



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

July 17, 2019

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

In accordance with West Virginia Code §30-1-12, the West Virginia Board of Occupational Therapy presents herein our agency's Annual Report for Fiscal Year's 2018 / 2019.

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

Respectfully yours,

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

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

West Virginia Board of Occupational Therapy



Annual Report

FY 2018 – FY 2019

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West Virginia Board of Occupational Therapy

**Annual Report
2018-2019**

Financial

West Virginia Board of Occupational Therapy
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Receipts / Disbursements FY 2018 / 2019

	<u>Receipts</u>	<u>Disbursements</u>
FY 2018:	\$ 97,585	\$ 91,200
FY 2019:	\$101,385	\$ 88,898

Receipts:	<u>FY 2018</u>	<u>FY 2019</u>
License applications and renewals	\$ 93,220	\$ 98,660
Other fees	4,365	2,725

Disbursements:

Personal Services	\$ 30,015	\$ 30,969
Board member per diem	3,562	4,242
Travel	5,668	7,124
Professional contracts	250	155
Rent	5,500	6,500
Office supplies	775	1,114
Postage	2,213	3,064
Hospitality	15,204	6,574
Insurance	2,700	2,712
State Treasurer Office fees	30	0

West Virginia Board of Occupational Therapy

**Annual Report
2018-2019**

New Licensees

Occupational Therapists licensed 7/1/17 – 6/30/19

Lic #	Last name	First name
1894	Defibaugh	Kiley Rose
1895	Melott	Alivia Nicole
1896	Bishop	Jenna Lynn
1897	McCombie	Shannon Diane
1898	Simpkin	Briana Nicole
1899	Marhefka	Lea Ellen
1900	Roma	Adriana Kristina
1901	Hoover	Meghan Dawn
1902	Clevenger	Katie Danielle
1903	Stout	Megan Elaine
1904	Rickards	Tiernie Brianne
1905	Wallace	Amanda Faris
1906	Shark	Rebecca Helen
1907	Welsh	Allysa Marie
1908	Castellani	Gabriella Ann
1909	Starc	Sara Elizabeth
1910	Cooper	Megan
1911	McConahy	Casey John
1912	Rider	Kristine Morgan
1913	Gaskin	Kayla Marie
1914	Isaly	Alexa Marie
1915	Pauley	Skylar Beth
1916	Bulka	Chelsea Ann
1917	Molinari	Michelle Ann
1918	Acharya	Himani
1919	Hillbrand	Elana Marie
1920	Gatewood	Ashley Rachelle
1921	Wilber	Susan Jean
1922	Jackson	Sarah Marie

1923	Witt	Jennifer Denise
1924	Decker	Rachel Rollo
1925	Mahaffey	Mindy Madeline
1926	Powell	Roberta Adams
1927	Washington	Makeisha S.
1928	Johnson	Kayla Nicole
1929	Ward	Margaret Elizabeth
1930	LaGarce	Elaine Louise
1931	Herline	BreAnne Louise
1932	Ashley	Amanda Renee
1933	Moore	Kori Elizabeth
1934	Nolan	Catherine Grace
1935	Pugh	Katherine Mae
1936	Hill	Whitney Leigh
1937	Greene	Debra Fay
1938	Conlon	Kelsey Sarah
1939	Willis	Jennifer Marie
1940	Moat	Robert C.
1941	Saunders	Rachel Corine
1942	Sandelli	Amanda R.
1943	Bower	Rebekah Carol
1944	Gallimore	Kelsey Renee
1945	Miller	Sarah E.
1946	Huber	Theresa Ann
1947	Lowery	Marissa Rae
1948	Thomas	Ashley Morgan
1949	Stensgard	Heather Lynn
1950	Zundel	Christine Marie
1951	Thomas	Tori Elizabeth
1952	Riley	Carrie A.
1953	Ambrose	McKenzie Helen
1954	Nyack	Christopher George

1955	Pinti	Alexis Ashley
1956	Wallace	Katelyn Elaine
1957	Shriver	Tasha Marie
1958	Tyszkiewicz	Jacqueline Elizabeth
1959	Kennelty	Sara Lynn
1960	Davis	Jesse Blaine
1961	Pittore	Lyndsey Renee
1962	Bohach	Jenna Nicole
1963	Michael	Donald Allen
1964	Greenfield	Jacob Tyler
1965	Bashour	Laura Alexandra
1966	Axton	Brittany Ann
1967	Gibson	Kristen Elizabeth
1968	Elser	Kayleigh Noel
1969	Conrad	Holly Renae
1970	Ballato	Casey Lynn
1971	Mills	Kelsey Nicole
1972	McDonald	Jordan LeeAnn
1973	Bowling	Erin Grace
1974	Reams	Emily Sue
1975	Thomas	Leigh Rae
1976	Elliott	Carol Anne
1977	Payne	Kyleigh Breen
1978	Reed	Bethany Lauren
1979	Cotroneo	Madeline Rose
1980	Guyer	Kaitlin
1981	Roman	Elise Ann
1982	Elliott	Lindsey Grace
1983	Goddard	Kaitlin Renee
1984	Sandowski	Scott
1985	Pennington	Melissa Ann
1986	Disch	Nicole M.

1987	Devereux	Emily Anne
1988	Zarger	Madeline Jean
1989	Hefner	Rachel Virginia
1990	Phillips	Ashley Eve
1991	Treglia	Emily Block
1992	Garner-Houston	Carol Elise
1993	Prichard	Devin Joy
1994	Kowalczyk	Clarissa Lynn
1995	Recio	Raymond Felimon
1996	Windsheimer	Anthony Joseph
1997	Ickler	Donald William
1998	Fee	Christina Fern
1999	Ververeli	Elizabeth Efrosini
2000	Le	Jessica
2001	Corridon	Sarah Elizabeth
2002	Mounts	Solicity
2003	Poje	Kelly Ann
2004	Forkey	Haley Ann
2005	Herp	Amy J.
2006	Bridges	Amanda Lynne
2007	Smith	Rachel Marie
2008	Huffer	Cassandra Aletha
2009	Cessar	Joseph D.
2010	Nelson	Sarah Catherine
2011	Cottrell	Nichole Marie
2012	Kennedy	Amy Leeann
2013	Dwyer	Katherine Elizabeth
2014	Herren	Glenn Reuben
2015	Carr	Christa Renee
2016	Clagg	Jimmy Lewis
2017	Huffman	Daniel Blackburn
2018	Horspool	Alicia M.

2019	DePoy	Amy Homan
2020	Holt	Julia Ann
2021	Shultz	Erin K.
2022	King	Phillip Robert
2023	Edmunds	Clara Rene
2024	Molloy	Morgan Elizabeth
2025	Shover	Brandon Timothy
2026	Westley	Kathryn Ann
2027	Witzke	Elizabeth Kirsten
2028	Locascio	Zoe Yvonne
2029	Singleton	Kacie Lyn
2030	Rodriguez	Gloria A.
2031	Stenson	Richard Thomas
2032	Kiernan	Tricia Anne
2033	Elwood	Jane Ellen
2034	Rosa	Laura Marie
2035	Squires	Erica Dawn
2036	Flowers	Taylor Nicole
2037	Smith	Rae Ann
2038	Edsall	Katlyn Rae
2039	Rodenbacher	Amanda June
2040	Armstrong	Robert Daniel
2041	Henderson	Kerri Lynn
2042	Harman	Paige Amber
2043	Scalero	Sarah Ann
2044	Maples	Carter Douglas
2045	Harris	John Paul
2046	Augustine	Marissa
2047	Short	Karen Eastridge
2048	Cozman	Natasha Nicole
2049	Warner	Audrey Catherine
2050	Pivont	Evan Quinn

2051	Donadieu	Collin Michael
2052	Bryant	Bethany Noel

Occupational Therapy Assistants licensed 7/1/17 – 6/30/19

Lic #	Last name	First name
C2131	Yost	Brittany Lynn
C2132	Hatfield	Krystle Danielle
C2133	Wilson	Natosha Elizabeth
C2134	Johnson	Kimberly Ann
C2135	McKenzie	Kirstie Lynn
C2136	Dudley	Abigail Luree
C2137	Boso	Brittany Nicole
C2138	Daley	Deanna Kay
C2139	Pitre	Katrina Lynn
C2140	Snider	Dawn Marie
C2141	Litchfield	Heather Donielle
C2142	Meadows	Sherry Lynn
C2143	Gillum	Andy Joe
C2144	Ranck	Nathanael
C2145	Ratliff	Julie Anna
C2146	Dunlap	Tasha Danielle
C2147	Hatcher	Georgiana Louise
C2148	Lowe	Valerie Ann
C2149	Hickle	Crystal
C2150	Shrewsbury	Kayla Jean
C2151	Saling	Heather Lee
C2152	Bartlett	Ashley Ryan
C2153	Rusiecki	Stefania Shelby
C2154	McPeak	Esther Susan
C2155	Gherrity	Rebecca M.
C2156	Pradhan	Mikita

C2157	Putman	Roman Dorian
C2158	Mazik	Lisa Lavonne
C2159	Moloney	Alina Frances
C2160	Yule	Courtney Elizabeth
C2161	Owen	Linda Denise
C2162	Dennis	Amanda A.
C2163	Dickson	Kelsey Nicole
C2164	Hall	Erica Lynn
C2165	Vercher	Jody Kay
C2166	Westerfeld	Lindsay Nicole
C2167	White	Jessica L.
C2168	Donahue	Cory Logan
C2169	Dodd	Amber Renee
C2170	Bonomo	Jodi Lynn
C2171	Duriez	Nicole Lynn
C2172	Smallwood	Taylor Lea
C2173	Courtney	Jasmine Helena
C2174	Knight	Deborah M.
C2175	Martin	Megan Renee
C2176	Dennler	Coty Ray
C2177	Trent	Ashley Nichole
C2178	Longenette	Jessica Elizabeth
C2179	Lyons	Casey Kathleen
C2180	McKinney	Allyson Christa
C2181	Smith	Alexandra Beth
C2182	Gibson	Hazel Ann Marie
C2183	Eller	Allison Nicole
C2184	Lesmerises	Gracia Maria
C2185	Riffe	Kristy Lacle
C2186	Fiordelise	Kylee Marie
C2187	England	Roxanne Marie
C2188	Edgell	Jodi Michelle

C2189	Lell	Bridgette Nicole
C2190	Rowe	Eden Devonne
C2191	Lahita	Rachel Marie
C2192	Peters	Chelsey Nichole
C2193	Thomas	Billy Craig
C2194	Hatfield	Tiffany Nicole
C2195	Bonner	Rache Kretece
C2196	Hunter	Keleigh Elizabeth
C2197	Adams	Laverna Michelle
C2198	Spearen	Richard Alan II
C2199	Lama	Jyoti
C2200	Crum	Elizabeth Nicole
C2201	Richards	Kayla Danielle
C2202	Huber	Tammi Lynn
C2203	Dennis	Bambi C.
C2204	Piett	Emily N.
C2205	Lyons	Lorrie Lyn
C2206	Mocnik	David Neal
C2207	Sanderson	Sabrina Ann
C2208	Covington	Melissa Ann
C2209	Young	Marisa Leigh
C2210	Knowlson	Megan C.
C2211	Nicholson	Alycia Anne
C2212	Van Horn	Courtney Marie
C2213	Clegg	Tiffany Lynn
C2214	Cruz	Gabriel
C2215	Simpson	Syndel Ann
C2216	Jackson	Tiffany Marie
C2217	Martaus	Amy S.
C2218	Giralico	Jamie Anne
C2219	Clark	Sheila Melinda
C2220	Nguyen	John

C2221	Pradhan	Sabasree
C2222	Lawson	Kathryn Michelle
C2223	Kirkendoll	Jordan Lea
C2224	Ritchie	Christopher Michael
C2225	Munroe	Margaret Ann
C2226	Tiller	Adam Lee
C2227	Zeok	Gregory Michael
C2228	Baters	Kate LeAnn
C2229	Frye	DeVanna Leigh
C2230	Danford	Kimberly Anne
C2231	Ward	Amanda M.
C2232	Fazzino	Christine Penterson
C2233	Goins	Katy Dianne
C2234	Caulfield	Teri J.
C2235	West	Bobbi N.
C2236	Boylan	John F.
C2237	Jones-Quito	Mindi Michelle
C2238	Lively	Jennifer Elizabeth
C2239	Cripe	Jacqueline Naomie
C2240	Lanham	Sydney Ashton
C2241	Fleming	Micaïla Lynn
C2242	Lore	Megan Louise
C2243	Wharton	Stephanie Sue
C2244	Day	Destiney Nicole
C2245	Grimm	Catherine Alexandra
C2246	Farley	Brian Daniel
C2247	Johnson	Jasmine Unique
C2248	Harder	Nichole Rachelle
C2249	Rhodes	Megan Joetta
C2250	Neilson	Stephen Benjamin
C2251	Grove	Karli Paige
C2252	Wilson	Alexandria Nichole

C2253	Nixon	Kira Leigh
C2254	Selak	Shannon Lynn
C2255	Hopkins	Michelle Alece
C2256	Nice	Brittany Lynn
C2257	Sichina	Ericca Nichole
C2258	Wills	Autumn Beth
C2259	Bowman	Jennianne Marie
C2260	Whitacre	Jennifer Lee
C2261	Dudek	Adam Conrad
C2262	Poindexter	Emily Faye
C2263	Downey	Cathy Ann
C2264	Kalanish	Breanna Marie
C2265	Edwards	Camilla Hope
C2266	Putillion	Kaitlyn Elizabeth
C2267	Robas	Katie Lee
C2268	Adams	Catherine A.
C2269	Reynolds	Angela Lynn
C2270	Hill	Jules James
C2271	Mast	Kelly Joy
C2272	Armstrong	Andrea Elizabeth
C2273	Felton	Tracy
C2274	Starkey	Shaye Morgan
C2275	Evans	Catelyn Mackenzie

West Virginia Board of Occupational Therapy

**Annual Report
2018-2019**

Licenses by County / State

WV Licensed OT's / OTA's

6/12/19

<u>WV County of Residence</u>	<u>OT's</u>	<u>OTA's</u>			
Barbour	1		Tucker	3	
Berkeley	28	14	Tyler	2	1
Boone	1		Upshur	3	
Braxton	1		Wayne	2	1
Brooke	3	7	Wetzel	1	1
Cabell	27	9	Wirt	1	
Calhoun	1	1	Wood	31	6
Clay		2	Wyoming		<u>17</u>
Doddridge	2			536	340
Fayette	7	32			
Gilmer	1				
Grant	2	2	<u>Out-of-State Residents</u>		
Greenbrier	12	9	Kentucky	22	21
Hampshire	4	2	Maryland	21	36
Hancock	6	6	Ohio	74	129
Hardy	2	1	Pennsylvania	71	33
Harrison	46	5	Virginia	33	14
Jackson	3	4	Other	<u>28</u>	<u>11</u>
Jefferson	12	4		249	244
Kanawha	51	29			
Lewis	1		Total	785	584
Lincoln	2	2			
Logan	3	4			
Marion	23	3			
Marshall	8	3			
Mason	4	4			
Mercer	15	18			
Mineral	9	12			
Mingo	3				
Monongalia	97	10			
Monroe	3	1			
Morgan	3	3			
Nicholas	5	5			
Ohio	28	14			
Pendleton	3				
Pleasants		3			
Pocahontas	2	2			
Preston	11	1			
Putnam	28	11			
Raleigh	26	75			
Randolph	3	5			
Ritchie		1			
Roane	1				
Summers	2	9			
Taylor	3	1			

West Virginia Board of Occupational Therapy

**Annual Report
2018-2019**

Summary of Complaints

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Summary of Complaints FY 2018 / 2019

<u>Date Rec'd</u>	<u>Case #</u>	<u>Description</u>	<u>Resolution</u>
7/25/17	2017#01	Failure to exercise due regard for the safety, life, & health of patients; abandonment	Dismissed 1/19/18
3/20/18	2018#02	Working without supervision; Billing for services not rendered	Dismissed 9/21/18
3/20/18	2018#03	Working without supervision; Billing for services not rendered	Dismissed 9/21/18
6/14/18	2018#04	Unprofessional conduct; making False statements or claims	Complaint dropped 9/6/18
4/15/19	2019#02	Falsely documenting home visit and assessment	In process

West Virginia Board of Occupational Therapy

**Annual Report
2018-2019**

Agendas / Minutes

AGENDA

9/15/17

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

--First order of business — Public comment period

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

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

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

--Fifth order of business — Treasurer's report

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

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

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

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: September 15, 2017

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

ABSENT: Gene Brooks

ALSO PRESENT: Vonda Malnikoff

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

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

EXECUTIVE SESSION

Issue 2016#03 – Closed

Issue 2017#01 – Complaint

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

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

OLD BUSINESS

TOPIC: NBCOT Primary Source Verification / NPDB Agent

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

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

TOPIC: Renewal of TekSwift contract

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

ACTION/FOLLOW-UP: None.

TOPIC: WVOTA questions / news

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

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

TOPIC: WV Interactive proposal for online renewals

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

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

PURCHASE CARD TRANSACTIONS

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

TREASURER’S REPORT

Cash Balance as of August 31, 2017

\$ 204,887.18

APRIL - AUGUST DEPOSITS

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

Chargeback 6/22/17 (220)

TOTAL DEPOSITS \$ 11,850

APRIL – AUGUST DISBURSEMENTS

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

NEW BUSINESS

TOPIC: Safety Policy and Driver Training Review

FINDINGS/CONCLUSIONS: Reviewed and signed driver safety training.

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

TOPIC: AOTA Telehealth webinar

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

ACTION/FOLLOW-UP: None.

TOPIC: Practice Act duplications

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

ACTION/FOLLOW-UP: None.

TOPIC: 2018 CE Conference

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

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

TOPIC: Review draft newsletter

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

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

correspondence

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

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

AGENDA

11/3/17

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

--First order of business — Public comment period

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

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

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

--Fifth order of business — Treasurer's report

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

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

--Eighth order of business — Schedule next Board meeting

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: November 3, 2017

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

ABSENT: Marty Douglas

ALSO PRESENT: Vonda Malnikoff

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

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

EXECUTIVE SESSION

Issue 2017#01 – Complaint

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

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

OLD BUSINESS

TOPIC: NBCOT Primary Source Verification / NPDB Agent

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

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

TOPIC: WVOTA questions / news

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

ACTION/FOLLOW-UP: None.

TOPIC: WV Interactive proposal for online renewals

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

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

TOPIC: 2018 CE Conference

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

ACTION/FOLLOW-UP: Continue conference preparations.

TOPIC: Review draft newsletter

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

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

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

TREASURER’S REPORT

Cash Balance as of October 31, 2017

\$ 193,797.61

SEPTEMBER - OCTOBER DEPOSITS

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

TOTAL DEPOSITS \$ 2,390

SEPTEMBER - OCTOBER DISBURSEMENTS

September	\$ 7,394.51
October	6,085.06

NEW BUSINESS

TOPIC: Safety Policy Review

FINDINGS/CONCLUSIONS: Reviewed and signed safety policy.

ACTION/FOLLOW-UP: None.

TOPIC: Annual Licensing Board Seminar

FINDINGS/CONCLUSIONS: November 29th at Charleston Marriott

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

TOPIC: Future online services

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

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

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

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

AGENDA

1/19/18

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

--First order of business — Public comment period

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

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

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

--Fifth order of business — Treasurer's report

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

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

--Eighth order of business — Schedule 2018 Board meetings

--Ninth order of business — Sign licensure applications



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

WVBOT MINUTES: January 19, 2018

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

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

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

OLD BUSINESS

TOPIC: NBCOT Primary Source Verification / NPDB Agent

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

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

TOPIC: WV Interactive proposal for online renewals

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

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

TOPIC: 2018 CE Conference

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

ACTION/FOLLOW-UP: Continue conference preparations.

TOPIC: Future online services

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

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

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

Marty seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2017#01 – Complaint

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

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

PURCHASE CARD TRANSACTIONS

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

TREASURER'S REPORT

Cash Balance as of December 31, 2017

\$ 252,722.25

NOVEMBER - DECEMBER DEPOSITS

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

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

TOTAL DEPOSITS \$70,160

NOVEMBER - DECEMBER DISBURSEMENTS

November	\$ 5,877.49
December	5,357.87

NEW BUSINESS

TOPIC: Election of Officers

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

ACTION/FOLLOW-UP: None.

TOPIC: Renewal of Tekswift contract

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

ACTION/FOLLOW-UP: None.

TOPIC: License renewal update

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

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

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

ACTION/FOLLOW-UP: None.

TOPIC: New Assistant Attorney General

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

ACTION/FOLLOW-UP: None.

TOPIC: NBCOT State Regulatory Leadership Forum / State visit

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

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

TOPIC: 2018 Legislative Session

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

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

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

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

AGENDA

4/5/18

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

--First order of business — Public comment period

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

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

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

--Fifth order of business — Treasurer’s report

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

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

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

--Ninth order of business — Sign licensure applications



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

WVBOT MINUTES: April 5, 2018

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 6:03 pm

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

EXECUTIVE SESSION

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

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

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

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

OLD BUSINESS

TOPIC: NBCOT Primary Source Verification / NPDB Agent

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

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

TOPIC: WV Interactive proposal for online renewals

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

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

TOPIC: 2018 CE Conference

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

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

TOPIC: Future online services

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

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

TOPIC: NBCOT State Regulatory Leadership Forum / State visit

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

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

TOPIC: 2018 Legislative Session

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

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

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

TREASURER’S REPORT

Cash Balance as of March 31, 2018

\$ 244,491.56

JANUARY - MARCH DEPOSITS

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

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

Chargeback (30)

TOTAL DEPOSITS \$ 10,125

JANUARY – MARCH DISBURSEMENTS

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

NEW BUSINESS

TOPIC: Safety Policy and Driver Training

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

ACTION/FOLLOW-UP: None.

TOPIC: CE Conference 2019

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

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

TOPIC: License Renewal 2019

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

ACTION/FOLLOW-UP: None.

TOPIC: Discussion of OT Doctoral Capstone

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

ACTION/FOLLOW-UP: None.

Correspondence

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

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

AGENDA

9/21/18

--Call to order-- 10:30 a.m.

--First order of business — Public comment period

--Second order of business — Approve April 5, 2018 minutes
Review April 5, 2018 minutes

--Third order of business — Purchase Card purchases – Apr through Sep 15, 2018

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- FY2019 Budget / FY2020 Appropriation request
- Office Lease renewal
- Purchasing Conference
- Renewal Newsletter
- Legislative Update

--Sixth order of business — General correspondence / bills paid since April 2018

--Seventh order of business — Executive Session
- Issue 2018#02 Complaint
- Issue 2018#03 Complaint
- Issue 2018#04 Complaint

--Eighth order of business — Confirm November 2018 Board meeting date / location

--Ninth order of business — Sign licensure applications



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

WVBOT MINUTES: September 21, 2018

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Shaun Conway (NBCOT)

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

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

OLD BUSINESS

TOPIC: NBCOT Primary Source Verification / NPDB Agent

FINDINGS/CONCLUSIONS: Marty motioned to accept new online NBCOT verification as primary source verification required for licensure. Phil seconded. Vote 5-0. Phil motioned to decline interest at this time to NBCOT request to act as NPDB Agent for the Board. Board will further discuss purpose / benefits with NBCOT representative at March board meeting. Marty seconded. Vote 5-0. Shaun Conway further clarified NBCOT's goal of maintaining a nationwide database to collect and disseminate disciplinary action from all states. They would act as the reporting agency to NPDB. One remaining question is the impact this will have on meeting current filing deadlines. **Shaun Conway indicated this item should be closed as survey results indicated most states did not support.**

ACTION/FOLLOW-UP: None.

TOPIC: WV Interactive proposal for online renewals

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

ACTION/FOLLOW-UP: None.

TOPIC: 2018 CE Conference

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

ACTION/FOLLOW-UP: None.

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Discussed possible future online services to be offered through website, including fillable forms, ability to upload documents, and make payments via egov payment system. Pursue adding additional online services through Tekswift or WV Interactive. **ACTION/FOLLOW-UP: Continue working with WV Interactive to provide online license verification request; have requested a quote from Tekswift for additional digital services.**

TOPIC: NBCOT State Regulatory Leadership Forum / State visit

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

ACTION/FOLLOW-UP: None.

TOPIC: CE Conference 2019

FINDINGS/CONCLUSIONS: Discussed tentative dates and locations. Reviewed quote from Running Right Leadership Academy. Agreed to hold 2019 Conference on April 12, 2019 at RRLA. **RRLA has been reserved for 4/12/19 conference and board meetings on 11/16/18 and 4/11/19. Hotel rooms will be reserved at Hampton Inn Southridge. Reviewed tentative agenda pending finalization of contracts with speakers. Agreed to purchase same notebooks, pens, and Board Member ribbons as last year. Discussed providing OT promotional item for attendees. Discussed compensation for WV licensees who present at conferences. Marty motioned to waive their next renewal fee. Gene seconded. Vote 5-0.**

ACTION/FOLLOW-UP: Finalize speaker contracts, continue conference planning.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for April through September 15, 2018. Phil motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER’S REPORT

Cash Balance as of August 31, 2018
\$ 208,655.32

APRIL - AUGUST DEPOSITS

4/3/18	\$ 190	5/15	\$ 300	6/25	\$180	8/1	\$300
4/5	100	5/17	270	6/28	440	8/6	380
4/9	310	5/21	480	7/3	550	8/8	185.40
4/11	230	5/23	240	7/5	60	8/9	150
4/12	380	5/24	120	7/6	460	8/10	100
4/16	330	5/30	300	7/10	210	8/20	100
4/19	130	5/31	30	7/12	160	8/23	350
4/24	560	6/4	130	7/16	270	8/27	400
4/30	280	6/7	300	7/19	60	8/28	250
5/2	250	6/11	180	7/23	310	8/30	280
5/3	150	6/13	150	7/25	450		
5/7	150	6/18	330	7/27	350		
5/10	60	6/21	610	7/30	180		

egov receipts: May 220

TOTAL DEPOSITS \$ 12,955.40

APRIL – AUGUST DISBURSEMENTS

April	\$ 12,101.02
May	19,560.55
June	5,910.57
July	5,392.47
August	5,827.03

NEW BUSINESS

TOPIC: FY2019 Budget / FY2020 Appropriation request

FINDINGS/CONCLUSIONS: FY19 Budget and FY20 AR reviewed. Total spending kept constant, with movement between line items as necessary. Bambi motioned to purchase new desktop computer this fiscal year. Marty seconded. Vote 5-0.

ACTION/FOLLOW-UP: Purchase new desktop computer during fiscal year 2019.

TOPIC: Office lease renewal

FINDINGS/CONCLUSIONS: Lease renewed at same monthly rent for three years.

ACTION/FOLLOW-UP: None.

TOPIC: Purchasing Conference 2019

FINDINGS/CONCLUSIONS: Vonda will be attending conference on October 4th and 5th.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal Newsletter

FINDINGS/CONCLUSIONS: Draft newsletter reviewed.

ACTION/FOLLOW-UP: Add paragraph regarding NBCOT Navigator as CE option. Mail in early October with renewal applications.

TOPIC: Legislative Update

FINDINGS/CONCLUSIONS: Reviewed resolutions for various interim studies related to professional licensing and boards. Reviewed and approved regulatory review reports in response to Executive Order No. 3-18.

ACTION/FOLLOW-UP: None.

Correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Press Release - US Dept of Labor	4/17/2018	Announcing grants to help reform licensing rqmts and increase portability
2	Sarah Black	4/9/2018	Information related to WVOTA school based taskforce re: caseloads
3	Purchasing	5/1/2018	The Buyers Network - May 2018
4	NBCOT	5/23/2018	State Regulatory E-newsletter - Spring 2018
5	Aetna	6/11/2018	OT added to list of services requiring an authorization through Magellan/NIA
6	Purchasing	6/4/2018	The Buyers Network-June 2018 *Vendors req'd to receive pmt via EFT or pcard
7	Purchasing	7/5/2018	The Buyers Network - July 2018
8	Gazette Daily Mail Opinion	7/12/2018	article by Sen. Ed Gaunch re: occupational licensing
9	Press Release - US Commission on Civil Rights	7/17/2018	public hearing to examine the negative collateral consequences of a felony record on West Virginians
10	NBCOT	7/16/2018	2018 Certification Databook
11	State Auditors Office	7/19/2018	memo re: paper checks
12	Assistant AG	8/1/2018	contact info for new Asst. AG Keith Fisher
13	Purchasing	8/1/2018	The Buyers Network - August 2018
14	NBCOT	8/2/2018	Survey results - State licensure processing times

15	Real Estate Division	8/6/2018	memo re: HB4236 requiring reporting of real property owned or leased
16	NBCOT	8/7/2018	Summer 2018 State Regulatory E-newsletter
17	AOTA / ACOTE	8/16/2018	Update on the OTD and OTA Mandates
18	Purchasing	9/5/2018	The Buyers Network - Sept 2018
19	Jacob Greenfield / WVOTA	9/5/2018	email invitation to Fall conference Oct 12-13th at WVU
20	State Auditors Office	9/5/2018	memo regarding elimination of travel cash advances

Phil motioned to enter Executive Session at 1:10 p.m. to discuss licensee issues.
Bambi seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2018#02 – Complaint
Issue 2018#03 – Complaint
Issue 2018#04 – Complaint

Phil motioned to move out of Executive Session at 1:20 p.m. Bambi seconded. Vote 5-0.

Issues 2018#02 and 2018#03: Bambi motioned to dismiss. Gene seconded. Vote 4-0.

Meeting adjourned at 2:02 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, November 16, 2018 at 11:00 a.m. at the Running Right Leadership Academy.

AGENDA

11/16/18

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

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2018#02 Case closed
- Issue 2018#03 Case closed

--Third order of business — Approve September 21, 2018 minutes
Review September 21, 2018 minutes

--Fourth order of business — Purchase Card purchases –Sep 16 through Oct 15, 2018

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Annual Seminar for Licensing Boards

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

--Eighth order of business — Set tentative 2019 Board meeting dates

--Ninth order of business — Sign licensure applications



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www.wvbot.org

WVBOT MINUTES: November 16, 2018

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

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

Gene motioned to approve September 21, 2018 minutes as written. Marty seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Discussed possible future online services to be offered through website, including fillable forms, ability to upload documents, and make payments via egov payment system. Pursue adding additional online services through Tekswift or WV Interactive. **Reviewed quote from TekSwift for additional online services. Board requested additional detail on what was included in quote. Marty motioned to request quote from WV Interactive for complete website hosting. Bambi seconded. Vote 5-0.**

ACTION/FOLLOW-UP: Continue working with WV Interactive to provide online license verification request; request quote for website hosting; Request additional information for TekSwift quote.

TOPIC: CE Conference 2019

FINDINGS/CONCLUSIONS: Discussed tentative dates and locations. Reviewed quote from Running Right Leadership Academy. Agreed to hold 2019 Conference on April 12, 2019 at RRLA. RRLA has been reserved for 4/12/19 conference and board meetings on 11/16/18 and 4/11/19. Hotel rooms will be reserved at Hampton Inn Southridge. Reviewed tentative agenda pending finalization of contracts with speakers. Agreed to purchase same notebooks, pens, and Board Member ribbons as last year. Discussed providing OT promotional item for attendees. Discussed compensation for WV licensees who present at conferences. Marty motioned to waive their next renewal fee. Gene seconded. Vote 5-0. **Toured facility. Reviewed agenda, evaluation form and RRLA contract. Menu options to be reviewed at January board mtg. Reviewed possible promotional items for attendees. Agreed to purchase 250 Chill'R Sports Bottles. Agreed to hold 4/11/18 Board meeting at Hampton Inn.**

ACTION/FOLLOW-UP: Finalize speaker contracts, continue conference planning.

TOPIC: FY2019 Budget / FY2020 Appropriation request

FINDINGS/CONCLUSIONS: FY19 Budget and FY20 AR reviewed. Total spending kept constant, with movement between line items as necessary. Bambi motioned to purchase new desktop computer this fiscal year. Marty seconded. Vote 5-0.

ACTION/FOLLOW-UP: Purchase new desktop computer during fiscal year 2019.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for September 16 through October 15, 2018. Gene motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of October 31, 2018

\$ 206,726.31

SEPTEMBER - OCTOBER DEPOSITS

9/5/18	\$ 460	10/1/18	\$ 480
9/11	330	10/9	300
9/17	400	10/10	270
9/24	280	10/15	490
9/27	30	10/16	330
		10/18	240
		10/22	440
		10/23	540
		10/25	370
		10/29	530
		10/30	420

egov receipts: October \$4,380

TOTAL DEPOSITS \$ 10,290.00

SEPTEMBER – OCTOBER DISBURSEMENTS

September \$ 3,351.00
October 8,308.01

Beginning cash balance 7/1/18 \$214,319.42
FY2019 Revenue 15,285.40
FY2019 Expenditures 22,878.51
Ending cash balance 10/31/18 \$206,726.31

NEW BUSINESS

TOPIC: Annual Seminar for Chapter 30 State Licensing Boards

FINDINGS/CONCLUSIONS: Scheduled for November 27th at the Charleston Marriott

ACTION/FOLLOW-UP: Vonda to attend.

Correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Shaun Conway - NBCOT	9/25/2018	email Thank you and AOTA article re restrictions on OTA Supervision
2	Shauna Wade	9/27/2018	email response
3	Purchasing	10/1/2018	The Buyers Network - October 2018
4	ACOTE	10/9/2018	Notification that ACOTE accepted AOTA's abeyance of the OTD mandate
5	NBCOT	10/11/2018	Fall 2018 e-newsletter
6	Purchasing	11/1/2018	The Buyers Network-Nov 2018
7	NBCOT	11/13/2018	NBCOT receives ICE Innovator Award for Navigator®

Meeting adjourned at 1:55 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, January 18, 2019 at 11:00 a.m. at the Morgantown office. Tentative dates for remaining 2019 Board meetings are April 11th, September 20th, and November 15th.

AGENDA

1/18/19

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

--First order of business — Public comment period

--Second order of business — Executive Session

--Third order of business — Approve November 16, 2018 minutes
Review November 16, 2018 minutes

--Fourth order of business — Purchase Card purchases – 10/16/18 through 1/15/19

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business

- Election of Officers
- Renewal of TekSwift contract
- License renewal update
- Legislative Session 2019
- NBCOT State Regulatory Leadership Forum

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

--Eighth order of business — Confirm 2019 Board meeting dates

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: January 18, 2019

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

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

Marty motioned to approve November 16, 2018 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Discussed possible future online services to be offered through website, including fillable forms, ability to upload documents, and make payments via egov payment system. Pursue adding additional online services through Tekswift or WV Interactive. Reviewed quote from TekSwift for additional online services. Board requested additional detail on what was included in quote. Marty motioned to request quote from WV Interactive for complete website hosting. Bambi seconded. Vote 5-0. **All services must now be approved by WV Office of Technology and State Purchasing.**

ACTION/FOLLOW-UP: Continue working with WV Interactive to provide online license verification request; request quote for website hosting; Request additional information for TekSwift quote.

TOPIC: CE Conference 2019

FINDINGS/CONCLUSIONS: Discussed tentative dates and locations. Reviewed quote from Running Right Leadership Academy. Agreed to hold 2019 Conference on April 12, 2019 at RRLA. RRLA has been reserved for 4/12/19 conference and board meetings on 11/16/18 and 4/11/19. Hotel rooms will be reserved at Hampton Inn Southridge. Reviewed tentative agenda pending finalization of contracts with speakers. Agreed to purchase same notebooks, pens, and Board Member ribbons as last year. Discussed providing OT promotional item for attendees. Discussed compensation for WV licensees who present at conferences. Marty motioned to waive their next renewal fee. Gene seconded. Vote 5-0. Toured facility. Reviewed agenda, evaluation form and RRLA contract. Menu options to be reviewed at January board mtg. Reviewed possible promotional items for attendees. Agreed to purchase 250 Chill'R Sports Bottles. Agreed to hold 4/11/18 Board meeting at Hampton Inn. **Agreed on lunch menu.**

ACTION/FOLLOW-UP: Finalize speaker contracts, Mail registration info and open online registration by Feb 1st.

TOPIC: FY2019 Budget / FY2020 Appropriation request

FINDINGS/CONCLUSIONS: FY19 Budget and FY20 AR reviewed. Total spending kept constant, with movement between line items as necessary. Bambi motioned to purchase new desktop computer this fiscal year. Marty seconded. Vote 5-0.

ACTION/FOLLOW-UP: Purchase new desktop computer during fiscal year 2019.

TOPIC: Annual Seminar for Chapter 30 State Licensing Boards

FINDINGS/CONCLUSIONS: Scheduled for November 27th at the Charleston Marriott. **Vonda gave summary.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for October 16, 2018 through January 15, 2019. Marty motioned to approve all purchases. Phil seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of December 31, 2018

\$ 266,404.26

NOVEMBER - DECEMBER DEPOSITS

11/1/18	\$900	12/3/18	\$2,200
11/5	270	12/4	1,940
11/7	1,120	12/10	3,540
11/13	900	12/11	2,180
11/14	1,240	12/13	540
11/15	120	12/17am	1,980
11/19	1,970	12/17pm	2,890
11/20	1,260	12/18	870
11/21	150	12/20	1,400
11/26	1,250	12/21	680
11/29	1,240	12/26am	1,310
		12/26pm	770
		12/27	390

egov receipts:	November	\$ 9,680
	December	29,000

TOTAL DEPOSITS \$ 69,790

NOVEMBER – DECEMBER DISBURSEMENTS

November	\$ 8,308.01
December	5,254.04

Beginning cash balance 7/1/18	\$214,319.42
FY2019 Revenue	85,635.40
FY2019 Expenditures	33,550.56
Ending cash balance 12/31/18	\$266,404.26

NEW BUSINESS

TOPIC: Election of Officers

FINDINGS/CONCLUSIONS: Phil motioned to keep existing officers for 2019. Bambi seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal of TekSwift contract

FINDINGS/CONCLUSIONS: Website hosting / data backup service contract April 2019-March 2020 at current monthly rate of \$73.94. Gene motioned to renew contract. Bambi seconded. Vote 5-0.

ACTION/FOLLOW-UP: Complete contract agreement.

TOPIC: License renewal update

FINDINGS/CONCLUSIONS:

Total renewals mailed: 374 OT's, 304 OTA's;

Non-renewals as of 1/9/19: 51 OT's (14%), 51 OTA's (17%)

Number of licensees as of 1/9/19: 745 OT's, 560 OTA's

Online renewals - 331 (57%) Paper renewals - 245 (43%)

ACTION/FOLLOW-UP: None.

TOPIC: Legislative Session 2019

FINDINGS/CONCLUSIONS:

- Review Post Audit report regarding Chapter 30 Boards Fund Balance Analysis
- HB 2038 Amending procedure to determine if a profession should be regulated
- HB 2204 Prohibiting licensing boards from hiring lobbyists; limits lobbying on behalf of the Board to Director and appointed board members

Marty motioned to submit proposed changes to Legislative Rule regarding fees to reduce renewal fees by \$20 for 2020 legislative session. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: Continue to monitor relevant bills. File proposed rule by deadline for 2020 session.

TOPIC: NBCOT State Regulatory Leadership Forum

FINDINGS/CONCLUSIONS: Scheduled for May 21-22 in Baltimore, MD. NBCOT to pay for Administrator and one Board member.

ACTION/FOLLOW-UP: Determine who will attend and complete registration.

Correspondence

	<i>correspondence</i>	<i>date rec'd</i>	<i>issue</i>
1	Purchasing	12/3/2018	The Buyers Network-Dec 2018
2	AOTA	12/3/2018	Request for comments re revisions to Model Continuing Competence Guidelines
3	AOTA	12/3/2018	New official documents
4	NBCOT	12/5/2018	NBCOT e-newsletter Dec 2018
5	Office of Technology	12/10/2018	CTO review policy
6	Purchasing	1/2/2019	The Buyers Network-Jan 2019

PUBLIC COMMENT PERIOD

Rondalyn Whitney, new WVOTA president, gave an overview of WVOTA strategic plan and other updates, including increased member benefits in the area of continuing education through an AOTA program. Discussed WVU's transition to OTD program and potential impacts of Doctoral Experience requirement on current Legislative Rules. Also discussed the need for school based therapists to get involved with WVOTA in order to initiate efforts to lobby for legislative changes to Board of Education policies regarding caseloads. Fall conference is scheduled for October 11-12, 2019 at the Summersville Arena and Conference Center.

Meeting adjourned at 2:30 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Thursday, April 11th at 5:30 p.m. at the Running Right Leadership Academy. Tentative dates for remaining 2019 Board meetings are September 20th and November 15th.

AGENDA

4/11/19

--Call to order-- 5:30 p.m.

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2019#01 Licensee info

--Third order of business — Approve January 18, 2019 minutes
Review January 18, 2019 minutes

--Fourth order of business — Purchase Card purchases –1/16/19 through 3/15/19

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Safety Policy & Driver Training
- CE Conference 2020
- License Renewal 2020
- AOTA State Regulatory Forum
- Adding email addresses to public mailing list
- Lamination of License cards
- Across the Board increase

--Seventh order of business — General correspondence / bills paid since Jan 2019

--Eighth order of business — Confirm 2019 Board meeting dates
9/20, 11/15

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: April 11, 2019

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Karthik Mani (NBCOT)

MEETING CALLED TO ORDER: 5:30 p.m.

Gene motioned to enter Executive Session at 6:06 p.m. to discuss licensee issues.
Marty seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2019#01

Bambi motioned to leave Executive Session at 6:11 p.m. Phil seconded. Vote 5-0.

Marty motioned to keep information related to Issue 2019#01 in licensee file. Phil seconded. Vote 5-0.

Marty motioned to approve January 18, 2019 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Discussed possible future online services to be offered through website, including fillable forms, ability to upload documents, and make payments via egov payment system. Pursue adding additional online services through Tekswift or WV Interactive. Reviewed quote from TekSwift for additional online services. Board requested additional detail on what was included in quote. Marty motioned to request quote from WV Interactive for complete website hosting. Bambi seconded. Vote 5-0. All services must now be approved by WV Office of Technology and State Purchasing. **Per discussion with WV Interactive, they have plans to develop a web based database platform for use by licensing boards in 2020. This would incorporate further online services and would be priced on a licensee / transaction based model, which is probably the most cost-effective solution for small boards.**

ACTION/FOLLOW-UP: Work with WVI to develop SOW to outline required functionality.

TOPIC: CE Conference 2019

FINDINGS/CONCLUSIONS: Discussed tentative dates and locations. Reviewed quote from Running Right Leadership Academy. Agreed to hold 2019 Conference on April 12, 2019 at RRLA. RRLA has been reserved for 4/12/19 conference and board meetings on 11/16/18 and 4/11/19. Hotel rooms will be reserved at Hampton Inn Southridge. Reviewed tentative agenda pending finalization of contracts with speakers. Agreed to purchase same notebooks, pens, and Board Member ribbons as last year. Discussed providing OT promotional item for attendees. Discussed compensation for WV licensees who present at conferences. Marty motioned to waive their next renewal fee. Gene seconded. Vote 5-0. Toured facility. Reviewed agenda, evaluation form and RRLA contract. Menu options to be reviewed at January board mtg. Reviewed possible promotional items for attendees. Agreed to purchase 250 Chill'R Sports Bottles. Agreed to hold 4/11/18 Board meeting at Hampton Inn. Agreed on lunch menu.

ACTION/FOLLOW-UP: Summarize evaluation forms and total cost for conference.

TOPIC: FY2019 Budget / FY2020 Appropriation request

FINDINGS/CONCLUSIONS: FY19 Budget and FY20 AR reviewed. Total spending kept constant, with movement between line items as necessary. Bambi motioned to purchase new desktop computer this fiscal year. Marty seconded. Vote 5-0.

ACTION/FOLLOW-UP: Computer received 3/27; complete software purchase and setup.

TOPIC: Renewal of TekSwift contract

FINDINGS/CONCLUSIONS: Website hosting / data backup service contract April 2019-March 2020 at current monthly rate of \$73.94. Gene motioned to renew contract. Bambi seconded. Vote 5-0. **Contract renewed through March 2020.**

ACTION/FOLLOW-UP: None.

TOPIC: Legislative Session 2019

FINDINGS/CONCLUSIONS:

- Review Post Audit report regarding Chapter 30 Boards Fund Balance Analysis
- HB 2038 Amending procedure to determine if a profession should be regulated
- HB 2204 Prohibiting licensing boards from hiring lobbyists; limits lobbying on behalf of the Board to Director and appointed board members

Marty motioned to submit proposed changes to Legislative Rule regarding fees to reduce renewal fees by \$20 for 2020 legislative session. Gene seconded. Vote 5-0.

Relevant bills passed include SB396, HB2324, and HB2510.

ACTION/FOLLOW-UP: Submit Rules to incorporate SB396 and fee reductions to Governor’s office for exemption from regulatory moratorium to allow filing of Rules for 2020 Legislative Session.

TOPIC: NBCOT State Regulatory Leadership Forum

FINDINGS/CONCLUSIONS: Scheduled for May 21-22 in Baltimore, MD. NBCOT to pay for Administrator and one Board member.

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

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for January 16, 2019 through March 15, 2019. Gene motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER’S REPORT

Cash Balance as of March 31, 2019

\$ 253,987.60

JANUARY - MARCH DEPOSITS

1/2/19	\$1,420	2/5/19	\$ 300
1/3	150	2/11	330
1/8	490	2/13	125
1/10	240	2/19	220
1/14	330	2/21	150
1/17	100	2/25	350
1/22	340	2/26	450
1/24	125	2/28	300
1/28	250	3/5	240
1/31	400	3/7	320
		3/14	480
		3/18	150
		3/20	90
		3/26	430
		3/28	30
egov receipts:	January		\$ 1,620
	March		460
TOTAL DEPOSITS			\$ 9,890

JANUARY – MARCH DISBURSEMENTS

January	\$10,336.51
February	5,123.68
March	6,846.47
Beginning cash balance 7/1/18	\$214,319.42
FY2019 Revenue	95,525.40
FY2019 Expenditures	55,857.22
Ending cash balance 3/31/19	\$253,987.60

NEW BUSINESS

TOPIC: Safety Policy and Driver Training

FINDINGS/CONCLUSIONS: Safety Policy and Defensive Driver Tips reviewed.

ACTION/FOLLOW-UP: None.

TOPIC: CE Conference 2020

FINDINGS/CONCLUSIONS: Reviewed quote from Bridgeport Conference Center. Agreed on April 3, 2020 as date for conference. Discussed potential speakers.

ACTION/FOLLOW-UP: Finalize date and contract with BCC. Start contacting potential speakers.

TOPIC: License renewal 2020

FINDINGS/CONCLUSIONS: Agreed to send postcard reminders for renewal, in lieu of mailing paper applications. Include note that OT's are required to sign a new Supervisory Statement for all COTA's they supervise and COTA's must upload a new Supervisory Statement with their online renewal. Make paper applications available on website.

ACTION/FOLLOW-UP: Create postcard for review at September meeting.

TOPIC: AOTA State Regulatory Forum

FINDINGS/CONCLUSIONS: Vonda attended forum on 4/5/19 at AOTA Annual Conference in New Orleans. Gave summary of presentations.

ACTION/FOLLOW-UP: None.

TOPIC: Request to add email addresses to public mailing list

FINDINGS/CONCLUSIONS: WVOTA has requested the Board create an email list for mass emails by Association and Board. Currently, email address is optional and a complete list is not maintained. If such a list exists, we are required to make it available to the public. See example of the type of request we frequently receive for list of email addresses. Privacy Policy would need to be reviewed and modified. It would be difficult and time consuming to review & update email addresses during renewal. **Bambi made a motion that we do not create an email list at this time. Phil seconded. Vote 5-0.**

ACTION/FOLLOW-UP: None.

TOPIC: Lamination of license cards

FINDINGS/CONCLUSIONS: The Board received a suggestion to consider laminating license cards to improve durability. Reviewed cost estimate & time involved. Renewal cards would have to be laminated in advance, which would result in wasted materials (approximately 100 non-renewals at 2 cards/licensee). **Marty motioned to begin laminating a minimum of one license card per licensee with next renewal. Bambi seconded. Vote 5-0.**

ACTION/FOLLOW-UP: Vonda to determine quickest way to laminate (self-laminating pouches vs. heat laminator) and begin laminating no later than 2020 renewals.

TOPIC: Across the Board increase

FINDINGS/CONCLUSIONS: Gene made a motion to participate in across the board increase as included in 2020 approved budget. Marty seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

Correspondence

1	Purchasing	2/4/2019	The Buyers Network-Feb 2019
2	PT Board	3/8/2019	response to request for info re PT Licensure Compact bill passed in 2018
3	American Hippotherapy Assoc	3/20/2019	Clarification about hippotherapy as a treatment tool/strategy
4	NBCOT	3/21/2019	NBCOT e-newsletter March 2019
5	Purchasing	4/1/2019	The Buyers Network-April 2019 ***Purch conf dates conflict with Sep bd mtg

Meeting adjourned at 7:50 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday September 20, 2019 at the Morgantown office. Tentative date for remaining 2019 Board meeting is November 15th.