

West Virginia Board of Occupational Therapy



Annual Report

FY 2011 – FY 2012



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 2, 2012

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 2011 and 2012.

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 August 1, 2012, 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
2011-2012**

Board Members

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
2011-2012**

Financial

2nd Floor, Suite 6
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Receipts / Disbursements FY 2011 / 2012

<u>7/1/2010-6/30/2011</u>	<u>Receipts</u>	<u>Disbursements</u>
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

7/1/2011-6/30/2012

Receipts

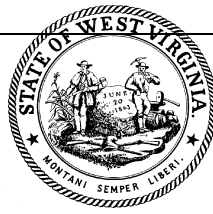
Disbursements

July	\$ 2,890.00	\$ 5,151.52
August	\$ 2,975.00	\$ 5,119.81
September	\$ 3,365.00	\$ 7,429.63
Quarter Total:	\$ 9,230.00	\$17,700.96
October	\$ 5,900.00	\$ 6,317.39
November	\$15,225.00	\$ 5,485.41
December	\$34,280.00	\$ 8,803.06
Quarter Total:	\$55,405.00	\$20,605.86
January	\$ 7,515.00	\$ 5,518.92
February	\$ 2,380.00	\$ 6,951.27
March	\$ 1,220.00	\$ 5,937.94
Quarter Total:	\$11,115.00	\$18,408.13
April	\$ 2,300.00	\$ 7,730.13
May	\$ 2,703.00	\$ 6,004.08
June	\$ 2,815.00	\$ 6,214.74
Quarter Total:	\$ 7,818.00	\$19,948.95
Grand Total:	\$ 83,568.00	\$76,663.90

West Virginia Board of Occupational Therapy

**Annual Report
2011-2012**

Board Meeting Minutes



3041 University Avenue
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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 co
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.



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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.



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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.



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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.



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

WVBOT MINUTES: September 2, 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.

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

EXECUTIVE SESSION

Issue 2007 #27 – Reinstatement – Case closed.

Issue 2008 #49 – Conditions of Probation – Case closed.

Issue 2011 #78 – NSF check – Case closed.

Issue 2011 #79 – Limited Permit Void – Case closed.

Issue 2011 #80 – Limited Permit Void – Case closed.

Marty motioned to end Executive session at 11:20 am. Bambi seconded. Vote 5-0.

Issue 2008#49 – Spoke with potential employer via phone conference regarding probationary conditions of licensee.

Marty motioned to approve May 6, 2011 minutes as written. Phil seconded. Vote 5-0.

OLD 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 continue working to identify State Records Administrator and submit schedule for approval in order to proceed with destruction of appropriate records.

TOPIC: FY2012 Budget / Legislative Rule filing

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. Proposed Legislative Rule filed 5/16/11; comment period ended 6/30/11; agency approved rule filed 7/8/11.

ACTION/FOLLOW-UP: Marty to attend LRMRC interim meeting on 9/13/11.

PURCHASE CARD TRANSACTIONS

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

TREASURER'S REPORT

Cash Balance as of September 1, 2011

\$ 177,150.96

DEPOSITS SINCE LAST BOARD MEETING

May 5, 2011	\$ 1,690.00
May 19, 2011	1,420.00
June 2, 2011	1,883.00
Chargeback (NSF)	(250.00)
June 9, 2011	1,470.00
June 30, 2011	2,060.00
July 18, 2011	2,220.00
July 27, 2011	670.00
August 10, 2011	835.00
August 31, 2011	2,140.00

TOTAL DEPOSITS \$14,138.00

DISBURSEMENTS SINCE LAST BOARD MEETING

May	\$ 7,581.89
June	5,785.96
July	5,151.52
August	5,119.81

NEW BUSINESS

TOPIC: FY2010-11 Annual Report

FINDINGS/CONCLUSIONS: Annual report filed online at Legislature website 8/2/11.

ACTION/FOLLOW-UP: None.

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received to date.

ACTION/FOLLOW-UP: Vonda to contact Governor's office regarding process for re-appointments of current Board members and new appointment for expired member.

TOPIC: Privacy Notice

FINDINGS/CONCLUSIONS: Board reviewed Privacy Notice added to licensure applications.

ACTION/FOLLOW-UP: None.

TOPIC: Safety Training

FINDINGS/CONCLUSIONS: Board reviewed Safety Policy and Defensive Driving Tips.

ACTION/FOLLOW-UP: None.

TOPIC: Mountain State University Capstone Seminar

FINDINGS/CONCLUSIONS: Need Board representative(s) to speak to graduating class at Capstone Seminar scheduled for September 17-18.

ACTION/FOLLOW-UP: Marty and Bambi to represent Board. Vonda to call Kay Blose to confirm for 10:00 am on Saturday, 9/17.

TOPIC: Fall Renewal Newsletter

FINDINGS/CONCLUSIONS: Board reviewed draft newsletter.

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

TOPIC: NBCOT Annual Conference

FINDINGS/CONCLUSIONS: Scheduled for October 21-22 in Alexandria, VA.

Registration fee has been waived by NBCOT.

ACTION/FOLLOW-UP: Marty to attend. Vonda to make hotel/flight reservations.

TOPIC: iPad purchase

FINDINGS/CONCLUSIONS: After discussion, Gene motioned to purchase iPads, including keyboard, stand, and cover for Board members/staff to conduct Board business in an effort to increase efficiency.

ACTION/FOLLOW-UP: Vonda to research purchasing requirements (statewide contract, approvals, etc.) prior to making purchase.

financial

	VENDOR	DATE REC'D	AMOUNT	NOTE
1	IS&C	5/12/2011	\$125.00	EDP Accounting Services - 3rd Qtr FY2011
2	Auditor's Office	5/12/2011	\$14.00	Transactions for April 2011
3	AG's Office	6/20/2011	\$66.50	May charges
4	Auditor's Office	6/20/2011	\$22.00	Transactions for May 2011
5	Auditor's Office	7/13/2011	\$10.00	Transactions for June 2011
6	IS&C	7/15/2011	\$100.00	EDP Accounting Services - 4th Qtr FY2011
7	IS&C	8/1/2011	\$174.36	WVFIMS expenditures/accts/transactions - Sep 2010 - June 2011
8	Auditor's Office	8/15/2011	\$10.00	Transactions for July 2011
9	AG's Office	8/16/2011	\$9.50	July charges

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

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Legislative Post Audit Division	5/6/2011	results of cash receipts survey of state agencies - See findings
2	AOTA	5/23/2011	Revised Definition of Occupational Therapy Practice
3	NPDB-HIPDB	5/25/2011	April 2011 Issue of Data Bank News

4	Purchasing	6/1/2011	The Buyers Network - June 2011
5	Stateline	7/5/2011	Summer 2011 issue
6	Brickstreet	7/5/2011	Invitation to annual meeting
7	NPDB-HIPDB	7/5/2011	July 2011 Issue of Data Bank News
8	AOTA	7/11/2011	State Policy update
9	NBCOT	7/25/2011	Annual conference in Alexandria, VA - October 21-22
10	Office of Technology	7/27/2011	FY2012 schedule of rates
11	CLEAR	8/1/2011	2011 Executive Leadership Program for Regulators
12	Purchasing	8/1/2011	The Buyers Network - August 2011
13	AOTA Accreditation	7/25/2011	email regarding status of Mountain State accreditation
14	Doren Burrell (AG's Office)	8/2/2011	email regarding investigation by Osteopathy Board
15	CLEAR	8/3/2011	Conference information
16	Leg. Rule-Making Review Comm	8/23/2011	Abstract for Proposed Rule change
17	NBCOT	8/25/2011	First registration fee waived for multiple registrations
18	US Atty Office, Southern WV	8/25/2011	Request for documents from 2000 case
19	Brickstreet	8/29/2011	Inside Brickstreet - summer 2011
20	WV Ethics Commission	8/29/2011	WV Ethics Review
21	NBCOT	8/30/2011	Registration fee waived for ALL registrations to annual conf.
22	Purchasing	9/1/2011	The Buyers Network - September 2011

Marty motioned to adjourn at 1:45 p.m. following the signing of applications. Phil seconded.

Vote 5-0. The next regular Board meeting is scheduled for Friday, November 18, 2011 at 11:00 a.m. at the Morgantown office.



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

WVBOT MINUTES: November 18, 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.

Bambi motioned to enter Executive Session at 11:06 a.m. to discuss licensee issues. Phil seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2008 #49 – Consent Agreement conditions

Gene motioned to end Executive session at 11:25 am. Phil seconded. Vote 5-0.

Issue 2008#49 – Bambi motioned the Board re-visit employment situation and consent agreement conditions in 6 months at May 2012 meeting. Phil seconded. Vote 5-0.

Marty motioned to approve September 2, 2011 minutes as written. Bambi seconded. Vote 5-0.

OLD 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. Minor revision made to schedule per suggestion from Director of Archives and History. Revised schedule submitted to State Records Administrator. Approval process is underway. **ACTION/FOLLOW-UP: Vonda to continue working to gain approval of Records Retention and Disposal Schedule in order to proceed with destruction of appropriate records.**

TOPIC: FY2012 Budget / Legislative Rule filing

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. Proposed Legislative Rule filed 5/16/11; comment period ended 6/30/11; agency approved rule filed 7/8/11. Marty attended LRMRC interim meeting on 9/13/11. LRMRC recommended Rule be submitted as is during 2012 Legislative Session.

ACTION/FOLLOW-UP: None.

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received.

ACTION/FOLLOW-UP: Vonda to mail all resumes received to Governor's office with letter requesting re-appointments and appointment of OTR representative.

TOPIC: Mountain State University Capstone Seminar

FINDINGS/CONCLUSIONS: Need Board representative(s) to speak to graduating class at Capstone Seminar scheduled for September 17-18. Marty and Bambi represented Board.

ACTION/FOLLOW-UP: None.

TOPIC: Fall Renewal Newsletter

FINDINGS/CONCLUSIONS: Board reviewed draft newsletter. Newsletter and renewal applications mailed on October 5th.

ACTION/FOLLOW-UP: None.

TOPIC: NBCOT Annual Conference

FINDINGS/CONCLUSIONS: Scheduled for October 21-22 in Alexandria, VA. Registration fee has been waived by NBCOT. Marty attended conference.

ACTION/FOLLOW-UP: None.

TOPIC: iPad purchase

FINDINGS/CONCLUSIONS: After discussion, Gene motioned to purchase iPads, including keyboard, stand, and cover for Board members/staff to conduct Board business in an effort to increase efficiency. After further discussion, the Board voted to table this item for now.

ACTION/FOLLOW-UP: Purchase on hold.

PURCHASE CARD TRANSACTIONS

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

TREASURER'S REPORT

Cash Balance as of November 1, 2011

\$ 172,668.94

SEPTEMBER – OCTOBER DEPOSITS

September 20, 2011	\$ 1,840.00
September 29, 2011	1,525.00
October 13, 2011	1,730.00
October 27, 2011	4,170.00

TOTAL DEPOSITS \$ 9,265.00

SEPTEMBER – OCTOBER DISBURSEMENTS

September	\$ 7,429.63
October	\$ 6,317.39

NEW BUSINESS

TOPIC: Annual Seminar for State Licensing Boards

FINDINGS/CONCLUSIONS: Scheduled for November 30 – December 1 at Charleston Marriott. Registrations completed for Marty, Bambi, and Vonda.

ACTION/FOLLOW-UP: Attend seminar.

TOPIC: Cash Receipts Handbook for WV Spending Units

FINDINGS/CONCLUSIONS: Requirements reviewed and discussed.

ACTION/FOLLOW-UP: Vonda to work with State Treasurer's Office to document procedures for cash receipts.

TOPIC: Conversion of paper records to electronic files.

FINDINGS/CONCLUSIONS: Marty motioned to authorize Vonda to work additional hours up to 40/wk, or explore contracting additional help to complete destruction of paper records upon approval and data input to convert paper records to electronic files.

ACTION/FOLLOW-UP: None.

financial

	VENDOR	DATE REC'D	AMOUNT	NOTE
1	Auditor's Office	9/12/2011	\$11.00	Transactions for August 2011
2	Auditor's Office	10/12/2011	\$21.00	Transactions for September 2011
3	Auditor's Office	11/15/2011	\$11.00	Transactions for October 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	Purchasing	10/3/2011	The Buyers Network - October 2011
2	Stateline	10/5/2011	Fall 2011 issue
3	NPDB-HIPDB	10/6/2011	October 2011 Issue of Data Bank News
4	AOTA	10/13/2011	HRSA Licensure Portability Grant Program
5	WV Leg Post Audit Division	10/13/2011	Final report - cash receipts study
6	AOTA	10/25/2011	State Policy update - October 2011
7	Purchasing	10/31/2011	The Buyers Network - November 2011

Phil motioned to adjourn at 1:20 p.m. following the signing of applications. Bambi seconded.

Vote 5-0. The next regular Board meeting is scheduled for Friday, January 20, 2012 at 11:00 a.m. at the Morgantown office.



3041 University Avenue
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304-285-3150
www.wvbot.org

WVBOT MINUTES: January 20, 2012

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

ABSENT: Marty Douglas

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 issues. Bambi seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2008 #49 – Consent Agreement conditions

Issue 2012#01 – Email from licensee

Gene motioned to end Executive session at 11:13 am. Bambi seconded. Vote 4-0.

Bambi motioned to approve November 18, 2011 minutes as written. Phil seconded. Vote 4-0.

OLD 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. Minor revision made to schedule per suggestion from Director of Archives and History. Revised schedule submitted to State Records Administrator. Approval process is underway. **ACTION/FOLLOW-UP: Vonda to continue working to gain approval of Records Retention and Disposal Schedule in order to proceed with destruction of appropriate records.**

TOPIC: FY2012 Budget / Legislative Rule filing

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. Proposed Legislative Rule filed 5/16/11; comment period ended 6/30/11; agency approved rule filed 7/8/11. Marty attended LRMRC interim meeting on 9/13/11. LRMRC recommended Rule be submitted as is during 2012 Legislative Session.

ACTION/FOLLOW-UP: Follow progress through legislative session.

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received. All resumes mailed to Governor's office with letter requesting re-appointments and appointment of OTR representative.

ACTION/FOLLOW-UP: Follow up with Governor's office regarding status.

TOPIC: iPad purchase

FINDINGS/CONCLUSIONS: After discussion, Gene motioned to purchase iPads, including keyboard, stand, and cover for Board members/staff to conduct Board business in an effort to increase efficiency. After further discussion, the Board voted to table this item for now.

ACTION/FOLLOW-UP: Purchase on hold.

TOPIC: Annual Seminar for State Licensing Boards

FINDINGS/CONCLUSIONS: Scheduled for November 30 – December 1 at Charleston Marriott. Registrations completed for Marty, Bambi, and Vonda. Seminar attended.

ACTION/FOLLOW-UP: None.

TOPIC: Cash Receipts Handbook for WV Spending Units

FINDINGS/CONCLUSIONS: Requirements reviewed and discussed.

ACTION/FOLLOW-UP: Vonda to work with State Treasurer's Office to document procedures for cash receipts.

PURCHASE CARD TRANSACTIONS

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

TREASURER'S REPORT

Cash Balance as of January 1, 2012

\$ 207,885.47

NOVEMBER – DECEMBER DEPOSITS

11/10/11	\$ 4,715.00	12/13/11	\$ 2,630.00
11/17/11	4,250.00	12/14/11	2,820.00
11/23/11	3,810.00	12/15/11	1,520.00
11/29/11	2,450.00	12/19/11	3,410.00
12/2/11	2,700.00	12/20/11	900.00
12/5/11	3,900.00	12/21/11	1,820.00
12/6/11	1,680.00	12/22/11	990.00
12/7/11	1,750.00	12/27/11	3,360.00
12/8/11	1,400.00	12/28/11	1,050.00
12/12/11	2,430.00	12/29/11	1,920.00

TOTAL DEPOSITS \$ 49,505.00

NOVEMBER – DECEMBER DISBURSEMENTS

November	\$ 5,485.41
December	\$ 8,803.06

NEW BUSINESS

TOPIC: Election of Officers

FINDINGS/CONCLUSIONS: Bambi motioned to keep current officers. Gene seconded. Vote 4-0.

ACTION/FOLLOW-UP: None.

TOPIC: ADIS Lite (Audit Detail Imaging System)

FINDINGS/CONCLUSIONS: Board discussed new system for submitting documents to the State Auditor's office electronically. Gene motioned to proceed with implementation. Phil seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to contact Global Science & Technology regarding implementation.

TOPIC: Money Madness: A Cash Handling Conference

FINDINGS/CONCLUSIONS: Conference to be held in Morgantown on March 28-30 as a follow up to recent cash receipts study and handbook.

ACTION/FOLLOW-UP: Vonda may attend depending on applicability of topics.

TOPIC: Renewal update

FINDINGS/CONCLUSIONS: Renewal applications mailed to 285 OT's and 175 OTA's. Non-renewals: 30 OT's and 32 COTA's (3 are now OT's). Non-renewals are up approximately 50% from 2010. Number of licensees as of 1/18/11: 571 OT's, 347 OTA's.

ACTION/FOLLOW-UP: None.

TOPIC: Infineon contract renewal

FINDINGS/CONCLUSIONS: Phil motioned to renew website contract with Infineon, Inc. Gene seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to renew contract.

financial

	VENDOR	DATE REC'D	AMOUNT	NOTE
1	Division of Personnel	12/5/2011	\$29.25	personnel billing for 1st qtr full time fte's
2	Division of Personnel	12/5/2011	\$29.25	personnel billing for 2nd qtr full time fte's
3	Auditor's Office	12/12/2011	\$19.00	Transactions for November 2011
4	Auditor's Office	1/12/2012	\$14.00	Transactions for December 2011

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

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	12/2/2011	The Buyers Network - December 2011
2	NBCOT	12/15/2011	Certification Matters - Fall/Winter 2011-2012
3	AOTA	12/21/2011	New and revised AOTA official documents
4	NPDB-HIPDB	1/9/2012	the DataBank newsletter - January 2012
5	Purchasing	1/3/2012	The Buyers Network - January 2012
6	Stateline	1/4/2012	Winter 2012 Newsletter
7	AOTA	1/9/2012	2011 annual survey of states re: # of OT's and OTA's.
8	WV Ethics Commission	1/17/2012	Advisory Opinion re: Board members/Exec. Director and Professional Associations

Gene motioned to adjourn at 1:15 p.m. following the signing of applications. Bambi seconded. Vote 4-0. The next regular Board meeting is scheduled for Friday, March 30, 2012 at 11:00 a.m. at the Morgantown office. Tentative dates for remaining 2012 Board meetings are May 18th, September 7th, and November 2nd.



3041 University Avenue
2nd Floor, Suite 6
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www.wvbot.org

WVBOT MINUTES: March 5, 2012

MEMBERS PRESENT Via Telephone Conference: Kathy Quesenberry, Phil Simpson, Martin Douglas, Gene Brooks, Bambi Hill

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Rhea Dyer

MEETING CALLED TO ORDER: 4:00 pm

Gene motioned to enter Executive Session at 4:00 to discuss licensee issue 2008#49. Phil seconded. Vote 5-0.

Phil motioned to end Executive Session at 4:50 pm. Bambi seconded. Vote 5-0.

Marty motioned to modify Consent Agreement to lift all restrictions immediately and restore license to good standing. Gene seconded. Vote 5-0.

Gene motioned to adjourn at 5:00 pm. Bambi seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, March 30, 2012 at 11:00 am in the Morgantown office.



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304-285-3150
www.wvbot.org

WVBOT MINUTES: March 30, 2012

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

ABSENT:

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 issues. Marty seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2008 #49 – Order to Release – Case closed.

Issue 2012#01 – Email from licensee – Case closed.

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

Marty motioned to close issue 2008#49, with no further follow up required. Phil seconded. Vote 5-0.

Gene motioned to approve January 20, 2012 minutes as written. Bambi seconded. Vote 5-0.

OLD 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. Minor revision made to schedule per suggestion from Director of Archives and History. Revised schedule submitted to State Records Administrator. Approval process is underway. **ACTION/FOLLOW-UP: Vonda to continue working to gain approval of Records Retention and Disposal Schedule in order to proceed with destruction of appropriate records.**

TOPIC: FY2012 Budget / Legislative Rule filing

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. Proposed Legislative Rule filed 5/16/11; comment period ended 6/30/11; agency approved rule filed 7/8/11. Marty attended LRMRC interim meeting on 9/13/11. LRMRC recommended Rule be submitted as is during 2012 Legislative Session. **HB4139 passed legislature on 3/10/12.**

ACTION/FOLLOW-UP: Upon notification of Governor's signature, Legislative Rule will be final filed and implemented with tentative effective date May 1, 2012 .

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received. All resumes mailed to Governor's office with letter requesting re-appointments and appointment of OTR representative.

ACTION/FOLLOW-UP: Follow up with Governor's office regarding status.

TOPIC: iPad purchase

FINDINGS/CONCLUSIONS: After discussion, Gene motioned to purchase iPads, including keyboard, stand, and cover for Board members/staff to conduct Board business

in an effort to increase efficiency. After further discussion, the Board voted to table this item for now.

ACTION/FOLLOW-UP: Purchase on hold.

TOPIC: Cash Receipts Handbook for WV Spending Units

FINDINGS/CONCLUSIONS: Requirements reviewed and discussed.

ACTION/FOLLOW-UP: Vonda to work with State Treasurer's Office to document procedures for cash receipts. Acknowledgement will be returned with qualifying statement.

TOPIC: ADIS Lite (Audit Detail Imaging System)

FINDINGS/CONCLUSIONS: Board discussed new system for submitting documents to the State Auditor's office electronically. Gene motioned to proceed with implementation. Phil seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to contact Global Science & Technology regarding implementation.

TOPIC: Money Madness: A Cash Handling Conference

FINDINGS/CONCLUSIONS: Conference to be held in Morgantown on March 28-30 as a follow up to recent cash receipts study and handbook. **Vonda attended conference.**

ACTION/FOLLOW-UP: Vonda to work with State Treasurer's Office to explore alternative cash receipts handling (i.e. credit card payments, scanning of checks, lockbox, etc.)

TOPIC: Infineon contract renewal

FINDINGS/CONCLUSIONS: Phil motioned to renew website contract with Infineon, Inc. Gene seconded. Vote 4-0. **Contract renewed.**

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. Bambi seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of February 29, 2012

\$ 205,310.28

JANUARY – FEBRUARY DEPOSITS

1/03/12	\$ 3,000.00	2/01/12	160.00
1/05/12	440.00	2/02/12	250.00
1/09/12	700.00	2/06/12	430.00
1/10/12	390.00	2/09/12	380.00
1/12/12	560.00	2/14/12	200.00

1/17/12	470.00	2/16/12	200.00
1/19/12	55.00	2/17/12	160.00
1/20/12	220.00	2/21/12	340.00
1/23/12	770.00	2/24/12	200.00
1/25/12	590.00	2/29/12	60.00
1/26/12	60.00		
1/30/12	260.00		
TOTAL DEPOSITS			\$ 9,895.00

JANUARY - FEBRUARY DISBURSEMENTS

January	\$ 5,518.92
February	6,951.27

NEW BUSINESS

TOPIC: Legislative Performance Audit

FINDINGS/CONCLUSIONS: Package of information sent in response to letter requesting information for entrance conference. Entrance conference held 3/21 via phone. Expect to complete audit process in June.

ACTION/FOLLOW-UP: As required by PERD auditors.

TOPIC: New copier lease

FINDINGS/CONCLUSIONS: Contract on current copier expired last summer. Issued order for new copier with Aaron's Products on 2/27/12 for monthly rental cost of \$120.41 for 4 years.

ACTION/FOLLOW-UP: Copier to be delivered 4/5/12.

TOPIC: Spring Newsletter

FINDINGS/CONCLUSIONS: Draft of Spring Newsletter reviewed and approved.

ACTION/FOLLOW-UP: Publish Spring newsletter upon notification of final approval of Legislative Rule reducing initial licensure fees.

TOPIC: CIAO Request

FINDINGS/CONCLUSIONS: Letter requesting clarification regarding acceptable PAM training reviewed and discussed.

ACTION/FOLLOW-UP: Vonda to send response to CIAO.

TOPIC: Question re: Allen Cognitive Level Test

FINDINGS/CONCLUSIONS: Reviewed and discussed request for Board response regarding COTA's administering the Allen cognitive level test.

ACTION/FOLLOW-UP: Vonda to send response to Arbor Rehab.

financial

VENDOR	DATE REC'D	AMOUNT	NOTE
1 IS&C	1/26/2012	\$150.00	EDP Accounting Services - 1st Qtr

2 IS&C	1/26/2012	\$150.00 EDP Accounting Services - 2nd Qtr
3 Division of Personnel	1/31/2012	\$29.25 Personnel billing for 3rd Qtr full time fte's
4 Auditor's Office	2/14/2012	\$21.00 Transactions for January 2012
5 Auditor's Office	3/13/2012	\$10.00 Transactions for February 2012

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

correspondence

<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1 Assoc. of Licensing Boards	1/25/2012	Meeting minutes 1/20/12
2 Brickstreet	1/26/2012	Quote for renewal of WC policy - premium same as last year
3 Office of Attorney General	1/30/2012	AG opinion re: Division of Personnel fees
4 Brickstreet	1/30/2012	Inside Brickstreet Winter 2011
5 Purchasing	2/1/2012	The Buyers Network - February 2012
6 AOTA	1/6/2012	State Policy Update - January 2012
7 Monongalia Co. Health Dept.	2/6/2012	Clean Indoor Air Regulation effective 3/9/12
8 AOTA	2/13/2012	New ACOTE Accreditation Standards Adopted
9 Assoc. of Licensing Boards	2/14/2012	Meeting minutes 2/10/12
10 Stateline	2/16/2012	Winter 2012 issue
11 NBCOT	2/17/2012	Changes in Healthcare Professions' Scope of Practice: Legislative Considerations
12 WVOTA	2/23/2012	Quarterly Newsletter, Winter 2012
13 Nancy Beisswenger, WEEA	2/24/2012	see email request re: temporary lic fee
14 Purchasing	3/1/2012	The Buyers Network - March 2012
15 APS Healthcare	3/2 & 21/12	see emails - relevant?
16 NBCOT	3/8/2012	Call for nominations - NBCOT Board of Directors
17 WV Legislature - PERD	3/8/2012	information request for entrance conference
18 Legislative bills	3/8/2012	bills passed related to Ch. 30 Boards
19 Grady Bowyer	3/19/2012	Thank You / Retirement letter
20 Secretary of State	3/19/2012	Passage of HB 4139 - Effective date?
21 State Budget Office	3/28/2012	FY2013 Expenditure Schedules due May 1st.

Marty motioned to adjourn at 1:05 p.m. following the signing of applications. Bambi seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, May 18, 2012 at 11:00 a.m. at the Morgantown office. Tentative dates for remaining 2012 Board meetings are September 7th, and November 2nd.



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

WVBOT MINUTES: May 18, 2012

MEMBERS PRESENT: Bambi Hill, Gene Brooks, Phil Simpson, Marty Douglas
(12:00)

ABSENT: Kathy Quesenberry

ALSO PRESENT: Vonda Malnikoff

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

Phil motioned to approve March 30, 2012 minutes as written. Bambi seconded. Vote 3-0.

OLD 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. Minor revision made to schedule per suggestion from Director of Archives and History. Revised schedule submitted to State Records Administrator. Approval process is underway. **Revised schedule submitted 4/26/12 per request of Dept. of Admin.**

ACTION/FOLLOW-UP: Vonda to continue working to gain approval of Records Retention and Disposal Schedule in order to proceed with destruction of appropriate records.

TOPIC: FY2012 Budget / Legislative Rule filing

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. Proposed Legislative Rule filed 5/16/11; comment period ended 6/30/11; agency approved rule filed 7/8/11. Marty attended LRMRC interim meeting on 9/13/11. LRMRC recommended Rule be submitted as is during 2012 Legislative Session. HB4139 passed legislature on 3/10/12. **Bill signed by Governor. Rule final filed on 4/18/12 with effective date of May 1, 2012. Forms and website updated to reflect new fees.**

ACTION/FOLLOW-UP: None.

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received. All resumes mailed to Governor's office with letter requesting re-appointments and appointment of OTR representative. Multiple emails have been sent regarding status. No appointments made.

ACTION/FOLLOW-UP: Continue to follow up with Governor's office regarding status.

TOPIC: iPad purchase

FINDINGS/CONCLUSIONS: After discussion, Gene motioned to purchase iPads, including keyboard, stand, and cover for Board members/staff to conduct Board business in an effort to increase efficiency. After further discussion, the Board voted to table this item for now.

ACTION/FOLLOW-UP: Purchase on hold.

TOPIC: Cash Receipts Handbook for WV Spending Units

FINDINGS/CONCLUSIONS: Requirements reviewed and discussed.

ACTION/FOLLOW-UP: Vonda to work with State Treasurer's Office to document procedures for cash receipts. Acknowledgement will be returned with qualifying statement.

TOPIC: ADIS Lite (Audit Detail Imaging System)

FINDINGS/CONCLUSIONS: Board discussed new system for submitting documents to the State Auditor's office electronically. Gene motioned to proceed with implementation. Phil seconded. Vote 4-0. **Global Science & Technology has been contacted. Program has not yet been final approved or implemented by Auditor's office.**

ACTION/FOLLOW-UP: Implement upon availability by Auditor's Office and GS&T.

TOPIC: Money Madness: A Cash Handling Conference

FINDINGS/CONCLUSIONS: Conference to be held in Morgantown on March 28-30 as a follow up to recent cash receipts study and handbook. Vonda attended conference.

ACTION/FOLLOW-UP: Vonda to work with State Treasurer's Office to explore alternative cash receipts handling (i.e. credit card payments, scanning of checks, lockbox, etc.)

TOPIC: Legislative Performance Audit

FINDINGS/CONCLUSIONS: Package of information sent in response to letter requesting information for entrance conference. Entrance conference held 3/21 via phone. Expect to complete audit process in June.

ACTION/FOLLOW-UP: As required by PERD auditors.

TOPIC: New copier lease

FINDINGS/CONCLUSIONS: Contract on current copier expired last summer. Issued order for new copier with Aaron's Products on 2/27/12 for monthly rental cost of \$120.41 for 4 years. **Copier delivered 4/5/12.**

ACTION/FOLLOW-UP: None.

TOPIC: Spring Newsletter

FINDINGS/CONCLUSIONS: Draft of Spring Newsletter reviewed and approved. Newsletter mailed 5/7/12.

ACTION/FOLLOW-UP: None.

TOPIC: CIAO Request

FINDINGS/CONCLUSIONS: Letter requesting clarification regarding acceptable PAM training reviewed and discussed. **Response sent 4/4/12.**

ACTION/FOLLOW-UP: None.

TOPIC: Question re: Allen Cognitive Level Test

FINDINGS/CONCLUSIONS: Reviewed and discussed request for Board response regarding COTA's administering the Allen cognitive level test. **Response sent 4/3/12.**

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. Gene seconded. Vote 3-0.

TREASURER'S REPORT

Cash Balance as of April 30, 2012

\$ 195,162.21

MARCH – APRIL DEPOSITS

3/02/12	\$ 60.00	4/02/12	500.00
3/05/12	650.00	4/04/12	60.00
3/07/12	450.00	4/05/12	60.00
3/15/12	120.00	4/10/12	280.00
3/22/12	30.00	4/16/12	370.00
3/26/12	310.00	4/19/12	260.00
3/28/12	250.00	4/24/12	420.00
3/29/12	30.00	4/26/12	90.00
3/30/12	30.00		
TOTAL DEPOSITS			\$ 3,970.00

MARCH – APRIL DISBURSEMENTS

March	\$ 5,937.94
April	7,730.13

NEW BUSINESS

TOPIC: FY2013 Budget

FINDINGS/CONCLUSIONS: Expenditure Schedules submitted 4/24/12.

ACTION/FOLLOW-UP: None.

TOPIC: New Medicaid regulations

FINDINGS/CONCLUSIONS: Debbie Shamblin shared information with the Board regarding new Medicaid regulations which classify OT services as optional and not essential services. Debbie requested input from the Board regarding networking with state practitioners.

ACTION/FOLLOW-UP: Vonda to send Debbie information regarding contacts used throughout the state for meetings held during revision of Practice Act.

financial

<i>vendor</i>	<i>Date rec'd</i>	<i>amount</i>	<i>note</i>
1 Auditor's Office	4/11/2012	\$11.00	Transactions for March 2012
2 AG's Office	4/19/2012	\$28.50	March 2012 billing
3 Auditor's Office	5/7/2012	\$20.00	Transactions for April 2012

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

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	4/2/2012	The Buyers Network - April 2012
2	Department of Administration	4/4/2012	Div of Personnel no longer to bill Boards with no classified employees
3	NPDB-HIPDB	4/5/2012	The Data Bank - April 2012 Newsletter
4	Stateline	4/10/2012	Spring 2012 issue
5	Arbor Rehab	4/16/2012	email re: OT/OTA collaboration question
6	AOTA	4/19/2012	State Policy Update - April 2012
7	Brickstreet	4/19/2012	results of premium audit - \$3 credit
8	WV State Treasurer's Office	4/26/2012	previously free services from STO to be billed beginning 7/1/12
9	Purchasing	5/1/2012	The Buyers Network - May 2012
10	CLEAR	4/23/2012	2012 Annual Conference

Phil motioned to enter Executive Session at 12:55 p.m. to discuss licensee issues. Gene seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2008 #49 – Order to Release – Case closed.

Issue 2012#01 – Email from licensee – Case closed.

Issue 2012 #02 – Referral

Phil motioned to end Executive session at 1:05 pm. Bambi seconded. Vote 4-0.

Phil motioned to dismiss Issue 2012#02 without disciplinary action. Gene seconded. Vote 4-0.

Bambi motioned to adjourn at 1:15 p.m. following the signing of applications. Phil seconded. Vote 4-0. The next regular Board meeting is scheduled for Friday, September 7, 2012 at 11:00 a.m. at the Morgantown office. Tentative date for remaining 2012 Board meeting is November 2nd.

West Virginia Board of Occupational Therapy

**Annual Report
2011-2012**

Newsletters

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 Rules governing the practice of Occupational Therapy in the state of West Virginia.

Mark Lilly, OTR/L License #1173

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

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

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2012 RENEWAL NEWSLETTER

October 2011



Board Members

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President / Chairperson

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Secretary / Treasurer

Phil Simpson

Board Member

Gene Brooks

Consumer Member

Bambi Hill

Board Member

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

If your current license expires 12/31/11, 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 requires **24** hours of continuing education and competency activities, as it has been two years since your

last renewal. If you obtained your initial WV license in 2010, you only need **12** hours of continuing education hours. 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. Therefore, if you have excess CE hours from 2009, you may list up to six of these hours on your renewal application.

If you did not receive a renewal application in this packet, your current license should be valid through 12/31/12. 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, further instructions are attached to your renewal application.

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, 2011 without the actual license cards in your possession. To assure receiving your new license cards prior to January 1, 2012, submit your properly completed renewal application no later than December 1, 2011. The Board recommends that you make copies of your renewal application before mailing it. Renewal application must be postmarked by December 31, 2011 to avoid late fee. Delinquent application and late fee payment submission does not constitute an extension of the licensure privilege beyond December 31, 2011.

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 ethics courses, training in coding, billing, and payment systems, such as Medicare, CPR, and first aid training.

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.

On-line Verification Now Available

Licenses can now be verified on-line at www.wvbot.org. If your employer or another state where you may be seeking licensure requests a license verification from the WV Board, suggest they now obtain this verification on-line. If, however, they still require a hard copy, sealed verification mailed from the Board, you may send a form provided by the other state, or complete the verification request form on our website, and mail to the Board with a \$30 check or money order payable to WV BOT.

Legislative Update

The Board has filed a proposal to revise Legislative Rule 13-03 to reduce initial licensure fees by \$100. This proposal will be reviewed during Legislative interim committee meetings this fall for introduction in the 2012 Legislative Session in the spring.

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, (§13-4-1.), 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>
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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, Ethics courses, 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.

WV Board of Occupational Therapy



2012 Mid-Year Newsletter

WVBOT

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

Board Members

- Kathy Quesenberry,
MSM, OTR/L,
Chairperson
- Martin Douglas, MS, OTR/L,
Secretary / Treasurer
- Phil Simpson, MS, OTR/L
- Bambi Hill, COTA/L
- Gene Brooks,
Consumer Member

Disciplinary Actions

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

Legislative Rule Update

On March 10, 2012, the WV Legislature passed HB 4139, which included a proposed reduction in the initial licensure fees for Occupational Therapists and Occupational Therapy Assistants in WV. Effective May 1, 2012, the fee for an OTR license will be \$150 and \$100 for a COTA license.

Limited Permit fees will be reduced to \$120 for an OT and \$70 for an OTA, with the remaining \$30 due upon application for full licensure. A complete copy of Legislative Rule 13-3, Fees for Services Rendered by the Board, can be found on page 2.

Biennial Renewal Reminder

Our first full two year renewal cycle was successfully completed with the 2012 license renewals. If your license is due for renewal at the end of 2012, please be reminded that 24 hours of continuing education hours will be required.

You may still carry over 6 hours from the previous renewal period.

New licensees are exempt from continuing education in their first year of licensure. Therefore, those obtaining a license in 2011 will require only 12 hours of CE at their first renewal at the end of this year.

Practice Act Exam

Many licensees have taken the online Practice Act exam and earned 1 hour of continuing education credit. The exam is available at www.wvbot.org for new licensees or those who have not yet taken the exam for CE credit.

**TITLE 13
LEGISLATIVE RULE
BOARD OF OCCUPATIONAL THERAPY**

**SERIES 3
FEES FOR SERVICES RENDERED BY THE BOARD**

§13-3-1. General.

1.1. Scope. -- This legislative rule establishes the fees to be charged by the Board for services rendered.

1.2. Authority. -- W. Va. Code §30-28-6.

1.3. Filing Date. --

1.4. Effective Date. -- May 1, 2012

§13-3-2. Schedule of Fees for Services Rendered by the West Virginia Board of Occupational Therapy.

Fees collected by the Board are not refundable.

2.1. Initial licensure fees:

2.1.a. Licensed Occupational Therapist a fee of \$150.00; and

2.1.b. Licensed Occupational Therapy Assistant a fee of \$100.00.

2.2. Limited Permit fees (to be applied to permanent license fee):

2.2.a. Occupational Therapist a fee of \$120.00; and

2.2.b. Occupational Therapy Assistant a fee of \$70.00.

2.3. Application packet a fee of \$30.00.

2.4 Biennial license renewal fees:

2.4.a. Licensed occupational therapist a fee of \$140.00; and

2.4.b. Licensed occupational therapy assistant a fee of \$120.00.

2.5. Late renewal a fee of \$100.00.

2.6. Verification of licensure a fee of \$30.00.

2.7. Mailing list fees:

2.7.a. Paper list a fee of \$100.00; and

2.7.b. Mailing labels a fee of \$110.00.

2.8. Insufficient funds penalty a fee as provided for in statute §61-3-39e.

2.9. Duplicate license cards a fee of \$25.00.

2.10. Duplicate certificate a fee of \$30.00.

West Virginia Board of Occupational Therapy

**Annual Report
2011-2012**

Licensure Application

Certification in special areas of practice (please list): _____

Physical Agent Modality training (please specify modality): _____

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

NOTICE

To insure compliance with Federal Law, the WV Board of Occupational Therapy is obligated to inform each applicant or licensee that reporting of the Social Security Number on licensure application is mandatory according to W. Va. Code §30-1-6 (d). In the event this Board is required to submit a report about an applicant or licensee to the National Practitioners Data Bank and the Healthcare Integrity and Protection Data Bank, such reporting requires the licensee's Social Security Number.

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
2011-2012**

Active Licensees

ACTIVE LICENSEES

8/1/2012

COTA/L-OTR/L	Last Name	First Name	WV#
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
COTA/L	Acord-Fain	Corey	C1805
OTR/L	Acord-Vira	Stephania	1059
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	Alexis	C1845
COTA/L	Adkins	Amy	C1141
OTR/L	Adkins	Christina	1128
OTR/L	Adkins	Heather	1433
OTR/L	Adkins	John	1559
OTR/L	Agutu	Beatrice	1534
COTA/L	Akers	Tiffany	C1664
COTA/L	Alexander	Jordan	C1824
OTR/L	Al-fares	Ali	1557
OTR/L	Alford	Robert	1016
OTR/L	Alfred	Jane	940
OTR/L	Alvarez	Meridith	1187
OTR/L	Ambrose	Kristina	1103
OTR/L	Ameredes	Samantha	1528
OTR/L	Amuthavalli	Anne	444
OTR/L	Anderson	Todd	833
OTR/L	Anderson	Violet	1479
OTR/L	Ardire	Deborah	1298
OTR/L	Armann	Carol	257
OT/L	Armstrong	Richard	213
COTA/L	Arthur	Sonja	C1572
OTR/L	Ashby	Jennifer	856
OTR/L	Aydinyan	Wendy	1472
OTR/L	Aylor-Biggs	Raegan	1160
OTR/L	Babilonia	Benedith	1580
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

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
COTA/L	Beasley	Kayla	C1816
OTR/L	Becker	Rosalyn	289
OTR/L	Beckett	Rebecca	899
OTR/L	Been	Franklin	1082
COTA/L	Beitzel	Amanda	C1806
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
OT/L	Blackhurst	Kami	1439
OTR/L	Blake	Rochelle	1194
OTR/L	Blankenship	Erin	1426
COTA/L	Blethen	Molly	C1800
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	Bogges	Connie	1239
COTA/L	Boggs	Susan	C1319
OTR/L	Boice	Jennifer	1240
COTA/L	Bolen	Lorrie	C1033
OTR/L	Bonasso	Lauren	1489
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	Boyce	Chrystal	1595
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
COTA/L	Bridgman	Rachel	C1732

COTA/L	Briggs	Carla	C1660
OTR/L	Brinkley	Katie	1122
OTR/L	Britton	Jacqueline	1584
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	Gretchen	1577
OTR/L	Brown	Jennifer	1061
COTA/L	Brown	Rebekah	C1733
OTR/L	Browning	Danielle	924
OTR/L	Browning	Jason	1145
OT (lp)	Brown-Stobbe	Brooke	LPT355
COTA/L	Brumfield	Meredith	C1769
COTA/L	Bryant	Ashley	C1819
COTA/L	Bryant	Audrey	C1559
COTA/L	Bryant	Stephanie	C1653
OTR/L	Buchkovich	Toni	1521
COTA/L	Bucklen	Michelle	C1424
COTA/L	Buhrman	Emily	C1618
COTA/L	Buhrman	Katie	C1812
OTR/L	Burgess	Heidi	1140
COTA/L	Burgess	Jeannie	C1730
OTR/L	Burgess	Phebe	630
OTR/L	Burgess	Stephanie	467
OTA/L	Burian	Gary	C1021
OTR/L	Burkle	Amy	1285
COTA/L	Burnette	Ivy	C1801
OTR/L	Burns	Amy	984
OTR/L	Bush	Valerie	1569
OTR/L	Butcher	Jason	1471
OTR/L	Butler	Brenda	1586
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
OTR/L	Caldwell	Angela	1444
COTA/L	Caldwell	Kendra	C1727
OTR/L	Calef-Boring	Elizabeth	1587
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	Carr	Katie	1554
OTR/L	Carson	Raji	993

OTR/L	Carte	Jami	1060
OT/L	Carter	Diana	1233
OTR/L	Carter	Shanna	1125
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	Cecil	Susanne	C1842
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	Coffman	Mary	1583
OTR/L	Colaianne	Donna	1251
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	Conjeski	Ashley	1591
COTA/L	Conley	Bobbie	C1841
OTR/L	Conley	Carolyn	1217
COTA/L	Conley	Jessica	C1754
OTR/L	Conley	Mary	1123
OT/L	Conley	Melissa	468
COTA/L	Conn	Kathy	C1497
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	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
OTR/L	Darrah	Megan	1541
OT/L	Daub	Amy	961
OTR/L	Daubenspeck	Cara	1486
COTA/L	Daugherty	Julie	C1855
COTA/L	Davidson	Deborah	C1510
OTR/L	Davis	Diana	621
OTR/L	Davis	Julie	1529
OTR/L	Davis	Lucas	1143
COTA/L	Davis	Rebecca	C1839
OTR/L	Davis	Roxanna	1416
OTR/L	Dawson	Krista	1135
OTR/L	Deal	Michele	869
OTR/L	DeBardi	Casie	1578
OTR/L	DeHart	Jamie	1465
OTR/L	DeLeurere	Kristi	1277
OTR/L	Demi	Amy	880
COTA/L	Dennis	Erica	C1335
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
COTA/L	Dorsey	Hollie	C1823
OTR/L	Dorsey	Megan	1388
OTR/L	Double	Erin	1402
OTR/L	Douglas	Martin	366
COTA/L	Drennen	Brittney	C1822
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	Eckert	Melissa	1570
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
COTA/L	Emery	Sarah	C1808
OTR/L	Enz	Matthew	1553
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	Ewing	Suzanna	1319
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
COTA/L	Ferguson	Lynn	C1853
OTR/L	Ferrari	Vincentia	1358
OTR/L	Ferrell	Heather	1470
OTR/L	Fink	Leonard	436
COTA/L	Finley	Patricia	C1104
COTA/L	Fisher	Bruce	C1826
COTA/L	Fitzgerald	Angela	C1239
OTR/L	Fizer	Shelly	979
OTR/L	Fleshman	Christopher	1284
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
COTA/L	Frye	Amanda	C1828
OTR/L	Fugate	Bryan	377
OTR/L	Galusky	Kimberly	1593
COTA/L	Gambrell	Andrea	C1844
COTA/L	Garnes	Megan	C1850
COTA/L	Gary	Danielle	C1803
OT/L	Gash	Joanne	703
OTR/L	Gass	Krista	1281
OTR/L	Gatchel	Bre	1459
OTR/L	Gaughan	Amy	1365
COTA/L	George	Kimberly	C1586
OT (lp)	George	Olivia	LPT352
COTA/L	Gesualdo	Diane	C1539
COTA/L	Gibbs	Casandra	C1854
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
COTA/L	Goldbaugh	Natalie	C1813
OTR/L	Gompers	Sarah	1077
OTR/L	Gongola	Christine	431
OTR/L	Good	Ashley	1574
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	Graham	Christina	1576
OTR/L	Granata	Emerald	1457
COTA/L	Grant	Tisha	C1680
OTR/L	Gray	Noah	500
OTR/L	Green	Michael	1385
COTA/L	Green	Renee	C1846
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
OTR/L	Groe	Carmen	1564
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
OTR/L	Hager	Mary	OO5

OTR/L	Halkett	Elizabeth	610
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
COTA/L	Haney	Kathleen	C1289
OTR/L	Hanshew	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	Harrah	Susan	C1415
OTA/L	Harris	Sharon	C1542
COTA/L	Harris	Tina	C1143
COTA/L	Harrison	Jamie	C1807
COTA/L	Harriton	Francis	C1585
OTR/L	Harriton	Valerie	1266
OTR/L	Hartman	Samantha	1502
OTR/L	Hartofelis	Michael	834
COTA/L	Hartsock	Valerie	C1820
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
OTA/L	Hawks	Jennifer	C1376
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
OTA/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
OTR/L	Hill	Amanda	1571
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	Holmes	Gina	583
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
OTR/L	Hugentober	Shannon	1313
COTA/L	Hughes	Jaqueline	C1482
OTR/L	Humbertson-Grogan	Autumn	1127
OTR/L	Hummel	Deborah	846
COTA/L	Humphrey	Meridith	C1827
OTR/L	Hunger	Rachel	1370
COTA/L	Hunter	Cheryl	C1055
COTA/L	Hunter	Heather	C1678
COTA/L	Hurley	Terri	C1721
COTA/L	Hurley Jr.	James	C1568
OTR/L	Ingram	Zachary	1588
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	Jamiolkowski	Audrey	1590
OTR/L	Jefferson	Ami	1031
OTR/L	Jefferson	Melissa	1136
OTR/L	Jellison	Lisa	1508
COTA/L	Jenkins	Kimberly	C1783
OTR/L	Jenkins	Valerie	1466
OTR/L	Jent	Laura	325
COTA/L	Jesse	Brenda	C1048
COTA/L	Johnson	Amanda	C1753
OTR/L	Johnson	Mary	1475
OTR/L	Johnson	Stephanie	1243
COTA/L	Johnson	Tamara	C1486
OTR/L	Johnston	Linda	OO1
OTR/L	Jones	Ester	955
COTA/L	Jones	Heather	C1560
COTA/L	Kaczor	Karen	C1696
OTR/L	Kalbaugh	Sherri	1007
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
COTA/L	Keene	Cynthia	C1634
COTA/L	Keffer	Heather	C1598
OTR/L	Keffer	Heather	1575

COTA/L	Kell	Sarah	C1834
OTR/L	Keller	Nicole	1499
OTR/L	Kelly	Mary	736
OT (lp)	Kesler	Mary	LPT349
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	Kirk	Nancy	1550
OTR/L	Kisner McGraw	Carol	886
OTR/L	Klennert	Kristin	1064
OTR/L	Klos	Margaret	1473
COTA/L	Knight	Cambria	C1646
COTA/L	Komenda	Stanley	C1312
OTR/L	Kotarski	Amanda	1555
OTR/L	Kovacs	Karen	1463
OTR/L	Krivoniak	Justine	1563
OTR/L	Kuhl	Sigal	696
OTR/L	Kuhn	Shaina	1592
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	1415
OTR/L	Lane	Jennifer	584
COTA/L	Lane	Jessica	C1761
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
COTA/L	Laxton	Lori	C1825
OTR/L	Lazor	John	1081
OTR/L	Leachman	Courtney	1260
COTA/L	Lee	Pamela	C1499
OTR/L	Lee-Pride	Jeri	544
OTR/L	Leitenberger	Jennifer	996
OTR/L	Lent	Michelle	1408
OTR/L	Lentz, Jr.	Robert	896
COTA/L	Leonard	Jackie	C1448
OTR/L	Leonardi	Amy	763
OTR/L	L'Hommedieu	Tod	1306

OTR/L	Lieb	Karis	1562
COTA/L	Lightner	Breanne	C1469
COTA/L	Lilly	Amber	C1693
OTR/L	Lilly	Douglas	895
OTR/L	Lilly	Mark	1173
COTA/L	Lilly	Roxie	C1723
OTR/L	Lilly-Queen	Ashley	1234
OTR/L	Lindsey	Stephanie	1067
OTR/L	Linkous	Catherine	792
COTA/L	Linn	Lauretta	C1821
COTA/L	Lockhart	Ashley	C1584
OTR/L	Logwood	Andrea	1361
COTA/L	Long	Sharon	C1810
OTR/L	Lopez	Hollea	1012
COTA/L	Loyland	Eric	C1231
COTA/L	Lucas	Scott	C1296
COTA/L	Lusk	Candace	C1381
OTR/L	Lynch	Alexandra	1312
COTA/L	Maddix	Andrea	C1682
COTA/L	Magnani	Kelly	C1818
OTR/L	Manchester	Constance	147
COTA/L	Mann	Faye	C1683
COTA/L	Manthey	Barbara	C1163
OTR/L	Markley	Lona	1335
COTA/L	Marshall	Tiffani	C1595
COTA/L	Marshall	William	C1138
OTR/L	Martin	Jackie	611
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
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
COTA/L	McLaughlin	Lisa	C1852
OTR/L	McManamay	Amy	413
COTA/L	McPherson	Charles	C1336

OTR/L	Medlin	Amanda	1390
COTA/L	Mellott	Dustin	C1692
COTA/L	Mellott	Kristen	C1565
OTR/L	Memel	Julie	1551
OTA/L	Mercer	Nancy	C1262
COTA/L	Meredith	Rebecca	C1774
COTA/L	Messenger	Daniel	C1535
COTA/L	Metcalf	Jill	C1420
COTA/L	Metheny	Rebecca	C1128
OTR/L	Mewshaw	Lisa	1585
COTA/L	Midkiff	Geneva	C1437
COTA/L	Midock	Erika	C1621
OTR/L	Miller	Barbara	1324
COTA/L	Miller	Denise	C1417
OTR/L	Miller	Diane	1162
OTR/L	Miller	Jennifer	814
COTA/L	Miller	Kimberly	C1776
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
COTA/L	Montgomery	Lisa	C1811
OTR/L	Montgomery	Susan	938
COTA/L	Moody	Susan	C1358
COTA/L	Mooney	Candice	C1699
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
COTA/L	Moore	Teresa	C1740
OTR/L	Moore	Tiara	1560
OTR/L	Morgan	Jo-Clair	1189
OTR/L	Morgan	Leigh	1336
OT/L	Moriarty	Kitty	1093
OTR/L	Morris	Cheryl	1348
COTA/L	Morrissey	Michael	C1538
OTR/L	Mosca	Alisa	911
OTR/L	Mosrie	Hala	976
OTR/L	Mott	Stephanie	1326
COTA/L	Mounts	Tiffany	C1627
OTR/L	Mouser	Erica	1491
OTR/L	Mullins	Amy	1210
COTA/L	Mullins	Denise	C1217
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	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	Nazari	Diana	1558
OTR/L	Neal	Julie	989
OTR/L	Neal	Lyndsay	1596
COTA/L	Nelson	Candi	C1840
OTR/L	Nesland	Anita	430
COTA/L	Newsome	Sharon	C1830
OTR/L	Ney	Julie	1566
COTA/L	Nichols	Lorraine	C1442
OTR/L	Nicholson	Argil	1120
COTA/L	Nickel	Sherry	C1674
COTA/L	Niday	Lindsey	C1856
COTA/L	Oates	Bryan	C1843
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
COTA/L	Orth	Brandi	C1838
OTR/L	Osal	Ryan	1579
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
COTA/L	Patton	Ashley	C1712
COTA/L	Paugh	Ginger	C1835
OTR/L	Paul	Sue	1582
OTR/L	Pauley	Christina	1035
OTR/L	Pauley	Claudette	1236
OTR/L	Pauley	Karrah	1087
OTR/L	Pavlock	Megan	1422
OTR/L	Pavone	Melanie	956
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
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
OTR/L	Posch	Melanie	527
COTA/L	Potter	Tina	C1784
OT/L	Powers	Andrew	985
COTA/L	Powers	Theresa	C1610
OTR/L	Preece	Rebecca	1084
OTR/L	Price	Carrie	1248
COTA/L	Price	Eric	C1809
COTA/L	Price	Kiley	C1356
OTR/L	Printz	Sarah	1423
OT/L	Proffitt	Sarah	1208
COTA/L	Pruim	Tiffany	C1851
OTR/L	Pykosz	Jamie	1520
OTR/L	Queen	Natalie	1400
OTR/L	Quesenberry	Kathy	358
OTR/L	Quick	Hailey	1556
OTR/L	Raleigh	Robin	1203
OTR/L	Ramey	Lisa	359
COTA/L	Ramirez	Jesus	C1832
COTA/L	Ramsdell	Stephanie	C1432
COTA/L	Ransom	Loyd	C1354
COTA/L	Ratcliff	Marti	C1024
COTA/L	Ratliff	Hillary	C1451
COTA/L	Ratliff	Melissa	C1814
OTR/L	Rauch	Dawn	579
OTR/L	Ravenscroft	Erin	1183
OTR/L	Ream	Heather	1535
OTR/L	Redd	Shannon	1552
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
OTR/L	Riden	Cortney	1448
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	Rock	Brandi	C1709
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	Sapp	Brooke	1572
OTR/L	Sarder	Alok	788
OTR/L	Sarver	Judith	538
OTR/L	Savage	Catherine	1167
OTR/L	Savage	John	1169
COTA/L	Savolainen	Helen	C1836
OTR/L	Scarborough	Ashley	1522
OTR/L	Schell	Beverly	1425
COTA/L	Scholl	Tera	C1768
OTR/L	Schommer	Nichole	1373
OTR/L	Schupbach	Keli	1589
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
OTR/L	Shamblin	Deborah	687
COTA/L	Shanholtz	Shawna	C1701
COTA/L	Shank	Benjamin	C1790
OTR/L	Shannon	Sandra	1171
COTA/L	Sharp	Courtney	C1837
COTA/L	Shaw	Barbara	C1669
OTR/L	Sheets	Allison	1346
OTR/L	Sheets	Teresa	129
OTR/L	Sherrell	Maren	1205
OTR/L	Silkwood	Kristi	1195
OTR/L	Simmons	Amber	1567
COTA/L	Simpson	Mary	C1220
OTR/L	Simpson	Phillip	515
COTA/L	Sipes	Kayla	C1833
OTR/L	Sipes	Lynn	1323
OTR/L	Sisler	Paula	1545
OT/L	Sites	Stacie	888
OTR/L	Skrzypek	Melanie	1347
COTA/L	Slate	Cassandra	C1603
COTA/L	Slone	Rebecca	C1722

COTA/L	Smith	Angela	C1746
OT/L	Smith	Casey	1072
COTA/L	Smith	Christina	C1771
COTA/L	Smith	David	C1831
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
COTA/L	Smith	Timothy	C1274
OTR/L	Smith	Virginia	957
OTR/L	Sole	Ashley	1440
OTR/L	Solis	Cynthia	1339
OTR/L	Somerville	Elizabeth	1487
OTR/L	Sowers	Sharon	908
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
OTR/L	Steffen	Lisa	1561
OTR/L	Stewart	Adrienne	1581
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
OT/L	Street	Kristen	1153
COTA/L	Stroop	Lindsey	C1717
OTR/L	Strope	Krista	1501
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	Syner	Jennifer	C1759
COTA/L	Tarver	Deanna	C1601
OTA/L	Taylor	Carla	C1533
COTA/L	Taylor	Terrell	C1817
OT/L	Tennant	Joan	607
OTR/L	Tennant	Margaret	1242
OTR/L	Testman	Jessica	1391
OTR/L	Thaw	Laura	323
COTA/L	Thomas	Brenda	C1714
COTA/L	Thomas	Sue	C1748
COTA/L	Thomas	Terri	C1242
OTR/L	Thompson	Andrea	1376
COTA/L	Thompson	Annie	C1755

COTA/L	Thompson	Marcus	C1848
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
COTA/L	Tracy	Daryn	C1700
OTR/L	Triplett	Carrie	1469
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	Umstot	Sonya	C1847
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
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
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
COTA/L	Webb	Kristen	C1704
OTR/L	Webb	William	813
OTR/L	Weber	Kristi	1573
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	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	Whitlock	Jodie	C1688
COTA/L	Wikel	Amanda	C1460
OTR/L	Wilcox	Alexandra	1548
OTR/L	Wilhere	Tawnya	596
COTA/L	Wilhite	Stephanie	C1815
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
OTR/L	Wilson	Krista	1380
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
COTA/L	Woods	Natasha	C1849
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
COTA/L	Wright	Carla	C1857
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	Wyatt	Ashley	1565
OTR/L	Wycoff	Travis	1073
OTR/L	Yadwadkar	Neelima	674
OTR/L	Yankosky	Alyssa	1594
COTA/L	Yates	Porsche	C1829
OTR/L	Yonak	Laurie	1252
COTA/L	Yost	Jennifer	C1743
OT/L	Young	Darvan	179
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
2011-2012**

Summary of Complaints



West Virginia Board of Occupational Therapy
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Summary of Complaints FY 2011 / 2012

<u>Date Rec'd</u>	<u>Case Number</u>	<u>Description</u>	<u>Resolution</u>
11/3/10	2010#74	Fraudulent billing for home health services	Consent Agreement
11/16/10	2010#75	Unethical and dishonest practice	Dismissed
4/19/12	2012#2	Referral from Nursing Home - neglect	Dismissed