



West Virginia Board of Occupational Therapy  
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July 15, 2021

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 2020 / 2021.

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 2020 – FY 2021**

# **Table of Contents**

- **Financial Statements**
- **New Licensees**
- **Licensees by County / State**
- **Summary of Complaints**
- **Board Meeting Agendas / Minutes**

# **West Virginia Board of Occupational Therapy**

**Annual Report  
2020-2021**

## **Financial**

# Financial Statement

## Receipts / Disbursements FY 2020 / 2021

	<u>Receipts</u>	<u>Disbursements</u>
<b>FY 2020:</b>	<b>\$102,730</b>	<b>\$ 97,924</b>
<b>FY 2021:</b>	<b>\$ 92,576</b>	<b>\$ 95,914</b>
<b>Receipts:</b>	<b><u>FY 2020</u></b>	<b><u>FY 2021</u></b>
License applications and renewals	\$ 98,730	\$ 89,140
Other fees	4,000	3,435
<b>Disbursements:</b>		
Personal Services	\$ 31,784	\$ 31,985
Board member per diem	3,852	3,188
Travel	3,214	1,992
Professional contracts	1,694	602
Rent	6,000	6,000
Office supplies	844	679
Postage	2,725	2,485
Hospitality	229	148
Insurance	2,704	2,686
State Treasurer Office fees	1,692	1,798
Other	43,186	44,351

# **West Virginia Board of Occupational Therapy**

**Annual Report  
2020-2021**

## **New Licensees**

# Occupational Therapists licensed 7/1/19 – 6/30/21

	<b>Last Name</b>	<b>First Name</b>	<b>Lic #</b>	<b>Issue Date</b>
OTR/L	<b>Ainsworth</b>	Katlyn	2053	7/2/2019
OTR/L	<b>Glover</b>	Emily	2054	7/2/2019
OTR/L	<b>Abe</b>	Megan	2056	7/3/2019
OTR/L	<b>Kidder</b>	Kennedy	2057	7/8/2019
OTR/L	<b>Wheeler</b>	Alexis	2058	7/12/2019
OTR/L	<b>Fador II</b>	Michael	2059	7/15/2019
OTR/L	<b>Stoffel</b>	Marisa	2060	7/15/2019
OTR/L	<b>Petillo</b>	Colleen	2061	7/23/2019
OTR/L	<b>Ault</b>	Kelsey	2062	7/25/2019
OT/L	<b>Rockey</b>	Julianne	2063	8/5/2019
OTR/L	<b>Tippit</b>	Sarah	2064	8/5/2019
OTR/L	<b>Broadwater</b>	Sarah	2065	8/6/2019
OTR/L	<b>Crickenberger</b>	Samuel	2066	8/8/2019
OTR/L	<b>Miller</b>	Brandi	2067	8/10/2019
OTR/L	<b>Anderson</b>	Melissa	2068	8/28/2019
OTR/L	<b>Moore</b>	Aaron	2069	8/29/2019
OTR/L	<b>Jaramillo</b>	Yesenia	2055	9/2/2019
OTR/L	<b>Creasy</b>	Taylor	2070	9/10/2019
OTR/L	<b>Poling</b>	Darlena	2071	9/10/2019
OTR/L	<b>Harris</b>	Carly	1681	9/16/2019
OTR/L	<b>Ueltschy</b>	Amy	2073	9/16/2019
OTR/L	<b>Woods</b>	Lacy	2072	9/16/2019
OT/L	<b>Ngum</b>	Emelda	2075	9/24/2019
OTR/L	<b>Mulraney</b>	Jennifer	2074	9/24/2019
OTR/L	<b>Romain</b>	Katilyn	2076	9/24/2019
OTR/L	<b>Cibotti</b>	Kara	2077	10/1/2019
OTR/L	<b>Foster</b>	Beth	2078	10/1/2019
OTR/L	<b>Bennett</b>	Vicki	2079	10/9/2019
OTR/L	<b>Brookover</b>	Samuel	2080	10/15/2019
OTR/L	<b>Hancock</b>	Anne-Marie	2081	10/15/2019
OTR/L	<b>Bell</b>	Kelly	1447	10/28/2019
OTR/L	<b>Pollack</b>	Katherine	2082	11/12/2019
OTR/L	<b>Regeimbal</b>	Lauren	2083	11/13/2019
OTR/L	<b>Stoll</b>	Jyothi	2084	11/25/2019
OTR/L	<b>Bennett</b>	Amanda	2085	11/29/2019
OTR/L	<b>McDonald</b>	Ashlee	2086	11/29/2019
OTR/L	<b>Lear</b>	Megan	2087	12/16/2019
OTR/L	<b>Wise</b>	Hayley	2088	1/2/2020
OTR/L	<b>Baisden</b>	Autumn	2089	1/23/2020
OTR/L	<b>Mossgrove</b>	Carrie	2090	1/28/2020
OTR/L	<b>Lewis</b>	Emily	2091	1/29/2020
OTR/L	<b>Sheroda</b>	Samantha	2092	2/18/2020
OTR/L	<b>Larsen</b>	Cynthia	2093	2/19/2020
OTR/L	<b>Riffle</b>	Mary	2094	2/19/2020
OTR/L	<b>Carter</b>	Shawna	935	2/27/2020
OTR/L	<b>Riley</b>	Eric	2095	2/27/2020
OTR/L	<b>Barton</b>	Katherine	2096	3/9/2020
OTR/L	<b>Pierre</b>	Rubens	2097	3/17/2020
OTR/L	<b>Willingham</b>	April	1291	3/19/2020
OTR/L	<b>Fetty</b>	Terin	2098	3/23/2020
OTR/L	<b>Greenberg</b>	Stacey	2100	3/30/2020
OTR/L	<b>Williams</b>	Alyssa	2099	3/30/2020
OTR/L	<b>Moulton</b>	Jillian	2102	4/21/2020

OTR/L	<b>Dart</b>	Michelle	2103	4/28/2020
OTR/L	<b>Adams</b>	Mendy	2101	4/29/2020
OTR/L	<b>Pandit</b>	Priyanka	2104	5/4/2020
OTR/L	<b>Paone</b>	Carey	2105	5/11/2020
OTR/L	<b>Clevenger</b>	Cassandra	2106	5/12/2020
OTR/L	<b>Boyd</b>	Kim	2107	5/18/2020
OTR/L	<b>Burgess</b>	Erin	2108	6/3/2020
OTR/L	<b>Benzing</b>	Sarah	2109	6/16/2020
OTR/L	<b>Legaspi</b>	Annamarie	2110	6/18/2020
OTR/L	<b>Kramer</b>	Kathleen	2111	6/29/2020
OTR/L	<b>Young</b>	Makayla	2112	6/29/2020
OTR/L	<b>Blair</b>	Madison	2113	6/30/2020
OTR/L	<b>Kupstas</b>	Matthew	2114	7/6/2020
OTR/L	<b>Rees</b>	Lauren	2115	7/8/2020
OTR/L	<b>Adams</b>	Blair	2116	7/9/2020
OTR/L	<b>Thompson</b>	Matthew	2117	7/13/2020
OTR/L	<b>West</b>	Cierra	1783	7/20/2020
OTR/L	<b>Sherback</b>	Jennifer	2118	7/21/2020
OTR/L	<b>Litton</b>	Haley	2119	7/28/2020
OTR/L	<b>Gallen</b>	Kayli	2120	7/30/2020
OTR/L	<b>Sciulli</b>	Jenna	2121	8/4/2020
OTR/L	<b>Kirk</b>	Hope	2122	8/6/2020
OTR/L	<b>Tasker</b>	Shay Lynn	2123	8/6/2020
OTR/L	<b>Allen</b>	Sandra	303	8/10/2020
OTR/L	<b>Olafson</b>	Gina	1687	8/19/2020
OTR/L	<b>Robba</b>	Sydney	2124	8/19/2020
OTR/L	<b>Wilson</b>	Miranda	2125	8/25/2020
OTR/L	<b>Silber</b>	Troy	2126	8/26/2020
OTR/L	<b>Harker</b>	Tori	2128	8/31/2020
OTR/L	<b>Owens</b>	Christina	2127	8/31/2020
OTR/L	<b>Johnson</b>	Mary	1475	9/9/2020
OTR/L	<b>Lusk</b>	Taylor	2129	9/9/2020
OTR/L	<b>Davidson</b>	Haley	2131	9/14/2020
OTR/L	<b>Mullenax</b>	Josie	2132	9/14/2020
OTR/L	<b>Mounts</b>	Solicity	2002	9/15/2020
OTR/L	<b>Frye</b>	Dean	2137	9/17/2020
OTR/L	<b>Daley</b>	Ashlynn	2140	9/21/2020
OTR/L	<b>Ervin</b>	Evander	2141	9/21/2020
OTR/L	<b>Nelson</b>	Candi	2142	9/21/2020
OTR/L	<b>Rafa</b>	Megan	2144	9/21/2020
OTR/L	<b>Braswell</b>	Jodie	2145	9/22/2020
OTR/L	<b>Fisher</b>	Taylor	2146	9/23/2020
OTR/L	<b>Whitacre</b>	Sarah	2147	9/28/2020
OTR/L	<b>Lang</b>	Tara	2149	10/5/2020
OTR/L	<b>Powers</b>	Brandon	2148	10/5/2020
OTR/L	<b>de las Alas</b>	Maria	2150	10/6/2020
OTR/L	<b>Quipusco</b>	Danitza	2151	10/7/2020
OTR/L	<b>Aqui</b>	Leah	2152	10/12/2020
OTR/L	<b>Jeffrey</b>	Ashley	1920	10/13/2020
OTR/L	<b>Gatewood</b>	Suzanne	2155	10/20/2020
OTR/L	<b>Racer</b>	Alexandrea	2156	10/22/2020
OTR/L	<b>Ballard</b>	Jody	2157	11/4/2020
OTR/L	<b>Shippa</b>	Frances	1757	11/6/2020
OTR/L	<b>Sessler</b>	Carisa	2158	11/9/2020
OTR/L	<b>Lalla</b>	Erica	2159	11/16/2020
OTR/L	<b>Cunningham</b>	Alysia	2160	11/17/2020
OTR/L	<b>Paesano</b>	Katrina	2161	11/18/2020
OTR/L	<b>Anthony</b>	Ana	2162	11/23/2020
OTR/L	<b>Hancock</b>			



OTR/L	<b>Perry</b>	Sharon	2163	11/30/2020
OTR/L	<b>Coddington</b>	Sarah	2164	12/17/2020
OTR/L	<b>Connor-Hall</b>	Molly	2166	1/1/2021
OTR/L	<b>Magee</b>	Lauren	2165	1/1/2021
OTR/L	<b>Shepherd</b>	Stephanie	2167	1/1/2021
OTR/L	<b>Hvisdak</b>	Emalee	2169	1/4/2021
OTR/L	<b>Kosko</b>	Andrea	2168	1/4/2021
OTR/L	<b>Rush</b>	Marcus	2171	1/18/2021
OTR/L	<b>Wright</b>	Kimberly	2170	1/18/2021
OT/L	<b>Chapman</b>	Rebecca	2172	1/20/2021
OTR/L	<b>Driver</b>	Sarah	2173	2/1/2021
OTR/L	<b>Palmer</b>	Jamie	2174	2/14/2021
OTR/L	<b>Syner</b>	Jennifer	2176	2/14/2021
OTR/L	<b>VanderWijst</b>	Cali	2175	2/14/2021
OTR/L	<b>Powers</b>	Becky	2177	2/22/2021
OTR/L	<b>Guinocor</b>	Crispo	2178	3/8/2021
OTR/L	<b>Melvin</b>	Courtney	1700	3/8/2021
OTR/L	<b>Stringer</b>	Leslie	2179	3/15/2021
OTR/L	<b>Ratliff</b>	Kristen	2180	3/16/2021
OTR/L	<b>Remond</b>	Ana	2181	3/18/2021
OTR/L	<b>Speranza</b>	Claire	2182	3/24/2021
OTR/L	<b>Craft</b>	Lacie	2183	3/30/2021
OTR/L	<b>Mauro</b>	Brenna	2184	4/5/2021
OTR/L	<b>Stowe</b>	Michaela	2185	4/5/2021
OTR/L	<b>Peduzzi</b>	Sarah	2186	4/14/2021
OTR/L	<b>Montgomery</b>	Ashley	2187	4/20/2021
OTR/L	<b>Payne</b>	Leanna	2188	4/20/2021
OTR/L	<b>Gibbs</b>	Amanda	2189	4/21/2021
OTR/L	<b>Keith</b>	Benjamin	2190	4/22/2021
OTR/L	<b>Eckstein</b>	Lindsey	2191	5/4/2021
OTR/L	<b>Vanorsdale</b>	Jessica	2192	5/19/2021
OTR/L	<b>Wilson</b>	Kirsten	2193	5/24/2021
OTR/L	<b>Joshi</b>	Anisha	2194	5/31/2021
OTR/L	<b>van Houten</b>	Sarah	2195	6/14/2021
OTR/L	<b>Hagerty</b>	Valerie	2196	6/16/2021
OTR/L	<b>Perry</b>	Brooke	2198	6/17/2021
OTR/L	<b>Stickel</b>	David	2197	6/17/2021
OTR/L	<b>Deuley</b>	Taylor	2199	6/21/2021
OTR/L	<b>Burzinski</b>	Mary	2200	6/29/2021
OTR/L	<b>Jakubow</b>	Erin	2202	6/30/2021
OTR/L	<b>Sprouse</b>	Hilari	2201	6/30/2021

# Occupational Therapy Assistants licensed 7/1/19 – 6/30/21

	<b>Last Name</b>	<b>First Name</b>	<b>Lic #</b>	<b>Issue Date</b>
COTA/L	<b>Lee</b>	Hannah	C2276	7/1/2019
COTA/L	<b>Baguidy</b>	Geoffrey	C2277	7/15/2019
COTA/L	<b>Sellers</b>	Kaylei	C2278	7/19/2019
COTA/L	<b>Claus</b>	Rebecca	C2279	8/5/2019
COTA/L	<b>Dutton</b>	Kara	C2280	8/5/2019
COTA/L	<b>Landry</b>	Jessica	C2282	8/9/2019
COTA/L	<b>Weaver</b>	Robin	C2281	8/9/2019
COTA/L	<b>Dailey</b>	Jordan	C2283	8/10/2019
COTA/L	<b>Davidson</b>	Abbigail	C2284	8/19/2019
COTA/L	<b>McTaggart</b>	Shasta	C2285	8/19/2019
OTA/L	<b>Farrar</b>	Donnie	C1984	8/19/2019
COTA/L	<b>Colaianne</b>	Lakin	C2286	9/3/2019
COTA/L	<b>Blevins</b>	Emily	C2288	9/23/2019
COTA/L	<b>Jarrell</b>	Ilana	C2289	9/23/2019
COTA/L	<b>Riley</b>	Kelci	C2287	9/23/2019
COTA/L	<b>Price</b>	Kelley	C2290	9/24/2019
COTA/L	<b>Warner</b>	Aliza	C2291	10/1/2019
COTA/L	<b>Spaid</b>	Sarah	C2292	10/3/2019
COTA/L	<b>Kruise</b>	Saskia	C2293	10/16/2019
COTA/L	<b>Hensley</b>	Joshua	C2294	10/28/2019
COTA/L	<b>Delotell</b>	Courtney	C2295	11/5/2019
COTA/L	<b>Collins</b>	Cody	C2297	11/13/2019
COTA/L	<b>Reborchick</b>	Paula	C2296	11/13/2019
COTA/L	<b>Wingfield</b>	June	C2298	11/19/2019
COTA/L	<b>Rogers</b>	Joel	C1895	11/21/2019
COTA/L	<b>Blume</b>	Tiffany	C2299	11/26/2019
COTA/L	<b>Brock</b>	Robin	C2300	11/26/2019
COTA/L	<b>Rutten</b>	Christina	C2301	12/2/2019
COTA/L	<b>Gollihue</b>	Emily	C2302	12/17/2019
COTA/L	<b>Fragale</b>	Alexandra	C2303	12/23/2019
COTA/L	<b>Holstine</b>	Shaina	C2305	1/2/2020
COTA/L	<b>Schoonover</b>	Andrea	C2304	1/2/2020
COTA/L	<b>West</b>	Allison	C2306	1/6/2020
COTA/L	<b>Bittner</b>	Lacy	C2307	1/7/2020
COTA/L	<b>Robinette</b>	Keari	C2308	1/13/2020
COTA/L	<b>Williams</b>	Erin	C2309	1/13/2020
COTA/L	<b>Hershberger</b>	Allyson	C2310	1/21/2020
COTA/L	<b>Smarr</b>	David	C2311	1/21/2020
COTA/L	<b>Bryant</b>	Megan	C2013	1/22/2020
COTA/L	<b>McCusker</b>	Amanda	C2312	1/27/2020
COTA/L	<b>Sipes</b>	Gina	C2313	1/27/2020
COTA/L	<b>Zavage</b>	Rebecca	C2314	1/27/2020
COTA/L	<b>Vanderhans</b>	Miranda	C2315	2/3/2020
COTA/L	<b>White</b>	Ashley	C2316	2/3/2020
COTA/L	<b>Levendusky</b>	Michael	C2317	2/11/2020
COTA/L	<b>Rose</b>	April	C2318	2/20/2020
COTA/L	<b>Smith</b>	Alexandra	C2181	2/27/2020
COTA/L	<b>Daley</b>	Deanna	C2138	3/2/2020
COTA/L	<b>Calvert</b>	Jacqueline	C1920	3/5/2020
COTA/L	<b>Woods</b>	Braylee	C2319	3/5/2020
COTA/L	<b>Kennard</b>	Kellie	C2320	3/12/2020
COTA/L	<b>Cox</b>	Kaitlin	C2321	3/23/2020
COTA/L	<b>Kriechbaum</b>	Hannah	C2322	3/23/2020

COTA/L	<b>Kelley</b>	Katherine	C2323	3/24/2020
COTA/L	<b>Prevot</b>	Ashley	C2324	4/8/2020
COTA/L	<b>Gettys</b>	Tasha	C2325	4/14/2020
COTA/L	<b>Barnes</b>	Emily	C2326	4/20/2020
COTA/L	<b>Smith</b>	Julia	C2327	4/30/2020
COTA/L	<b>Dennis</b>	Crystal	C2328	5/19/2020
OTA/L	<b>Persinger</b>	Ashley	C1752	6/8/2020
COTA/L	<b>Edinger</b>	Kimberly	C2329	6/25/2020
COTA/L	<b>Hintz</b>	Brian	C2330	6/30/2020
COTA/L	<b>Jordon</b>	Warren	C2331	7/2/2020
COTA/L	<b>Coffey</b>	Alexis	C2083	7/7/2020
COTA/L	<b>Polen</b>	Aaron	C2332	7/9/2020
COTA/L	<b>Johnson</b>	Ceianna	C2333	7/15/2020
COTA/L	<b>Clemmons</b>	Lynn	C2334	8/17/2020
COTA/L	<b>Carder</b>	Emily	C2335	8/18/2020
COTA/L	<b>Grizzel</b>	Erica	C2336	9/8/2020
COTA/L	<b>Rhodes</b>	Emily	C2337	9/14/2020
COTA/L	<b>Guthrie</b>	Kayla	C2340	9/17/2020
COTA/L	<b>Smith</b>	Leeanna	C2339	9/17/2020
COTA/L	<b>VanderWijst</b>	Cali	C2342	9/17/2020
COTA/L	<b>Murray</b>	Jacob	C2343	9/21/2020
COTA/L	<b>Sayre</b>	Kimberly	C2344	9/22/2020
COTA/L	<b>Bumbarger</b>	Deidre	C2345	9/28/2020
COTA/L	<b>Fink</b>	Jessica	C2346	9/28/2020
COTA/L	<b>Hart</b>	Lauren	C2347	9/29/2020
COTA/L	<b>Jennings</b>	Breauanna	C2348	10/7/2020
COTA/L	<b>Athey</b>	Madison	C2350	10/22/2020
COTA/L	<b>Belcher</b>	Miranda	C2349	10/22/2020
COTA/L	<b>Mangus</b>	Ian	C2351	10/28/2020
COTA/L	<b>Andre</b>	Allison	C2353	11/23/2020
COTA/L	<b>Perrow</b>	John	C2352	11/23/2020
COTA/L	<b>Meadows</b>	Brittany	C2354	12/2/2020
COTA/L	<b>Smith</b>	Taylor	C2355	12/28/2020
COTA/L	<b>Rippeon</b>	Becky	C2356	1/7/2021
COTA/L	<b>Wiseman</b>	Brian	C2357	1/11/2021
COTA/L	<b>Dorman</b>	Akasha	C2358	1/13/2021
COTA/L	<b>Stewart</b>	Kimberly	C2360	1/18/2021
COTA/L	<b>Thompson</b>	Derek	C2359	1/18/2021
COTA/L	<b>Anderson</b>	Janie	C2361	2/1/2021
COTA/L	<b>Higgs</b>	Adam	C2362	2/1/2021
COTA/L	<b>Delby</b>	Morgan	C2363	2/16/2021
COTA/L	<b>Oliver</b>	Kristine	C2364	3/1/2021
COTA/L	<b>Czaja</b>	Christine	C2365	3/3/2021
COTA/L	<b>Vanoy</b>	Alyssa	C2366	3/18/2021
COTA/L	<b>Eskridge</b>	Christina	C2367	3/22/2021
COTA/L	<b>McKinney</b>	Sidney	C2368	3/24/2021
COTA/L	<b>Selak</b>	Shannon	C2254	3/24/2021
COTA/L	<b>Mestrovic</b>	Sarah	C2369	3/29/2021
COTA/L	<b>Miller</b>	Justine	C2370	4/5/2021
COTA/L	<b>Zeger</b>	Caitlyn	C2371	4/12/2021
COTA/L	<b>McGrath</b>	Lauren	C2372	4/21/2021
COTA/L	<b>Dotson</b>	Zachary	C2373	5/3/2021
COTA/L	<b>Rush</b>	Michelle	C2374	5/6/2021
COTA/L	<b>Treadway</b>	Brandon	C2375	5/17/2021
COTA/L	<b>Hyde</b>	Megan	C2376	6/3/2021
COTA/L	<b>Verey</b>	Alison	C2377	6/14/2021
COTA/L	<b>Holmes</b>	Jennie	C2378	6/17/2021
COTA/L	<b>Kirwin</b>	Molly	C2379	6/22/2021

**West Virginia Board of Occupational Therapy**

**Annual Report  
2020-2021**

**Licenses by County / State**

# WV Licensed OT's / OTA's

7/1/2021

<u>WV County of Residence</u>	<u>OT's</u>	<u>OTA's</u>	<u>Out-of-State Residents</u>	<u>OT's</u>	<u>OTA's</u>
Barbour	1		Kentucky	22	21
Berkeley	31	15	Maryland	26	36
Boone	1		Ohio	72	121
Braxton	1	1	Pennsylvania	73	28
Brooke	5	6	Virginia	46	19
Cabell	28	10			
Calhoun					
Clay		2	Other	<u>35</u>	<u>14</u>
Doddridge	2			274	239
Fayette	9	31			
Gilmer	1		Total	837	591
Grant	3	2			
Greenbrier	10	8			
Hampshire	6	3			
Hancock	7	2			
Hardy	2	1			
Harrison	46	6			
Jackson	4	3			
Jefferson	12	4			
Kanawha	51	32			
Lewis	1				
Lincoln	3	2			
Logan	5	4			
Marion	26	5			
Marshall	6	4			
Mason	5	5			
McDowell		2			
Mercer	12	22			
Mineral	10	13			
Mingo	3				
Monongalia	105	11			
Monroe	2	2			
Morgan	3	1			
Nicholas	7	6			
Ohio	31	11			
Pendleton	3	1			
Pleasants		1			
Pocahontas	2	2			
Preston	8	3			
Putnam	31	10			
Raleigh	25	80			
Randolph	3	7			
Ritchie		1			
Roane	2				
Summers	1	7			
Taylor	5				

Tucker	4	
Tyler	2	1
Upshur	3	
Wayne	2	2
Wetzel	4	1
Wirt	2	
Wood	27	6
Wyoming		<u>16</u>
	563	352

# **West Virginia Board of Occupational Therapy**

**Annual Report  
2020-2021**

## **Summary of Complaints**

## **Summary of Complaints FY 2020 / 2021**

<u>Date Rec'd</u>	<u>Case #</u>	<u>Description</u>	<u>Resolution</u>
7/30/19	2019#03	Falsely documenting and billing Evaluations; Delegating initial Evaluations to COTA	Dismissed 4/3/20
7/30/19	2019#04	Acting outside scope of practice; Misrepresenting credentials	Dismissed 4/3/20



# **West Virginia Board of Occupational Therapy**

**Annual Report  
2020-2021**

**Agendas / Minutes**

# AGENDA

## 9/20/19

--Call to order-- 11:30 a.m.

--First order of business — Public comment period

--Second order of business — Executive Session

- Issue 2019#01 Closed
- Issue 2019#02 Complaint
- Issue 2019#03 Complaint
- Issue 2019#04 Complaint
- Issue 2019#05

--Third order of business — Approve April 11, 2019 minutes  
Review April 11, 2019 minutes

--Fourth order of business — Purchase Card purchases –3/16/19 through 9/15/19

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business

- 2020 Legislative Rule Filings
- Review of Doctoral Capstone Requirements
- Review of Model Continuing Competency Guidelines
- Annual Licensing Board Seminar
- Annual Report filing
- Appropriation request 2021
- Renewal date survey

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

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

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B  
Morgantown, WV 26505  
304-285-3150  
[www.wvbot.org](http://www.wvbot.org)

**WVBOT MINUTES:** September 20, 2019

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

**ABSENT:**

**ALSO PRESENT:** Vonda Malnikoff

**MEETING CALLED TO ORDER: 11:45 a.m.**

Bambi motioned to enter Executive Session at 12:12 p.m. to discuss licensee issues.  
Marty seconded. Vote 5-0.

### **EXECUTIVE SESSION**

Bambi recused herself from the discussion of Issue 2019#02 and left the room.

Issue 2019#02 Complaint

Issue 2019#03 Complaint

Issue 2019#04 Complaint

Issue 2019#05 Anonymous letter

Marty motioned to leave Executive Session at 12:30 p.m. Phil seconded. Vote 5-0.

Issue 2019#02 Phil motioned to dismiss case due to lack of direct evidence to find probable cause. Gene seconded. Vote 3-0.

Issue 2019#05 Kathy motioned to forward anonymous letter to Administration of subject facility. Phil seconded. Vote 5-0.

Bambi motioned to approve April 11, 2019 minutes as written. Phil 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. **Worked with STO to develop payment page to accept credit card payments for initial applications. Received information from inLumon about their web based licensing framework offered on a monthly subscription basis. Several other licensing boards have signed contracts with inLumon.**

**ACTION/FOLLOW-UP:** Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0.

#### **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. **Presented summary of total cost and evaluation forms at 9/20/19 meeting.**

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

**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. **Computer received 3/27/19.**

**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. **See New Business under 2020 Legislative Rule filings.**

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

**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. **Bambi and Vonda attended. Reviewed notes from forum at 9/20/19 meeting.**

**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. **Signed contract with BCC. Received quote from Wingate for room blocks. Agreed to purchase 225 Drawstring bags for promotional giveaway and notebooks from WVCI. Discussed suggestions for additional speaker.**

**ACTION/FOLLOW-UP: Discuss menu for conference at November meeting. Continue to contact 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: Postcards to be mailed September 30<sup>th</sup>; online and paper renewal applications to be available on website by October 1st.**

**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. **Heat laminator purchased. One renewal card per licensee laminated. New license cards will be laminated beginning in January 2020.**

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

**PURCHASE CARD TRANSACTIONS**

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

**TREASURER’S REPORT**

Cash Balance as of August 31, 2019  
\$ 220,131.16

**APRIL - AUGUST DEPOSITS**

4/2/19	\$ 270.00	6/4/19	\$ 150.00	8/1/19	\$ 100.00
4/9	160.00	6/10	180.00	8/5	560.00
4/15	510.00	6/12	150.00	8/6	220.00
4/18	30.00	6/17	210.00	8/8	310.00
4/22	300.00	6/19	100.00	8/10	130.00
4/23	150.00	6/24	510.00	8/19	360.00
4/29	160.00	6/25	250.00	8/22	60.00
5/1	60.00	6/27	160.00	8/27	60.00
5/2	30.00	7/1	370.00		
5/6	200.00	7/2	360.00		
5/9	150.00	7/3	150.00		
5/13	520.00	7/8	210.00		
5/14	150.00	7/11	90.00		
5/24	400.00	7/15	400.00		
5/28	910.00	7/18	100.00		
5/30	150.00	7/23	210.00		
		7/25	210.00		
		7/30	150.00		

egov receipts: 330.00

TOTAL DEPOSITS \$ 10,240.00

**APRIL – AUGUST DISBURSEMENTS**

April	\$10,163.39	July	\$ 6,113.65
May	16,280.81	August	4,942.35
June	6,596.24		

Beginning cash balance 7/1/18	\$214,319.42
FY2019 Revenue	101,385.40
FY2019 Expenditures	88,897.66
Ending cash balance 6/30/19	\$226,807.16

FY2020 Revenue	4,380.00
FY2020 Expenditures	11,056.00
Ending cash balance 8/31/19	\$220,131.16

## **NEW BUSINESS**

### **TOPIC: 2020 Legislative Rule Filings**

**FINDINGS/CONCLUSIONS:** Amended 13-03 to reduce renewal fees and remove unnecessary fees; New Rule 13-07 to incorporate SB396, Application for Waiver of Initial Licensing Fees for Certain Individuals. Filed rules for comment 5/13/19; comment period ended 7/1/19 (two comments received); Filed Agency approved rules 7/3/19. To be on the 9/25 agenda of the Rule Making Review Committee with minor modifications made by Legislative counsel.

**ACTION/FOLLOW-UP: Upon approval by Committee, file modified rules for consideration during 2020 Regular Session of the Legislature.**

### **TOPIC: Review of Doctoral Capstone Requirements / Update on entry level degree reqmts**

**FINDINGS/CONCLUSIONS:** Reviewed ACOTE-AOTA Joint Statement regarding dual entry programs for OT and OTA degrees. AOTA looking at how to incorporate Doctoral Experiential Component into Model Practice Act per Chuck Willmarth at NBCOT Forum.

**ACTION/FOLLOW-UP: Marty motioned to table this item pending AOTA action. Gene seconded. Vote 5-0.**

### **TOPIC: Review updated Model Continuing Competence Guidelines from AOTA**

**FINDINGS/CONCLUSIONS:** Updated guidelines emphasize CPD (continuing professional development). Some items conflict with or are not included in our current Legislative Rule.

**ACTION/FOLLOW-UP: Hold for consideration during next Sunset review of Rules.**

### **TOPIC: Annual State Auditor's Licensing Board Seminar**

**FINDINGS/CONCLUSIONS:** Scheduled for Tuesday, October 29, 2019 at the Marriott in Charleston. Registration deadline October 14<sup>th</sup>.

**ACTION/FOLLOW-UP: Register Vonda and Gene.**

### **TOPIC: Annual Report**

**FINDINGS/CONCLUSIONS:** FY 2018-19 Annual Report filed 7/17/19.

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

### **TOPIC: FY2021 Appropriation Request**

**FINDINGS/CONCLUSIONS:** FY 2021 Appropriation Request filed 8/21/19.

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

### **TOPIC: Renewal Date Survey**

**FINDINGS/CONCLUSIONS:** As of 9/9/19, there have been 28 responses, 25 choosing to leave renewal date at 12/31. Remaining 3 chose 10/31.

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

## Correspondence

	<i>correspondence</i>	<i>date rec'd</i>	<i>issue</i>
1	AOTA	4/24/2019	Council of State Govt's webinar: Navigating the Anti-regulatory environment
2	Acote-AOTA	5/13/2019	Joint statement regarding dual entry educational programs for both OT & OTA
3	NBCOT	5/28/2019	OT Action Exchange - to share disciplinary actions
4	AOTA	6/13/2019	Number of Licensed OT's and OTA's by state
5	AOTA	6/17/2019	State Affairs Update - June 2019; 2020 Annual Conf March 26-29 in Boston
6	NBCOT	6/18/2019	State Regulatory e-newsletter June 2019
7	NBCOT	5/21/2019	2019 Certification Databook
8	Sarah Black	6/27/2019	WVOTA annual conference vendor letter
9	AOTA	7/26/2019	updated Telehealth position paper and state chart on telehealth laws, rules, etc
10	NBCOT	7/29/2019	State information available on the State Regulatory Portal
11	NBCOT	8/1/2019	Change in exam retake policy after 3rd attempt
12	email from licensee	7/30/2019	request to reconsider dry needling in OT scope of practice; see response
13	Home For Life (Carolyn Sithong)	8/6/2019	August newsletter
14	Rondalyn Whitney	7/8/2019	WVBOT participation in WVOTA conference 10/11-12?
15	NBCOT	9/9/2019	State Regulatory e-newsletter September 2019
16	AOTA	9/11/2019	Webinar for OT Interstate Licensure Compact Initiative - Tues 9/24 8:00 PM

Meeting adjourned at 2:20 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, November 15, 2019 at the Morgantown office.



# AGENDA

## 11/15/19

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

--First order of business — Public comment period

--Second order of business — Executive Session  
- Issue 2019#02 Closed  
- Issue 2019#03 Complaint  
- Issue 2019#04 Complaint  
- Issue 2019#05 Closed

--Third order of business — Approve September 20, 2019 minutes  
Review September 20, 2019 minutes

--Fourth order of business — Purchase Card purchases –8/16/19 through 10/15/19

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business  
- Purchasing Inspection  
- Interstate Licensure Compact Webinar

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

--Eighth order of business — Tentative 2020 Board meeting dates

--Ninth order of business — Sign licensure applications



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[www.wvbot.org](http://www.wvbot.org)

**WVBOT MINUTES:** November 15, 2019

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

**ABSENT:**

**ALSO PRESENT:** Vonda Malnikoff

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

Phil motioned to enter Executive Session at 11:30 a.m. to discuss licensee issues.  
Bambi seconded. Vote 5-0.

### **EXECUTIVE SESSION**

Issue 2019#02 Closed  
Issue 2019#03 Complaint  
Issue 2019#04 Complaint  
Issue 2019#05 Closed

Bambi motioned to leave Executive Session at 11.54 a.m. Marty seconded. Vote 5-0.

Gene motioned to approve September 20, 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. Worked with STO to develop payment page to accept credit card payments for initial applications. Received information from inLumon about their web based licensing framework offered on a monthly subscription basis. Several other licensing boards have signed contracts with inLumon. Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0.

**ACTION/FOLLOW-UP: Proceed with purchasing process.**

#### **TOPIC: CE Conference 2020**

**FINDINGS/CONCLUSIONS:** Reviewed quote from Bridgeport Conference Center. Agreed on April 3, 2020 as date for conference. Discussed potential speakers. Signed contract with BCC. Received quote from Wingate for room blocks. Agreed to purchase 225 Drawstring bags for promotional giveaway and notebooks from WVCI. Discussed suggestions for additional speaker. **Reviewed agenda, speakers, evaluation form; discussed lunch menu.**

**ACTION/FOLLOW-UP: Continue conference preparation.**

#### **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. Reminder postcards mailed 9/30/19; online and paper renewal applications available on website.

**ACTION/FOLLOW-UP: Continue renewal process.**

**TOPIC: 2020 Legislative Rule Filings**

**FINDINGS/CONCLUSIONS:** Amended 13-03 to reduce renewal fees and remove unnecessary fees; New Rule 13-07 to incorporate SB396, Application for Waiver of Initial Licensing Fees for Certain Individuals. Filed rules for comment 5/13/19; comment period ended 7/1/19 (two comments received); Filed Agency approved rules 7/3/19. To be on the 9/25 agenda of the Rule Making Review Committee with minor modifications made by Legislative counsel. **Filed additional Rule, 13-08, as required by passage of HB118 during First Extraordinary Session. Comment period through 11/30/19.**

**ACTION/FOLLOW-UP:** Upon approval by Committee, file modified rules for consideration during 2020 Regular Session of the Legislature.

**TOPIC: Review of Doctoral Capstone Requirements / Update on entry level degree rqmts**

**FINDINGS/CONCLUSIONS:** Reviewed ACOTE-AOTA Joint Statement regarding dual entry programs for OT and OTA degrees. AOTA looking at how to incorporate Doctoral Experiential Component into Model Practice Act per Chuck Willmarth at NBCOT Forum. Marty motioned to table this item pending AOTA action. Gene seconded. Vote 5-0.

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

**TOPIC: Review updated Model Continuing Competence Guidelines from AOTA**

**FINDINGS/CONCLUSIONS:** Updated guidelines emphasize CPD (continuing professional development). Some items conflict with or are not included in our current Legislative Rule. Hold for consideration during next Sunset review of Rules.

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

**TOPIC: Annual State Auditor's Licensing Board Seminar**

**FINDINGS/CONCLUSIONS:** Scheduled for Tuesday, October 29, 2019 at the Marriott in Charleston. Registration deadline October 14<sup>th</sup>. **Gene and Vonda attended.**

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

**PURCHASE CARD TRANSACTIONS**

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

Cash Balance as of October 31, 2019

\$ 217,854.40

**SEPTEMBER - OCTOBER DEPOSITS**

9/3/19	\$ 340.00	10/1/19	\$ 300.00
9/10	60.00	10/7	150.00
9/16	210.00	10/8	200.00
9/17	55.00	10/10	150.00
9/23	490.00	10/15	390.00
9/25	90.00	10/16	420.00
9/30	130.00	10/22	180.00
		10/23	140.00
		10/28	180.00
		10/30	290.00

egov receipts:

September 1,000.00

October 5,010.00

**TOTAL DEPOSITS \$ 9,785.00**

**SEPTEMBER - OCTOBER DISBURSEMENTS**

September \$ 3,241.22  
October 7,540.00

Beginning cash balance 7/1/19 \$226,807.16  
FY2020 Revenue 14,165.00  
FY2020Expenditures 23,117.76  
Ending cash balance 10/31/19 \$217,854.40

**NEW BUSINESS**

**TOPIC: Purchasing Inspection**

**FINDINGS/CONCLUSIONS:** Only finding was for failure to use wvOASIS award document and non-conflict of interest form for conference center for 2019 CE conference. Received score of 89.7%

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

**TOPIC: Interstate Licensure Compact Webinar**

**FINDINGS/CONCLUSIONS:** AOTA and NBCOT have announced collaboration to support development of an Interstate Licensure Compact for OT. The Council of State Governments’ National Center for Interstate Compacts will lead the process of developing the licensure compact language. Viewed webinar hosted by the CSG on 9/24/19.

**ACTION/FOLLOW-UP: Participate and review as necessary.**

**Correspondence**

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	11/4/2019	The Buyers Network - November 2019
2	Privacy Office	11/6/2019	Privacy Training & Confidentiality Agreements in Coursemill

Meeting adjourned at 2:00 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, January 31, 2020 at the Morgantown office. Remaining 2020 meeting dates tentatively scheduled for April 2<sup>nd</sup>, September 18<sup>th</sup>, and November 20<sup>th</sup>.

# AGENDA

## Conference Call December 12, 2019

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

--First order of business - Consider issuing a letter of commitment to provide support to WVU Dept. of OT for application to SAMHSA (Substance Abuse & Mental Health Services Administration) for project entitled Preparing OT's and OTA's to Address Substance Use Disorders in Rural Communities.



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[www.wvbot.org](http://www.wvbot.org)

**WVBOT MINUTES:** December 12, 2019

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

**ABSENT:**

**ALSO PRESENT:** Vonda Malnikoff, Rondalyn Whitney (WVU)

**MEETING CALLED TO ORDER:** 6:03 pm via conference call

Rondalyn Whitney gave an overview and took questions from the Board regarding the project to develop curriculum for training of OT's and OTA's, beginning with students, to serve individuals with substance use disorders. WVU is applying for a grant from SAMHSA (Substance Abuse & Mental Health Services Administration) to create this curriculum, and is requesting a letter of commitment from the Board to act in an advisory role for this project. Marty motioned to approve the letter of commitment. Gene seconded. Vote 5-0. Letter was emailed to Rondalyn on December 13, 2019.

Meeting adjourned at 6:52 p.m.

# AGENDA

## 1/31/20

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

--First order of business — Public comment period

--Second order of business — Executive Session  
- Issue 2019#03 Complaint  
- Issue 2019#04 Complaint  
- Issue 2020#01 Applicant correspondence

--Third order of business — Approve Nov 15 and Dec 12, 2019 minutes  
Review Nov 15 and Dec 12, 2019 minutes

--Fourth order of business — Purchase Card purchases – 10/16/19 through 1/15/20

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business  
- Election of Officers  
- Renewal of TekSwift contract  
- Annual review of Safety Policy, Driver Training,  
Confidentiality Agreements  
- NBCOT State Regulatory Leadership Forum  
- AOTA State Regulatory Forum

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

--Eighth order of business — Confirm 2020 Board meeting dates  
April 2<sup>nd</sup>, Sep 18<sup>th</sup>, Nov 20<sup>th</sup>

--Ninth order of business — Sign licensure applications



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**WVBOT MINUTES:** January 31, 2020

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

**ABSENT:** Kathy Quesenberry

**ALSO PRESENT:** Vonda Malnikoff

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



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

### **EXECUTIVE SESSION**

Issue 2019#03 Complaint  
Issue 2019#04 Complaint  
Issue 2020#01 Potential applicant correspondence

Gene motioned to leave Executive Session at 11:12 a.m. Bambi seconded. Vote 4-0.

Gene motioned to approve Nov 15 and Dec 12, 2019 minutes as written. Bambi seconded. Vote 4-0.

### **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. Worked with STO to develop payment page to accept credit card payments for initial applications. Received information from inLumon about their web based licensing framework offered on a monthly subscription basis. Several other licensing boards have signed contracts with inLumon. Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0.

**ACTION/FOLLOW-UP: Proceed with purchasing process.**

#### **TOPIC: CE Conference 2020**

**FINDINGS/CONCLUSIONS:** Reviewed quote from Bridgeport Conference Center. Agreed on April 3, 2020 as date for conference. Discussed potential speakers. Signed contract with BCC. Received quote from Wingate for room blocks. Agreed to purchase 225 Drawstring bags for promotional giveaway and notebooks from WVCI. Discussed suggestions for additional speaker. Reviewed agenda, speakers, evaluation form; discussed lunch menu. **Registration information mailed 1/23/20. NBCOT representative to attend. Agreed to make hard copies of presentations if available from speakers, as well as provide link on website. Also discussed providing link to free CE course from Adaptive Mobility Services to attendees via email.**

**ACTION/FOLLOW-UP: Continue conference preparation.**

#### **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. Reminder postcards mailed 9/30/19; online and paper renewal applications available on website. **Renewals completed with 82% online renewal. Discussed need to send newsletter, rather than postcard, with more detailed instructions next year over misunderstanding that online renewal results in immediate renewal.**

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

**TOPIC: 2020 Legislative Rule Filings**

**FINDINGS/CONCLUSIONS:** Amended 13-03 to reduce renewal fees and remove unnecessary fees; New Rule 13-07 to incorporate SB396, Application for Waiver of Initial Licensing Fees for Certain Individuals. Filed rules for comment 5/13/19; comment period ended 7/1/19 (two comments received); Filed Agency approved rules 7/3/19. To be on the 9/25 agenda of the Rule Making Review Committee with minor modifications made by Legislative counsel. Filed additional Rule, 13-08, as required by passage of HB118 during First Extraordinary Session. Comment period through 11/30/19. **Discussed various introduced bills, specifically HB 4121 that would require transfer of funds to general fund, which conflicts with our proposed legislation to reduce renewal fees.**

**ACTION/FOLLOW-UP:** Continue to follow proposed legislation affecting licensing boards.

**TOPIC: Interstate Licensure Compact Webinar**

**FINDINGS/CONCLUSIONS:** AOTA and NBCOT have announced collaboration to support development of an Interstate Licensure Compact for OT. The Council of State Governments' National Center for Interstate Compacts will lead the process of developing the licensure compact language. Viewed webinar hosted by the CSG on 9/24/19. **Reviewed updates from AOTA / NBCOT. The Advisory Group met in October and came to consensus on a number of key points, one of which is that participating states must implement FBI fingerprint-based criminal background checks. The Drafting Team is expected to complete a draft compact in early May to be distributed to stakeholders for comment in the summer of 2020. The plan is to have a draft ready for consideration by state legislatures in 2021.**

**ACTION/FOLLOW-UP:** Participate and review as necessary.

**PURCHASE CARD TRANSACTIONS**

The Board reviewed all purchases made on the Purchase Card for October 16, 2019 through January 15, 2020. Gene motioned to approve all purchases. Bambi seconded. Vote 4-0.

Cash Balance as of December 31, 2019

\$ 276,948.71

**NOVEMBER - DECEMBER DEPOSITS**

11/4/19	\$ 200	12/2/19	\$300
11/5	240	12/3	680
11/7	200	12/5	640
11/12	390	12/9	1,550
11/13	390	12/10	410
11/14	820	12/11	1,420
11/18	400	12/13	260
11/19	370	12/16	770
11/21	150	12/17	360
11/25	330	12/19	1,040
11/26	410	12/23	530
11/27	150	12/26	1,000
		12/30	280

egov receipts:

November \$12,720

December 47,340

**TOTAL DEPOSITS \$73,350.00**

**NOVEMBER - DECEMBER DISBURSEMENTS**

November \$ 4,962.05

December 9,293.64

## NEW BUSINESS

**TOPIC: Election of Officers**

**FINDINGS/CONCLUSIONS:** Phil motioned to keep existing officers for 2020. Bambi seconded. Vote 4-0.

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

**TOPIC: Renewal of TekSwift contract**

**FINDINGS/CONCLUSIONS:** Website hosting / data backup service contract April 2020-March 2021 at current monthly rate of \$73.94. Gene motioned to renew contract. Phil seconded. Vote 4-0.

**ACTION/FOLLOW-UP:** Complete contract agreement.

**TOPIC: Safety Policy and Driver Training**

**FINDINGS/CONCLUSIONS:** Safety Policy and Defensive Driver Tips reviewed. Vehicle/Driver Safety Acknowledgements signed.

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

**TOPIC: NBCOT State Regulatory Leadership Forum**

**FINDINGS/CONCLUSIONS:** Scheduled for May 12-13 in Atlanta. NBCOT to pay for Administrator and Board Chair.

**ACTION/FOLLOW-UP:** Complete registration and travel plans for Kathy and Vonda.

**TOPIC: AOTA State Regulatory Forum**

**FINDINGS/CONCLUSIONS:** Scheduled for March 27<sup>th</sup> from 2-5 pm in Boston as part of 2020 AOTA Annual Conference. Free conference registration to Board members who are also AOTA members. Travel not covered. Board will not be attending.

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

## Correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	AOTA	11/21/2019	Request to accept AOTA Benchmark hours for CE requirements
2	NBCOT	12/12/2019	State Regulatory E-newsltr (see article re 1st mtg of Compact Advisory Group)
3	Robbin Butler	12/21/2019	see email
4	AOTA	1/2/2020	State Affairs Update
5	NBCOT	1/8/2020	Orientation for New OT Regulators
6	IRS	1/16/2020	Invoice for unpaid taxes, penalties, & interest; sent letter & corrected Form 941 for Q2 2016 based on wvOASIS implementation
7	Adaptive Mobility Svcs LLC	1/26/2020	offer for free 1.5 hr CE course; distribute to conference participants?
8	OT	1/23/2020	see email question

Meeting adjourned at 1:30 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Thursday, April 2<sup>nd</sup> at 6:00 p.m. at the Bridgeport Conference Center. Remaining 2020 meeting dates tentatively scheduled for September 25<sup>th</sup> (moved from 9/18) and November 20<sup>th</sup>.

# AGENDA

4/3/20

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

--First order of business — Public comment period

--Second order of business — Executive Session  
- Issue 2019#03 Complaint  
- Issue 2019#04 Complaint  
- Issue 2020#02 Licensee issue

--Third order of business — Approve January 31, 2020 minutes  
Review January 31, 2020 minutes

--Fourth order of business — Purchase Card purchases – 1/16/20 through 3/15/20

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business  
- Confidentiality Agreements  
- Modification of 13CSR2  
- CE Conference 2021  
- COVID-19 questions / Telehealth Position Statement  
- Online CE proposals

--Seventh order of business — General correspondence / bills paid since Jan 2020

--Eighth order of business — Confirm 2020 Board meeting dates  
Sep 25<sup>th</sup>, Nov 20<sup>th</sup>



1063 Maple Dr., Suite 4B  
Morgantown, WV 26505  
304-285-3150  
[www.wvbot.org](http://www.wvbot.org)

**WVBOT MINUTES:** April 3, 2020

**MEMBERS PRESENT via Video conference:** Bambi Hill, Phil Simpson, Gene Brooks, Marty Douglas, Kathy Quesenberry

**ABSENT:**

**ALSO PRESENT:** Vonda Malnikoff

**MEETING CALLED TO ORDER: 11:07 a.m.**

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

### **EXECUTIVE SESSION**

Issue 2019#03 Complaint  
Issue 2019#04 Complaint  
Issue 2020#02 Licensee issue

Phil motioned to leave Executive Session at 11:53 a.m. Marty seconded. Vote 5-0.  
Marty motioned to re-enter Executive Session at 11:56 a.m. Phil seconded. Vote 5-0.  
Bambi motioned to leave Executive Session at 12:01 p.m. Marty seconded. Vote 5-0.

Regarding Issues 2019#03 and 2019#04, Kathy motioned to dismiss cases for lack of probable cause to pursue disciplinary action. Bambi seconded. Vote 4-0.

Gene motioned to approve January 31, 2020 minutes as written. Phil 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. Worked with STO to develop payment page to accept credit card payments for initial applications. Received information from inLumon about their web based licensing framework offered on a monthly subscription basis. Several other licensing boards have signed contracts with inLumon. Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0. **Three vendors have provided quotes, along with product demos. Quotes reviewed at April 3, 2020 meeting. Kathy motioned to allow Vonda to complete research and make decision between two lowest bidders. Marty seconded. Vote 5-0.**  
**ACTION/FOLLOW-UP: Proceed with purchasing process and implementation.**

#### **TOPIC: CE Conference 2020**

**FINDINGS/CONCLUSIONS:** Reviewed quote from Bridgeport Conference Center. Agreed on April 3, 2020 as date for conference. Discussed potential speakers. Signed contract with BCC. Received quote from Wingate for room blocks. Agreed to purchase 225 Drawstring bags for promotional giveaway and notebooks from WVCI. Discussed suggestions for additional speaker. Reviewed agenda, speakers, evaluation form; discussed lunch menu. Registration information mailed 1/23/20. NBCOT representative to attend. Agreed to make hard copies of presentations if available from speakers, as well as provide link on website. Also discussed providing link to free CE course from Adaptive Mobility Services to attendees via email. **Conference cancelled due to Coronavirus.**  
**ACTION/FOLLOW-UP: None.**

**TOPIC: 2020 Legislative Rule Filings**

**FINDINGS/CONCLUSIONS:** Amended 13-03 to reduce renewal fees and remove unnecessary fees; New Rule 13-07 to incorporate SB396, Application for Waiver of Initial Licensing Fees for Certain Individuals. Filed rules for comment 5/13/19; comment period ended 7/1/19 (two comments received); Filed Agency approved rules 7/3/19. To be on the 9/25 agenda of the Rule Making Review Committee with minor modifications made by Legislative counsel. Filed additional Rule, 13-08, as required by passage of HB118 during First Extraordinary Session. Comment period through 11/30/19. Discussed various introduced bills, specifically HB 4121 that would require transfer of funds to general fund, which conflicts with our proposed legislation to reduce renewal fees. **HB4252, bundled rules, completed Legislative action March 6, 2020. Several resolutions for studies related to occupational regulatory boards also passed.**

**ACTION/FOLLOW-UP: Final file Rules included in HB4252.**

**TOPIC: Interstate Licensure Compact Webinar**

**FINDINGS/CONCLUSIONS:** AOTA and NBCOT have announced collaboration to support development of an Interstate Licensure Compact for OT. The Council of State Governments' National Center for Interstate Compacts will lead the process of developing the licensure compact language. Viewed webinar hosted by the CSG on 9/24/19. Reviewed updates from AOTA / NBCOT. The Advisory Group met in October and came to consensus on a number of key points, one of which is that participating states must implement FBI fingerprint-based criminal background checks. The Drafting Team is expected to complete a draft compact in early May to be distributed to stakeholders for comment in the summer of 2020. The plan is to have a draft ready for consideration by state legislatures in 2021.

**ACTION/FOLLOW-UP: Participate and review as necessary.**

**TOPIC: Renewal of TekSwift contract**

**FINDINGS/CONCLUSIONS:** Website hosting / data backup service contract April 2020-March 2021 at current monthly rate of \$73.94. Gene motioned to renew contract. Phil seconded. Vote 4-0. **Contract extended through March 2021.**

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

**TOPIC: NBCOT State Regulatory Leadership Forum**

**FINDINGS/CONCLUSIONS:** Scheduled for May 12-13 in Atlanta. NBCOT to pay for Administrator and Board Chair. **Forum cancelled due to Coronavirus.**

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

**PURCHASE CARD TRANSACTIONS**

The Board reviewed all purchases made on the Purchase Card for January 16, 2020 through March 15, 2020. Marty motioned to approve all purchases. Phil seconded. Vote 5-0.

## TREASURER'S REPORT

Cash Balance as of March 31, 2020

\$ 265,589.05

### **JANUARY - MARCH DEPOSITS**

12/31/19	\$ 380	2/3/20	\$ 220
1/6/20	480	2/5	130
1/13	290	2/12	30
1/15	60	2/19	330
1/16	30	2/25	30
1/23	60	2/27	210
1/27	180	3/3	90
1/30	30	3/5	160
		3/17	150
		3/19	150
		3/23	310

egov receipts:

January	\$ 5,390
February	650
March	690

TOTAL DEPOSITS \$ 10,050

### **JANUARY - MARCH DISBURSEMENTS**

January	\$ 9,390.76
February	5,116.64
March	6,902.26

## NEW BUSINESS

### **TOPIC: Confidentiality Agreements**

**FINDINGS/CONCLUSIONS:** Agreements will be mailed to review, sign, and return.

**ACTION/FOLLOW-UP: Mail agreements to board members.**

### **TOPIC: Modification of 13CSR2**

**FINDINGS/CONCLUSIONS:** Remove requirement to complete investigation within sixty (60) days. Chapter 30-1-5(c) requires a status report within six months of receipt, and final ruling within one year of status report's return receipt date. Filing will require a comment period. Marty motioned to modify 13CSR2. Bambi seconded. Vote 5-0.

**ACTION/FOLLOW-UP: File proposed Procedural Rule modification.**

### **TOPIC: CE conference 2021**

**FINDINGS/CONCLUSIONS:** Agreed to schedule 2021 conference at Bridgeport Conference Center in late March or April 2021. Attempt to secure same speakers as planned for 2020 conference.

**ACTION/FOLLOW-UP: Discuss available dates with BCC and speakers.**

### **TOPIC: COVID-19 questions**

**FINDINGS/CONCLUSIONS:** Discussed various questions directed at the Board regarding Telehealth in various settings, fieldwork, supervision, etc. General statement has been posted on website, with links to other sources of information.

**ACTION/FOLLOW-UP: Continue to field questions as necessary.**



**TOPIC: Online CE proposals**

**FINDINGS/CONCLUSIONS:** Discussed various options to provide online CE for licensees who had registered for Board sponsored conference that was cancelled. Phil motioned to proceed with proposal from Summit Professional Education for 6 months online availability. Marty seconded. Vote 5-0. Also agreed to post link to free Adaptive Mobility course to website.

**ACTION/FOLLOW-UP: Work with Summit and purchasing to proceed.**

**Correspondence**

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	NBCOT	2/25/2020	e-newsletter
2	NBCOT	2/27/2020	Paul Grace retirement announcement
3	NBCOT	3/12/2020	Covid-19 update; all operations moved to remote work only
4	NBCOT	3/17/2020	Testing Centers closed for 30 days
5	WV DHHR BMS	3/17/2020	memo to WV Medicaid providers re telehealth
6	NBCOT	3/18/2020	State Regulatory Leadership Forum cancelled
7	IRS	3/30/2020	Notice of intent to seize property for unpaid taxes 12/31/16
8	Purchasing	4/1/2020	The Buyers Network - April 2020; Purchasing conf Aug 25-28, 2020

Phil motioned to adjourn at 1:07 p.m. The next regular Board meeting is scheduled for Friday, September 25, 2020 at the Board office. Remaining 2020 meeting date tentatively scheduled for November 20<sup>th</sup>.

# AGENDA

## 9/25/20

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

--First order of business — Public comment period

--Second order of business — New Business

- AOTA request regarding student supervision

- 2021 Legislative Rule filing

- Interim studies of Professional and Occupational

Licensure

- NBCOT State Regulatory Virtual Leadership Forum

--Third order of business — Approve April 3, 2020 minutes

Review April 3, 2020 minutes

--Fourth order of business — Purchase Card purchases – 3/16/20 through 9/15/20

--Fifth order of business — Treasurer's report

--Sixth order of business — General correspondence / bills paid since April 2020

--Seventh order of business — Confirm remaining 2020 Board meeting dates

Nov 20<sup>th</sup>

--Eighth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B  
Morgantown, WV 26505  
304-285-3150  
[www.wvbot.org](http://www.wvbot.org)

**WVBOT MINUTES:** September 25, 2020

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

**ABSENT:**

**ALSO PRESENT:** Vonda Malnikoff

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

Bambi motioned to approve April 3, 2020 minutes as written. Phil 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. Worked with STO to develop payment page to accept credit card payments for initial applications. Received information from inLumon about their web based licensing framework offered on a monthly subscription basis. Several other licensing boards have signed contracts with inLumon. Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0. Three vendors have provided quotes, along with product demos. Quotes reviewed at April 3, 2020 meeting. Kathy motioned to allow Vonda to complete research and make decision between two lowest bidders. Marty seconded. Vote 5-0. **Three year contract signed with Certemy 5/15/20. Online initial applications and Public Registry activated 9/15/20. Reviewed system with Board; discussed open issues with renewal applications / CE reporting.**

**ACTION/FOLLOW-UP: Continue implementation process with Certemy.**

### **TOPIC: Interstate Licensure Compact Webinar**

**FINDINGS/CONCLUSIONS:** AOTA and NBCOT have announced collaboration to support development of an Interstate Licensure Compact for OT. The Council of State Governments' National Center for Interstate Compacts will lead the process of developing the licensure compact language. Viewed webinar hosted by the CSG on 9/24/19. Reviewed updates from AOTA / NBCOT. The Advisory Group met in October and came to consensus on a number of key points, one of which is that participating states must implement FBI fingerprint-based criminal background checks. The Drafting Team is expected to complete a draft compact in early May to be distributed to stakeholders for comment in the summer of 2020. The plan is to have a draft ready for consideration by state legislatures in 2021. **Attended webinars and provided feedback to committee.**

**ACTION/FOLLOW-UP: Participate and review as necessary.**

### **TOPIC: Modification of 13CSR2**

**FINDINGS/CONCLUSIONS:** Remove requirement to complete investigation within sixty (60) days. Chapter 30-1-5(c) requires a status report within six months of receipt, and final ruling within one year of status report's return receipt date. Filing will require a comment period. Marty motioned to modify 13CSR2. Bambi seconded. Vote 5-0. **Modified Procedural Rule filed 8/10/20 to be effective 10/1/20.**

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

### **TOPIC: CE conference 2021**

**FINDINGS/CONCLUSIONS:** Agreed to schedule 2021 conference at Bridgeport Conference Center in late March or April 2021. Attempt to secure same speakers as planned for 2020 conference. **Tentatively re-scheduled for April 30, 2021.**

**ACTION/FOLLOW-UP: Make decision regarding 2021 conference at November meeting.**

**TOPIC: COVID-19 questions**

**FINDINGS/CONCLUSIONS:** Discussed various questions directed at the Board regarding Telehealth in various settings, fieldwork, supervision, etc. General statement has been posted on website, with links to other sources of information.

**ACTION/FOLLOW-UP:** Continue to field questions as necessary.

**TOPIC: Online CE proposals**

**FINDINGS/CONCLUSIONS:** Discussed various options to provide online CE for licensees who had registered for Board sponsored conference that was cancelled. Phil motioned to proceed with proposal from Summit Professional Education for 6 months online availability. Marty seconded. Vote 5-0. Also agreed to post link to free Adaptive Mobility course to website. **Signed contract with Summit to provide 6 month subscription to licensees registered for CE conference (May – October).**

**ACTION/FOLLOW-UP:** Send email reminder of 10/31/20 expiration.

**PURCHASE CARD TRANSACTIONS**

The Board reviewed all purchases made on the Purchase Card for January 16, 2020 through March 15, 2020. Marty motioned to approve all purchases. Phil seconded. Vote 5-0.

**TREASURER’S REPORT**

Cash Balance as of August 31, 2020

\$ 224,506.44

**APRIL - AUGUST DEPOSITS**

3/30/20	\$ 180	5/14	\$ 30	7/7	\$ 30
4/2	30	5/20	85	7/9	30
4/6	190	5/27	60	7/14	60
4/15	180	6/15	90	7/22	30
4/16	60	6/18	180	7/28	60
4/21	130	6/25	130	8/3	170
4/23	30	6/29	60	8/6	30
4/30	30	7/2	30	8/11	60
				8/19	60

egov receipts:

April	\$ 900
May	1,160
June	1,610
July	1,390
August	2,510
GAXR refund	(120)

**TOTAL DEPOSITS \$ 9,475**

## **APRIL - AUGUST DISBURSEMENTS**

April	\$ 6,053.04
May	27,837.76
June	5,249.88
July	6,376.20
August	4,616.13

Beginning cash balance 7/1/19	\$226,807.16
FY2020 Revenue	102,730.00
FY2020 Expenditures	97,918.39
Ending cash balance 6/30/20	\$231,618.77

FY2021 Revenue	3,880.00
FY2021 Expenditures	10,992.33
Ending cash balance 8/31/20	224,506.44

## **NEW BUSINESS**

### **TOPIC: AOTA Request**

**FINDINGS/CONCLUSIONS:** Kristen Neville, Manager, State Affairs with AOTA, presented a request for the Board to consider allowing virtual or remote supervision of fieldwork students to satisfy the Direct Supervision required by Legislative Rules.

**ACTION/FOLLOW-UP: No action taken by the Board.**

### **TOPIC: Legislative Rule filing 2021**

**FINDINGS/CONCLUSIONS:** Agency Approved Rule *13-09 – Telehealth Practice; Requirements; Definitions* filed August 10<sup>th</sup> for introduction in 2021 Legislative session as a result of passage of HB 4003 in 2020 requiring healthcare boards to propose a rule to regulate telehealth practice. Rule set for review on 10/19/20 during Legislative Interim meetings.

**ACTION/FOLLOW-UP: Follow progress of Rule.**

### **TOPIC: Interim studies of Professional and Occupational Licensure**

**FINDINGS/CONCLUSIONS:** Letter mailed August 24<sup>th</sup> in response to request from Joint Committee on Government Organization.

**ACTION/FOLLOW-UP: Follow progress of Studies.**

### **TOPIC: NBCOT State Regulatory Virtual Leadership Forum**

**FINDINGS/CONCLUSIONS:** Shared email with various virtual sessions being held through November 3<sup>rd</sup> for state administrators and board members.

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

## Correspondence

	<i>correspondence</i>	<i>date rec'd</i>	<i>issue</i>
1	ACOTE	4/28/2020	Candidacy Status Granted to UC-Charleston (add'l location)
2	Purchasing	5/4/2020	The Buyers Network - May 2020
3	DHHR memo	4/30/2020	previous directives regarding the provision of health care services rescinded
4	AOTA	5/26/2020	Approved Provider Program Re-Launch
5	Purchasing	6/2/2020	The Buyers Network - June 2020
6	NBCOT	6/10/2020	NBCOT Navigator app available on Apple and Samsung
7	ACOTE	6/23/2020	UC-Beckley site visit delayed until 2021/2022; accreditation term extended
8	email from licensee	7/30/2020	concern over 2nd OTA program at UC-Charleston
9	Purchasing	8/3/2020	The Buyers Network - August 2020
10	CE Broker	8/4/2020	email correspondence
11	WV Department of Commerce	8/11/2020	Health Care Sustainability Study
12	AOTA	9/15/2020	Choosing Wisely recommendations survey - open to AOTA members only
13	NBCOT	9/21/2020	2020 Certification Databook

Meeting adjourned at 2:40 p.m. after the signing of applications. The next regular Board meeting is scheduled for Friday, November 20, 2020 at the Board office.

# AGENDA

## 11/20/20

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

--First order of business — Public comment period

--Second order of business — Executive Session  
- Issue 2020#03 Licensure Application

--Third order of business — Approve September 25, 2020 minutes  
Review September 25, 2020 minutes

--Fourth order of business — Purchase Card purchases – 9/16/20 through 11/15/20

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business  
- COTA Supervision Rules

--Seventh order of business — General correspondence / bills paid since August 2020

--Eighth order of business — Set tentative 2021 Board meeting dates

--Ninth order of business — Sign licensure applications





1063 Maple Dr., Suite 4B  
Morgantown, WV 26505  
304-285-3150  
[www.wvbot.org](http://www.wvbot.org)

**WVBOT MINUTES:** November 20, 2020

**MEMBERS PRESENT via video conference:** Bambi Hill, Phil Simpson, Gene Brooks, Marty Douglas, Kathy Quesenberry

**ABSENT:**

**ALSO PRESENT:** Vonda Malnikoff

**MEETING CALLED TO ORDER: 10:07 a.m.**

Phil motioned to approve September 25, 2020 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. Worked with STO to develop payment page to accept credit card payments for initial applications. Received information from inLumon about their web based licensing framework offered on a monthly subscription basis. Several other licensing boards have signed contracts with inLumon. Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0. Three vendors have provided quotes, along with product demos. Quotes reviewed at April 3, 2020 meeting. Kathy motioned to allow Vonda to complete research and make decision between two lowest bidders. Marty seconded. Vote 5-0. Three year contract signed with Certemy 5/15/20. Online initial applications and Public Registry activated 9/15/20. Reviewed system with Board; discussed open issues with renewal applications / CE reporting.

**ACTION/FOLLOW-UP: Continue implementation process with Certemy.**

### **TOPIC: Interstate Licensure Compact Webinar**

**FINDINGS/CONCLUSIONS:** AOTA and NBCOT have announced collaboration to support development of an Interstate Licensure Compact for OT. The Council of State Governments' National Center for Interstate Compacts will lead the process of developing the licensure compact language. Viewed webinar hosted by the CSG on 9/24/19. Reviewed updates from AOTA / NBCOT. The Advisory Group met in October and came to consensus on a number of key points, one of which is that participating states must implement FBI fingerprint-based criminal background checks. The Drafting Team is expected to complete a draft compact in early May to be distributed to stakeholders for comment in the summer of 2020. The plan is to have a draft ready for consideration by state legislatures in 2021. Attended webinars and provided feedback to committee. **Attended NBCOT session on 10/27/20. Emailed questions regarding FBI background check requirement to obtain a Compact Privilege. The Compact team has decided to make this a requirement for CP only, with no change to existing state license application process. However, this would need to be implemented by the home state licensing board.**

**ACTION/FOLLOW-UP: Determine Legislative contact and follow progress.**

### **TOPIC: CE conference 2021**

**FINDINGS/CONCLUSIONS:** Agreed to schedule 2021 conference at Bridgeport Conference Center in late March or April 2021. Attempt to secure same speakers as planned for 2020 conference. Tentatively re-scheduled for April 30, 2021. **Discussed feasibility of holding an in-person conference in 2021 and alternative proposal from Summit. Marty motioned to accept Summit proposal for three private live interactive webinars and special offer for annual subscription to be offered to all licensees in lieu of holding in-person conference. Phil seconded. Vote 5-0.**

**ACTION/FOLLOW-UP: Confirm cancellation of conference with Bridgeport Conference Center and all speakers. Work with Summit to choose courses and schedule live interactive webinars in March, June, and November of 2021, with two held on Saturday and one on a weekday. Communicate special annual subscription offer.**

**TOPIC: COVID-19 questions**

**FINDINGS/CONCLUSIONS:** Discussed various questions directed at the Board regarding Telehealth in various settings, fieldwork, supervision, etc. General statement has been posted on website, with links to other sources of information.

**ACTION/FOLLOW-UP:** Continue to field questions as necessary.

**TOPIC: Legislative Rule filing 2021**

**FINDINGS/CONCLUSIONS:** Agency Approved Rule 13-09 – *Telehealth Practice; Requirements; Definitions* filed August 10<sup>th</sup> for introduction in 2021 Legislative session as a result of passage of HB 4003 in 2020 requiring healthcare boards to propose a rule to regulate telehealth practice. Rule set for review on 10/19/20 during Legislative Interim meetings. **Rule reviewed by Interim committee on November 16<sup>th</sup>. No changes recommended.**

**ACTION/FOLLOW-UP:** Follow progress of Rule through 2021 Legislative session.

**TOPIC: Interim studies of Professional and Occupational Licensure**

**FINDINGS/CONCLUSIONS:** Letter mailed August 24<sup>th</sup> in response to request from Joint Committee on Government Organization.

**ACTION/FOLLOW-UP:** Follow progress of Studies.

Gene motioned to enter Executive Session at 10:37 a.m. to discuss license application. Phil seconded. Vote 5-0.

**EXECUTIVE SESSION**

Issue 2020#03 Application

Bambi motioned to leave Executive Session at 10:45 a.m. Marty seconded. Vote 5-0.

Gene motioned to accept recommendation of Investigator and approve license application. Phil seconded. Vote 4-0.

**PURCHASE CARD TRANSACTIONS**

The Board reviewed all purchases made on the Purchase Card for September 16, 2020 through November 15, 2020. Phil motioned to approve all purchases. Bambi seconded. Vote 5-0.

**TREASURER'S REPORT**

Cash Balance as of October 31, 2020

\$ 221,619.37

**SEPTEMBER - OCTOBER DEPOSITS**

8/27/20	\$ 30
9/08	100
9/15	150
9/22	300
9/28	30
10/8	15
10/13	710
10/19	220
10/29	120

egov receipts:

September \$ 2,310  
October 8,490

TOTAL DEPOSITS \$ 12,475

**SEPTEMBER - OCTOBER DISBURSEMENTS**

September \$ 4,615.18  
October 9,051.89

Beginning cash balance 7/1/20 \$231,618.77  
FY2021 Revenue 16,935.00  
FY2021 Expenditures 26,934.40  
Ending cash balance 10/31/20 221,619.37

**NEW BUSINESS**

**TOPIC: Review of COTA Supervision rules**

**FINDINGS/CONCLUSIONS:** Agreed to hold for January meeting.

**ACTION/FOLLOW-UP: Discuss at January meeting.**

**CORRESPONDENCE**

	<i>correspondence</i>	<i>date rec'd</i>	<i>issue</i>
1	WV Dept of Commerce	10/1/2020	Add'l correspondence related to the Health Care Sustainability Study
2	Rondalyn Whitney	10/14/2020	SAMHSA grant update
3	Joint Committee on Gov Org	10/22/2020	interim study regarding licensing in other states (fees,renewal period, CE, etc.)
4	WV Dept of Agriculture	10/27/2020	reporting for Fresh Food Act
5	Purchasing Dept	11/10/2020	The Buyers Network Nov 2020
6	AOTA	11/12/2020	updated Code of Ethics for 2020
7	COTA email	11/16/2020	Thank you to the Board
8	NBCOT	11/12/2020	e-newsletter November 2020- recorded presentations available until 12/31/20

Meeting adjourned at 11:15 a.m. The next regular Board meeting is scheduled for Friday, January 29, 2021 at the Board office. Tentative dates for remaining 2021 meetings are 4/23, 9/24, and 11/19.

# AGENDA

## 1/29/21

--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 20, 2020 minutes  
Review November 20, 2020 minutes

--Fourth order of business — Purchase Card purchases – 11/16/20 through 1/15/21

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business  
- 2021 Renewal update  
- Election of officers  
- Renewal of TekSwift contract  
- COTA Supervision Rules  
- AOTA Model Practice Act survey

--Seventh order of business — General correspondence / bills paid since Nov 2020

--Eighth order of business — 2021 Board meeting dates  
4/23, 9/24, 11/19

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B  
Morgantown, WV 26505  
304-285-3150  
[www.wvbot.org](http://www.wvbot.org)

**WVBOT MINUTES:** January 29, 2021

**MEMBERS PRESENT via video conference:** Bambi Hill, Phil Simpson, Gene Brooks, Marty Douglas, Kathy Quesenberry

**ABSENT:**

**ALSO PRESENT:** Vonda Malnikoff

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

Gene motioned to approve November 20, 2020 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. Worked with STO to develop payment page to accept credit card payments for initial applications. Received information from inLumon about their web based licensing framework offered on a monthly subscription basis. Several other licensing boards have signed contracts with inLumon. Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0. Three vendors have provided quotes, along with product demos. Quotes reviewed at April 3, 2020 meeting. Kathy motioned to allow Vonda to complete research and make decision between two lowest bidders. Marty seconded. Vote 5-0. Three year contract signed with Certemy 5/15/20. Online initial applications and Public Registry activated 9/15/20. Reviewed system with Board; discussed open issues with renewal applications / CE reporting.

**ACTION/FOLLOW-UP: Continue implementation process with Certemy.**

### **TOPIC: Interstate Licensure Compact Webinar**

**FINDINGS/CONCLUSIONS:** AOTA and NBCOT have announced collaboration to support development of an Interstate Licensure Compact for OT. The Council of State Governments' National Center for Interstate Compacts will lead the process of developing the licensure compact language. Viewed webinar hosted by the CSG on 9/24/19. Reviewed updates from AOTA / NBCOT. The Advisory Group met in October and came to consensus on a number of key points, one of which is that participating states must implement FBI fingerprint-based criminal background checks. The Drafting Team is expected to complete a draft compact in early May to be distributed to stakeholders for comment in the summer of 2020. The plan is to have a draft ready for consideration by state legislatures in 2021. Attended webinars and provided feedback to committee. Attended NBCOT session on 10/27/20. Emailed questions regarding FBI background check requirement to obtain a Compact Privilege. The Compact team has decided to make this a requirement for CP only, with no change to existing state license application process. However, this would need to be implemented by the home state licensing board.

**ACTION/FOLLOW-UP: Determine Legislative contact and follow progress.**

### **TOPIC: CE conference 2021**

**FINDINGS/CONCLUSIONS:** Agreed to schedule 2021 conference at Bridgeport Conference Center in late March or April 2021. Attempt to secure same speakers as planned for 2020 conference. Tentatively re-scheduled for April 30, 2021. Discussed feasibility of holding an in-person conference in 2021 and alternative proposal from Summit. Marty motioned to accept Summit proposal for three private live interactive webinars and special offer for annual subscription to be offered to all licensees in lieu of holding in-person conference. Phil seconded. Vote 5-0. **Cancelled in-person conference. Live interactive webinars scheduled; postcards mailed; online registration pages complete for webinars and annual subscription.**

**ACTION/FOLLOW-UP: Track response.**

### **TOPIC: COVID-19 questions**

**FINDINGS/CONCLUSIONS:** Discussed various questions directed at the Board regarding Telehealth in various settings, fieldwork, supervision, etc. General statement has been posted on website, with links to other sources of information. **Information regarding online registration system for vaccination added.**

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

**TOPIC: Legislative Rule filing 2021**

**FINDINGS/CONCLUSIONS:** Agency Approved Rule 13-09 – *Telehealth Practice; Requirements; Definitions* filed August 10<sup>th</sup> for introduction in 2021 Legislative session as a result of passage of HB 4003 in 2020 requiring healthcare boards to propose a rule to regulate telehealth practice. Rule set for review on 10/19/20 during Legislative Interim meetings. Rule reviewed by Interim committee on November 16<sup>th</sup>. No changes recommended.

**ACTION/FOLLOW-UP: Follow progress of Rule through 2021 Legislative session.**

**TOPIC: Interim studies of Professional and Occupational Licensure**

**FINDINGS/CONCLUSIONS:** Letter mailed August 24<sup>th</sup> in response to request from Joint Committee on Government Organization.

**ACTION/FOLLOW-UP: Follow progress of Studies.**

**PURCHASE CARD TRANSACTIONS**

The Board reviewed all purchases made on the Purchase Card for November 16, 2020 through January 15, 2021. Phil motioned to approve all purchases. Bambi seconded. Vote 5-0.

**TREASURER’S REPORT**

Cash Balance as of December 31, 2020  
\$ 266,323.16

**NOVEMBER - DECEMBER DEPOSITS**

11/2/20	\$ 440	12/1	\$780	12/21	\$650
11/06	100	12/3	1,940	12/23	100
11/10	220	12/8	420	12/29	130
11/17a	440	12/10	320	12/30	100
11/17p	150	12/14	330		
11/19	220	12/15	420		
11/23	370	12/17	960		

egov receipts:

November	\$ 14,380
December	36,200

TOTAL DEPOSITS \$ 58,670

**NOVEMBER - DECEMBER DISBURSEMENTS**

November	\$ 3,824.31
December	10,141.90

Beginning cash balance 7/1/20	\$231,618.77
FY2021 Revenue	75,605.00
FY2021 Expenditures	40,900.61
Ending cash balance 12/31/20	\$266,323.16



## NEW BUSINESS

**TOPIC: 2021 Renewal update**

**FINDINGS/CONCLUSIONS:** Total OT renewals due: 412; Non-renewals: 53 (13%)

Total OTA renewals due: 316; Non-renewals: 73 (23%); Renewals completed online: 87% (up from 82%); As of 1/26/21: OT's 801, OTA's 567

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

**TOPIC: Election of Officers**

**FINDINGS/CONCLUSIONS:** Phil motioned to keep current officers. Gene seconded.

Vote 5-0.

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

**TOPIC: Tekswift contract renewal**

**FINDINGS/CONCLUSIONS:** Website hosting / data backup service contract April 2021 – March 2022; quarterly rate to remain at \$221.82. Marty motioned to renew contract. Bambi seconded. Vote 5-0.

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

**TOPIC: Review of COTA Supervision rules**

**FINDINGS/CONCLUSIONS:** Agreed to hold for April in-person meeting.

**ACTION/FOLLOW-UP: Discuss at April meeting.**

**TOPIC: AOTA Model Practice Act survey**

**FINDINGS/CONCLUSIONS:** No comments/suggestions.

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

## CORRESPONDENCE

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Randy McCombie	12/23/2020	email
2	ACOTE	1/11/2021	WVU OTD program candidacy status granted
3	Robbin Butler	1/15/2021	email
4	Licensee	1/25/2021	email question re OT's in Mental Health

## **BILLS PAID SINCE NOVEMBER 2020**

Gene Brooks	11/2/2020	paid	\$150.00	hours for auditor's seminar 10/27/20
STO-egov fees	11/5/2020	paid	\$199.13	Oct egov payments
IS&C	11/9/2020	paid	\$64.67	Centrex (phone) billing Oct 2020
IS&C	11/9/2020	paid	\$1.76	Long distance billing Oct 2020
WVInteractive	11/16/2020	paid	\$195.00	Oct online renewals
Bambi Hill	11/20/2020	paid	\$150.00	hours for board mtg 11-20-20
Kathy Quesenberry	11/20/2020	paid	\$150.00	hours for board mtg 11-20-20
Gene Brooks	11/20/2020	paid	\$150.00	hours for board mtg 11-20-20
Phil Simpson	11/20/2020	paid	\$150.00	hours for board mtg 11-20-20
Marty Douglas	11/20/2020	paid	\$150.00	hours for board mtg 11-20-20
Certemy	12/3/2020	paid	\$2,275.00	3rd qtr payment
STO-egov fees	12/7/2020	paid	\$315.45	Nov egov payments
WVInteractive	12/10/2020	paid	\$339.00	November online renewals
IS&C	12/15/2020	paid	\$61.96	Centrex (phone) billing Nov 2020
IS&C	12/15/2020	paid	\$1.09	Long distance billing Nov 2020
BRIM	1/4/2021	paid	\$676.00	insurance premium for qtr ending 3/31/21
STO-egov fees	1/5/2021	paid	\$814.50	Dec egov payments
WVInteractive	1/13/2021	paid	\$996.00	December online renewals
Dept of Admin	1/19/2021	paid	\$96.00	Shared Services payroll billing Q2 2021
IS&C	1/19/2021	paid	\$61.68	Centrex (phone) billing Dec 2020
AG's Office	1/21/2021	paid	\$195.00	Nov invoice
AG's Office	1/21/2021	paid	\$2.50	Dec invoice

Phil motioned to adjourn at 11:50 a.m. Marty seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, April 23, 2021 at the Board office. Tentative dates for remaining 2021 meetings are 9/24, and 11/19.

# AGENDA

## 4/23/21

--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 January 29, 2021 minutes  
Review January 29, 2021 minutes

--Fourth order of business — Purchase Card purchases – 1/16/21 through 4/15/21

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business

- Annual review of Safety Policy, Driver Training, and Confidentiality Agreements
- Legislative Session 2021
- FY22 Expenditure Schedules
- Position Statement for COTA supervision in EI and HH

--Seventh order of business — General correspondence / bills paid since Feb 2021

--Eighth order of business — 2021 Board meeting dates  
9/24, 11/19

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B  
Morgantown, WV 26505  
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**WVBOT MINUTES:** April 23, 2021

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

**ABSENT:**

**ALSO PRESENT:** Vonda Malnikoff

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

Gene motioned to approve January 29, 2021 minutes as written. Marty seconded. Vote 5-0.

## **OLD BUSINESS**

### **TOPIC: Future online services**

**FINDINGS/CONCLUSIONS:** Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0. Three vendors have provided quotes, along with product demos. Quotes reviewed at April 3, 2020 meeting. Kathy motioned to allow Vonda to complete research and make decision between two lowest bidders. Marty seconded. Vote 5-0. Three year contract signed with Certemy 5/15/20. Online initial applications and Public Registry activated 9/15/20. Reviewed system with Board; discussed open issues with renewal applications / CE reporting.

**ACTION/FOLLOW-UP: Communicate and implement roll out of renewal applications and licensee portal with Certemy.**

### **TOPIC: Interstate Licensure Compact Webinar**

**FINDINGS/CONCLUSIONS:** AOTA and NBCOT have announced collaboration to support development of an Interstate Licensure Compact for OT. The Council of State Governments' National Center for Interstate Compacts will lead the process of developing the licensure compact language. Viewed webinar hosted by the CSG on 9/24/19. Reviewed updates from AOTA / NBCOT. The Advisory Group met in October and came to consensus on a number of key points, one of which is that participating states must implement FBI fingerprint-based criminal background checks. The Drafting Team is expected to complete a draft compact in early May to be distributed to stakeholders for comment in the summer of 2020. The plan is to have a draft ready for consideration by state legislatures in 2021. Attended webinars and provided feedback to committee. Attended NBCOT session on 10/27/20. Emailed questions regarding FBI background check requirement to obtain a Compact Privilege. The Compact team has decided to make this a requirement for CP only, with no change to existing state license application process. However, this would need to be implemented by the home state licensing board. **No action during 2021 Legislative session.**

**ACTION/FOLLOW-UP: Close pending further activity.**

### **TOPIC: CE conference 2021**

**FINDINGS/CONCLUSIONS:** Discussed feasibility of holding an in-person conference in 2021 and alternative proposal from Summit. Marty motioned to accept Summit proposal for three private live interactive webinars and special offer for annual subscription to be offered to all licensees in lieu of holding in-person conference. Phil seconded. Vote 5-0. Cancelled in-person conference. Live interactive webinars scheduled; postcards mailed; online registration pages complete for webinars and annual subscription. **Registrations for 4/10/21 webinar were 143; actual attendance was 69; Subscriptions as of 4/19/21 are 33.**

**ACTION/FOLLOW-UP: Continue to track response.**

### **TOPIC: Legislative Rule filing 2021**

**FINDINGS/CONCLUSIONS:** Agency Approved Rule 13-09 – *Telehealth Practice; Requirements; Definitions* filed August 10<sup>th</sup> for introduction in 2021 Legislative session as a result of passage of HB 4003 in 2020 requiring healthcare boards to propose a rule to regulate telehealth practice. Rule set for review on 10/19/20 during Legislative Interim meetings. Rule reviewed by Interim committee on November 16<sup>th</sup>. No changes recommended. **Completed legislative action on 3/23/21, signed by Governor on 3/31/21. Final filed Legislative Rule to be effective 5/1/21. Rule posted on website.**

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

### **TOPIC: Interim studies of Professional and Occupational Licensure**

**FINDINGS/CONCLUSIONS:** Letter mailed August 24<sup>th</sup> in response to request from Joint Committee on Government Organization. **See New Business for 2021 Legislation.**

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

**PURCHASE CARD TRANSACTIONS**

The Board reviewed all purchases made on the Purchase Card for January 16, 2021 through April 15, 2021. Marty motioned to approve all purchases. Phil seconded. Vote 5-0.

**TREASURER’S REPORT**

Cash Balance as of March 31, 2021  
\$ 256,641.46

**JANUARY - MARCH DEPOSITS**

1/4/21	\$ 320	3/16	\$ 30
1/12	220	3/24	120
1/14	30	3/31	60
1/28	30		
2/17	60		
2/23	60		

egov receipts:

January	\$ 6,290
February	1,520
March	2,380

TOTAL DEPOSITS \$ 11,120

**JANUARY - MARCH DISBURSEMENTS**

January	\$ 7,661.57
February	4,452.43
March	8,567.70

Beginning cash balance 7/1/20	\$231,618.77
FY2021 Revenue	86,605.00
FY2021 Expenditures	61,582.31
Ending cash balance 3/31/21	\$256,641.46

**NEW BUSINESS**

**TOPIC: Review of Safety Policy, Driver Training, and Confidentiality Agreements**

**FINDINGS/CONCLUSIONS:** Reviewed and signed.

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

**TOPIC: Legislative Session 2021**

**FINDINGS/CONCLUSIONS:** Discussed passage of HB 2024 and SB 472.

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

**TOPIC: FY22 Expenditure Schedules**

**FINDINGS/CONCLUSIONS:** Many line items are impacted by whether or not we hold an in-person CE conference in 2022 and the frequency and type of mailings throughout the year (i.e. travel, office supplies, printing, postage, hospitality, and training.)

**ACTION/FOLLOW-UP:** Explore options for holding a two day, limited capacity in-person conference in 2022. Communicate Certemy rollout and other Board news via postcards and email. Complete FY22 expenditure schedules by deadline of May 3<sup>rd</sup>.

**TOPIC: Position Statement for COTA Supervision in Early Intervention and Home Health**

**FINDINGS/CONCLUSIONS:** Reviewed draft position statement. Marty motioned to approve. Gene seconded. Vote 5-0.

**ACTION/FOLLOW-UP:** Publish position statement on website, reference on next postcard mailing, email to Pam Roush to distribute to BTT practitioners.

**Correspondence:**

	<i><b>correspondence</b></i>	<i><b>date rec'd</b></i>	<i><b>issue</b></i>
1	OTA licensee	2/9/2021	email re second UC OTA program
2	Barbara Williams - NBCOT	2/10/2021	plans to attend November board meeting
3	NBCOT	2/17/2021	February 2021 e-newsletter
4	cebroker	3/17/2021	email conversation re cebroker
5	AOTA	4/12/2021	Spring 2021 State Affairs Update

**Bills paid since February 2021**

Encova	2/2/2021	paid	\$235.00	WC premium 3/29/21 - 3/29/22
STO-egov fees	2/8/2021	paid	\$146.03	Jan egov payments
WVInteractive	2/9/2021	paid	\$45.00	January online renewals
IS&C	2/16/2021	paid	\$61.75	Centrex (phone) billing Jan 2021
	1			
STO-egov fees	3/8/2021	paid	\$27.68	Feb egov payments
WVInteractive	3/9/2021	paid	\$3.00	Feb online renewals
IS&C	3/15/2021	paid	\$61.61	Centrex (phone) billing Feb 2021
	1			
Certemy	3/22/2021	paid	\$2,275.00	4th qtr payment
	1			

Phil motioned to adjourn at 2:30 p.m. Marty seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, September 24, 2021 at the Board office. Tentative date for remaining 2021 meeting is 11/19.