

West Virginia Board of Occupational Therapy



Annual Report

FY 2010 – FY 2011



West Virginia Board of Occupational Therapy
3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

The Honorable Earl Ray Tomblin
Governor of West Virginia
State Capitol
Charleston, WV 25305

August 3, 2011

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 2010 and 20110.

This report includes a list of our current Board Members, a statement of our receipts and disbursements for that time period, and activities of the Board as recorded in our minutes. We have also included copies of Board newsletters, a licensure application, and a complete list of those persons licensed by our agency as of July 31, 2011, as well as a summary of complaints filed with the Board during the time period reported.

Respectfully yours,

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

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

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West Virginia Board of Occupational Therapy

**Annual Report
2010-2011**

Board Members

West Virginia Board of Occupational Therapy
3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

Board Members:

Kathy Quesenberry, OTR/L
President / Chairperson
12/31/10

181 Gardenia Way
Princeton, WV 24740
ques@citlink.net
phone: 304-952-1099

Martin Douglas, OTR/L
Secretary / Treasurer
12/31/05

154 Colonial Acres
Poca, WV 25159
martindouglas@wvbot.org
phone: 304-561-4071

Phil Simpson, OTR/L
12/31/10

1 Ivy Woods
Huntington, WV 25701
psimpson40@frontier.com
phone: 304-526-2411

Bambi Hill, COTA/L
12/31/11

102 Redbud Dr.
Beckley, WV 25801
bhill252001@yahoo.com
phone: 304-254-2262

Gene Brooks
Consumer Member
12/31/07

805 West Ave.
Charleston, WV 25302
genebrooks55@aol.com
phone: 304-550-4368

Staff:

Vonda Malnikoff
Executive Secretary

2 Ashwood Ln.
Morgantown, WV 26508
vmalnikoff@wvbot.org
phone: 304-285-3150

West Virginia Board of Occupational Therapy

**Annual Report
2010-2011**

Financial

West Virginia Board of Occupational Therapy
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Receipts / Disbursements FY 2010 / 2011

<u>7/1/2009-6/30/2010</u>	<u>Receipts</u>	<u>Disbursements</u>
July	\$ 4,685.00	\$ 5,593.88
August	\$ 2,940.00	\$ 3,333.32
September	\$ 2,420.00	\$ 4,492.74
Quarter Total:	\$10,045.00	\$13,419.94
October	\$ 7,915.00	\$ 6,512.96
November	\$17,330.00	\$ 6,793.35
December	\$51,315.00	\$ 6,044.79
Quarter Total:	\$76,560.00	\$19,351.10
January	\$12,040.00	\$ 5,200.64
February	\$ 3,310.00	\$ 5,263.59
March	\$ 2,840.00	\$13,582.63
Quarter Total:	\$18,190.00	\$24,046.86
April	\$ 2,840.00	\$ 6,226.85
May	\$ 3,300.00	\$ 6,730.51
June	\$ 2,830.00	\$ 7,660.35
Quarter Total:	\$ 8,970.00	\$20,617.71
Grand Total:	\$113,765.00	\$77,435.61

7/1/2010-6/30/2011

Receipts

Disbursements

July	\$ 4,185.00	\$ 5,454.90
August	\$ 3,050.00	\$ 4,485.70
September	\$ 2,795.00	\$ 6,020.99
Quarter Total:	\$10,030.00	\$15,961.59
October	\$ 4,360.00	\$ 7,685.60
November	\$17,190.00	\$ 6,115.62
December	\$34,785.00	\$ 6,227.21
Quarter Total:	\$56,335.00	\$20,028.43
January	\$ 9,160.00	\$ 4,685.53
February	\$ 3,085.80	\$ 7,080.45
March	\$ 4,355.00	\$ 6,140.02
Quarter Total:	\$16,600.80	\$17,906.00
April	\$ 1,660.00	\$ 5,607.34
May	\$ 3,110.00	\$ 7,581.89
June	\$ 5,163.00	\$ 5,785.96
Quarter Total:	\$ 9,933.00	\$18,975.19
Grand Total:	\$92,898.80	\$72,871.21

West Virginia Board of Occupational Therapy

**Annual Report
2010-2011**

Board Meeting Minutes



3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
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WVBOT MINUTES: September 18, 2009

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

ABSENT: Brenda Hambric

ALSO PRESENT: Vonda Malnikoff

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

Gene motioned to enter Executive Session at 11:04 am. Marty seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2008 #49 – Complaint; **Case closed.**

Issue 2009 #52 – NSF check. **Case closed.**

Issue 2009 #53 – Reciprocity expired. **Case closed.**

Issue 2009 #54 – NSF check. **Case closed.**

Issue 2009 #55 – Limited Permit expired.

Issue 2009 #56 – Temporary license expired. **Case closed.**

Issue 2009 #57 – Review Cota application.

Phil motioned to end Executive session at 11:10 am. Gene seconded. Vote 4-0.

Gene motioned to accept application of COTA, issue 2009#57, with Kathy to contact her. Marty seconded. Vote 4-0.

Marty motioned to approve May 1st, June 4th, and June 22nd, 2009 minutes. Phil seconded. Vote 4-0.

OLD BUSINESS

TOPIC: Process for Code / Rule changes.

FINDINGS/CONCLUSIONS: Based on discussions with the House Government Organization Committee, we need to formulate our proposal for Code changes and submit to the Committee prior to the end of the 2008 Legislative Session to determine need for a study resolution. This study would be conducted by the Legislative Auditor's office during 2008 interim, to be introduced into the 2009 Legislative Session. Code changes need to be approved prior to introducing Legislative Rule changes. Meeting held December 3, 2007 to continue review of current Practice Act, using AOTA Model Practice Act as a guide. Draft was sent to AG for review and comment. Received and reviewed AG comments for sections 30-28-16 forward. Conference call was held on January 28, 2008 to review AG comments on remaining sections. Final draft was mailed to the Chairs of the House Government Organization Committee on February 5, 2008. Chairman has requested that the study (HCR 91) be assigned to the committee during the 2008 interims. A summary of major changes and draft copy was emailed to House Government Organization Committee on 4/23/08. Marty presented an overview at June interims meeting of legislative sub-committee assigned HCR91. Information meetings have been held in Princeton, Charleston, Wheeling, and Morgantown, Parkersburg and Huntington. A conference call was organized by WVOTA with WVPTA to get feedback regarding proposed changes. Kathy and Marty attended Legislative subcommittee meeting on November 16, 2008. The draft Practice Act was approved by the Joint Committee and will be introduced in the 2009 Legislative Session. House Bill 2309 passed the House 2-23-09. The bill is currently in the Senate Government Organization Committee. An information meeting was held 3-12-09 in Cumberland, MD, and a meeting is scheduled in Martinsburg on 3-26-09. HB 2309 passed both houses on April 11th, 2009, to become effective in 90 days. Practice Act mailed with Midyear newsletter to all licensees in May.

ACTION/FOLLOW-UP: None.

TOPIC: BRIM On-Line Driver Training

FINDINGS/CONCLUSIONS: Required on-line training for all employees who drive a state vehicle, or who drive their personal vehicle and are reimbursed by the state. Employees have until June 30, 2009 to complete their training. Login instructions distributed. Kathy, Vonda, Brenda, and Phil completed training by 6/30/09 deadline.

ACTION/FOLLOW-UP: Vonda to contact BRIM to see if test can still be taken for premium credit.

TOPIC: Review of Legislative Rules

FINDINGS/CONCLUSIONS: Began review of current Legislative Rules. Initial modifications to be consistent with revised Practice Act were emailed to Board members 3-5-09. Emergency Rules for Competency Standards for Advanced Practice will need to be filed by mid-May. A draft of this Rule was reviewed and discussed. The Board agreed to split the current Legislative Rules into a series of Rules to include: Administrative Rules, Fees for Services Rendered by the Board, Continuing Education and Competence, Competency Standards for Advanced Practice, and Professional Conduct and Ethical Standards of Practice, in addition to the current Procedural Rules regarding disciplinary, complaint and contested case hearing procedures. Draft rules reviewed and approved at 5/1/09 meeting. Emergency Rule filed 5/12/09. Other legislative rules filed 5/14/09. Procedural rule filed 5/28/09. Emergency Rule approved by SOS 6/2/09. Procedural rule approved to become effective 11/1/09. Emergency Rule for Competency Standards for Advanced Practice mailed to all COTA's 6/18/09.

ACTION/FOLLOW-UP: None.

TOPIC: Review of Comments received during Legislative Rule comment period.

FINDINGS/CONCLUSIONS: Comment period for Legislative Rules ended 6/18/09. Fifteen comments regarding supervision of COTA's and one comment regarding student supervision were received. The primary concern was with the language requiring OTR supervision of the COTA during a patient visit every 30 or 45 days. It was felt the impact this would have on the OTR's caseload and the utilization of COTA's, especially in the school system, would limit the provision of OT services in the state. Upon discussion, the Board voted unanimously to remove the proposed co-visits from the Rule, and to more clearly define the responsibilities of the OTR, using language from AOTA's Guidelines for Supervision, Roles, and Responsibilities During the Delivery of Occupational Therapy Services. The Board also voted unanimously not to change the current student supervision rules. Upon discussion, it was agreed that the current rule is necessary and appropriate to protect consumers and provide adequate training/supervision to students. Response with modified rules sent to all those submitting comments. Agency Approved Rules filed with Secretary of State and Legislative Rule Making and Review Committee 7/2/09.

ACTION/FOLLOW-UP: Vonda to check status of rules with LRMRC.

TOPIC: FY 2010 Budget

FINDINGS/CONCLUSIONS: Budget will be prepared in April. Include new desktop computer and an additional laptop for Board member use. Need to consider possible renewal fee reductions as part of implementation of biennial renewal. Proposed fee reductions and budget reviewed at 5/1/09 meeting. The only major increase in the budget is a proposed increase by PEIA for OPEB (other post employment benefits) costs to be paid by state agencies for retiree benefits. The increase is a result of rising healthcare costs, reduced market value of trust fund, and reduced state funding. Gene motioned to accept proposed budget. Phil seconded. Vote 5-0. Budget submitted 6/18/09.

ACTION/FOLLOW-UP: None.

TOPIC: Mid-year newsletter

FINDINGS/CONCLUSIONS: Suggestion was made to wait until May to publish mid-year newsletter to include final result of Practice Act bill, with highlights of changes, and Legislative Rule update. Draft newsletter reviewed at 5/1/09 meeting. Newsletter mailed in May.

ACTION/FOLLOW-UP: None.

TOPIC: CE credit for on-line Practice Act review & test

FINDINGS/CONCLUSIONS: Discussed the proposal by Diana Davis to make an on-line presentation of the new Practice Act available to licensees to review and take a test for CE credit. Marty motioned to wait until after new Legislative Rules are passed. Gene seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to pursue with Diana and Infineon, Inc. regarding website capability to offer during 2011 renewal period.

TOPIC: NBCOT Annual Conference

FINDINGS/CONCLUSIONS: Annual conference has been scheduled for October 23-24, 2009 in Baltimore. Conference registration, hotel, and airline reservations made for Kathy.

ACTION/FOLLOW-UP: Kathy to attend conference.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Marty motioned to accept all purchases. Phil seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of September 1, 2009

\$123,898.11

DEPOSITS SINCE LAST BOARD MEETING

May 14, 2009	\$ 1,255.00
May 28, 2009	1,640.00
June 11, 2009	2,753.00
June 25, 2009	2,740.00
July 9, 2009	2,340.00
July 23, 2009	2,375.00
August 13, 2009	1,430.00
August 28, 2009	1,510.00

TOTAL DEPOSITS \$16,043.00

DISBURSEMENTS SINCE LAST BOARD MEETING

April	\$ 6,534.30
May	6,544.60
June	5,654.87
July	5,593.88
August	3,333.32

NEW BUSINESS

TOPIC: Review of Position Statements

FINDINGS/CONCLUSIONS: Position statements with references to Practice Act were reviewed for modifications necessary to be consistent with new Act. Phil motioned to eliminate the position statement related to Referrals from Optometrists due to direct access eliminating the need for referrals. Gene seconded. Vote 4-0. Gene motioned to re-word the definition of Occupational Therapy with a reference to the Scope of Practice from the new Act in the position statement related to Licensure of Occupational Therapy Educators/University Faculty Positions. Marty seconded. Vote 4-0. Phil motioned to eliminate the School Based Practice position statement and add questions related to Medicaid requirements for COTA supervision and physician's order to the School Based Practice Frequently Asked Questions, with other questions related to physician's orders eliminated due to direct access. Gene seconded. Vote 4-0.
ACTION/FOLLOW-UP: Vonda to make changes to position statements and link to website, with reference in Renewal Newsletter.

TOPIC: Renewal Newsletter

FINDINGS/CONCLUSIONS: Renewal newsletter reviewed and approved for mailing with renewal applications in October.

ACTION/FOLLOW-UP: Vonda to mail in October with renewal applications.

TOPIC: Annual Report

FINDINGS/CONCLUSIONS: Annual report filed on-line 8/4/09.

ACTION/FOLLOW-UP: None.

TOPIC: WVOTA Annual Conference

FINDINGS/CONCLUSIONS: WVOTA has asked for a Board representative to hold a question and answer open forum during 10/31 annual conference in Charleston.

ACTION/FOLLOW-UP: Marty and Phil tentatively scheduled to attend.

TOPIC: AOTA Survey

FINDINGS/CONCLUSIONS: Discussed response to AOTA survey requesting feedback on a revised Code of Ethics.

ACTION/FOLLOW-UP: Vonda to electronically file response to survey.

TOPIC: Pcard Internal Control Procedure

FINDINGS/CONCLUSIONS: Draft procedure reviewed. Marty motioned to approve as written. Phil seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to submit approved Pcard Internal Control procedure.

TOPIC: Copier Contract Renewal

FINDINGS/CONCLUSIONS: Three year copier rental contract has expired. Options are to renew current contract for 12 months at a 30% discount or request quotes for a new copier from all nine qualified regional vendors. Gene motioned to renew current contract. Marty seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to submit change order to renew current contract.

financial

<u>Vendor</u>	<u>Date rec'd</u>	<u>Amount</u>	<u>Note</u>
1 Auditor's Office	6/11/2009	\$19.00	Transactions for May 2009

2	Attorney General's office	6/16/2009	\$91.00	May phone calls re: rules
3	IS&C	6/22/2009	\$22.93	WVFIMS transactions for May 2009
4	IS&C	7/9/2009	\$20.62	WVFIMS transactions for June 2009
5	Auditor's Office	7/13/2009	\$15.00	Transactions for June 2009
6	Attorney General's office	7/13/2009	\$56.00	June phone calls
7	IS&C	7/16/2009	\$100.00	EDP Accounting Svcs - 4th qtr
8	WV Div of Personnel	8/5/2009	\$32.50	Personnel billing 1st Qtr FTE's
9	Auditor's Office	8/11/2009	\$10.00	Transactions for July 2009
10	IS&C	8/27/2009	\$15.84	WVFIMS transactions for July 2009
11	IS&C	9/14/2009	\$31.81	WVFIMS transactions for August 2009
12	Auditor's Office	9/15/2009	\$5.00	Transactions for August 2009
13	Attorney General's office	9/16/2009	\$21.00	August phone call

Marty motioned to pay all bills. Phil seconded. Vote 4-0.

correspondence

	<u>Correspondence</u>	<u>Date rec'd</u>	<u>Issue</u>
1	Purchasing	5/1/2009	The Buyers Network - May 2009 issue
2	Brickstreet	5/18/2009	Results of worker's comp premium audit - \$33 credit
3	Stateline	5/18/2009	April 2009 issue
4	WV Board of Optometry	5/28/2009	Request to provide administrative support
5	Purchasing	6/1/2009	The Buyers Network - June 2009 issue
6	Stateline	6/11/2009	May 2009 issue
7	Board of Risk & Ins Mgmt	6/18/2009	Certificates of Liability & Property Insurance
8	State Treasurer	6/22/2009	Spring 2009 Currency Notes
9	Office of Technology	6/24/2009	FY2010 schedule of rates
10	Brickstreet	6/30/2009	Inside Brickstreet - Summer 2009
11	Purchasing	7/1/2009	The Buyers Network - July 2009 issue
12	NPDB-HIPDB	7/13/2009	Data Bank News - July 2009
13	AOTA	7/14/2009	Academic Programs Annual Data Report
14	Stateline	7/14/2009	June 2009 issue
15	AOTA	7/21/2009	State Policy Update July 2009
16	Office of Technology	7/29/2009	Request for Licensing and Permit Information per SB553
17	NBCOT	8/3/2009	Visa Certificates issued in 2nd Qtr 2009
18	Purchasing	8/3/2009	The Buyers Network - August 2009 issue
19	Grady Bowyer	8/3/2009	Email regarding increased RHBT ARC; advising not to pay yet
20	Stateline	8/25/2009	July 2009 issue
21	Grady Bowyer	9/3/2009	Annual Licensing Board seminar date change and agenda
22	Purchasing	9/3/2009	The Buyers Network - September 2009 issue
23	WV Office of Technology	9/16/2009	Cyber Security Seminar

ACTIONS ARE IN BOLD

Meeting adjourned at 1:15 p.m. following the signing of applications. The next regular Board meeting is scheduled for Friday, November 6, 2009 at 11:00 a.m. at the Morgantown office.



3041 University Avenue
2nd Floor, Suite 6
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WVBOT MINUTES: November 6, 2009

MEMBERS PRESENT: Marty Douglas, Phil Simpson, Gene Brooks, Kathy Quesenberry, Brenda Hambric

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:05 a.m.

Marty motioned to approve September 18, 2009 minutes. Phil seconded. Vote 5-0.

Gene motioned to enter Executive Session at 11:12 am. Marty seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2009 #57 – Review Cota application. **Case closed.**

Issue 2009 #58 – LP expired. **Case closed.**

Issue 2009 #59 – LP void. **Case closed.**

Marty motioned to end Executive session at 11:15 am. Phil seconded. Vote 5-0.

OLD BUSINESS

TOPIC: BRIM On-Line Driver Training

FINDINGS/CONCLUSIONS: Required on-line training for all employees who drive a state vehicle, or who drive their personal vehicle and are reimbursed by the state. Employees have until June 30, 2009 to complete their training. Login instructions distributed. Kathy, Vonda, Brenda, and Phil completed training by 6/30/09 deadline. Per email from BRIM, program was taken off line and can no longer be taken.

ACTION/FOLLOW-UP: None.

TOPIC: Review of Comments received during Legislative Rule comment period.

FINDINGS/CONCLUSIONS: Comment period for Legislative Rules ended 6/18/09. Fifteen comments regarding supervision of COTA's and one comment regarding student supervision were received. The primary concern was with the language requiring OTR supervision of the COTA during a patient visit every 30 or 45 days. It was felt the impact this would have on the OTR's caseload and the utilization of COTA's, especially in the school system, would limit the provision of OT services in the state. Upon discussion, the Board voted unanimously to remove the proposed co-visits from the Rule, and to more clearly define the responsibilities of the OTR, using language from AOTA's Guidelines for Supervision, Roles, and Responsibilities During the Delivery of Occupational Therapy Services. The Board also voted unanimously not to change the current student supervision rules. Upon discussion, it was agreed that the current rule is necessary and appropriate to protect consumers and provide adequate training/supervision to students. Response with modified rules sent to all those submitting comments. Agency Approved Rules filed with Secretary of State and Legislative Rule Making and Review Committee 7/2/09.

LRMRC has sent draft of Administrative Rule 13-01. See New Business.

ACTION/FOLLOW-UP: None.

TOPIC: CE credit for on-line Practice Act review & test

FINDINGS/CONCLUSIONS: Discussed the proposal by Diana Davis to make an on-line presentation of the new Practice Act available to licensees to review and take a test for CE credit. Marty motioned to wait until after new Legislative Rules are passed. Gene seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to pursue with Diana and Infineon, Inc. regarding website capability to offer during 2011 renewal period.

TOPIC: NBCOT Annual Conference

FINDINGS/CONCLUSIONS: Annual conference has been scheduled for October 23-24, 2009 in Baltimore. Conference registration, hotel, and airline reservations made for Kathy. Kathy attended conference as scheduled. Kathy shared several items from conference for Board discussion. See addendum A for list.

ACTION/FOLLOW-UP: Vonda to follow up with AG regarding questions from conference.

TOPIC: Review of Position Statements

FINDINGS/CONCLUSIONS: Position statements with references to Practice Act were reviewed for modifications necessary to be consistent with new Act. Phil motioned to eliminate the position statement related to Referrals from Optometrists due to direct access eliminating the need for referrals. Gene seconded. Vote 4-0. Gene motioned to re-word the definition of Occupational Therapy with a reference to the Scope of Practice from the new Act in the position statement related to Licensure of Occupational Therapy Educators/University Faculty Positions. Marty seconded. Vote 4-0. Phil motioned to eliminate the School Based Practice position statement and add questions related to Medicaid requirements for COTA supervision and physician's order to the School Based Practice Frequently Asked Questions, with other questions related to physician's orders eliminated due to direct access. Gene seconded. Vote 4-0. Changes made to position statements, referenced in Renewal Newsletter, and posted to website.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal Newsletter

FINDINGS/CONCLUSIONS: Renewal newsletter reviewed and approved for mailing with renewal applications in October. Newsletter and renewal applications mailed 10/7/09.

ACTION/FOLLOW-UP: None.

TOPIC: WVOTA Annual Conference

FINDINGS/CONCLUSIONS: WVOTA has asked for a Board representative to hold a question and answer open forum during 10/31 annual conference in Charleston. Marty and Gene attended conference as Board representatives.

ACTION/FOLLOW-UP: None.

TOPIC: AOTA Survey

FINDINGS/CONCLUSIONS: Discussed response to AOTA survey requesting feedback on a revised Code of Ethics. Survey electronically filed 9/22/09.

ACTION/FOLLOW-UP: None.

TOPIC: Pcard Internal Control Procedure

FINDINGS/CONCLUSIONS: Draft procedure reviewed. Marty motioned to approve as written. Phil seconded. Vote 4-0. Procedure submitted to Pcard Division 9/23/09.

ACTION/FOLLOW-UP: None.

TOPIC: Copier Contract Renewal

FINDINGS/CONCLUSIONS: Three year copier rental contract has expired. Options are to renew current contract for 12 months at a 30% discount or request quotes for a new copier from all nine qualified regional vendors. Gene motioned to renew current contract. Marty seconded. Vote 4-0. Change order to extend contract processed.

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Marty motioned to accept all purchases. Phil seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of November 1, 2009
\$123,227.41

DEPOSITS SINCE LAST BOARD MEETING

September 10, 2009	\$ 450.00
September 24, 2009	1,970.00
October 8, 2009	1,705.00
October 22, 2009	4,520.00
October 29, 2009	1,690.00

TOTAL DEPOSITS 10,335.00

DISBURSEMENTS SINCE LAST BOARD MEETING

September	\$ 4,492.74
October	\$ 6,512.96

NEW BUSINESS

TOPIC: LRMRC draft of Legislative Rules

FINDINGS/CONCLUSIONS: Board reviewed revised Leg Rule 13-01 as modified by LRMRC. Most changes involved deleting unnecessary definitions and sections duplicated in in the Practice Act or other rules. Supervision requirements were not changed, but moved from definitions to section 13-1-12. Marty motioned to accept changes. Brenda seconded. Vote 5-0. Our Rules will be presented at the November interim committee meeting on November 17th.

ACTION/FOLLOW-UP: Marty and Vonda to attend interim committee meeting.

TOPIC: Computer upgrades

FINDINGS/CONCLUSIONS: The Board discussed the need to upgrade the office computer and purchase a second laptop for Board member use when traveling. Gene motioned to purchase a new desktop, with upgrade to Windows 7 for existing laptop, and to purchase a new compatible laptop at the same time. Marty seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to obtain quotes and information regarding a user's license for software for multiple computers.

financial

	VENDOR	DATE REC'D	AMOUNT	NOTE
1	Auditor's Office	10/13/2009	\$17.00	Transactions for September 2009
2	IS&C	10/19/2009	\$14.55	WVFIMS transactions for September 2009
3	WV Div of Personnel	10/20/2009	\$32.50	Personnel billing 2nd Qtr FTE's
4	IS&C	11/5/2009	\$100.00	EDP Accounting Svcs - 1st Qtr 2010

Marty motioned to pay all bills. Phil seconded. Vote 5-0.

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	NPDB-HIPDB	10/5/2009	Data Bank News
2	Purchasing	10/5/2009	The Buyers Network - October 2009
3	Brickstreet	10/13/2009	Inside Brickstreet
4	NBCOT	10/13/2009	Competency self-assessment tools
5	Stateline	10/15/2009	September 2009 issue
6	Purchasing	11/2/2009	The Buyers Network - November 2009

Meeting adjourned at 1:45 following the signing of applications. The next regular Board meeting is scheduled for Friday, January 15, 2010 at 11:00 a.m. at the Morgantown office.

Addendum A

Notes from NBCOT Annual Conference

Questions for AG:

- Are Board members serving on expired terms covered by immunity clause?
- Do we need a motion to adopt agenda at the beginning of each Board meeting?
- What does WV recognize as the definition of a “meeting”?
- Is it, or does it need to be, stated in Code or Rules that the Executive Secretary has the authority to approve applications for licensure without Board approval?
- If the Board wanted to perform supervision audits at facilities, does this need to be stated in the Rules as a Power and Duty of the Board?
- If the Board wanted to require applicants to provide a criminal background check and fingerprinting as a requirement for licensure, does this need to be included in Code or Rules?
 - o If the applicant falsely answers the questions on the application related to criminal background, would the Board be liable if there was an issue?
 - o Do other licensing Boards in WV require criminal background checks for licensure?

Other items for consideration:

- Do we need to state in the minutes the reason to enter executive session?
- Are the consequences of Board members not attending meetings and conditions for removal from the Board stated in State Code?
- We should request a written opinion from AG for any legal question.
- The question on the licensure application related to criminal history should be modified to read, “Have you ever been arrested, charged, convicted, expunged, or pardoned of a felony?”
- Washington DC now requires licensees to have a picture on their license.



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WVBOT MINUTES: January 15, 2010

MEMBERS PRESENT: Phil Simpson, Kathy Quesenberry, Brenda Hambric

ABSENT: Marty Douglas, Gene Brooks

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:10 a.m.

Phil motioned to enter Executive Session at 11:10 a.m. to discuss licensee matters. Brenda seconded. Vote 3-0.

EXECUTIVE SESSION

Issue 2009 #60 – Complaint.

Issue 2009 #61 – LP void. **Case closed.**

Issue 2010 #62 - Complaint

Board member applicant.

Phil motioned to end Executive session at 11:25 am. Brenda seconded. Vote 3-0.

With regard to issue 2010#62, Brenda motioned to wait ten days for agency to file complaint; if not, initiate complaint by the Board. Phil seconded. Vote 3-0.

With regard to COTA vacancy on the Board, Phil motioned to send a notice to all COTA's, informing them of the vacancy and requesting interested licensees to respond prior to March board meeting, and also to send letter to applicant regarding this decision. Brenda seconded. Vote 3-0.

Phil motioned to approve November 6 & 25, 2009 minutes. Brenda seconded. Vote 3-0.

OLD BUSINESS

TOPIC: CE credit for on-line Practice Act review & test

FINDINGS/CONCLUSIONS: Discussed the proposal by Diana Davis to make an on-line presentation of the new Practice Act available to licensees to review and take a test for CE credit. Marty motioned to wait until after new Legislative Rules are passed. Gene seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to pursue with Diana and Infineon, Inc. regarding website capability to offer during 2011 renewal period.

TOPIC: NBCOT Annual Conference

FINDINGS/CONCLUSIONS: Annual conference has been scheduled for October 23-24, 2009 in Baltimore. Conference registration, hotel, and airline reservations made for Kathy. Kathy attended conference as scheduled. Kathy shared several items from conference for Board discussion. See addendum A for list. Discussed AG response to questions.

ACTION/FOLLOW-UP: Vonda to follow up with AG regarding question #5. Could this be covered by 30-28-6 (17)?

TOPIC: LRMRC draft of Legislative Rules

FINDINGS/CONCLUSIONS: Board reviewed revised Leg Rule 13-01 as modified by LRMRC. Most changes involved deleting unnecessary definitions and sections duplicated in in the Practice Act or other rules. Supervision requirements were not changed, but moved from definitions to section 13-1-12. Marty motioned to accept changes. Brenda seconded. Vote 5-0. Rules were passed at the November interim committee meeting on November 17th.

ACTION/FOLLOW-UP: None.

TOPIC: Computer upgrades

FINDINGS/CONCLUSIONS: The Board discussed the need to upgrade the office computer and purchase a second laptop for Board member use when traveling. Gene motioned to purchase a new desktop, with upgrade to Windows 7 for existing laptop, and to purchase a new compatible laptop at the same time. Marty seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to obtain quotes and information regarding a user's license for software for multiple computers.

TOPIC: Review of Comments received by WVPTA regarding Legislative Rules.

FINDINGS/CONCLUSIONS: Regarding Legislative Rule 13-01, the Board agreed to the changes proposed by WVPTA to more clearly indicate that only an occupational therapist, and not an occupational therapy assistant, can supervise an occupational therapy student. Occupational therapy assistants can supervise an occupational therapy assistant student. The Board also agreed to modify 12.5.a. to indicate that only an occupational therapist can supervise limited permit holders.

Regarding Rule 13-05, the Board agreed to add the word "applicable" to 4.5.a. to read "(including applicable fieldwork education)"; the Board agreed to add the phrase "as endorsed by the American Occupational Therapy Association or its successor, or as approved by the WVBOT" to 4.5.b.; Phil motioned to changed 4.5.c. to read, "Successful completion of an appropriate continuing education course which includes theory, indications, contra-indications and applications. Gene seconded. The vote was 4-0. Marty motioned to remove 4.5.d. Phil seconded. The vote was 4-0.

To address the question as to how the Board will know if OTA's actually receive the training on new PAM competencies, Phil motioned to add 4.6.a. to the rule stating, "The Board shall conduct random audits of occupational therapy assistants to substantiate competency in physical agent modalities." Gene seconded. The vote was 4-0.

Modifications to the Rules were forwarded to WVPTA on 11/30/09. On 12/21/09, a response from WVPTA indicated they had additional concerns. These concerns were discussed and a response drafted. Phil motioned to respond to WVPTA, striking "(including applicable fieldwork education)" from 13-5-4.5.a. and documenting why the Board believes no further changes are necessary. Brenda seconded. Vote 3-0

ACTION/FOLLOW-UP: Vonda to make modification to the Rules as discussed and send response to WVPTA and Charlie Roscovensky (LRMRC).

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Phil motioned to accept all purchases. Brenda seconded. Vote 3-0.

TREASURER'S REPORT

Cash Balance as of January 1, 2010
\$179,034.27

DEPOSITS SINCE LAST BOARD MEETING

November 5, 2009	\$ 2,590.00
November 13, 2009	3,100.00
November 19, 2009	5,210.00
November 25, 2009	6,430.00
December 4, 2009	7,910.00
December 11, 2009	13,470.00
December 18, 2009	17,230.00
December 23, 2009	6,530.00
December 30, 2009	6,175.00

TOTAL DEPOSITS \$68,645.00

DISBURSEMENTS SINCE LAST BOARD MEETING

November	\$ 6,793.35
December	\$ 6,044.79

NEW BUSINESS

TOPIC: Elect officers for 2010

FINDINGS/CONCLUSIONS: Phil motioned to keep current officers for 2010. Brenda seconded. Vote 3-0.

ACTION/FOLLOW-UP: None.

TOPIC: 2010 License renewal update

FINDINGS/CONCLUSIONS: OTR non-renewals: 29 of 517; COTA non-renewals: 35 of 303. Of these 37, 2 are now OTR's. Number of licensees as of 1/13/10: 488 OT's, 268 OTA's. (approximately 10 renewals are still pending).

ACTION/FOLLOW-UP: None.

TOPIC: Review of proposed PT Practice Act

FINDINGS/CONCLUSIONS: See addendum B for list of comments/concerns

ACTION/FOLLOW-UP: Vonda to send list to WVPTA and WV Board of PT.

financial

VENDOR	DATE REC'D	AMOUNT	NOTE
1 AG's Office	11/16/2009	\$21.00	October questions
2 Auditor's Office	11/16/2009	\$10.00	Transactions for October 2009
3 IS&C	11/18/2009	\$15.48	WVFIMS transactions for October 2009
4 Auditor's Office	12/14/2009	\$19.00	Transactions for November 2009
5 IS&C	12/14/2009	\$17.14	WVFIMS transactions for November 2009
6 AG's Office	12/16/2009	\$14.00	Review Board meeting minutes
7 WV Div of Personnel	1/11/2010	\$32.50	Personnel billing 3rd Qtr FTE's
8 Auditor's Office	1/13/2010	\$11.00	Transactions for December 2009

Phil motioned to pay all bills. Brenda seconded. Vote 3-0.

correspondence

<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1 Stateline	11/10/2009	October 2009 issue
2 Governor's Office	11/12/2009	Memo re: State-owned vehicle logs
3 Nat'l Coucil on Compensation Ins.	11/16/2009	NCCI Classification Inspection notice
4 Purchasing	12/1/2009	The Buyers Network - December 2009
5 WV Director of Personnel	12/10/2009	Info re: PLANS project to update Classification & Compensation plans
6 Brickstreet	12/28/2009	Inside Brickstreet - Winter 2009
7 State Budget Office	12/29/2009	Reduction of General Revenue Expenditures
8 Purchasing	1/4/2010	The Buyers Network - January 2010
9 NPDB-HIPDB	1/11/2010	Data Bank News - January 2010

Meeting adjourned at 2:55 following the signing of applications. The next regular Board meeting is scheduled for Friday, March 5, 2010 at 11:00 a.m. at the Morgantown office.

Addendum A
Notes from NBCOT Annual Conference
(AG response in red)

Questions for AG:

- Are Board members serving on expired terms covered by immunity clause?
 - o Yes, per W.Va. Code 30-28-5(e), they serve until their successor is appointed.
- Do we need a motion to adopt agenda at the beginning of each Board meeting?
 - o No. Note that the agenda needs to be approved 3 days prior to the meeting.
- What does WV recognize as the definition of a “meeting”?
 - o See W.Va. Code 6-9a-2(4) for the definition of meeting. Also found on WV Ethics Commission website, www.wvethicscommission.org.
- Is it, or does it need to be, stated in Code or Rules that the Executive Secretary has the authority to approve applications for licensure without Board approval?
 - o Current practice of the approval of applications for licensure is an appropriate method. And you need not have this method as stated in the regs nor the statute.
- If the Board wanted to perform supervision audits at facilities, does this need to be stated in the Rules as a Power and Duty of the Board?
 - o Yes. If that is something the Board wants to do since it does not currently have that authority nor does it license facilities. I would advise that it be placed within the statute.
- If the Board wanted to require applicants to provide a criminal background check and fingerprinting as a requirement for licensure, does this need to be included in Code or Rules? Yes. It would need to be included within the statute.
 - o If the applicant falsely answers the questions on the application related to criminal background, would the Board be liable if there was an issue? I would not think that the Board would be liable if the applicant falsely answered questions on the application.
 - o Do other licensing Boards in WV require criminal background checks for licensure? The RN Board requires this check, and the Chiropractor Board has the applicants obtain such a criminal check which is then sent on to the Board.

Other items for consideration:

- Do we need to state in the minutes the reason to enter executive session?
 - o Yes. Need to state there was a motion and the basis for such a motion.
- Are the consequences of Board members not attending meetings and conditions for removal from the Board stated in State Code?
 - o Not heard of someone being removed for non-attendance.
- We should request a written opinion from AG for any legal question.
- The question on the licensure application related to criminal history should be modified to read, “Have you ever been arrested, charged, convicted, expunged, or pardoned of a felony?”
 - o I do not see how you can ask about the expunged or pardoned because technically, it does not exist ... and the applicant can truthfully answer no convictions.
- Washington DC now requires licensees to have a picture on their license.

Addendum B
Comments / Concerns with PT Practice Act as proposed

- **WVBOT concurs with list from Debbie Shamblin dated January 5, 2010.**
- **30-20-3 Definitions**
 - o (c) Why only “through telecommunications”?
 - o (d) Needs to define “immediate treatment area”
 - o (e) Do not agree that telecommunications alone would provide adequate consumer protection; this seems to imply that all face-to-face supervision could be eliminated; agree with Debbie’s note re: definition of General Supervision
 - o (k) Needs to define “routine tasks”; agree with Debbie’s note that there needs to be a differentiation between “client-related” and “nonclient- related” tasks and the supervision required for each
 - o (l) “under the supervision of” needs to further define the level of supervision required
- **30-20-5 Powers and duties of the board**
 - o (5) “Prepare, conduct, administer and grade examinations for professional licenses and certificates”; Does the WV PT Board do this? If so, this is inconsistent with 30-20-8 (5) which states applicants must “pass a national examination as approved by the board.”
 - o (6) Same question as (5); Do they really determine the passing grade for the examination? (just curious)
- **30-20-6 Rulemaking**
 - o (9) Shouldn’t “scope of practice” and “supervision of PTA’s” be defined in the Act? If in Leg Rules, we need to see those.
 - o (10) Same question as (9); we think these should be defined in the Act; if not, we need to see it adequately defined in the Rules
 - o (12) “Provided, that the board may increase the ratio by legislative rule” For what reason would this occur?
 - o (13) Would advise that “emergencies, safety, and temporary situations” be further clarified
 - o (14) Need to define “emergency situation”
- **30-20-9 Scope of practice of a physical therapist**

If this section is specific to “physical therapist”, where is the “Scope of practice of a physical therapist assistant?”

 - o (2) Agree with Debbie’s note re: addition of “in relation to motor function and mobility”
 - o (5) What is the intent of this?
- **30-20-10 License to practice physical therapist assistant**

Shouldn’t this read “License to practice as a physical therapist assistant”?

 - o (5) and (6) seem to be duplicates 1/20/2010



3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: March 5, 2010

MEMBERS PRESENT: Phil Simpson, Kathy Quesenberry, Brenda Hambric, Marty Douglas,
Gene Brooks

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:05 a.m.

Marty motioned to enter Executive Session at 11:08 a.m. to discuss licensee matters. Gene seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2009 #60 – Complaint
Issue 2010 #62 – Complaint
Issue 2010 #63 – LP Void
Issue 2010 #64 – Complaint
Issue 2010 #65 – LP Void
Board member applications

Marty motioned to end Executive session at 11:30 am. Phil seconded. Vote 5-0.

With regard to issue 2009#60, Marty motioned to dismiss complaint based on findings of investigation with letter to OT. Brenda seconded. Vote 5-0.

With regard to COTA vacancy on the Board, Marty motioned to send a letter to the Governor's office, with applications received, after the end of the Legislative Session, and to send a letter to all applicants. Gene seconded. Vote 5-0.

Gene motioned to approve January 15, 2009 minutes. Phil seconded. Vote 5-0.

OLD BUSINESS

TOPIC: CE credit for on-line Practice Act review & test

FINDINGS/CONCLUSIONS: Discussed the proposal by Diana Davis to make an on-line presentation of the new Practice Act available to licensees to review and take a test for CE credit. Marty motioned to wait until after new Legislative Rules are passed. Gene seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to pursue with Diana and Infineon, Inc. regarding website capability to offer during 2011 renewal period. Per discussion with Diana, late May to early June would be a good time to work on this.

TOPIC: NBCOT Annual Conference

FINDINGS/CONCLUSIONS: Annual conference has been scheduled for October 23-24, 2009 in Baltimore. Conference registration, hotel, and airline reservations made for Kathy. Kathy attended conference as scheduled. Kathy shared several items from conference for Board discussion. See addendum A for list. Discussed AG response to questions. Kate responded to additional question as to whether #5 could be covered by 30-28-6 (17). She does not believe the Board has the authority to perform random supervision audits in facilities without such authority expressly written in Code.

ACTION/FOLLOW-UP: None.

TOPIC: Computer upgrades

FINDINGS/CONCLUSIONS: The Board discussed the need to upgrade the office computer and purchase a second laptop for Board member use when traveling. Gene motioned to purchase a new desktop, with upgrade to Windows 7 for existing laptop, and to purchase a new compatible laptop at the same time. Marty seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to obtain quotes and information regarding a user's license for software for multiple computers once statewide contract is amended to include Windows 7.

TOPIC: Review of Comments received by WVPTA regarding Legislative Rules.

FINDINGS/CONCLUSIONS: Regarding Legislative Rule 13-01, the Board agreed to the changes proposed by WVPTA to more clearly indicate that only an occupational therapist, and not an occupational therapy assistant, can supervise an occupational therapy student. Occupational therapy assistants can supervise an occupational therapy assistant student. The Board also agreed to modify 12.5.a. to indicate that only an occupational therapist can supervise limited permit holders.

Regarding Rule 13-05, the Board agreed to add the word "applicable" to 4.5.a. to read "(including applicable fieldwork education)"; the Board agreed to add the phrase "as endorsed by the American Occupational Therapy Association or its successor, or as approved by the WVBOT" to 4.5.b.; Phil motioned to change 4.5.c. to read, "Successful completion of an appropriate continuing education course which includes theory, indications, contra-indications and applications. Gene seconded. The vote was 4-0. Marty motioned to remove 4.5.d. Phil seconded. The vote was 4-0.

To address the question as to how the Board will know if OTA's actually receive the training on new PAM competencies, Phil motioned to add 4.6.a. to the rule stating, "The Board shall conduct random audits of occupational therapy assistants to substantiate competency in physical agent modalities." Gene seconded. The vote was 4-0.

Modifications to the Rules were forwarded to WVPTA on 11/30/09. On 12/21/09, a response from WVPTA indicated they had additional concerns. These concerns were discussed and a response drafted. Phil motioned to respond to WVPTA, striking "(including applicable fieldwork education)" from 13-5-4.5.a. and documenting why the Board believes no further changes are necessary. Brenda seconded. Vote 3-0

Modified Rules have passed the House and are awaiting Senate approval.

ACTION/FOLLOW-UP: Vonda to continue to track Rules and submit Final Rule Filing upon passage.

TOPIC: Review of proposed PT Practice Act

FINDINGS/CONCLUSIONS: See addendum B for list of comments/concerns forwarded to WVOTA, who is handling all communication with WVPTA and WVBPT.

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Brenda motioned to accept all purchases. Gene seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of March 1, 2010

\$ 183,920.04

DEPOSITS SINCE LAST BOARD MEETING

January 7, 2010	\$ 8,430.00
January 14, 2010	1,810.00
January 21, 2010	890.00
January 28, 2010	1,050.00
February 4, 2010	1,200.00
February 18, 2010	1,430.00
February 25, 2010	680.00

TOTAL DEPOSITS \$15,490.00

DISBURSEMENTS SINCE LAST BOARD MEETING

January	\$ 5,200.64
February	8,263.59

NEW BUSINESS

TOPIC: Infineon, Inc. contract renewal

FINDINGS/CONCLUSIONS: After discussion of options for renewing website support contract, Marty motioned to accept proposal for a new website template with Joomla CMS capability to allow Board to maintain and update website for a one time fee of \$680 plus \$38.95 / month hosting charge. Phil seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to work with Infineon on new website design and contract renewal.

TOPIC: PLANS Job Content questionnaire

FINDINGS/CONCLUSIONS: PLANS is the project being conducted by the WV Division of Personnel to update and modernize the state classification and compensation plan. Questionnaire due by April 23rd and includes a Supervisor Review section.

ACTION/FOLLOW-UP: Vonda to complete employee section and forward to Kathy for completion of supervisor review section.

TOPIC: Telerehabilitation survey

FINDINGS/CONCLUSIONS: Board completed survey.

ACTION/FOLLOW-UP: Vonda to consult AG regarding question on regulatory authority and submit survey.

financial

	VENDOR	DATE REC'D	AMOUNT	NOTE
1	AG's Office	1/20/2010	\$91.00	December questions
2	Brickstreet	2/1/2010	\$169.00	First half annual worker's comp premium
3	IS&C	2/1/2010	\$100.00	EDP Accounting Svcs - 2nd qtr 2010
4	Auditor's Office	2/15/2010	\$16.00	Transactions for January 2010

5	IS&C	2/15/2010	\$14.97	WVFIMS transactions for January 2010
6	AG's Office	2/17/2010	\$42.00	January questions

Gene motioned to pay all bills. Marty seconded. Vote 5-0.

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	NBCOT WV Consolidated Public	1/19/2010	VISA certificates 4th Qtr 2009 / 2010 Exam Handbook
2	Retirement Board	1/25/2010	Increase in employer contribution rates for FY2011
3	Purchasing	2/1/2010	The Buyers Network - February 2010
4	Stateline	2/2/2010	January 2010 issue
5	Brickstreet	2/1/2010	Workers Comp Renewal Quote (same as last year)
6	WV Assoc of Lic Boards Dept of Health & Human	2/24/2010	February 19th meeting minutes (see 6.B.)
7	Svcs	2/25/2010	Info regarding upcoming changes in NPDB and HIPDB Expansion of NPDB to include all licensed health care practitioners
8	NPDB - HIPDB	3/1/2010	
9	Purchasing	3/1/2010	The Buyers Network - March 2010

Meeting adjourned at 1:20 following the signing of applications. The next regular Board meeting is scheduled for Friday, May 21, 2010 at 11:00 a.m. at the Morgantown office.



3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: May 21, 2010

MEMBERS PRESENT: Kathy Quesenberry, Brenda Hambric, Marty Douglas, Gene Brooks

ABSENT: Phil Simpson

ALSO PRESENT: Vonda Malnikoff

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

Gene motioned to enter Executive Session at 11:04 a.m. to discuss applicant issue. Brenda seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2010 #67 – Applicant issue

After discussion of issue, Marty motioned to end executive session at 11:10. Gene seconded. Vote 4-0. Applicant joined meeting to explain past disciplinary action.

Gene motioned to re-enter Executive Session at 11:30. Brenda seconded. Vote 4-0.

Issue 2008 #49 – Consent Agreement update

Issue 2009 #60 – Complaint

Issue 2010 #62 – Complaint

Issue 2010 #64 – Complaint

Issue 2010 #66 – Complaint

Issue 2010 #68 – Complaint

Issue 2010 #69 – Licensure application

Issue 2010 #70 – LP expired

Issue 2010 #71 – LP expired

Issue 2010 #72 – Complaint

Gene motioned to end Executive session at 12:15 pm. Marty seconded. Vote 4-0.

Issue 2010#62 – Response to Board initiated complaint received from licensee. Gene motioned to initiate formal investigation. Brenda seconded. Vote 4-0.

Issue 2010#64 - Brenda motioned to dismiss complaint based on findings of investigation with letter to OT. Gene seconded. Vote 3-0.

Issue 2010#66 – Gene motioned to offer consent agreement reprimanding licensee based on findings of investigation. Brenda seconded. Vote 3-0.

Issue 2010#67 – Marty motioned to issue license with record of previous disciplinary action in file. Brenda seconded. Vote 4-0.

Issue 2010#69 – Gene motioned to issue license. Brenda seconded. Vote 4-0.

Gene motioned to approve March 5, 2010 minutes. Marty seconded. Vote 4-0.

OLD BUSINESS

TOPIC: CE credit for on-line Practice Act review & test

FINDINGS/CONCLUSIONS: Discussed the proposal by Diana Davis to make an on-line presentation of the new Practice Act available to licensees to review and take a test for CE credit. Marty motioned to wait until after new Legislative Rules are passed. Gene seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to pursue with Diana and Infineon, Inc. regarding website capability to offer during 2011 renewal period. Per discussion with Diana, late May to early June would be a good time to work on this.

TOPIC: Computer upgrades

FINDINGS/CONCLUSIONS: The Board discussed the need to upgrade the office computer and purchase a second laptop for Board member use when traveling. Gene motioned to purchase a new desktop, with upgrade to Windows 7 for existing laptop, and to purchase a new compatible laptop at the same time. Marty seconded. Vote 5-0. New desktop purchased in May. Gene motioned to purchase a wireless router and keep old desktop to allow Vonda to work from home when necessary. Existing laptop would be available for board member use, eliminating the need for another laptop. Marty seconded. Vote 4-0.

ACTION/FOLLOW-UP: None.

TOPIC: Review of Comments received by WVPTA regarding Legislative Rules.

FINDINGS/CONCLUSIONS: Regarding Legislative Rule 13-01, the Board agreed to the changes proposed by WVPTA to more clearly indicate that only an occupational therapist, and not an occupational therapy assistant, can supervise an occupational therapy student. Occupational therapy assistants can supervise an occupational therapy assistant student. The Board also agreed to modify 12.5.a. to indicate that only an occupational therapist can supervise limited permit holders.

Regarding Rule 13-05, the Board agreed to add the word “applicable” to 4.5.a. to read “(including applicable fieldwork education)”; the Board agreed to add the phrase “as endorsed by the American Occupational Therapy Association or its successor, or as approved by the WVBOT” to 4.5.b.; Phil motioned to change 4.5.c. to read, “Successful completion of an appropriate continuing education course which includes theory, indications, contra-indications and applications. Gene seconded. The vote was 4-0. Marty motioned to remove 4.5.d. Phil seconded. The vote was 4-0.

To address the question as to how the Board will know if OTA’s actually receive the training on new PAM competencies, Phil motioned to add 4.6.a. to the rule stating, “The Board shall conduct random audits of occupational therapy assistants to substantiate competency in physical agent modalities.” Gene seconded. The vote was 4-0.

Modifications to the Rules were forwarded to WVPTA on 11/30/09. On 12/21/09, a response from WVPTA indicated they had additional concerns. These concerns were discussed and a response drafted. Phil motioned to respond to WVPTA, striking “(including applicable fieldwork education)” from 13-5-4.5.a. and documenting why the Board believes no further changes are necessary. Brenda seconded. Vote 3-0

Modified Rules have passed the House and are awaiting Senate approval. Rules approved 3/13/10 and signed by Governor 4/1/10. Final Rules filed with Secretary of State 4/15/10 to be effective 7/1/10

ACTION/FOLLOW-UP: Mail newsletter and copies of new rules to all licensees in June.

TOPIC: Infineon, Inc. contract renewal

FINDINGS/CONCLUSIONS: After discussion of options for renewing website support contract, Marty motioned to accept proposal for a new website template with Joomla CMS

capability to allow Board to maintain and update website for a one time fee of \$680 plus \$38.95 / month hosting charge. Phil seconded. Vote 5-0. New website design in process.

ACTION/FOLLOW-UP: Vonda to continue to work with Infineon to complete new website.

TOPIC: PLANS Job Content questionnaire

FINDINGS/CONCLUSIONS: PLANS is the project being conducted by the WV Division of Personnel to update and modernize the state classification and compensation plan. Questionnaire due by April 23rd and includes a Supervisor Review section. Completed.

ACTION/FOLLOW-UP: None.

TOPIC: Telerehabilitation survey

FINDINGS/CONCLUSIONS: Board completed survey. Survey submitted on 3/17/10.

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Brenda motioned to accept all purchases. Gene seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of May 1, 2010

\$ 169,790.56

DEPOSITS SINCE LAST BOARD MEETING

March 11, 2010	\$ 1,610.00
March 25, 2010	1,230.00
April 15, 2010	2,040.00
April 29, 2010	800.00

TOTAL DEPOSITS \$ 5,680.00

DISBURSEMENTS SINCE LAST BOARD MEETING

March	\$13,582.63
April	\$ 6,226.85

NEW BUSINESS

TOPIC: FY2011 Budget

FINDINGS/CONCLUSIONS: Budget presented to Board for review. Marty motioned to accept budget. Brenda seconded. Vote 4-0. Budget schedules mailed.

ACTION/FOLLOW-UP: None.

TOPIC: 2010 NBCOT Annual Conference

FINDINGS/CONCLUSIONS: Gene motioned to make arrangements for Brenda to attend conference on October 22-23, 2010 at Indiana University in Indianapolis. Marty seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to complete conference registration and make travel arrangements.

TOPIC: Amendments to Position Statements

FINDINGS/CONCLUSIONS: Position statements reviewed for changes necessary to align with new Legislative Rules. Gene motioned to accept changes to OTR/COTA Collaboration position statement. Brenda seconded. Vote 4-0. Marty motioned to eliminate position statements on P.A.M. Policy, Nurse Practitioner Orders for Occupational Therapy Services, Transition of NBCOT Testing Cycle and Implications for Limited Permit Application, and Complaint Notification Policy, as they are no longer necessary with changes in Legislative Rules. Brenda seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to make changes / eliminations as agreed.

TOPIC: Annual Safety Training

FINDINGS/CONCLUSIONS: Safety Policy and Defensive Driving Tips reviewed for annual safety audit.

ACTION/FOLLOW-UP: Vonda to complete annual safety audit for BRIM.

financial

VENDOR	DATE REC'D	AMOUNT	NOTE
1 IS&C	3/15/2010	\$15.01	WVFIMS transactions for February 2010
2 Auditor's Office	3/15/2010	\$8.00	Transactions for February 2010
3 AG's Office	3/16/2010	\$35.00	Review and respond to Jan meeting minutes
4 Division of Personnel	4/8/2010	\$32.50	Personnel billing for 4th qtr 2010
5 Auditor's Office	4/14/2010	\$18.00	Transactions for March 2010
6 AG's Office	4/19/2010	\$35.00	Response to question re: telerehab
7 IS&C	4/19/2010	\$18.51	WVFIMS transactions for March 2010
8 IS&C	4/29/2010	\$150.00	EDP Accounting Svcs - 3rd qtr 2010
9 Auditor's Office	5/13/2010	\$13.00	Transactions for April 2010
10 IS&C	5/17/2010	\$30.27	WVFIMS transactions for April 2010
11 AG's Office	5/20/2010	\$35.00	Response to questions in April

Brenda motioned to pay all bills. Gene seconded. Vote 4-0.

correspondence

<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1 Debbie Shamblyn	3/29/2010	Info re: AOTA issues for WVOTA meeting
2 Leg Rule-Making Review Comm	3/30/2010	Filing deadlines for 2011 Legislative Session
3 Stateline	3/30/2010	March 2010 issue
4 Brickstreet	3/31/2010	Workers Comp policy
5 Purchasing	4/1/2010	The Buyers Network - April 2010
6 WV Board of Medicine	4/19/2010	Quarterly Newsletter Jan-Mar 2010
7 NPDB - HIPDB	4/19/2010	Data Bank News April 2010
8 Brickstreet	5/3/2010	2009 Annual Report

9	Purchasing	5/3/2010	The Buyers Network - May 2010
10	Stateline	5/5/2010	April 2010 issue
11	CLEAR	5/17/2010	2010 Annual Conference information

Marty motioned to adjourn at 2:00 following the signing of applications. Gene seconded. Vote 4-0. The next regular Board meeting is scheduled for Friday, September 17, 2010 at 11:00 a.m. at the Morgantown office, with a conference call scheduled for Monday, June 14, 2010 at 8:30 a.m. to pay final bills for fiscal year end.



3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: September 17, 2010

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:00 a.m.

Marty motioned to enter Executive Session at 11:00 a.m. to discuss complaints and applicant issues. Gene seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2007 #27 – Applicant letter
Issue 2008 #49 – Consent Agreement
Issue 2010 #62 – Complaint
Issue 2010 #66 – Complaint
Issue 2010 #68 – Complaint
Issue 2010 #72 – Complaint
Issue 2010 #73 – Complaint
Issue 2010 #74 – Limited Permit Void

Bambi motioned to end Executive session at 12:20 pm. Phil seconded. Vote 5-0.

Issue 2007#27 – Gene motioned to invite applicant to next Board meeting to discuss possibility of reinstatement of license. Vonda to follow up with NBCOT and Attorney General. Marty seconded. Vote 5-0.

Issue 2008#49 – Phil motioned to clarify / modify terms of Consent Agreement as discussed. Marty seconded. Vote 5-0.

Issue 2010#62 - Gene motioned to offer consent agreement reprimanding licensee based on findings of investigation. Bambi seconded. Vote 4-0.

Issue 2010#68 – Gene motioned to dismiss case based on findings of investigation. Phil seconded. Vote 4-0.

Issue 2010#72 – Gene motioned to dismiss case based on findings of investigation. Bambi seconded. Vote 3-0.

Issue 2010#73 – Marty motioned to dismiss complaint due to insufficient evidence to warrant an investigation. Phil seconded. Vote 5-0.

Gene motioned to approve May 21, 2010 minutes as written. Marty seconded. Vote 5-0.

OLD BUSINESS

TOPIC: CE credit for on-line Practice Act review & test

FINDINGS/CONCLUSIONS: Discussed the proposal by Diana Davis to make an on-line presentation of the new Practice Act available to licensees to review and take a test for CE credit. Marty motioned to wait until after new Legislative Rules are passed. Gene seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to post exam on website and include information in Renewal Newsletter.

TOPIC: Infineon, Inc. contract renewal

FINDINGS/CONCLUSIONS: After discussion of options for renewing website support contract, Marty motioned to accept proposal for a new website template with Joomla CMS capability to allow Board to maintain and update website for a one time fee of \$680 plus \$38.95 / month hosting charge. Phil seconded. Vote 5-0. New website design in process. Website complete.

ACTION/FOLLOW-UP: None.

TOPIC: 2010 NBCOT Annual Conference

FINDINGS/CONCLUSIONS: Gene motioned to make arrangements for Brenda to attend conference on October 22-23, 2010 at Indiana University in Indianapolis. Marty seconded. Vote 4-0. **Due to Brenda being replaced on the Board, and other members not available to attend, the Board will not be sending a representative to this year's conference.**

ACTION/FOLLOW-UP: None.

TOPIC: Amendments to Position Statements

FINDINGS/CONCLUSIONS: Position statements reviewed for changes necessary to align with new Legislative Rules. Gene motioned to accept changes to OTR/COTA Collaboration position statement. Brenda seconded. Vote 4-0. Marty motioned to eliminate position statements on P.A.M. Policy, Nurse Practitioner Orders for Occupational Therapy Services, Transition of NBCOT Testing Cycle and Implications for Limited Permit Application, and Complaint Notification Policy, as they are no longer necessary with changes in Legislative Rules. Brenda seconded. Vote 4-0. **Position statements updated.**

ACTION/FOLLOW-UP: None.

TOPIC: Annual Safety Training

FINDINGS/CONCLUSIONS: Safety Policy and Defensive Driving Tips reviewed for annual safety audit. **Annual safety audit submitted to BRIM.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Phil motioned to accept all purchases. Marty seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of September 1, 2010

\$ 158,824.10

DEPOSITS SINCE LAST BOARD MEETING

May 13, 2010	\$ 1,740.00
May 27, 2010	1,560.00
June 10, 2010	1,240.00
June 24, 2010	1,590.00
July 8, 2010	1,530.00
July 29, 2010	2,655.00
August 11, 2010	1,875.00
August 26, 2010	1,175.00

TOTAL DEPOSITS \$ 13,365.00

DISBURSEMENTS SINCE LAST BOARD MEETING

May \$ 6,730.51
June \$ 7,660.35
July \$ 5,454.90
August \$ 4,485.70

NEW BUSINESS

TOPIC: PT Legislative Rule update

FINDINGS/CONCLUSIONS: PT legislative rules have been filed with the Legislative Rule Making and Review Committee. Comment period ended July 29th. The PT Board chose not to consider our comments in their filing of agency approved rules and has indicated they have no intention of changing their definition of a PT Aide. Concerns were forwarded to C. Roscovensky, their LRMRC counsel.

ACTION/FOLLOW-UP: Send concerns to WVOTA.

TOPIC: Renewal Newsletter

FINDINGS/CONCLUSIONS: Draft of renewal newsletter was reviewed and minor changes recommended.

ACTION/FOLLOW-UP: Vonda to modify newsletter as discussed and mail in October.

TOPIC: WVOTA Conference

FINDINGS/CONCLUSIONS: WVOTA requested a Board representative to make presentation at 10/2/10 meeting at Mountain State in Beckley. As board members are unable to attend, a written update of Board news was reviewed and approved to send to WVOTA.

ACTION/FOLLOW-UP: Vonda to email update to WVOTA with offer to make hard copies for distribution at meeting.

financial

	VENDOR	DATE REC'D	AMOUNT	NOTE
1	Auditor's Office	6/14/2010	\$22.00	Transactions for May 2010
2	AG's Office	6/15/2010	\$42.00	May charges
3	IS&C	6/22/2010	\$17.47	WVFIMS transactions for May 2010
4	IS&C	7/13/2010	\$14.60	WVFIMS transactions for June 2010
5	Auditor's Office	7/13/2010	\$10.00	Transactions for June 2010
6	AG's Office	7/15/2010	\$42.00	June charges
7	IS&C	7/19/2010	\$100.00	EDP Accounting Svcs - 4th qtr 2010
8	AG's Office	8/16/2010	\$105.00	July charges
9	Auditor's Office	8/16/2010	\$14.00	Transactions for July 2010
10	IS&C	8/16/2010	\$298.32	WVFIMS transactions for July 2010 and Tech setup of new computer
11	Division of Personnel	9/1/2010	\$29.25	personnel billing for 1st qtr full time fte's
12	AG's Office	9/13/2010	\$35.00	August charges
13	Auditor's Office	9/15/2010	\$12.00	Transactions for August 2010
14	IS&C	9/16/2010	\$207.73	WVFIMS transactions for August 2010 and Tech setup of new computer

Marty motioned to pay all bills. Gene seconded. Vote 5-0.

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	6/1/2010	The Buyers Network - June 2010
2	NBCOT	6/8/2010	Newsletter - Spring/Summer 2010
3	AOTA	6/8/2010	Academic Programs Annual Data Report
4	AOTA	6/8/2010	Code of Ethics and Ethics Standards (2010)
5	Office of the Governor	6/10/2010	Appointment of Bambi Hill
6	Office of Technology	6/28/2010	FY2011 Rate schedule
7	Purchasing	7/1/2010	The Buyers Network - July 2010
8	Mary Hager	7/6/2010	WVOTA Conference 10/2/10; request for Board speaker
9	NBCOT	7/6/2010	2010 Annual Conference
10	Office of the Secretary of State	7/13/2010	Congratulations! (should we frame this one?)
11	Stateline	7/19/2010	June 2010 issue
12	NPDB-HIPDB	8/2/2010	Data Bank News - July 2010
13	Office of the Governor	8/16/2010	Re-appointment of Kathy and Phil
14	Purchasing	8/19/2010	The Buyers Network - August 2010
15	Stateline	8/19/2010	August 2010 issue
16	Legislative Auditor's office	8/23/2010	Survey re: office space of Chapter 30 Boards
17	Brickstreet	8/26/2010	Inside Brickstreet Summer 2010
18	United Hospital Center (UHC)	8/26/2010	New address in Clarksburg
19	Purchasing	9/1/2010	The Buyers Network - September 2010
20	Legislative Post Audit Division	9/7/2010	Cash receipts survey - response mailed 9/7/10
21	MD Occ Therapy Association	9/3/2010	Am. Occ.Ther. Found. drawing for free hotel rm. at 2011 AOTA conf.
22	ACOTE	9/13/2010	Survey by the Educational Standards Review Committee **See enclosed - complete at meeting
23	Legislative Post Audit Division	9/14/2010	Work hours survey - response emailed 9/14/10
24	Grady Bowyer	9/16/2010	email from AG re: fee changes through legislature

ACTIONS ARE IN BOLD

Marty motioned to adjourn at 2:25 following the signing of applications. Phil seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, November 5, 2010 at 11:00 a.m. at the Morgantown office.



3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: November 5, 2010

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:05 a.m.

Gene motioned to enter Executive Session at 11:05 a.m. to discuss complaints and applicant issues. Phil seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2007 #27 – Applicant
Issue 2008 #49 – Consent Agreement
Issue 2010 #62 – Complaint
Issue 2010 #68 – Complaint
Issue 2010 #72 – Complaint
Issue 2010 #73 – Complaint
Issue 2010 #74 – Complaint

Phil motioned to end Executive session at 12:15 pm. Bambi seconded. Vote 5-0.

Issue 2007#27 – Gene motioned to collect further information for review prior to making a decision regarding licensure. Phil seconded. Vote 5-0.

Marty motioned to approve September 17, 2010 minutes as written. Gene seconded. Vote 5-0.

OLD BUSINESS

TOPIC: CE credit for on-line Practice Act review & test

FINDINGS/CONCLUSIONS: Discussed the proposal by Diana Davis to make an on-line presentation of the new Practice Act available to licensees to review and take a test for CE credit. Marty motioned to wait until after new Legislative Rules are passed. Gene seconded. Vote 4-0. Exam posted on website with information in Renewal Newsletter mailed 10/7/10.

ACTION/FOLLOW-UP: None.

TOPIC: PT Legislative Rule update

FINDINGS/CONCLUSIONS: PT legislative rules have been filed with the Legislative Rule Making and Review Committee. Comment period ended July 29th. The PT Board chose not to consider our comments in their filing of agency approved rules and has indicated they have no intention of changing their definition of a PT Aide. Concerns were forwarded to C. Roscovensky, their LRMRC counsel. Meeting held with PT Board on 10/27/10. Issues resolved.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal Newsletter

FINDINGS/CONCLUSIONS: Draft of renewal newsletter was reviewed and minor changes recommended. Renewal newsletter mailed October 6 & 7, 2010.

ACTION/FOLLOW-UP: None.

TOPIC: WVOTA Conference

FINDINGS/CONCLUSIONS: WVOTA requested a Board representative to make presentation at 10/2/10 meeting at Mountain State in Beckley. As board members are unable to attend, a written update of Board news was reviewed and approved to send to WVOTA. Update emailed to WVOTA 9/21/10.

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Marty motioned to accept all purchases. Phil seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of November 1, 2010
\$ 152,272.51

DEPOSITS SINCE LAST BOARD MEETING

September 9, 2010	\$ 1,180.00
September 23, 2010	1,615.00
October 7, 2010	1,230.00
October 21, 2010	3,130.00

TOTAL DEPOSITS \$ 7,155.00

DISBURSEMENTS SINCE LAST BOARD MEETING

September	\$ 6,020.99
October	\$ 7,685.60

NEW BUSINESS

TOPIC: Annual Licensing Board Seminar

FINDINGS/CONCLUSIONS: December 1st in Charleston, with mandatory pcard training on Dec. 2nd.

ACTION/FOLLOW-UP: Vonda to attend.

TOPIC: Online Applications and License Verification

FINDINGS/CONCLUSIONS: Proposals to make application and license verifications available online were discussed. The benefits include reducing time and expense to applicants and licensees seeking licensure in another state. Revenue to the board would be reduced approximately \$7,500 per year in fees currently collected for applications and verifications. Programming cost for online verifications would be approximately \$300. Gene motioned to accept proposal to make application available online. Marty seconded. Vote 5-0. Marty motioned to proceed with programming to provide online license verification. Phil seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to implement changes to application process and work with Infineon, Inc. to provide online verifications.

TOPIC: Pay increase for Executive Secretary

FINDINGS/CONCLUSIONS: Marty motioned to submit paperwork for pay increase of 5%. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to submit paperwork.

Financial

<u>vendor</u>	<u>date rec'd</u>	<u>amount</u>	<u>note</u>
1 Division of Personnel	10/13/2010	\$29.25	personnel billing for 2nd qtr full time fte's
2 Auditor's Office	10/14/2010	\$17.00	Transactions for September 2010
3 AG's Office	10/18/2010	\$76.00	September charges

Marty motioned to pay all bills. Gene seconded. Vote 5-0.

Correspondence

<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1 NPDB-HIPDB	10/25/2010	Data Bank News - October 2010
2 Purchasing	10/4/2010	The Buyers Network - October 2010
3 Purchasing	11/1/2010	The Buyers Network - November 2010
4 WV Board of Medicine	10/21/2010	Quarterly Newsletter
5 AOTA	10/26/2010	State Policy Update - October 2010

Gene motioned to adjourn at 1:45 p.m. following the signing of applications. Bambi seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, January 7, 2011 at 11:00 a.m. at the Morgantown office, with a snow date of January 21, 2011.



3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: February 4, 2011

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

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

Gene motioned to enter Executive Session at 11:03 a.m. to discuss Issue 2010#74. Phil seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2007 #27 – Applicant
Issue 2008 #49 – Consent Agreement – Case closed.
Issue 2010 #62 – Complaint – Case closed.
Issue 2010 #74 – Complaint
Issue 2010 #75 – Complaint

Gene motioned to end Executive session at 11:10 pm. Bambi seconded. Vote 5-0.

Issue 2010#74 – Based on results of investigation, Gene motioned that the Board find probable cause. Phil seconded. Vote 4-0.

Bambi motioned to re-enter Executive Session at 11:15 a.m. to hold informal conference call with complainant, discuss additional complaints and applicant issues. Phil seconded. Vote 5-0.

Bambi motioned to end Executive session at 11:55 pm. Phil seconded. Vote 5-0.

Issue 2007#27 – Letter to be sent to applicant requesting written application and proof of continuing education to proceed with application process.

Issue 2010#74 – Phil motioned to offer consent agreement based on findings of investigation. Gene seconded. Vote 5-0.

Issue 2010#75 – Marty motioned to dismiss complaint due to insufficient evidence to warrant an investigation. Gene seconded. Vote 5-0.

Gene motioned to approve November 5, 2010 minutes as written. Marty seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Annual Licensing Board Seminar

FINDINGS/CONCLUSIONS: December 1st in Charleston, with mandatory pcard training on Dec. 2nd. Vonda attended.

ACTION/FOLLOW-UP: None.

TOPIC: Online Applications and License Verification

FINDINGS/CONCLUSIONS: Proposals to make application and license verifications available online were discussed. The benefits include reducing time and expense to applicants and licensees seeking licensure in another state. Revenue to the board would be reduced approximately \$7,500 per year in fees currently collected for applications and verifications. Programming cost for online verifications would be approximately \$300. Gene motioned to accept proposal to make application available online. Marty seconded. Vote 5-0. Marty motioned to proceed with programming to provide online license verification. Phil seconded. Vote 5-0. Application forms are now available on the website.

ACTION/FOLLOW-UP: Vonda to work with Infineon, Inc. to provide online verifications.

TOPIC: Pay increase for Executive Secretary

FINDINGS/CONCLUSIONS: Marty motioned to submit paperwork for pay increase of 5%. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to submit paperwork.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Marty motioned to accept all purchases. Phil seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of February 1, 2011

\$ 196,379.15

DEPOSITS SINCE LAST BOARD MEETING

November 4, 2010	\$ 2,840.00
November 18, 2010	8,170.00
November 24, 2010	3,590.00
November 30, 2010	3,620.00
December 8, 2010	7,740.00
December 15, 2010	9,430.00
December 22, 2010	10,730.00
December 29, 2010	5,855.00
January 5, 2011	6,000.00
January 20, 2011	3,160.00

TOTAL DEPOSITS \$61,135.00

DISBURSEMENTS SINCE LAST BOARD MEETING

November	\$ 6,115.62
December	\$ 6,227.21
January	\$ 4,685.53

NEW BUSINESS

TOPIC: Election of officers for 2011

FINDINGS/CONCLUSIONS: Phil motioned to keep current officers for 2011. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: Office lease renewal

FINDINGS/CONCLUSIONS: Current lease expires in May. Need to renew for three year period. Marty motioned to renew lease up to maximum of \$500/month. Bambi seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to follow up with lessor and complete paperwork to renew lease.

TOPIC: Infineon contract renewal

FINDINGS/CONCLUSIONS: Current contract expires in March. Gene motioned to renew contract at current rate. Phil seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to complete paperwork to renew contract.

TOPIC: Renewal update

FINDINGS/CONCLUSIONS: OTR non-renewals: 19 of 276; COTA non-renewals: 23 of 168. Of these 23, 3 are now OTR's. Number of licensees as of 1/20/11: 544 OT's and 323 OTA's.

ACTION/FOLLOW-UP: None.

TOPIC: Spring Newsletter

FINDINGS/CONCLUSIONS: Discussed topics for spring newsletter.

ACTION/FOLLOW-UP: Vonda to draft newsletter for next board meeting.

financial

	VENDOR	DATE REC'D	AMOUNT	NOTE
1	Auditor's Office	11/15/2010	\$11.00	Transactions for October 2010
2	AG's Office	11/16/2010	\$38.00	October charges
3	AG's Office	12/14/2010	\$38.00	November charges
4	Auditor's Office	12/15/2010	\$18.00	Transactions for November 2010
5	IS&C	12/20/2010	\$50.00	EDP Accounting Services - 1st qtr 2011
6	Division of Personnel	1/10/2011	\$29.25	personnel billing for 3rd qtr full time fte's
7	Auditor's Office	1/13/2011	\$12.00	Transactions for December 2010
8	IS&C	1/28/2011	\$175.00	EDP Accounting Services - 2nd qtr 2011

Gene motioned to pay all bills. Marty seconded. Vote 5-0.

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	WV Bureau of Medical Services	11/17/2010	Email re: qualification of OT's to perform debridement

2	Purchasing	12/3/2010	The Buyers Network - December 2010
3	Brickstreet	12/27/2010	Inside Brickstreet - Winter 2010
4	Purchasing	1/3/2011	The Buyers Network - January 2011
5	AOTA	1/5/2011	State OT Licensure Counts
6	AOTA	1/10/2011	State Policy Update - January 2011
7	NPDB-HIPDB	1/11/2011	Data Bank News - January 2011
8	WV Office of Technology	1/14/2011	Web-based licensing management system
9	WV Assoc. of Licensing Bds	1/20/2011	next meeting 2/18/11 - see agenda (planning to attend)
10	Brickstreet	1/26/2011	preliminary quote for renewal of WC policy (same as last year)
11	Purchasing	2/1/2011	The Buyers Network - February 2011
12	AOTA	1/31/2011	New and revised documents
13	WV Cons. Public Ret. Board	2/2/2011	PERS emp contribution rate FY2012 increasing from 12.5% to 14.5%

Gene motioned to adjourn at 2:05 p.m. following the signing of applications. Phil seconded.
Vote 5-0. The next regular Board meeting is scheduled for Friday, May 6, 2011 at 11:00 a.m. at the Morgantown office.



3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: May 6, 2011

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:05 a.m.

Phil motioned to approve February 4, 2011 minutes as written. Gene seconded. Vote 5-0.

Gene motioned to enter Executive Session at 11:15 a.m. to discuss licensee and applicant issues. Bambi seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2007 #27 – Applicant

Issue 2010 #74 – Complaint – Case closed.

Issue 2010 #75 – Complaint – Case closed.

Issue 2011 #76 – Limited Permit Void – Case closed.

Issue 2011 #77 – Limited Permit Void – Case closed.

Marty motioned to end Executive session at 11:40 pm. Phil seconded. Vote 5-0.

Issue 2007#27 – Phil motioned to proceed with restricted license contingent upon completion of additional practice related continuing education and conditional license agreement. Marty 2nd. Vote 5-0.

OLD BUSINESS

TOPIC: Online Applications and License Verification

FINDINGS/CONCLUSIONS: Proposals to make application and license verifications available online were discussed. The benefits include reducing time and expense to applicants and licensees seeking licensure in another state. Revenue to the board would be reduced approximately \$7,500 per year in fees currently collected for applications and verifications. Programming cost for online verifications would be approximately \$300. Gene motioned to accept proposal to make application available online. Marty seconded. Vote 5-0. Marty motioned to proceed with programming to provide online license verification. Phil seconded. Vote 5-0. Application forms are now available on the website. Online verification completed.

ACTION/FOLLOW-UP: None.

TOPIC: Pay increase for Executive Secretary

FINDINGS/CONCLUSIONS: Marty motioned to submit paperwork for pay increase of 5%. Gene seconded. Vote 5-0. Completed.

ACTION/FOLLOW-UP: None.

TOPIC: Office lease renewal

FINDINGS/CONCLUSIONS: Current lease expires in May. Need to renew for three year period. Marty motioned to renew lease up to maximum of \$500/month. Bambi seconded. Vote 5-0. Lease renewed for three years at current rate of \$425/month.

ACTION/FOLLOW-UP: None.

TOPIC: Infineon contract renewal

FINDINGS/CONCLUSIONS: Current contract expires in March. Gene motioned to renew contract at current rate. Phil seconded. Vote 5-0. Contract renewed at current rate.

ACTION/FOLLOW-UP: None.

TOPIC: Spring Newsletter

FINDINGS/CONCLUSIONS: Discussed topics for spring newsletter. Draft newsletter reviewed and approved, with addition of announcement of Legislative Rule filing and comment period for proposed fee reductions.

ACTION/FOLLOW-UP: Vonda to complete and mail newsletter.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card since the last board meeting. Marty motioned to accept all purchases. Gene seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of May 1, 2011

\$ 186,380.14

DEPOSITS SINCE LAST BOARD MEETING

February 4, 2011	\$ 1,220.00
February 17, 2011	1,865.80
March 3, 2011	1,535.00
March 10, 2011	1,430.00
March 24, 2011	1,390.00
April 7, 2011	1,030.00
April 20, 2011	630.00

TOTAL DEPOSITS \$ 9,100.80

DISBURSEMENTS SINCE LAST BOARD MEETING

February	\$ 7,080.45
March	\$ 6,140.02
April	\$ 5,607.34

NEW BUSINESS

TOPIC: Records Retention and Disposal Schedule

FINDINGS/CONCLUSIONS: Proposed schedule reviewed. Marty motioned to approve schedule and submit to State Records Administrator. Bambi 2nd. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to submit schedule for approval by State Records Administrator.

TOPIC: FY2012 Budget

FINDINGS/CONCLUSIONS: FY2012 budget reviewed. As a result of budget surplus, Gene motioned to file proposed Legislative Rule to reduce initial licensure fees by \$100. Bambi 2nd. Vote 5-0. Marty motioned to continue to pay the optional remaining ARC payments as budgeted. Gene 2nd. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to file proposed legislative rule.

Financial

	VENDOR	DATE REC'D	AMOUNT	NOTE
1	Auditor's Office	2/14/2011	\$10.00	Transactions for January 2011
2	Auditor's Office	3/14/2011	\$18.00	Transactions for February 2011
3	AG's Office	3/16/2011	\$114.00	February charges
4	Division of Personnel	4/11/2011	\$29.25	personnel billing for 4th qtr full time FTE's
5	AG's Office	4/13/2011	\$19.00	March charges
6	Auditor's Office	4/14/2011	\$14.00	Transactions for March 2011

Gene motioned to pay all bills. Phil seconded. Vote 5-0.

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	St. Catherine University	2/17/2011	Info regarding an OTA Refresher course
2	AOTA	2/22/2011	ACOTE Standards Open Hearing at AOTA annual conference
3	WV Professional Engineers	2/23/2011	Spring 2011 issue of "interchange"
4	WV Assoc of Licensing Boards	2/24/2011	Feb 18 meeting minutes
5	Stateline	2/28/2011	Jan/Feb 2011 issue
6	Purchasing	3/1/2011	The Buyers Network - March 2011
7	Brickstreet	3/28/2011	Notice of Elections
8	Brickstreet	3/30/2011	Workers Comp policy 3/29/11 to 3/29/12
9	Legislative Rule-Making Comm.	4/4/2011	Filing deadlines for 2012 Legislative session
10	Purchasing	4/4/2011	The Buyers Network - April 2011
11	AOTA	4/11/2011	State Policy update
12	Stateline	4/6/2011	March/April 2011 issue
	WV Medical Professionals		American Society of Addiction Medicine public policies on
13	Health Program	4/19/2011	physician health issues
14	CLEAR	4/25/2011	2011 Annual Conference - Pittsburgh PA, Sept 8-10
15	WV Board of Physical Therapy	4/25/2011	letter re: Hand & Upper Extremity Rehab Center ad
16	Brickstreet	4/27/2011	Premium audit results - \$3 credit
17	Dee Hatcher, COTA	4/28/2011	Info re: CA OT Association website
18	Purchasing	5/2/2011	The Buyers Network - May 2011
19	Brickstreet	5/3/2011	Annual Report 2010

Marty motioned to adjourn at 1:00 p.m. following the signing of applications. Bambi seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, September 2, 2011 at 11:00 a.m. at the Morgantown office.

West Virginia Board of Occupational Therapy

**Annual Report
2010-2011**

Newsletters

West Virginia Board of Occupational Therapy

3041 University Ave. 2nd Floor, Suite 6 Morgantown, WV 26505

www.wvbot.org

2010 RENEWAL NEWSLETTER

October 2009



Board Members

Kathy Quesenberry

President / Chairperson

Martin Douglas

Secretary / Treasurer

Phil Simpson

Board Member

Gene Brooks

Consumer Member

Brenda Hambric

Board Member

License renewal time is here!

It is now time to renew your licensure to continue practicing Occupational Therapy in WV. Enclosed you will find the renewal application and information related to continuing competency requirements.

Licensure renewal will be a little different this year, as we begin the transition to biennial renewal. Please read the instructions at the top of your renewal application carefully, as you will be renewing for either one or two years, depending on the year of initial licensure. Your renewal application indicates which of these two categories you are in.

This year, licensure renewal still requires 12 hours of education and continuing competency activities. This requirement applies only to licensees who have been under the status of permanent licensure for the entire 2009 calendar year. As we transition to biennial renewal, continuing competency requirements will increase to 24 hours over the two year period. Please keep this in mind for future record keeping purposes. The enclosed summary of the broad variety of activities you may claim is included to aid in the completion of your renewal application. Please note that there is a maximum allowable credit for some activities. This is intended to encourage a varied competency experience. An excess of 6 hours may be carried into the next renewal period if

you have surpassed the annual 12 hour requirement for the current year.

Unless you are further instructed to do so, please do not send copies of continuing education documents with your renewal application. The Board conducts a random audit of these annually. If you have been selected to participate in this audit, this packet will contain further instructions.

New Photo Required...

Please note that a new photo is required this year on the front page of your renewal application. ***Applications received without a photo will be considered incomplete and returned to the licensee.***

Renewal fees...

In order to adjust renewal fees to accommodate the transition to biennial renewal, the Board submitted an emergency legislative rule to the Secretary of State to establish a one-year and a two-year renewal fee. The appropriate fee is indicated in the instructions at the top of your renewal application. The late fee for applications postmarked after December 31, 2009 has not changed.

Your renewal application and associated fee must be returned to the Board office prior to the issuance of new license cards. *You may not practice Occupational Therapy in WV after December 31, 2009 without the actual license cards in your possession.* To assure receiving your new license cards prior to January 1, 2010, submit your properly completed renewal application no later than December 1, 2009. The Board recommends that you make copies of your renewal application before mailing it. Renewal application must be postmarked by December 31, 2009 to avoid late fee.

Delinquent application and late fee payment submission does not constitute an extension of the licensure privilege beyond December 31, 2009.

Legislative Rule update...

The Board would like to thank those who sent comments regarding the proposed legislative rules during the comment period. As a result of this valuable input, the rules were modified prior to submission to the Secretary of State and Legislative Rule Making and Review Committee (LRMRC) in July. These rules will now go through a review process by the LRMRC and be presented to a Legislative sub-committee during interim meetings this fall, in preparation for introduction in the 2010 Legislative Session.

Title 13, Series 2, Procedural Rule for Disciplinary, Complaint and Contested Case Hearing Procedures has been updated and becomes effective November 1, 2009. The new rule will be available for viewing at www.wvbot.org upon the effective date.

The following Position Statements of the WV Board of Occupational Therapy have been updated to reflect the new Practice Act, and can be viewed at www.wvbot.org:

- ❖ *School Based Practice Frequently Asked Questions*
- ❖ *Licensure of Occupational Therapy Educators/University Faculty Positions*

Disciplinary Actions

Investigations into complaints continue to be conducted as necessary to assure compliance to licensure laws and to protect the public. There have been no new disciplinary actions taken by the Board.

LEGISLATIVE RULES, (§13-1-12.), OF THE WEST VIRGINIA BOARD OF OCCUPATIONAL THERAPY CONTINUING COMPETENCY ACTIVITIES FOR RENEWAL OF WV LICENSE.

Requirement: 12 contact hours per renewal period through participation in:

<u>Activity</u>	<u>Page#</u>	<u>Rule #</u>	<u>Maximum Allowed</u>
Workshop, Seminar, Conference	8	12.7.c.3	No maximum
University Courses, College Courses	9	12.7.c.4	No maximum
Vo. Tech Adult Education Courses	9	12.7.c.4	No maximum
Education Telecommunication Courses	9	12.7.C.5	No maximum
Videotaped Presentation of Courses, Seminars, Workshops, or Conferences	9	12.7.c.6	No maximum
In-service Training	9	12.7.c.7	No maximum
Presentations of OT Education Programs, Workshops, Seminars, In-services, Conferences or Guest Lectures	9	12.7.c.8	No maximum for presenting, but maximum of 3 continuing competency credits allowed for reviewing presentations.
Publications and other media	9	12.7.C.9	Maximum of <u>10</u> hours for authorship/editorship; Maximum of <u>3</u> hours for authorship of an article, book review or abstract in a weekly periodical or professional newsletter. Maximum of <u>6</u> hours for development of other media, such as video, slides, etc. for public and professional viewing.
Research Projects	10	12.7.c.10	6 hours/project
Quality Assurance Studies/Publisher	10	12.7.c.11	4 hours/study
Paper and Proposals for Conference presentation	10	12.7.c.12	2 hours/paper
Formal Self-Study	10	12.7.c.13	the full contact hour that is awarded by provider
Informal Self-Study	10	12.7.c.14	3 hours
Clinical Student Instruction	11	12.7.c.15	1 hour/level 1 student (Max. of 3 students) 4 hours/level 2 student (Max. of 2 students)

For more detailed information please consult the Legislative Rules of the Board of Occupational Therapy (§13-1-12.).

--A contact hour is defined as 1 hour spent in a continuing education activity. It excludes breaks, receptions, meals, social events, etc.

--6 **excess** contact hours may carry over from one consecutive licensure year to the next immediate calendar year.

--Licensees must obtain a certificate of completion or other record of providers of continuing education providers stating the: Date of completion

Title and location of the course
Name of participant and provider
Number of hours for the course
Signature of provider

Core job specific, job related requirements of your chosen industry of occupational therapy DO NOT count toward continuing competency requirements for licensure renewal. Examples will include CPR, First Aid Training, Documentation In-services, Training in the implementation of coding, billing, payment systems, Facility or organization specific accreditation requirements, etc. These types of activities do not meet the intent of the continuing competency requirements related to contributing to the development of the professional and updating competency in Occupational Therapy Theory and Practice.

Continuing competency audits may be performed by WV BOT members or the Board's certified complaint investigator.

West Virginia Board of Occupational Therapy

3041 University Ave. 2nd Floor, Suite 6 Morgantown, WV 26505

www.wvbot.org

2010 MID-YEAR NEWSLETTER



Board Members

Kathy Quesenberry

President / Chairperson

Martin Douglas

Secretary / Treasurer

Phil Simpson

Board Member

Gene Brooks

Consumer Member

Brenda Hambric

Board Member

Legislative Rule update

With the passage last summer of the West Virginia Occupational Therapy Practice Act, the next step in the Legislative process was to revise our Legislative Rules to align with the new Practice Act, which became effective July 10, 2009.

In addition to making the necessary changes to align with the Practice Act, the Board used this opportunity to break the one existing Rule, *Title 13, Series 1, Administrative Rules of the Board*, into several more specific Rules. Our full set of Legislative Rules now include:

- **Series 1:** *Administrative Rules of the Board*
- **Series 2:** *Disciplinary, Complaint and Contested Case Hearing Procedures*
- **Series 3:** *Fees for Services Rendered by the Board*
- **Series 4:** *Continuing Education and Competence*
- **Series 5:** *Competency Standards for Advanced Practice*
- **Series 6:** *Ethical Standards of Practice*

Enclosed you will find copies of these Rules as approved by the Legislature. Series 2 was approved last fall and went into effect on November 1, 2009. The remaining rules become effective on July 1, 2010.

Following are highlights of the major changes:

Series 1

- Definitions revised to match Practice Act.
- Changed license renewal period to biennial.
- Added section §13-1-12, “Responsibilities and Supervision Requirements of the Occupational Therapist, Occupational Therapy Assistant, or Limited Permit Holder.”

Series 3

- Renewal fees changed to reflect biennial renewal and fee reduction.

Series 4

- Continuing competency requirements for licensure renewal revised to reflect biennial renewal period.

Series 5

This rule replaces the Emergency Rule approved June 2, 2009 to allow COTA's who are adequately trained in deep thermal and electrical modalities to perform such modalities under the general supervision of an OTR. Changes to the final Rule are as follows:

- “Diathermy” was added to the definition of “Deep thermal agent modalities.”
- Definitions revised to match Practice Act.
- Section 4.5. modified to clarify appropriate training required by COTA's to perform deep thermal or electrical modalities.
- Section 4.6.a. added to authorize Board to conduct random audits.

Remember...

§13-1-12.1 *It is the responsibility of each licensee or limited permit holder engaged in the practice of occupational therapy to be familiar with the requirements of the law regulating those activities in West Virginia and with the rules of the Board.*

www.wvbot.com

Our website has a new look! Check it out and let us know if you have any suggestions to make it even better.

Name, address, employment changes...

Please remember to notify the Board if you have a name, address, or employment change. For name changes, a copy of the legal document authorizing the change is required. Otherwise, just a written notice with your signature will do.

Disciplinary Actions

Investigations into complaints continue to be conducted as necessary to assure compliance to licensure laws and to protect the public.

There have been no new disciplinary actions taken by the Board.

West Virginia Board of Occupational Therapy

3041 University Ave. 2nd Floor, Suite 6 Morgantown, WV 26505

304-285-3150

www.wvbot.org

2011 RENEWAL NEWSLETTER

October 2010



Board Members

Kathy Quesenberry

President / Chairperson

Martin Douglas

Secretary / Treasurer

Phil Simpson

Board Member

Gene Brooks

Consumer Member

Bambi Hill

Board Member

License renewal time is here... for some of you!

For those of you who only renewed for one year last year, and your current license expires 12/31/10, it is now time to renew your licensure to continue practicing Occupational Therapy in WV. Enclosed you will find the renewal application and information related to continuing competency requirements. As noted at the top of the application, the fee for a two-year license renewal is \$140 for an OT license and \$120 for a COTA license.

This year, license renewal still requires 12 hours of continuing education and

competency activities. As we complete the transition to biennial renewal, continuing competency requirements will increase to 24 hours over the two year period. Please keep this in mind for future record keeping purposes. The enclosed summary of the broad variety of activities you may claim is included to aid in the completion of your renewal application. Please note that there is a maximum allowable credit for some activities. This is intended to encourage a varied competency experience. Six (6) excess contact hours may carry over from one licensure period to the next immediate renewal period.

If you did not receive a renewal application in

this packet, your current license should be valid through 12/31/11. If not, please call the office immediately at the number shown above.

Unless you are further instructed to do so, please do not send copies of continuing education documents with your renewal application. The Board conducts a random audit of these annually. If you have been selected to participate in this audit, this packet will contain further instructions.

Your renewal application and associated fee must be returned to the Board office prior to the issuance of new license cards. You may not practice Occupational Therapy in WV after December 31, 2010 without the actual license cards in your possession. To assure receiving your new license cards prior to January 1, 2011, submit your properly completed renewal application no later than December 1, 2010. The Board recommends that you make copies of your renewal application before mailing it. Renewal application must be postmarked by December 31, 2010 to avoid late fee. Delinquent application and late fee payment submission does not constitute an extension of the licensure privilege beyond December 31, 2010.

Continuing Education Notes...

The WV BOT continuing education policy does not require a licensee or provider to gain pre-approval of courses by the Board. However, there are guidelines as to certain types of courses that do not meet the intent of the continuing competency requirements. Examples include CPR, First Aid training, Documentation In-services, and training in coding, billing, and payment systems, such as Medicare. Although these courses may be beneficial, and the Board certainly does not discourage them, please do not submit them

on your renewal application to fulfill your continuing competency requirements.

With the recent passage of a new OT Practice Act and Legislative Rules, the Board is offering licensees an opportunity to earn 1 hour of continuing education credit by completing an exam to test your knowledge of the laws governing the practice of occupational therapy in WV. Go to www.wvbot.org to print the exam. Complete and mail to the Board to earn 1 hour of CE credit with a score of 80% or better. Be sure to include your email address on the exam to be notified of your score.

Board Member Appointments

The Board is pleased to announce that on June 8, 2010, Governor Manchin appointed Bambi Hill, as the Board's new COTA representative. Bambi lives in Raleigh County, and has been a COTA since 2001. Congratulations, Bambi!

The Board would like to thank all those who expressed an interest and applied for the COTA position on the Board.

Also, on August 10, 2010, the Governor re-appointed Kathy Quesenberry and Phillip Simpson to the Board as OTR representatives.

Forms Available at www.wvbot.org

On the Board's new website, there are now forms available to notify the Board of a name/address/employment change, or to request a verification of licensure to another state Board.

Disciplinary Actions

Investigations into complaints continue to be conducted as necessary to assure compliance to licensure laws and to protect the public. The following disciplinary action has been taken for a violation of the Practice Act and/or Legislative

**LEGISLATIVE RULES, (§13-4-1.), OF THE WEST VIRGINIA BOARD OF
OCCUPATIONAL THERAPY CONTINUING COMPETENCY ACTIVITIES
FOR RENEWAL OF WV LICENSE.**

**Requirement: 24 contact hours per two year renewal period through participation
in:**

<u>Activity</u>	<u>Page#</u>	<u>Rule #</u>	<u>Maximum Allowed</u>
Workshop, Seminar, Conference	3	3.8.b.1	No maximum
University Courses, College Courses	3	3.8.b.2	No maximum
Vo. Tech Adult Education Courses	3	3.8.b.2	No maximum
Education Telecommunication Courses	3	3.8.b.3	No maximum
Videotaped Presentation of Courses, Seminars, Workshops, or Conferences	3	3.8.b.4	No maximum
In-service Training	3	3.8.b.5	No maximum
Presentations of OT Education Programs, Workshops, Seminars, In-services, Conferences or Guest Lectures	3	3.8.b.6	No maximum for presenting, but maximum of 6 continuing competency credits allowed for reviewing presentations.
Publications and other media	4	3.8.b.7	Maximum of <u>10</u> hours for authorship/editorship; Maximum of <u>3</u> hours for authorship of an article, book review or abstract in a weekly periodical or professional newsletter. Maximum of <u>6</u> hours for development of other media, such as video, slides, etc. for public and professional viewing.
Research Projects	4	3.8.b.8	6 hours/project
Quality Assurance Studies/Publisher	4	3.8.b.9	4 hours/study
Paper and Proposals for Conference presentation	4	3.8.b.10	2 hours/paper
Formal Self-Study	4	3.8.b.11	the full contact hour that is awarded by provider
Informal Self-Study	4	3.8.b.12	.5 hrs per activity up to 6 total hours
Clinical Student Instruction	4	3.8.b.13	2 hours/level 1 student (Max. of 3 students) 6 hours/level 2 student (Max. of 2 students)

For more detailed information please consult the Legislative Rules of the Board of
Occupational Therapy (§13-4-1.).

--A contact hour is defined as 1 hour spent in a continuing education activity. It excludes breaks, receptions, meals, social events, etc.

--6 **excess** contact hours may carry over from one consecutive licensure period to the next immediate renewal period.

--Licensees must obtain a certificate of completion or other record of providers of continuing education providers stating the:

Date of completion

Title and location of the course

Name of participant and provider

Number of hours for the course

Signature of provider

Core job specific, job related requirements of your chosen industry of occupational therapy **DO NOT** count toward continuing competency requirements for licensure renewal. Examples will include CPR, First Aid Training, Documentation In-services, Training in the implementation of coding, billing, payment systems, Facility or organization specific accreditation requirements, etc. These types of activities do not meet the intent of the continuing competency requirements related to contributing to the development of the professional and updating competency in Occupational Therapy Theory and Practice.

Continuing competency audits may be performed by WVBOT members or the Board's certified complaint investigator.

West Virginia Board of Occupational Therapy

3041 University Ave. 2nd Floor, Suite 6 Morgantown, WV 26505

www.wvbot.org

2011 MID-YEAR NEWSLETTER



Board Members

Kathy Quesenberry

President / Chairperson

Martin Douglas

Secretary / Treasurer

Phil Simpson

Board Member

Gene Brooks

Consumer Member

Bambi Hill

Board Member

Meet our Newest Board Member

On June 8, 2010, *Bambi Hill*, COTA/L was appointed by then Governor Joe Manchin to serve as the COTA representative on the WV Board of Occupational Therapy, for the term ending 12/31/11.

Bambi has been a COTA for eleven years and currently works for the Fayette County school system. She is married and has two children. She enjoys spending time with her family, skiing, and being involved with her church.

Now accepting applications for an OTR representative on the Board. If interested, please submit your resume with a letter of interest to WVBOT at the address shown above by August 31, 2011. Qualifications include:

- WV Resident
- Licensed in WV for three years
- Engaged in rendering occupational therapy services to the public, teaching, consulting or conducting research in occupational therapy for at least three years
- May not concurrently serve as an officer of the WV Occupational Therapy Association

Frequently Asked Questions

Q. After the initial evaluation, is an OTR required to visit the patient or can all remaining treatment be performed by a COTA?

A. According to Title 13, Series 1 Legislative Rule §13-1-12.2.a.:

“The occupational therapist must be directly involved through a face-to-face visit with the patient during the initial evaluation and establishment of the intervention plan, and prior to any change in the plan, such as adding, changing, renewing, or discontinuing occupational therapy goals.”

* Please note that this is the minimum requirement of the Board, and does not supersede Medicare or other payor requirements.

Biennial Renewal Reminder

With the completion of license renewals on 12/31/10, all licensees are now on a two-year renewal cycle. Please be reminded that with your next renewal, 24 hours of continuing education hours will be required. You may still carry over 6 hours from the previous renewal period. New licensees are still exempt from continuing education in their first year of licensure, and therefore, will require only 12 hours at their first renewal.

Practice Act exam....

Many licensees have taken the online Practice Act exam and earned 1 hour of continuing education credit. The exam will be available at www.wvbot.org through the 2011 renewal season.

Disciplinary Actions

Investigations into complaints continue to be conducted as necessary to assure compliance to licensure laws and to protect the public. The following disciplinary action has been taken for a violation of the Practice Act and/or Legislative Rules governing the practice of Occupational Therapy in WV.

Billie Jo Smith, COTA/L

License #C1591

Consent Agreement 3/26/11

Positive Changes

Although the Board's primary responsibility is to protect WV consumers of occupational therapy services, we also continue to work to effect positive changes for our practitioners. Through the recent revision of our Legislative Rules, some of these positive changes include:

- Biennial license renewal
- Reduction in renewal fees
- Elimination of referral requirement (except where required by 3rd party payor)

New website services have also been added at www.wvbot.org, including:

- Online application forms
 - Online license verifications
- (Previous fees are eliminated when using these online services)

Proposed fee reductions....

During the Board meeting held on 5/6/11, the Board unanimously voted to file a Proposed Legislative Rule to be introduced in the 2012 Legislative Session that would reduce initial licensure fees for OTR and COTA licenses in WV. The proposed rule would reduce the OTR license fee from \$250 to \$150, and the COTA license fee from \$200 to \$100. The Comment Period for this proposed rule is May 30th through June 30th, 2011. If you would like to comment, please mail to the address shown above or email help@wvbot.org.

West Virginia Board of Occupational Therapy

**Annual Report
2010-2011**

Licensure Application

Field Work Experience:

<u>Facility</u>	<u>City/State</u>	<u>From/To</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you taken or are you scheduled to take the NBCOT Certification Exam? Yes ___ No ___

Place of Exam: _____ Date of Exam: _____

Passing results: Yes ___ No ___ Pending _____

Certification Number: _____ Is Certificate current? _____

If applying for a Limited Permit, have you previously taken and failed the Certification Exam? Yes ___ No ___

Have you previously been licensed, held a Limited Permit, or practiced under Reciprocity in WV?

Yes ___ No ___

Do you hold a current License, Certification or Registration in another state? Yes ___ No ___

- List:
- a) _____
 - b) _____
 - c) _____

Do you hold an expired License, Certification or Registration in another State? Yes ___ No ___

- List:
- a) _____
 - b) _____
 - c) _____

Have you ever had a Professional Occupational License, Certification or Registration revoked?

Yes ___ No ___ if yes, where: _____

Date: _____ please explain: _____

Reinstated: _____ Date: _____

Have you ever voluntarily surrendered a License, Certification or Registration? Yes ___ No ___

If yes, where: _____ Date: _____

Please explain: _____

Have you ever been disciplined by a regulatory Agency/Board? Yes ___ No ___

If yes, where: _____ Date: _____

Please provide details: _____

Is there Disciplinary Action pending against you in any Jurisdiction? Yes ___ No ___

If yes, where: _____ Date: _____

Please provide details: _____

Have you ever been convicted of a Felony? Yes ___ No ___

If yes, where: _____ Date: _____

Please provide details: _____

Have you pleaded guilty to or been convicted of a lesser charge? Yes ___ No ___

If yes, where: _____ Date: _____

Please provide details: _____

What is your current status?

Full time OT or OTA _____ Part time OT or OTA _____ Employed outside OT _____

Unemployed _____ Retired _____

If employed or anticipating employment for practice in WV:

Date of employment: _____

Facility: _____

Address: _____

Number/Street

City _____ County _____ State _____ Zip Code _____

Telephone number: _(____)_____ Hours/Week: _____

Describe duties/area of practice: _____

If employed by an agency (3rd party) other than where services are provided:

Agency/group name: _____

Address: _____

Number/Street

City _____ County _____ State _____ Zip Code _____

Telephone number: _(____)_____ Hours/Week: _____

Describe duties/area of practice: _____

****NOTE: Continue on a separate sheet if practicing at more than one facility or for more than one employer. ****

If unemployed, are you seeking employment as an OT or OTA? Yes _____ No _____

If you are a COTA, please state your level of experience:

Level I _____ Level II _____ Level III _____

(Entry)

(1-2 yrs)

(3 yrs plus)

If supervising Occupational Therapy Assistant(s) or Limited Permit Holder(s), list names and locations:

I do___ do not___ wish for my name, license number and address to be made available for non-WVBOT business through the mailing list provided to third parties under the Freedom of Information Act. List does not include telephone numbers or employment information.

Name/signature/date/telephone/relationship of individual(s) (if any) assisting with completion of application.

Name: _____ Signature: _____

Date: _____ Telephone: _____

SUBMIT WITH ATTACHED AFFIDAVIT COMPLETED

PURSUANT TO W.VA. CODE §48-15-303 EACH APPLICANT FOR LICENSE MUST ANSWER THE FOLLOWING QUESTIONS AND CERTIFY, UNDER PENALTY OF FALSE SWEARING, THAT THESE ANSWERS ARE TRUE AND CORRECT.

	YES	NO
1. Do you have a child support obligation?	<input type="checkbox"/>	<input type="checkbox"/>
2. If you answer to question 1, above, is yes, are you in arrearage?	<input type="checkbox"/>	<input type="checkbox"/>
3. If the answer to question 2, above is yes, does your arrearage equal or exceed the amount of child support payable for six (6) months?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you the subject of a child support related subpoena or warrant?	<input type="checkbox"/>	<input type="checkbox"/>

If you make a false statement concerning any question on this application, you may be subject to disciplinary action including, but not limited to, immediate revocation or suspension of your license.

I, _____, do hereby certify, under penalties of perjury and false swearing, that the above questions are true and correct to the best of my knowledge.

Applicant signature

Affidavit

I, the undersigned, being duly sworn, according to law, do depose and say that I am the person making this application; that the statements therein are true to the best of my knowledge and belief; that I have complied with the requirement of the law; and that I have read and understand it.

I hereby authorize all hospital(s), institution(s), or organizations(s), personal physicians, employers (past and present), and all governmental agencies and instrumentalities (local, state, federal) and American Occupational Therapy Certification Board, Inc., to release to the Board of Occupational Therapy any information which is material to my application for licensure.

I have carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and I declare that my answers and all statements made by me herein are true and correct. Should I furnish any false information in this application, I here agree that such act shall constitute cause for denial, suspension or revocation of my license to practice as an Occupational Therapist or Occupational Therapy Assistant in the State of West Virginia.

APPLICANT SIGNATURE

DATE

PRINT NAME

Subscribed and sworn to before me:

NOTARY PUBLIC

DATE

State of _____

County of _____

SEAL

My commission Expires _____

BOARD USE ONLY

WVBOT APPROVAL

Date: _____
Date: _____
Date: _____
Date: _____
Date: _____

West Virginia Board of Occupational Therapy

**Annual Report
2010-2011**

Active Licensees

ACTIVE LICENSEES

8/1/2011

COTA/L-OTR/L	Last Name	First Name	WV#
OTR/L	Aaron	Sarah	1423
OTR/L	Aaronson	Patricia	1525
COTA/L	Abbott	Amelia	C1766
COTA/L	Abbott	Sabrina	C1794
OTR/L	Abella	Maria Minerva	827
COTA/L	Aboulhosn	Khaled	C1036
COTA/L	Absher	Carlene	C1526
OTR/L	Acord	Stephania	1059
COTA/L	Acord-Fain	Corey	C1805
OTR/L	Adams	Carrie	1074
OTR/L	Adams	Linda	1344
COTA/L	Adams	Megan	C1736
COTA/L	Adams	Sarah	C1782
OTR/L	Adams	Stephanie	1372
COTA/L	Adkins	Amy	C1141
OTR/L	Adkins	Christina	1128
OTR/L	Adkins	Heather	1433
OTR/L	Agutu	Beatrice	1534
COTA/L	Akers	Tiffany	C1664
OTR/L	Alford	Robert	1016
OTR/L	Alfred	Jane	940
OTR/L	Allen	Cynthia	1514
COTA/L	Allen	Deborah	C1567
COTA/L	Allen	Kristen	C1704
OTR/L	Alvarez	Meridith	1187
OTR/L	Ambrose	Kristina	1103
OTR/L	Ameredes	Samantha	1528
OTR/L	Amuthavalli	Anne	444
OTR/L	Anderson	David	932
OTR/L	Anderson	Todd	833
OTR/L	Anderson	Violet	1479
OTR/L	Ardire	Deborah	1298
OT/L	Armstrong	Richard	213
OTR/L	Arnold	Joan	589
COTA/L	Arthur	Sonja	C1572
OTR/L	Ashby	Jennifer	856
OTR/L	Aylor-Biggs	Raegan	1160
COTA/L	Bailey	Andrea	C1626
OTR/L	Bailie	Michele	193
COTA/L	Bair	Jeramey	C1795
COTA/L	Baker	Rosemary	C1347
OTR/L	Ball	Monica	934
COTA/L	Ballenger	Tanya	C1512
OTR/L	Banerjee	Abhijit	850
OTR/L	Banzon	Jasper	1092
OTR/L	Bare	Brian	826
COTA/L	Barker	Paula	C1578
OTR/L	Barnett	Crystal	1531
COTA/L	Barrow	Danielle	C1433

COTA/L	Barte	Marianne	C1094
COTA/L	Bates	Brandi	C1709
OTR/L	Bateson	Jennifer	1407
OTR/L	Bauer	Amanda	1350
OTR/L	Bautista	Brian Lee	1515
OTR/L	Bean	Samantha	1485
OTR/L	Beard	Joan	371
OTR/L	Becker	Rosalyn	289
OTR/L	Beckett	Rebecca	899
OTR/L	Been	Franklin	1082
OTR/L	Belcastro	Jaclyn	1349
OTR/L	Bell	Kelly	1447
OTR/L	Bell	Rebekah	1478
OTR/L	Bennett	Susan	1273
OTR/L	Bennington	Crystal	1131
OTR/L	Bergstein	Lauren	1428
COTA/L	Berry	Madeline	C1691
OTA/L	Bess	Mistie	C1607
OTR/L	Bevil	Tina	233
OTR/L	Bianco	Alexis	1544
OTR/L	Bicol Jr.	Francisco	1270
OTR/L	Biller	Lisa	1179
OTR/L	Bills	Angela	1352
COTA/L	Bini	Shellie	C1630
COTA/L	Black	Erin	C1772
COTA/L	Black	Jeffery	C1399
OTR/L	Black	Sarah	1332
OTR/L	Blake	Rochelle	1194
OTR/L	Blankenship	Erin	1426
OTR/L	Blevins	Mallerie	244
COTA/L	Blizzard	Emily	C1247
OTR/L	Blose	Kathryn	685
OTR/L	Blosser	Kara	900
COTA/L	Blubaugh	Darlene	C1612
OTR/L	Boguess	Connie	1239
COTA/L	Boggs	Susan	C1319
OTR/L	Boice	Jennifer	1240
COTA/L	Bolen	Lorrie	C1033
COTA/L	Book II	Timothy	C1760
OTR/L	Booze	Marquita	1409
OTR/L	Bowe	Ashley	1274
OTR/L	Bowers	Melonie	1164
OTR/L	Bowman	Leslie	842
COTA/L	Bowyer	Patrick	C1596
OTR/L	Boyd	Brittany	1504
COTA/L	Bradley	Jillian	C1744
OTR/L	Bragg	Dawn	580
OTR/L	Brand	Devon	1494
OTR/L	Brant	Sheila	1530
OTR/L	Breitenstein	Tracy	1510
OTR/L	Brennan	Amy	1267
COTA/L	Bresseur	Jill	C1747
COTA/L	Bridgman	Rachel	C1732
COTA/L	Briggs	Carla	C1660

OTR/L	Brinkley	Katie	1122
OTR/L	Brodegard	Charles	745
OTR/L	Brodegard	Lydia	1238
OTR/L	Brogley	Kevin	775
OTR/L	Brooks	Veronica	481
OTR/L	Brown	Brandy	1383
COTA/L	Brown	Clara	C1515
OTR/L	Brown	Jennifer	1061
COTA/L	Brown	Rebekah	C1733
OTR/L	Browning	Danielle	924
COTA/L	Browning	Greta	C1767
OTR/L	Browning	Jason	1145
OTA (lp)	Bryant	Ashley	LPA214
COTA/L	Bryant	Audrey	C1559
OTR/L	Buchkovich	Toni	1521
COTA/L	Bucklen	Michelle	C1424
COTA/L	Buhrman	Emily	C1618
OTR/L	Burgess	Heidi	1140
COTA/L	Burgess	Jeannie	C1730
OTR/L	Burgess	Phebe	630
OTR/L	Burgess	Stephanie	467
OTR/L	Burgoon	Amanda	1272
OTA/L	Burian	Gary	C1021
OTR/L	Burkle	Amy	1285
COTA/L	Burnette	Ivy	C1801
OTR/L	Burns	Amy	984
OTR/L	Butcher	Jason	1471
OTR/L	Butler	Lindsay	1483
OTR/L	Butler	Robbin	258
OTR/L	Butts	Jamie	1178
COTA/L	Bynum	Malcolm	C1500
COTA/L	Byrne	Mary	C1446
OTR/L	Cade	Jennifer	1193
COTA/L	Cady	Tawnya	C1643
OTR/L	Cain	Brianna	1192
COTA/L	Caldrone	Jennifer	C1383
COTA/L	Caldwell	Kendra	C1727
OTR/L	Caliguire	Mariesa	1430
COTA/L	Camp	Marsha	C1250
OTA/L	Campbell	Sandra	C1617
COTA/L	Campbell	Tiffany	C1594
OT/L	Cardany	Elizabeth	1116
OTR/L	Cardany	Scott	1105
COTA/L	Carnahan	Cynthia	C1330
OTR/L	Carpenter	Casey	1497
OTR/L	Carson	Raji	993
OTR/L	Carte	Jami	1060
OT/L	Carter	Diana	1233
OTR/L	Carter	Shanna	1125
OTR/L	Carter	Shawna	935
COTA/L	Carver	Rhonda	C1071
OTR/L	Casari	Cherie	1034
OTR/L	Castilla	Lisa	878
COTA/L	Casto	Curtis	C1111

OTR/L	Casto	Valerie	150
OTR/L	Castro	Kristen	1351
OTR/L	Cattran	Brianne	1526
COTA/L	Chaffin	Alesa	C1411
OTR/L	Chandler	Dana	912
OTR/L	Chapman	Bobbie	502
OTR/L	Chapman	Jodi	1003
OTR/L	Chapman	Stephanie	1421
COTA/L	Chernutan	Wendi	C1577
COTA/L	Cherok	Amy	C1391
OTR/L	Chesnut	David	265
OTR/L	Childers	Amy	966
OT/L	Childress	Kristi	1202
COTA/L	Chill	Meghan	C1657
OTR/L	Cichowicz	Richard	818
OTR/L	Cipoletti	Allison	1394
OTR/L	Cirtwell	Meredith	771
COTA/L	Cisco	Martha	C1069
OTR/L	Citerone	Kathy	1175
COTA/L	Clark	Joan	C1196
OTR/L	Clark	Kelsey	1406
COTA/L	Clark	Melissa	C1541
COTA/L	Clark	Sarah	C1738
COTA/L	Clarkson	Heather	C1570
COTA/L	Clary	Carrie	C1802
OTR/L	Clay	Mildred	453
OTR/L	Cliff	Cindy	623
COTA/L	Close II	Ronald	C1756
COTA/L	Coalson	Brandee	C1684
OTR/L	Coffelt	Rachel	1488
OTR/L	Coggins	Gina	583
OTR/L	Colaiani	Donna	1251
COTA/L	Colburn	James	C1758
OTR/L	Cole	Amanda	1225
COTA/L	Collins	Amanda	C1490
COTA/L	Colucci-Ayers	Erica	C1622
OTR/L	Colwell	Christine	1371
COTA/L	Compton	Melissa	C1697
OTR/L	Conley	Carolyn	1217
COTA/L	Conley	Jessica	C1754
OTR/L	Conley	Mary	1123
COTA/L	Conn	Kathy	C1497
OTR/L	Connolly	Nichole	1373
COTA/L	Cook	Jillian	C1564
OTR/L	Cooper	Molly	1069
OTR/L	Corder	Cortney	1432
OTR/L	Cormack	Elizabeth	695
OTR/L	Coulter	Jill	906
OTR/L	Covert	Melissa	1509
OTR/L	Cox	Heather	1235
OTR/L	Craiger	Deanna	1197
OTR/L	Crilley	Barbara	1434
OTR/L	Criniti	Amber	1180
OTR/L	Cronin	Anne	709

OTR/L	Crosby	Zachary	702
OTR/L	Cullinan	Jessica	1435
OTR/L	Cummings	Dana	1480
OTR/L	Cupini	Sondra	692
OTR/L	Daggett	Toby	1015
COTA/L	DaLonzo	Melissa	C1707
OTR/L	Damm	Cara	1032
OTA/L	Daniels	Michelle	C1576
OTR/L	Daniels	Shannon	1258
OTR/L	Dantry	Jami	1020
COTA/L	D'Aquila	Krystal	C1745
COTA/L	Darr	Trudy	C1750
OT/L	Daub	Amy	961
OTR/L	Daubenspeck	Cara	1486
COTA/L	Davidson	Deborah	C1510
OTR/L	Davis	Diana	621
OTR/L	Davis	Julie	1529
OTR/L	Davis	Lucas	1143
OTR/L	Davis	Roxanna	1416
OTR/L	Dawson	Krista	1135
OTR/L	Deal	Michele	869
OTR/L	DeHart	Jamie	1465
OTR/L	Delahoussaye	Mary	1482
OTR/L	DeLeurere	Kristi	1277
OTR/L	Demi	Amy	880
OT (lp)	DeMoss	Alison	LPT338
COTA/L	DeMuth	Allison	C1741
COTA/L	Dennis	Erica	C1335
OTR/L	Dent	Alexandra	1312
COTA/L	Dent, Jr.	Harold	C1426
OTR/L	Destito	Jennifer	943
COTA/L	Devereaux	April	C1788
OTR/L	DeWitt	Laura	457
COTA/L	Dickson	Brandon	C1762
OTR/L	Dignan	Janet	344
COTA/L	Dillon	Rhonda	C1749
COTA/L	Dingess	James	C1543
OTR/L	Dixon	Krystal	1547
COTA/L	Dobson	Sherri	C1672
COTA/L	Dominick	Joseph	C1557
OTR/L	Donaldson	Shawn	857
OTR/L	Dooley	Ligeia	1063
OTR/L	Dorian	Molly	1282
OTR/L	Dorsey	Megan	1388
OTR/L	Double	Erin	1402
OTR/L	Douglas	Martin	366
COTA/L	Duckworth	Carrie	C1396
COTA/L	Dumm	Ann	C1005
COTA/L	Durham	Letitia	C1487
OTR/L	Dziak	Jason	799
COTA/L	Eastham	Tara	C1785
OTR/L	Eckles	Celine	1477
OTR/L	Eidahl	Whitney	1542
COTA/L	Elberson	Ginger	C1786

COTA/L	Eller	Tammy	C1544
COTA/L	Elliott	Michael	C1060
OTR/L	Elmore	Stephanie	1341
OTR/L	Epperly	Kelly	1300
OTR/L	Erzkus	Cynthia	876
COTA/L	Escobedo	Jennifer	C1639
OTR/L	Eskins	Lisa	1124
OTR/L	Estep	Lydia	266
OTR/L	Ethridge	Katie	1310
COTA/L	Eubank	Misty	C1520
OTR/L	Evans	Alyssa	1549
OTR/L	Evans	Donna	1241
COTA/L	Evans	Sara	C1485
OTR/L	Evans II	Charles	950
OTR/L	Fabbri	Erik	917
COTA/L	Fairgrieve	Victoria	C1751
OTR/L	Fantazzi	Lori	1512
OTA/L	Fawley	Renee	C1334
OTR/L	Feeley	Michael	1517
OTR/L	Ferrari	Vincentia	1358
OTR/L	Ferrell	Heather	1470
OT (lp)	Finch	Shannon	LPT343
OTR/L	Fink	Leonard	436
COTA/L	Finley	Patricia	C1104
COTA/L	Fitzgerald	Angela	C1239
OTR/L	Fizer	Shelly	979
OTR/L	Fleshman	Christopher	1283
OTR/L	Florence	Kristi	1364
OTR/L	Folk	Brandi	1154
OTR/L	Ford	Danielle	983
OTR/L	Ford	Sarah	1519
OTR/L	Forrest	Adam	637
OTR/L	Fortney	Dannette	711
COTA/L	Foster	Heather	C1440
COTA/L	Frame	Rebecca	C1710
OTR/L	France	Christine	1367
OTR/L	Franchi	Sherry	1355
OTR/L	Francis	Tiffany	1493
COTA/L	Frankenberry	Mary	C1514
COTA/L	Franko	Amanda	C1103
COTA/L	Frazier	Hattie	C1728
OTR/L	Freeman	Shauna	1419
OTR/L	Freshour	Teresa	1498
OTR/L	Friedman	Susan	1108
COTA/L	Fruit	Celicia	C1787
OTR/L	Fugate	Bryan	377
OTR/L	Garner	Mary	1390
COTA/L	Gary	Danielle	C1803
OTR/L	Gass	Krista	1281
OTR/L	Gatchel	Bre	1459
OTR/L	Gaughan	Amy	1365
COTA/L	George	Kimberly	C1586
COTA/L	Gesualdo	Diane	C1539
COTA/L	Giles	Shirley	C1651

OTR/L	Gillette	Adrienne	1206
OT/L	Gillette	Tevin	1244
OTR/L	Gilmore	Vicki	263
COTA/L	Glover	Gregory	C1796
OTR/L	Goddard	Virginia	1532
OTR/L	Gompers	Sarah	1077
OTR/L	Gongola	Christine	431
OTR/L	Goodall	Leslie	375
COTA/L	Gorlock	Dennis	C1798
OTR/L	Gould	David	169
OTR/L	Gracey	Stacey	941
OTR/L	Graebe	Garth	995
OTR/L	Granata	Emerald	1457
COTA/L	Grant	Tisha	C1680
OTR/L	Gray	Noah	500
OTR/L	Green	Michael	1385
OTR/L	Greer	Heather	438
COTA/L	Greer	Staci	C1609
OTR/L	Griffin	Ashley	1452
COTA/L	Griffin	Rosemary	C1587
OTR/L	Grimes	Darlene	992
OTR/L	Grimes	Diane	1190
OTR/L	Grimes	Parker	891
COTA/L	Grimes	Thomas	C1474
OTR/L	Griswold	Dwayne	1226
OT/L	Grooms	Carolyn	1262
COTA/L	Grubb	Matthew	C1616
COTA/L	Grubb	Tara	C1658
COTA/L	Gunnoe	Julie	C1579
COTA/L	Guthrie	Amanda	C1625
COTA/L	Guthrie	Stacey	C1404
OTR/L	Gutierrez	Karissa	1437
COTA/L	Gwinn	Patricia	C1465
OTR/L	Hager	Mary	005
OTR/L	Haggerty	Connie	1062
OTR/L	Halkett	Elizabeth	610
OTR/L	Hall	Michelle	1374
OTR/L	Hambric	Brenda	1359
OTR/L	Hamelin	Scott	1028
OTR/L	Hammond	Jennifer	1132
OTR/L	Hamrick	Neha	1053
OTR/L	Haney	Amber	1213
OTR/L	Hanshaw	Alicia	1513
COTA/L	Hanson	Debra	C1681
OTR/L	Harbert	Julie	1357
OTR/L	Harlan	Jennifer	1237
OTA/L	Harlan	Ryan	C1317
OTR/L	Harman-Coatsworth	Tammy	694
COTA/L	Harold	April	C1739
COTA/L	Harras	Susan	C1415
OTA/L	Harris	Sharon	C1542
COTA/L	Harris	Tina	C1143
COTA/L	Harriton	Francis	C1585

OTR/L	Harriton	Valerie	1266
OTR/L	Hartman	Samantha	1502
OTR/L	Hartofelis	Michael	834
COTA/L	Harvey	Kristi	C1611
COTA/L	Harvey	Michele	C1773
OTR/L	Hastings	Larissa	1089
OTR/L	Hastings	Leon	1121
COTA/L	Hatcher	Loretta "Dee"	C1597
OTR/L	Hatcher	Megan	1414
OTR/L	Hatfield	Brian	1009
OTR/L	Hawes	Cheryl	823
OTR/L	Hawkins	Dana	1001
COTA/L	Hawkins	Joan	C1395
OTR/L	Hay	Rebecca	1084
OTR/L	Hazelett	Megan	1168
COTA/L	Heath	Lisa	C1495
OTR/L	Heise	Christy	1331
OTR/L	Helbig	Sarah	1275
OTR/L	Henderson	Olivia	1199
COTA/L	Henderson	Troy	C1155
OT/L	Hendry	Maureen	1481
COTA/L	Henry	Michelle	C1408
OTR/L	Henryson	Barbara	294
OTR/L	Hetz	Stephanie	1304
COTA/L	Hiers	Eugene	C1799
COTA/L	Hill	Bambi	C1394
COTA/L	Hill	Carrie	C1421
OTR/L	Hnottavange	Loretta	1106
OTR/L	Holben	Jennifer	1229
OTR/L	Holbrook	Ashlie	1303
COTA/L	Holcomb	Amber	C1631
OTR/L	Holsen	Suzanne	793
OTR/L	Hopkins	Jeffery	184
COTA/L	Hopkins	Melissa	C1731
COTA/L	Hoppert	Amy	C1742
OTR/L	Horne	Kimberly	1328
OTR/L	Hornsby	Marlo	1356
COTA/L	House	Jennifer	C1635
OTR/L	Howell	Justina	1325
COTA/L	Huber	Tim	C1278
COTA/L	Huffman	Curtis	C1662
COTA/L	Huffman	Keith	C1200
COTA/L	Hughes	Jaqueline	C1482
	Humbertson-		
OTR/L	Grogan	Autumn	1127
OTR/L	Hunger	Rachel	1370
OTR/L	Hunt	Janet	134
COTA/L	Hunter	Cheryl	C1055
COTA/L	Hunter	Heather	C1678
COTA/L	Hurley	Terri	C1721
COTA/L	Hurley Jr.	James	C1568
OTR/L	Isaac	James	319
OTA/L	Isner	Eileen	C1025
OTR/L	Ison	Shanna	1156

COTA/L	Jackson	Sarah	C1407
OTR/L	Jackson	Stephanie	1443
OTR/L	Jacob	Beth	1271
OTR/L	Jacobs	Laura	1152
OTR/L	Jahn	Susan	1288
OTR/L	Jefferson	Ami	1031
OTR/L	Jefferson	Melissa	1136
OTR/L	Jellison	Lisa	1508
COTA/L	Jenkins	Kimberly	C1783
OTR/L	Jenkins	Nancy	1550
OTR/L	Jenkins	Valerie	1466
OTR/L	Jent	Laura	325
COTA/L	Jesse	Brenda	C1048
COTA/L	Johnson	Amanda	C1753
COTA/L	Johnson	James	C1581
OTR/L	Johnson	Mary	1475
OTR/L	Johnson	Stephanie	1243
COTA/L	Johnson	Tamara	C1486
OTR/L	Johnson	William	1492
OTR/L	Johnston	Linda	OO1
OTR/L	Jones	Ester	955
COTA/L	Jones	Heather	C1560
OTR/L	Jurovcik	Kara	732
COTA/L	Kaczor	Karen	C1696
OTR/L	Kalbaugh	Sherri	1007
COTA/L	Kalcum	Leann	C1509
OTR/L	Kalcum	Leann	1516
COTA/L	Kasler	Wendy	C1042
OTR/L	Katz	Jodi	484
OTR/L	Keane	Elaine	1150
OTR/L	Kearns	Emily	959
OTR/L	Keaton	Mitzi	1333
COTA/L	Keen	Kimberly	C1523
OTA/L	Keenan	Anita	C1549
COTA/L	Keene	Cynthia	C1634
COTA/L	Keffer	Heather	C1598
OTR/L	Keller	Nicole	1499
OTR/L	Kelly	Mary	736
OTR/L	Kendall	Krista	1380
COTA/L	Kessel	Brenda	C1355
OTR/L	Kessler	Amanda	662
COTA/L	Kessler	Rebecca	C1593
COTA/L	Kiddey	Carol	C1492
COTA/L	Kiddy	Melinda	C1793
OTR/L	Kincaid	Kena	1368
OTR/L	King	Amber	905
COTA/L	King	Erin	C1547
OTR/L	Kingery	Fred	693
OTR/L	Kiregu	Linus	824
OTR/L	Kisner	Jamie	1520
OTR/L	Kisner	Lauren	1489
OTR/L	Kisner McGraw	Carol	886
OTR/L	Klennert	Kristin	1064
OTR/L	Klos	Margaret	1473

COTA/L	Knight	Cambria	C1646
COTA/L	Knotts-Irving	Tracy	C1284
OTR/L	Kolanko	Stephanie	1055
COTA/L	Komenda	Stanley	C1312
OTR/L	Kovacs	Karen	1463
OTR/L	Kuhl	Sigal	696
OTR/L	Kulchock	Meghen	1539
OTA/L	Kunkle	Cecelia	C1461
OTR/L	LaForme	Ann	158
COTA/L	Lamantia	Marlene	C1107
OTR/L	Lamb	Valerie	261
COTA/L	Lambert	Jennifer	C1370
OTR/L	Lambert	Jennifer	1068
COTA/L	Lancaster	Nicole	C1386
OTR/L	Lane	Jennifer	584
OTR/L	Lane	Jennifer	1415
COTA/L	Lane	Jessica	C1761
COTA/L	Lane	Samantha	C1763
OTR/L	Largen	Crystal	897
OTR/L	LaRue	Katherine	298
OTR/L	LaRue	Nicole	1445
OTR/L	Laska	Mary	398
OTR/L	Laughery	Mary	974
OTR/L	Lawless	Megan	1455
OTR/L	Lawless	Morgan	1456
OTR/L	Lawrence	Amy	1276
OTR/L	Lazor	John	1081
OTR/L	Leachman	Courtney	1260
COTA/L	Lee	Pamela	C1499
OTR/L	Lee-Pride	Jeri	544
OTR/L	Lent	Michelle	1408
OTR/L	Lentz, Jr.	Robert	896
COTA/L	Leonard	Jackie	C1448
OTR/L	Leonardi	Amy	763
OTA/L	Lester	Kara	C1513
OTR/L	L'Hommedieu	Tod	1306
COTA/L	Lightner	Breanne	C1469
OTR/L	Lilly	Alexis	1396
OTR/L	Lilly	Douglas	895
OTR/L	Lilly	Mark	1173
OTR/L	Lilly-Queen	Ashley	1234
COTA/L	Lindemann	Amie	C1757
OTR/L	Lindsey	Stephanie	1067
OTR/L	Linkous	Catherine	792
COTA/L	Lockhart	Ashley	C1584
OTR/L	Logsdon	Cortney	1448
OTR/L	Logwood	Andrea	1361
OTR/L	Lollini	Angela	1444
OTR/L	Lopez	Hollea	1012
COTA/L	Loyland	Eric	C1231
COTA/L	Lucas	Scott	C1296
COTA/L	Lusk	Candace	C1381
COTA/L	Maddix	Andrea	C1682
OTR/L	Manchester	Constance	147

COTA/L	Mann	Faye	C1683
COTA/L	Manthey	Barbara	C1163
COTA/L	Margroff	Pamela	C1765
OTR/L	Markley	Lona	1335
OTR/L	Markley	Shannon	1313
COTA/L	Marshall	Tiffani	C1595
COTA/L	Marshall	William	C1138
OTR/L	Martin	Karen	384
OTR/L	Marvel	Brenda	1366
OTR/L	Mason	Shannon	1182
OTR/L	Masterman	Gwendolyn	920
OTR/L	Masters	Shannon	1317
COTA/L	Matthews	Rikki	C1780
OTR/L	Matthews	Shelda	731
COTA/L	May	Amber	C1779
OTR/L	Maynard	Jennifer	1223
OTR/L	May-Pettit	Alyssa	1533
COTA/L	Mazza	Louis	C1377
OTR/L	McBee	Joshua	1543
COTA/L	McCandless	Maureen	C1327
OTR/L	McCombie	Randy	494
COTA/L	McCormick	Bridget	C1171
COTA/L	McCoy	Belinda	C1112
COTA/L	McDaniel	Johnnie	C1489
OTR/L	McDonald	Clare	716
OTR/L	McDougal	Robin	1263
COTA/L	McGlothlin	Deseree	C1677
OTR/L	McGowan	Suzanne	101
COTA/L	McGrady	Chantel	C1791
COTA/L	McGraw	Laura	C1792
COTA/L	McKenney	Dawn	C1229
COTA/L	McKinney	Christopher	C1534
OTR/L	McKinzie	Daniel	1460
OTR/L	McManamay	Amy	413
COTA/L	McPherson	Charles	C1336
COTA/L	Mellott	Dustin	C1692
COTA/L	Mellott	Kristen	C1565
OT (lp)	Memel	Julie	LPT342
OTA/L	Mercer	Nancy	C1262
COTA/L	Meredith	Rebecca	C1774
COTA/L	Messenger	Daniel	C1535
COTA/L	Metheny	Rebecca	C1128
COTA/L	Meyers	Supanee	C1582
COTA/L	Midkiff	Geneva	C1437
COTA/L	Midock	Erika	C1621
OTR/L	Miller	Barbara	1324
OTR/L	Miller	Carol	257
COTA/L	Miller	Denise	C1417
OTR/L	Miller	Diane	1162
OTR/L	Miller	Jennifer	814
OTR/L	Miller	Maricris	573
COTA/L	Miller	Stephanie	C1328
OTR/L	Miller	Thomas	902
OTR/L	Miller	William	1424

OTR/L	Mills	Alayna	1279
OTR/L	Minnis	Lori	728
OTR/L	Mockbee	Joy	1401
OTR/L	Montgomery	Susan	938
COTA/L	Moody	Susan	C1358
COTA/L	Mooney	Candice	C1699
OTR/L	Mooney	Cassie	1369
COTA/L	Moore	Jessica	C1724
COTA/L	Moore	Kenneth	C1099
COTA/L	Moore	Michael	C1035
OTR/L	Moore	Rebecca	947
COTA/L	Moore	Sarah	C1592
OTR/L	Morgan	Jo-Clair	1189
OTR/L	Morgan	Leigh	1336
OT/L	Moriarty	Kitty	1093
COTA/L	Morrissey	Michael	C1538
OTR/L	Mosca	Alisa	911
OTR/L	Mosrie	Hala	976
OTR/L	Mott	Stephanie	1326
COTA/L	Mounts	Tiiffany	C1627
OTR/L	Mouser	Erica	1491
OTR/L	Mullins	Amy	1210
COTA/L	Mullins	Denise	C1217
OTR/L	Mullins	Krista	1506
OTR/L	Mullins	Metilda	416
OTR/L	Murphy	Rhonda	1041
COTA/L	Murphy	Tammy	C1789
OTR/L	Murray	James	1540
OTR/L	Musgrove	Brenda	991
OTR/L	Mutchler	Gail	967
OTR/L	Myers	Carla	811
OTR/L	Myers	Elizabeth	860
OT/L	Myers	Sarah	1538
OTR/L	Mysliwiec- Andlinger	Beth	498
OT/L	Nagarajan	Hemalini	1174
OT/L	Nahemow	Barbara	1411
OTR/L	Neal	Julie	989
OTR/L	Nesland	Anita	430
OTR/L	Newsom	Cindy	1283
COTA/L	Nichols	Lorraine	C1442
OTR/L	Nicholson	Argil	1120
COTA/L	Nickel	Sherry	C1674
COTA/L	Nickell	Teresa	C1740
OTR/L	O'Baker	Pamela	1090
COTA/L	O'Connor	Marcia	C1029
COTA/L	Odell	Glenda	C1375
OTR/L	O'Dell	Molly	165
OTR/L	Offield	Sandee	1000
OTR/L	O'Leary	Denis	721
OTR/L	Oleksa	Breanne	1232
OTR/L	Orndorff	Ashley	1442
COTA/L	Orr	Carolynn	C1344
OTR/L	Orth	Margaret	1280

COTA/L	Osborne	Lora	C1770
OTR/L	Osburn	Angela	705
OT/L	O'Shea	Robert	373
OTR/L	Overcash	Christina	1418
OTR/L	Parker	Leslie	1018
COTA/L	Parsons	Gretchen	C1633
OTR/L	Parsons	Sarah	1387
OTR/L	Patrelakis	Lindsay	1511
OTR/L	Patterson	Jennifer	996
COTA/L	Patton	Ashley	C1712
OTR/L	Pauley	Christina	1035
OTR/L	Pauley	Claudette	1236
OTR/L	Pauley	Karrah	1087
OTR/L	Pauley	Krista	1501
OTR/L	Pavlock	Megan	1422
OTR/L	Pavone	Melanie	956
OTR/L	Pearcy	Lois	1378
OTR/L	Pederson	Adrien	1342
OTR/L	Pegg	Ashleigh	1386
OTR/L	Pegg	Mary	928
COTA/L	Penn	Jennifer	C1715
COTA/L	Pennington	Jennifer	C1781
OTR/L	Perez	Elizabeth	1427
OTR/L	Perry	Krista	1005
COTA/L	Persinger	Ashley	C1752
OTR/L	Pervola	Christel	1297
COTA/L	Perzanowski	Breanna	C1775
COTA/L	Peto	Kellie	C1686
COTA/L	Petropoulos	Brenda	C1729
OTR/L	Pevarski	Chelsea	1523
OTR/L	Pinckney	Cheryl	414
OT/L	Pinckney	Donald	440
COTA/L	Pino	Rachel	C1661
COTA/L	Pitt	Benjamin	C1569
OT (lp)	Pitt	Julie	LPT344
OTR/L	Posch	Melanie	527
COTA/L	Potter	Tina	C1784
OT/L	Powers	Andrew	985
COTA/L	Powers	Theresa	C1610
OTR/L	Price	Carrie	1248
COTA/L	Price	Kiley	C1356
COTA/L	Pritts	Kimberly	C1776
OT/L	Proffitt	Sarah	1208
OTR/L	Prunty	Erin	1518
OTR/L	Punshon	Sarah	1505
OTR/L	Queen	Natalie	1400
OTR/L	Quesenberry	Kathy	358
COTA/L	Rader	Amber	C1693
OTR/L	Raleigh	Robin	1203
OTR/L	Ramey	Lisa	359
COTA/L	Ransom	Loyd	C1354
COTA/L	Ratcliff	Marti	C1024
COTA/L	Ratliff	Hillary	C1451
OTR/L	Rauch	Dawn	579

OTR/L	Ravenscroft	Erin	1183
OTR/L	Ream	Heather	1535
COTA/L	Reeves	Janet	C1194
COTA/L	Reffitt	Glenda	C1195
OTR/L	Revels	Elizabeth	1129
OTR/L	Reynolds	Ashley	1527
OTR/L	Rice	Sarah	1021
COTA/L	Richards	Eric	C1068
COTA/L	Richardson	James	C1687
COTA/L	Rider	Michelle	C1734
COTA/L	Riffel	Vivian	C1018
OTR/L	Riffle	Miranda	1389
COTA/L	Riggleman	Jane	C1186
OTR/L	Riggleman	Kara	1255
OTR/L	Riley	Juliana	1070
COTA/L	Riska	Darla	C1493
COTA/L	Ritchie	Amy	C1599
OTR/L	Ritenour	Kelsey	1474
OTR/L	Roberts	Duane	735
OTR/L	Roberts	Shana	1524
OTR/L	Robinson	Kathleen	1294
COTA/L	Robinson	Kathryn	C1532
COTA/L	Robinson	Michelle	C1074
OTR/L	Robinson	Nancy	346
COTA/L	Rose	Jenny	C1139
OTR/L	Ross	Rebecca	1467
COTA/L	Roth	Michelle	C1698
OTR/L	Roush	Andrea	939
COTA/L	Rowan	Lisa	C1702
OTR/L	Ruben	Lisa	1503
OTR/L	Rupple	M.	1321
OTR/L	Ryan	Lina	1343
OTR/L	Saffouri	Denise	926
OTR/L	Salmons	Renea	1286
OTR/L	Santangelo	Jaclyn	1014
OTR/L	Santer	Michele	971
OTR/L	Sarder	Alok	788
OTR/L	Sarver	Judith	538
COTA/L	Saunders	Erica	C1529
OTR/L	Savage	Catherine	1167
OTR/L	Savage	John	1169
COTA/L	Scarborough	Ashley	C1550
OTR/L	Scarborough	Ashley	1522
OTR/L	Schell	Beverly	1425
COTA/L	Schmidt	Danielle	C1685
COTA/L	Scholl	Tera	C1768
OTR/L	Schorr	Tyler	1495
OTR/L	Schubert	Shannon	1384
OT/L	Scrivener-Vass	Linda	845
OTR/L	Seasor Frye	Sonya	665
OTR/L	Seese	Amanda	1017
OTR/L	Seidel	Margaret	291
COTA/L	Sellers	Beth	C1427
OTR/L	Sellman	Jodi	1220

COTA/L	Semans	Ashley	C1656
OTR/L	Seremetis	Meagan	1327
OTR/L	Sergent	Brenford	1080
OTR/L	Sergent	Danelle	1311
OTR/L	Setaro	Rebecca	1159
OTR/L	Severino	Jessica	1462
OTR/L	Seymour	Patricia	246
OTR/L	Shaffer	Karen	981
COTA/L	Shamblin	Daryn	C1700
OTR/L	Shamblin	Deborah	687
COTA/L	Shanholtz	Shawna	C1701
COTA/L	Shank	Benjamin	C1790
OTR/L	Shannon	Sandra	1171
COTA/L	Shaw	Barbara	C1669
OTR/L	Sheets	Allison	1346
OTR/L	Sheets	Teresa	129
OTR/L	Sherrell	Maren	1205
COTA/L	Shock	Tabatha	C1689
OTR/L	Silkwood	Kristi	1195
OT (lp)	Simmons	Amber	LPT345
COTA/L	Simms	Lesley	C1518
COTA/L	Simpson	Mary	C1220
OTR/L	Simpson	Phillip	515
OTR/L	Sipes	Lynn	1323
COTA/L	Sisler	Paula	C1142
OTR/L	Sisler	Paula	1545
OT/L	Sites	Stacie	888
COTA/L	Skaggs	Steven	C1602
OTR/L	Skrzypek	Melanie	1347
COTA/L	Slate	Cassandra	C1603
COTA/L	Slone	Rebecca	C1722
COTA/L	Smith	Angela	C1746
COTA/L	Smith	Billie	C1591
OT/L	Smith	Casey	1072
COTA/L	Smith	Christina	C1771
OTR/L	Smith	Erica	1490
COTA/L	Smith	Karen	C1558
OTR/L	Smith	Kimberly	923
OTR/L	Smith	Lecia	597
COTA/L	Smith	Lisa	C1663
OTA (lp)	Smith	Natalie	LPA213
COTA/L	Smith	Timothy	C1274
OTR/L	Smith	Virginia	957
OTR/L	Snyder	Kelly	772
OTR/L	Sole	Ashley	1440
OTR/L	Solis	Cynthia	1339
OTR/L	Somerville	Elizabeth	1487
OTR/L	Sowers	Sharon	908
OTR/L	Spatafore	Andrea	1376
OTR/L	Spillson	Elizabeth	390
OTR/L	Spillson	Joseph	365
COTA/L	Springmann	Christine	C1304
COTA/L	Stanton	Mary	C1737
OTR/L	Stapleton	Meghan	1438

COTA/L	Stewart	Heather	C1374
OTR/L	Stewart	Lisa	909
OTR/L	Stewart	Robert	1484
COTA/L	Stines	Amy	C1659
OTR/L	Stone	Elizabeth	892
OTR/L	Stotts	Crystal	1413
OTR/L	Stowers	Kenneth	1078
COTA/L	Strause	Sherrie	C1380
OTR/L	Street	Kristen	1153
COTA/L	Stroop	Lindsey	C1717
COTA/L	Stull	Lauren	C1797
COTA/L	Stull	Tiffany	C1711
OTR/L	Stump	Ann	131
COTA/L	Sturgill	Jason	C1735
COTA/L	Sullivan	Jill	C1248
OTR/L	Summers	Suzanne	231
COTA/L	Sumpter	Jerry	C1694
COTA/L	Surface	Angela	C1452
COTA/L	Surratt	Danny	C1040
COTA/L	Sutherland	Carrie	C1764
COTA/L	Syner	Jennifer	C1759
COTA/L	Tarver	Deanna	C1601
OTA/L	Taylor	Carla	C1533
OT/L	Tennant	Joan	607
OTR/L	Tennant	Margaret	1242
OTR/L	Tennant	Megan	1541
OTR/L	Testman	Jessica	1391
OTR/L	Thaw	Laura	323
COTA/L	Thomas	Brenda	C1714
COTA/L	Thomas	Sue	C1748
COTA/L	Thompson	Annie	C1755
OTR/L	Tiernan	Elasa	1476
OTR/L	Tincher	Christina	1393
OTR/L	Tingler	Kimberly	1148
OTR/L	Tiu	Melissa	1044
OTR/L	Tokash	Jennifer	743
COTA/L	Toler-Elayazra	Jessica	C1778
OTR/L	Triplett	Carrie	1469
COTA/L	Trump	Nichole	C1295
OTR/L	Truschel	David	919
OTR/L	Turley	Pamela	990
OTR/L	Turley	Traci	1290
COTA/L	Tussey	Sarah	C1516
OTR/L	Ude	Heidi	997
COTA/L	Uhler	Bridgette	C1524
OTR/L	Umstot	Justin	1382
OTR/L	Umstot	Vicky	1496
OTR/L	Usenick	Jody	1405
OTR/L	Vance	Amanda	1412
OTR/L	Vance	Sarah	1379
OTR/L	Vandale	Cara	256
OT/L	VanDyke	Dana	1536
COTA/L	VanKirk	Molly	C1800
OTR/L	VanMeter	Sarah	1107

OTR/L	Venable	Allison	898
COTA/L	Vernon	Joseph	C1690
OTR/L	Vest	Carol	383
COTA/L	Vest	Casey	C1637
OT/L	Vigh	Debra	1254
OTR/L	Vincent	Virginia	885
OT/L	Viscount	Tracy	625
OTR/L	Voellinger	Erica	1330
COTA/L	Waggoner	Stephanie	C1432
OTR/L	Waibel	Amy	1537
OTR/L	Waibel	Jason	1398
OTR/L	Walls	Bethany	1126
OTR/L	Walters	Erik	1102
OTR/L	Walton	Michael	1468
COTA/L	Ward	Patricia	C1650
COTA/L	Ware	Kelley	C1654
COTA/L	Warnock	Tina	C1010
COTA/L	Warrick	Burl	C1638
OTR/L	Watson	Erin	1353
OTR/L	Weaver	Katie	1500
OTR/L	Webb	William	813
OTR/L	Weddington	Jodi	1450
OTR/L	Weddington	Joshua	1449
COTA/L	Weicht	Katerina	C1667
COTA/L	Weis	Anthony	C1574
OTR/L	Weiss	Katherine	1354
OTR/L	Wells	Wendy	1472
OTR/L	Werner	Carole	305
OTR/L	Westbrock	Amy	973
OTR/L	Westmoreland	Dianne	C1412
OTR/L	Weston	Erik	819
COTA/L	Wheeler	Corrine	C1563
OTR/L	Wheeler	Steven	638
OTR/L	White	Danise	153
COTA/L	White	Kristen	C1302
COTA/L	White	Meredith	C1769
COTA/L	Whitlock	Jodie	C1688
COTA/L	Wikel	Amanda	C1460
OTR/L	Wilcox	Alexandra	1548
OTR/L	Wilhere	Tawnya	596
COTA/L	Williams	Amanda	C1655
OTR/L	Williams	Christine	1546
COTA/L	Williams	Karen	C1725
OTR/L	Williams	Kristie	994
OTR/L	Williams	Maria	1184
COTA/L	Willis	Erica	C1668
COTA/L	Willis	Janna	C1777
OTR/L	Wilson	Heather	591
COTA/L	Windows	Wendy	C1483
OTR/L	Wingate	Heather	644
COTA/L	Winter	Robin	C1706
OTR/L	Wise-Marks	Elizabeth	922
COTA/L	Withrow	Erica	C1536
OTR/L	Wix	Amy	951

COTA/L	Wood	Carey	C1628
OTR/L	Wood	Shelby	1337
OTR/L	Wood	Susan	945
COTA/L	Wooddell	Lori	C1468
OTR/L	Woods	Sue-Ann	1429
COTA/L	Woodson	Patricia	C1670
OTR/L	Wooten	Ashlee	1377
COTA/L	Workman	Katherine	C1470
OTR/L	Worley	Amanda	1191
OTR/L	Wright	Delilah	315
OTR/L	Wright	Marleen	1507
COTA/L	Wriston	Dwayne	C1636
OTR/L	Wujtow	Nathalie	1293
OTR/L	Wulff	Sara	1453
OTR/L	Wycoff	Travis	1073
OTR/L	Yadwadkar	Neelima	674
OTR/L	Yonak	Laurie	1252
COTA/L	Yost	Jennifer	C1743
OT/L	Young	Darvan	179
COTA/L	Young	Kathleen	C1289
COTA/L	Young	Nanette	C1575
OTR/L	Zapf	Helen	893
COTA/L	Zebley	Christina	C1804
OTR/L	Zimmerman	Catherine	1198
COTA/L	Zinn	Leighann	C1466
OTR/L	Zirkle	Lindsay	1295
OTR/L	Zollars	Deanna	210
OTR/L	Zucconi	Annamarie	1109

West Virginia Board of Occupational Therapy

**Annual Report
2010-2011**

Summary of Complaints



West Virginia Board of Occupational Therapy
3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
www.wvbot.org

Summary of Complaints FY 2010 / 2011

<u>Date Rec'd</u>	<u>Case Number</u>	<u>Description</u>	<u>Resolution</u>
11/23/09	2009#60	Complaint regarding quality and quantity of OT service	Dismissed
1/25/10	2010#62	Practicing on expired license	Consent Agreement / Reprimand
2/17/10	2010#64	Stealing of medication and drug use	Dismissed
3/30/10	2010#66	Patient neglect	Consent Agreement / Reprimand
5/6/10	2010#68	Refusal to submit to drug screening	Dismissed
5/17/10	2010#72	Fraudulent documentation and billing for BTT services	Dismissed
6/6/10	2010#73	Unprofessional conduct	Dismissed
11/3/10	2010#74	Fraudulent billing for home health services	Consent Agreement
11/16/10	2010#75	Unethical and dishonest practice	Dismissed