



West Virginia Board of Occupational Therapy
1063 Maple Dr.
Suite 4B
Morgantown, WV 26505
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www.wvbot.wv.gov

July 22, 2024

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 2023 / 2024.

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 2023 – FY 2024

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West Virginia Board of Occupational Therapy

**Annual Report
2023-2024**

Financial

Financial Statement

Receipts / Disbursements FY 2023 / 2024

	<u>Receipts</u>	<u>Disbursements</u>
FY 2023:	\$ 92,486	\$100,132
FY 2024:	\$101,565	\$ 90,259
Receipts:	<u>FY 2023</u>	<u>FY 2024</u>
License applications and renewals	\$ 89,350	\$ 97,820
Other fees	3,136	3,745
Disbursements:		
Personal Services	\$ 35,465	\$ 35,581
Board member per diem	3,150	3,800
Travel	4,570	4,474
Professional contracts	560	1,451
Rent	6,000	6,000
Office supplies	790	1,223
Postage	2,498	1,882
Hospitality	10,377	254
Insurance	2,704	2,704
State Treasurer Office fees	1,761	2,271
Other	32,257	30,619

West Virginia Board of Occupational Therapy

**Annual Report
2023-2024**

New Licensees

Occupational Therapists licensed 7/1/22 – 6/30/24

License #	Last Name	First Name	Issue Date
2283	Barley	Samantha Rae	7/5/22
2284	Kerr	Jessica Lynn	7/9/22
2285	Long	Megan Renee	7/13/22
2286	Satterfield	Madison	7/21/22
2287	Santella	Avery Bella	7/21/22
2288	Abdullah	Mumtaza	7/25/22
2289	Glazier	Olivia	7/25/22
2290	Dinges	Rachel Ann	7/25/22
2291	Morgan	Kylee	7/25/22
2292	Bertram	Natalie Nicole	7/25/22
2293	Stutler	Carrie	7/25/22
2294	Calandros	Bailey	7/25/22
2295	Henwood	Natalie Jane	7/25/22
2296	Miller	Jackson McKinley	7/25/22
2297	McCarthy	Emily Ann	7/26/22
2298	Darway	Darian Hope	7/26/22
2299	Sorbin	Corrin Taylor	7/28/22
2300	Bennington	Sydney	8/8/22
2301	Simmons	Raeshean Samantha	8/8/22
2302	Smith	Shelby Rose	8/10/22
2303	Dodson	Matthew	8/11/22
2304	Clarkson	Lauren Hope	8/11/22
2305	Smith	Kortney Nicole	8/11/22
2306	Satterfield	Megan Rae	8/18/22
2307	Shields	Caitlin	8/18/22
2308	Patrizio	Michael Joseph	8/22/22
2309	Moon	Lauryn Marie	8/25/22
2310	Jaeger	Denise Marie	8/29/22
2311	Johnson	Kristine Elizabeth	8/29/22
2312	Bole	Alexa Lynn	8/29/22
2313	Phillips	Bethany Christine	9/1/22
2314	Brandenburg	Sara Elizabeth	9/6/22
2315	Lang	Amy Elizabeth	9/6/22
2316	Estep	Bailey Suzanne	9/6/22
2317	Alvey	John Thomas	9/8/22
2318	Hupp	Sara Nicole	9/19/22
2319	Hennessy	Ellen Marie	9/20/22
2320	Clemons	Carrie Ann	9/21/22
2321	McMullen	Ally Marie	9/26/22
2322	Szymanski	Katherine Lynn	10/17/22
2323	Carrico	Rachel Taylor	10/24/22
2324	Haddad	Meredith	10/26/22
2325	Schlosnagle	Anna Marie	10/26/22

2326	Thacker-Wheeler	Sarah Hope	10/31/22
2327	Berry	Madeline Murphy	11/7/22
2328	Brinkman	Alexandra Mary	11/7/22
2329	Ley	Gina D.	11/16/22
2330	Hernandez	Melissa Acosta	12/6/22
2331	Perretta	Melissa	12/7/22
2332	Smith	Michelle Ronda	12/12/22
2333	Miller	Forest Daniel	12/13/22
2334	Dickinson	Kellie Dare	12/19/22
2335	Reilley	Brooke Lea	12/20/22
2336	Tissenbaum	Hannah Elizabeth	12/21/22
2337	Everson	Katie Marie	1/3/23
2338	Melocchi	Amanda	1/9/23
2339	Peacock	Allie Green	1/9/23
2340	Izer	Amanda Brooke	1/11/23
2341	Cornell-Vose	Lisa Ann	1/12/23
2342	Garvin	Emily Rae	1/19/23
2343	Hernandez	Elizabeth	1/24/23
2344	Bachelor	Jennifer Lee	1/24/23
2345	Biller	Jennifer Lynn	1/30/23
2346	Barricklow	Megan Clare King	1/31/23
2347	Raach	Michaela Anne	2/6/23
2348	Eastham	Kierstin Brooke	2/8/23
2349	Phipps	Tammy	2/9/23
2350	Schlangen	Kelsey Ann	2/13/23
2351	Convery	Kendra Marie	2/16/23
2352	Legge	Anna Elizabeth	2/21/23
2353	Nordmoe	Rachel Alyson	3/9/23
2354	Bolen	Katelynn Brooke	3/13/23
2355	Ewing	Rachel Marie	3/22/23
2356	Hymers	Bailee Morgan	3/27/23
2357	Gaughenbaugh	Rachel	3/28/23
2358	Blady	Meredith	4/3/23
2359	Marshall	Sarah C.	4/5/23
2360	Luthra	Sonaal	4/10/23
2361	Smith	Rebecca Lynn	4/20/23
2362	Dempsey	Heather	4/24/23
2363	Stambaugh	Jonathan Tylar	4/27/23
2364	Gray	Richelle Louise	5/1/23
2365	Shunk	Jolyn Christine	5/4/23
2366	Ryan-Hannaway	Kristin Louise	5/8/23
2367	Banks	Antwanette	5/8/23
2368	Potter	Jeri Deann	5/11/23
2369	Newman	Shaina Lynn	5/24/23
2370	Palotay	Olivia	5/31/23
2371	McAllister	Darian Rae	6/1/23
2372	Sargent Thompson	Cagney Taylor	6/13/23

2373	Daniels	Haylee Madison	6/15/23
2374	Frohnafel	Christie L.	6/15/23
2375	Fechik	Michael Anthony	6/15/23
2376	Round	Emily Ann	6/15/23
2377	Griffith	Courtney Lynn	6/21/23
2378	Seckman	Katlyn Olivia	6/29/23
2379	Walton	JoLee Michelle	7/5/23
2380	Miller	Amanda Kay	7/6/23
2381	Chute	Brianne Elizabeth	7/11/23
2382	Clark	Jacquelyn Marie	7/11/23
2383	Bailey	Madison Elise	7/12/23
2384	Rist	Abigail Marie	7/12/23
2385	Gum	Gracie Lane	7/12/23
2386	Fleak	Reilley Kate	7/12/23
2387	Cottrell	Emily Rose	7/12/23
2388	Tomes	Avery Elizabeth Rose	7/17/23
2389	Louzy	Hannah Gabrielle	7/17/23
2390	Herrera Gutierrez	Diego Fernando	7/17/23
2391	Burnside	Emily Ann	7/20/23
2392	Poe	Andrea	7/24/23
2393	Haga	Chandler Kane	7/31/23
2394	Wright	Megan Marie	7/31/23
2395	Summers	MacKenzie Rae	8/3/23
2396	Bonar	Bobi Jo	8/3/23
2397	Bass	Grace Fahham	8/3/23
2398	Wetzel	Haylee Olivia	8/8/23
2399	LaSita	Brianna	8/8/23
2400	Bachman	Jordyn Alexzandra	8/9/23
2401	Deiriggi	Lia Elizabeth	8/14/23
2402	Dieteman	Georgiann Lynn	8/14/23
2403	Cantley	Corey Ray	8/21/23
2404	Weller	Amanda	8/23/23
2405	Cloninger	Kendal Moriah	8/28/23
2406	Frohnafel	Kassie Ann	9/5/23
2407	Geci	Amanda Lee	9/13/23
2408	Boyd	Emily Madison	9/19/23
2409	Chaney	Karalyn Auburn	9/25/23
2410	DeStefano	Joseph Patrick	9/26/23
2411	Riffe	Kristy Lacole	9/28/23
2412	Fischer	Amanda	10/10/23
2413	Reilly	Alexa	10/11/23
2414	Khanafer	Zahraa	10/12/23
2415	Tataille	Laura	10/12/23
2416	Wenig	Joshua	10/17/23
2417	Eller	Allison Nicole	10/26/23
2418	Riley	Stephanie	10/30/23
2419	Hahn	Rebecca Starr	10/30/23

2420	Day	Destiney Nicole	10/30/23
2421	Johnson	Ceiana Nichole	10/30/23
2422	Clemens	Courtney Marie	10/30/23
2423	Desilets	Alyssa Jean	11/8/23
2424	Kieninger	Jennifer	11/16/23
2425	Cenaj	Ueda	11/16/23
2426	Adler	Stephanie	11/16/23
2427	Landreth	Kelli	11/30/23
2428	Hutto	Kasey Nicole	12/4/23
2429	Godar	Mariah Juliet	12/7/23
2430	Unhoch	Anne Violet	1/2/24
2431	Jean	Heather Nicole	1/2/24
2432	Parsons	Amelia Marie	1/2/24
2433	Horst	Leah	1/8/24
2434	Owusu	Andrea	1/15/24
2435	Rutledge	Shantille Marie	1/24/24
2436	Driscoll	Brooke Shannon	1/29/24
2437	Allen	Ann Marie	2/13/24
2438	Jedlicka	Janet Sue	2/14/24
2439	Woods	Hayley Nicole	2/15/24
2440	Hendrickson	Sarah Anne	2/15/24
2441	Shaffer	Caitlyn Elise	2/15/24
2442	Dubyak	Katie	2/15/24
2443	McCoy	Victoria Grace	2/15/24
2444	Conrad	Madeline	2/15/24
2445	Lacey	Victoria Lynn	2/20/24
2446	Marcum	Austin Shane	2/20/24
2447	Parrish	Caroline Brooke	2/20/24
2448	Frazer	Julee Mae	2/20/24
2449	Wetzel	Madison	2/20/24
2450	Jones	Hope	2/22/24
2451	Walkovich	Donald Eugene	2/22/24
2452	Crutcher	Mary Beth Long	2/26/24
2453	Bryan	Gina Lynn	3/4/24
2454	Hart	Juliet Elizabeth	3/6/24
2455	Conaway	Leah Rebekah	3/7/24
2456	Jones	Abigail Corrine	3/7/24
2457	Sidar	Sarah Shull	3/11/24
2458	Hughes	Tia Denise	3/11/24
2459	Provost	Jessica Christine	3/20/24
2460	Moore	Stefanie Sue	3/21/24
2461	Ritchie	Alexander William	3/25/24
2462	Capobianco	Kathryn	3/27/24
2463	Ratchford-Simms	Heather Renee	3/27/24
2464	Linsenmeyer	George William IV	4/2/24
2465	Oberg	Karen Margaret	4/8/24
2466	Walker	Toni Siobhan	4/10/24

2467	Lenhart	Jenna Nicole	4/11/24
2468	Elsea	Carlee Gagliardo	4/29/24
2469	Dew	Paige Cathleen	4/29/24
2470	Ross	Mackenzie	4/29/24
2471	Scheiman	Nicole Renee	4/30/24
2472	McGrath	Shaylynn N.	5/6/24
2473	Brummond	Vienna	5/6/24
2474	Wardlow	Courtney Marie	5/15/24
2475	Kokoras	Emily	5/15/24
2476	McGraw	Mary Claire	5/22/24
2477	Roth	Kayla Marie	5/28/24
2478	Brennan	Courtney	5/29/24
2479	Carstens	Philip	6/20/24
2480	Bair	Marlee Taylor	6/24/24
2481	Urlick	Meredith Alana	6/27/24
2482	Frame	Loryn	6/27/24

Occupational Therapy Assistants licensed 7/1/22 – 6/30/24

License #	Last Name	First Name	Issue Date
C2443	Morgan	Addison Walker	7/5/22
C2444	McKinney	Brittany Naomi	7/9/22
C2445	Blanton	Mallory K.	7/15/22
C2446	Shingleton	Adrianna MaryLouise	7/28/22
C2447	Miranda	Tonya Rebecca	8/4/22
C2448	Harshman	Rosetta Eleanor	8/8/22
C2449	Morrison	Nicole Courtney	8/10/22
C2450	Bauler	Hannah	8/22/22
C2451	Brown	Clorissa	8/24/22
C2452	Stambaugh	Tori Alyssa	8/26/22
C2453	Pawlowski	Breanna Nicole	9/9/22
C2454	Linton	Ashton Nichole	9/19/22
C2455	Parsons	Christopher Rollie	10/1/22
C2456	Lane	Kassidy Dawn	10/11/22
C2457	Rodriguez-Hernandez	Josue	10/11/22
C2458	Green	Hannah Ellen	10/12/22
C2459	Squires	Amber Nicole	10/24/22
C2460	Carder-Landers	Elizabeth Margaret	10/31/22
C2461	Devlin	Taylor Nicole	11/3/22
C2462	Koenig	Courtney Michelle	11/7/22
C2463	Schillo	Elinor Jay DuVal	11/28/22
C2464	Smith	Broc Joseph	11/28/22
C2465	Holbrook	Terry Joe	11/29/22
C2466	Rencich	Emily	11/30/22

C2467	Hudson	Emily	12/6/22
C2468	Mitchem	Lakin Nicole	12/7/22
C2469	Leonard	Isaiah Shane	1/3/23
C2470	Ormandy	Danielle Jo	1/4/23
C2471	Miller	Lindsey Marie	1/5/23
C2472	Johnston	Jennifer Ann	1/6/23
C2473	Krueger	Jessica	1/19/23
C2474	Perkins	Andrea Rose	1/23/23
C2475	Petchal	Rachel Elizabeth	1/23/23
C2476	Montgomery	Lea Darlene	1/26/23
C2477	McDonald	Michelle	3/15/23
C2478	Bartley	Dennis	4/3/23
C2479	Powers	Heather	4/10/23
C2480	Carter	McKenzie Nicole	4/26/23
C2481	Duncan	Angela Nicole	4/27/23
C2482	Coppins	Nicole Marie	5/1/23
C2483	Williams	Amanda Rose	5/3/23
C2484	Omlor	Brigette Kelly	5/9/23
C2485	Stotler	Stacy Lynne	5/17/23
C2486	Varnadoe	Samuel Robert	5/18/23
C2487	Messing	Krista	6/26/23
C2488	Hanna	Randall Scott	6/28/23
C2489	McCarty	Nadele Armilia	7/5/23
C2490	Young	Kennedy D.	7/19/23
C2491	Reichard	Kristin	7/31/23
C2492	Griffith	Cathryn Joelle	8/7/23
C2493	Morris	Olivia Maddison	8/15/23
C2494	Morgan	Jasmine Nichole	8/21/23
C2495	Nguyen	Kenny Tran	9/5/23
C2496	Hall	Rose Loraine	9/13/23
C2497	Stiltner	Carter Allen	9/14/23
C2498	Whyte	Michelle Lynn	9/18/23
C2499	Johnson	Morgan Jane	9/26/23
C2500	Young	Shayna	10/2/23
C2501	Bailey	Jacob Allen	10/10/23
C2502	Wellman	James Christopher	10/12/23
C2503	Childers	Chad O'Keefe	10/17/23
C2504	Adams	Lisa Michelle	10/19/23
C2505	Angel	Kylie Payton	10/23/23
C2506	Spencer	John Brandon	10/23/23
C2507	Salsberry	RikkiJo Marie	10/30/23
C2508	Mills	Stasi	10/31/23
C2509	Messer	Abbi Lynn	11/8/23
C2510	Hull	Kierstyn Dawn	11/20/23
C2511	Hughes	Katlyn Lee	11/30/23
C2512	Nixon	Morgan Ann	12/4/23
C2513	Fabian	Jenna Sophia	12/5/23

C2514	Moore	Leah Jo	12/18/23
C2515	Paunovic	Mevla	1/3/24
C2516	Omlor	Brenda Lee	1/31/24
C2517	Hovis	Katie Lynn	2/1/24
C2518	Bird	Margaret Jean	2/20/24
C2519	Baker	Alyssa	2/21/24
C2520	Gump	Megan Nicole	3/4/24
C2521	Gianettino	Angie Williams	3/7/24
C2522	Erhabor	Sharon Kay	3/14/24
C2523	Riley	Rhonda Lynn	3/14/24
C2524	Nelson	Kathleen Elaine	3/27/24
C2525	Hamik	Carrie Linnea	4/11/24
C2526	Huck	Faith A.	4/15/24
C2527	Mandeville	Sara Lynn	4/29/24
C2528	Chanley	Deborah Janelle	5/20/24
C2529	Strong	Erin Allyn	5/21/24
C2530	Martin	Julia	6/3/24
C2531	Johnson	Emma	6/6/24
C2532	Baldwin	Josie Lynn	6/17/2024
C2533	Hansberry	Derrion	6/17/2024
C2534	Petefish	Casey Lauren	6/18/2024
C2535	Brouillet	James Henry	6/24/2024

West Virginia Board of Occupational Therapy

**Annual Report
2023-2024**

Licensees by County / State

WV Licensed OT's / OTA's

6/1/2024

<u>WV County of Residence</u>	<u>OT's</u>	<u>OTA's</u>		<u>OT's</u>	<u>OTA's</u>
Barbour	2	1	Upshur	4	1
Berkeley	26	16	Wayne	6	4
Boone	1		Webster		1
Braxton	1	2	Wetzel	3	
Brooke	3	8	Wirt	2	
Cabell	30	9	Wood	36	8
Calhoun		1	Wyoming	<u>3</u>	<u>14</u>
Clay		1		642	375
Doddridge	3				
Fayette	10	32			
Grant	3	2	<u>Out-of-State Residents</u>	<u>OT's</u>	<u>OTA's</u>
Greenbrier	9	7	Kentucky	22	26
Hampshire	8	3	Maryland	27	33
Hancock	13	2	Ohio	91	119
Hardy	3	1	Pennsylvania	79	34
Harrison	53	5	Virginia	49	24
Jackson	3	3	Other	<u>54</u>	<u>16</u>
Jefferson	18	3		322	252
Kanawha	51	32		36%	33%
Lewis	2				40%
Lincoln	2	2			
Logan	7	4	Total	964	627
Marion	30	5			
Marshall	9	5			
Mason	6	6			
McDowell		2			
Mercer	15	21			
Mineral	11	15			
Mingo	3	1			
Monongalia	122	9			
Monroe	3	1			
Morgan	2	2			
Nicholas	7	8			
Ohio	33	10			
Pendleton	4	2			
Pleasants		1			
Pocahontas	3	2			
Preston	14	2			
Putnam	30	12			
Raleigh	27	92			
Randolph	4	5			
Ritchie	2				
Roane	2	1			
Summers	1	8			
Taylor	6	1			
Tucker	2	2			
Tyler	4				

West Virginia Board of Occupational Therapy

**Annual Report
2023-2024**

Summary of Complaints

Summary of Complaints

FY 2023 / 2024

<u>Date Rec'd</u>	<u>Case #</u>	<u>Description</u>	<u>Resolution</u>
10/30/23	2023#01	Unethical practices at Outpatient clinic	Dismissed 2/2/24

West Virginia Board of Occupational Therapy

**Annual Report
2023-2024**

Agendas / Minutes

AGENDA

September 9, 2022

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

--First order of business — Public comment period

--Second order of business — Approve April 7, 2022 minutes
Review April 7, 2022 minutes

--Third order of business — Purchase Card purchases – 4/16/22 through 8/15/22

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Annual Report
- NBCOT State Regulatory Leadership Forum
- State Auditor's Licensing Board Seminar
- Expanded TekSwift services

--Sixth order of business — General correspondence / bills paid since April 2022

--Seventh order of business — 2022-23 Board meeting dates

--Eighth order of business — Executive Session
- Issue 2022#02

--Ninth order of business — Sign licensure applications



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

WVBOT MINUTES: September 9, 2022

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery

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

Marty motioned to approve April 7, 2022 minutes as written. Phil seconded. Vote 5-0.

OLD BUSINESS

TOPIC: CE Conference 2022

FINDINGS/CONCLUSIONS: Reviewed quotes from Bridgeport Conference Center for one and two day conference. Reviewed proposal from Aspire OT. No other commitments from speakers. Agreed to hold one day conference with limited attendance of 100, preferably with multiple course options. Reviewed tentative agenda and menus. Agreed to provide paper handouts of presentations. Order disposable masks. Postcards mailed & online registration complete. **Reviewed evaluations, final cost, and attendance numbers.**

ACTION/FOLLOW-UP: None.

TOPIC: COTA Supervision Rules

FINDINGS/CONCLUSIONS: Discussed whether modifying COTA supervision rules is necessary to better protect consumers and the potential implications of doing so. Reviewed supervision rules in other states.

Provided all Board members with AOTA summary of state COTA supervision rules.

ACTION/FOLLOW-UP: Hold for future discussion.

TOPIC: 2022 Renewal update

FINDINGS/CONCLUSIONS: OT non-renewals were 61 (14%) of total 433 due. OTA non-renewals were 70 (22%) of total 317 due. Non-renewal rate of OT's has remained steady, while non-renewal rate of OTA's has increased in 2020 and 2021. As of 1/13/22, there are 829 licensed OT's and 564 licensed OTA's. All renewals were completed in Certemy, with approximately 20% completed during the last week of the year. Consider alternative renewal date to reduce workload over Christmas/New Year holiday. After discussion of proposal, Marty motioned to move OTA renewals to June 30th beginning with renewals currently due 12/31/22 moving to 6/30/23. Gene seconded. Vote 5-0. **Change in COTA license expiration / renewal date communicated.**

New license cards mailed. Certemy files updated.

ACTION/FOLLOW-UP: None.

TOPIC: OT Licensure Compact

FINDINGS/CONCLUSIONS: Discussed changes needed to Legislative Rules as a result of passage of SB221, i.e. Series 3 – Fees and Series 9 – Telehealth. Phil motioned to hold Rule changes until 2023, after Compact Commission meets to establish compact rules and determine member state fee. Bambi seconded. Vote 5-0. A state representative must be appointed to serve on the compact commission. Marty motioned to nominate Vonda. Bambi seconded. Vote 5-0. Efforts to start the process to gain authority to require FBI criminal background checks have been unsuccessful. **Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WVBOT website.**

ACTION/FOLLOW-UP: Attend additional meetings as needed. Continue attempts to acquire authorization to require FBI CBC's.

TOPIC: CE Conference 2023

FINDINGS/CONCLUSIONS: Discussed potential date, location, speakers/topics. **Reviewed quotes for Tamarack and Raleigh County Convention Center for April 21, 2023. Also reviewed proposed agenda, speaker proposals, and promotional item. Discussed holding November Board meeting in Beckley to tour Convention Center.**

ACTION/FOLLOW-UP: Vonda to contact Country Inn & Suites for 11/18/22 Board meeting & potential use of conference facility in April 2023. Confirm tour of Convention Center prior to Board meeting.

Finalize agenda. Order journals and pens.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for April 16, 2022 through August 15, 2022. Gene motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of August 31, 2022

\$ 220,132.94

APRIL - AUGUST DEPOSITS

4/11/22	\$ 30	6/1/22	\$ 90	8/2/22	\$ 30
4/25	30	6/7	30	8/9	30
5/2	30	6/28	30	8/11	30
5/12	30	7/12	30	8/24	30

egov receipts:

April \$ 1,480

May 2,630

June 2,090

July 2,950

August 5,450

TOTAL DEPOSITS \$15,020

APRIL - AUGUST DISBURSEMENTS

April \$ 9,305.89

May 16,382.41

June 5,315.20

July 7,311.94

August 4,848.98

Beginning cash balance 7/1/21 \$ 228,280.50

FY2022 Revenue 96,675.00

FY2022 Expenditures 101,211.64

Ending cash balance 6/30/22 \$ 223,743.86

FY2023 Revenue 8,550.00

FY2023 Expenditures 12,160.92

Ending cash balance 8/31/22 \$220,132.94

NEW BUSINESS

TOPIC: Annual Report

FINDINGS/CONCLUSIONS: Annual report filed July 11, 2022

ACTION/FOLLOW-UP: None.

TOPIC: NBCOT State Regulatory Leadership Forum

FINDINGS/CONCLUSIONS: Being held virtually Tuesday and Wednesday, September 13-14. Will be recorded for listening later.

ACTION/FOLLOW-UP: None.

TOPIC: State Auditor's Licensing Board Seminar

FINDINGS/CONCLUSIONS: To be held November 1st at the Holiday Inn and Conference Center in South Charleston.

ACTION/FOLLOW-UP: Register Vonda and Gene.

TOPIC: Expanded Tekswift services

FINDINGS/CONCLUSIONS: Discussed proposal to expand Tekswift services to include their Insight Managed IT Services to increase security on Board computers. **Bambi motioned to add Insight Essentials to our Tekswift contract. Marty seconded. Vote 5-0.**

ACTION/FOLLOW-UP: Gain approval from WV Office of Technology and contact Tekswift to implement.

Correspondence:

ACOTE	5/4/22	April 2022 Accreditation Actions; UC-Beckley
ACOTE	9/8/22	Aug 2022 Accreditation Actions; UC -OTM
Kristen Neville-AOTA	5/11/22	Correction to previous email re revised PAM document
Jacob Greenfield-WVOTA	5/25/22	WVOTA annual conf at UC 10/22/22; WVBOT table?
Email from OT students	6/1/22	request to send mass email for research project
AOTA	7/11/22	State Affairs newsletter – Spring 2022
Email from OT & response	7/6/22	question re OT supervising OTA with Lymphedema cert
AOTA	7/28/22	request for feedback on Model Practice Act draft
Email from OT	9/1/22	question re CE credit

Bills paid April 2022- August 2022

BRIM	4/4/2022	paid	\$715.00	insurance premium for qtr ending 6/30/22
PEIA	4/5/2022	paid	\$304.00	1% PEIA transfer for reserve fund
STO-egov fees	4/5/2022	paid	\$57.15	Mar 2022 egov payments
Dept of Admin	4/11/2022	paid	\$96.00	Shared Services payroll billing Q3 2022
Casey Rodak	4/11/2022	paid	\$400.00	4/8/22 conference speaker
BCC	4/11/2022	paid	\$210.00	room charge for Board mtg 4-7-22
BCC	4/11/2022	paid	\$10,572.00	CE Conference 4-8-22
IS&C	4/11/2022	paid	\$61.10	Centrex (phone) billing Mar 2022
Gene Brooks	4/11/2022	paid	\$300.00	perdiem for 4-7-22 Board mtg & 4-8-22 CE conference
Marty Douglas	4/11/2022	paid	\$150.00	perdiem for 4-7-22 Board mtg
Phil Simpson	4/11/2022	paid	\$150.00	perdiem for 4-7-22 Board mtg
Bambi Hill	4/11/2022	paid	\$150.00	perdiem for 4-7-22 Board mtg
Kathy Quesenberry	4/11/2022	paid	\$150.00	perdiem for 4-7-22 Board mtg
Gene Brooks	4/14/2022	paid	\$148.60	travel for board mtg & CE conference 4/7-8/22
Marty Douglas	4/14/2022	paid	\$194.22	travel for board mtg & CE conference 4/7-8/22
Phil Simpson	4/14/2022	paid	\$207.10	travel for board mtg & CE conference 4/7-8/22
Bambi Hill	4/14/2022	paid	\$166.14	travel for board mtg & CE conference 4/7-8/22
Kathy Quesenberry	4/14/2022	paid	\$218.80	travel for board mtg & CE conference 4/7-8/22
Vonda Malnikoff	4/14/2022	paid	\$36.96	travel for board mtg & CE conference 4/7-8/22
STO-egov fees	5/5/2022	paid	\$33.30	April egov payments
IS&C	5/9/2022	paid	\$61.10	Centrex (phone) billing April 2022
Certemy	5/9/2022	paid	\$2,275.00	Q9 payment
STO-egov fees	6/6/2022	paid	\$59.17	May egov payments
IS&C	6/9/2022	paid	\$61.13	Centrex (phone) billing May 2022
IS&C	6/21/2022	paid	\$61.02	Centrex (phone) billing June 2022
BRIM	7/5/2022	paid	\$676.00	insurance premium for qtr ending 9/30/22
STO-egov fees	7/5/2022	paid	\$47.03	June egov payments
Dept of Admin	7/13/2022	paid	\$96.00	Shared Services payroll billing Q4 2022
PEIA	7/14/2022	paid	\$50.00	Admin fee FY 2023
STO-egov fees	8/8/2022	paid	\$66.38	July egov payments
IS&C	8/8/2022	paid	\$61.01	Centrex (phone) billing July 2022
ERP Board	8/17/2022	paid	\$178.75	FY 2023 user fee

Gene motioned to enter Executive Session at 1:44 p.m. to discuss licensee issue. Phil seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2022#02 Licensee renewal

Phil motioned to leave Executive Session at 1:51 p.m. Gene seconded. Vote 5-0.

Bambi motioned to adjourn at 2:30 p.m. Phil seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, November 18th, 2022 at 12:00 pm at the Country Inn & Suites in Beckley, after touring Raleigh County Convention Center at 11:00 am.

AGENDA

November 18, 2022

--Call to order-- 12:00 p.m.

--First order of business — Public comment period

--Second order of business — Approve September 9, 2022 minutes
Review September 9, 2022 minutes

--Third order of business — Purchase Card purchases – 8/16/22 through 11/15/22

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Financial Disclosure Statements

--Sixth order of business — General correspondence / bills paid since Sept 2022

--Seventh order of business — 2023 Board meeting dates
Jan 20, Apr 20

--Eighth order of business — Executive Session
- Issue 2022#02 Closed

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B
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www.wvbot.org

WVBOT MINUTES: November 18, 2022

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

ABSENT: Gene Brooks

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 12:00 p.m.

Phil motioned to approve September 9, 2022 minutes as written. Marty seconded. Vote 4-0.

OLD BUSINESS

TOPIC: COTA Supervision Rules

FINDINGS/CONCLUSIONS: Discussed whether modifying COTA supervision rules is necessary to better protect consumers and the potential implications of doing so. Reviewed supervision rules in other states.

Provided all Board members with AOTA summary of state COTA supervision rules.

ACTION/FOLLOW-UP: Hold for future discussion.

TOPIC: OT Licensure Compact

FINDINGS/CONCLUSIONS: Discussed changes needed to Legislative Rules as a result of passage of SB221, i.e. Series 3 – Fees and Series 9 – Telehealth. Phil motioned to hold Rule changes until 2023, after Compact Commission meets to establish compact rules and determine member state fee. Bambi seconded. Vote 5-0. A state representative must be appointed to serve on the compact commission. Marty motioned to nominate Vonda. Bambi seconded. Vote 5-0. Efforts to start the process to gain authority to require FBI criminal background checks have been unsuccessful. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WV BOT website. **Attended first Finance Committee meeting on October 19th.**

ACTION/FOLLOW-UP: Attend additional meetings as needed. Continue attempts to acquire authorization to require FBI CBC's.

TOPIC: CE Conference 2023

FINDINGS/CONCLUSIONS: Discussed potential date, location, speakers/topics. Reviewed quotes for Tamarack and Raleigh County Convention Center for April 21, 2023. Also reviewed proposed agenda, speaker proposals, and promotional item. Discussed holding November Board meeting in Beckley to tour Convention Center. **Toured Convention Center & signed contract for 4/21/23. Discussed conference menu. Received journals and pens.**

ACTION/FOLLOW-UP: Explore other options for hotel rooms and board meeting on 4/20/23. Finalize agenda.

TOPIC: State Auditor's Licensing Board Seminar

FINDINGS/CONCLUSIONS: To be held November 1st at the Holiday Inn and Conference Center in South Charleston. **Gene and Vonda attended. Announced PERD audit in 2023.**

ACTION/FOLLOW-UP: None.

TOPIC: Expanded Tekswift services

FINDINGS/CONCLUSIONS: Discussed proposal to expand Tekswift services to include their Insight Managed IT Services to increase security on Board computers. Bambi motioned to add Insight Essentials to our Tekswift contract. Marty seconded. Vote 5-0. **Received approval from WV Office of Technology on 10/28/22.**

ACTION/FOLLOW-UP: Add Insight Essentials upon contract renewal in March 2023.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for August 16, 2022 through November 15, 2022. Bambi motioned to approve all purchases. Phil seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of October 31, 2022

\$ 218,528.27

SEPTEMBER - OCTOBER DEPOSITS

9/13/22	\$ 30	10/12/22	\$ 15
9/14	30		
9/29	30		

egov receipts:

September \$ 4,710

October 8,200

TOTAL DEPOSITS \$ 13,015

SEPTEMBER - OCTOBER DISBURSEMENTS

September \$ 8,964.08

October 5,655.59

Beginning cash balance 7/1/22	\$ 223,743.86
FY2023 Revenue	21,565.00
FY2023 Expenditures	26,780.59
Ending cash balance 10/31/22	\$ 218,528.27

NEW BUSINESS

TOPIC: Financial Disclosure Statements

FINDINGS/CONCLUSIONS: Must be filed between January 1 and February 1, 2023. Online and fillable pdf filing options available at ethics.wv.gov.

ACTION/FOLLOW-UP: Send email reminder in January.

Correspondence:

	<u><i>correspondence</i></u>	<u><i>date rec'd</i></u>	<u><i>issue</i></u>
1	NBCOT	9/13/2022	2022 Certification Databook
2	NBCOT	10/5/2022	E-newsletter September 2022
3	NBCOT	10/18/2022	email correspondence re: attending board meeting

Bills paid September 2022- October 2022

STO-egov fees	9/6/2022	paid	\$122.63	August egov payments
IS&C	9/7/2022	paid	\$60.73	Centrex (phone) billing August 2022
Gene Brooks	9/12/2022	paid	\$150.00	perdiem for 9-9-22 Board mtg
Marty Douglas	9/12/2022	paid	\$150.00	perdiem for 9-9-22 Board mtg
Phil Simpson	9/12/2022	paid	\$150.00	perdiem for 9-9-22 Board mtg
Bambi Hill	9/12/2022	paid	\$150.00	perdiem for 9-9-22 Board mtg
Kathy Quesenberry	9/12/2022	paid	\$150.00	perdiem for 9-9-22 Board mtg
Gene Brooks	9/12/2022	paid	\$202.50	travel for 9-9-22 board mtg
Marty Douglas	9/12/2022	paid	\$238.76	travel for 9-9-22 board mtg
Phil Simpson	9/12/2022	paid	\$265.00	travel for 9-9-22 board mtg
Bambi Hill	9/12/2022	paid	\$222.50	travel for 9-9-22 board mtg
Kathy Quesenberry	9/12/2022	paid	\$272.50	travel for 9-9-22 board mtg
Certemy	9/8/2022	paid	\$2,275.00	Q10 payment
Vonda Malnikoff	9/19/2022	paid	\$112.50	travel to pcard training 9/15/22
BRIM	10/3/2022	paid	\$676.00	insurance premium for qtr ending 12/31/22
IS&C	10/4/2022	paid	\$61.31	Centrex (phone) billing September 2022
STO-egov fees	10/6/2022	paid	\$105.98	Sep egov payments
Dept of Admin	10/13/2022	paid	\$112.00	Shared Services payroll billing Q12023

Bambi motioned to adjourn at 1:30 p.m. Phil seconded. Vote 4-0. The next regular Board meeting is scheduled for Friday, January 20th, 2023 at 11:00 a.m. at the Morgantown office. Remaining 2023 board meetings are tentatively scheduled for April 20th, September 15th and November 17th.

AGENDA

January 20, 2023

--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 18, 2022 minutes
Review November 18, 2022 minutes

--Fourth order of business — Purchase Card purchases – 11/16/22 through 1/15/23

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Election of Officers
- Interpretation of Direct Contact for Supervision
- 2023 Renewal update
- Review of AOTA Draft Policy: Adjunctive &
Preparatory Techniques

--Seventh order of business — General correspondence / bills paid since Nov 2022

--Eighth order of business — 2023 Board meeting dates

--Ninth order of business — Sign licensure applications



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

WVBOT MINUTES: January 20, 2023

MEMBERS PRESENT: Gene Brooks, Marty Douglas, Kathy Quesenberry, Bambi Hill (via phone)

ABSENT: Phil Simpson

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery

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

Marty motioned to approve November 18, 2022 minutes as written. Gene seconded. Vote 4-0.

OLD BUSINESS

TOPIC: COTA Supervision Rules

FINDINGS/CONCLUSIONS: Discussed whether modifying COTA supervision rules is necessary to better protect consumers and the potential implications of doing so. Reviewed supervision rules in other states. Provided all Board members with AOTA summary of state COTA supervision rules.

ACTION/FOLLOW-UP: Hold for future discussion.

TOPIC: OT Licensure Compact

FINDINGS/CONCLUSIONS: Discussed changes needed to Legislative Rules as a result of passage of SB221, i.e. Series 3 – Fees and Series 9 – Telehealth. Phil motioned to hold Rule changes until 2023, after Compact Commission meets to establish compact rules and determine member state fee. Bambi seconded. Vote 5-0. A state representative must be appointed to serve on the compact commission. Marty motioned to nominate Vonda. Bambi seconded. Vote 5-0. Efforts to start the process to gain authority to require FBI criminal background checks have been unsuccessful. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WV BOT website. Attended first Finance Committee meeting on October 19th.

ACTION/FOLLOW-UP: Attend additional meetings as needed. Continue attempts to acquire authorization to require FBI CBC's.

TOPIC: CE Conference 2023

FINDINGS/CONCLUSIONS: Discussed potential date, location, speakers/topics. Reviewed quotes for Tamarack and Raleigh County Convention Center for April 21, 2023. Also reviewed proposed agenda, speaker proposals, and promotional item. Discussed holding November Board meeting in Beckley to tour Convention Center. Toured Convention Center & signed contract for 4/21/23. Discussed conference menu. Received journals and pens. **Agenda finalized. Board meeting on 4/20/23 and block of rooms will be at the Holiday Inn.**

ACTION/FOLLOW-UP: Open online registration and mail postcards by early February.

TOPIC: Expanded Tekswift services

FINDINGS/CONCLUSIONS: Discussed proposal to expand Tekswift services to include their Insight Managed IT Services to increase security on Board computers. Bambi motioned to add Insight Essentials to our Tekswift contract. Marty seconded. Vote 5-0. Received approval from WV Office of Technology on 10/28/22.

ACTION/FOLLOW-UP: Add Insight Essentials upon contract renewal in March 2023.

TOPIC: Financial Disclosure Statements

FINDINGS/CONCLUSIONS: Must be filed between January 1 and February 1, 2023. Online and fillable pdf filing options available at ethics.wv.gov. **Email reminder on 1/5/23.**

ACTION/FOLLOW-UP: Must be filed by end of January.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for November 16, 2022 through January 15, 2023. Marty motioned to approve all purchases. Gene seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of December 31, 2022

\$ 237,910.34

NOVEMBER - DECEMBER DEPOSITS

11/1/22 \$ 30

egov receipts:

November \$ 11,940

December 24,760

TOTAL DEPOSITS \$ 36,730

NOVEMBER - DECEMBER DISBURSEMENTS

November \$ 7,827.44

December 9,520.49

Beginning cash balance 7/1/22 \$ 223,743.86

FY2023 Revenue 58,295.00

FY2023 Expenditures 44,128.52

Ending cash balance 12/31/22 \$ 237,910.34

NEW BUSINESS

TOPIC: Election of officers

FINDINGS/CONCLUSIONS: Marty motioned to elect Kathy to continue as Chairperson. Kathy motioned to elect Marty to continue as Secretary/Treasurer. Gene seconded both motions. Vote 4-0.

ACTION/FOLLOW-UP: None.

TOPIC: Interpretation of Direct Contact for Supervision

FINDINGS/CONCLUSIONS: Upon review and discussion of the Legislative Rules regarding COTA supervision, it was agreed the required direct contact between the supervising OTR and COTA could be performed via telehealth.

ACTION/FOLLOW-UP: None.

TOPIC: 2023 renewal update

FINDINGS/CONCLUSIONS: Total OT renewals due: 455 Non-renewals: 64 (14%)

As of 1/17/23, total licensed OT's: 868

ACTION/FOLLOW-UP: None.

TOPIC: AOTA draft policy

FINDINGS/CONCLUSIONS: Reviewed Adjunctive-Preparatory Techniques draft policy

ACTION/FOLLOW-UP: None.

Correspondence:

1	AOTA	12/19/22	State Affairs Newsletter
2	AOTA	1/5/23	Invitation to Virtual State Regulatory Forum
3	Other Boards	1/10/2023	information re: email scams
4	Carrie Smith-Bell (WVU faculty)	1/5/2023	email requesting info re OT needs among homeschooling families
5	Licensee email	1/11/2023	email requesting input re OT's & ostomy care
6	AOTA	1/11/2023	AOTA Model Practice Act - Final version

Bills paid November – December 2022

Gene Brooks	11/2/2022	paid	\$300.00	perdiem for WVOTA conf & Licensing Board seminar
STO-egov fees	11/7/2022	paid	\$184.50	Oct egov payments
IS&C	11/7/2022	paid	\$60.78	Centrex (phone) billing October 2022
Kathy Quesenberry	11/21/2022	paid	\$150.00	perdiem for 11-18-22 Board mtg
Bambi Hill	11/21/2022	paid	\$150.00	perdiem for 11-18-22 Board mtg
Phil Simpson	11/21/2022	paid	\$150.00	perdiem for 11-18-22 Board mtg
Marty Douglas	11/21/2022	paid	\$150.00	perdiem for 11-18-22 Board mtg
Kathy Quesenberry	11/21/2022	paid	\$58.76	travel for 11-18-22 board mtg
Phil Simpson	11/21/2022	paid	\$145.00	travel for 11-18-22 board mtg
Marty Douglas	11/21/2022	paid	\$96.26	travel for 11-18-22 board mtg
Vonda Malnikoff	11/21/2022	paid	\$417.52	travel for 11-1-22 lic bd seminar & 11-18-22 bd mtg
STO-egov fees	12/5/2022	paid	\$268.65	Nov egov payments
IS&C	12/7/2022	paid	\$60.78	Centrex (phone) billing November 2022
Certemy	12/12/2022	paid	\$2,275.00	Q11 payment
IS&C	12/27/2022	paid	\$60.86	Centrex (phone) billing December 2022

Marty motioned to adjourn at 1:00 p.m. Gene seconded. Vote 4-0. The next regular Board meeting is scheduled for Thursday, April 20th, 2023 at 6:00 p.m. at the Holiday Inn in Beckley. Remaining 2023 board meetings are tentatively scheduled for September 15th and November 17th.

AGENDA

April 20, 2023

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

--First order of business — Public comment period

--Second order of business — Executive Session

--Third order of business — Approve January 20, 2023 minutes
Review January 20, 2023 minutes

--Fourth order of business — Purchase Card purchases – 1/16/23 through 4/15/23

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Safety Policy, Driver Training, Confidentiality Stmts
- Legislative Session 2023
- CE Conference 2024
- Certemy Contract renewal
- PERD audit
- ATB Salary Increase
- FY24 Expenditure Schedules

--Seventh order of business — General correspondence / bills paid since Jan 2023

--Eighth order of business — 2023 Board meeting dates

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: April 20, 2023

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

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

Marty motioned to approve January 20, 2023 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: COTA Supervision Rules

FINDINGS/CONCLUSIONS: Discussed whether modifying COTA supervision rules is necessary to better protect consumers and the potential implications of doing so. Reviewed supervision rules in other states. Provided all Board members with AOTA summary of state COTA supervision rules. **Discussed need for education regarding current supervision rules. Agreed to conduct an email survey of OT's and OTA's to determine if there is widespread concern that current rules are not adequate to protect consumers and/or are not being followed.**

ACTION/FOLLOW-UP: Vonda to develop survey for Board review.

TOPIC: OT Licensure Compact

FINDINGS/CONCLUSIONS: Discussed changes needed to Legislative Rules as a result of passage of SB221, i.e. Series 3 – Fees and Series 9 – Telehealth. Phil motioned to hold Rule changes until 2023, after Compact Commission meets to establish compact rules and determine member state fee. Bambi seconded. Vote 5-0. A state representative must be appointed to serve on the compact commission. Marty motioned to nominate Vonda. Bambi seconded. Vote 5-0. Efforts to start the process to gain authority to require FBI criminal background checks have been unsuccessful. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WVBOT website. Attended first Finance Committee meeting on October 19th.

Have continued to participate in Finance Committee meetings.

ACTION/FOLLOW-UP: Attend additional meetings as needed. Continue attempts to acquire authorization to require FBI CBC's.

TOPIC: CE Conference 2023

FINDINGS/CONCLUSIONS: Discussed potential date, location, speakers/topics. Reviewed quotes for Tamarack and Raleigh County Convention Center for April 21, 2023. Also reviewed proposed agenda, speaker proposals, and promotional item. Discussed holding November Board meeting in Beckley to tour Convention Center. Toured Convention Center & signed contract for 4/21/23. Discussed conference menu. Received journals and pens. Agenda finalized. Board meeting on 4/20/23 and block of rooms will be at the Holiday Inn.

ACTION/FOLLOW-UP: Email certificates to attendees. Compile evaluation responses for next Board meeting.

TOPIC: Expanded Tekswift services

FINDINGS/CONCLUSIONS: Discussed proposal to expand Tekswift services to include their Insight Managed IT Services to increase security on Board computers. Bambi motioned to add Insight Essentials to our Tekswift contract. Marty seconded. Vote 5-0. Received approval from WV Office of Technology on 10/28/22. **Insight Essentials added to new contract effective April 1.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for January 16, 2023 through April 15, 2023. Bambi motioned to approve all purchases. Phil seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of March 31, 2023

\$ 228,079.45

JANUARY - MARCH DEPOSITS

1/20/23 \$ 30

2/21 60

egov receipts:

January \$ 4,900

February 940

March 2,060

TOTAL DEPOSITS \$ 7,990

JANUARY - MARCH DISBURSEMENTS

January \$ 7,921.70

February 5,728.13

March 4,171.06

Beginning cash balance 7/1/22 \$ 223,743.86

FY2023 Revenue 66,285.00

FY2023 Expenditures 61,949.41

Ending cash balance 3/31/23 \$ 228,079.45

NEW BUSINESS

TOPIC: Safety Policy, Driver Training, and Confidentiality Statements

FINDINGS/CONCLUSIONS: Review and sign.

ACTION/FOLLOW-UP: None.

TOPIC: Legislative Session 2023

FINDINGS/CONCLUSIONS: Reviewed SB240 which passed on 3/11/23, as well as other bills of interest that did not complete legislative action.

ACTION/FOLLOW-UP: None.

TOPIC: CE Conference 2024

FINDINGS/CONCLUSIONS: Discussed potential date, location, speakers/topics.

ACTION/FOLLOW-UP: Vonda to contact Stonewall Resort or Days Inn at Flatwoods for availability and quote.

TOPIC: Certemy Contract renewal

FINDINGS/CONCLUSIONS: Attempting to process as an Agency-level Direct Award.

ACTION/FOLLOW-UP: Work with Purchasing to complete contract renewal.

TOPIC: PERD Audit

FINDINGS/CONCLUSIONS: Entrance conference held Tuesday, March 28th at the Board office. Reviewed correspondence to date.

ACTION/FOLLOW-UP: Continue to comply with audit requests as necessary.

TOPIC: Across the Board Salary Increase

FINDINGS/CONCLUSIONS: Marty motioned to approve participation in ATB salary increase for Executive Secretary. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: FY24 Expenditure Schedules

FINDINGS/CONCLUSIONS: Due May 1st.

ACTION/FOLLOW-UP: Vonda to complete and submit Expenditure Schedules and reports.

Correspondence:

TekSwift	2/16/23	Website needs upgraded to remain compatible with latest version of Wordpress
Camp Dawson	2/20/23	Conference location email
ACOTE	3/8/23	Call for comment on draft ACOTE standards
NBCOT	3/20/23	link for State Regulatory Webinar
MS Teams	4/5/23	Microsoft Teams Free is retiring; discuss other options
OT email	4/18/23	Review and respond

Bills paid January – March 2023

BRIM	1/4/2023	paid	\$676.00	insurance premium for qtr ending 3/31/23
STO-egov fees	1/5/2023	paid	\$570.60	Dec egov payments
Dept of Admin	1/19/2023	paid	\$192.00	Shared Services payroll billing Q2 2023
Kathy Quesenberry	1/23/2023	paid	\$285.58	travel for 1/20/23 board mtg
Gene Brooks	1/23/2023	paid	\$212.22	travel for 1/20/23 board mtg
Marty Douglas	1/23/2023	paid	\$250.22	travel for 1/20/23 board mtg
Kathy Quesenberry	1/23/2023	paid	\$150.00	perdiem for 1-20-23 board mtg
Gene Brooks	1/23/2023	paid	\$150.00	perdiem for 1-20-23 board mtg
Marty Douglas	1/23/2023	paid	\$150.00	perdiem for 1-20-23 board mtg
Bambi Hill	1/23/2023	paid	\$150.00	perdiem for 1-20-23 board mtg
Encova	1/26/2023	paid	\$216.00	WC premium 3/29/23 - 3/29/24
STO-egov fees	2/6/2023	paid	\$96.75	Jan egov payments
Assoc of Lic bds	2/6/2023	paid	\$300.00	Annual Assoc Dues 2023
IS&C	2/28/2023	paid	\$60.80	Centrex (phone) billing January 2023
IS&C	3/6/2023	paid	\$60.91	Centrex (phone) billing February 2023
STO-egov fees	3/7/2023	paid	\$21.15	Feb egov payments

Phil motioned to adjourn at 8:30 p.m. Marty seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, September 15th, 2023 at 11:00 a.m. at the Board office in Morgantown. Final 2023 board meeting is tentatively scheduled for November 17th.

AGENDA

September 15, 2023

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

--First order of business — Public comment period
 - WVOTA and RA introductions

--Second order of business — Approve April 20, 2023 minutes
 Review April 20, 2023 minutes

--Third order of business — Purchase Card purchases – 4/16/23 through 8/15/23

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
 - COTA renewal update
 - Annual Report
 - FY25 Appropriation Request
 - Perdiem increase
 - New Website / email address

--Sixth order of business — General correspondence / bills paid since April 2023

--Seventh order of business — 2023 Board meeting dates

--Eighth order of business — Executive Session

--Ninth order of business — Sign licensure applications



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

WVBOT MINUTES: September 15, 2023

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

ABSENT: Gene Brooks

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery, Jacob Greenfield, SueAnn Woods

MEETING CALLED TO ORDER: 11:04 a.m.

PUBLIC COMMENT

WVOTA President, Jacob Greenfield, and AOTA Representative Assembly member, SueAnn Woods, introduced themselves and gave an overview of recent WVOTA activity. They discussed their new website, upcoming annual conference, and the desire to create a more collaborative relationship with the Board.

Marty made a motion to add an announcement on the Board's website for the WVOTA annual conference to be held on October 14th at the Health Sciences Campus at WVU. Bambi seconded. Vote 4-0. Marty, and possibly Bambi, will attend the conference as the Board's representatives.

NBCOT ambassador for WV, Mary Beth Laughery, gave an NBCOT update. The State Regulatory Forum is scheduled via Zoom for September 19-20th from 12:30 – 5:00 p.m. each day. Sessions will be recorded. The OT Compact Commission has hired an Executive Director. A new initiative entitled, Why Choose OT?, is being launched to promote the profession.

Marty motioned to approve April 20, 2023 minutes as written. Phil seconded. Vote 4-0.

OLD BUSINESS

TOPIC: COTA Supervision Rules

FINDINGS/CONCLUSIONS: Discussed whether modifying COTA supervision rules is necessary to better protect consumers and the potential implications of doing so. Reviewed supervision rules in other states. Provided all Board members with AOTA summary of state COTA supervision rules. Discussed need for education regarding current supervision rules. Agreed to conduct an email survey of OT's and OTA's to determine if there is widespread concern that current rules are not adequate to protect consumers and/or are not being followed. **Reviewed and discussed draft survey; added questions.**

ACTION/FOLLOW-UP: Vonda to modify survey for Board review in November.

TOPIC: OT Licensure Compact

FINDINGS/CONCLUSIONS: Discussed changes needed to Legislative Rules as a result of passage of SB221, i.e. Series 3 – Fees and Series 9 – Telehealth. Phil motioned to hold Rule changes until 2023, after Compact Commission meets to establish compact rules and determine member state fee. Bambi seconded. Vote 5-0. A state representative must be appointed to serve on the compact commission. Marty motioned to nominate Vonda. Bambi seconded. Vote 5-0. Efforts to start the process to gain authority to require FBI criminal background checks have been unsuccessful. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WVBOT website. Attended first Finance Committee meeting on October 19th. Have continued to participate in Finance Committee meetings and attend Executive Committee meetings. **RFP for data system to be released within next 30 days. Latest timeline estimates March-August 2025 for completion of data system, with additional time required to integrate states. FBI Access Request completed 7/11/23. It is still unclear if Compact Legislation provides sufficient authority to require FBI CBC's.**

ACTION/FOLLOW-UP: Attend additional meetings as needed. Continue attempts to acquire authorization to require FBI CBC's.

TOPIC: PERD Audit

FINDINGS/CONCLUSIONS: Entrance conference held Tuesday, March 28th at the Board office. Reviewed correspondence to date.

ACTION/FOLLOW-UP: Awaiting final report and Interim Committee schedule.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for April 16, 2023 through August 15, 2023. Marty motioned to approve all purchases. Bambi seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of August 31, 2023
\$ 211,935.16

APRIL - AUGUST DEPOSITS

6/13/23	\$31
7/5	30
7/17	60
7/24	30

egov receipts:

April	\$ 3,130
May	7,140
June	15,900
July	4,320
August	3,000

TOTAL DEPOSITS \$ 33,641

APRIL - AUGUST DISBURSEMENTS

April	\$21,077.08
May	7,953.35
June	9,151.92
July	6,932.99
August	4,669.95

Beginning cash balance 7/1/22	\$ 223,743.86
FY2023 Revenue	92,486.00
FY2023 Expenditures	100,131.76
Ending cash balance 6/30/23	\$ 216,098.10

FY2024 Revenue	7,440.00
FY2024 Expenditures	11,602.94
Ending cash balance 8/31/23	\$ 211,935.16

NEW BUSINESS

TOPIC: COTA renewal update

FINDINGS/CONCLUSIONS: Total number of COTA licenses due to renew 6/30/23: 310

Non-renewals: 81 (26%)

ACTION/FOLLOW-UP: None.

TOPIC: Annual Report

FINDINGS/CONCLUSIONS: Annual report filed 7/24/23.

ACTION/FOLLOW-UP: None.

TOPIC: FY25 Appropriation Request

FINDINGS/CONCLUSIONS: Filed 8/28/23

ACTION/FOLLOW-UP: None.

TOPIC: Perdiem increase

FINDINGS/CONCLUSIONS: SB 740 increased the perdiem rate to \$200 per day as of 6/9/23.

ACTION/FOLLOW-UP: None.

TOPIC: New website / email address

FINDINGS/CONCLUSIONS: Tekswift estimate to design and build new website increased to \$2,500. The statewide contract with WV Interactive provides website with no upfront cost and \$40/month hosting fee.

Prototype designed using websites of the Board of PT and Architects. Website address will change to wvbot.wv.gov. Will also transition to wv.gov email address.

Will continue to use Tekswift for Managed IT services.

ACTION/FOLLOW-UP: Launch new website/email address end of September. Communicate via email to licensees. Work with TekSwift to transition.

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	AOTA	5/8/2023	Interventions to Support Occupations adopted by AOTA RA 4/2023
2	WVOTA	5/11/2023	Annual conference on 10/14/23 at WVU; Board representative?
3	ACOTE	5/24/2023	April 2023 actions
4	NBCOT	5/24/2023	May 2023 E-Newsletter
5	OT Compact Commission	5/25/2023	Press release on recent compact updates
6	AOTA	5/25/2023	State Affairs Newsletter Summer 2023
7	WVOTA	7/1/2023	request to send email invite to WVOTA conference through the Board
8	NBCOT	7/10/2023	OTR exam update January 2024
9	NBCOT	7/17/2023	Exam to be delivered with Pearson VUE test centers in 2024
10	NBCOT	7/10/2023	Virtual State Regulatory Forum Sept 19-20
11	Amber Simmons, Encompass	6/15/2023	Invitation to demonstration of Vector System
12	OT email	8/3/2023	concerns with use of Telehealth in nursing homes

Bills paid April – August 2023

IS&C	4/3/2023	paid	\$60.85	Centrex (phone) billing March 2023
BRIM	4/5/2023	paid	\$676.00	insurance premium for qtr ending 6/30/23
Certemy	4/5/2023	paid	\$2,275.00	Q12 payment
STO-egov fees	4/6/2023	paid	\$46.35	Mar egov payments
PEIA	4/6/2023	paid	\$321.00	1% PEIA transfer for reserve fund
Health Consultants				
Plus	4/24/2023	paid	\$700.00	fee for speaking at CE conference 4-21-23
Kanics Inclusive Design Svcs	4/24/2023	paid	\$1,800.00	fee for speaking at CE conference 4-21-23
Beckley-Raleigh CCC	4/24/2023	paid	\$9,792.48	CE conference 4-21-23
Vonda Malnikoff	4/24/2023	paid	\$235.80	travel for board mtg & CE conference 4/20-21/23
Phil Simpson	4/24/2023	paid	\$151.96	travel for board mtg & CE conference 4/20-21/23
Gene Brooks	4/24/2023	paid	\$82.54	travel for board mtg & CE conference 4/20-21/23
Kathy Quesenberry	4/24/2023	paid	\$61.58	travel for board mtg & CE conference 4/20-21/23
Martin Douglas	4/24/2023	paid	\$100.88	travel for board mtg & CE conference 4/20-21/23
Phil Simpson	4/24/2023	paid	\$150.00	perdiem for 4/20/23 board mtg
Gene Brooks	4/24/2023	paid	\$300.00	perdiem for 4/20/23 board mtg & 4/21/23 CE conference
Kathy Quesenberry	4/24/2023	paid	\$150.00	perdiem for 4/20/23 board mtg
Martin Douglas	4/24/2023	paid	\$150.00	perdiem for 4/20/23 board mtg
Bambi Hill	4/24/2023	paid	\$150.00	perdiem for 4/20/23 board mtg
STO-egov fees	5/8/2023	paid	\$81.23	April egov payments
WVATC	5/10/2023	paid	\$300.00	fee for speaking at CE conference 4-21-23
Dept of Admin	5/16/2023	paid	\$160.00	Shared Services payroll billing Q3 2023
IS&C	5/30/2023	paid	\$60.80	Centrex (phone) billing May 2023
Certemy	5/30/2023	paid	\$2,489.50	Q13 payment
STO-egov fees	6/5/2023	paid	\$149.85	May egov payments
BRIM	7/3/2023	paid	\$676.00	insurance premium for qtr ending 9/30/23
STO-egov fees	7/10/2023	paid	\$357.75	June egov payments
Dept of Admin	7/11/2023	paid	\$259.00	Shared services payroll & AP billing Q4 2023
PEIA	7/17/2023	paid	\$50.00	FY2024 admin fee
STO-egov fees	8/7/2023	paid	\$97.20	July egov payments
ERP Board	8/21/2023	paid	\$178.75	wvOASIS FY2024 annual user fee

Marty motioned to adjourn at 2:35 p.m. Bambi seconded. Vote 4-0. The next regular Board meeting is scheduled for Friday, November 17th at the Board office in Morgantown.

AGENDA

November 17, 2023

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

--First order of business — Public comment period

--Second order of business — Approve September 15, 2023 minutes
Review September 15, 2023 minutes

--Third order of business — Purchase Card purchases – 8/16/23 through 10/15/23

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Potential fee reduction
- Newsletter
- Legislative Rule review
- OTCC Data Set Rule – Comment period
- Auditor's Licensing Board Seminar

--Sixth order of business — General correspondence / bills paid since Sept 2023

--Seventh order of business — 2024 Board meeting dates

--Eighth order of business — Executive Session
- Issue 2023#01 Complaint

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: November 17, 2023

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

ABSENT: Marty Douglas

ALSO PRESENT: Vonda Malnikoff

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

PUBLIC COMMENT

Reviewed email from SueAnn Woods, AOTA Representative Assembly member, sharing action items from RA fall meeting.

Phil motioned to approve September 15, 2023 minutes as written. Bambi seconded. Vote 4-0.

OLD BUSINESS

TOPIC: COTA Supervision Rules

FINDINGS/CONCLUSIONS: Discussed whether modifying COTA supervision rules is necessary to better protect consumers and the potential implications of doing so. Reviewed supervision rules in other states. Provided all Board members with AOTA summary of state COTA supervision rules. Discussed need for education regarding current supervision rules. Agreed to conduct an email survey of OT's and OTA's to determine if there is widespread concern that current rules are not adequate to protect consumers and/or are not being followed. **Reviewed and finalized survey for distribution.**

ACTION/FOLLOW-UP: Email survey to all licensees in early December.

TOPIC: OT Licensure Compact

FINDINGS/CONCLUSIONS: Discussed changes needed to Legislative Rules as a result of passage of SB221, i.e. Series 3 – Fees and Series 9 – Telehealth. Phil motioned to hold Rule changes until 2023, after Compact Commission meets to establish compact rules and determine member state fee. Bambi seconded. Vote 5-0. A state representative must be appointed to serve on the compact commission. Marty motioned to nominate Vonda. Bambi seconded. Vote 5-0. Efforts to start the process to gain authority to require FBI criminal background checks have been unsuccessful. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WV BOT website. Attended first Finance Committee meeting on October 19th. Have continued to participate in Finance Committee meetings and attend Executive Committee meetings. RFP for data system to be released within next 30 days. Latest timeline estimates March-August 2025 for completion of data system, with additional time required to integrate states. FBI Access Request completed 7/11/23. It is still unclear if Compact Legislation provides sufficient authority to require FBI CBC's. **Reviewed minutes from Annual meeting held October 16, 2023.**

ACTION/FOLLOW-UP: Attend additional meetings as needed. Continue attempts to acquire authorization to require FBI CBC's.

TOPIC: PERD Audit

FINDINGS/CONCLUSIONS: Entrance conference held Tuesday, March 28th at the Board office. Reviewed correspondence to date. **Received final report 10/2/23; Attended Interim Committee meeting 10/16/23. Reviewed audit overview.**

ACTION/FOLLOW-UP: None.

TOPIC: New website / email address

FINDINGS/CONCLUSIONS: Tekswift estimate to design and build new website increased to \$2,500. The statewide contract with WV Interactive provides website with no upfront cost and \$40/month hosting fee. Prototype designed using websites of the Board of PT and Architects. Website address will change to wvbot.wv.gov. Will also transition to wv.gov email address.

Will continue to use Tekswift for Managed IT services. **New website / email address launched early October. Re-directs and auto-response in place. Change will also be communicated in newsletter.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for August 16, 2023 through October 15, 2023. Gene motioned to approve all purchases. Phil seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of October 31, 2023
\$ 211,372.01

SEPTEMBER - OCTOBER DEPOSITS

9/07/23	\$ 30
9/20	30
10/11	60

egov receipts:

September	\$ 3,130
October	10,070

TOTAL DEPOSITS \$ 13,320

SEPTEMBER - OCTOBER DISBURSEMENTS

September	\$ 6,058.89
October	7,874.26

Beginning cash balance 7/1/23	\$ 216,098.10
FY2024 Revenue	20,810.00
FY2024 Expenditures	25,536.09
Ending cash balance 10/31/23	\$ 211,372.01

NEW BUSINESS

TOPIC: Potential fee reduction

FINDINGS/CONCLUSIONS: Reviewed analysis of potential reduction of initial licensure fees to be more in line with border states. Discussed need to add fee for a Compact Privilege. Phil motioned to file proposed Legislative rule in 2024 to reduce initial licensure fees to \$75 for OT and \$50 for OTA. Bambi seconded. Vote 4-0.

ACTION/FOLLOW-UP: Determine appropriate fee for Compact Privileges and file proposed Rule in 2024 to reduce initial licensure fees and add Compact Privilege fee.

TOPIC: Newsletter

FINDINGS/CONCLUSIONS: Reviewed and modified draft newsletter.

ACTION/FOLLOW-UP: Email newsletter to all licensees.

TOPIC: Legislative Rule review

FINDINGS/CONCLUSIONS: Review Series 1, 3, 5, and 9 for potential amendments to be proposed in 2024. Last day to file public comment period is July 31, 2024.

ACTION/FOLLOW-UP: Review at next two Board meetings.

TOPIC: OT Compact Commission Data Set Rule

FINDINGS/CONCLUSIONS: The OT Compact Commission has published a Data Set Rule for public comment until 12/8/23 which includes information the Board will be required to provide to the Commission on ALL licensees. Reviewed a comment letter to be sent from the Board.

ACTION/FOLLOW-UP: Email comment letter from the Board by December 8, 2023. Include in Newsletter to encourage individual licensee comments.

TOPIC: Auditor's Licensing Board Seminar

FINDINGS/CONCLUSIONS: Gene and Vonda attended on November 2nd. Reviewed pertinent information. Next year's meeting scheduled for November 7, 2024.

ACTION/FOLLOW-UP: None.

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	OT Compact Commission	9/25/2023	2023 3rd Qtr update / Timeline
2	NBCOT	10/5/2023	email regarding update to staff positions
3	NBCOT	10/9/2023	2023 Certification Databook
4	AOTA	10/10/2023	State Affairs Newlsetter Fall 2023
5	NBCOT	10/12/2023	October 2023 OT State Regulatory E-newsletter
6	NBCOT	10/18/2023	Survey request - Cross Profession Minimum Data Set
7	OT Compact Commission	10/31/2023	OTCC 2022-23 Annual Report

Bills paid September – October 2023

STO-egov fees	9/5/2023	paid	\$67.50	August egov payments
Vonda Malnikoff	9/18/2023	paid	\$277.06	annual pcard training & website training 8/16-18/23
Phil Simpson	9/18/2023	paid	\$277.72	travel for board mtg 9-15-23
Bambi Hill	9/18/2023	paid	\$233.18	travel for board mtg 9-15-23
Kathy Quesenberry	9/18/2023	paid	\$64.20	travel for board mtg 9-15-23
Martin Douglas	9/18/2023	paid	\$250.22	travel for board mtg 9-15-23
Phil Simpson	9/18/2023	paid	\$200.00	perdiem for 9-15-23 board mtg
Kathy Quesenberry	9/18/2023	paid	\$200.00	perdiem for 9-15-23 board mtg
Martin Douglas	9/18/2023	paid	\$200.00	perdiem for 9-15-23 board mtg
Bambi Hill	9/18/2023	paid	\$200.00	perdiem for 9-15-23 board mtg
BRIM	10/3/2023	paid	\$676.00	insurance premium for qtr ending 12/31/23
STO-egov fees	10/5/2023	paid	\$73.80	September egov payments
IS&C	10/11/2023	paid	\$63.39	Centrex phone billing July 2023
Dept of Admin	10/17/2023	paid	\$112.00	Shared services payroll & AP billing Q1 2024

Phil motioned to enter Executive Session at 1:47 p.m. to discuss licensee complaints. Gene seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2023#01 Complaint

Phil motioned to leave Executive Session at 1:48 p.m. Bambi seconded. Vote 4-0.

Bambi motioned to adjourn at 2:00 p.m. Phil seconded. Vote 4-0. The next regular Board meeting is scheduled for Friday, February 2, 2024 at the Board office in Morgantown. Future tentative meeting dates for 2024 are April 26th, August 23rd, and November 6th.

AGENDA

February 2, 2024

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

--First order of business — Public comment period

--Second order of business — Approve November 17, 2023 minutes
Review November 17, 2023 minutes

--Third order of business — Purchase Card purchases – 10/16/23 through 1/15/24

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Elect officers
- OT renewal update
- Office lease renewal

--Sixth order of business — General correspondence / bills paid since Nov 2023

--Seventh order of business — 2024 Board meeting dates (4/26, 8/23, 11/6)

--Eighth order of business — Executive Session
- Issue 2023#01 Complaint

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B
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304-285-3150
wvbot.wv.gov

WVBOT MINUTES: February 2, 2024

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery, Jacob Greenfield

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

PUBLIC COMMENT

Mary Beth Laughery gave an NBCOT update, noting the continuation of the Why Choose OT initiative to promote OT as a career choice. Jacob Greenfield gave an update from WVOTA, including Legislative Day scheduled for February 20th.

Phil motioned to approve November 17, 2023 minutes as written. Marty seconded. Vote 5-0.

OLD BUSINESS

TOPIC: COTA Supervision Rules

FINDINGS/CONCLUSIONS: Discussed whether modifying COTA supervision rules is necessary to better protect consumers and the potential implications of doing so. Reviewed supervision rules in other states. Provided all Board members with AOTA summary of state COTA supervision rules. Discussed need for education regarding current supervision rules. Agreed to conduct an email survey of OT's and OTA's to determine if there is widespread concern that current rules are not adequate to protect consumers and/or are not being followed. Reviewed and finalized survey for distribution. **Survey conducted in December. Results summarized.**

ACTION/FOLLOW-UP: Review survey results and current OT/OTA Collaboration Position Statement for discussion/recommendations at April 19 meeting.

TOPIC: OT Licensure Compact

FINDINGS/CONCLUSIONS: Discussed changes needed to Legislative Rules as a result of passage of SB221, i.e. Series 3 – Fees and Series 9 – Telehealth. Phil motioned to hold Rule changes until 2023, after Compact Commission meets to establish compact rules and determine member state fee. Bambi seconded. Vote 5-0. A state representative must be appointed to serve on the compact commission. Marty motioned to nominate Vonda. Bambi seconded. Vote 5-0. Efforts to start the process to gain authority to require FBI criminal background checks have been unsuccessful. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WVBOT website. Attended first Finance Committee meeting on October 19th. Have continued to participate in Finance Committee meetings and attend Executive Committee meetings. RFP for data system to be released within next 30 days. Latest timeline estimates March-August 2025 for completion of data system, with additional time required to integrate states. FBI Access Request completed 7/11/23. It is still unclear if Compact Legislation provides sufficient authority to require FBI CBC's. Reviewed minutes from Annual meeting held October 16, 2023. **Reviewed correspondence with WV State Police regarding attempts to obtain FBI authorization to conduct CBC's**

ACTION/FOLLOW-UP: Attend additional meetings as needed. Continue attempts to acquire authorization to require FBI CBC's.

TOPIC: Potential fee reduction

FINDINGS/CONCLUSIONS: Reviewed analysis of potential reduction of initial licensure fees to be more in line with border states. Discussed need to add fee for a Compact Privilege. Phil motioned to file proposed Legislative rule in 2024 to reduce initial licensure fees to \$75 for OT and \$50 for OTA. Bambi seconded. Vote 4-0. **Reviewed modified Rule to reduce initial licensure and Limited Permit fees, and add Compact Privilege fee.**

ACTION/FOLLOW-UP: Combine this agenda item with Legislative Rule review below for future meetings.

TOPIC: Legislative Rule review

FINDINGS/CONCLUSIONS: Review Series 1, 3, 5, and 9 for potential amendments to be proposed in 2024. Last day to file public comment period is July 31, 2024. **Reviewed draft modified Rules for Series 3, 5, and 9. Additional modifications discussed.**

ACTION/FOLLOW-UP: Review and finalize modified Rules to open for public comment at April 19 meeting.

TOPIC: OT Compact Commission Data Set Rule

FINDINGS/CONCLUSIONS: The OT Compact Commission has published a Data Set Rule for public comment until 12/8/23 which includes information the Board will be required to provide to the Commission on ALL licensees. Reviewed a comment letter to be sent from the Board. **Emailed comment letter to OTCC; attended Executive Committee and Rules Committee meetings to further voice concerns. Reviewed response from OTCC as posted on their website.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for October 16, 2023 through January 15, 2024. Bambi motioned to approve all purchases. Phil seconded. Vote 5-0.

TREASURER’S REPORT

Cash Balance as of January 31, 2024
\$ 229,890.56

NOVEMBER - JANUARY DEPOSITS

egov receipts:
November \$ 15,680.00
December 24,490.00
January 5,210.00

TOTAL DEPOSITS \$ 45,380

NOVEMBER - JANUARY DISBURSEMENTS

November \$ 7,676.60
December 12,186.63
January 6,998.22

TOTAL DISBURSEMENTS \$ 26,861.45

Beginning cash balance	7/1/23	\$ 216,098.10
FY2024 Revenue		66,190.00
FY2024 Expenditures		52,397.54
Ending cash balance	1/31/24	\$ 229,890.56

NEW BUSINESS

TOPIC: Election of Officers for 2024

FINDINGS/CONCLUSIONS: Phil motioned to keep current officers for 2024. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: OT Renewal update from 12/31/23

FINDINGS/CONCLUSIONS: Total OT renewals due: 471 Non-renewal letters sent 1/10/24: 66 (14%)

As of 1/10/24: OT's 908

ACTION/FOLLOW-UP: None.

TOPIC: Office lease renewal

FINDINGS/CONCLUSIONS: Current lease expires 6/30/24. Bambi motioned to move forward with renewal of lease. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to complete Lease Renewal Requisition and forward to Real Estate Division.

Bills paid November 2023 – January 2024

Certemy	11/1/2023	paid	\$2,489.50	Q14 payment
STO-egov fees	11/6/2023	paid	\$224.33	October egov payments
IS&C	11/7/2023	paid	\$63.36	Centrex phone billing Aug 2023
WVInteractive	11/13/2023	paid	\$40.00	Website hosting Oct 2023
Phil Simpson	11/20/2023	paid	\$200.00	perdiem for 11-17-23 board mtg
Bambi Hill	11/20/2023	paid	\$200.00	perdiem for 11-17-23 board mtg
Kathy Quesenberry	11/20/2023	paid	\$200.00	perdiem for 11-17-23 board mtg
Gene Brooks	11/20/2023	paid	\$400.00	perdiem for 11-17-23 board mtg & 11-2-23 seminar
Phil Simpson	11/20/2023	paid	\$277.72	travel for board mtg 11-17-23
Kathy Quesenberry	11/20/2023	paid	\$64.20	travel for board mtg 11-17-23
Gene Brooks	11/20/2023	paid	\$212.22	travel for board mtg 11-17-23
Bambi Hill	11/20/2023	paid	\$233.18	travel for board mtg 11-17-23
Vonda Malnikoff	11/20/2023	paid	\$411.36	travel to Interim committee mtg & auditors seminar
IS&C	12/4/2023	paid	\$63.39	Centrex phone billing Sep 2023
STO-egov fees	12/5/2023	paid	\$352.80	November egov payments
WVInteractive	12/11/2023	paid	\$40.00	Website hosting Nov 2023
Certemy	12/12/2023	paid	\$2,489.50	Q15 payment
IS&C	12/18/2023	paid	\$62.65	Centrex phone billing Oct 2023
AG's Office	12/26/2023	paid	\$268.00	November 2023 billing
BRIM	1/3/2024	paid	\$676.00	insurance premium for qtr ending 3/31/24
IS&C	1/8/2024	paid	\$62.42	Centrex phone billing Nov 2023
STO-egov fees	1/9/2024	paid	\$612.45	December egov payments
WVInteractive	1/18/2024	paid	\$40.00	Website hosting Dec 2023
Dept of Admin	1/22/2024	paid	\$240.00	Shared services payroll billing Q2 FY 2024
Encova	1/29/2024	paid	\$211.00	Workers Comp premium 3/29/24 - 3/29/25
IS&C	1/29/2024	paid	\$62.84	Centrex phone billing Dec 2023

Correspondence:

	<u><i>correspondence</i></u>	<u><i>date rec'd</i></u>	<u><i>issue</i></u>
1	OT	12/6/23	Correspondence re: new NBCOT rule re: reinstatement of Certification effective 1/1/27
2	NBCOT	12/6/23	Newsletter
3	ACOTE	1/3/24	December 2023 Accreditation Actions (WVU-OTD Accreditation)
4	Shaun Conway-NBCOT	1/10/24	NBCOT presentation request for 2024
5	NBCOT	1/23/24	Save the Date for State Regulatory Leadership Forum, Sep 10-11

Phil motioned to enter Executive Session at 1:00 p.m. to discuss licensee complaint. Marty seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2023#01 Complaint

Marty motioned to leave Executive Session at 1:03 p.m. Gene seconded. Vote 5-0.

Marty motioned to dismiss complaint. Gene seconded. Vote 5-0.

Gene motioned to adjourn at 1:15 p.m. after the signing of applications and discussion of future meeting dates. Bambi seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, April 19, 2024 at the Board office in Morgantown. Future tentative meeting dates for 2024 are August 23rd, and November 6th in Charleston on the evening before the State Auditor's Licensing Board Seminar.

AGENDA

April 19, 2024

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

--First order of business — Public comment period
- NBCOT Update presentation

--Second order of business — Approve February 2, 2024 minutes
Review February 2, 2024 minutes

--Third order of business — Purchase Card purchases – 1/16/24 through 4/15/24

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Safety Policy, Driver Training, Confidentiality Stmts
- FY25 Expenditure Schedules
- FBI Criminal Background Checks

--Sixth order of business — General correspondence / bills paid since Feb 2024

--Seventh order of business — 2024 Board meeting dates (8/23, 11/6)

--Eighth order of business — Executive Session

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: April 19, 2024

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery (virtually)

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

PUBLIC COMMENT

Shawn Conway and Francielle Pineda gave a virtual NBCOT update on certification policies, programs, services, and resources.

Gene motioned to approve February 2, 2024 minutes as written. Phil seconded. Vote 5-0.

OLD BUSINESS

TOPIC: COTA Supervision Rules

FINDINGS/CONCLUSIONS: Discussed whether modifying COTA supervision rules is necessary to better protect consumers and the potential implications of doing so. Reviewed supervision rules in other states. Provided all Board members with AOTA summary of state COTA supervision rules. Discussed need for education regarding current supervision rules. Agreed to conduct an email survey of OT's and OTA's to determine if there is widespread concern that current rules are not adequate to protect consumers and/or are not being followed. Reviewed and finalized survey for distribution. Survey conducted in December. Results summarized.

ACTION/FOLLOW-UP: Review survey results and current OT/OTA Collaboration Position Statement for discussion/recommendations at August 23rd meeting.

TOPIC: OT Licensure Compact

FINDINGS/CONCLUSIONS: Discussed changes needed to Legislative Rules as a result of passage of SB221, i.e. Series 3 – Fees and Series 9 – Telehealth. Phil motioned to hold Rule changes until 2023, after Compact Commission meets to establish compact rules and determine member state fee. Bambi seconded. Vote 5-0. A state representative must be appointed to serve on the compact commission. Marty motioned to nominate Vonda. Bambi seconded. Vote 5-0. Efforts to start the process to gain authority to require FBI criminal background checks have been unsuccessful. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WVBOT website. Attended first Finance Committee meeting on October 19th. Have continued to participate in Finance Committee meetings and attend Executive Committee meetings. RFP for data system to be released within next 30 days. Latest timeline estimates March-August 2025 for completion of data system, with additional time required to integrate states. FBI Access Request completed 7/11/23. It is still unclear if Compact Legislation provides sufficient authority to require FBI CBC's. Reviewed minutes from Annual meeting held October 16, 2023. Reviewed correspondence with WV State Police regarding attempts to obtain FBI authorization to conduct CBC's. **Reviewed minutes from recent meetings. Received notification from FBI, via WV State Police, that Compact Code does not grant sufficient authority to conduct criminal background checks. Moved this item to New Business.**

ACTION/FOLLOW-UP: Attend additional meetings as needed.

TOPIC: Legislative Rule review

FINDINGS/CONCLUSIONS: Review Series 1, 3, 5, and 9 for potential amendments to be proposed in 2024. Last day to file public comment period is July 31, 2024. Reviewed draft modified Rules for Series 3, 5, and 9. Additional modifications discussed. **Series 3 Fees Rule modified to reduce initial licensure fees and add fee for Compact Privilege. Marty motioned to file Series 3 rule as proposed. Phil seconded. Vote 5-0. Series 5 Advanced Practice Rule modified to add requirements for OT's / COTA's to perform advanced practice treatment techniques. Marty motioned to file as proposed. Gene seconded. Vote 5-0. Series 9 Telehealth Rule modified to add "Compact Privilege to Practice". Marty motioned to file as proposed. Phil seconded. Vote 5-0.**

ACTION/FOLLOW-UP: File Agency Proposed Rules for 30 day comment period.

TOPIC: Office lease renewal

FINDINGS/CONCLUSIONS: Current lease expires 6/30/24. Bambi motioned to move forward with renewal of lease. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: Lease renewal in process.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for January 16, 2024 through April 15, 2024. Gene motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of March 31, 2024
\$ 221,337.86

FEBRUARY - MARCH DEPOSITS

egov receipts:

February	\$ 3,360
March	3,350
TOTAL DEPOSITS	\$ 6,710

FEBRUARY - MARCH DISBURSEMENTS

February	\$10,474.83
March	4,787.88
TOTAL DISBURSEMENTS	\$ 15,262.71

Beginning cash balance	7/1/23	\$ 216,098.10
FY2024 Revenue		72,900.00
FY2024 Expenditures		67,660.24
Ending cash balance	3/31/24	\$ 221,337.86

NEW BUSINESS

TOPIC: Safety Policy, Driver Training, and Confidentiality Pledges

FINDINGS/CONCLUSIONS: Review and sign.

ACTION/FOLLOW-UP: None.

TOPIC: FY25 Expenditure Schedules

FINDINGS/CONCLUSIONS: Reviewed summary.

ACTION/FOLLOW-UP: File by May 1st.

TOPIC: FBI Criminal History Background Checks

FINDINGS/CONCLUSIONS: Received response from FBI, via WV State Police, that Compact Code does not grant sufficient authority to require CBC's of applicants for Compact Privileges. Will need to add to Practice Act. Working with Senate Attorney to write bill for 2025 Legislative session. Agreed to limit bill to adding this authority and technical change to remove duplicate section for volunteer licenses. Will attempt to limit FBI CBC requirement to applicants for Compact Privilege only. Will communicate and ask for support from WVOTA to advocate for passage.

ACTION/FOLLOW-UP: Work with Senate Attorney on language of bill.

Bills paid February 2024 – March 2024

STO-egov fees	2/5/2024	paid	\$55.80	Jan 24 egov payments
Phil Simpson	2/5/2024	paid	\$200.00	perdiem for 2/2/24 board mtg
Bambi Hill	2/5/2024	paid	\$200.00	perdiem for 2/2/24 board mtg
Kathy Quesenberry	2/5/2024	paid	\$200.00	perdiem for 2/2/24 board mtg
Gene Brooks	2/5/2024	paid	\$200.00	perdiem for 2/2/24 board mtg
Marty Douglas	2/5/2024	paid	\$200.00	perdiem for 2/2/24 board mtg
Phil Simpson	2/5/2024	paid	\$284.08	travel for board mtg 2/2/24
Bambi Hill	2/5/2024	paid	\$238.52	travel for board mtg 2/2/24
Kathy Quesenberry	2/5/2024	paid	\$65.66	travel for board mtg 2/2/24
Gene Brooks	2/5/2024	paid	\$217.08	travel for board mtg 2/2/24
Marty Douglas	2/5/2024	paid	\$255.94	travel for board mtg 2/2/24
Certemy	2/8/2024	paid	\$2,489.50	Q16 payment
Assoc of Lic bds	2/8/2024	paid	\$300.00	FY 24 annual dues
WVInteractive	2/12/2024	paid	\$40.00	Website hosting Jan 2024
IS&C	2/26/2024	paid	\$63.46	Centrex phone billing Jan 2024
AG's Office	2/27/2024	paid	\$312.00	January 2024 billing
STO-egov fees	3/5/2024	paid	\$75.60	Feb 24 egov payments
WVInteractive	3/18/2024	paid	\$40.00	Website hosting Feb 2024
IS&C	3/21/2024	paid	\$63.43	Centrex phone billing Feb 2024

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	AOTA	2/5/2024	New ACOTE Accreditation Standards adopted
2	NBCOT	3/11/2024	Newsletter
3	AOTA	3/14/2024	Spring 2024 State Affairs Newsletter *see article re NJ lawsuit
4	OTCC- Amanda Perry	3/25/2024	CSG request for letter of support
5	Motivations, Inc.	4/2/2024	Request to be added as a CE provider on our website
6	OTCC- Amanda Perry	4/15/2024	Notice of AOTA hosted webinar re status of OT Compact on April 30th at 2pm

Meeting was adjourned at 2:15 p.m. after the signing of applications.

The next regular Board meeting is scheduled for Friday, August 23, 2024 at the Board office in Morgantown.
 Final meeting date for 2024 is November 6th in Charleston on the evening before the State Auditor's Licensing Board Seminar.