - July 2017
5	Purchasing	8/1/2017	The Buyers Network - Aug 2017
6	email from COTA	8/22/2017	email re: Functional Medicine certification course
7	AOTA / ACOTE	8/25/2017	Change in entry-level degrees required for OT's and OTA's
8	email from WVU East	8/28/2017	email re: COTA's and Medication Reconciliation
9	Purchasing	9/5/2017	The Buyers Network - Sep 2017
10	State Auditor's Office	9/11/2017	Annual Licensing Board Seminar scheduled for 11/29/17
11	email from ex-licensee	9/14/2017	request for information re returning to practice

Meeting adjourned at 2:05 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, November 3, 2017 at 11:00 am at Stonewall Resort.

AGENDA

11/3/17

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2017#01 Complaint

--Third order of business — Approve September 15, 2017 minutes
Review September 15, 2017 minutes

--Fourth order of business — Purchase Card purchases –Sep through Oct 2017

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Safety Policy Review
- Annual Licensing Board Seminar
- Future online services

--Seventh order of business — General correspondence / bills paid since Sept 2017

--Eighth order of business — Schedule next Board meeting

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: November 3, 2017

MEMBERS PRESENT: Kathy Quesenberry, Bambi Hill, Phil Simpson, Gene Brooks

ABSENT: Marty Douglas

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:02 a.m.

Bambi motioned to enter Executive Session at 11:02 a.m. to discuss licensee issues.
Phil seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2017#01 – Complaint

Gene motioned to move out of Executive Session at 11:04 a.m. Bambi seconded. Vote 4-0.

Phil motioned to approve September 15, 2017 minutes as written. Bambi seconded. Vote 4-0.

OLD BUSINESS

TOPIC: NBCOT Primary Source Verification / NPDB Agent

FINDINGS/CONCLUSIONS: Marty motioned to accept new online NBCOT verification as primary source verification required for licensure. Phil seconded. Vote 5-0. Phil motioned to decline interest at this time to NBCOT request to act as NPDB Agent for the Board. Board will further discuss purpose / benefits with NBCOT representative at March board meeting. Marty seconded. Vote 5-0. Shaun Conway further clarified NBCOT's goal of maintaining a nationwide database to collect and disseminate disciplinary action from all states. They would act as the reporting agency to NPDB. One remaining question is the impact this will have on meeting current filing deadlines.

ACTION/FOLLOW-UP: Keep item open pending further information regarding implementation from NBCOT.

TOPIC: WVOTA questions / news

FINDINGS/CONCLUSIONS: At the request of WVOTA, a summary of the mission and roles of WVBOT and WVOTA was created to be distributed at the WVOTA table at the conference on 4/28/17 and future meetings. Sarah suggested that WVOTA be included when the Board speaks to WVU students to explain the difference between the Board and the Association. She also requested a representative from WVBOT speak at the WVOTA fall conference in Beckley on Saturday, October 28, 2017. Information about conference included in Mid-year newsletter. **Vonda presented demo of online renewal application at fall conference on 10/28/17.**

ACTION/FOLLOW-UP: None.

TOPIC: WV Interactive proposal for online renewals

FINDINGS/CONCLUSIONS: WV Interactive LLC is the vendor for the statewide contract for web based portal management services. Reviewed WVI summary of proposal. Reviewed current renewal applications to simplify and minimize PII. Discussed the Board absorbing transaction and credit card fees as opposed to passing on to licensees. Marty motioned to proceed with agreement with WVI in lieu of purchasing a full Licensure Management Database System at this time. Bambi seconded. Vote 4-0. Prototype reviewed at board meeting. **System went live November 1 as scheduled.**

ACTION/FOLLOW-UP: Evaluate and modify system as necessary during renewal process.

TOPIC: 2018 CE Conference

FINDINGS/CONCLUSIONS: Contract signed with Stonewall Resort for April 6, 2018. Discussed potential topics / speakers. Approved notebook purchase from WVCI. Agreed to offer 2018 conference at no charge to licensees, but discussed possible need to charge for future conferences due to number of no-shows. **Reviewed agenda, speakers, conference facilities, and Registration info.**

ACTION/FOLLOW-UP: Continue conference preparations.

TOPIC: Review draft newsletter

FINDINGS/CONCLUSIONS: Agreed to send renewal newsletter to all licensees in late October just prior to go live for online renewal application. **Newsletter mailed 10/26/17.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for September and October 2017. Gene motioned to approve all purchases. Phil seconded. Vote 4-0.

TREASURER’S REPORT

Cash Balance as of October 31, 2017

\$ 193,797.61

SEPTEMBER - OCTOBER DEPOSITS

9/6/17	\$ 180	10/17	\$180
9/12	30	10/19	60
9/13	200	10/23	160
9/19	180	10/25	200
9/27	360	10/27	30
9/28	30	10/31	200
10/2	130		
10/10	130		
10/11	160		
10/12	30		
10/16	130		

TOTAL DEPOSITS \$ 2,390

SEPTEMBER - OCTOBER DISBURSEMENTS

September	\$ 7,394.51
October	6,085.06

NEW BUSINESS

TOPIC: Safety Policy Review

FINDINGS/CONCLUSIONS: Reviewed and signed safety policy.

ACTION/FOLLOW-UP: None.

TOPIC: Annual Licensing Board Seminar

FINDINGS/CONCLUSIONS: November 29th at Charleston Marriott

ACTION/FOLLOW-UP: Gene and Vonda to attend.

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Discussed possible future online services to be offered through website, including fillable forms, ability to upload documents, and make payments via egov payment system.

ACTION/FOLLOW-UP: Pursue adding additional online services through Tekswift or WV Interactive.

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	email from OT from VA	9/20/2017	concerns with COTA program
2	Purchasing	10/2/2017	The Buyers Network - October 2017
3	AOTA	10/4/2017	Practice Response: Dry Needling in Occupational Therapy Practice
4	Surplus Property	10/10/2017	The Property Connection - Third Qtr 2017
5	AOTA / ACOTE	10/18/2017	Statement & survey re the OTA education level mandate
6	NBCOT	10/31/2017	Position opening for Assistant Director
7	WVU student at WVOTA conference	10/28/2017	Can AOTA courses taken during senior yr count toward 1st license renewal?

Meeting adjourned at 1:45 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, January 19, 2018 at 11:00 am in Morgantown.

AGENDA

1/19/18

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2017#01 Complaint

--Third order of business — Approve November 3, 2017 minutes
Review November 3, 2017 minutes

--Fourth order of business — Purchase Card purchases –Nov through Dec 2017

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Election of Officers
- Renewal of TekSwift contract
- License Renewal update
- New Assistant Attorney General
- NBCOT State Regulatory Leadership Forum
- 2018 Legislative Session

--Seventh order of business — General correspondence / bills paid since Nov 2017

--Eighth order of business — Schedule 2018 Board meetings

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: January 19, 2018

MEMBERS PRESENT: Kathy Quesenberry, Bambi Hill, Phil Simpson, Gene Brooks, Marty Douglas

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:06 a.m.

Gene motioned to approve November 3, 2017 minutes as written. Bambi seconded. Vote 4-0.

OLD BUSINESS

TOPIC: NBCOT Primary Source Verification / NPDB Agent

FINDINGS/CONCLUSIONS: Marty motioned to accept new online NBCOT verification as primary source verification required for licensure. Phil seconded. Vote 5-0. Phil motioned to decline interest at this time to NBCOT request to act as NPDB Agent for the Board. Board will further discuss purpose / benefits with NBCOT representative at March board meeting. Marty seconded. Vote 5-0. Shaun Conway further clarified NBCOT's goal of maintaining a nationwide database to collect and disseminate disciplinary action from all states. They would act as the reporting agency to NPDB. One remaining question is the impact this will have on meeting current filing deadlines.

ACTION/FOLLOW-UP: Keep item open pending further information regarding implementation from NBCOT.

TOPIC: WV Interactive proposal for online renewals

FINDINGS/CONCLUSIONS: WV Interactive LLC is the vendor for the statewide contract for web based portal management services. Reviewed WVI summary of proposal. Reviewed current renewal applications to simplify and minimize PII. Discussed the Board absorbing transaction and credit card fees as opposed to passing on to licensees. Marty motioned to proceed with agreement with WVI in lieu of purchasing a full Licensure Management Database System at this time. Bambi seconded. Vote 4-0. Prototype reviewed at board meeting. System went live November 1 as scheduled. **The most common issue was failure to upload supervisory statements.**

ACTION/FOLLOW-UP: Work with WVI to modify application or instructions to clarify this requirement prior to next year's renewal period.

TOPIC: 2018 CE Conference

FINDINGS/CONCLUSIONS: Contract signed with Stonewall Resort for April 6, 2018. Discussed potential topics / speakers. Approved notebook purchase from WVCI. Agreed to offer 2018 conference at no charge to licensees, but discussed possible need to charge for future conferences due to number of no-shows. Reviewed agenda, speakers, conference facilities, and Registration info. **Reviewed and approved registration form, agenda, and evaluation form. Agreed to email CE certificates to attendees after the conference to save money. A sign-out sheet will have to be added to verify attendance.**

ACTION/FOLLOW-UP: Continue conference preparations.

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Discussed possible future online services to be offered through website, including fillable forms, ability to upload documents, and make payments via egov payment system. Pursue adding additional online services through Tekswift or WV Interactive.

ACTION/FOLLOW-UP: Will get back to this item after April conference.

Phil motioned to enter Executive Session at 11:37 a.m. to discuss open complaint.

Marty seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2017#01 – Complaint

Gene motioned to move out of Executive Session at 12:23 p.m. Bambi seconded. Vote 5-0.

Phil motioned to dismiss case due to no probable cause finding. Bambi seconded. Vote 4-0.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for November and December 2017. Marty motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of December 31, 2017

\$ 252,722.25

NOVEMBER - DECEMBER DEPOSITS

11/1/17	\$ 450	12/1/17	\$ 260	12/22	650
11/6	450	12/4	2,700	12/26	1,310
11/7	550	12/5	1,570	12/28	790
11/8	140	12/6	1,540		
11/13	960	12/7	2,020		
11/14	310	12/8	1,180		
11/15	440	12/11	1,460		
11/20	1,620	12/12	1,700		
11/21	720	12/14	1,280		
11/24	900	12/18	1,170		
11/27	1,720	12/19	680		
11/28	690	12/20	260		
11/30	1,050	12/21	1,430		

egov receipts: November	\$12,320
December	27,840

TOTAL DEPOSITS \$70,160

NOVEMBER - DECEMBER DISBURSEMENTS

November	\$ 5,877.49
December	5,357.87

NEW BUSINESS

TOPIC: Election of Officers

FINDINGS/CONCLUSIONS: Phil motioned to retain current officers. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal of Tekswift contract

FINDINGS/CONCLUSIONS: Bambi motioned to extend website hosting / data backup service contract from April 2018 - March 2019 up to a monthly rate of \$100/month. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: License renewal update

FINDINGS/CONCLUSIONS: Total renewals mailed: 361 OT's, 283 OTA's;

Non-renewals as of 1/11/18: 44 OT's (12%), 54 OTA's (19%)

Number of licensees as of 1/1/18: 690 OT's, 530 OTA's

ACTION/FOLLOW-UP: None.

TOPIC: New Assistant Attorney General

FINDINGS/CONCLUSIONS: Kate Campbell will be changing positions within the AG's office effective 1/19/18. Her replacement will be Michael Bevers.

ACTION/FOLLOW-UP: None.

TOPIC: NBCOT State Regulatory Leadership Forum / State visit

FINDINGS/CONCLUSIONS: As the NBCOT forum is scheduled for April 6-7, 2018, it conflicts with our CE conference. The Board agreed it was more important for all board members to attend WV BOT conference in lieu of sending representatives to NBCOT Forum. With regard to scheduling an NBCOT visit with the Board, it was agreed to schedule visit for September Board meeting if possible. The Board would prefer to spend Thursday night in Morgantown to start meeting at 9:00 a.m. to accommodate 60-90 minutes requested by NBCOT.

ACTION/FOLLOW-UP: Confirm date with Shaun Conway. Include increased travel expense in FY2019 budget.

TOPIC: 2018 Legislative Session

FINDINGS/CONCLUSIONS: Reviewed HB4014 which proposes a reorganization of DHHR into two separate entities, one of which would be the Department of Health and Healthcare Compliance, which would include Chapter 30 Health Related Boards.

ACTION/FOLLOW-UP: Continue to follow relevant Legislative activity.

	<i>correspondence</i>	<i>date rec'd</i>	<i>issue</i>
1	Purchasing	11/1/2017	The Buyers Network - November 2017
2	NBCOT	11/15/2017	Certification Matters - Fall 2017
3	NBCOT	12/1/2017	State Regulatory E-newsletter November 2017
4	WV Ethics Commission	12/6/2017	Financial Disclosure Statements due Feb 1, 2018
5	AOTA	12/8/2017	Two statements regarding recent education mandates
6	AOTA	12/11/2017	New and revised official documents
7	email from OT	12/13/2017	email request to consider Documentation courses as qualified CE
8	Christmas card from COTA	12/18/2017	see note to the Board
9	NBCOT	12/18/2017	Info re 2018 State Regulatory Leadership Forum
10	email from COTA	12/20/2017	email re CE conferences
11	Legislative Services	12/22/2017	email re Board member terms for Blue Book update
12	AOTA	12/26/2017	Info re 2018 AOTA Annual Conference and State Regulatory Forum
13	Brickstreet	12/26/2017	Inside Brickstreet Fall 2017
14	Purchasing	1/2/2018	The Buyers Network - January 2018 (mileage reimbursement increase)
15	AOTA / ACOTE	1/5/2018	Call for comment on draft ACOTE standards by April 23, 2018

Meeting adjourned at 1:45 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Thursday, April 5, 2018 at 6:00 pm at Stonewall Resort prior to CE Conference. Tentative future 2018 meeting dates of September 21st and November 16th.

AGENDA

4/5/18

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2017#01 Case closed
- Issue 2018#01 Licensee issue
- Issue 2018#02 Complaint
- Issue 2018#03 Complaint

--Third order of business — Approve Jan 19 and Feb 26, 2018 minutes
Review January 19, 2018 minutes

--Fourth order of business — Purchase Card purchases –Jan through Mar 2018

--Fifth order of business — Treasurer’s report

--Sixth order of business — New Business
- Safety Policy & Driver Training
- CE Conference 2019
- License Renewal 2019
- Discussion of OT Doctoral Capstone – Diana Davis

--Seventh order of business — General correspondence / bills paid since Jan 2018

--Eighth order of business — Confirm 2018 Board meeting dates

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: April 5, 2018

MEMBERS PRESENT: Kathy Quesenberry, Bambi Hill, Phil Simpson, Gene Brooks, Marty Douglas

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 6:03 pm

Phil motioned to enter Executive Session at 6:03 p.m. to discuss licensee issues.
Marty seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2017#01 – Case closed.
Issue 2018#01 – Licensee issue
Issue 2018#02 – Complaint
Issue 2018#03 – Complaint

Gene motioned to move out of Executive Session at 6:13 p.m. Bambi seconded. Vote 5-0.

Issue 2018#01 Marty motioned not to take action, but to keep information in licensee's file. Phil seconded.
Vote 5-0.

Marty motioned to approve January 19, 2018 minutes as written. Phil seconded. Vote 5-0.

OLD BUSINESS

TOPIC: NBCOT Primary Source Verification / NPDB Agent

FINDINGS/CONCLUSIONS: Marty motioned to accept new online NBCOT verification as primary source verification required for licensure. Phil seconded. Vote 5-0. Phil motioned to decline interest at this time to NBCOT request to act as NPDB Agent for the Board. Board will further discuss purpose / benefits with NBCOT representative at March board meeting. Marty seconded. Vote 5-0. Shaun Conway further clarified NBCOT's goal of maintaining a nationwide database to collect and disseminate disciplinary action from all states. They would act as the reporting agency to NPDB. One remaining question is the impact this will have on meeting current filing deadlines.

ACTION/FOLLOW-UP: Discuss with NBCOT representative at September meeting.

TOPIC: WV Interactive proposal for online renewals

FINDINGS/CONCLUSIONS: WV Interactive LLC is the vendor for the statewide contract for web based portal management services. Reviewed WVI summary of proposal. Reviewed current renewal applications to simplify and minimize PII. Discussed the Board absorbing transaction and credit card fees as opposed to passing on to licensees. Marty motioned to proceed with agreement with WVI in lieu of purchasing a full Licensure Management Database System at this time. Bambi seconded. Vote 4-0. Prototype reviewed at board meeting. System went live November 1 as scheduled. The most common issue was failure to upload supervisory statements.

ACTION/FOLLOW-UP: Work with WVI to modify application / clarify instructions prior to next year's renewal period.

TOPIC: 2018 CE Conference

FINDINGS/CONCLUSIONS: Contract signed with Stonewall Resort for April 6, 2018. Discussed potential topics / speakers. Approved notebook purchase from WVCI. Agreed to offer 2018 conference at no charge to licensees, but discussed possible need to charge for future conferences due to number of no-shows. Reviewed agenda, speakers, conference facilities, and Registration info. Reviewed and approved registration form, agenda, and evaluation form. Agreed to email CE certificates to attendees after the conference to save money. A sign-out sheet will have to be added to verify attendance.

ACTION/FOLLOW-UP: Email CE Certificates; Summarize evaluations & final cost of conference.

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Discussed possible future online services to be offered through website, including fillable forms, ability to upload documents, and make payments via egov payment system. Pursue adding additional online services through Tekswift or WV Interactive.

ACTION/FOLLOW-UP: Will get back to this item after April conference.

TOPIC: NBCOT State Regulatory Leadership Forum / State visit

FINDINGS/CONCLUSIONS: As the NBCOT forum is scheduled for April 6-7, 2018, it conflicts with our CE conference. The Board agreed it was more important for all board members to attend WV BOT conference in lieu of sending representatives to NBCOT Forum. With regard to scheduling an NBCOT visit with the Board, it was agreed to schedule visit for September Board meeting if possible. The Board would prefer to spend Thursday night in Morgantown to start meeting at 9:00 a.m. to accommodate 60-90 minutes requested by NBCOT.

ACTION/FOLLOW-UP: Confirm date with Shaun Conway. Include increased travel expense in FY2019 budget.

TOPIC: 2018 Legislative Session

FINDINGS/CONCLUSIONS: Reviewed HB4014 which proposes a reorganization of DHHR into two separate entities, one of which would be the Department of Health and Healthcare Compliance, which would include Chapter 30 Health Related Boards. **Discussed Governor’s veto of SB313.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for January through March 2018. Bambi motioned to approve all purchases. Phil seconded. Vote 5-0.

TREASURER’S REPORT

Cash Balance as of March 31, 2018

\$ 244,491.56

JANUARY - MARCH DEPOSITS

12/29/17	\$ 260	2/1	\$ 250	3/8	\$ 60
1/2/18	1,600	2/5	240	3/12	190
1/3	100	2/6	150	3/14	60
1/5	140	2/8	180	3/19	60
1/9	410	2/14	310	3/20	100
1/11	260	2/15	150	3/22	160
1/16	260	2/20	295	3/26	90
1/22	720	2/22	180	3/28	60
1/24	210	2/26	280		
1/25	100	2/27	180		
1/29	360	3/5	180		

egov receipts: January	\$ 2,080
February	0
March	480

Chargeback (30)

TOTAL DEPOSITS \$ 10,125

JANUARY – MARCH DISBURSEMENTS

January	\$ 8,125.56
February	6,231.26
March	5,538.87

NEW BUSINESS

TOPIC: Safety Policy and Driver Training

FINDINGS/CONCLUSIONS: Reviewed safety policy and defensive driving tips.

ACTION/FOLLOW-UP: None.

TOPIC: CE Conference 2019

FINDINGS/CONCLUSIONS: Discussed tentative dates and locations. Reviewed quote from Running Right Leadership Academy. Agreed to hold 2019 Conference on April 12, 2019 at RRLA.

ACTION/FOLLOW-UP: Contact RRLA to reserve dates for 2019 conference and related board meetings.

TOPIC: License Renewal 2019

FINDINGS/CONCLUSIONS: Discussed communication with licensees for 2019 renewal. Agreed to send paper applications with newsletter again this year, as this is the first year the online renewal application is available for licensees due for renewal.

ACTION/FOLLOW-UP: None.

TOPIC: Discussion of OT Doctoral Capstone

FINDINGS/CONCLUSIONS: Diana Davis, WVU, gave an update on the transition to an OT Doctoral program as mandated by ACOTE, with emphasis on the Doctoral Experiential Component.

ACTION/FOLLOW-UP: None.

Correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	email from OT	1/21/2018	information re certification to post on website
2	NBCOT	2/15/2018	Presumptive Denial Policy will not be enacted
3	AOTA	2/20/2018	Number of OT's / OTA's by state
4	email from OT	2/27/2018	Thank you for posting work stoppage policy
5	NBCOT e-newsletter	3/13/2018	launch of 3 yr project by the US Dept of Labor entitled Occupational Licensing: Assessing State Policy & Practice
6	CE Broker	3/12/2018	CE management system
7	Brickstreet	3/22/2018	WC policy 3/29/18 to 3/29/19
8	AG's office-Kelli Talbott	3/28/2018	email re Governor's Executive Order re moratorium on rule filing
9	Purchasing	4/2/2018	The Buyers Network April 2018
10	Surplus Property	4/2/2018	The Property Connection Q1 2018
11	AG's office-Michael Bevers	4/3/2018	called to inform Board that Friday is his last day; replacement unknown

Meeting adjourned at 8:40 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, September 21, 2018 at the Morgantown office. Meeting time will be confirmed upon confirmation of attendance by NBCOT representative.