

West Virginia Board of Occupational Therapy



Annual Report

FY 2006 – FY 2007



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

The Honorable Joe Manchin, III
Governor of West Virginia
State Capitol
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 2006 and 2007.

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

Respectfully yours,

Martin Douglas, MS, OTR/L

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

Kathy F. Quesenberry, MSM, OTR/L

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

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West Virginia Board of Occupational Therapy

**Annual Report
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Board Members



West Virginia Board of Occupational Therapy

3041 University Avenue
2nd Floor, Suite 6
Morgantown, WV 26505
304-285-3150
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Board Members:

Kathy Quesenberry, OTR/L
President / Chairperson
12/31/07

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

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

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

Phil Simpson, OTR/L
12/31/07

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

Brenda Hambric, COTA/L
12/31/08

107 Pine Park Place
Beckley, WV 25801
briffle58@hotmail.com
phone: 304-890-3007

Gene Brooks
Consumer Member
12/31/07

805 West Ave.
Charleston, WV 25302
genebrooks55@aol.com
phone: 304-344-1736

Staff:

Vonda Malnikoff
Executive Secretary

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

West Virginia Board of Occupational Therapy

**Annual Report
2006-2007**

Financial



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Receipts / Disbursements FY 2006 / 2007

<u>7/1/2005-6/30/2006</u>	<u>Receipts</u>	<u>Disbursements</u>
July	\$ 879.75	\$ 4,089.26
August	\$ 1,619.98	\$11,808.00
September	\$ 3,375.00	\$ 4,505.83
Quarter Total:	\$ 5,874.73	\$20,403.09
October	\$ 6,205.73	\$ 6,383.43
November	\$10,985.00	\$ 3,483.30
December	\$32,035.00	\$ 7,695.03
Quarter Total:	\$49,225.73	\$17,561.76
January	\$10,925.00	\$ 6,273.84
February	\$ 4,135.00	\$ 5,217.48
March	\$ 4,580.76	\$ 6,770.08
Quarter Total:	\$19,640.76	\$18,261.40
April	\$ 2,050.00	\$ 2,615.68
May	\$ 4,010.00	\$ 5,495.22
June	\$ 4,310.00	\$ 6,133.49
Quarter Total:	\$10,370.00	\$14,244.39
Grand Total:	\$85,111.22	\$70,470.64

7/1/2006-6/30/2007

Receipts

Disbursements

July	\$ 1,570.00	\$ 3,902.41
August	\$ 3,640.00	\$ 5,079.70
September	\$ 3,103.00	\$ 3,873.21
Quarter Total:	\$ 8,313.00	\$12,855.32
October	\$ 4,450.00	\$ 6,383.76
November	\$21,855.00	\$ 8,683.54
December	\$34,630.00	\$ 5,443.98
Quarter Total:	\$60,935.00	\$20,511.28
January	\$ 7,470.00	\$ 8,607.60
February	\$ 3,021.00	\$ 3,958.73
March	\$ 2,261.00	\$ 8,001.54
Quarter Total:	\$12,752.00	\$20,567.87
April	\$ 1,242.00	\$ 5,156.41
May	\$ 7,750.00	\$ 7,764.17
June	\$ 3,220.00	\$ 5,021.20
Quarter Total:	\$12,212.00	\$17,941.78
Grand Total:	\$94,212.00	\$71,876.25

West Virginia Board of Occupational Therapy

**Annual Report
2006-2007**

Board Meeting Minutes



3041 University Avenue
2nd Floor, Suite 6
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WVBOT MINUTES: May 4, 2007

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

ABSENT:

ALSO PRESENT: Diana Davis, WVOTA, Vonda Malnikoff

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

PUBLIC COMMENT PERIOD

Diana Davis, WVOTA, presented proposal to form a team to hold a strategic planning session this summer, to include representatives from WVBOT, WVOTA, major OT employers in the state, and other interested practitioners, to discuss areas of concern with the Practice Act and Legislative Rules. Diana is trying to find a date and location that would be convenient for the most people.

Gene motioned to accept March 2, 2007 minutes. Marty seconded. Vote 5-0

Phil motioned to enter executive session at 11:44 am.

Brenda seconded. Vote 5-0

EXECUTIVE SESSION

Issue 2006 #20a & 20b – Complaints

Issue 2006 #21 – Case closed.

Issue 2006 #22 – Case closed.

Issue 2007 #25 – Case closed.

Issue 2007 #27 – Case closed.

Issue 2007 #30 – Case closed.

Issue 2007 #31 – Complaint investigation in process

Issue 2007 #32 – NSF check

Marty motioned to end Executive Session at 11:57 am.

Brenda seconded. Vote 5-0

Marty motioned to vote on the following cases from Executive Session:

Issue 2006 #20a & 20b – Vonda to send letter to Prosecuting Attorney; take appropriate reporting action with NBCOT and NPDB. Vote 5-0.

OLD BUSINESS

TOPIC: Easy Computer Contract Renewal

FINDINGS/CONCLUSIONS: Rob Barbato, Easy Computer LLC, presented proposal to renew contract in March 2007. Possible changes to the website were discussed, specifically making it possible to complete Complaint Form on-line, or as a saved file, to be submitted via email to the Board. Easy Computer LLC submitted estimate to create web form for on-line completion and email of complaint form. Marty motioned to accept estimate and proceed. Phil seconded. Vote 4-0. Renewal contract approved and signed. On-line complaint form completed 3/28/07.

ACTION/FOLLOW-UP: None.

TOPIC: Review of School based practice position statement

FINDINGS/CONCLUSIONS: Kathy proposed additional clarification be added to position statement regarding a COTA treating Medicaid covered students. Position statement revised and presented for approval. Brenda motioned to amend as written. Phil seconded. Vote 4-0. Revised position statement mailed with Mid-year 2007 newsletter on 4/3/07.

ACTION/FOLLOW-UP: None.

TOPIC: Review of OTR/COTA Collaboration position statement

FINDINGS/CONCLUSIONS: Kathy proposed reviewing one section of Legislative Rules at each Board meeting in preparation for Sunset, beginning with Section 13-1-2. Discussion began regarding proposed changes to Section 30-28-3 of Practice Act, Section 13-1-2 of Legislative Rules, and related OTR/COTA Collaboration position statement. Proposed changes made in draft form.

ACTION/FOLLOW-UP: No further review until Strategic Planning Session to be held in collaboration with WVOTA.

TOPIC: Review of School Based Practice FAQ's in response to Board of Education question

FINDINGS/CONCLUSIONS: The specific question was in relation to the FAQ "Can the IEP committee change a related service such as OT, type of service/treatment or service delivery without an OT consent?" Based on recent changes with IEP's, they do not include OT specific goals, but are a collaborative effort of the IEP team, which is led by the special education teacher. As such, any services/treatments included in the IEP can be changed by the team, with or without OT consent. Marty called Jim Parker of the Board of Education.

ACTION/FOLLOW-UP: None.

TOPIC: Supervision issues.

FINDINGS/CONCLUSIONS: Discussion held regarding a way to indicate on the website the level of supervision required for a new COTA. Also discussed whether there should be a maximum number of COTA's/Aides/Students that an OTR should actively supervise at one time. Statement regarding supervision of COTA's was added to the licensee list on the website and a link to Supervision Definitions was added to scrolling information on homepage. Supervision Survey was mailed with newsletter on 4/3/07. Results of supervision survey were presented and reviewed.

ACTION/FOLLOW-UP: No further action until Strategic Planning Session to be held in collaboration with WVOTA.

TOPIC: House and Senate Bills re: Sunset review process

FINDINGS/CONCLUSIONS: Proposed bills would move review process for Board of Occupational Therapy to 2012. The Board would like to keep the 2009 date for our review. The filing deadline for agency approved Legislative Rules falls near the end of July each year. Code changes would have to be complete prior to incorporating changes into the Rules. The legal staff of the state legislature would be heavily involved with this process.

ACTION/FOLLOW-UP: No further action until Strategic Planning Session to be held in collaboration with WVOTA.

TOPIC: Digital Voice Recorder purchase

FINDINGS/CONCLUSIONS: Estimate for purchase of Digital Voice Recorder and transcription kit to be used for future investigations, Board meetings, and other possible uses, was discussed. Phil motioned to authorize purchase not to exceed \$350.00. Brenda seconded. Vote 4-0. Digital Voice Recorder and transcription kit purchased 3/15/07 for \$310.29.

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

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

TREASURER'S REPORT

Cash Balance as of April 30, 2007
\$68,900.81

DEPOSITS SINCE LAST BOARD MEETING

March 8, 2007	\$ 860.00
March 22, 2007	1,401.00
April 5, 2007	180.00
April 13, 2007	695.00
April 19, 2007	397.00
April 26, 2007	350.00

TOTAL DEPOSITS \$3,883.00

February disbursements	\$3,958.73
March disbursements	\$8,001.54

NEW BUSINESS

TOPIC: FY 2008 Budget

FINDINGS/CONCLUSIONS: Vonda attended budget training in Charleston on 4/4/07. Budget submitted 4/27/07.

ACTION/FOLLOW-UP: None.

TOPIC: CLEAR Specialized Training

FINDINGS/CONCLUSIONS: Marty should attend advanced training in Atlanta in September, 2007, to further his investigation skills in order to continue to serve as the Board investigator once his position on the Board is replaced. Gene motioned to send Marty to training. Phil seconded. Vote 5-0

ACTION/FOLLOW-UP: Vonda to register Marty for training.

TOPIC: NBCOT Annual State Regulatory Conference

FINDINGS/CONCLUSIONS: Marty motioned to send Vonda to conference on 10/27/07. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to register for conference.

TOPIC: Revised Supervisory Statement

FINDINGS/CONCLUSIONS: Supervisory Statement revised to clarify when a statement is required to be filed with WVBO and to add supervision guidelines. Phil motioned to accept and begin using revised Supervisory Statement. Brenda seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to replace Supervisory Statement on website and begin using immediately.

TOPIC: Revised School-Based Practice FAQ's

FINDINGS/CONCLUSIONS: FAQ's revised to reflect appropriate answer to the question regarding changes in IEP, as noted in Old Business above. Gene motioned to accept revised FAQ's. Phil seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to replace School-Based Practice FAQ's on website with revision.

TOPIC: Electronic notes / signatures

FINDINGS/CONCLUSIONS: Discussed the need to include a statement regarding electronic notes/signatures in any future changes made to supervision policies and/or guidelines.

ACTION/FOLLOW-UP: None.

TOPIC: Summer office hours

FINDINGS/CONCLUSIONS: Beginning June 18th, the Board office will be open Mon-Tue-Wed from 8:00 am – 4:00 pm.

ACTION/FOLLOW-UP: None.

TOPIC: Board member re-appointments / new appointments

FINDINGS/CONCLUSIONS: As several board members assumed their positions in the middle of previous member terms, their current terms end 12/31/07.

ACTION/FOLLOW-UP: Vonda to begin process for re-appointments / new appointments as necessary.

financial

VENDOR	DATE REC'D	AMOUNT	NOTE
Auditor's Office	3/19/2007	\$7.00	Transactions for February 2007
AG's Office	3/19/2007	\$35.00	Licensing question phone call
AG's Office	3/19/2007	\$105.00	Review documents, phone call re: suspension vs. revocation
AG's Office	4/5/2007	\$146.84	Travel to WV BOT board meeting
IS&C	3/26/2007	\$19.07	teleprocessing, expenditures, transactions and accounts for Jan 07
IS&C	4/10/2007	\$15.87	teleprocessing, expenditures, transactions and accounts for Feb 07
Auditor's Office	4/13/2007	\$21.00	Transactions for March 2007
IS&C	4/18/2007	\$175.00	EDP Accounting Svcs - 3rd Qtr (payroll)
WV Div. of Personnel	5/1/2007	\$32.50	personnel billing for 3rd Qtr

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

correspondence

<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
AOTA	3/15/2007	AOTA new Standards for Accreditation
H.F. Salsbery, Attorney	3/28/2007	Soliciting part-time work
Inside Brickstreet		Spring 2007 issue
Interchange		Board of Professional Engineers Spring 2007 magazine
NBCOT Report to the Profession	4/11/2007	Spring / Summer 2007 issue
AOTA	4/12/2007	April 2007 Newsletter; Mailed to Board members 4/12/07
Stateline	4/17/2007	February 2007 Stateline newsletter
Office of the Attorney General	4/24/2007	Request for documents related to computer equipment purchases between 1997 and 2003 for pending litigation Information mailed 4/26/07
NCCI (Nat'l Council on Comp Ins)	4/26/2007	Notice that we are not eligible for discounted Worker's Comp premium

Meeting adjourned at 2:30 p.m. following the signing of applications. The date for the next Board meeting will be determined and posted on the website at a later date.



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WVBOT MINUTES: March 2, 2007

MEMBERS PRESENT: Martin Douglas, Kathy Quesenberry, Brenda Hambric, Phil Simpson

ABSENT: Gene Brooks

ALSO PRESENT: Kate Campbell, Attorney General's Office
Vonda Malnikoff

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

Marty motioned to enter executive session at 11:05 am.
Brenda seconded. Vote 4-0

EXECUTIVE SESSION

Issue 2006 #20a & 20b – Investigation report submitted.
Issue 2006 #21 – Investigation report submitted.
Issue 2006 #22 – Investigation report submitted.
Issue 2007 #25 – Investigation report submitted.
Issue 2007 #26 – License granted. **Case closed.**
Issue 2007 #27 – Investigation report submitted.
Issue 2007 #28 – Limited Permit expired. **Case closed.**
Issue 2007 #29 – Limited Permit void. **Case closed.**
Issue 2007 #30 – NSF check returned for renewal fee.

Brenda motioned to end Executive Session at 12:10 pm.
Phil seconded. Vote 4-0

Marty motioned to vote on the following cases from Executive Session:

Issue 2006 #20a & 20b – Vote 3-0. **Kate to draft Statement of Charges and Consent Agreement.**
Issue 2006 #21 – Vote 3-0. **No disciplinary action taken.**
Issue 2006 #22 – Vote 3-0. **No disciplinary action taken.**
Issue 2007 #25 – Vote 3-0. **No disciplinary action taken.**
Issue 2007 #30 – Vote 3-0. **Vonda to send expired license letter if fee not received by 3/12/07.**

Phil motioned to accept January 5, 2007 minutes. Marty seconded. Vote 4-0

OLD BUSINESS

TOPIC: CLEAR TRAINING

FINDINGS/CONCLUSIONS: Marty is scheduled to attend training in Orlando, April 16-18, 2007.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal update

FINDINGS/CONCLUSIONS: Vonda gave update on 2007 renewal status. Epson printer failed during renewal season. Marty motioned to authorize purchase of new printer not to exceed \$400. Phil seconded. Vote 5-0. Vonda purchased HP Officejet 6310.

ACTION/FOLLOW-UP: None

TOPIC: Easy Computer Contract Renewal

FINDINGS/CONCLUSIONS: Rob Barbato, Easy Computer LLC, presented proposal to renew contract in March 2007. Possible changes to the website were discussed, specifically making it possible to complete Complaint Form on-line, or as a saved file, to be submitted via email to the Board. Easy Computer LLC submitted estimate to create web form for on-line completion and email of complaint form. Marty motioned to accept estimate and proceed. Phil seconded. Vote 4-0. Renewal contract approved and signed.

ACTION/FOLLOW-UP: **Vonda to respond to Easy Computer, LLC to implement web form for complaint form.**

TOPIC: Review of School based practice position statement

FINDINGS/CONCLUSIONS: Kathy proposed additional clarification be added to position statement regarding a COTA treating Medicaid covered students. Position statement revised and presented for approval. Brenda motioned to amend as written. Phil seconded. Vote 4-0.

ACTION/FOLLOW-UP: **Vonda to distribute amended position statement with next Newsletter.**

TOPIC: Review of OTR/COTA Collaboration position statement

FINDINGS/CONCLUSIONS: Kathy proposed reviewing one section of Legislative Rules at each Board meeting in preparation for Sunset, beginning with Section 13-1-2. Discussion began regarding proposed changes to Section 30-28-3 of Practice Act, Section 13-1-2 of Legislative Rules, and related OTR/COTA Collaboration position statement.

ACTION/FOLLOW-UP: **Kathy to submit proposed changes thus far to Vonda to document for continued discussion at 5/4/07 Board meeting.**

TOPIC: Review of School Based Practice FAQ's in response to Board of Education question

FINDINGS/CONCLUSIONS: The specific question was in relation to the FAQ "Can the IEP committee change a related service such as OT, type of service/treatment or service delivery without an OT consent?" Based on recent changes with IEP's, they do not include OT specific goals, but are a collaborative effort of the IEP team, which is led by the special education teacher. As such, any services/treatments included in the IEP can be changed by the team, with or without OT consent.

ACTION/FOLLOW-UP: **Marty to respond to Jim Parker of the Board of Education.**

TOPIC: Presentation of Office hours / Location on website

FINDINGS/CONCLUSIONS: Current presentation is not user-friendly. The webpage was changed to include Board office phone number on the homepage, heading changed from "Schedule" to "Contact us".

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

TOPIC: Presentation to WVU graduate students

FINDINGS/CONCLUSIONS: Marty and Vonda gave presentation on 1/16/07.

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

TOPIC: Cell phone reimbursement for Marty

FINDINGS/CONCLUSIONS: Gene motioned for Board to reimburse Marty for cell phone charges related to Board business. Phil seconded. Vote 5-0. Cell phone charges can be reimbursed. Original phone bills are preferred for re-imbursement.

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

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

Marty motioned to re-enter executive session at 1:00 pm.
Brenda seconded. Vote 4-0

Issue 2007 #27 – Tele-conference with complainant.

Executive Session ended at 1:10 pm.

Marty motioned to vote on the following case from Executive Session:

Issue 2007 #27 – Vote 3-0. Vonda to send Suspension Order; Kate to draft Statement of Charges and Consent Agreement.

TREASURER'S REPORT

Cash Balance as of February 28, 2007
\$78,590.32

DEPOSITS SINCE LAST BOARD MEETING

January 4, 2007	\$4,130.00
January 11, 2007	\$1,600.00
January 25, 2007	\$1,820.00
February 8, 2007	\$1,371.00
February 22, 2007	\$1,650.00

TOTAL DEPOSITS \$10,571.00

December disbursements	\$5,443.98
January disbursements	\$8,607.60

NEW BUSINESS

TOPIC: WVOTA membership / dues

FINDINGS/CONCLUSIONS: Board members are recommended, but not required, to join WVOTA. Dues will not be paid by the West Virginia Board of Occupational Therapy.

ACTION/FOLLOW-UP: None.

TOPIC: Supervision issues.

FINDINGS/CONCLUSIONS: Discussion held regarding a way to indicate on the website the level of supervision required for a new COTA. Also discussed whether there should be a maximum number of COTA's/Aides/Students that an OTR should actively supervise at one time.

ACTION/FOLLOW-UP: Vonda to add statement regarding supervision of new COTA's to licensee list on website, and also include in scrolling information on the homepage. Brenda to develop list of questions for survey to be sent with next Newsletter.

TOPIC: House and Senate Bills re: Sunset review process

FINDINGS/CONCLUSIONS: Proposed bills would move review process for Board of Occupational Therapy to 2012. The Board would like to keep the 2009 date for our review.

ACTION/FOLLOW-UP: Kate/Vonda to determine process to change Practice Act and Legislative Rules prior to 2012.

TOPIC: Digital Voice Recorder purchase

FINDINGS/CONCLUSIONS: Estimate for purchase of Digital Voice Recorder and transcription kit to be used for future investigations, Board meetings, and other possible uses, was discussed. Phil motioned to authorize purchase not to exceed \$350.00. Brenda seconded. Vote 4-0.

ACTION/FOLLOW-UP: Vonda to purchase Digital Voice Recorder and transcription kit.

financial

VENDOR	DATE REC'D	AMOUNT	NOTE
WorkForce WV	1/5/2007	\$76.00	Cathy Whalen unemployment for quarter ending Dec 31, 2006
Auditor's Office	1/11/2007	\$6.00	Transactions for December 2006
AG's Office	1/17/2007	\$259.00	Research, calls, letters regarding open investigations
IS&C	1/22/2007	\$150.00	EDP Accounting Services (payroll) - 2nd quarter
IS&C	2/14/2007	\$32.50	Personnel billing for 3rd qtr
IS&C	2/14/2007	\$15.21	teleprocessing, expenditures, transactions and accounts for Dec 06
Auditor's Office	2/14/2007	\$21.00	Transactions for January 2007
AG's Office	2/21/2007	\$133.00	Calls re: Ethics letter, complaint
Easy Computer LLC	2/27/2007	\$55.00	Assisting Comcast with internet connection problems
Easy Computer LLC	3/1/2007	\$1,265.35	Initial contract installment

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

correspondence

<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1 Brickstreet	1/23/2007	Renewal policy for Workers Comp and Employers Liability Ins
2 AOTA	1/29/2007	January 2007 Newsletter Mailed to Board Members 2/21/07
3 Board of Risk and Ins Mgmt	2/22/2007	FY 2008 Premium notice
4 WV Offices of the Insurance	2/26/2007	Notice of Workers' Comp Informational Meetings

Meeting adjourned at 2:58 p.m. following the signing of applications. The next Board meeting will be Friday, May 4th, 2007 at the Morgantown office from 11:00 – 3:00.



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WVBOT MINUTES: January 5, 2007

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

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

Gene motioned to accept October 13, 2006 minutes. Phil seconded. Vote 5-0.

OLD BUSINESS

TOPIC: CLEAR TRAINING

FINDINGS/CONCLUSIONS: Marty did not attend the conference on September 14-16, 2006.

ACTION/FOLLOW-UP: **Vonda will schedule Marty for the next available conference. Spring 2007 conference in Orlando is still tentative. Vonda to follow-up.**

TOPIC: WVOTA Conference

FINDINGS/CONCLUSIONS: Paula motioned to have Marty represent the Board at the WVOTA annual conference in October. Marty will be compensated for all cost of preparation and attendance of conference. Gene seconded. Vote 3-0. Marty presented at the conference on 10/21/06.

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

TOPIC: West Virginia OT Facilities

FINDINGS/CONCLUSIONS: Kathy motioned a letter be issued from the Board requesting all facilities and agencies in West Virginia report all fraudulent abuse charges and complaints to the West Virginia Board of Occupational Therapy. Marty seconded. Vote 4-0. Kathy drafted letter and Diana distributed on 10/25/06.

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

Marty motioned to enter executive session at 11:10 am.

Gene seconded. Vote 5-0

EXECUTIVE SESSION

Issue 2006#19—Limited Permit expired. Case closed.

Issue 2006 #20—Investigation of Complaints in process.

Issue 2006#21— Investigation of Complaint in process.

Issue 2006#22— Investigation of Complaint in process.

Issue 2006#23—License granted. Case closed.

Issue 2006#24—Failed exam. Case closed.

Phil motioned to end Executive Session at 11:30 am.

Brenda seconded. Vote 5-0

PURCHASE CARD TRANSACTIONS

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

TREASURER'S REPORT

Cash Balance as of January 2, 2007
\$80,665.65

DEPOSITS SINCE LAST BOARD MEETING

October 19, 2006	\$3,070.00
November 1, 2006	\$3,000.00
November 15, 2006	\$5,270.00
November 22, 2006	\$6,080.00
November 30, 2006	\$7,505.00
December 5, 2006	\$8,360.00
December 7, 2006	\$7,180.00
December 14, 2006	\$8,420.00
December 21, 2006	\$6,890.00
December 28, 2006	\$3,780.00

TOTAL DEPOSITS \$59,555.00

September disbursements	\$3,873.21
October disbursements	\$6,383.76
November disbursements	\$8,683.54

NEW BUSINESS

TOPIC: Elect Disciplinary Committee

FINDINGS/CONCLUSIONS: Kathy motioned to continue with Marty as the Investigator for the Board, with the Executive Secretary providing assistance as needed, in lieu of disciplinary committee. Phil seconded. Vote 5-0.

ACTION/FOLLOW-UP: None

TOPIC: Renewal update

FINDINGS/CONCLUSIONS: Vonda gave update on 2007 renewal status. Epson printer failed during renewal season. Marty motioned to authorize purchase of new printer not to exceed \$400. Phil seconded. Vote 5-0

ACTION/FOLLOW-UP: Vonda to purchase new printer.

TOPIC: Easy Computer Contract Renewal

FINDINGS/CONCLUSIONS: Rob Barbato, Easy Computer LLC, presented proposal to renew contract in March 2007. Possible changes to the website were discussed, specifically making it possible to complete Complaint Form on-line, or as a saved file, to be submitted via email to the Board.

ACTION/FOLLOW-UP: **Vonda to work with Rob on Complaint Form format; have final renewal contract available for approval at next Board meeting on 3/2/07.**

TOPIC: Review of School based practice position statement

FINDINGS/CONCLUSIONS: Kathy proposed additional clarification be added to position statement regarding a COTA treating Medicaid covered students.

ACTION/FOLLOW-UP: **Kathy to send additional statements to Vonda to revise position statement for approval at 3/2/07 Board meeting. Revised position statement will be distributed with next Newsletter.**

TOPIC: Review of OTR/COTA Collaboration position statement

FINDINGS/CONCLUSIONS: Kathy proposed reviewing one section of Legislative Rules at each Board meeting in preparation for Sunset, beginning with Section 13-1-2.

ACTION/FOLLOW-UP: **All Board members will review Section 13-1-2 and related OTR/COTA Collaboration position statement for discussion at 3/2/07 Board meeting.**

TOPIC: Review of School Based Practice FAQ's in response to Board of Education question

FINDINGS/CONCLUSIONS: The specific question was in relation to the FAQ "Can the IEP committee change a related service such as OT, type of service/treatment or service delivery without an OT consent?" Based on the idea that a child's IEP is an integrated document which involves all people or disciplines working with the child, the IEP typically will not have OT specific goals. As such, any services/treatments included in the IEP can be changed by the team, with or without OT consent.

ACTION/FOLLOW-UP: **Marty to respond to Jim Parker of the Board of Education.**

TOPIC: Presentation of Office hours / Location on website

FINDINGS/CONCLUSIONS: Current presentation is not user-friendly.

ACTION/FOLLOW-UP: **Rob changed the heading from "schedule" to "contact us". Vonda will work with Rob to also include this information on the homepage.**

TOPIC: Presentation to WVU graduate students

FINDINGS/CONCLUSIONS:

ACTION/FOLLOW-UP: **Marty and Vonda to give presentation on 1/16/07**

TOPIC: Re-elect Board positions

FINDINGS/CONCLUSIONS: Phil motioned to keep positions as elected at 10/13/06 Board meeting. Gene seconded. Vote 5-0

ACTION/FOLLOW-UP: **None**

TOPIC: Cell phone reimbursement for Marty

FINDINGS/CONCLUSIONS: Gene motioned for Board to reimburse Marty for cell phone charges related to Board business. Phil seconded. Vote 5-0

ACTION/FOLLOW-UP: Vonda to contact Linda Lyter to determine procedures / limits for reimbursement of cell phone charges.

TOPIC: Holding Board meetings at other locations throughout the state

FINDINGS/CONCLUSIONS: Discussion was held as to whether board meetings should be held at various locations to make it easier for practitioners to attend. The conclusion was that this was a very good idea to consider during Sunset in order to solicit input from practitioners around the state. Otherwise, unless there was a specific need or reason to hold the meeting elsewhere, meetings would continue to be held at the Morgantown office.

ACTION/FOLLOW-UP: None

financial

VENDOR	DATE REC'D	AMOUNT	NOTE
1. Auditor's Office	11/14/2006	\$17.00	Transactions for October 2006
2. Auditor's Office	12/13/2006	\$11.00	Transactions for November 2006
3. AG's Office	10/17/2006	\$175.00	Calls re: board meeting; calls & research re: chiropractic questions
4. AG's Office	11/16/2006	\$133.00	Draft chiropractic letter; review board mtg minutes; emails re: investigator / disciplinary committee / executive session
5. AG's Office	12/19/2006	\$119.00	Draft ltr re: Ethics opinions; calls & research re: pending complaints
6. IS&C	10/17/2006	\$15.79	teleprocessing, expenditures, transactions and accounts for Aug 06
7. IS&C	10/31/2006	\$14.42	teleprocessing, expenditures, transactions and accounts for Sep 06
8. IS&C	11/16/2006	\$125.00	EDP Accounting Services (payroll) - 1st quarter
9. IS&C	12/14/2006	\$18.04	teleprocessing, expenditures, transactions and accounts for Oct 06
10.WV Div of Personnel	11/16/2006	\$32.50	Personnel billing for 2nd qtr
11. IS&C	1/4/2007	\$18.07	teleprocessing, expenditures, transactions and accounts for Nov 06

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

correspondence

<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1.AOTA	10/31/2006	Received newsletter and Model Occupational Therapy Practice Act; mailed / emailed to board members 11/1/06
2. Brickstreet	11/21/2006	StreetSelect chosen as new provider organization
3. PEIA	11/14/2006 12/14/2006	Life insurance statements for November and December 2006
4. AOTA	12/8/2006	The American Journal of Occupational Therapy Nov/Dec 2006 issue
5. Attorney General's Office	12/4/2006	WV Ethics Commission Opinions
6. Brickstreet	1/2/2007	Certificate of Insurance 1/1/07 - 7/1/07
7. Inside Brickstreet	1/2/2007	Winter 2006 issue

ACTIONS ARE IN BOLD

Meeting adjourned at 2:45 p.m. following the signing of applications. The next Board meeting will be Friday, March 2nd, 2007 at the Morgantown office from 11:00 – 3:00.



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

WVBOT MINUTES: October 13, 2006

MEMBERS PRESENT: Martin Douglas, Kathy Quesenberry, Brenda Hambric, Phil Simpson

ABSENT: Gene Brooks

ALSO PRESENT: Diana Harris and Vonda Malnikoff

MEETING CALLED TO ORDER: 11:29 a.m.

Kathy motioned to accept July 21, 2006 minutes. Marty seconded. Vote 4-0.

OLD BUSINESS

TOPIC: Resumes for board positions

FINDINGS/CONCLUSIONS: Appointments were made on September 1, 2006:

Kathy Quesenberry, OTR/L, Phil Simpson, OTR/L, Brenda Hambric, COTA/L, Gene Brooks, Consumer Member; Board will elect officers at end of meeting (see page 5)

ACTION/FOLLOW-UP: None.

TOPIC: Executive Secretary Position

FINDINGS/CONCLUSIONS: Vonda Malnikoff accepted position as Executive Secretary and began training September 5, 2006.

ACTION/FOLLOW-UP: None.

TOPIC: CLEAR TRAINING

FINDINGS/CONCLUSIONS: Marty did not attend the conference on September 14-16, 2006.

ACTION/FOLLOW-UP: **Vonda will schedule Marty for the next available conference.**

TOPIC: WVOTA Conference

FINDINGS/CONCLUSIONS: Paula motioned to have Marty represent the Board at the WVOTA annual conference in October. Marty will be compensated for all cost of preparation and attendance of conference. Gene seconded. Vote 3-0.

ACTION/FOLLOW-UP: **Marty to attend and present at WVOTA conference.**

Marty motioned to enter executive session at 12:09 pm.

Phil seconded. Vote 4-0

EXECUTIVE SESSION

Issue 2006#15—Marty turned in paperwork. **Case closed.**

Issue 2006 #18—Issue License. **Case closed.**

Issue 2005#16—Failed exam. **Case closed.**

Executive Session ended at 12:21 pm.

Issue 2006#18—Marty motioned to issue license. Phil seconded. Vote 4-0.

PURCHASE CARD TRANSACTIONS

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

TREASURER'S REPORT

Cash Balance as of October 4, 2006
\$40,033.49

DEPOSITS SINCE LAST BOARD MEETING

July 25, 2006--\$850.00
August 2, 2006--\$720.00
August 10, 2006--\$1340.00
August 22, 2006--\$1580.00
September 6, 2006--\$790.00
September 21, 2006--\$1463.00
October 4, 2006--\$1380.00

TOTAL DEPOSITS—8123.00

July disbursements--\$3902.41
August disbursements-\$5079.70

NEW BUSINESS

TOPIC: West Virginia OT Facilities

FINDINGS/CONCLUSIONS: Kathy motioned a letter be issued from the Board requesting all facilities and agencies in West Virginia report all fraudulent abuse charges and complaints to the West Virginia Board of Occupational Therapy. Marty seconded. Vote 4-0.

ACTION/FOLLOW-UP: Kathy is to draft letter and forward to Diana for distribution.

TOPIC: Cut-off date for new licensees / renewals

FINDINGS/CONCLUSIONS: Marty motioned to set October 1st as cut-off date for new licensees not requiring renewal. Phil seconded. Vote 4-0.

ACTION/FOLLOW-UP: None.

financial

VENDOR	DATE REC'D	AMOUNT	NOTE
1. Auditor's Office	8/10,	\$7 and	
Auditor's Office	9/12/2006	\$15	Transactions for July and August 2006
	10/12/2006	\$7.00	Transactions for September 2006
2. AG's Office	7/12,	\$7 and	
3. IS&C	7/31/2006	\$21	Call re: board meeting and review of board minutes
IS&C	8/14/2006	\$175.00	EDP Accounting svcs - 4th quarter
4. WV Div of Personnel	9/19/2006	\$16.46	teleprocessing, expenditures, transactions and accounts for Ju 06
5. Licensing Bd. Assoc.	8/29/2006	\$32.50	Personnel billing for 1st qtr
6. Work Force	10/5/2006		membership fees
	10/10/2006	\$116.00	Cathy Whalen unemployment for quarter ending Sept. 30, 2006

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

Actions are in bold.

correspondence

<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1. Brickstreet	9/7/2006	Premium Audit for policy period 1/1 to 7/1/2006
2. AOTA	8/1/2006	Newsletter - Tennessee updated Practice Act; State conference calendar Mailed to members on 8-1-06
3. Stateline	8/8/2006	Open govt mtgs more accessible; teens prohibited from cell phone usage while driving
	8/9/2006	New interns in capitol; youth smoking declines in WV; state smoking restrictions updated
4. Purchasing Division	8/22/2006	New mileage rate = 44.5
5. Gov office	9/6/2006	New board appointments, Phil Simpson, Brenda Hambric, Kathy Quesenberry, Gene Brooks
6. ACOTE	9/7/2006	Final OT and OTA standards and interpretive guidelines
7. Brickstreet	9/12/2006	Brickstreet announces PPO, Safety as a profit center

8. BRIMS	9/21/2006	Liability Insurance Questionnaire Diana completed and submitted on 9/21/06
9. PEIA	9/15/2006	Life insurance booklets and statements
10. Board of Chiropractic	9/27/2006	letter re: chiropractors as physicians Diana spoke w/ Kate; Kate is drafting letter; Diana to send letter
11. Dept of Admin	9/28/2006	Dept of Admin seeking Accounting technician
12. WV Assoc of Lic Boards	9/27/2006	Board meeting minutes
13. email Stacey Gracey	9/14/2006	? Re: referrals from Psychologist, Neuropsychologist and Psychotherapist Diana to email Stacey for more information.
14. Auditor's Office	10/10/2006	Citi Bank NA changed name to Citi Bank South Dakota
15. Brickstreet	10/10/2006	Annual meeting of members of WV employers' mutual insurance company
16. AOTA	10/12/2006	OT model Practice Act approved

ACTIONS ARE IN BOLD

Marty motioned to nominate Kathy as President / Chairperson. Phil seconded. Vote 4-0.
Phil motioned to nominate Marty as Secretary / Treasurer. Kathy seconded. Vote 4-0.

Meeting adjourned at 3:00 p.m. following the signing of applications. The next Board meeting will be Friday, January 5th, 2007 at the Morgantown office from 11:00 – 3:00.

3041 University Avenue
2nd Floor, Suite 6

Morgantown, WV 26505

304-285-3150
www.wvbot.org

WVBOT MINUTES: July 21, 2006

MEMBERS PRESENT: Paula Sisler, Eugene Brooks, and Martin Douglas

ABSENT: Lenny Fink

ALSO PRESENT: Diana Harris and Vonda Malnikoff

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

Paula motioned to amend May 26, 2006 minutes.

NEW BUSINESS

TOPIC: WV BOT sign

FINDINGS/CONCLUSIONS: A sign is needed outside of the Board Office. Marty motioned to allot \$400.00 for Diana to purchase sign. Gene seconded. Vote 3-0.

ACTION/FOLLOW-UP: Diana is to purchase sign for outside of office building.

Gene seconded motion to amend May 26, 2006 with the above information. Vote 3-0.

OLD BUSINESS

TOPIC: Resumes for board positions

FINDINGS/CONCLUSIONS: Diana has been in contact with Scott Cosco. New appointments are being made; the Board is just waiting on the Governor's approval.

ACTION/FOLLOW-UP: Diana is to continue contacting the Governor's office until appointments are made.

TOPIC: Homepage of website

FINDINGS/CONCLUSIONS: Lenny prepared a brief summary for the website and Diana posted it on the website on June 1, 2006.

ACTION/FOLLOW-UP: None.

TOPIC: Copy machine rental

FINDINGS/CONCLUSIONS: Contract for copy machine was signed on May 31, 2006. Copier was installed on June 29, 2006.

ACTION/FOLLOW-UP: None.

TOPIC: Adobe Subscription

FINDINGS/CONCLUSIONS: Diana purchased Adobe on June 21, 2006. All files were converted and updated on the website.

ACTION/FOLLOW-UP: None.

TOPIC: WV BOT sign

FINDINGS/CONCLUSIONS: Diana purchased two signs from the Sign Factory in Morgantown for \$165.00. The Sign Factory installed the signs on 7-6-06

ACTION/FOLLOW-UP: None.

Paula motioned to enter executive session at 1:00 pm.

Gene seconded. Vote 3-0

EXECUTIVE SESSION

Issue 2006 #15—No findings. Marty is to finish paperwork. **CASE CLOSED.**

Issue 2006 #16—NBCOT exam failed, limited permit void. **CASE CLOSED.**

Issue 2006 #17—NBCOT exam failed, limited permit void. **CASE CLOSED.**

Issue 2006 #18—Applicant with disciplinary action in another state. Diana is to call state.

Issue 2006 #19—Applicant applied in 2002. Applicant must reapply due to lapse in time. **CASE CLOSED.**

Executive Session ended at 1:45 pm.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made by Diana on the Purchase Card since the last board meeting. Marty motioned to accept all purchases. Paula seconded. Vote 3-0.

TREASURER'S REPORT

Cash with Treasurer \$45,344.54

DEPOSITS SINCE LAST BOARD MEETING

5-30-06	\$1,125.00
6-07-06	\$760.00
6-15-06	\$1,130.00
6-21-06	\$1,140.00
6-28-06	\$1,280.00
7-11-06	\$1,570.00

Total deposits= \$7005.00

Total disbursements for May 2006=\$5,495.22

Total disbursements for June 2006=\$6,133.49

NEW BUSINESS

TOPIC: Executive Secretary Position

FINDINGS/CONCLUSIONS: Diana will be leaving the position as the Executive Secretary of the Board in November. This position was advertised and Vonda Malnikoff came to the meeting for an interview. The Board interviewed her. If hired, Ms. Malnikoff will start at \$18.00 per hour and she will be a .65 FTE working an average of 24-26 hours per week. Marty motioned to hire Ms. Malnikoff for the position of Executive Secretary. Gene seconded. Vote 3-0. If Ms. Malnikoff accepts the job offer she will start no earlier than August 14, 2006. She will work half days with Diana until Diana feels that she is competent. If job is accepted, Ms. Malnikoff will go the Auditor's training in September.

ACTION/FOLLOW-UP: Diana is to offer the job to Ms. Malnikoff.

TOPIC: Safety/Loss Control (BRIMS)

FINDINGS/CONCLUSIONS: Diana trained Board members on safety control and mailed questionnaire to BRIMS.

ACTION/FOLLOW-UP: None.

TOPIC: CLEAR TRAINING

FINDINGS/CONCLUSIONS: Paula motioned for Marty to be the investigator for the Board. Gene seconded. Vote 3-0.

ACTION/FOLLOW-UP: Marty is to go to CLEAR training to become a certified investigator in Alexandria, Virginia September 14-16. The Board will compensate Marty for all expenses for the training.

TOPIC: Firebox

FINDINGS/CONCLUSIONS: The office is in need of a firebox. Paula motioned for Diana to buy a Sentry Group Fire Safe for the cost of no more than \$54.00. Marty seconded. Vote 3-0.

ACTION/FOLLOW-UP: None.

TOPIC: WVOTA Conference

FINDINGS/CONCLUSIONS: Paula motioned to have Marty represent the Board at the WVOTA annual conference in October. Marty will be compensated for all cost of preparation and attendance of conference. Gene seconded. Vote 3-0.

ACTION/FOLLOW-UP: Marty to attend and present at WVOTA conference.

financial

VENDOR	DATE REC'D	AMOUNT	NOTE
1. Auditor's Office	6/14/06, 7/11/06	18 & 15	Transactions for May and June 2006
2. AG's Office	6/13/2006	\$91.00	licensing question, call from P. Sisler, board meeting
3. IS&C	6/29/2006	\$20.51	teleprocessing, expenditures, transactions and accounts May 06
IS&C	7/13/2006	\$31.41	teleprocessing, expenditures, transactions and accounts for June 06
4. Work Force	7/6/2006	\$180.00	Unemployment for Cathy Whalen
5. Brickstreet	6/27/2006	\$149.00	insurance 7/1/06-1/1/07 paid with p-card on July 6, 2006
6. Work Force	6/7/2006	\$136.00	Cathy Whalen unemployment submitted for payment on 5/31/06--disregard invoice
7. AG's Office	6/19/2006	\$56.00	unpaid invoices, this bill was overlooked, already voted on payment made on 6/20/06
8. BRIMS	7/18/2006	\$744.25	insurance coverage Quarter ending 9/30/06

Paula motioned to pay bills 1-4 and 8. Marty seconded. Vote 3-0

Actions are in bold.

correspondence

<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1. Stateline	6/13/2006	Toyota Motor Corp-10 anniversary, Guidelines for retirement gifts John Fisher-457 Retirement Plan
2. Sec. of State	6/13/2006	meeting notices will be accepted on-line only after 8/31/06
3. Email from Julie Kreps	6/21/2006	Colorado OT research, Diana responded on 6/21/06
4. BRIMS	6/27/2006	follow-up letter from loss control visit, Diana followed up on 6/28/06
5. Inside Brickstreet	6/27/2006	NCCI Rates, Premium Audits, Brickstreet agencies
6. Brickstreet	6/28/2006 7/13/2006 6/1/07,	certificate of insurance 7/1/06-1/1/07 info on renewals; Nation Council on Compensation Insurance classifications
7. Dept. of Revenue	6/28/2006	2007 expenditures schedule, approved 2007 expenditures schedule Diana signed and sent to dept. of revenue on 6/1/06
8. BRIMS	6/29/2006	certificate of liability insurance 7/1/06-7/1/07
9. AOTA	7/11/2006	AOTA's Model OT Practice Act, needs to be reviewed and returned Diana made copies; Board members took home and will mail input to AOT
10. NBCOT	7/11/2006	Rule-writing, OTR and COTA Practice Skills, app. For bd. of directors
11. Grady Bowyer	7/11/2006	email, by-law change on association of licensing boards agenda
12. Dept. of Revenue	7/11/2006	Address and Authorized Personnel Form Diana sent to Marty for signature and he will forward to state 7/11/06. Marty sent to state.
13. Purchasing Division	6/12/2006	Fixed Assets, Inventory Management Diana filled out and sent back to purchasing division
14. NBCOT	7/19/2006	Visa Credential verification certificates issued in second quarter 2006
15. Auditor's Office	7/19/2006	auditor's conference; mandatory p-card training and ethics purchasing session Diana must fill out registration for someone to attend
16. PEIA	7/12/2006	insurance statement

ACTIONS ARE IN BOLD

Meeting adjourned at 2:30 p.m. following the signing of applications. The next Board meeting will be determined after new Board appointments have been made.

Congratulations to the following new licensees:

OT(R)/L-

Sarah Golden
Ashley Bottorf
Lezlee Haynie
Amy Rogar
Alayna Adams

Amanda Burgoon
Kristi DeLeurere
Susan Gonshor
Margaret Orth

(C)OTA/L-

Sarah Williams
Rebecca Kessler
Tiffany White

Limited Permits-

OTA-

Jennifer Scavo
Chandra Carpenter
Heather Cox
Patrick Bowyer
Loretta "Dee" Hatcher

OT-

Scott Fleshman
Kristen Martin

3041 University Avenue
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Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: May 26, 2006

MEMBERS PRESENT: Paula Sisler, (Executive Session only), Eugene Brooks, Lenny Fink,
and Martin Douglas

ABSENT: None

ALSO PRESENT: Diana Harris

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

Applications were signed.

Marty motioned to accept March 10, 2006 minutes. Gene seconded. Vote 3-0.

OLD BUSINESS

TOPIC: Resumes for board positions

FINDINGS/CONCLUSIONS: Diana spoke with Jennifer Baldwin Cox on 3/14/06, 3/27/06, 4/4/06, 4/15/06, 4/20/06, 5/4/06, 5/11/06, 5/16/06, and 5/25/06. No appointments have been made.

ACTION/FOLLOW-UP: Diana is to continue contacting the Governor's office until appointments are made.

TOPIC: Office Space

FINDINGS/CONCLUSIONS: The office is not wheelchair accessible. Diana installed a doorbell on the first floor of the office building.

ACTION/FOLLOW-UP: None.

TOPIC: Internet connection

FINDINGS/CONCLUSIONS: Special internet access was required for Diana to submit bills to the Auditor's Office.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal applications

FINDINGS/CONCLUSIONS: Diana added a check box onto the renewal application and initial application on 3/21/06 asking licensees if they would like to have newsletters mailed to them.

ACTION/FOLLOW-UP: None.

TOPIC: Association of Licensing Boards

FINDINGS/CONCLUSIONS: Diana and Marty are now members of the Association.

ACTION/FOLLOW-UP: None

TOPIC: Homepage of website

FINDINGS/CONCLUSIONS: The Board would like to add a mission statement onto the home page of the website. Gene motioned to have Lenny write a brief summary for the website. Marty seconded. Vote 3-0.

ACTION/FOLLOW-UP: Lenny is to prepare a brief summary for the website and send to Diana. Diana will update the website.

TOPIC: Newsletter and Legislative Rules

FINDINGS/CONCLUSIONS: Newsletter and finalized legislative rules were mailed to all licensees on 4/25/06.

ACTION/FOLLOW-UP: None.

TOPIC: Department of Administration received on 3/10/06.

FINDINGS/CONCLUSIONS: Diana was trained on the budget. Budget was sent to the Governor's office on 4/12/06.

ACTION/FOLLOW-UP: None.

Bills #1-#7 and #9- #11 have been paid. (Please refer to March 10, 2006 minutes).

TOPIC: Copy machine rental

FINDINGS/CONCLUSIONS: Diana has been in contact with Mark Salmons from Aaron's Products. The Board can lease a Toshiba copier with Automatic Document Feeder, Stapling Finisher, and Automatic Duplexing, plus a service agreement which includes all parts, labor, drum, developer, toner and staples for \$144.06. Lenny motioned to lease a copier with additional features, (network scanning, printing and faxing). Marty seconded. Vote 3-0. With these additions the cost is \$208.44 per month.

ACTION/FOLLOW-UP: Diana is to lease copier from Aaron's Products.

TOPIC: Annual Budget

FINDINGS/CONCLUSIONS: Diana prepared the Annual Budget and submitted to the State Budget Office on 4/12/06.

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made by Diana on the Purchase Card. Marty motioned to accept all purchases. Lenny seconded. Vote 3-0.

TREASURER'S REPORT

ACCOUNT BALANCE: as of May 25, 2006	\$45,832.74
Disbursements for March	\$6,194.37
Disbursements for April	\$2,615.68
Disbursements for May	\$3,950.39

Deposits	
3/21/06	\$2,665.00
4/5/06	\$1,205.00
4/13/06	\$345.00
4/20/06	\$500.00
5/2/06	\$1090.00
5/16/06	\$1,795.00

Total Deposits since last Board meeting on March 10, 2006	\$7,600.00
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NEW BUSINESS

TOPIC: Adobe Subscription

FINDINGS/CONCLUSIONS: Gene motioned to purchase Adobe Portable Document Format. Lenny seconded. Vote 3-0.

ACTION/FOLLOW-UP: Diana is to purchase Adobe PDF and convert all documents for the website.

TOPIC: Standard letters concerning ability to continue working as an OT/OTA in West Virginia.

FINDINGS/CONCLUSIONS: Lenny motioned to no longer send standard letters concerning the ability to continue working as an OT/OTA in West Virginia to the Attorney General's office. Gene Seconded. Vote 3-0.

ACTION/FOLLOW-UP: None.

FINANCIAL CORRESPONDENCE

VENDOR	DATE REC'D	AMOUNT	NOTE
1. Auditor's Office	3/15/06, 4/12/06 5/11/2006	12 &22 \$7.00	Transactions for February and March transaction for April
2. IS&C	3/28/6, 5/2/6	15.76,18.05	expenditures, transactions and accounts for February & March
3. Work Force	4/6/2006	\$136.00	Unemployment for Cathy Whalen
4. AT&T	4/11/2006	0!!!!	final bill was paid!!!!!!!!!!
5. AG's Office	4/18/2006	\$105.00	bd. Meeting and answer to notary question
6. Personnel	4/20/2006	\$32.50	personnel billing for 4th quarter
7. IS&C	5/2/2006	\$425.00	accounting services for the 3rd quarter
8. IS&C	5/10/2006	\$34.98	DAIN billing
9. AG office	5/16/2006	\$14.00	follow up on reciprocity letter
10. IS&C	5/25/2006	\$33.10	DAIN billing Feb.
11. Easy Computer	5/11/06	\$55.00	Blue Zone configuring

Marty motioned to pay bills 1-3 and 5-11. Gene seconded. Vote 3-0.

correspondence

<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1. Kate Campbell	3/13/2006	email-budget bill conflict w/ Practice Act
2. Adelphia	3/20/2006	account setup
3. Board of Professional Engineers	3/21/2006	Newsletter: disc. Actions
4. Sec. of State	3/22/2006	SB299 passed, filed final copy on 3/22/06 to governor and secretary of state
5. Governor's office	3/28/2006	State line newsletter, MAPS, internship,
6. Dept. of Revenue	3/30/2006	personnel form, sent out with budget
7. Brickstreet	4/4/2006	Inside Brick. NCCI national standards, ins. Agents update
8. Rehab management	4/11/2006	magazine on hand therapy
9. Governor's office	4/1/2006	Marty took home thank you for your suggestions.....
10. Brickstreet	4/18/2006, 5/2/06	three coverage options independent agents
11. CLEAR	4/18/2006	Annual conference
12. AOTA	4/18/2006	newsletter, CEU, AOTA conference, sent to bd. Members on 4/18/6
13. PEIA	4/18/2006	statement
14. Karen Murphy	4/18/2006	questions on foreign-trained apps. Replied on 4/18/6
15. Judy Cooper	4/19/2006	telephone conversation, said bd. Can mail out new rules
16. NBCOT	4/20/2006	Visa credential verification cert. newsletter regarding certification tools and NBCOT audits
17. Claims Administrator	5/2/2006	Epson is sending free ink due to a claims dispute
18. Susan Hopkins	5/3/2006	called questions regarding supervision, answered on 5/3/06
19. PEIA	5/3/2006	public insurance shoppers guide
20. BRIMS	5/10/2006	loss control questionnaire
21. DHHR Maryland	5/10/2006	Action-Diana is to contact BRIMS databank and disciplinary actions
22. LPN news	5/10/2006	licensed practical nurses newsletter

23. Sec. of State	5/16/2006	correction made to the rules and resubmitted on 5/16/06
24. Dept. of Admin	5/16/2006	leasing legislative rules
25.AOTA	5/16/2006	call for comment on draft OTD standards
26. Brickstreet	5/16/2006	delay in premium invoices and payment for the 6-month policy
27. PEIA	5/16/2006	premium rate tables effective July 1, 2006
28. NBCOT	5/25/2006	rule-writing seminar

(Actions to correspondence are in bold)

Paula motioned to enter executive session at 1:19pm. Marty seconded. Vote 3-0.

EXECUTIVE SESSION

Issue 2006 #15-complaint. Marty is investigating.
Executive Session ended at 1:45.

Meeting adjourned at 1:45p.m. The next Board meeting will be determined at a later date.
Congratulations to the following new licensees:

Limited Permit—	Patricia Boyd, OTA Kristi DeLeurere, OT Amy Polanski, OT Molly Ross, OT Sarah Beth Williams, OTA	Lisa Lytle Lizbeth Schettig Talko David William Truschel Robin A. McDougal Beth Anne Weaver
OTR/L--	David Anderson Francisco C. Bicol Jr. Amy Brennan Chris Chovan Paula Gene French Valerie Sue Harriton Melissa G. Kennard	(C)OTA/L-- Rosemary Griffin Kimberly S. George Marlene V. Lamantia Jamie D. McDowell Aimee N. Parrack

Cassandra Renee Slate
Billie J. Smith
Lynne Janel Wenrick

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WVBOT MINUTES: March 10, 2006

MEMBERS PRESENT: Paula Sisler, Eugene Brooks, and Martin Douglas

ABSENT: Lenny Fink

ALSO PRESENT: Diana Harris, and Kate Campbell via telephone

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

Marty motioned to accept January 13, 2006 minutes. Paula seconded. Vote 3-0.

OLD BUSINESS

TOPIC: Surplus Property Retirement

FINDINGS/CONCLUSIONS: On January 20, 2006 Diana met with Linda Lyter and submitted the paperwork.

ACTION/FOLLOW-UP: None!

TOPIC: Resumes for board positions

FINDINGS/CONCLUSIONS: Diana spoke with Jennifer Baldwin Cox on February 14, 2006 and March 8, 2006. No appointments will be made until after March 11, 2006.

ACTION/FOLLOW-UP: Diana is to contact the Governor's office on March 14, 2006.

TOPIC: Office Space.

FINDINGS/CONCLUSIONS: The office is not wheelchair accessible.

ACTION/FOLLOW-UP: Diana and Paula are to price doorbell and intercom system.

TOPIC: Internet connection

FINDINGS/CONCLUSIONS: Diana cancelled AOL Internet service on February 14, 2006.

Diana researched all possible Internet services for a business rate. Adelphia is \$69.95 per month.

Paula motioned to accept Adelphia Internet Service for the office at a rate of \$69.95 per month.

Marty seconded. Vote 3-0.

ACTION/FOLLOW-UP: Office now has high-speed internet service through Adelphia.

TOPIC: Purchase Card Seminar

FINDINGS/CONCLUSIONS: Diana attended the Purchase Card Seminar in January. Citibank is going to be taking over the Purchase Card account.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal applications

FINDINGS/CONCLUSIONS: Diana made all changes to the renewal forms that the Board members requested. Marty motioned to add a check box on renewal application asking licensees if they would like to have newsletters mailed to them. Paula seconded. Vote 3-0.

ACTION/FOLLOW-UP: Diana is to add a check box onto the renewal application.

TOPIC: Student presentation

FINDINGS/CONCLUSIONS: Robbin Butler gave a presentation to WVU students regarding licensure, supervision and practice on January 28, 2006. The Board compensated Ms. Butler for her time. Diana attended the presentation.

ACTION/FOLLOW-UP: None

NEW BUSINESS

TOPIC: Association of Licensing Boards

FINDINGS/CONCLUSIONS: The Board feels that membership to the Association of Licensing Boards will be very beneficial. Membership fee is \$35.00 per person per year. Marty motioned for the Board to have two representatives in the Association of Licensing Boards. Gene seconded. Vote 3-0.

ACTION/FOLLOW-UP: Diana is to prepare and submit a payment for \$70.00 to the Association. Diana and Marty are to be members of the Association.

TOPIC: Homepage of website

FINDINGS/CONCLUSIONS: The Board would like to add a mission statement onto the home page of the website. Paula motioned to have Marty write a brief summary for the website. Gene seconded. Vote 3-0.

ACTION/FOLLOW-UP: Marty is to prepare a brief summary for the website and send to Diana. Diana will update the website.

TOPIC: Newsletter

FINDINGS/CONCLUSIONS: Newsletter needs to be made available by May. The newsletter needs to include an update on the Legislative Rules, a list of new licensees, and Disciplinary Actions. Paula motioned for the Newsletter to be posted on the website and only mailed to the OT/OTA's that requested to receive newsletters via mail last year. Marty seconded. Vote 3-0

ACTION/FOLLOW-UP: Diana is to prepare newsletter and post on website and mail to appropriate OT/OTA's.

TOPIC: Legislative Rules

FINDINGS/CONCLUSIONS: The rules have passed through the House and Senate. The bill has completed legislative action, now must be approved by the Governor. After the rules are finalized, the final draft must be mailed to all licensees in West Virginia. Paula motioned for final rules to be mailed to all licensees. Gene seconded. Vote 3-0.

ACTION/FOLLOW-UP: Diana to mail final copy of legislative rules to licensees.

TOPIC: Affidavit

FINDINGS/CONCLUSIONS: The affidavit attached to the initial licensure application needs to have "original applicant's signature" instead of "applicant name". Paula motioned for Diana to make change to the affidavit. Gene seconded. Vote 3-0.

ACTION/FOLLOW-UP: None.

Paula motioned to enter executive session at 1:15pm. Marty seconded. Vote 3-0.

EXECUTIVE SESSION

Issue #12-OT complaint. Lenny submitted Findings of Fact. Diana is to send copy to lawyer and OT. **Case Closed.**

Issue 2006 #13-Affidavit issue. Send back application. **Case Closed.**

Issue 2006 #14-Supervision issues. No complaint at this time. **Case Closed.**

Executive Session ended at 11:30.

Executive Session reconvened at 1:30.

Executive Session ended at 2:10.

TREASURER'S REPORT

ACCOUNT BALANCE: (estimated) as of March 7, 2006	\$52,763.72
Disbursements for December	\$3,483.30
Disbursements for January	\$7,695.03
Disbursements for February	\$6,273.84

Deposits for January	\$6,845.00
Deposits for February	\$1,845.00
Deposits for March	\$1,915.76

Total Deposits since last Board meeting on January 13, 2006	\$10,605.76
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FINANCIAL REPORT/CORRESPONDENCE

BILLS RECEIVED---

BILLS RECEIVED	DATE RECEIVED	INFO	AMOUN
1.AG's Office	011306	Record retention and unemployment RE: Whalen	\$147 & \$196
2.IS&C	012406	Accounting services for 2 nd quarter	\$350.00
3. IS&C	012606	Expenditures, transactions and accounts for December	\$16.58
4. Auditor's Office	021506	Transactions for the month of January	\$9.00
5 State Tax Dept	013006	Distress Warrant, already paid, faxed proof of payment on 022206	\$31.28
6. AT&T	021306	Phone bill from 2004	\$61.37
7. Personnel	022306	Billing for 3 rd quarter	\$32.50
8. BRIMS	022806	Budget information \$2,977.00 needs to be added to budget for insurance	---
9. IS&C	030606	Expenditures, transactions and accounts for January	\$14.53
10. IS&C	030606	DAIN bill (phone bill for 2853150 from 063005 to	\$153.10

		present	
11.WVALB	021006	Invoice to become members of association (\$35/person)	\$70.00

Paula motioned to pay bills #1 -#7 and #9- #11. Marty seconded. Vote 3-0.
Diana is to prepare and submit bills #1-#7 and #9- #11 for payment.

CORRESPONDENCE

TOPIC: NBCOT received on 1/24/06

FINDINGS/CONCLUSIONS: Certification exam handbook

ACTION/FOLLOW-UP: None

TOPIC: Department of Administration received on 2/13/06

FINDINGS/CONCLUSIONS: Board members are now required to have direct deposit and electronic notices for pay. Information was sent to Board members on 2/13/06. Board members have all done the appropriate paperwork.

ACTION/FOLLOW-UP: None

TOPIC: Stateline received on 2/14/06

FINDINGS/CONCLUSIONS: Government employee newsletter regarding Sago miners and social security number protection.

ACTION/FOLLOW-UP: None

TOPIC: Brickstreet received on 2/15/06

FINDINGS/CONCLUSIONS: Annual payroll breakdown. Diana sent reply on 2/15/06.

ACTION/FOLLOW-UP: None

TOPIC: AOTA received on 2/21/06

FINDINGS/CONCLUSIONS: Legislative changes in state rules, in 2017 AOTA will be 100 years old.

ACTION/FOLLOW-UP: None

TOPIC: IRS received on 2/23/06

FINDINGS/CONCLUSIONS: The IRS did not receive 941 for 6/05. Diana sent copy of 941 on 2/23/06.

ACTION/FOLLOW-UP: None

TOPIC: Adelphia on 2/28/06

FINDINGS/CONCLUSIONS: Internet contract. Signed and faxed on 3/1/06.

ACTION/FOLLOW-UP: None

TOPIC: Licensing Board emails received on 2/27/06

FINDINGS/CONCLUSIONS: Emails regarding SB 299 (bundle with our legislative rules).
ACTION/FOLLOW-UP: None

TOPIC: Easy Computer received on 3/1/06

FINDINGS/CONCLUSIONS: Diana met with Rob Barbato and signed contract for website.

ACTION/FOLLOW-UP: None

TOPIC: CLEAR received on 2/15/06

FINDINGS/CONCLUSIONS: Investigator training, forwarded to Marty on 2/15/06.

ACTION/FOLLOW-UP: None

TOPIC: Emails from Licensing Board on 3/2/06.

FINDINGS/CONCLUSIONS: Worker's Compensation issues.

ACTION/FOLLOW-UP: None

TOPIC: Citibank email received on 3/4/06.

FINDINGS/CONCLUSIONS: Bank with Purchase Card account changed for BB&T to Citibank.

ACTION/FOLLOW-UP: None

TOPIC: Department of Administration received on 3/10/06.

FINDINGS/CONCLUSIONS: Training session for information relating to personal service worksheets and expenditure schedules will be held in Charleston.

ACTION/FOLLOW-UP: Diana is to attend session on March 30, 2006.

Meeting adjourned at 2:15 p.m. following the signing of applications. The next Board meeting is scheduled for May 26, 2006 at the Morgantown office from 11:00 a.m. to 3:00 p.m.

Congratulations to the following new licensees:

(C)OTA/L-

Anna Sherwood
Wendi Chernutan
Francis Harriton
Ashley Travis
Michelle Ann Daniels
Alex Alden Saunders
James W. Johnson
Supanee Meyers
Nanette DeBernardo Young
Julie Lynn Gunnoe
Paula Nugen
Lynne Wenrick-(LP)

OT(R)/L-

Carolyn Grooms
Stephanie Rebekah Wolf
Courtney Roush Leachman
Debra JoAnn Vigh
Danielle Reitter
Stephanie McQuain
Melissa Parkes
Shannon K. Daniels
Kara Strosnider
Megan Perry

Respectfully submitted,

Martin Douglas, OTR/L
WVBOT Secretary/Treasurer

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WVBOT MINUTES: January 13, 2006

MEMBERS PRESENT: Paula Sisler, Eugene Brooks, Lenny Fink and Martin Douglas

ABSENT: None

ALSO PRESENT: Diana Harris

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

Paula motioned to elect positions.

Marty motioned to elect Paula as Chair of Board. Lenny seconded. Vote 4-0.

Gene motioned to elect Marty as Secretary Treasurer. Paula seconded. Vote 4-0.

Paula motioned to accept November 17, 2005 minutes. Marty seconded. Vote 4-0.

OLD BUSINESS

TOPIC: Surplus Property Retirement

FINDINGS/CONCLUSIONS: Marty did get papers to fill out for stickers. He brought paperwork to the Board meeting for Diana.

ACTION/FOLLOW-UP: Diana is to meet with Linda Lyter on January 20, 2006 and do paperwork.

TOPIC: Resumes for board positions

FINDINGS/CONCLUSIONS: Paula wrote letter to Scott Cosco regarding reappointment and appointments for board positions. Diana sent letter on December 1, 2005. Diana spoke with Jennifer Baldwin Cox on January 3, 2006. The Governor's office will have a better idea of board appointments by February 14, 2006.

ACTION/FOLLOW-UP: Diana is to contact the Governor's office on February 14, 2006.

TOPIC: Office Space.

FINDINGS/CONCLUSIONS: The office is not wheelchair accessible.

ACTION/FOLLOW-UP: Diana and Paula are to price doorbell and intercom system.

TOPIC: Revised legislative rule changes

FINDINGS/CONCLUSIONS: Diana sent 11 copies of Legislative Rules to the Secretary of State on November 18, 2005. Upon request of Brian Skinner, minor changes were made to the rules and 11 more copies were sent to Secretary of State on December 1, 2005. (General format changes only.)

ACTION/FOLLOW-UP: None

TOPIC: License Roster

FINDINGS/CONCLUSIONS: Diana is continuing to compose a roster list by counties of licensees. Social security numbers will not be placed on this list.

ACTION/FOLLOW-UP: None.

TOPIC: File Retention

FINDINGS/CONCLUSIONS: Diana "cleaned-up" all old correspondence and invoices, etc.

ACTION/FOLLOW-UP: None.

TOPIC: Renewals

FINDINGS/CONCLUSIONS: Non-renewal letters were mailed out on January 5, 2006; 53-OT letters, 26-OTA letters.

Spot checks are being made on OT and OTA's who did not renew their license.

ACTION/FOLLOW-UP: None.

TOPIC: Website

FINDINGS/CONCLUSIONS: The state cannot pay for a contract upfront. Rob Barbato will submit two bills, one for redesign and one for contract. Marty motioned to allow payment to be made in two payments. Lenny seconded. Vote 4-0.

ACTION/FOLLOW-UP: None

TOPIC: Supervisory Statement

FINDINGS/CONCLUSIONS: Diana made changes to the Supervisory Statement on January 11, 2006

ACTION/FOLLOW-UP: None.

TOPIC: Internet connection

FINDINGS/CONCLUSIONS: Due to the Board being a business, \$24.00 will not be enough money to purchase high-speed internet service. Paula motioned to allot \$50.00 for internet service. Lenny seconded. Vote 4-0.

ACTION/FOLLOW-UP: Diana is to research different companies for business rates.

TOPIC: Valerie Casto

FINDINGS/CONCLUSIONS: Diana followed up with phone call regarding CE information on November 18, 2005.

ACTION/FOLLOW-UP: None.

TOPIC: Purchase Card Seminar

FINDINGS/CONCLUSIONS: Diana was unable to attend seminar in December. Diana will attend make-up seminar on January 20, 2006. While in Charleston she will meet with Linda Lyter to do taxes and surplus retirement.

ACTION/FOLLOW-UP: Diana is to attend seminar in January.

Paula motioned to enter executive session at 1:11pm. Marty seconded. Vote 4-0.

EXECUTIVE SESSION

Issue #12-OT complaint. Lenny is to follow up.

Issue 2005 #17- Closed

Issue 2006 #1- OT working without license. Board is to ensure compliance and issue license when late fee is received. **Closed.**

Executive Session ended at 1:43.

NEW BUSINESS

TOPIC: Certificate/license card/limited permit display instructions

FINDINGS/CONCLUSIONS: Jeff Bodrog had a question regarding the display of license cards in the business for OT/OTA's with more than one employer. Board stated that a photocopy is sufficient to display at multiple locations and that the OT/OTA should always have original card on their person in case proof of original licensure is requested.

ACTION/FOLLOW-UP: None.

TOPIC: Licensure status-inactive status

FINDINGS/CONCLUSIONS: Diana asked the Board members if OT/OTA's in the state of West Virginia could be allowed to put their licensure on hold because many OT/OTA's in the surrounding states only use their license a couple of times a year. The Board feels that the OT/OTA's should keep their licensure active. Marty voted to keep licensure as is. Paula seconded. Vote 4-0.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal forms

FINDINGS/CONCLUSIONS: Diana proposed that changes be made to the renewal forms for next year.

- A. Ask if OT/OTA is currently certified/registered with NBCOT instead of asking for their number.
- B. Ask for last four digits of social security number.
- C. Instead of describing duties and area of practice, ask OT/OTA to circle the area of practice and give list.
- D. Make "formal and informal self-study" two different categories.
- E. Under employment status- "check all that apply" instead of "check one".
- F. Delete "as name appears on record".

Paula motioned to accept all changes except B. Marty seconded. Vote 4-0.

ACTION/FOLLOW-UP: Diana is to make changes to the renewal applications.

TOPIC: Annuals reports

FINDINGS/CONCLUSIONS: Diana finished annual report and mailed out on December 28, 2005.

ACTION/FOLLOW-UP: None.

TOPIC: Student presentation

FINDINGS/CONCLUSIONS: Robbin Butler will be presenting to the students at WVU on Board rules on January 28, 2006. Diana is to attend the presentation. Robbin will be reimbursed for her preparation and presentation by the Board.

ACTION/FOLLOW-UP: Diana is to attend presentation at Health Science Center on January

28, 2006. Diana is to submit payment for Robbin Butler when hours are turned in.

TREASURER’S REPORT

ACCOUNT BALANCE: (estimated) as of January 11, 2006 \$48,332.97
 Disbursements for November \$3,483.30
 Deposits for November \$10,985.00
 Deposits for December \$32,035.00

FINANCIAL REPORT/CORRESPONDENCE

BILLS RECEIVED---

BILLS RECEIVED	DATE RECEIVED	INFO	AMOUNT
1. Auditor’s Office	121405	Past due notice---paid already, faced 1/11/06 to confirm	---
2. AG’s Office	121905	Bd. Meeting 11, 17, 05, questions on rules	\$357.00
3. AG’s Office	122905	Release of address question	\$14.00
4. IS&C	010306	Expenditures, transactions and accounts for November	\$11.00
5. Brickstreet	010306	Insurance for 1/01/06-7/1/06	\$113.00
6. Workforce	011006	Cathy Whalen unemployment (she is working part-time)	\$24.00
7. IS&C	112905	Expenditures, transactions and accounts for October	\$16.58
8. Pitney Bowes	010306	Rate change for postage	---
9. AT&T	121305 & 011006	Cannot pay bill; it is taxes	\$61.37
10. Workers Comp	120105	Statement for potential bill (Cathy Whalen)	----
11. Auditor’s Office	011306	Expenditures, transactions and accounts for December	\$12.00

Gene motioned to pay bills #2 -#7 and #11. Lenny seconded. Vote 4-0.
 Diana is to submit bills #2-#7 and #11 for payment.

CORRESPONDENCE

TOPIC: NBCOT received on 12/12/05

FINDINGS/CONCLUSIONS: Hard copies of exam score will no longer be available. Results can be retrieved online.

ACTION/FOLLOW-UP: None

TOPIC: Worker's Compensation received on 11/18/05
FINDINGS/CONCLUSIONS: Certificate of insurance.
ACTION/FOLLOW-UP: None

TOPIC: WV Legislature Performance Evaluation and Research Division received on 11/22/05
FINDINGS/CONCLUSIONS: Ethics questions regarding payments. Diana discussed with Kate Campbell and responded on 12/01/05.
ACTION/FOLLOW-UP: None

TOPIC: Brickstreet received on 12/13/05, 12/19/05, and 01/03/06
FINDINGS/CONCLUSIONS: Rate notification, Claims, information on Brickstreet and policy. (Brickstreet bought out Worker's Compensation).
ACTION/FOLLOW-UP: None

TOPIC: NBCOT received on 12/19/05
FINDINGS/CONCLUSIONS: Professions magazine with articles regarding certification renewal.
ACTION/FOLLOW-UP: None

TOPIC: Department of Revenue received on 12/7/05
FINDINGS/CONCLUSIONS: Memo regarding FY 2006 WV-11 due dates for salary increases.
ACTION/FOLLOW-UP: None

TOPIC: AOTA received on 12/19/05
FINDINGS/CONCLUSIONS: The American Journal of Occupational Therapy.
ACTION/FOLLOW-UP: None

TOPIC: IRS received on 12/21/05
FINDINGS/CONCLUSIONS: Reporter newsletter for employers regarding social security wage increase and electronic payments.
ACTION/FOLLOW-UP: None

TOPIC: Pitney Bowes received on 12/28/05
FINDINGS/CONCLUSIONS: Priority Magazine regarding finances and happy people.
ACTION/FOLLOW-UP: None

TOPIC: ACOTE received on 12/27/05
FINDINGS/CONCLUSIONS: Memo regarding accreditation actions. For a list of schools you may contact the Board office.
ACTION/FOLLOW-UP: None

TOPIC: Attorney General's Office received on 12/19/05

FINDINGS/CONCLUSIONS: Letter regarding file retention.
ACTION/FOLLOW-UP: None

Meeting adjourned at 2:15 p.m. following the signing of applications. The next Board meeting is scheduled for March 10, 2006 at the Morgantown office from 11:00 a.m. to 3:00 p.m.

Respectfully submitted,

Martin Douglas, OTR/L
WVBOT Secretary/Treasurer

3041 University Avenue
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WVBOT MINUTES: November 17, 2005

MEMBERS PRESENT: Paula Sisler, Eugene Brooks, and Martin Douglas

ABSENT: Lenny Fink

ALSO PRESENT: Diana Harris, Rob Barbato, (and Kate Campbell via telephone)

MEETING CALLED TO ORDER: 11:26 a.m.

Paula motioned to accept September 9, 2005 minutes. Marty seconded. Vote 3-0.

OLD BUSINESS

TOPIC: Surplus Property Retirement

FINDINGS/CONCLUSIONS: Marty did get papers to fill out for stickers.

ACTION/FOLLOW-UP: Marty is to fill out papers.

TOPIC: Resumes for board positions

FINDINGS/CONCLUSIONS: Paula wrote letter to Scott Cosco regarding reappointment and appoints for board positions.

ACTION/FOLLOW-UP: Diana is to send letter along with resumes of Gene Brooks, Rebecca Moore, Robbin Butler, and Susan Montgomery.

TOPIC: Office Space.

FINDINGS/CONCLUSIONS: The office is not wheelchair accessible.

ACTION/FOLLOW-UP: Diana is to price doorbell and intercom system and get permission from the landlord to install on the outside of the building.

TOPIC: Revised legislative rule changes

FINDINGS/CONCLUSIONS: Marty met with the Legislative Rule Making Review Committee, (LRMRC), on November 14, 2005 at 9:00a.m. Rules were accepted by the LRMRC.

ACTION/FOLLOW-UP: Diana is to follow-up with the LRMRC and the Secretary of State.

TOPIC: License Roster

FINDINGS/CONCLUSIONS: Diana is continuing to compose a roster list by counties of licensees. Social security numbers will not be placed on this list.

ACTION/FOLLOW-UP: None.

TOPIC: File Retention

FINDINGS/CONCLUSIONS: Diana "cleaned-up" all old correspondence and invoices, etc.

ACTION/FOLLOW-UP: None.

TOPIC: Renewals

FINDINGS/CONCLUSIONS: Diana mailed out renewal reminder postcards and renewal applications to the licensees being audited on October 3, 2005. Renewals are being processed as they come in.

ACTION/FOLLOW-UP: None.

Paula motioned to enter executive session at 11:54. Marty seconded. Vote 3-0.

EXECUTIVE SESSION

Issue #12- OT Complaint filed against herself.
Issue 2005-#17 NBCOT exam failed. Limited Permit void.
Executive Session ended at 1:20p.m.

NEW BUSINESS

TOPIC: Website

FINDINGS/CONCLUSIONS: Rob Barbato attended meeting representing Easy Computer, LLC, and the business that currently has the website contract for the Board. The Board's contract is over in March. Rob offered the Board a contract for \$2,445.00 for another year starting in March. These services will include web monitoring, security to website email quotas, hosting fee, block of emails and the domain. Marty motioned to resign with Easy Computer and to pay upfront. Gene seconded. Vote 3-0.

ACTION/FOLLOW-UP: Diana is to set up payment in March.

TOPIC: Supervisory Statement

FINDINGS/CONCLUSIONS: Marty questioned signing a supervisory statement for someone applying for a limited permit. The Board would like to add "...upon receipt and posting of temporary license." When the Board is notified that a limited permit holder failed the NBCOT Exam, a letter must be sent to facility, limited permit holder, and all supervisors. Marty motioned to accept changes and procedures to the Supervisory Statement. Gene seconded. Vote 3-0.

ACTION/FOLLOW-UP: Diana is to make changes to the Supervisory Statement.

TOPIC: Internet connection

FINDINGS/CONCLUSIONS: For \$24.00 per month the Board can purchase DSL from AOL. Marty motioned to install DSL in the office. Gene seconded. Vote 3-0

ACTION/FOLLOW-UP: Diana is to set up arrangements with AOL and stay in the budget of \$24.00 per month.

TREASURER'S REPORT

ACCOUNT BALANCE: As of November 17, 2005--\$19,316.15.

Deposits since the last Board meeting--\$13075.73

Total amount of bills paid out this month-- \$4,333.53

FINANCIAL REPORT/CORRESPONDENCE

TOPIC: Invoice received from American Recovery Services

FINDINGS/CONCLUSIONS: Bill was in the amount of \$1,607.75 for an AT&T calling card account in 2003. Diana made payments. American Recovery Service is still contacting the Board saying that we owe \$209.67. Diana gave ARS Document ID numbers for the checks that have been paid out to AT&T. The bills that ARS are referring to should be just taxes and the State Board cannot pay state taxes.

ACTION/FOLLOW-UP: Diana is to continue to stay in contact with AT&T until this issue is resolved. Diana is to contact the State Treasurer's Office and see if we can get copies of all the checks that were paid out to AT&T.

BILLS RECEIVED---

BILLS RECEIVED	DATE RECEIVED	INFO	AMOUNT
1. AG's Office	091405	preparation 9/9/05 bd. Meeting	\$1071.00
2. Auditor's Office	092005	Transactions for August	\$31.00
3. IS&C	101405	Transactions, accounts and Expenditures for August	\$23.55
4. Auditor's Office	101405	Transactions for September	\$11.00
5. Auditor's Office	101405	Past due from July	\$2.00
6. AG's Office	101805	Review of 9/9/05 bd. Minutes	\$77.00
7. IS&C	102605	Expenditures, transactions and accounts for September	\$13.71
8. CLEAR	102605	Past due membership Dues	\$230.00
9. Div. of Personnel	102605	2 nd quarter billing	\$34.14
10. Budget Office	110305	Revised expenditure schedule	----
11. AG's Office	110505	Unpaid invoices—see above	---
12. IS&C	110305	Accounting services for 1 st quarter	\$550.00
13. Auditor's Office	111505	October transactions	\$9.00
14. AG's Office	111505	Review of David Durgin's Letter	\$364.00

Paula motioned to pay all bills excluding number 8. Gene seconded. Vote 3-0.

Diana is to check with Linda Lyter and see if we should be members of CLEAR, also to check on the advantages of being a CLEAR member. If we should be members of CLEAR Paula motioned to pay. Marty seconded. Vote 3-0.

CORRESPONDENCE

TOPIC: Budget Office received on 9/20/05

FINDINGS/CONCLUSIONS: Expenditure schedule amendments

ACTION/FOLLOW-UP: none

TOPIC: BRIMS received on 9/20/05

FINDINGS/CONCLUSIONS: Liability insurance questionnaire submitted on 10/13/05

TOPIC: Department of Administration received on 9/22/05

FINDINGS/CONCLUSIONS: Memo regarding mileage increase to 48.5 from 40.5

ACTION/FOLLOW-UP: None

TOPIC: Budget Office received on 9/27/05

FINDINGS/CONCLUSIONS: Memo regarding across the boarder salary increase. Diana responded by email and letter.

ACTION/FOLLOW-UP: None

TOPIC: Pitney Bowes received on 9/27/05

FINDINGS/CONCLUSIONS: "Priority Magazine" regarding health insurance.

ACTION/FOLLOW-UP: None

TOPIC: Pennsylvania Department of Revenue received on 10/12/05

FINDINGS/CONCLUSIONS: Tax information for PA employers. Diana sent letter on 10/12/05 informing the Department that we no longer have Pennsylvania employers.

ACTION/FOLLOW-UP: None

TOPIC: Worker's Compensation received on 10/12/05

FINDINGS/CONCLUSIONS: "Changing Direction" informing everyone that Worker's Compensation has been bought out by Brickstreet.

ACTION/FOLLOW-UP: None

TOPIC: Auditor's Office received on 10/14/05

FINDINGS/CONCLUSIONS: Registration confirmation on the Purchase Card Seminar on 12/1/05 for Diana.

ACTION/FOLLOW-UP: Diana is to attend seminar in December.

TOPIC: Email received from Brian Skinner on 10/18/05

FINDINGS/CONCLUSIONS: CEU needs to be changes in rules. Diana forwarded to Board members. CEU was not changed before the meeting with LRMRC.

ACTION/FOLLOW-UP: None

TOPIC: Email received from NBCOT on 10/21/05

FINDINGS/CONCLUSIONS: NBCOT emailed a list of all foreigners with visa certificates.

ACTION/FOLLOW-UP: None

TOPIC: Brickstreet received on 11/1/05 and 11/18/05

FINDINGS/CONCLUSIONS: Premium timeline for the transition from Worker's Compensation to Brickstreet.

ACTION/FOLLOW-UP: None

TOPIC: AOTA received on 11/3/05

FINDINGS/CONCLUSIONS: Update on Approved Provider Program. This does not affect the Board because we do not pre-approve courses.

ACTION/FOLLOW-UP: None

TOPIC: LRMRC received on 11/8/05

FINDINGS/CONCLUSIONS: Abstract of rules. Diana sent to Board Members on 11/9/05.

ACTION/FOLLOW-UP: None

TOPIC: Fax from Valerie Casto received on 11/15/05.

FINDINGS/CONCLUSIONS: Ms. Casto had a question regarding CE hours on an independent self-study. The Board members agreed that she can count 3 hours for her continuing education.

ACTION/FOLLOW-UP: Diana is to follow-up with phone call.

TOPIC: AOTA newsletter received on 11/16/05

FINDINGS/CONCLUSIONS: Newsletter talks about investigating state laws and sunset review. Diana distributed to Board Members at meeting.

ACTION/FOLLOW-UP: None

TOPIC: LRMRC received on 11/15/05

FINDINGS/CONCLUSIONS: Notice of Action regarding the decision of LRMRC to accept the rules with changes made by the Board with Brian Skinner, which were voted on August 31, 2005.

ACTION/FOLLOW-UP: Diana to follow the next procedure in the rule-making process.

TOPIC: Letter received from David Durgin on 10/6/05

FINDINGS/CONCLUSIONS: Letter sent to the Board with carbon copies sent to Debra Graham and Darlene Ratcliff-Thomas regarding the fact that Mr. Durgin is unhappy with the rules that the Board are proposing. Paula followed-up with a letter to Mr. Durgin, Debra Graham, (LRMRC), Brian Skinner, (LRMRC), and Kate Campbell, (Attorney General's Office) on 10/26/05 stating that Mr. Durgin has been with us from the beginning of this process and that the Board has done all the procedures lawfully and correctly.

ACTION/FOLLOW-UP: None

Meeting adjourned at 3:40p.m. following the signing of applications. The next Board meeting is scheduled for January 13, 2006 at the Morgantown office from 11:00 a.m. to 3:00 p.m. Please enjoy the upcoming holidays and be safe.

Respectfully submitted,

Martin Douglas, OTR/L
WVBOT Secretary/Treasurer

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WVBOT MINUTES: September 9, 2005

MEMBERS PRESENT: Paula Sisler, Eugene Brooks, and Martin Douglas

ABSENT: Lenny Fink

ALSO PRESENT: Diana Harris

MEETING CALLED TO ORDER: 11:20 a.m.

Paula motioned to accept July 22nd minutes. Gene seconded. Vote 3-0.
Paula motioned to accept August 31st minutes. Marty seconded. Vote 3-0.

OLD BUSINESS

TOPIC: Legislative Rules

FINDINGS/CONCLUSIONS: The language in Title 13 Legislative Rules that Diana Davis informed the board about has been changed. (Please see August 31st, 2005 minutes).

ACTION/FOLLOW-UP: None

TOPIC: Legislative Rules timeline

FINDINGS/CONCLUSIONS: To see a timeline of the rules you may go to the state website.
www.wvsos.com/adlaw/register/register.htm

ACTION/FOLLOW-UP: None

TOPIC: Open meeting notices

FINDINGS/CONCLUSIONS: Diana has started faxing and mailing notices to the Governor's Office and to the Secretary of State.

ACTION/FOLLOW-UP: None

TOPIC: File Retention

FINDINGS/CONCLUSIONS: Marty bought 6 filing cabinets at an auction in Dunbar for \$70.00. Marty will continue to look for fireproof cabinets at Dunbar Surplus Property.

ACTION/FOLLOW-UP: None

TOPIC: Surplus Property Retirement

FINDINGS/CONCLUSIONS: Marty did get papers to fill out for stickers.

ACTION/FOLLOW-UP: Marty is to fill out papers.

TOPIC: Resumes for board positions

FINDINGS/CONCLUSIONS: The board is still waiting for two new OTR/L board members. Lanette Anderson and Grady Boyer from the WV Association of Licensing Boards will be meeting on Tuesday, September 13, 2005 to discuss board appointments. Diana spoke with Jennifer Baldwin Cox on September 7, 2005 and she still do not have any news on appointments. Robbin Butler is interested in being reappointed.

ACTION/FOLLOW-UP: Diana to stay in contact with Grady Bowyer and Jennifer Baldwin Cox.

TOPIC: Office Space.

FINDINGS/CONCLUSIONS: The office is not wheelchair accessible.

ACTION/FOLLOW-UP: Diana is to price doorbell and intercom system and get permission from the landlord to install on the outside of the building.

TOPIC: WV BOT website

FINDINGS/CONCLUSIONS: The Board has decided against putting job listing opportunities on the website. It is not feasible at this time. The matter will be discussed at a later date.

ACTION/FOLLOW-UP: None

TOPIC: Revised legislative rule changes

FINDINGS/CONCLUSIONS: Diana has been in contact with Brian Skinner, representative for the Legislative Rule Making Review Committee, (LRMRC), and changes have been made to the rules, (see August 31, 2005 minutes). Title 13 has not been put on the LRMRC agenda. As of August 16, 2005 the emergency rules have been in affect.

ACTION/FOLLOW-UP: Marty is to meet with LRMRC when the Board's proposed legislative rule changes are put on their agenda.

TOPIC: New Sign and Mailbox

FINDINGS/CONCLUSIONS: Diana purchased a new sign for the office from Morgantown Printing and Binding.

ACTION/FOLLOW-UP: None

TOPIC: Internet Access

FINDINGS/CONCLUSIONS: Diana checked with Verizon and IS&C for bids on DSL. The Board will not be able to purchase DSL under \$100.00 per month. Diana will continue to use dial-up and at a later date, when feasible, the board will consider installing a second phone line.

ACTION/FOLLOW-UP: None

NEW BUSINESS

TOPIC: State Licensing Board Training on September 8, 2005

FINDINGS/CONCLUSIONS: Diana attended the meeting in Charleston. The meeting was very informative.

ACTION/FOLLOW-UP: During renewals, Diana is to compose a roster by counties of licensees with their social security number, employer, employer's address and telephone number.

TOPIC: File Retention

FINDINGS/CONCLUSIONS: At the State Licensing Board meeting Diana received information on file retention. The Board has decided to adopt the Finance Departments file retention guidelines. Paula motioned to accept new office changes, (new roster and file retention rules). Marty seconded. Vote 3-0.

ACTION/FOLLOW-UP: Diana is to “clean-up” office correspondence, invoices, etc.

TOPIC: Renewals

FINDINGS/CONCLUSIONS: Diana has started preparing for the upcoming renewal season. She has randomly selected the audits for this year. Renewals will be printed off of the website by the licensees and mailed into the office.

ACTION/FOLLOW-UP: Diana is to mail out reminder postcards to licensees for renewals and renewals to the licensees who will be audited.

TREASURER’S REPORT

ACCOUNT BALANCE: As of September 7, 2005--\$18,366.14

The board will need to borrow \$5,000.00 from the next quarter.

Money paid out this quarter--\$4,089.26

Deposits since the last Board meeting--\$3,239.98

FINANCIAL REPORT/CORRESPONDENCE

TOPIC: Invoice received form American Recovery Services

FINDINGS/CONCLUSIONS: Bill was in the amount of \$1,607.75 for an AT&T calling card account in 2003. Diana made payments. American Recovery Service is still contacting the Board saying that we owe \$209.67.

ACTION/FOLLOW-UP: Diana is to stay in contact with American Recovery Services until this matter is cleared up.

TOPIC: AT&T phone bill received on July 14, 2005 in the amount of \$104.82.

FINDINGS/CONCLUSIONS: Diana contacted AT&T. The bill was submitted for payment on August 9, 2005.

ACTION/FOLLOW-UP: None

TOPIC: Central Mail invoice received on July 19, 2005 in the amount of \$7.02

FINDINGS/CONCLUSIONS: Diana contacted Linda Lyter and the bill needed to be paid. Diana submitted for payment.
ACTION/FOLLOW-UP: None

BILLS RECEIVED---

BILLS RECEIVED	DATE RECEIVED	INFO	AMOUNT
Auditor's Office	072705	Transactions-June	\$28.00
AG's Office	080405	Travel for attorney to Bd. meeting	\$126.36
AG's Office	081605	Discussion of open meetings act	\$30.00
IS&C	083005	Transactions, expenditure and accounts	\$14.12
Division of Personnel	090705	Personnel billing for 1 st quarter	\$30.88
AT&T	081605	August, September, and October, 2004	\$61.81

Paula motioned to pay bills 1-5. Gene seconded. Vote 3-0. Diana is to check into the AT&T bill. If it is legitimate, she should pay.

CORRESPONDENCE

TOPIC: Board of Risk and Management

FINDINGS/CONCLUSIONS: Diana, Paula, and Gene took the driver training course via internet.

ACTION/FOLLOW-UP: Marty and Lenny need to take the course at www.state.wv.us/brim.

TOPIC: NBCOT

FINDINGS/CONCLUSIONS: Diana and Paula fill out NBCOT survey and submitted it.

ACTION/FOLLOW-UP: none

TOPIC: PA Board of Occupational Therapy Newsletter

FINDINGS/CONCLUSIONS: Diana forwarded to Board members

ACTION/FOLLOW-UP: None

TOPIC: Unemployment Compensation

FINDINGS/CONCLUSIONS: Diana posted compensation benefit rate table in the office.
ACTION/FOLLOW-UP: None

TOPIC: AOTA newsletter received on July 26, 2005

FINDINGS/CONCLUSIONS: Revisions to state regulations and the State OT Association conference schedule. Diana forwarded to board members on August 3, 2005.

ACTION/FOLLOW-UP: None

TOPIC: Workers Compensation newsletter received on August 2, 2005.

FINDINGS/CONCLUSIONS: "Changing Directions" emphasized on a drug free work place and back pain.

ACTION/FOLLOW-UP: None

TOPIC: WV Board of Medicine Newsletter received on August 3, 2005.

FINDINGS/CONCLUSIONS: Board actions, executive director retirement and legislative update were discussed. Diana forwarded to board members on August 4, 2005.

ACTION/FOLLOW-UP: None

TOPIC: Letter from Congresswoman Shelley Moore Capito received on August 9, 2005.

FINDINGS/CONCLUSIONS: Letter regarding Procurement Conference in the 2nd Congressional District of WV. Board members are not interested in attending.

ACTION/FOLLOW-UP: None

TOPIC: AOTA received on August 10, 2005

FINDINGS/CONCLUSIONS: Ethics survey, Diana filled out and faxed to AOTA on August 11, 2005.

ACTION/FOLLOW-UP: None

TOPIC: PEIA received on August 16, 2005

FINDINGS/CONCLUSIONS: Statement of Diana's life insurance.

ACTION/FOLLOW-UP: None

TOPIC: Concord University received on August 16, 2005

FINDINGS/CONCLUSIONS: Concord University is presenting Continuing Education Seminars and would like feedback on their courses. Diana informed the University that the Board does not pre-approve courses. The University wanted to add a link to our website for the courses. The courses are for the Social Work Department and the Board decided against the link because it does not relate to Occupational Therapy. Paula voted not to add link. Gene seconded. Vote 3-0.

ACTION/FOLLOW-UP: None

TOPIC: Workers' Compensation Commission received on August 18, 2005

FINDINGS/CONCLUSIONS: Certificate of insurance from July 1, 2005 thru November 30, 2005.

ACTION/FOLLOW-UP: None

TOPIC: Treasurer's Office received on August 30, 2005

FINDINGS/CONCLUSIONS: Fines received from disciplinary actions and hearings are to be deposited into general revenue fund. This does not apply to the Board.

ACTION/FOLLOW-UP: None

TOPIC: NBCOT received via email on August 6, 2005

FINDINGS/CONCLUSIONS: There will be a blackout period on December 17, 2005 thru January 2, 2006. No exams will be given by NBCOT during this time.

ACTION/FOLLOW-UP: None

TOPIC: AOTA received via email on August 6, 2005

FINDINGS/CONCLUSIONS: Letter regarding Hurricane Katrina and OT requesting reciprocity. The Board concluded that OT's would still have to go through the reciprocity because the procedure is not time consuming and they can obtain reciprocity within minutes via fax. This letter pertains mostly to the surrounding states of the hurricane victims.

ACTION/FOLLOW-UP: None

TOPIC: Auditor's Office received on August 6, 2005

FINDINGS/CONCLUSIONS: Seminar for state payment processing in Morgantown on November 15-18.

ACTION/FOLLOW-UP: Diana is to contact Linda Lyter and determine which course would be most useful for the board office. Diana is to register for the appropriate courses.

TOPIC: Kathleen Mason received on August 30, 2005

FINDINGS/CONCLUSIONS: Ms. Mason had questions regarding CEU courses. The board members felt that the courses she was interested in pertained to Occupational Therapy.

ACTION/FOLLOW-UP: Diana is to write letter to Ms. Mason stating that as long as the courses are approving her skills as an Occupational Therapist then they may apply toward her CEU hours.

Paula motioned to enter into Executive Session at 12:15 p.m.

EXECUTIVE SESSION

Issue #6: Certified letter sent on 8-17-05; confirmed receipt on 8-31-05. No renewal, **Issue Closed.**

Issue 2005-#15: DUI-Paula motioned to issue license. Marty seconded. Vote 3-0. Diana is to issue license. **Issue Closed.**

Issue 2005-#16: Limited Permit issued, not working visa. Paula motioned to allow applicant to reapply when he/she receives working visa. Fees will be waived. Gene seconded. Vote 3-0. **Issue Closed.**

Executive session ended at 1:00.

Meeting adjourned at 2:00 pm following the signing of applications. The next Board meeting is scheduled for November 11, 2005 at the Morgantown office from 11:00 a.m. to 3:00 p.m. This is subject to change due to Veteran's Day. Please contact the office for more information or go to www.wvbot.org and check on the minute's page or go to the state register.

Respectfully submitted,

Martin Douglas, OTR/L
WVBOT Secretary/Treasurer

West Virginia Board of Occupational Therapy

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

WVBOT Minutes: August 31, 2005

Members Present: Paula Sisler, Marty Douglas, Gene Brooks, and Lenny Fink

Absent: None

Also Present: Diana Harris and David Durgin

Meeting Called to Order: 10:00 a.m.

Business Matter: Legislative Rule Changes

Paula motioned to discuss Legislative Rule changes. Gene seconded. Vote 4-0.

TOPIC: §13-1-11, 11.4

FINDINGS/CONCLUSIONS: The Board feels that stating that an original photo of the licensee is not specific enough. Marty motioned to add "A current original photo..." Lenny seconded. Vote 4-0.

ACTION/FOLLOW-UP: Diana is to make changes.

TOPIC: Title 13 Legislative Rules

FINDINGS/CONCLUSIONS: Brian Skinner, lawyer representing Legislative Rule Making Review Committee, (LRMRC), spoke with Diana in August and suggested changes that need to be made to Title 13 in order for them to be passed by the legislature. Changes we emailed to all board members. (See attached). Paula motioned to accept all changes made to Title 13. Marty seconded. Vote 4-0.

ACTION/FOLLOW-UP: Diana is to mail and email copy of changes to Brian Skinner.

Meeting adjourned at 10:07a.m. The next board meeting is scheduled for September 9, 2005 from 11:00 a.m. to 3:00 p.m. at the Morgantown office. Please contact the board office if you are planning on attending the meeting.

Respectfully submitted,

Martin Douglas, OTR/L
WVBOT Secretary/Treasurer

Enc.

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

**SERIES 1
ADMINISTRATIVE RULES OF THE BOARD
OF OCCUPATIONAL THERAPY AND LICENSURE OF
OCCUPATIONAL THERAPISTS AND OCCUPATIONAL THERAPY ASSISTANTS**

§13-1-1. General.

- 1.1. Scope. -- This rule relates to W. Va. Code §30-28-1 et seq.
- 1.2. Authority. -- W. Va. Code §30-28-6.
- 1.3. Filing Date. -- ~~April 17, 1998~~
- 1.4. Effective Date. -- ~~July 1, 1998~~

§13-1-2. Definitions.

As used in this rule:

- 2.1. . “ACOTE” means the Accreditation Council for Occupational Therapy Education.
- 2.2. "Active Practice" means engaging in occupational therapy.
- 2.3. "Association" means the West Virginia Occupational Therapy Association which is separate from the West Virginia Board of Occupational Therapy, (WVBOT).

2.4. "Board" or "WVBOT" means the West Virginia Board of Occupational Therapy.

2.5. "Clinician" means a person who actively practices occupational therapy within a clinical setting.

2.6. "Continuing Professional Competence" means a growth in continuing professional competency and educational knowledge of current developments in the practice of occupational therapy and research.

2.7. "Consultant" means a person who conducts periodic meetings to review and to provide recommendations and resource information regarding methods of implementation of occupational therapy programs, evaluation of a program in its performance of occupational therapy services and recommendations for improved service.

2.7.a. "Direct Supervision" means the actual physical presence of a licensed supervisor and the specific delineation of tasks and responsibilities for personally reviewing and interpreting the results of any habilitative or rehabilitative procedures conducted by the limited permit holder, occupational therapy student, or aide. The Board has the right to require Direct Supervision on any licensee under disciplinary actions. Direct supervision is demonstrated through co-signatures on all paperwork pertaining to the practice of occupational therapy for the person requiring direct supervision. All paperwork pertaining to the practice of occupational therapy must be signed and dated by the supervising licensed occupational therapist. Direct supervision includes direct continuous supervision and direct close supervision.

2.7.b. "Direct Close Supervision" means the Occupational Therapy supervisor is in the building and has daily direct contact at the site of work. This applies to limited permit holders and occupational therapy students who have demonstrated competency in performance.

2.8. "Direct Continuous Supervision" means that the Occupational Therapy supervisor is physically present and in direct line of site of aides, and is initially required for occupational therapy students. For an aide, client related tasks must be performed only if the aide has completed specific competency training which has been adequately provided and documented by a supervising therapist. As the occupational therapy student demonstrates competency in performance, supervision can progress to direct close supervision at the discretion of the supervising Occupational Therapist/Occupational Therapy Assistant.

2.9. "Educator" means a person engaged in the teaching of occupational therapy within an accredited and/or approved educational program of occupational therapy.

2.10. "Examination" means the certification examination administered by the NBCOT.

2.11. "General Supervision" means initial direction, periodic inspection of service delivery, periodic meetings to review the outcome of service delivery, and the personal and direct involvement of the supervisor in the ~~certified~~ licensed occupational therapy assistant's professional experience which ~~includes~~ can also include evaluation of his or her performance. The supervisor need not be present or on the premises at all times where the ~~certified~~ licensed occupational therapy assistant is performing the professional services. General Supervision is demonstrated through co-signatures on all paperwork pertaining to the practice of occupational therapy for the person requiring general supervision. All paperwork pertaining to the practice of occupational therapy must be signed and dated by the supervising licensed occupational therapist.

2.12. "In Collaboration With" means a formal working relationship in which there is regular consultation.

2.13. "Informed Consumer" means any person upon whom occupational therapy services are performed and who has been informed as to the professional competence of the individual performing the

said services, i.e., a licensed occupational therapist, licensed occupational therapy assistant, occupational therapy aide, occupational therapy student or intern. Upon the consumer's request the licensee shall produce his or her license for the customer's review.

2.14. "License" means a valid and current certificate of registration issued by the West Virginia Board of Occupational Therapy.

2.15. "Limited Permit" means a time limited permit issued to a person upon determination by the Board that all requirements for licensure have been met except for the examination.

2.16. "NBCOT" means the National Board for Certification in Occupational Therapy.

2.17. "Occupational Therapist" means a person licensed to practice occupational therapy and whose license is in good standing.

2.18. "Occupational Therapy" means the evaluation, treatment and aid in diagnosis of problems interfering with functional performance in persons impaired by physical illness or injury, emotional disorder, congenital or developmental disability or the aging process in order to achieve optimum functioning and for prevention and health maintenance. Specific occupational therapy services include, but are not limited to: activities of daily living (ADL); the design, fabrication and application of splints; sensory motor activities; the use of specifically designed crafts; guidance in the selection and use of adaptive equipment; therapeutic activities to enhance functional performance; prevocational evaluation and training; and consultation concerning the adaptation of physical environments for the handicapped. These services are provided to individuals or groups through medical, health, educational and social systems and for the maintenance of health through these systems.

2.19. "Occupational Therapy Aide" means a person who assists in the practice of occupational therapy, who works under the direct continuous supervision of a licensed occupational therapist or licensed occupational therapy assistant and whose activities require an understanding of occupational therapy, but do not require professional or advanced training in the basic anatomical, biological, psychological and social sciences involved in the practice of occupational therapy.

2.20. "Occupational Therapy Assistant" means a person licensed to assist in the practice of occupational therapy under the general supervision of the licensed occupational therapist and whose license is in good standing.

2.21. "Periodic Meetings To Review" means the supervising licensed occupational therapist consulting with the licensed occupational therapy assistant to review the outcome of service delivery. The supervising licensed occupational therapist and the licensed occupational therapy assistant shall meet at least monthly or more depending on the type of setting and patient needs.

2.22. "Proof of Current Licensure" means a current certification number as assigned by the NBCOT, or a license number from another state, territory of the United States or the District of Columbia.

2.23. "Referral" means a documented order must be obtained from a licensed physician or surgeon, psychologist or psychiatrist, dentist, osteopathic physician or surgeon, or chiropractor or podiatrist prior to initiating occupational therapy treatment.

§13-1-3. Powers and Duties of the Board.

3.1. The Board shall meet a minimum of two (2) times a year with the first meeting to be held during the month of January in order to elect a Chairperson and Secretary/Treasurer.

3.2. In order for the business of the Board to be legally conducted a majority of the members of the Board shall be present to constitute a quorum.

3.3. The Board may reimburse its Board members for all reasonable and necessary expenses actually incurred in the performance of their duties.

3.4. The Board may also pay its Board members reasonable compensation not to exceed one hundred dollars (\$100.00) per day for days spent in performing Board duties.

3.5. Board appointments are made in accordance with W. Va. Code §30-28-5.

§13-1-4. Duties of the Chairperson.

4.1. The Board shall elect a Chairperson from its membership.

4.2. The Chairperson shall designate the time and place of meetings on his or her own authority or at the direction of at least three (3) Board members.

4.3. The Chairperson shall preside at all meetings. If the chairperson cannot attend a meeting, the Secretary/Treasurer shall preside at that meeting.

4.4. The Chairperson shall exercise general supervision of the affairs of the Board and shall have the usual powers of the office and such other powers and duties as the Board directs.

4.5. The Chairperson shall prepare an agenda for each meeting.

§13-1-5. Duties of the Secretary/Treasurer.

5.1. The Board shall elect a Secretary/Treasurer from its membership.

5.2. The Secretary/Treasurer shall assist the Chairperson at his or her request, shall preside over all meetings in the absence of the Chairperson and shall assume the responsibilities of the Chairperson in cases of extended illness or long absences from Board meetings. In the event the Secretary/Treasurer assumes the functions of the Chairperson, another member of the Board shall temporarily assume the responsibilities of the Secretary/Treasurer.

5.3. The Secretary/Treasurer shall keep the minutes of the proceedings of the Board's meetings and the records of the Board.

5.4. The Secretary/Treasurer shall be bonded and have custody of all fees received by the Board and is responsible for the transfer of the funds to the State Treasurer. The State Treasurer shall credit moneys to the account of the Board.

5.5. The Secretary/Treasurer, with the advice and consent of the Board, or pursuant to ratification by the Board, is authorized to spend moneys for the necessary expenses of the Board.

5.6. The Secretary/Treasurer shall prepare and submit upon Board approval an annual report to the Governor in accordance with W. Va. Code §30-28-6.

5.7. The Secretary/Treasurer is responsible for the preparation and submission of the annual budget to the Board.

5.8. The Secretary/Treasurer shall maintain an accurate list of licensees with current names, addresses, and dates of birth.

5.9. The Secretary/Treasurer shall maintain a list of accredited and approved occupational therapy educational programs and shall make this list available upon request.

5.10. The Secretary/Treasurer shall notify the members of the Board in writing two (2) weeks prior to a regular meeting regarding the time and place of the meeting. The Secretary/Treasurer shall notify members of special or emergency meetings by telephone and by publication in the West Virginia Register.

§13-1-6. Executive Director or Executive Secretary.

In an effort to assist the Board of Occupational Therapists with the day-to-day functions and operations, the Board may select a person to fill the position of Executive Director or Executive Secretary.

§13-1-7. Application for Licenses and Limited Permits.

7.1. The Board shall furnish the necessary forms, a copy of the rules pertaining to the licensing of occupational therapists or occupational therapy assistants and any other information or questionnaires as the Board considers desirable to any person requesting in writing an application for a license or limited permit.

7.2. The applicant shall complete the application forms to provide the information necessary to satisfy the Board that all requirements pertaining to W. Va. Code §30-28-1 et seq. are being met. The Board may reject the application of an applicant who fails to provide all relevant information with regard to completing the application and may return the application to the applicant.

7.3. The applicant shall sign his or her application. An application for a limited permit and licensure as an occupational therapy assistant shall be signed by the applicant's supervising practitioner. In the event the applicant is not employed, the application shall be signed by the applicant and sworn by him or her before a notary public.

7.4. The application shall be accompanied by a money order or certified check to cover appropriate fees.

7.5. If any person knowingly furnishes false information in an application, the Board shall deny the applicant a license. If the applicant has already been licensed before the falsification of the information has been made known to the Board, the Board may suspend or revoke the license or limited permit. In addition, a person who knowingly gives false information in making application for an occupational therapy license or limited permit is subject to the penalties provided in W. Va. Code §30-28-17.

7.6. Each applicant for licensure shall be tested by the NBCOT by a written examination unless the applicant is eligible for an exemption as provided for in W. Va. Code §30-28-10.

§13-1-8. Examination Process.

The examination process will be in accordance with ~~regulations~~ requirements set forth by the NBCOT.

§13-1-9. Issuance of Licenses and Limited Permits.

9.1. The Board shall issue a license or limited permit to each applicant in a timely manner upon receipt of a properly completed application and payment of the appropriate fee if the applicant:

9.1.a. Is of good moral character;

9.1.b. Has completed four (4) years of high school education or its equivalent;

9.1.c. Has successfully completed the academic requirements of an educational program in occupational therapy recognized by the Board as described in W. Va. Code §30-28-8;

9.1.d. Has successfully completed a period of supervised field work experience at a recognized educational institution where he or she met the academic requirements as described by W. Va. Code §30-28-8; and

9.1.e. Has passed an examination conducted by the NBCOT as provided in section 8 of this rule.

9.2. The Board shall issue a limited permit to persons within the following eligibility classifications:

9.2.a. To those persons who are occupational therapy assistants or who are graduates of occupational therapy programs ~~recognized by the NBCOT~~ accredited by the ACOTE which are located within the United States of America excluding those schools or programs offered within any of the several territories or possessions of the United States and who are registered to take the next qualifying exam.

9.2.a.1. ~~The limited permit for this classification is valid until the date on which the results of the next qualifying examination have been made public. for ninety (90) days from date of issuance of the limited permit.~~

9.2.b. To those persons who are graduates of academic programs recognized by the Board which are located within either the territories and possessions of the United States or persons who graduated as occupational therapists or occupational therapy assistants from an occupational therapy curriculum of a foreign country and who meet the criterion established by the NBCOT.

9.2.b.1. ~~The limited permit for this classification is valid for one (1) year or until eligibility to sit for the certification exam is withdrawn or the results of the certification exam have been made public. ninety (90) days from the date of issuance of the limited permit.~~ (This does not reflect the statute. We need to be prepared to defend)

9.2.b.2. A limited permit within this classification becomes null and void if the holder fails to pass the qualifying examinations. Upon notification from the board limited permit holder must stop practicing occupational therapy immediately.

9.3. The occupational therapist who has been issued a limited permit shall practice under the direct close supervision of a licensed occupational therapist.

9.4. The occupational therapy assistant who has been issued a limited permit shall practice under the direct close supervision of a licensed ~~certified~~ occupational therapy assistant with at least one (1) year of experience or a licensed occupational therapist.

§13-1-10. Exemptions.

10.1. The Board shall waive the examination and grant a license to any person certified prior to July 1, 1978, as an occupational therapist or as a certified occupational therapy assistant by the American Occupational Therapy Association. The Board shall waive the examination and grant a license to any person so certified after the effective date of this rule, if the Board considers the requirements for the certification to be equivalent to the requirements for licensure in this rule.

10.2. The following persons are not required to obtain a license in accordance with the provisions of this rule:

10.2.a. ~~Any person associated with a licensed occupational therapist~~ Any occupational therapy student who is the process of completing a period of supervised field work experience at a recognized

educational institution or a training program approved by the educational institution where he or she has met the academic requirements;

10.2.b. Any person who has an occupational therapist/occupational therapy assistant license from another state and is in good standing and who is not licensed in West Virginia who performs the occupational therapy services for not more than ninety (90) consecutive calendar days in a calendar year, if the person is licensed to practice occupational therapy under the law of another state which has licensure requirements equivalent to West Virginia and if that person meets the requirements for certification as an a licensed occupational therapist (O.T.R.) or a certified licensed occupational therapy assistant (C.O.T.A.) established by the NBCOT. It is the responsibility of each person engaged in occupational therapy to apply for licensure within fifteen (15) days of employment as an Occupational Therapist or an Occupational Therapy Assistant in West Virginia and to complete the forms properly and to pay the required fees. Any information or reminders which the Board may issue are courtesies and shall not diminish the responsibilities of the person engaged in the practice of occupational therapy. Any person practicing under this rule must have written permission from WVBOT to initiate practice in the state of West Virginia.

§13-1-11. Renewal.

11.1. A licensee shall apply to the Board for renewal of his or her license by December 31 of the current calendar year on forms provided by the Board.

11.2. Applications for late renewal of a license shall be accompanied by the late renewal fee and ~~must be received by the Board before February 1 of the current licensing year.~~ payment for non-renewal years.

11.3. The license renewal sent to the license holder shall be accompanied by two (2) wallet-sized cards, ~~one (1) of which the licensee is to place in the lower left hand corner with his or her license for~~ occupational therapy identification.

11.4. A current original photo of the licensee needs to accompany renewal applications when the WVBOT requests.

§13-1-12. Continuing Competency Requirements for Renewal of License.

12.1. When a licensee applies for the renewal of a license, that licensee shall certify to the Board his or her involvement in continuing professional competency activities in occupational therapy theory and practice and provide documentation to that effect upon the Board's request.

12.2. This section applies to all occupational therapists and occupational therapy assistants seeking to renew their licensure in West Virginia.

12.3. The objectives of the requirements of this section:

12.3.a. Maintenance of professional competency; and

12.3.b. Improvement of professional skills.

12.4. Unit Requirements.

12.4.a. Definition of Contact Hour.

12.4.a.1. "Contact hour" means 1 hour spent in a continuing education activity that meets the requirements of the Board and is approved as outlined in this section. It excludes refreshment breaks, receptions, other social gatherings, and meals that do not include an acceptable educational activity.

12.4.b. Each licensee shall:

12.4.b.1. Certify a minimum of 12 contact hours of continuing competency activities obtained within the 1 year period preceding the application for renewal or reinstatement; and

12.4.b.2. Provide the necessary documentation to the Board upon its request.

12.4.c. Exceptions.

Licensees who have not been licensed for the entire 1 year period preceding license renewal, are not subject to the continuing competency requirements in subdivision 12.4.b. of this rule.

12.4.d. Time Frame.

12.4.d.1. A license to practice occupational therapy is valid for a 1 year period.

12.4.d.2. A licensee may carryover up to 6 excess contact hours from one consecutive licensure year to another.

12.5. Approval of Continuing Education Programs.

12.5.a. It is the responsibility of the licensee to assure that the selected courses meet his or her individual needs to maintain knowledge of theory and practice in accordance with continuing competency options as outlined in W. Va. Code §13-12-7.

12.5.b. Licensees shall obtain a certificate of completion from providers of continuing education specifying the following information:

12.5.b.1. The dates of completion;

12.5.b.2. The title and location of the course;

12.5.b.3. The name of participant;

12.5.b.4. The name of provider;

12.5.b.5. The number of contact hours; and

12.5.b.6. The signature of the provider.

12.6. Documentation of Continuing Competency Activities.

12.6.a. At the time of licensure renewal, a licensee who has completed the continuing competency requirement shall sign the licensure renewal form attesting to completion of the required contact hours.

12.6.b. A licensee is subject to and shall be prepared for a continuing competency audit by the Board.

12.6.c. A licensee shall retain continuing competency supporting documents for a period of 2 years after the date of renewal for inspection by the Board.

12.6.d. The Board shall audit the continuing competency records of the number of licensees that time and resources allow.

12.6.e. The Board shall notify licensees being audited. The licensee being audited shall submit to the Board a response to the requirement for audit along with an official acknowledgment of successful completion of continuing competency requirements, such as certificates of completion awarded by the approved providers.

12.6.f. The Board may take formal disciplinary action if a licensee submits any false statement regarding continuing competency.

12.6.g. The Board may suspend or revoke the license of any licensee who fails to substantiate contact hours.

12.7. Approved Continuing Competency Options.

12.7.a. Licensees may accrue continuing competency points by their involvement in various types of programs which are recognized by the Board as contributing to the development of professionals and updating competency in occupational therapy theory and practice

12.7.b. A Licensee shall submit official acknowledgment of the successful completion of continuing competency requirements, such as copies of certificates of completion awarded by the providers of educational courses.

12.7.c. Required Activities:

12.7.c.1. A licensee may accumulate the total of 12 contact hours per renewal period through participation in the activities listed in this section.

12.7.c.2. The board suggests that licensees accumulate points from a broad scope and variety of activities.

12.7.c.3. Workshops, Seminars, Conferences.

12.7.c.3.A. A licensee may obtain credit by attending workshops, seminars, and conferences.

12.7.c.3.B. A licensee may earn 1 hour of continuing competency credit per hour of attendance at an approved workshop, seminar, or conference.

12.7.c.4. University, College, or Vocational Technical Adult Education Courses.

12.7.c.4.A. A licensee may obtain credit by successfully completing university, college, or vocational technical adult education courses related to the practice of occupational therapy.

12.7.c.4.B. A licensee may earn 3 hours of continuing competency credit per university, college, or vocational technical adult education credit hour earned.

12.7.c.5. Educational Telecommunication Network Courses.

12.7.c.5.A. A licensee may obtain credit by providing an outline or abstract of content from the course sponsor.

12.7.c.5.B. A licensee may earn 1 hour of continuing competency credit per hour of education by telecommunication network courses.

12.7.c.6. Videotaped Presentations of Educational Courses, Seminars, Workshops, and Conferences

12.7.c.6.A. A licensee may obtain credit by providing an outline or abstract of content from the course sponsor.

12.7.c.6.B. A licensee may earn 1 hour of continuing competency credit per hour of education by videotaped presentations of educational courses, seminars, workshops, or conferences.

12.7.c.7. In-service Training.

12.7.c.7.A. A licensee may obtain credit by providing an outline or abstract of content from the in-service sponsor.

12.7.c.7.B. A licensee may earn 1 hour of continuing competency credit per hour of education by in-service training.

12.7.c.8. Presentations by licensees of Occupational Therapy Education Programs, Workshops, Seminars, In-service Trainings, Conferences, or Guest Lectures within appropriate curriculums.

12.7.c.8.A. A licensee may obtain credit by making presentations which relate to the practice of occupational therapy to health or education professionals or students, or both.

12.7.c.8.B. A licensee may earn 2 hours of continuing competency credit for each 1 hour presentation to allow for credit for preparatory work. For example, a 1 hour presentation would qualify for 2 hours of continuing competency credit.

12.7.c.8.C. A licensee may not obtain continuing competency credit for subsequent presentations of the same content.

12.7.c.8.D. A licensee may earn up to 3 continuing competency credits for the review of proposals for conferences, workshops, seminars, or educational programs at .5 contact hour for each proposal reviewed and accepted.

12.7.c.9. Publications Published or Accepted for Publication.

12.7.c.9.A. A licensee may earn up to a maximum of 10 hours of continuing competency credit for authorship or editorship or co-authorship or co-editorship of a book relating to occupational therapy.

12.7.c.9.B. A licensee may earn up to a maximum of 5 hours of continuing competency credit for authorship or editorship or review of a chapter in a book or journal article appearing in a professional journal.

12.7.c.9.C. A licensee may earn up to a maximum of 3 hours of continuing competency credit for authorship of an article, book review, or abstract in a weekly periodical or professional newsletter.

12.7.c.9.D. A licensee may earn up to 6 hours of continuing competency credit through the development of other media such as videotapes, slide presentations, etc., that would be promoted for public or professional viewing.

12.7.c.10. Research Projects.

A licensee may earn up to a maximum of 6 hours of continuing competency credit per research project for work as project director, research assistant, principal, or co-investigator of a research project.

12.7.c.11. Quality Assurance or Program Evaluation Studies Completed and Published in a Journal or Newsletter.

A licensee may earn up to a maximum of 4 hours of continuing competency credit per study for quality assurance or program evaluation studies completed and published in a journal or newsletter.

12.7.c.12. Papers and Proposals for Conference Presentations.

A licensee may earn up to 2 hours of continuing competency credit for each accepted paper or proposal for conference presentation.

12.7.c.13. Formal Self-Study.

12.7.c.13.A. A licensee may earn continuing competency credit for completion of formal study packages related to the practice of occupational therapy and shall maintain a certificate of completion provided by the self-study sponsor.

12.7.c.13.B. A licensee may earn credit for completion of the American Occupational Therapy Association self-study series and shall maintain a certification of completion provided by the self-study sponsor.

12.7.c.13.C. A licensee may earn ~~9 contact hours for completion of each self-study course~~ the full CEU credit that is awarded by the provider.

12.7.c.14. Informal Self-Study.

12.7.c.14.A. A licensee may earn continuing competency credit for completion of a combination of other activities and independent learning projects. These projects may include, but not limited to, a combination of reading, observing other therapists, viewing videotape quality assurance or peer review studies, and related professional activities which enhance knowledge and skill in a specific area.

12.7.c.14.B. Credit is earned by maintaining a report of professional self-study. A licensee may earn .5 contact hours for each of these activities not to exceed 3 contact hours in a renewal period. A licensee shall maintain a detailed log of activity including the type, subject, and source of self-study.

12.7.c.15. Clinical Instruction of Occupational Therapy Students and Occupational Therapy Assistant Students.

12.7.c.15.A. A licensee may earn continuing competency credit for participation as a clinical instructor for fieldwork level 1 and level 2 students.

12.7.c.15.B. Only one licensee shall be awarded contact hours per student. The licensee who does the majority of actual supervision is eligible for the credit.

12.7.c.15.C. A licensee may earn 1 contact hour per student for clinical instruction of level 1 occupational therapist student and occupational therapy assistant students. A licensee may not earn more than 3 total contact hours in this category.

12.7.c.15.D. A licensee may earn 4 contact hours per student for clinical instruction of level 2 occupational therapist or occupational therapy assistant students. A licensee may not earn more than 8 total contact hours in this category.

12.8. Recency of Education.

12.8.a. When an applicant has chosen not to practice for any period of time, he or she is still obligated to maintain competency in occupational therapy knowledge, theory, and practice skills.

12.8.b. When an applicant applies for a license, reinstatement of a license, or renewal of a license and meets all requirements for licensure, reinstatement, or renewal, but has not been a practicing clinician within a period of 2 years, the Board shall request verification of the applicant's effort toward maintaining and updating occupational therapy continuing competency.

12.8.c. If the applicant has completed fewer than 24 hours of continuing competency contact hours within the 2 years preceding the application as required by this section, the Board has the sole discretion to determine the sufficiency of these efforts of the applicant and to decide whether additional continuing competency hours are required before granting the applicant a license.

§13-1-13. Responsibilities of the Licensee or Limited Permit Holder.

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

13.2. It is the responsibility of the licensed Occupational Therapist supervising an Occupational Therapy Assistant with less than one year's experience to provide general supervision with direct contact at least every two weeks at the site of work and supervision available as needed by telephonic, electronic, or written communication.

13.3. It is the responsibility of the licensed Occupational Therapist supervising and Occupational Therapy Assistant with increased skill development and mastery of basic role functions for the delivery of occupational therapy services to provide general supervision with monthly direct contact and supervision available as needed by telephonic, electronic, or written communication.

13.4. It is the responsibility of the licensed supervisor to ensure that the limited permit holder, occupational therapy student, or aide does not perform duties for which he or she is not trained. The supervising licensed occupational therapist or licensed occupational therapy assistant shall be physically present when the limited permit holder, occupational therapy student, or aide is performing the patient or consumer service. An occupational therapist or occupational therapy assistant practicing under a limited permit shall be supervised by a licensed occupational therapist.

13.5. It is the responsibility of each person engaged in occupational therapy to apply for licensure within ~~thirty (30)~~ fifteen (15) days of employment in West Virginia or for a renewal of his or her license within ~~thirty (30)~~ fifteen (15) days, to complete the forms properly and to pay the required fees. Any information or reminders which the Board may issue are courtesies and shall not diminish the responsibilities of the person engaged in the practice of occupational therapy.

13.6. Any occupational therapist licensed under the terms of W. Va. Code §30-28-6 may use the words "Occupational Therapist Registered," "Licensed Occupational Therapist," or "Occupational Therapist" or he or she may use the letters "O.T.R.," "L.O.T.," "O.T.," "L/OTR," or "OTR/L" in connection with his or her name or place of business.

13.7. Any Occupational therapy assistant licensed under the requirements of this rule may use the words "Certified Occupational Therapy Assistant," "Licensed Occupational Therapy Assistant," or "Occupational Therapy Assistant" or he or she may use the letters "C.O.T.A.," "L.O.T.A.," or "O.T.A.," "L/COTA," or "COTA/L" in connection with his or her name or place of business.

13.8. Any occupational therapist holding a limited permit may use the words "Occupational Therapist" or "Limited Permit Occupational Therapist" or he or she may use the letters "O.T.," "L.P.O.T.," or "O.T./L.P." in connection with his or her name or place of business.

13.9. Any occupational therapy assistant holding a limited permit may use the words "Occupational Therapy Assistant" or "Limited Permit Occupational Therapy Assistant" or he or she may use the letters "O.T.A.," "L.P.O.T.A.," or "O.T.A./L.P." in connection with his or her name or place of business.

§13-1-14. Display of License or Limited Permit.

14.1. Each licensee in this State shall prominently display at his or her principal place of employment his or her license or limited permit to practice occupational therapy and have in his or her possession his or her wallet-sized card.

14.2. A licensee shall exhibit the current licensure and/or renewal registration card when requested by the following:

14.2.a. A Board member;

14.2.b. An employee of the West Virginia Department of Health and Human Services;

14.2.c. Any person upon whom the licensee performs occupational therapy; or

14.2.d. An employer in whose employ the licensee practices or intends to practice occupational therapy.

14.3. A photocopy or other facsimile of a license or wallet-sized registration card shall not be accepted as adequate evidence that a person is licensed to practice occupational therapy. Where, for convenience or security, a photocopy or facsimile is displayed, the original document shall be readily available for review.

§13-1-15. Duplicate License.

15.1. In requesting a name change, the licensee shall return the current license to the Board with the required fee before the Board will issue a corrected license.

15.2. In requesting a duplicate license due to loss of license, the licensee shall complete a notarized statement substantiating the loss and submit it to the Board with the required fee before the Board will issue a duplicate license.

§13-1-16. Notice of Change of Address, Change of Name.

~~On forms provided by the Board,~~ A licensee or holder of a limited permit shall notify the Board of any change of name or change of mailing address within thirty (30) days of the changed name or address.

§13-1-17. Fees Shall Be Collected and Determined by the Board for the Following (All Fees Are Non-Refundable):

17.1. Initial license fee:

17.1.a. ~~Registered Licensed~~ Occupational Therapist a fee of ~~one hundred ninety dollars (\$190.00)~~ two hundred fifty dollars (\$250.00); and

17.1.b. ~~Certified Licensed~~ Occupational Therapy Assistant a fee of ~~one hundred forty dollars (\$140.00)~~ two hundred dollars (\$200.00).

17.2. Limited Permit fee (Limited Permit fee will be applied to permanent license fee):

17.2.a. Occupational Therapist a fee of ~~one hundred forty dollars (\$140.00)~~ one hundred ninety dollars (\$190.00); and

17.2.b. Occupational Therapy Assistant a fee of ~~ninety dollars (\$90.00)~~ one hundred forty dollars (\$140.00)

17.3. Application packet a fee of ~~fifteen dollars (\$15.00)~~ thirty dollars (\$30.00).

17.4. Renewal fee:

17.4.a. ~~Registered~~ Licensed Occupational Therapist a fee of ~~sixty dollars (\$60.00)~~; ninety dollars (\$90.00); and

17.4.b. ~~Certified~~ Licensed Occupational Therapy Assistant a fee of ~~fifty dollars (\$50.00)~~; eighty dollars (\$80.00).

17.5. Late renewal a fee of ~~fifty dollars (\$50.00)~~ one hundred dollars (\$100.00)

17.6. Other fees for services shall not exceed the actual cost of the services.

§13-1-18. Suspension, Revocation and Refusal to Renew License or Limited Permit.

18.1. After providing adequate notice and an opportunity for a hearing, the Board may deny, suspend, revoke or refuse to renew or impose probationary conditions upon any licensee or limited permit holder who is guilty of unprofessional conduct which may impair his or her ability to practice occupational therapy or which endangers or is likely to endanger the health, welfare or safety of the public. Unprofessional conduct includes, but is not limited to:

18.1.a. Obtaining a license or limited permit by fraud, misrepresentation or concealment of material facts;

18.1.b. Being convicted of a felony or other crime involving moral turpitude that relates to the licensee's or permittee's ability to practice occupational therapy or immoral conduct while engaged in the practice of occupational therapy. Conduct rising to the level of immoral would be conduct that would lead, upon trial in any criminal court, state or federal, to the conviction of the accused;

18.1.c. Violating any lawful order or rule or regulation rendered or adopted by the Board;

18.1.d. Engaging in the practice of occupational therapy while in an intoxicated condition or under the influence of narcotics or any other drugs which impair consciousness, judgment or behavior;

18.1.e. Willful falsification, destruction or theft of property or records relating to the practice of occupational therapy or the health of the patient;

18.1.f. Failure to exercise due regard for the safety, the life or health of the patient;

18.1.g. Unauthorized disclosure of information relating to a patient or his or her records;

18.1.h. Discrimination in the practice of occupational therapy against any person for reason of race, religion, creed, color or national origin; or

18.1.i. Violating any provision of W. Va. Code §30-28-1 et seq.

18.2. The denial, refusal to renew, suspension, revocation or imposition of a probationary condition upon a license or limited permit may be ordered by the Board in a decision made after a hearing in the manner provided under Section 18 of this rule. One (1) year from the date of the revocation of a license or limited permit, the former licensee may apply to the Board for reinstatement.

§13-1-19. Hearing Procedures.

19.1. Hearings on any suspension of a license, revocation of a license or denial of an application for a license that is ordered by the Board and that is contested by the applicant or licensee shall be conducted according to W. Va. Code §30-28-14.

19.2. The applicant or licensee may be represented by counsel at the hearing; the Board shall be represented by the Attorney General or his or her assistants.

19.3. The technical rules of evidence may be dispensed with, with respect to hearings conducted by the Board; however, each party has the right to cross-examine any or all witnesses.

19.4. Any concurring or dissenting opinions of the Board members shall be in writing and accompany the Board's final order.

§13-1-20. Procedures For Judicial Review.

20.1. Any person adversely affected by a decision of the Board rendered after a hearing has the right to pursue judicial review as provided by W. Va. Code §29A-5-4.

20.2. The Board shall conduct hearings, shall employ a certified stenographer to record testimony of the hearings and shall keep the transcribed copy of the hearings in the permanent record.

West Virginia Board of Occupational Therapy



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Morgantown, WV 26505

204-285-3150

www.wvbot.org

WVBOT MINUTES: July 22, 2005

MEMBERS PRESENT: Paula Sisler, Eugene Brooks, and Martin Douglas

ABSENT: Lenny Fink

ALSO PRESENT: Diana Harris, Darlene Ratliff-Thomas from the Attorney General's office, Mary Hager, David Durgin, Amanda Kessler-Rogers, Brenda Hambric, and Diana Davis

MEETING CALLED TO ORDER: 11:08a.m.

11:08 a.m.
Went into executive session
Executive session ended at 11:12 a.m.

NEW BUSINESS

TOPIC: Legislative Rules

FINDINGS/CONCLUSIONS: Amanda Kessler-Rogers thanked Paula for her responses to the comments. Ms. Kessler-Rogers is happy with the changes. Ms. Kessler-Rogers had questions regarding the supervision definition. Paula explained that the supervision is to protect the public and the OT/OTA's.

ACTION/FOLLOW-UP: None

TOPIC: Legislative Rules

FINDINGS/CONCLUSIONS: Diana Davis informed the board of language problems in the legislative rules—2.7.a.-Discrepancy should be discretion, 2.10.-telephonic should be telephone electronic.

ACTION/FOLLOW-UP: Marty is to make changes with the LRMRC.

TOPIC: Legislative Rules

FINDINGS/CONCLUSIONS: Diana Davis had procedural questions on students not being defined in the Legislative Rules. Students cannot be added to the Legislative Rules until the Practice Act is opened. Diana Harris is to make note of this so when the Practice Act is opened definitions can be added for student and intern. Darlene added that the state has no control over the student.

ACTION/FOLLOW-UP: None

TOPIC: Legislative Rules

FINDINGS/CONCLUSIONS: David Durgin had questions regarding General Supervision 2.10. Mr. Dugin is unhappy with the wording. Mr. Durgin would rather have the definition state 'should' instead of 'all' or 'must'. He feels that this is an impossible demand. Paula stated that all paperwork needs to be signed in order to show OT/OTA collaboration and supervision. Ms. Davis said that it is too hard to have all paperwork signed due to unexpected circumstances, ie acute care and patient transferred to another facility, went home etc. and she suggested that we define which notes need to be signed. Having to sign all paperwork is restricting practice for OTA's in this type of setting. She is suggesting that notes where actual treatment is taking place should be signed. Mary Hager suggested that we reword the definition stating—"all paperwork pertaining to the practice of Occupational therapy", this would be a good compromise.

ACTION/FOLLOW-UP: None at this time. Comment period is over and these changes cannot be made. The board will make note of this and when the rules are opened again will make these changes if necessary.

TOPIC: Legislative Rules

FINDINGS/CONCLUSIONS: Mary Hager suggested that the board post a timeline of the legislative rules on the website.

ACTION/FOLLOW-UP: Diana and Bobby to work together on adding this to the website.

TOPIC: Morgantown meeting space

FINDINGS/CONCLUSIONS: Diana Davis can provide a conference room for free when the board is aware of the public attending the meeting so we will have adequate space.

ACTION/FOLLOW-UP: None

TOPIC: Legislative Rules

FINDINGS/CONCLUSIONS: David Durgin is unhappy with the wording is 10.2.a. Darlene said that the wording is correct, the “any person associated with the student” is pertaining to the students college professors.

ACTION/FOLLOW-UP: None

TOPIC: Meeting on June 21, 2005

FINDINGS/CONCLUSIONS: Mr. Durgin questioned the meeting on June 21, 2005 because it was not in the state register. Diana did send paperwork to the state; the Board is unsure why it was not listed in the state register.

ACTION/FOLLOW-UP: Diana is to fax notice to Secretary of State Office and the Governor’s office to confirm receipt and to also mail notice of meeting to them.

Paula motioned to go to old business. Gene seconded. Vote 3-0.

OLD BUSINESS

Paula motioned to accept May minutes. Gene seconded. Vote 3-0

TOPIC: WVBOT Website

FINDINGS/CONCLUSIONS: Rob posted the pictures of the board members on the website. An AOTA link and a WVOTA link have been added to the website. The message board had been added to the website previously.

ACTION/FOLLOW-UP: None

TOPIC: Cathy Whalen’s Insurance bill

FINDINGS/CONCLUSIONS: Letter was sent requesting payment. Ms. Whalen responded with a check in the amount of \$122.50 on June 15, 2005 for one month of her insurance.

ACTION/FOLLOW-UP: None

TOPIC: File Retention

FINDINGS/CONCLUSIONS: Marty called Dunbar Surplus Property and they do not have any fireproof filing cabinets at this time. The cost of regular filing cabinets through the state is \$75.00. Diana and Paula checked prices of fireproof filing cabinets and at this time the board is not able to purchase any due to the cost of the cabinets.

ACTION/FOLLOW-UP: Marty is to keep in touch with Dunbar Surplus Property to find out when they get fireproof filing cabinets.

TOPIC: Surplus Property Retirement

FINDINGS/CONCLUSIONS: Marty did get papers to fill out for stickers.

ACTION/FOLLOW-UP: Marty is to fill out papers.

TOPIC: Equipment/mailing list

FINDINGS/CONCLUSIONS: Diana spoke with Rob and Joe and there is no way to convert the mailing list. Diana installed Word Perfect so the labels would be on the new computer.

ACTION/FOLLOW-UP: None

TOPIC: Resumes for board positions

FINDINGS/CONCLUSIONS: Still waiting for two new OTR/L board members. Gene is waiting to be reappointed. Diana and Paula have spoken with Jennifer Baldwin numerous times discussing the urgency of hiring new board members. Ms. Baldwin informed the board that many other boards are in the same position and the state is working on the matter.

ACTION/FOLLOW-UP: Diana to stay in contact with Jennifer Baldwin.

TOPIC: Office Space

FINDINGS/CONCLUSIONS: The board is now at the new location in Morgantown.

ACTION/FOLLOW-UP: Diana is to discuss with the landlord of the Morgantown Office adding a doorbell to ring or an intercom system in the office for security reasons and for handicap accessibility.

TOPIC: Legislative Rules and Practice Act

FINDINGS/CONCLUSIONS: Lenny and Gene unable to attend phone conference on May 13, 2005. Meeting cancelled. Paula and Marty collaborated on suggested changes on phone. Diana sent suggested changes to all board members and a vote on the changes was done through email. First draft of changes sent to Secretary of State on May 19, 2005.

ACTION/FOLLOW-UP: None

TOPIC: WV BOT website

FINDINGS/CONCLUSIONS: Diana has been in contact with Jennifer Baldwin and had left message with Max Farley regarding job listing opportunities on the website.

ACTION/FOLLOW-UP: Diana is to follow-up with Max Farley.

TOPIC: Katie Brinkley

FINDINGS/CONCLUSIONS: Diana sent letter to Ms. Brinkley stating that the board cannot accept the contact hours for the Blueprint for Oasis Accuracy workshop.

ACTION/FOLLOW-UP: None

TOPIC: Andrea Hawkins

FINDINGS/CONCLUSIONS: Diana sent letter to Ms. Hawkins stating that the board cannot accept the contact hours for the Evaluation and Assessment and Outcomes to IFSPs that she took.

ACTION/FOLLOW-UP: None

Paula motioned to go into executive session. Gene seconded. Vote 3-0.

EXECUTIVE SESSION

Issue #1: Marty wrote letter. Closed

Issue #4: Marty sent letter on 6-8-05. Closed

Issue #6: Letter sent on 6-7-05, check returned; no response. Diana left message on 7-12-05. Diana to check into

Issue #12: Spoke with lawyer, case is out of our jurisdiction. Paula to write letter. Closed

Issue #13: No complaint filed. Closed

Issue# 2005-14: Applicant with misdemeanor. Received letter from attorney and officer. Limited Permit issued. Closed

Break at 1:00 p.m.

NEW BUSINESS

TOPIC: Revised legislative rule changes

FINDINGS/CONCLUSIONS: After the comment period the board reviewed the comments and made the revisions to the proposed legislative rules. Diana filled out the appropriate forms for the emergency rule change. Changes were filed with the Secretary of State and the LRMRC. Paula motioned to accept all changes and to file changes through the emergency rule process. Marty seconded. Vote 3-0.

ACTION/FOLLOW-UP: Marty is to meet with LRMRC when the board's proposed legislative rule changes are put on their agenda.

TOPIC: New Sign and Mailbox

FINDINGS/CONCLUSIONS: New Sign and Mailbox are needed for the office. Paula motioned to give Diana \$100.00 to buy new sign and mailbox for office. Marty seconded. Vote 3-0.

ACTION/FOLLOW-UP: Diana to buy sign and mailbox.

TOPIC: Internet Access

FINDINGS/CONCLUSIONS: Diana is currently using AOL trial internet service at the office. The board feels that it is necessary to use high speed internet service at the office in order to access the website. Gene motioned to have Diana search for high speed internet service not to exceed \$50.00 per month. Paula seconded. Vote 3-0.

ACTION/FOLLOW-UP: Diana to contact Verizon about cable access and to find lowest price on internet providers.

FINANCIAL REPORT/CORRESPONDENCE

TOPIC: Bills that have been submitted for payment

FINDINGS/CONCLUSIONS: See Attached

ACTION/FOLLOW-UP: None

BILLS RECEIVED---

BILLS RECEIVED	DATE RECEIVED	INFO	AMOUNT
WV Division of Personnel	051605	Billing for 4 th quarter	\$30.88
AG's Office	051705	Whalen hearing and case listing	\$7.00 and \$35.00
IS&C	052405	Expenditures, accounts and transactions for April	\$16.99
Auditor's Office	051205	Transactions for April	\$22.00
Auditor's Office	061505	Transactions for May	\$14.00
BRIMS	070705	Insurance coverage for quarter ending 9/05	\$770.00
PIEA	071205	Yearly admin fees—spoke with Linda, need to pay	\$50.00
AG's office	071205	Phone calls and letters	\$84.00 and \$14.00
AG's office	071205	Attorney board work	\$462.00
BB&T	071205	P-card payment office supplies, advertisement, etc	\$431.54
IS&C	071405	Expenditures, accounts and transactions for June	\$25.60
Pitney Bowes	071905	Ink cartridge	\$122.21

Marty motioned to pay bills listed above. Paula seconded. Vote 3-0. Diana is too submitted above bills for payment.

TOPIC: Invoice received from American Recovery Services on May 24, 2005 and on June 28, 2005

FINDINGS/CONCLUSIONS: Bill is in the amount of \$1607.75 for an AT&T calling card account in 2003

ACTION/FOLLOW-UP: Diana is to follow-up with AT&T and American Recovery Services to determine if this bill needs to be paid.

TOPIC: Notice of Delinquency from Workers Comp received May 25, 2005

FINDINGS/CONCLUSIONS: Diana faxed quarterly report on May 25, 2005. Amount owed is \$0.00.

ACTION/FOLLOW-UP: None

TOPIC: Fiscal year 2006 Expenditure Schedule Personal Proof Listing received June 14, 2005

FINDINGS/CONCLUSIONS: Diana proof read, signed and sent to the budget office on June 16, 2005.

ACTION/FOLLOW-UP: None

TOPIC: Check received for \$122.50 for Ms. Whalen's health insurance on June 15, 2005.

FINDINGS/CONCLUSIONS: Refer to Executive Session.

ACTION/FOLLOW-UP: None

TOPIC: Copy of expenditure schedule received on June 30, 2005.

FINDINGS/CONCLUSIONS: Approved by the budget office. Copy for the board's files,

ACTION/FOLLOW-UP: None

TOPIC: Fixed Assets Inventory received on July 6, 2005

FINDINGS/CONCLUSIONS: Diana added new computer to our assets and sent to the Purchasing Division on July 6, 2005.

ACTION/FOLLOW-UP: None

TOPIC: Publisher's Certificate received from the Dominion Post on July 6, 2005

FINDINGS/CONCLUSIONS: Certificate is from legal advertisement from the Legislative Rule change. Bill was paid with Purchase Card

ACTION/FOLLOW-UP: None

TOPIC: Account Balance received on July 7, 2005

FINDINGS/CONCLUSIONS: Account balance for the beginning of fiscal year 2006 is \$30,143.67.

ACTION/FOLLOW-UP: None

TOPIC: State Treasurer's Office annual debt management certification received on July 12, 2005.

FINDINGS/CONCLUSIONS: Board does not have any outstanding debt. Forms do not need to be filled out.

ACTION/FOLLOW-UP: None

TOPIC: AT&T phone bill received on July 14, 2005 in the amount of \$104.82.

FINDINGS/CONCLUSIONS: Bill is from a calling card account from last year.

ACTION/FOLLOW-UP: Diana is to contact AT&T to find out what the charges are for and if they need to be paid.

TOPIC: Workers Compensation gross wages and premium tax report received on July 19, 2005.

FINDINGS/CONCLUSIONS: Balance for gross wages and premium tax report is \$0.00. Diana submitted to Workers Compensation on July 19, 2005.

ACTION/FOLLOW-UP: None

TOPIC: Central Mail invoice received on July 19, 2005.

FINDINGS/CONCLUSIONS: Invoice is for postage in the amount of \$7.20.

ACTION/FOLLOW-UP: Diana is to contact Linda Lyter and see if this bill needs to be paid.

CORRESPONDENCE

TOPIC: NBCOT

FINDINGS/CONCLUSIONS: National Conference on October 14 and 15, 2005.

ACTION/FOLLOW-UP: none

TOPIC: WV state board of examiners for licensed practical nurses

FINDINGS/CONCLUSIONS: Legislative laws and rules for practical nurses.

ACTION/FOLLOW-UP: none

TOPIC: Board of Risk and Management

FINDINGS/CONCLUSIONS: Board members need to take a driver training course via internet.

ACTION/FOLLOW-UP: Diana is to contact BRIMS to make employee changes. Board members and Diana are to go to www.state.wv.us/brim and take the drivers training course. Diana is to contact Lenny and have him take the course.

TOPIC: Workers' Compensation Commission

FINDINGS/CONCLUSIONS: Rate Notification effective July 1, 2005-December 31, 2005. As of January 1, 2006 all existing workers' compensation policies will be transferred from the WV Workers' Compensation Commission to a newly formed private mutual insurance company.

ACTION/FOLLOW-UP: None

TOPIC: WV State Treasurer's Office

FINDINGS/CONCLUSIONS: Purchasing Division has extended the contract with BB&T for purchasing cards.

ACTION/FOLLOW-UP: None

TOPIC: NBCOT

FINDINGS/CONCLUSIONS: Survey for OT Boards.

ACTION/FOLLOW-UP: Diana and Paula are to fill out and submit to NBCOT.

TOPIC: WV Employer's Mutual Insurance Company

FINDINGS/CONCLUSIONS: Notice of Election.

ACTION/FOLLOW-UP: None

TOPIC: AOTA

FINDINGS/CONCLUSIONS: Revision of Model State Regulation for Supervision, Roles, and Responsibilities During the Delivery of Occupational Therapy Services; Standard of Practice for Occupational Therapy; Occupational Therapy Code of Ethics; Stands for Continuing Competence and Telerehabilitation Position Paper. These revisions were emailed to all board members from AOTA.

ACTION/FOLLOW-UP: None

TOPIC: AOTA

FINDINGS/CONCLUSIONS: Comments on the Legislative Rule Changes. Comments were taken into consideration when the Agency Approved Rules were submitted.

ACTION/FOLLOW-UP: None

TOPIC: Certificate of Liability Insurance

FINDINGS/CONCLUSIONS: BRIMS certificate for insurance effective date July 1, 2005 to July 1, 2006.

ACTION/FOLLOW-UP: None

TOPIC: Department of Administration

FINDINGS/CONCLUSIONS: Proposal to establish legislative rules regarding Cannibalization of State Property and Waste Disposal of state property.

ACTION/FOLLOW-UP: None

TOPIC: PA Board of Occupational Therapy Newsletter

FINDINGS/CONCLUSIONS: Supervision of OTA's, new board members and disciplinary actions in Pennsylvania.

ACTION/FOLLOW-UP: Diana to make copies and forward to all board members.

TOPIC: Rehab Management Magazine

FINDINGS/CONCLUSIONS: Magazine pertaining to independent living and injuries in youth sports.

ACTION/FOLLOW-UP: None

TOPIC: West Virginia senate memo

FINDINGS/CONCLUSIONS: Blue Book Update—Diana sent updated information to the Blue Book editor on July 7, 2005.

ACTION/FOLLOW-UP: None

TOPIC: Unemployment Compensation

FINDINGS/CONCLUSIONS: Unemployment compensation benefit rate table

ACTION/FOLLOW-UP: Diana is to hang up in office.

TOPIC: Secretary of State

FINDINGS/CONCLUSIONS: Filed copy of the emergency rule changes from the Secretary of State and the LRMRC.

ACTION/FOLLOW-UP: None

Meeting adjourned at 3:02 pm with the signing of applications. The next Board meeting will be on September 9, 2005. This meeting will be held at the Morgantown office from 11:00 a.m. to 3:00 p.m. Please contact the board office by August 16, 2005 if you are planning on attending the meeting so you can be added to the agenda.

Respectfully submitted,

Martin Douglas, OTR/L
WVBOT Secretary/Treasurer

West Virginia Board of Occupational Therapy

**Annual Report
2006-2007**

Active Licensees

Active Licensees

COTA/L-OTR/L	Last Name	First Name	Middle Name	WV#	Licensure Status
OTR/L	Abella	Maria Minerva	Bordallo	827	Good Standing
COTA/L	Aboulhosn	Khaled	Jaudat	C1036	Good Standing
COTA/L	Absher	Carlene	Michele	C1526	Good Standing
OTR/L	Acord	Stephania	Amanda	1059	Good Standing
OTR/L	Adams	Alayna	Dawn	1279	Good Standing
OTR/L	Adams	Carrie	Beth	1074	Good Standing
OTR/L	Adams	Linda	Kay	1344	Good Standing
OTA/L	Adams	Linda	Kay	C1188	Good Standing
COTA/L	Adkins	Amy	Juanita	C1141	Good Standing
OTR/L	Adkins	Christina	Lynn	1128	Good Standing
COTA/L	Alden	Jeanette	Diane	C1604	Good Standing
OTR/L	Alford	Robert	William	1016	Good Standing
OTR/L	Allen	Deborah	Doleski	123	Good Standing
OTR/L	Allen	Jennifer	Marie	1229	Good Standing
OTR/L	Alvarez	Meridith	Catherine	1187	Good Standing
OTR/L	Alvey	Vicki	Lee	263	Good Standing
OTR/L	Ambrose	Kristina	Marie	1103	Good Standing
OTR/L	Amuthavalli	Anne	Navaneetha	444	Good Standing
OTR/L	Anderson	David	James	932	Good Standing
OTR/L	Anderson	Todd	Michael	833	Good Standing
OTR/L	Ardire	Deborah	Rose	1298	Good Standing
OT/L	Armstrong	Richard	Norman	213	Good Standing
OTR/L	Arnold	Joan	Kathleen	589	Good Standing
OTR/L	Ashby	Jennifer	Susan	856	Good Standing
COTA/L	Ayers	Marsha	Lynne	C1250	Good Standing
COTA/L	Abele	Jackie	Lynn	C1615	Good Standing
OTR/L	Aylor-Biggs	Raegan	Whitney	1160	Good Standing
OTR/L	Baer	Donna	Jean	1305	Good Standing
COTA/L	Bailey	Andrea	Ruth	C1626	Good Standing
COTA/L	Baker	Rosemary	Lannen	C1347	Good Standing
OTR/L	Ball	Monica	Kristen	934	Good Standing
COTA/L	Ball	Shaunda	Lynn	C1505	Good Standing
OTR/L	Ball	Susan	Annette	C1436	Good Standing
COTA/L	Ballenger	Tanya	Dawn	C1512	Good Standing
OTR/L	Banerjee	Abhijit		850	Good Standing
OTR/L	Banzon	Jasper	Sorongon	1092	Good Standing
OTR/L	Bare	Brian	Joseph	826	Good Standing
COTA/L	Barr	Heather	Denise	C1640	Good Standing
OTR/L	Barrick	Judith	Rose	310	Good Standing
COTA/L	Barte	Marianne	Livia	C1094	Good Standing
COTA/L	Bartram	Phillip	Holbrook	C1553	Good Standing
OTR/L	Bauer	Amanda	Joyce	1350	Good Standing
OTR/L	Beard	Joan	Elaine	371	Good Standing
OTR/L	Becker	Rosalyn		289	Good Standing

OTR/L	Beckett	Rebecca	Ann	899	Good Standing
OTR/L	Beeman	Emily	M.	1345	Good Standing
OTR/L	Been	Franklin	Ray	1082	Good Standing
OTR/L	Bennett	Susan	Nicole	1273	Good Standing
OTR/L	Bennington	Crystal	Gayle	1131	Good Standing
OTR/L	Berns	Kelley	A.	1314	Good Standing
OTR/L	Berry	W.	Bradley	742	Good Standing
COTA/L	Bess	Mistie	Dawn	C1607	Good Standing
OTR/L	Bettem	Kelly	Dawn	1147	Good Standing
OTR/L	Bevil	Tina	Marie	233	Good Standing
OTR/L	Bicol Jr.	Francisco	Casio	1270	Good Standing
OTR/L	Biller	Lisa	Dawn	1179	Good Standing
OTR/L	Bills	Angela	Renee	1352	Good Standing
COTA/L	Bini	Shellie	Marie	C1630	Good Standing
COTA/L	Bittinger	Jessica	Lynn	C1644	Good Standing
COTA/L	Black	Jeffery	Todd	C1399	Good Standing
OTR/L	Black	Sarah	VanR.	1332	Good Standing
COTA/L	Black	Sarah	VanR.	C1360	Good Standing
COTA/L	Blake	Rochelle	Leigh	1194	Good Standing
OTR/L	Blevins	Mallerie	Jane	244	Good Standing
COTA/L	Blizzard	Emily	Gail	C1247	Good Standing
OTR/L	Blose	Kathryn	Elizabeth	685	Good Standing
OTR/L	Blosser	Kara	Beth	900	Good Standing
OTR/L	Blosser	Sarah	Proffitt	1208	Good Standing
COTA/L	Blubaugh	Darlene	K	C1612	Good Standing
OTA (ip)	Bobbitt	Tara	Michelle	LPA180	Good Standing
OTR/L	Bogges	Connie	Sue	1239	Good Standing
COTA/L	Boggs	Susan	Michelle	C1319	Good Standing
OTR/L	Boice	Jennifer	Lynn	1240	Good Standing
COTA/L	Bolen	Lorrie	Ann	C1033	Good Standing
COTA/L	Bootcheck	Daren	Scott	1142	Good Standing
OTR/L	Bowe	Ashley	Nichole	1274	Good Standing
OTR/L	Bowers	Melonie	Beth	1164	Good Standing
OTR/L	Bowman	Leslie	Whitman	842	Good Standing
COTA/L	Bowyer	Patrick	Scott	C1596	Good Standing
COTA/L	Boyd	Amber	Ashley Rein	C1556	Good Standing
COTA/L	Boyd	Susan	Rae	C1388	Good Standing
COTA/L	Bradley	Shelley	Dawn	C1528	Good Standing
OTR/L	Bragg	Dawn	Marie	580	Good Standing
OTR/L	Brennan	Amy	Frances	1267	Good Standing
OTR/L	Brinkley	Katie	Suzanne	1122	Good Standing
OTR/L	Brodegard	Charles	Thomas	745	Good Standing
OTR/L	Brodegard	Lydia	Rachele	1238	Good Standing
OTR/L	Brogley	Kevin	Michael	775	Good Standing
OTR/L	Brooks	Veronica	Sue	481	Good Standing
COTA/L	Brown	Clara	Lynn	C1515	Good Standing
OTR/L	Brown	Elizabeth	Grant	1340	Good Standing
OTR/L	Brown	Jennifer	Michelle	1061	Good Standing
COTA/L	Browning	Carolynn		C1344	Good Standing
OTR/L	Browning	Jason	Todd	1145	Good Standing
OTR/L	Bruce	Jessica	Ann	1316	Good Standing
OTR/L	Brumley	Jason	Wayne	1245	Good Standing

COTA/L	Bryant	Audrey	Midkiff	C1559	Good Standing
COTA/L	Bucklen	Michelle	Elaine	C1424	Good Standing
OTR/L	Burgess	Heidi	Jill	1140	Good Standing
OTR/L	Burgess	Phebe	Elizabeth	630	Good Standing
OTR/L	Burgess	Stephanie	Yvonne	467	Good Standing
COTA/L	Burian	Gary	Leonard	C1021	Good Standing
OTR/L	Butler	Robbin	Lee	258	Good Standing
OTR/L	Butts	Jamie	Michelle	1178	Good Standing
OTR/L	Bynum	Harriet	Edna	851	Good Standing
COTA/L	Bynum	Malcolm	Ward	C1500	Good Standing
COTA/L	Byrne	Mary	Abajian	C1446	Good Standing
OTR/L	Cade	Jennifer	Frances	1193	Good Standing
COTA/L	Cady	Tawnya	Linn	C1643	Good Standing
OTR/L	Cain	Brianna	Lee	1192	Good Standing
COTA/L	Caldrone	Jennifer	Lynne	C1383	Good Standing
COTA/L	Campbell	Sandra	Sue	C1617	Good Standing
COTA/L	Campbell	Tiffany	Nicole	C1594	Good Standing
OTR/L	Cardany	Elizabeth	Margaret	1116	Good Standing
OTR/L	Cardany	Scott	Ryan	1105	Good Standing
COTA/L	Carpenter	Chandra	Renee	C1600	Good Standing
COTA/L	Carson	Lori	Ann	C1468	Good Standing
OTR/L	Carson	Raji	Kathleen	993	Good Standing
OTR/L	Carte	Jami	Lynn	1060	Good Standing
OTR/L	Carter	Diana	Jo	1233	Good Standing
OTR/L	Carter	Shanna	Michelle	1125	Good Standing
OTR/L	Carter	Shawna	Renee	935	Good Standing
COTA/L	Carver	Heather	Michelle	C1629	Good Standing
COTA/L	Carver	Rhonda	Lynn	C1071	Good Standing
COTA/L	Casebolt	Brenda	Lee	C1425	Good Standing
OTR/L	Castilla	Lisa	Marie	878	Good Standing
COTA/L	Casto	Curtis	Clark	C1111	Good Standing
OTR/L	Casto	Valerie	Virginia	150	Good Standing
OTR/L	Castracane	Alisa		911	Good Standing
COTA/L	Chaffin	Alesa	Adrienne	C1411	Good Standing
OTR/L	Chandler	Dana	Jo	912	Good Standing
OTR/L	Chapman	Bobbie	Jo	502	Good Standing
COTA/L	Chernutan	Wendi	Oxley	C1577	Good Standing
COTA/L	Cherok	Amy	Lynne	C1391	Good Standing
OTR/L	Chesnut	David	Clark	265	Good Standing
OTR/L	Childers	Amy	Danielle	966	Good Standing
OTR/L	Chovan	Chris	Daryl	1264	Good Standing
OTR/L	Cichowicz	Richard	Edward	818	Good Standing
COTA/L	Cisco	Martha	Lee	C1069	Good Standing
OTR/L	Citerone	Kathy	Maureen	1175	Good Standing
COTA/L	Clark	Emilie	Isabella	C1276	Good Standing
OTR/L	Clark	Heather	Lee	438	Good Standing
COTA/L	Clark	Joan	Parker	C1196	Good Standing
COTA/L	Clark	Melissa	Dawn	C1541	Good Standing
COTA/L	Clarkson	Heather	Irene	C1570	Good Standing
OTR/L	Clay	Mildred	Susie	453	Good Standing
OTR/L	Cliff	Cindy	Leigh	623	Good Standing
COTA/L	Cobb	Alicia	Ann	C1477	Good Standing

OTR/L	Coggins	Gina	Marie	583	Good Standing
COTA/L	Cohee-Steerman	Cynthia	B.	C1608	Good Standing
OTR/L	Colaianne	Donna	Jeanne	1251	Good Standing
COTA/L	Collins	Amanda	Lynn	C1490	Good Standing
COTA/L	Colucci	Erica	D	C1622	Good Standing
OTR/L	Conley	Carolyn	Louise	1217	Good Standing
OTR/L	Conley	Mary	Theresa	1123	Good Standing
COTA/L	Cook	Jillian	Renae	C1564	Good Standing
COTA/L	Cooper	Susan	Page	C1050	Good Standing
OTR/L	Cormack	Elizabeth	Mary	695	Good Standing
OTR/L	Coulter	Jill	Elizabeth	906	Good Standing
COTA/L	Coulter	Staci	Dawn	C1609	Good Standing
COTA/L	Cox	Heather	Ashley	C1598	Good Standing
OTR/L	Craiger	Deanna	Lynn	1197	Good Standing
OTR/L	Crane	Shelby	Dyan	1337	Good Standing
OTR/L	Criniti	Amber	Marie	1180	Good Standing
COTA/L	Cromer	Emily	Marie	C1618	Good Standing
OTR/L	Cronin	Anne	Frances	709	Good Standing
OTR/L	Crosby	Zachary	Abraham	702	Good Standing
OTR/L	Crum	Teresa	G.	1338	Good Standing
COTA/L	Cumpton	Helen	Michelle	C1566	Good Standing
OTR/L	Cupini	Sondra	Marie	692	Good Standing
OTR/L	Daggett	Toby	Dean	1015	Good Standing
OTR/L	Damm	Cara	Nicole	1032	Good Standing
OTA/L	Daniels	Michelle	Ann	C1576	Good Standing
OTR/L	Daniels	Shannon	Kay	1258	Good Standing
OTR/L	Dantry	Jami	Marie	1020	Good Standing
OTR/L	Daub	Amy	Christine	961	Good Standing
COTA/L	Davidson	Deborah	Lee	C1510	Good Standing
OTR/L	Davis	Diana	Rae	621	Good Standing
COTA/L	Davis	Lorraine	Marie	C1442	Good Standing
OTR/L	Davis	Lucas	Benjamin	1143	Good Standing
COTA/L	Davis	Roxanna		C1496	Good Standing
COTA/L	Davis	Shirley	Jean	C1291	Good Standing
OTR/L	Davis	Tonya	Lynn	546	Good Standing
OTR/L	Dawson	Krista	Kay	1135	Good Standing
OTR/L	Deal	Michele	Lynn	869	Good Standing
COTA/L	DeHart	Jamie	Ann	C1409	Good Standing
OTR/L	DeLeurere	Kristi	Lynne	1277	Good Standing
OTR/L	Demi	Amy	Sue	880	Good Standing
COTA/L	Dennis	Erica	Lynn	C1335	Good Standing
OTR/L	Dent	Alexandra	Christie	1312	Good Standing
COTA/L	Dent, Jr.	Harold	Thomas	C1426	Good Standing
OTR/L	Destito	Jennifer	Nicole	943	Good Standing
OTR/L	DeWitt	Laura	June	457	Good Standing
OTR/L	Diamond	Candace	Michele	1320	Good Standing
OTR/L	Dignan	Janet	Marie	344	Good Standing
OTR/L	Dillow	Laura	Melissa	325	Good Standing
COTA/L	Dingess	James	Ray	C1543	Good Standing
OTR/L	Dodson	Catherine	Diane	1198	Good Standing
COTA/L	Dominick	Joseph	James	C1557	Good Standing
OTR/L	Donaldson	Shawn	Paul	857	Good Standing

OTR/L	Dooley	Ligeia	Mae	1063	Good Standing
OTR/L	Dorgan	Michele	Elizabeth	193	Good Standing
COTA/L	Dotson	Amanda	Sue	C1624	Good Standing
OTR/L	Douglas	Martin	Kent	366	Good Standing
COTA/L	Duckworth	Carrie	Lynn	C1396	Good Standing
COTA/L	Dumm	Ann	Denise	C1005	Good Standing
COTA/L	Dunfee	Kristi	Lynn	C1611	Good Standing
OTA/L	Durgin	David	Merle	C1306	Good Standing
COTA/L	Durham	Letitia	Ardella	C1487	Good Standing
OTR/L	Durst	Stephanie	Raye	1304	Good Standing
OTR/L	Dziak	Jason		799	Good Standing
OTR/L	Edgell	Amy	Jo	984	Good Standing
COTA/L	Eller	Tammy	Renee	C1544	Good Standing
COTA/L	Elliott	Michael	Loye	C1060	Good Standing
OTR/L	Epling	Robert	Shane	1096	Good Standing
OTR/L	Epperly	Kelly	Jo	1300	Good Standing
OTR/L	Erzkus	Cynthia	Lou	876	Good Standing
COTA/L	Escobedo	Jennifer	Lee	C1639	Good Standing
OTR/L	Eskins	Lisa	Knierim	1124	Good Standing
OTR/L	Estep	Lydia	Eleanor	266	Good Standing
OTR/L	Ethridge	Katie	Taylor	1310	Good Standing
COTA/L	Eubank	Misty	May	C1520	Good Standing
OTR/L	Evans	Donna	Jean	1241	Good Standing
COTA/L	Evans	Sara	Faye	C1485	Good Standing
OTR/L	Evans,II	Charles	Edward	950	Good Standing
OTR/L	Fabbri	Erik	Stephen	917	Good Standing
OTA/L	Fawley	Renee	Denise	C1334	Good Standing
OTR/L	Feehley	Susan	Elaine	1308	Good Standing
OTR/L	Ferrari	Vincentia	Jean	1358	Good Standing
OTR/L	Filak	Stacy	Renee	1200	Good Standing
OTR/L	Fink	Leonard	Besso	436	Good Standing
COTA/L	Finley	Patricia	Louise	C1104	Good Standing
COTA/L	Fitzgerald	Angela	Renee	C1239	Good Standing
OTR/L	Fizer	Shelly	Ann	979	Good Standing
OTR/L	Fleshman	Christopher	Scott	1283	Good Standing
OTR/L	Folk	Brandi	Marie	1154	Good Standing
OTR/L	Ford	Danielle	Renee	983	Good Standing
OTR/L	Ford	Tiffany	Nicole	1085	Good Standing
OTR/L	Forrest	Adam	Collins	637	Good Standing
OTR/L	Fortney	Dannette	Noel	711	Good Standing
COTA/L	Foster	Heather	Dawn	C1440	Good Standing
COTA/L	Franchi	Sherry	Ann	C1378	Good Standing
OTR/L	Franchi	Sherry	Ann	1355	Good Standing
COTA/L	Francis	Tiffany	Renee	C1551	Good Standing
COTA/L	Frankenberry	Mary	Patricia	C1514	Good Standing
COTA/L	Franko	Amanda	Arline	C1103	Good Standing
OTR/L	Friedman	Susan	Sheryl	1108	Good Standing
OTR/L	Friel	Stephanie	Amanda	1341	Good Standing
OTR/L	Fugate	Bryan	Todd	377	Good Standing
OTR/L	Gass	Krista	Michele	1281	Good Standing
COTA/L	George	Kimberly	Sue	C1586	Good Standing
COTA/L	Gesualdo	Diane	Renee	C1539	Good Standing

OTR/L	Gillette	Tevin	Michele	1244	Good Standing
OTR/L	Gompers	Sarah	Lucinda	1077	Good Standing
OTR/L	Goodall	Leslie	Nancy	375	Good Standing
COTA/L	Gossett	Carol	Ann	C1064	Good Standing
COTA/L	Gottschling	Ai	Hua	C1242	Good Standing
OTR/L	Gould	David	Alan	169	Good Standing
OTR/L	Gracey	Stacey	Lynne	941	Good Standing
OTR/L	Graebe	Garth	Lee	995	Good Standing
OTR/L	Gray	Noah	Madison	500	Good Standing
COTA/L	Green	Michael	Brian	C1379	Good Standing
COTA/L	Griffin	Rosemary		C1587	Good Standing
OTR/L	Grimes	Darlene	Louise	992	Good Standing
OTR/L	Grimes	Diane	Marie	1190	Good Standing
OTR/L	Grimes	Parker	Hall	891	Good Standing
COTA/L	Grimes	Thomas	Christopher	C1474	Good Standing
OTR/L	Griswold	Dwayne	Curtis	1226	Good Standing
OT/L	Grooms	Carolyn	Sue	1262	Good Standing
COTA/L	Grubb	Matthew	Gregory	C1616	Good Standing
COTA/L	Gunnoe	Julie	Lynn	C1579	Good Standing
COTA/L	Guthrie	Amanda	Leigh	C1625	Good Standing
COTA/L	Guthrie	Stacey	Lynette	C1404	Good Standing
COTA/L	Gwinn	Patricia	Ruth	C1465	Good Standing
COTA/L	Hager	Julie	Ann	C1619	Good Standing
OTR/L	Hager	Mary	Agnes	005	Good Standing
OTR/L	Haggerty	Connie	Elaine	1062	Good Standing
OTR/L	Halkett	Elizabeth	Mary	610	Good Standing
COTA/L	Hambric	Brenda	Gaye	C1361	Good Standing
COTA/L	Hamburg	Danielle	Marie	C1433	Good Standing
OTR/L	Hamelin	Scott	Gregory	1028	Good Standing
OTR/L	Hamilton	Ester	Lee	955	Good Standing
OTR/L	Hammond	Jennifer	Lynn	1132	Good Standing
OTR/L	Hammond	Robert	J	1296	Good Standing
OTR/L	Hamrick	Neha	Ashok	1053	Good Standing
OTR/L	Haney	Amber	Elizabeth	1213	Good Standing
COTA/L	Hanshew	Alicia	Ann	C1573	Good Standing
OTR/L	Harlan	Jennifer	Ann	1237	Good Standing
OTA/L	Harlan	Ryan	Chrisopher	C1317	Good Standing
OTR/L	Harman-Coatsworth	Tammy	Elaine	694	Good Standing
OTA/L	Harne	Cecelia	Linda	C1461	Good Standing
COTA/L	Harrah	Susan	Bunny	C1415	Good Standing
COTA/L	Harris	Sharon	Kay	C1542	Good Standing
COTA/L	Harris	Tina	Lynn	C1143	Good Standing
OTR/L	Hartofelis	Michael		834	Good Standing
OTR/L	Hastings	Larissa	Idalmis	1089	Good Standing
OTR/L	Hastings	Leon		1121	Good Standing
COTA/L	Hatcher	Loretta "Dee"	Denise	C1597	Good Standing
OTR/L	Hatfield	Brian	Anthony	1009	Good Standing
OTR/L	Hawes	Cheryl	Himes	823	Good Standing
OTR/L	Hawkins	Dana	Lynn	1001	Good Standing
COTA/L	Hawkins	Joan	Elizabeth	C1395	Good Standing
OTR/L	Hazelett	Megan	Michelle	1168	Good Standing
COTA/L	Heath	Lisa	Marie	C1495	Good Standing

OTR/L	Hedrick	Meagan	Ann	1327	Good Standing
OTR/L	Heise	Christy	Louise	1331	Good Standing
OTR/L	Helbig	Sarah	Nicole	1275	Good Standing
OTR/L	Henderson	Olivia	Carol	1199	Good Standing
OTR/L	Henderson	Suzanna	LaDonna	1319	Good Standing
COTA/L	Henderson	Troy	William	C1155	Good Standing
OTR/L	Henry	Amanda	Leigh	1225	Good Standing
COTA/L	Henry	Michelle	Lynne	C1408	Good Standing
OTR/L	Henryson	Barbara	Jean	294	Good Standing
COTA/L	Hess	Gary	Michael	C1058	Good Standing
OTR/L	Hildebrand	Barbara	Rose	1324	Good Standing
COTA/L	Hill	Bambi	Lee	C1394	Good Standing
COTA/L	Hill	Carrie	Elizabeth	C1421	Good Standing
OTR/L	Hnottavange	Loretta	Brooke	1106	Good Standing
OTR/L	Holbrook	Ashlie	Jill	1303	Good Standing
COTA/L	Holcomb	Amber	Faith	C1631	Good Standing
OTA/L	Holdren	Meleeia	Faye	C1525	Good Standing
OTR/L	Holsen	Suzanne	Renee	793	Good Standing
OTR/L	Hopkins	Jeffery	Donald	184	Good Standing
OTR/L	Hopkins	Kimberly	Michelle	1151	Good Standing
OTR/L	Hornsby	Marlo	Renee	1356	Good Standing
COTA/L	Hornsby	Marlo	Renee	C1405	Good Standing
COTA/L	Horst	Arlene	Joy	C1116	Good Standing
OTR/L	Hott	Sali	Dior	606	Good Standing
COTA/L	House	Jennifer	Renee	C1635	Good Standing
OTR/L	Howell	Justina	DeJang	1325	Good Standing
COTA/L	Huber	Tim	Paul	C1278	Good Standing
OTR/L	Hudson	Julia	Hicks	1307	Good Standing
COTA/L	Huffman	Keith	Allan	C1200	Good Standing
COTA/L	Hughes	Jaqueline	Annette	C1482	Good Standing
OTR/L	Humbertson-Grogan	Autumn	Elizabeth	1127	Good Standing
OTR/L	Humphrey	Sarah	Jane	1021	Good Standing
OTR/L	Hunt	Janet		134	Good Standing
COTA/L	Hunter	Cheryl	Ann	C1055	Good Standing
COTA/L	Hupp	Sonja	Eugenia	C1572	Good Standing
COTA/L	Hurley Jr.	James	Arthur	C1568	Good Standing
OTR/L	Isaac	James	Michael	319	Good Standing
OTA/L	Isner	Eileen	Annette	C10258	Good Standing
OTR/L	Jackson	Rebecca	Ann	1084	Good Standing
COTA/L	Jackson	Sarah	Marie	C1407	Good Standing
OTR/L	Jacob	Beth	Anne	1271	Good Standing
OTR/L	Jacobs	Laura	Charlotte	1152	Good Standing
OTR/L	Jacoby	Constance	Sue	1114	Good Standing
OTR/L	Jahn	Susan	Elizabeth	1288	Good Standing
OTR/L	Jefferson	Ami	Lynn	1031	Good Standing
OTR/L	Jefferson	Melissa	Ann	1136	Good Standing
COTA/L	Jenkins	Todd	Matthew	C1246	Good Standing
OTR/L	Jensen	Alicia		1231	Good Standing
COTA/L	Jesse	Brenda	Gail	C1048	Good Standing
COTA/L	Johns	Tonya	Lynne	C1241	Good Standing
COTA/L	Johnson	Amanda	Whitney	C1389	Good Standing
COTA/L	Johnson	James	William	C1581	Good Standing

OTR/L	Johnson	Lina	Christina	1343	Good Standing
OTR/L	Johnson	Stephanie	Gwen	1243	Good Standing
COTA/L	Johnson	Tamara	Irene	C1486	Good Standing
OTR/L	Johnston	Linda	Christine	OO1	Good Standing
OTR/L	Jurovcik	Kara	Rae	732	Good Standing
OTR/L	Kalbaugh	Sherri	Ann	1007	Good Standing
COTA/L	Kalcum	Leann		C1509	Good Standing
COTA/L	Kasler	Wendy	Sue	C1042	Good Standing
OTR/L	Katz	Jodi	Beth	484	Good Standing
OTR/L	Keane	Elaine	Mary	1150	Good Standing
OTR/L	Kearns	Emily	Suzanne	959	Good Standing
OTR/L	Keaton	Mitzi	Dawn	1333	Good Standing
COTA/L	Keen	Kimberly	Lynne	C1523	Good Standing
OTA/L	Keenan	Anita	Lynn	C1549	Good Standing
COTA/L	Keene	Cynthia	Lee	C1634	Good Standing
OTR/L	Kelly	Mary	Lee	736	Good Standing
OTR/L	Kelty	Mary Rose	Ann	865	Good Standing
COTA/L	Kesner	Samantha	Desiree	C1571	Good Standing
COTA/L	Kessel	Brenda	Lee	C1355	Good Standing
COTA/L	Kessler	Rebecca	E.	C1593	Good Standing
OTR/L	King	Amber	Davina	905	Good Standing
COTA/L	King	Erin	Quinn	C1547	Good Standing
OTR/L	Kingery	Fred	Edward	693	Good Standing
OTR/L	Kiregu	Linus	Maina	824	Good Standing
OTR/L	Kisner	Carol	Marie	886	Good Standing
OTR/L	Klennert	Kristin	Leigh	1064	Good Standing
COTA/L	Knause	Deborah	Sue	C1059	Good Standing
OTR/L	Knowles	Yvonne	Maud	518	Good Standing
OTR/L	Kolanko	Stephanie	Ann	1055	Good Standing
COTA/L	Komenda	Stanley		C1312	Good Standing
COTA/L	Krimm	Marti	Lea	C1024	Good Standing
OTR/L	Kroll	Lezlee	Colette	1278	Good Standing
OTR/L	Kubistek	Aaron	Michael	1157	Good Standing
OTR/L	Kuhl	Sigal	Levy	696	Good Standing
OTR/L	Kwon	Lisa	Kim	1287	Good Standing
OTR/L	LaForme	Ann	Marie	158	Good Standing
COTA/L	Lamantia	Marlene	Victoria	C1107	Good Standing
OTR/L	Lamb	Valerie	Ann	261	Good Standing
COTA/L	Lambert	Jennifer	Amiee	C1370	Good Standing
OTR/L	Lambert	Jennifer	Leigh	1068	Good Standing
OTR/L	Lancaster	Lynn	Marie	1323	Good Standing
OTR/L	Lane	Jennifer	Lynn	584	Good Standing
OTR/L	Largen	Crystal	Dawn	897	Good Standing
OTR/L	LaRue	Katherine	Theresa	298	Good Standing
OTR/L	Laska	Mary	Gertrude	398	Good Standing
OTR/L	Laughery	Mary	Elizabeth	974	Good Standing
OTR/L	Lazor	John	Michael	1081	Good Standing
OTR/L	Leachman	Courtney	Roush	1260	Good Standing
OTR/L	LeBrun	Heather	Lynn	1329	Good Standing
OTR/L	Ledger	Shanna	Marie	1156	Good Standing
COTA/L	Lee	Pamela	Sue	C1499	Good Standing
OTR/L	Lee-Pride	Jeri	Annette	544	Good Standing

OTR/L	Lentz, Jr.	Robert	Michael	896	Good Standing
COTA/L	Leonard	Jackie	Kaye	C1448	Good Standing
OTR/L	Leonardi	Amy	Beth	763	Good Standing
COTA/L	Lester	Kara	Dee	C1513	Good Standing
OTR/L	L'Hommedieu	Tod	Robert	1306	Good Standing
COTA/L	Lightner	Breanne	Marie	C1469	Good Standing
OTR/L	Lilly	Douglas	Lincoln	895	Good Standing
OTR/L	Lilly	Mark	Vincent	1173	Good Standing
OTR/L	Lilly-Queen	Ashley	Brooke	1234	Good Standing
OTR/L	Lindsey	Stephanie	Lynn	1067	Good Standing
OTR/L	Linkous	Catherine	McKinney	792	Good Standing
OTA/L	Logwood	Andrea	Michele	C1403	Good Standing
OTR/L	Lopez	Hollea	Michaela	1012	Good Standing
COTA/L	Loyland	Eric	Berent	C1231	Good Standing
COTA/L	Lucas	Scott	Lee	C1296	Good Standing
OTR/L	Lucci	Lisa	Marie	595	Good Standing
OT (Ip)	Ludwig	Mary	Kathryn	LPT288	Good Standing
COTA/L	Lusk	Candace	Leigh	C1381	Good Standing
OT/L	Mack	John	Patrick	1302	Good Standing
COTA/L	Madden	Jamie	Lynn	C1498	Good Standing
COTA/L	Maheu	Dawn	Noel	C1545	Good Standing
OTR/L	Manchester	Constance	Palmer	147	Good Standing
COTA/L	Manthey	Barbara	Ann	C1163	Good Standing
OTR/L	Markley	Lona	Leigh	1335	Good Standing
COTA/L	Markley	Lona	Leigh	C1357	Good Standing
OTR/L	Markley	Shannon	Brooks	1313	Good Standing
OTR/L	Martin	Karen	Louise	384	Good Standing
OTR/L	Martin	Kristen	Lynne	1292	Good Standing
OTR/L	Mason	Kathleen	Ann	1057	Good Standing
OTR/L	Mason	Shannon	Leigh	1182	Good Standing
OTR/L	Masterman	Gwendolyn	Suzanne	920	Good Standing
OTR/L	Masters	Shannon	Gay	1317	Good Standing
OTR/L	Matthews	Shelda	Lois	731	Good Standing
COTA/L	Mazza	Louis	Matthew	C1377	Good Standing
OTR/L	McCall	Molly	Dale	1069	Good Standing
COTA/L	McCandless	Maureen	Ann	C1327	Good Standing
OTR/L	McClanahan	Adrienne	Jean	1206	Good Standing
OTR/L	McCombie	Randy	Paul	494	Good Standing
COTA/L	McCoy	Belinda	Belle	C1112	Good Standing
COTA/L	McDaniel	Johnnie	Ray	C1489	Good Standing
OTR/L	McDonald	Clare	Elizabeth	716	Good Standing
OTR/L	McDonough	Joeleen	Sue	1222	Good Standing
OTR/L	McDougal	Robin	Ann	1263	Good Standing
COTA/L	McDowell	Jamie	Deloris	C1590	Good Standing
COTA/L	McGlothlin	Sarah	Elizabeth	C1641	Good Standing
OTR/L	McGowan	Suzanne	Frances	101	Good Standing
COTA/L	McKenney	Dawn	Debra	C1229	Good Standing
COTA/L	McKeon	Patricia	Ann	C1502	Good Standing
COTA/L	McKinney	Christopher	David	C1534	Good Standing
OTR/L	McMammay	Amy	Jo	413	Good Standing
COTA/L	McPherson	Charles	Edward	C1336	Good Standing
OTR/L	McQuain	Stephanie	Elizabeth	1257	Good Standing

COTA/L	Mellott	Kristen	Ashley	C1565	Good Standing
OTA/L	Mercer	Nancy	Diane	C1262	Good Standing
COTA/L	Messenger	Daniel	Wayne	C1535	Good Standing
COTA/L	Metheny	Rebecca	Lynn	C1128	Good Standing
OTR/L	Metz	Betsy	Anne	942	Good Standing
COTA/L	Meyers	Supanee		C1582	Good Standing
COTA/L	Michaud	Allyson	Jeanette	C1508	Good Standing
COTA/L	Midkiff	Geneva	Ailene	C1437	Good Standing
COTA/L	Midock	Erika	Lynn	C1621	Good Standing
OTR/L	Miller	Carol	Lorraine	257	Good Standing
COTA/L	Miller	Denise	Ann	C1417	Good Standing
OTR/L	Miller	Diane	Jeanette	1162	Good Standing
OTR/L	Miller	Jennifer	Dawn	814	Good Standing
OTR/L	Miller	Maricris	Ho	573	Good Standing
OTA (lp)	Miller	Rachel	Elizabeth	LPA179	Good Standing
OTR/L	Miller	Thomas	Scott	902	Good Standing
COTA/L	Miller	William	Thomas	C1606	Good Standing
OTR/L	Mingolelli	Veronica	Maria	1309	Good Standing
COTA/L	Mitchell	Erin	Nicole	C1632	Good Standing
COTA/L	Montgomery	Susan	Lynn	938	Good Standing
COTA/L	Moody	Susan	Pauline	C1358	Good Standing
OTR/L	Moore	Jason	Ellis	1318	Good Standing
COTA/L	Moore	Kenneth	Lee	C1099	Good Standing
COTA/L	Moore	Michael	Lee	C1035	Good Standing
OTR/L	Moore	Rebecca	Dawn	947	Good Standing
COTA/L	Moran	Christl	Golz	C1605	Good Standing
OTR/L	Morgan	Jo-Clair		1189	Good Standing
OTR/L	Morgan	Leigh	Ann	1336	Good Standing
OTA/L	Morgan	Leigh	Ann	C1362	Good Standing
OTR/L	Moriarty	Kitty	Ellen	1093	Good Standing
OTR/L	Morris	Cheryl	Lee	1348	Good Standing
COTA/L	Morrissey	Michael	Francis	C1538	Good Standing
OTR/L	Mosrie	Hala		976	Good Standing
OTR/L	Mott	Stephanie	LuAnn	1326	Good Standing
OTR/L	Mullins	Amy	Marie	1210	Good Standing
COTA/L	Mullins	Denise	Renee	C1217	Good Standing
OTR/L	Mullins	Jennifer	Lee	1223	Good Standing
OTR/L	Mullins	Metilda	Shobha	416	Good Standing
OTR/L	Murphy	Rhonda	Rae	1041	Good Standing
OTR/L	Musgrove	Brenda	Jo	991	Good Standing
OTR/L	Mutchler	Gail		967	Good Standing
OTR/L	Myers	Elizabeth	Anne	860	Good Standing
OTR/L	Mysliwiec-Andlinger	Beth	Ann	498	Good Standing
OT/L	Nagarajan	Hemalini	K.	1174	Good Standing
OTR/L	Neal	Julie	Ann	989	Good Standing
OTR/L	Nesland	Anita	Loriane	430	Good Standing
OTR/L	Neville	Ryan	Tod	872	Good Standing
OTR/L	Newsom	Cindy	Jo	1283	Good Standing
OTR/L	Nicholson	Argil	Waine	1120	Good Standing
COTA/L	Niederpruem	Nicole	Dawn	C1386	Good Standing
OTA/L	Niswander	Hazel	Ruth	C1473	Good Standing
COTA/L	Nugen	Paula	Nicole	C1578	Good Standing

OTR/L	O'Baker	Pamela	Jean	1090	Good Standing
COTA/L	O'Connor	Marcia	Louise	C1029	Good Standing
COTA/L	Odell	Glenda	Jean	C1375	Good Standing
OTR/L	Offield	Sandee	Dee	1000	Good Standing
OTR/L	O'Leary	Denis	Michael	721	Good Standing
OTR/L	Oleksa	Breanne	Marie	1232	Good Standing
OTR/L	Ong	Paula	Lee	1246	Good Standing
OTR/L	Orth	Margaret	Eileen	1280	Good Standing
OTR/L	Osburn	Angela	Brooke	705	Good Standing
OT/L	O'Shea	Robert	Joseph	373	Good Standing
OTR/L	Parker	Leslie	Nicole	1018	Good Standing
COTA/L	Parsons	Gretchen	Marie	C1633	Good Standing
OTR/L	Patterson	Jennifer	Lee	996	Good Standing
COTA/L	Paugh	Jessica	LeAnne	C1623	Good Standing
OTR/L	Pauley	Claudette	Mynes	1236	Good Standing
OTR/L	Pauley	Karrah	Leigh	1087	Good Standing
OTR/L	Pavone	Melanie	Dawn	956	Good Standing
COTA/L	Pearson	Lori	Rendahl	C1390	Good Standing
OTR/L	Pederson	Adrien	Leigh	1342	Good Standing
OTR/L	Pegg	Mary	Lynn	928	Good Standing
OTR/L	Pelanek	Dorothy	Marie	622	Good Standing
OTR/L	Perry	Krista	Michelle	1005	Good Standing
OTR/L	Pervola	Christel	Michelle	1297	Good Standing
COTA/L	Peters	Tiiffany	Yvonne	C1627	Good Standing
OTR/L	Pettrey	Kristen	Rachelle	1351	Good Standing
OTR/L	Phelan	Mary	Metta	1289	Good Standing
OTR/L	Pinckney	Cheryl	Anne	414	Good Standing
OT/L	Pinckney	Donald	Kenneth	440	Good Standing
COTA/L	Pitt	Benjamin	Lee	C1569	Good Standing
OTR/L	Polanski	Amy	Lynn	1285	Good Standing
OTR/L	Posch	Melanie	Annette	527	Good Standing
OT/L	Powers	Andrew	Jackson	985	Good Standing
COTA/L	Presley	Jaqueline	Maureen	C1369	Good Standing
COTA/L	Preston	Tiffani	Kaye	C1595	Good Standing
OTR/L	Pritts	Julie	Beth	1357	Good Standing
OTR/L	Quesenberry	Kathy	Jo	358	Good Standing
OTR/L	Raleigh	Robin	Annette	1203	Good Standing
OTR/L	Ramey	Lisa	Cheryl	359	Good Standing
OTR/L	Ramm	Kathryn	Louise	1134	Good Standing
COTA/L	Rampino	Kathy	June	C1642	Good Standing
COTA/L	Ransom	Loyd	Franklin	C1354	Good Standing
COTA/L	Ratliff	Hillary	Jo	C1451	Good Standing
OTR/L	Rauch	Dawn	Marie	579	Good Standing
OTR/L	Ravenscroft	Erin	Marie	1183	Good Standing
COTA/L	Reeves	Janet	Lea	C1194	Good Standing
COTA/L	Reffitt	Glenda	Kay	C1195	Good Standing
OTR/L	Reitter	Danielle	Susan	1256	Good Standing
COTA/L	Rejonis II	Richard	John	C1343	Good Standing
OTR/L	Revels	Elizabeth	Susan	1129	Good Standing
COTA/L	Richards	Eric	Thompson	C1068	Good Standing
COTA/L	Riffel	Vivian	Maggard	C1018	Good Standing
COTA/L	Riggleman	Jane	Lynn	C1186	Good Standing

OTR/L	Riggleman	Kara	Jo	1255	Good Standing
OTR/L	Riley	Juliana	Marie	1070	Good Standing
OTR/L	Ripley	Myra	Denova	1228	Good Standing
OTR/L	Risk	Lori	Ann	1100	Good Standing
COTA/L	Riska	Darla	Jean	C1493	Good Standing
COTA/L	Ritchie	Amy	Renea	C1599	Good Standing
OTR/L	Roberts	Duane	Alan	735	Good Standing
OTR/L	Robinson	Kathleen	Michelle	1294	Good Standing
OTR/L	Robinson	Kathryn	Jeanne	C1532	Good Standing
COTA/L	Robinson	Michelle	Dawn	C1074	Good Standing
OTR/L	Robinson	Nancy	Christine	346	Good Standing
OTR/L	Rogar	Amy	Ellen	1276	Good Standing
OTR/L	Rogers	Amanda	Kessler	662	Good Standing
OTR/L	Rose	Gretchan	Ann	1214	Good Standing
COTA/L	Rose	Jenny	Lee	C1139	Good Standing
OTR/L	Ross	Jaclyn	Michele	1349	Good Standing
OTR/L	Ross	Molly	Renee	1282	Good Standing
OTR/L	Rota	Kristi	Sue	1202	Revoked
OTR/L	Roush	Andrea	Rae	939	Good Standing
OTR/L	Rowan	Heather	Rene	1235	Good Standing
OTR/L	Rupple	M.	Susan	1321	Good Standing
OTR/L	Sabalowsky	Heather	Alyse	879	Good Standing
OTR/L	Saffouri	Denise	Lynn	926	Good Standing
OTR/L	Sanghvi	Bina	Yatish	454	Good Standing
OTR/L	Santangelo	Jaclyn	Ann	1014	Good Standing
OTR/L	Santer	Michele	Elizabeth	971	Good Standing
OTR/L	Sarder	Alok	Kumar	788	Good Standing
OTR/L	Sauer	Brooke	Michelle	958	Good Standing
OTR/L	Sauer-Devine	Carrie	Ann	204	Good Standing
COTA/L	Saunders	Erica	Ann	C1529	Good Standing
OTR/L	Savage	Catherine	Haines	1167	Good Standing
OTR/L	Savage	John	Brian	1169	Good Standing
COTA/L	Scarborough	Ashley	Elizabeth	C1550	Good Standing
COTA/L	Scott	David	Wayne	C1463	Good Standing
OTR/L	Scott	Isabel	Del Carmen	1048	Good Standing
OTR/L	Scrivener-Vass	Linda	May	845	Good Standing
OTR/L	Seasor Frye	Sonya	Lee	665	Good Standing
COTA/L	Sees	Nicole	Lynn	C1620	Good Standing
OTR/L	Seese	Amanda	Margaret	1017	Good Standing
OTR/L	Seidel	Margaret	Anne	291	Good Standing
COTA/L	Sellers	Beth	Mae	C1427	Good Standing
OTR/L	Sellman	Jodi	Lynn	1220	Good Standing
OTR/L	Sergent	Brenford	Edwin	1080	Good Standing
OTR/L	Sergent	Danelle	Dawn	1311	Good Standing
OTR/L	Setaro	Rebecca	Maria	1159	Good Standing
OTR/L	Seymour	Patricia	Anne	246	Good Standing
OTR/L	Shaffer	Karen	Louise	981	Good Standing
OTR/L	Shamblin	Deborah	Ann	687	Good Standing
OTR/L	Shannan	Sandra	Leigh	1171	Good Standing
OT (lp)	Sheets	Allison	Kay	LPT274	Good Standing
OTR/L	Sheets	Teresa	Ray	129	Good Standing
OTR/L	Sherrell	Maren	Kate	1205	Good Standing

OTR/L	Shumaker	Deidre	Theresa	1163	Good Standing
OTR/L	Sickles	Kimberly	Walker	1328	Good Standing
OTR/L	Silkwood	Kristi	Alicia	1195	Good Standing
COTA/L	Simms	Lesley	Ann	C1518	Good Standing
COTA/L	Simpson	Mary	Ann	C1220	Good Standing
OTR/L	Simpson	Phillip	Lee	515	Good Standing
COTA/L	Sisler	Paula	May	C1142	Good Standing
OTR/L	Sites	Stacie	Leigh	888	Good Standing
COTA/L	Skaggs	Steven	VanCourtland	C1602	Good Standing
COTA/L	Skala	Jennifer	Lynn	C1332	Good Standing
OTR/L	Skrzypek	Melanie	Dawn	1347	Good Standing
COTA/L	Slate	Cassandra	Renee	C1603	Good Standing
OTR/L	Smith	Billie	Jo	C1591	Good Standing
COTA/L	Smith	Karen	Joy	C1558	Good Standing
OTR/L	Smith	Kimberly	Dawn	923	Good Standing
OTR/L	Smith	Lecia	Dawn	597	Good Standing
COTA/L	Smith	Timothy	Scott	C1274	Good Standing
OTR/L	Smith	Virginia	Grace	957	Good Standing
OTR/L	Snyder	Kelly	Marie	772	Good Standing
OTR/L	Sowers	Sharon	Lynne	908	Good Standing
OTR/L	Spencer	Andrea	Marie	815	Good Standing
OTR/L	Spillson	Elizabeth	Ann	390	Good Standing
OTR/L	Spillson	Joseph	Andrew	365	Good Standing
COTA/L	Springmann	Christine	Anna	C1304	Good Standing
OTR/L	Stephenson	Pamela	Rebecca	1315	Good Standing
COTA/L	Stevens	Patricia	Wolf	C1054	Good Standing
OTR/L	Stewart	Lisa	Kay	909	Good Standing
OTR/L	Stone	Elizabeth	Ann	892	Good Standing
COTA/L	Stotts	Crystal	Rose	C1288	Good Standing
OTR/L	Stowers	Kenneth	Dion	1078	Good Standing
COTA/L	Strause	Sherrie	Lynn	C1380	Good Standing
OTR/L	Street	Kristen	Elizabeth	1153	Good Standing
OTR/L	Stump	Ann	Chadwick	131	Good Standing
OTR/L	Subasic	Kathleen	Garrett	1216	Good Standing
COTA/L	Sullivan	Jill	Rae	C1248	Good Standing
OTR/L	Summers	Suzanne	Kathleen	231	Good Standing
OT/L	Sura	Jayshree	Tushar	223	Good Standing
COTA/L	Surface	Angela	Marie	C1452	Good Standing
COTA/L	Surratt	Danny	Keith	C1040	Good Standing
OTR/L	Swisher	Stephanie	Gail	1301	Good Standing
COTA/L	Tarver	Deanna	Kelly	C1601	Good Standing
COTA/L	Taylor	Carla	Beth	C1533	Good Standing
OTR/L	Taylor	Renea	Dawn	1286	Good Standing
OT/L	Tennant	Joan	Carol	607	Good Standing
OTR/L	Tennant	Margaret	Wanda	1242	Good Standing
OTR/L	Thaw	Laura	Ann	323	Good Standing
OTR/L	Thompson	Jason	Elliott	861	Good Standing
OTR/L	Tichnell	Carrie	Anne	1248	Good Standing
COTA/L	Tincher	Christina	Dell	C1449	Good Standing
OTR/L	Tincher	Shelly	Brooke	1250	Good Standing
OTR/L	Tiu	Melissa	Jo	1044	Good Standing
COTA/L	Todaro	Theresa	Lee	C1610	Good Standing

OTR/L	Tokash	Jennifer	Ann	743	Good Standing
COTA/L	Travers	Matt	Brian	C1401	Good Standing
COTA/L	Travis	Ashley	Dawn	C1584	Good Standing
COTA/L	Trump	Nichole	Lynn	C1295	Good Standing
OTR/L	Truschel	David	William	919	Good Standing
OTR/L	Turley	Pamela	Jean	990	Good Standing
OTR/L	Turley	Traci	Augusta	1290	Good Standing
COTA/L	Tussey	Sarah	Lyn	C1516	Good Standing
COTA/L	Twigg	Cynthia	Jean	C1330	Good Standing
OTR/L	Ude	Heidi	Leigh	997	Good Standing
COTA/L	Uhler	Bridgette	Adel	C1524	Good Standing
COTA/L	Umstot	Vicky	Lynn	C1428	Good Standing
COTA/L	Usenick	Jody	Henderson	C1275	Good Standing
OTR/L	Valentino	Joseph	Jon	1322	Good Standing
OTR/L	Vandale	Cara	Jane	256	Good Standing
OTR/L	VanMeter	Sarah	Lea	1107	Good Standing
OTR/L	Venable	Allison	Beth	898	Good Standing
COTA/L	Vest	Casey	Jolene	C1637	Good Standing
OT/L	Vigh	Debra	JoAnn	1254	Good Standing
OTR/L	Vincent	Virginia	Ann	885	Good Standing
OT/L	Viscount	Tracy	Leigh	625	Good Standing
OTR/L	Voellinger	Erica	Dawn	1330	Good Standing
COTA/L	Waggoner	Stephanie	Diane	C1432	Good Standing
OTR/L	Walls	Bethany	Jo	1126	Good Standing
OTR/L	Walters	Erik	James	1102	Good Standing
COTA/L	Warnock	Tina	Marie	C1010	Good Standing
COTA/L	Warrick	Burl	DeLee	C1638	Good Standing
OTR/L	Watson	Erin	Elizabeth	1353	Good Standing
OTR/L	Weaver	Cynthia	Eileen	1339	Good Standing
OTR/L	Webb	William	Eric	813	Good Standing
COTA/L	Weis	Anthony	Todd	C1574	Good Standing
OTR/L	Weiss	Katherine	Virginia	1354	Good Standing
OTR/L	Welch	Kimberly	Ann	1148	Good Standing
COTA/L	Wenrick	Lynne	Janel	C1589	Good Standing
OTR/L	Werner	Carole	Lockard	305	Good Standing
OTR/L	Westbrock	Amy	Beth	973	Good Standing
OTR/L	Westmoreland	Dianne	Sue	C1412	Good Standing
OTR/L	Weston	Erik	John	819	Good Standing
COTA/L	Wheeler	Corrine	Nichol	C1563	Good Standing
OTR/L	Wheeler	Steven	Daniel	638	Good Standing
OTR/L	White	Danielle		924	Good Standing
OTR/L	White	Danise	Conley	153	Good Standing
COTA/L	White	Kristen	Ann	C1302	Good Standing
COTA/L	Whitt	Jessica	Nicole	C1472	Good Standing
COTA/L	Wikel	Amanda	Leigh	C1460	Good Standing
OTR/L	Wilhere	Tawnya	Nicole	596	Good Standing
OTR/L	Wilkinson	Susan	Crawford	1299	Good Standing
OTR/L	Williams	Kristie	Rae	994	Good Standing
OTR/L	Williams	Maria	Elena	1184	Good Standing
COTA/L	Williams	Sarah	Beth	C1592	Good Standing
OT/L	Williamson	Casey	Margaret	1072	Good Standing
OTR/L	Wilson	Heather	Ann	591	Good Standing

COTA/L	Wilson	Shadonda	Evette	C1614	Good Standing
COTA/L	Windows	Trista	Fay	C1613	Good Standing
COTA/L	Windows	Wendy	Lynn	C1483	Good Standing
OTR/L	Wingate	Heather	Marie	644	Good Standing
OTR/L	Wise-Marks	Elizabeth	Ann	922	Good Standing
COTA/L	Withrow	Erica	Diane	C1536	Good Standing
OTR/L	Wix	Amy	Michelle	951	Good Standing
OTR/L	Wohlford	Holly	James	1334	Good Standing
COTA/L	Wolfe	Brittney	Shea	C1562	Good Standing
COTA/L	Wood	Carey	Ann	C1628	Good Standing
OTR/L	Wood	Susan	Michele	945	Good Standing
COTA/L	Workman	Candy	Lynn	C1359	Good Standing
COTA/L	Workman	Katherine	Jane	C1470	Good Standing
OTR/L	Worley	Amanda	Dawn	1191	Good Standing
OTR/L	Wright	Delilah	Latesia	315	Good Standing
COTA/L	Wriston	Dwayne	Edgar	C1636	Good Standing
OTR/L	Wujtow	Nathalie	Adel	1293	Good Standing
OTR/L	Wycoff	Travis	Robert	1073	Good Standing
OTR/L	Yadwadkar	Neelima	Subhash	674	Good Standing
OTR/L	Yglesias	Jane	Graham	940	Good Standing
OTR/L	Yonak	Laurie	Marangoni	1252	Good Standing
OTR/L	Young	Darvan	Bethel	179	Good Standing
COTA/L	Young	Janis	Irene	C1192	Good Standing
COTA/L	Young	Kathleen	Marie	C1289	Good Standing
COTA/L	Young	Nanette	DeBernardo	C1575	Good Standing
OTR/L	Zadik	John, Jr.		1110	Good Standing
OTR/L	Zapf	Helen	Pamela	893	Good Standing
COTA/L	Zinn	Leighann	Sommer	C1466	Good Standing
OTR/L	Zirkle	Lindsay	Nicole	1295	Good Standing
OTR/L	Zollars	Deanna	Margaret	210	Good Standing
OTR/L	Zucconi	Annamarie	Magiera	1109	Good Standing

West Virginia Board of Occupational Therapy

**Annual Report
2006-2007**

Summary of Complaints



West Virginia Board of Occupational Therapy
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Summary of Complaints FY 2006 / 2007

<u>Date Rec'd</u>	<u>Case Number</u>	<u>Description</u>	<u>Resolution</u>
11/08/05	2005#12	Inappropriate use of therapy	No probable cause.
4/04/06	2006#15	Alleged fraudulent billing	No probable cause.
10/31/06	2006#20a&b	Practicing with expired license	Referred to Tucker Co. Prosecuting Attorney
10/31/06	2006#21	Inadequate supervision of COTA	No probable cause.
11/21/06	2006#22	Inadequate supervision	No probable cause.
1/10/07	2007#25	Referral from DHHR-alleged patient abuse	No probable cause.
1/30/07	2007#27	Fraudulent billing	License revoked.
3/15/07	2007#31	Inappropriate behavior strategies in WVBTT setting	No probable cause.