



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

September 20, 2017

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

In accordance with West Virginia Code §30-1-12, the West Virginia Board of Occupational Therapy presents herein our agency's Annual Report for Fiscal Year's 2016 / 2017.

This report includes a statement of our receipts and disbursements for each year, a list of newly licensed occupational therapists and occupational therapy assistants, a map showing number of licensees by county / state of residence, a summary of complaints filed and investigated by the Board, and copies of agendas and minutes for that time period, per the requirements set forth in House Bill 2833 approved by the Governor on April 21, 2017.

Respectfully yours,

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

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

West Virginia Board of Occupational Therapy



Annual Report

FY 2016 – FY 2017

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West Virginia Board of Occupational Therapy

**Annual Report
2016-2017**

Financial

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Receipts / Disbursements FY 2016 / 2017

	<u>Receipts</u>	<u>Disbursements</u>
FY 2016:	\$ 86,845.00	\$ 89,103.78
FY 2017:	\$ 94,695.00	\$ 85,149.09

Receipts:	<u>FY 2016</u>	<u>FY 2017</u>
License applications and renewals	\$ 79,930	\$ 89,785
Other fees	6,915	4,910

Disbursements:		
Personal Services	\$ 33,350	\$ 29,803
Board member per diem	3,300	3,112
Travel	4,418	4,776
Professional contracts	1,244	1,102
Rent	6,315	6,000
Office supplies	1,093	1,328
Postage	3,092	2,893
Hospitality	12,207	9,530
Insurance	2,452	2,464
State Treasurer Office fees	30	45

West Virginia Board of Occupational Therapy

**Annual Report
2016-2017**

New Licensees

Occupational Therapists licensed 7/1/15 – 6/30/17

OTR/L Jougras, Cameron
OTR/L West, Cierra
OTR/L Davies, Amanda
OTR/L Dunbar, Ashley
OTR/L Powell, Haley
OTR/L Bero, Rio
OTR/L Moore, Hannah
OTR/L Michael, Brittany
OTR/L Rudy, Nicole
OTR/L Dentz, Christina
OTR/L O'Neal, Hayley
OTR/L Fox, Hannah
OTR/L Alegria, Eileen
OTR/L Boyd, Thomas
OTR/L DeFazio, Bryanna
OTR/L Kemp, Krysta
OTR/L Hartzell, Casey
OTR/L Crall, Sara
OTR/L Adkins, Amy
OTR/L Strite, Eileen
OTR/L Bowens, Kristin
OTR/L Shambaugh, Karen
OTR/L Lopez, Eric
OTR/L Helms, Steven
OTR/L Baer, Fallon
OTR/L Sutton, Laura
OTR/L Robba, Heather
OTR/L Layton, Annelies
OTR/L Castro, Fermin
OTR/L Errickson, Virginia
OTR/L Schumacher, Sarah
OTR/L Hirt, Marita
OT/L Carter, Kathy
OTR/L Stiltenpole, Kelsey
OTR/L Rowe, Jennifer
OTR/L Tapp, Jama
OTR/L Gannaway, Alisha
OTR/L Morris, Lauren
OTR/L Molinaro, Sherilyn
OTR/L Davis, Jennie
OTR/L Quattrochi, Aimee
OTR/L Warren, Kimberly

OTR/L	Jewell, Kristie
OTR/L	Suppok, Beth
OTR/L	Jackson, Kilee
OTR/L	King, Heather
OTR/L	Jarrett, Stefanie
OTR/L	Carbacio, Megan
OTR/L	Garland, Emily
OTR/L	Lago, Kathleen
OTR/L	Wolfe, Ralyn
OTR/L	Shangold, Amanda
OTR/L	Grosenheider, Amy
OTR/L	Swanson, Kayleigh
OTR/L	Wagoner, Kaitlyn
OTR/L	Henson, Morgan
OTR/L	Bray, Mikella
OT/L	Walter, Emily
OTR/L	Willoughby, Jessica
OTR/L	Kady, Ashley
OTR/L	Diehl, Mary
OTR/L	Huggins, Abbi
OTR/L	Paulus, Andrew
OTR/L	Fields, Chelsea
OTR/L	Porter, Rachael
OTR/L	Stalnaker, Ashley
OTR/L	Kehrer, Boone
OTR/L	Scaife, Brian
OTR/L	Birdsong, Melissa
OTR/L	Kinkle, Jacqueline
OTR/L	Riggs, Jeremy
OTR/L	Long, Morgan
OTR/L	Buras , Eva
OTR/L	Rogers, Jennifer
OTR/L	Channell, Jesse
OTR/L	Thomas, Sherain
OTR/L	Turner, Emma
OTR/L	Whitney, Rondalyn
OTR/L	Hybner, David
OTR/L	Bacher, Cara
OTR/L	Ciner, Adam
OTR/L	Hank, Jon
OTR/L	Varon, Emily
OTR/L	Meisner, Joseph
OTR/L	Blake, Neil
OTR/L	Snyder, Talor
OTR/L	Woody, Andrea
OTR/L	Baker, Lauren

OTR/L	Cuga, Nicole
OTR/L	Metzger, Matthew
OTR/L	Bolanon, Daisy Jane
OT/L	Allen, Kerry
OTR/L	Wilcher, Lynn
OTR/L	Kittleberger, Jaclyn
OTR/L	Duyck, Heather
OTR/L	Smith, Amanda
OTR/L	Radant, Sara
OTR/L	Lease, Michael
OTR/L	Johnson-Gomez, Marie
OTR/L	O'Sullivan, Kelsey
OT/L	Ellis, Amy
OTR/L	Dragovich, Abby
OTR/L	Yarberry, Kelsey
OTR/L	Wagner, Jennifer
OTR/L	Newton, Brittany
OTR/L	Gribben, Patricia
OTR/L	Herzberger, Gretchen
OTR/L	Clark, Emily
OTR/L	Harpster, Karen
OTR/L	Parker, Kelsey
OTR/L	Lafferty, Kayla
OTR/L	Gillette, Jessica

Occupational Therapy Assistants licensed 7/1/15 – 6/30/17

C2019	Rice, Alysa
C2020	Koontz, Kristen
C2021	Williamson, Emily
C2022	Misenhelder, Melinda
C2023	Lingholm, Jeanette
C2024	Tate, Carson
C2025	Riggs, Richard
C2026	Ash, Shirley
C2027	Hamilton, Kristi
C2028	McIntyre, Brandon
C2029	Rand, Jasmen
C2030	Deckers, Laurie
C2031	Bair, Melanie
C2032	Pugh, Cady
C2033	Hall, Cynthia
C2034	Hatfield, Dakota
C2035	Lester, Ashley
C2036	Frantz, Scarlett
C2037	Garlitz, Maggie
C2038	Wiley, Helena
C2039	Bowman, Jessica
C2040	Hill, Mariah
C2041	Highland, Celia
C2042	Cox, Erin
C2043	Bowman, Melinda
C2044	Wilkin, Shelley
C2045	Affolter, Elizabeth
C2046	Gray, Cheri
C2047	Mamula, Heather
C2048	Skinner, Ashley
C2049	Showalter, Josie
C2050	Hopper, Hanna
C2051	McMillion, Stacie
C2052	Cole, Lanti
C2053	Nelson, Kelsey
C2054	Pauley, Kendra
C2055	Huffstutler, Vincent
C2056	Twigg, Adam
C2057	Lucento, Nicholas
C2058	Rock, Jennifer
C2059	Witherell, Brian
C2060	Acharya, Himani
C2061	Martel, Sarah

C2062 Fleshman Kami
C2063 Moore, Kyla
C2064 McKissick, Lauren
C2065 Diddle, Ashleigh
C2066 Dunkin, Christine
C2067 Morgan, Megan
C2068 Kenny, Taylar
C2069 Burkhart, Krista
C2070 Nardone, Audrey
C2071 Walker, Joshua
C2072 Salser, Chanda
C2073 Montgomery, Ashley
C2074 Abbott Fowler, Margaret
C2075 Jackson, Shawn
C2076 Carney, Amber
C2077 Covas, Alyssa
C2078 Martin, Ashley
C2079 Smith, Courtney
C2080 Chapman, Judy
C2081 Fleming, Whitney
C2082 Allen, Jenny
C2083 Coffey, Alexis
C2084 Burns, Whitney
C2085 Gockstetter, Megan
C2086 Recinella, Alana
C2087 Clark, Amanda
C2088 Kiser, Irene
C2089 French, Brian
C2090 Kidney, Kristie
C2091 Burch, Cierra
C2092 Lucas, Taylor
C2093 Anderson, Victoria
C2094 Craddock, Diane
C2095 Strous, Heather
C2096 Bias, Amber
C2097 Fink, Laura
C2098 Bowman, Jennifer
C2099 Gardner, Elaine
C2100 Staab, Michelle
C2101 Smith, Rebecca
C2102 Daugherty, Kristina
C2103 Appel, Emily
C2104 Sword, Nekota
C2105 Yeater, Billie Jo
C2106 Temple, Hailee
C2107 Welsh, Katherine

C2108	Duncan, Rhonda
C2109	Eddy, Brandon
C2110	Pabla, Jatinder
C2111	Gross, Jeremy
C2112	McKinney, Jason
C2113	Chappell, Amy
C2114	Hannah, Brittany
C2115	Honaker, Jacquelyn
C2116	Hudnall, Lauren
C2117	Conley, Susan
C2118	Hayhurst, Rachel
C2119	Luby, Bernadette
C2120	Chambers, Julie
C2121	Kelleher, Evelyn
C2122	Clark, Heather
C2123	Roberts, Brenda
C2124	Kessler, Amy
C2125	Rabold, Natalie
C2126	Eaves, Herman
C2127	Fawcett, Kristi
C2128	Campbell, Melissa
C2129	Ronat, Sarah
C2130	Stout, Marlee
C2131	Adkins, Brittany
C2132	Hatfield, Krystle
C2133	Wilson, Natosha
C2134	Johnson, Kimberly
C2135	Nightengale, Kirstie
C2136	Dudley, Abigail
C2137	Boso, Brittany
C2138	Daley, Deanna
C2139	Pitre, Katrina
C2140	Snider, Dawn
C2141	Litchfield, Heather
C2142	Meadows, Sherry
C2143	Gillum, Andy
C2144	Ranck, Nathanael
C2145	Ratliff, Julie
C2146	Dunlap, Tasha
C2147	Hatcher, Georgiana
C2148	Lowe, Valerie
C2149	Hickle, Crystal
C2150	Shrewsbury, Kayla
C2151	Saling, Heather Lee
C2152	Bartlett, Ashley Ryan
C2153	Kerkuta, Stefania

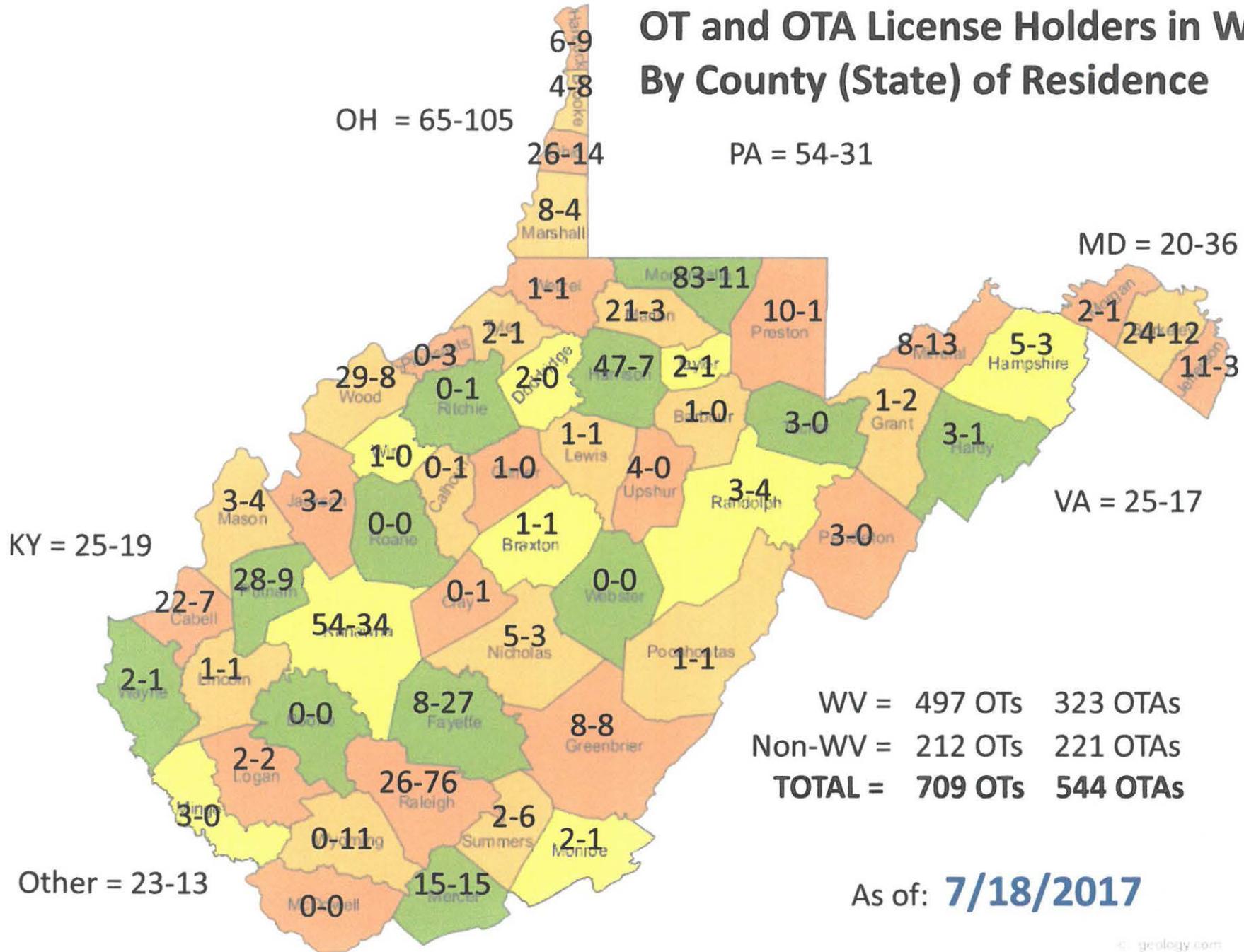
C2154 McPeak, Esther
C2155 Gherrity, Rebecca
C2156 Pradhan, Mikita
C2157 Putman, Roman
C2158 Mazik, Lisa

West Virginia Board of Occupational Therapy

**Annual Report
2016-2017**

Licensees by County / State

OT and OTA License Holders in WV By County (State) of Residence



6-9

4-8

26-14

8-4
Marshall

PA = 54-31

MD = 20-36

1-1
1-1
21-3
83-11
10-1

29-8
Wood

0-3
0-1
2-0
47-7
2-1

1-1
Lewis

4-0
Upshur

1-0
3-0
1-2
3-1

8-13
Grant

5-3
Hampshire

2-1
24-12
11-3

3-4
Mason

3-2
0-0
0-1
1-0
1-1

0-1
Cathcart

1-1
Braxton

4-0
Upshur

3-4
Randolph

3-0
3-1

VA = 25-17

KY = 25-19

22-7
Cabell

28-9
0-0
54-34

0-1
Cray

5-3
Nicholas

0-0
Webster

1-1
Pocahontas

3-0

2-1
Wayne

1-1
Lincoln

0-0
8-27
Fayette

0-1

5-3
Nicholas

8-8
Greenbrier

1-1

WV = 497 OTs 323 OTAs

Non-WV = 212 OTs 221 OTAs

TOTAL = 709 OTs 544 OTAs

2-2
Logan

2-2
Logan

26-76
Raleigh

2-6
Summers

2-1
Monroe

Other = 23-13

0-0
Well

15-15
Mercer

As of: **7/18/2017**

West Virginia Board of Occupational Therapy

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Summary of Complaints

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Summary of Complaints FY 2016 / 2017

<u>Date Rec'd</u>	<u>Case #</u>	<u>Description</u>	<u>Resolution</u>
5/6/16	2016#01	Documenting services not Provided	Dismissed 9/16/16
5/19/16	2016#02	Acts of libel against patient; causing harm to patient; making false statements on medical record	Status letter sent 11/15/16 Dismissed 1/20/17

West Virginia Board of Occupational Therapy

**Annual Report
2016-2017**

Agendas / Minutes

AGENDA

9/25/15

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

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2014 #04 – Complaint

--Third order of business — Approve May 15, 2015 minutes
Review May 15, 2015 minutes

--Fourth order of business — Purchase Card purchases – May, June, July, Aug 2015

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Safety Policy & Driver Training
- 2016 Continuing Education Conference
- School system caseloads

--Seventh order of business — Approve invoices rec'd since May 15, 2015
- Invoice list is available for review at Board office

--Eighth order of business — General correspondence rec'd since May 15, 2015

--Ninth order of business — Schedule next Board meeting

--Tenth order of business — Sign licensure applications



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WVBOT MINUTES: September 25, 2015

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

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

Bambi motioned to enter Executive Session 11:15. Phil seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2014#04 – Complaint / Consent Agreement

Phil motioned to end Executive Session 11:16. Bambi seconded. Vote 5-0.

Gene motioned to approve May 15, 2015 minutes as written. Marty seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received. All resumes mailed to Governor's office with letter requesting re-appointments and appointment of OTR representative. Multiple emails have been sent regarding status. No appointments made per 9/16/13 email. No response to 11/14/13 email. No response from Governor's office to May 6th email. New contact is Melissa Parsons. Info regarding expired terms sent to Grady Bowyer 10/29/14 to forward to Legislature and Governor's office.

ACTION/FOLLOW-UP: None.

TOPIC: Purchase of Licensure Management Database System

FINDINGS/CONCLUSIONS: Researched systems recently purchased by Board of Osteopathic Medicine, Board of Medicine, Dental, Engineering, and Veterinarian Boards. Reviewed scope & estimated cost at meeting on 5/15/15. Marty motioned to issue RFQ to purchase Licensure Management Database System. Bambi seconded. Vote 4-0.

ACTION/FOLLOW-UP: Work with purchasing to issue RFQ.

TOPIC: NBCOT Primary Source Verification / NPDB Agent

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

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

TOPIC: Telehealth Position Statement

FINDINGS/CONCLUSIONS: Distributed information regarding Telehealth from AOTA and various states. Reviewed draft position statement. **Revisions made and emailed to Board members for subsequent review.**

ACTION/FOLLOW-UP: Hold for future action.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card in May, June, July, and August 2015. Gene motioned to approve all purchases May through August. Phil seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of August 31, 2015

\$ 192,927.58

MAY - AUGUST DEPOSITS

5/4/15	\$ 390.00	6/10	\$ 220.00	7/14	\$ 100.00
5/7	30.00	6/11	370.00	7/16	150.00
5/11	150.00	6/12	250.00	7/20	880.00
5/14	460.00	6/16	230.00	7/22	310.00
5/18	280.00	6/18	270.00	7/23	540.00
5/21	30.00	6/24	280.00	7/30	280.00
5/26	640.00	6/26	55.00	8/4	160.00
5/28	90.00	6/29	390.00	8/17	300.00
6/1	400.00	7/6	270.00	8/20	120.00
6/4	100.00	7/9	160.00	8/25	530.00
6/8	760.00	7/13	550.00	8/27	130.00

TOTAL DEPOSITS \$ 9,875.00

MAY - AUGUST DISBURSEMENTS

May	\$ 6,337.09
June	6,380.69
July	7,547.02
August	4,652.24

NEW BUSINESS

TOPIC: Safety Policy and Driver Training

FINDINGS/CONCLUSIONS: Reviewed Safety Policy and Defensive Driving Tips. All Board members and staff signed Vehicle / Driver Safety Acknowledgement.

ACTION/FOLLOW-UP: Forward to BRIM to complete Loss Control Questionnaire

TOPIC: 2016 Continuing Education Conference

FINDINGS/CONCLUSIONS: Reviewed cost proposals from Flatwoods and Summersville, compared to cost from Bridgeport Conference Center and previous proposal from Marriott in Charleston. Discussed available dates and potential topics / speakers.

ACTION/FOLLOW-UP: Vonda to obtain additional proposals from facilities in Charleston area and confirm date and location. Board members to help identify speakers.

TOPIC: School System Caseloads

FINDINGS/CONCLUSIONS: Reviewed letter from OT's in Mercer County schools, and multiple email responses from OT's in various other counties regarding caseloads. State Board of Education policy limits caseloads for Speech Therapists, but not OT's or PT's. Caseloads are not addressed in Practice Act or Legislative Rules of any of the three related state licensing boards. Most other counties responding to email request for information indicated caseloads comparable to the Speech therapy limits.

ACTION/FOLLOW-UP: **Bambi motioned that a letter be sent to the Mercer County Board of Education requesting additional information regarding their policies/guidelines for OT caseloads.**

Gene seconded. Vote 5-0.

Correspondence

<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
Presence Learning	6/17/2015	email from PresenceLearning intern compiling info re: cross-licensing reqmts
OTA	6/12/2015	Licensed OT's/OTA's by state
BCOT	6/22/2015	Upcoming US FTC guidance re: "Active State Supervision" of regulatory boards
ARB	6/24/2015	Letter from Federation of Associations of Regulatory Boards to State's Atty Generals re: NC Dental Board case
BCOT	6/18/2015	Spring 2015 Newsletter
OnlinePsychologyDegrees.com	7/14 & 7/17/15	emails requesting to be added as a link on our website
Lancy Godby (wvrtboard)	8/5/2015	report from White House Council of Economic Advisors - "Trends in Occupational Licensing and Best Practices for Smart Labor Market Regulation"
PDB	8/17/2015	August newsletter
Chanielle Levac (Northeastern Univ)	8/24/2015	request for access to emails / website post
PDB	8/31/2015	email re: guidance on reporting licensure actions against impaired practitioners
BCOT	8/31/2015	survey re: Cultural Competency & Health Literacy
Purchasing	9/1/2015	The Buyers Network - September 2015
COTE	9/11/2015	Aug 2015 Accreditation Actions - UC-Beckley approval to move to new campus facilities
G's office	9/21/2015	WV Supreme Court opinion re Complaint procedures & timelines
BCOT	9/24/2015	Alabama Bd of Medicine repeals Telehealth Rules based on US Supreme Court ruling

Bambi motioned to adjourn meeting at 2:10 after the signing of licensure applications. Marty seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, November 6, 2015 at 11:00 a.m. at the Morgantown office.

AGENDA

11/6/15

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

--First order of business — Public comment period

--Second order of business — Executive Session

--Third order of business — Approve Sept 25, 2015 minutes
Review Sept 25, 2015 minutes

--Fourth order of business — Purchase Card purchases – Sept, Oct 2015

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Annual Licensing Board Seminar
- NBCOT 2016 State Regulatory Leadership Forum

--Seventh order of business — Approve invoices rec'd since Sep 25, 2015
- Invoice list is available for review at Board office

--Eighth order of business — General correspondence rec'd since Sep 25, 2015

--Ninth order of business — Schedule next Board meeting

--Tenth order of business — Sign licensure applications



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WVBOT MINUTES: November 6, 2015

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

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

Marty motioned to approve September 25, 2015 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Applications for OTR Board position

FINDINGS/CONCLUSIONS: Board reviewed applications received. All resumes mailed to Governor's office with letter requesting re-appointments and appointment of OTR representative. Multiple emails have been sent regarding status. No appointments made per 9/16/13 email. No response to 11/14/13 email. No response from Governor's office to May 6th email. New contact is Melissa Parsons. Info regarding expired terms sent to Grady Bowyer 10/29/14 to forward to Legislature and Governor's office. **As several Boards have recently received new appointments, an email was sent 11/4/15 to Melissa Parsons regarding Board members with expired terms.**

ACTION/FOLLOW-UP: Follow up with Melissa.

TOPIC: Purchase of Licensure Management Database System

FINDINGS/CONCLUSIONS: Researched systems recently purchased by Board of Osteopathic Medicine, Board of Medicine, Dental, Engineering, and Veterinarian Boards. Reviewed scope & estimated cost at meeting on 5/15/15. Marty motioned to issue RFQ to purchase Licensure Management Database System. Bambi seconded. Vote 4-0.

ACTION/FOLLOW-UP: Work with purchasing to issue RFQ.

TOPIC: NBCOT Primary Source Verification / NPDB Agent

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

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

TOPIC: Telehealth Position Statement

FINDINGS/CONCLUSIONS: Distributed information regarding Telehealth from AOTA and various states. Reviewed draft position statement. **Revisions made and emailed to Board members for subsequent review.**

ACTION/FOLLOW-UP: Hold for future action.

TOPIC: 2016 Continuing Education Conference

FINDINGS/CONCLUSIONS: Reviewed cost proposals from Flatwoods and Summersville, compared to cost from Bridgeport Conference Center and previous proposal from Marriott in Charleston. Discussed available dates and potential topics / speakers. **Reviewed additional proposals from Charleston locations and potential speakers. Bambi motioned to hold conference April 29, 2016 in Charleston. Marty seconded. Vote 5-0.**

ACTION/FOLLOW-UP: Vonda to confirm location. Continue to identify speakers and purchase spiral notebooks, pens, and bags (if we have a make-and-take session).

TOPIC: School System Caseloads

FINDINGS/CONCLUSIONS: Reviewed letter from OT's in Mercer County schools, and multiple email responses from OT's in various other counties regarding caseloads. State Board of Education policy limits caseloads for Speech Therapists, but not OT's or PT's. Caseloads are not addressed in Practice Act or Legislative Rules of any of the three related state licensing boards. Most other counties responding to email request for information indicated caseloads comparable to the Speech therapy limits. Bambi motioned that a letter be sent to the Mercer County Board of Education requesting additional information regarding their policies/guidelines for OT caseloads. Gene seconded. Vote 5-0. **Letter was not sent after consulting with Attorney General's office regarding Board's authority.**

ACTION/FOLLOW-UP: Marty motioned to send response letter to OT's explaining that the action requested is not within the scope of authority of the Board. Phil seconded. Vote 5-0.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card in September and October 2015. Gene motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of October 31, 2015

\$ 184,978.90

SEPTEMBER - OCTOBER DEPOSITS

9/1/15	\$ 240.00	9/30	\$ 160.00
9/2	100.00	10/6	390.00
9/3	30.00	10/8	30.00
9/8	60.00	10/13	30.00
9/9	100.00	10/16	950.00
9/11	240.00	10/20	780.00
9/15	480.00	10/22	480.00
9/17	230.00	10/26	630.00
9/21	330.00	10/27	690.00
9/24	100.00		
9/28	310.00		

TOTAL DEPOSITS \$ 6,360.00

SEPTEMBER - OCTOBER DISBURSEMENTS

September	\$ 7,450.15
October	6,858.53

NEW BUSINESS

TOPIC: Annual Licensing Board Seminar

FINDINGS/CONCLUSIONS: December 1st at Marriott in Charleston.

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

TOPIC: NBCOT 2016 State Regulatory Leadership Forum

FINDINGS/CONCLUSIONS: NBCOT survey to determine availability for various dates.

ACTION/FOLLOW-UP: Follow up with NBCOT to see if someone other than Chairperson can attend. Cannot commit until the date is known.

	correspondence	<u><i>date rec'd</i></u>	<u><i>issue</i></u>
1	AOA (also from AG, NBCOT)	10/16/2015	FTC Staff Guidance on Active Supervision of State Regulatory Boards Controlled by Market Participants
2	Secretary of State	10/21/2015	HB2636 passed in 2015; all FOIA requests to be reported to Sec of State to maintain a database to publicly report results
3	Brickstreet	10/27/2015	Inside Brickstreet - Fall 2015
4	Purchasing	11/2/2015	The Buyers Network - November 2015

Gene motioned to adjourn meeting at 1:35 after the signing of licensure applications. Marty seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, January 29, 2016 at 10:00 a.m. in Charleston at site of CE conference (tbd).

AGENDA

1/29/16

--Call to order-- 10:00 a.m.

--First order of business — Public comment period

--Second order of business — Executive Session

--Third order of business — Approve Nov 6, 2015 minutes
Review Nov 6, 2015 minutes

--Fourth order of business — Purchase Card purchases – Nov, Dec 2015

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- 2016 Renewal update
- Renewal of Tekswift contract
- Election of officers

--Seventh order of business — Approve invoices rec'd since Nov 6, 2015
- Invoice list is available for review at Board office

--Eighth order of business — General correspondence rec'd since Nov 6, 2015

--Ninth order of business — Schedule next Board meeting

--Tenth order of business — Sign licensure applications



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

WVBOT MINUTES: January 29, 2016

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Sarah Black

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

PUBLIC COMMENT

Sarah Black discussed WVOTA conference to be held October 28th & 29th in Beckley at the Country Inn & Suites, and requested a member of the Board speak Saturday morning. She will also provide information to be included in WVBOT midyear newsletter. OT Legislative day is scheduled for 2/2/16, with both OTR and COTA students to attend to educate legislators about occupational therapy. WVOTA plans to have a table at the WVBOT CE conference in April.

Gene motioned to approve November 6, 2015 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Applications for OTR Board position / Draft bill to reconfigure Board

FINDINGS/CONCLUSIONS: Board reviewed applications received. All resumes mailed to Governor's office with letter requesting re-appointments and appointment of OTR representative. Multiple emails have been sent regarding status. No appointments made per 9/16/13 email. No response to 11/14/13 email. No response from Governor's office to May 6th email. New contact is Melissa Parsons. Info regarding expired terms sent to Grady Bowyer 10/29/14 to forward to Legislature and Governor's office. As several Boards have recently received new appointments, an email was sent 11/4/15 to Melissa Parsons regarding Board members with expired terms. **Another email sent 1/19/16. Still no response.**

Conference call 1/28/16 with Chairman of the House Government Org committee regarding draft bill to reconfigure Board due to Supreme Court ruling in the NC Dental Board case. Draft bill would replace two current OTR Board positions with non-market participants. Board reviewed draft. Marty motioned to make modifications to draft as discussed, including increasing Board to 7 members to include a 2nd OTR and an additional non-market participant, which could be a non-licensed retiree or member of academia. Bambi seconded. Vote 5-0.

ACTION/FOLLOW-UP: Submit suggested modifications to draft rule to HGO.

TOPIC: Purchase of Licensure Management Database System

FINDINGS/CONCLUSIONS: Researched systems recently purchased by Board of Osteopathic Medicine, Board of Medicine, Dental, Engineering, and Veterinarian Boards. Reviewed scope & estimated cost at meeting on 5/15/15. Marty motioned to issue RFQ to purchase Licensure Management Database System. Bambi seconded. Vote 4-0. **Other Boards who have purchased systems are having various issues with vendors and/or product.**

ACTION/FOLLOW-UP: Work with purchasing to issue RFQ.

TOPIC: NBCOT Primary Source Verification / NPDB Agent

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

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

TOPIC: Telehealth Position Statement

FINDINGS/CONCLUSIONS: Distributed information regarding Telehealth from AOTA and various states. Reviewed draft position statement. Revisions made and emailed to Board members for subsequent review. **Distributed National Conference of State Legislatures Telehealth Policy Trends and Considerations.**

ACTION/FOLLOW-UP: Hold for future action.

TOPIC: 2016 Continuing Education Conference

FINDINGS/CONCLUSIONS: Reviewed cost proposals from Flatwoods and Summersville, compared to cost from Bridgeport Conference Center and previous proposal from Marriott in Charleston. Discussed available dates and potential topics / speakers. Reviewed additional proposals from Charleston locations and potential speakers. Bambi motioned to hold conference April 29, 2016 in Charleston. Marty seconded. Vote 5-0. **Contract signed with Holiday Inn & Suites; agenda and registration form reviewed; notebooks ordered.**

ACTION/FOLLOW-UP: Mail registration information and finalize online registration.

TOPIC: School System Caseloads

FINDINGS/CONCLUSIONS: Reviewed letter from OT's in Mercer County schools, and multiple email responses from OT's in various other counties regarding caseloads. State Board of Education policy limits caseloads for Speech Therapists, but not OT's or PT's. Caseloads are not addressed in Practice Act or Legislative Rules of any of the three related state licensing boards. Most other counties responding to email request for information indicated caseloads comparable to the Speech therapy limits. Bambi motioned that a letter be sent to the Mercer County Board of Education requesting additional information regarding their policies/guidelines for OT caseloads. Gene seconded. Vote 5-0. Letter was not sent after consulting with Attorney General's office regarding Board's authority. Marty motioned to send response letter to OT's explaining that the action requested is not within the scope of authority of the Board. Phil seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: NBCOT 2016 State Regulatory Leadership Forum

FINDINGS/CONCLUSIONS: NBCOT survey to determine availability for various dates. **Date set for May 11-13, 2016 in New Orleans.**

ACTION/FOLLOW-UP: Kathy to attend Forum.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card in November and December 2015. Gene motioned to approve all purchases. Phil seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of December 31, 2015

\$ 230,592.43

NOVEMBER - DECEMBER DEPOSITS

10/29/15	\$ 640.00	12/2	\$ 1,480.00	12/23	\$2,910.00
11/2	820.00	12/3	1,990.00	12/24	140.00
11/3	660.00	12/4	2,480.00	12/28	1,830.00
11/4	420.00	12/7	2,240.00	12/29	3,100.00
11/6	710.00	12/8	4,700.00		
11/10	530.00	12/9	1,680.00		
11/12	150.00	12/10	3,020.00		
11/13	1,630.00	12/11	1,800.00		
11/16	370.00	12/14	2,460.00		
11/17	1,300.00	12/15	4,180.00		
11/19	1,500.00	12/16	260.00		
11/23	1,020.00	12/17	1,860.00		
11/24	1,600.00	12/21a	2,120.00		
11/25	1,430.00	12/21p	1,570.00		
11/30	2,240.00	12/22	3,780.00		

TOTAL DEPOSITS

\$ 58,620.00

NOVEMBER - DECEMBER DISBURSEMENTS

November	\$ 6,449.09
December	6,557.38

NEW BUSINESS

TOPIC: 2016 License Renewal Update

FINDINGS/CONCLUSIONS: Total renewals mailed: 350 OT's, 234 OTA's;

Non-renewals as of 1/11/16: 57 OT's (16%), 41 OTA's (18%); Non-renewal letters mailed 1/12/16. Number of licensees as of 1/11/16: 666 OT's, 457 OTA's

ACTION/FOLLOW-UP: None.

TOPIC: Tekswift contract renewal

FINDINGS/CONCLUSIONS: Contract to be renewed at current rate of \$63.95 / month.

ACTION/FOLLOW-UP: Phil motioned to renew contract. Bambi seconded. Vote 5-0.

TOPIC: Election of Officers

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

ACTION/FOLLOW-UP: None.

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	AOTA/NBCOT	12/11/2015	National Conference of State Legislature (NCSL) Telehealth Position Paper
2	Purchasing	1/4/2016	The Buyers Network - January 2016
3	AOTA/NBCOT	1/7/2016	New and revised documents
4	NBCOT	11/23/2015	E-Newsletter Fall 2015

Marty motioned to adjourn meeting at 1:40 after the signing of licensure applications. Bambi seconded. Vote 5-0. The next regular Board meeting is scheduled for Thursday, April 28, 2016 at 6:00 pm at the Holiday Inn & Suites, Charleston West.

AGENDA

4/28/16

- Call to order-- 6:00 p.m.
- First order of business — Public comment period
- Second order of business — Executive Session
- Third order of business — Approve Jan 29, 2016 minutes
Review Jan 29, 2016 minutes
- Fourth order of business — Purchase Card purchases – Jan, Feb, Mar 2016
- Fifth order of business — Treasurer’s report
- Sixth order of business — New Business
 - Legislative Update
 - Licensee roster/ mailing list
 - Safety Policy & Driver Training
 - Board speaker for WVOTA conference
 - Email re: COTA supervision
 - Laptop upgrade
- Seventh order of business — Approve invoices rec’d since Jan 29, 2016
 - Invoice list is available for review at Board office
- Eighth order of business — General correspondence rec’d since Jan 29, 2016
- Ninth order of business — Schedule next Board meeting
- Tenth order of business — Sign licensure applications



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

WVBOT MINUTES: April 28, 2016

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 6:05 p.m.

Marty motioned to approve January 29, 2016 minutes as written. Phil seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Applications for OTR Board position / Draft bill to reconfigure Board

FINDINGS/CONCLUSIONS: Board reviewed applications received. All resumes mailed to Governor's office with letter requesting re-appointments and appointment of OTR representative. Multiple emails have been sent regarding status. No appointments made per 9/16/13 email. No response to 11/14/13 email. No response from Governor's office to May 6th email. New contact is Melissa Parsons. Info regarding expired terms sent to Grady Bowyer 10/29/14 to forward to Legislature and Governor's office. As several Boards have recently received new appointments, an email was sent 11/4/15 to Melissa Parsons regarding Board members with expired terms. Another email sent 1/19/16. Still no response.

Conference call 1/28/16 with Chairman of the House Government Org committee regarding draft bill to reconfigure Board due to Supreme Court ruling in the NC Dental Board case. Draft bill would replace two current OTR Board positions with non-market participants. Board reviewed draft. Marty motioned to make modifications to draft as discussed, including increasing Board to 7 members to include a 2nd OTR and an additional non-market participant, which could be a non-licensed retiree or member of academia. Bambi seconded. Vote 5-0. **Modified draft rule sent to HGO on February 8th. No response. Bill was never introduced.**

ACTION/FOLLOW-UP: None.

TOPIC: Purchase of Licensure Management Database System

FINDINGS/CONCLUSIONS: Researched systems recently purchased by Board of Osteopathic Medicine, Board of Medicine, Dental, Engineering, and Veterinarian Boards. Reviewed scope & estimated cost at meeting on 5/15/15. Marty motioned to issue RFQ to purchase Licensure Management Database System. Bambi seconded. Vote 4-0. Other Boards who have purchased systems are having various issues with vendors and/or product.

ACTION/FOLLOW-UP: Work with purchasing to issue RFQ.

TOPIC: NBCOT Primary Source Verification / NPDB Agent

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

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

TOPIC: Telehealth Position Statement

FINDINGS/CONCLUSIONS: Distributed information regarding Telehealth from AOTA and various states. Reviewed draft position statement. Revisions made and emailed to Board members for subsequent review. Distributed National Conference of State Legislatures Telehealth Policy Trends and Considerations.

ACTION/FOLLOW-UP: Hold for future action.

TOPIC: 2016 Continuing Education Conference

FINDINGS/CONCLUSIONS: Reviewed cost proposals from Flatwoods and Summersville, compared to cost from Bridgeport Conference Center and previous proposal from Marriott in Charleston. Discussed available dates and potential topics / speakers. Reviewed additional proposals from Charleston locations and potential speakers. Bambi motioned to hold conference April 29, 2016 in Charleston. Marty seconded. Vote 5-0. Contract signed with Holiday Inn & Suites; agenda and registration form reviewed; notebooks ordered.

Conference attended by 216 OT's/OTA's.

ACTION/FOLLOW-UP: Summarize conference evaluations for review at September meeting.

TOPIC: NBCOT 2016 State Regulatory Leadership Forum

FINDINGS/CONCLUSIONS: NBCOT survey to determine availability for various dates. Date set for May 11-13, 2016 in New Orleans. **Kathy unable to attend. NBCOT has been notified.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card in January, February, and March 2016. Phil motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of March 31, 2016

\$ 223,149.76

JANUARY - MARCH DEPOSITS

12/30/15	\$1,060.00	2/22	\$640.00
1/04/16	1,660.00	2/24	240.00
1/05	2,270.00	2/25	100.00
1/07	220.00	3/01	270.00
1/11	610.00	3/03	200.00
1/12	490.00	3/09	30.00
1/14	60.00	3/15	100.00
1/20	155.00	3/21	430.00
1/28	280.00	3/23	260.00
2/01	480.00	3/24	320.00
2/04	90.00	3/28	310.00
2/05	100.00	3/30	240.00
2/11	90.00		
2/17	180.00		

TOTAL DEPOSITS \$10,885.00

JANUARY - MARCH DISBURSEMENTS

January	\$ 5,424.13
February	7,364.99
March	5,538.55

NEW BUSINESS

TOPIC: Legislative update

FINDINGS/CONCLUSIONS: HCR78 authorizes a study of professional and occupational licensing boards with a report to the 2017 regular session of the Legislature on findings, conclusions, and recommendations. Other bills passed include HB4340 requiring certain boards to require national criminal background checks (not OT at this point) and all boards to provide public access on a website to all completed disciplinary actions in which discipline was ordered. SB619 requires all state agencies to review and evaluate all existing Rules and submit a report to the LRMRC by 7/1/2020.

ACTION/FOLLOW-UP: Provide access to disciplinary actions on WVBOT website. Attend meetings of Licensing Board Association to determine action related to other bills that affect all Boards.

TOPIC: Licensee roster / mailing list

FINDINGS/CONCLUSIONS: Discussed email from AG's office regarding the requirement to change current policy of charging for and restricting access to licensee information. Licensee information provided to the Board, including address, phone number, and email address, is public information and must be made available upon request.

ACTION/FOLLOW-UP: Communicate changes to licensees in next Newsletter, add Privacy Notice to website and licensure applications, remove option of being included on mailing list from licensure and renewal applications, and modify Mailing List order form.

TOPIC: Safety Policy & Driver Training

FINDINGS/CONCLUSIONS: Reviewed Safety Policy and Defensive Driving Tips. All Board members and staff signed Vehicle / Driver Safety Acknowledgement.

ACTION/FOLLOW-UP: None.

TOPIC: Board speaker for WVOTA conference

FINDINGS/CONCLUSIONS: WVOTA has requested a Board representative speak at the WVOTA conference being held in Beckley on October 29th.

ACTION/FOLLOW-UP: Kathy to represent the Board, with Marty as a backup.

TOPIC: Email re: COTA supervision

FINDINGS/CONCLUSIONS: Board reviewed email from OT regarding concerns with providing supervision for a new COTA in the Home Health setting. Also reviewed draft response clarifying Board rules regarding supervision of COTA's. Bambi motioned to approve draft letter and send to OT.

ACTION/FOLLOW-UP: Send response to OT.

TOPIC: Laptop upgrade

FINDINGS/CONCLUSIONS: Current Board laptop was purchased in 2008, with Windows XP operating system, which is no longer supported by Microsoft and other applications.

ACTION/FOLLOW-UP: Marty motioned to purchase new laptop. Gene seconded. Vote 5-0. Include in FY2017 budget.

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	2/2/2016	The Buyers Network - February 2016
2	NPDB	2/4/2016	NPDB Insights
3	AOTA	2/15/2016	Summary of state statutes & regulations regarding Telehealth
4	Accredited Schools Online	2/24/2016	email request to include a link on our website
5	NBCOT	2/25/2016	OT Regulator E-newsletter February 2016
6	AOTA	2/25/2016	State Regulatory Forum at AOTA's Annual Conference
7	Purchasing	3/1/2016	The Buyers Network - March 2016
8	Mary Hager/Chuch Willmarth	3/3/2016	emails regarding Athletic Trainer bill (SB 664)
9	Office of Governor	3/14/2016	email re SB 658
10	Purchasing	4/4/2016	The Buyers Network - April 2016
11	wvOASIS Project Director	4/14/2016	Memo announcing go-live date of 5/14/16 for Wave 2 agencies to biweekly pay

Meeting adjourned at 8:45 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, September 16, 2016 at 11:00 am at the Morgantown office.

AGENDA

9/16/16

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

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2016#01 Complaint
- Issue 2016#02 Complaint

--Third order of business — Approve April 28, 2016 minutes
Review April 28, 2016 minutes

--Fourth order of business — Purchase Card purchases – Apr through Aug 2016

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- FY2017 Budget / FY2018 Appropriation Request
- Renewal newsletter
- Annual report
- 2017 CE Conference
- Annual Licensing Board Seminar

--Seventh order of business — Approve invoices rec'd since April 28, 2016
- Invoice list is available for review at Board office

--Eighth order of business — General correspondence rec'd since Apr 28, 2016

--Ninth order of business — Schedule next Board meeting

--Tenth order of business — Sign licensure applications



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

WVBOT MINUTES: September 16, 2016

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

ABSENT: Gene Brooks

ALSO PRESENT: Vonda Malnikoff

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

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

EXECUTIVE SESSION

Issue 2016#01 – Complaint
Issue 2016#02 – Complaint

Bambi motioned to move out of Executive Session at 11:20 a.m. Phil seconded. Vote 4-0.

Issue 2016#01 Phil motioned to accept investigator recommendation to dismiss case. Bambi seconded. Vote 3-0.

Phil motioned to approve April 28, 2016 minutes as written. Bambi seconded. Vote 4-0.

OLD BUSINESS

TOPIC: Purchase of Licensure Management Database System

FINDINGS/CONCLUSIONS: Researched systems recently purchased by Board of Osteopathic Medicine, Board of Medicine, Dental, Engineering, and Veterinarian Boards. Reviewed scope & estimated cost at meeting on 5/15/15. Marty motioned to issue RFQ to purchase Licensure Management Database System. Bambi seconded. Vote 4-0. Other Boards who have purchased systems are having various issues with vendors and/or product.

ACTION/FOLLOW-UP: Work with purchasing to issue RFQ.

TOPIC: NBCOT Primary Source Verification / NPDB Agent

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

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

TOPIC: Telehealth Position Statement

FINDINGS/CONCLUSIONS: Distributed information regarding Telehealth from AOTA and various states. Reviewed draft position statement. Revisions made and emailed to Board members for subsequent review. Distributed National Conference of State Legislatures Telehealth Policy Trends and Considerations.

ACTION/FOLLOW-UP: Hold for future action.

TOPIC: Legislative update

FINDINGS/CONCLUSIONS: HCR78 authorizes a study of professional and occupational licensing boards with a report to the 2017 regular session of the Legislature on findings, conclusions, and recommendations. Other bills passed include HB4340 requiring certain boards to require national criminal background checks (not OT at this point) and all boards to provide public access on a website to all completed disciplinary actions in which discipline was ordered. SB619 requires all state agencies to review and evaluate all existing Rules and submit a report to the LRMRC by 7/1/2020. **Orders of disciplinary actions from the past 10 years added to www.wvbot.org.**

ACTION/FOLLOW-UP: None

TOPIC: Licensee roster / mailing list

FINDINGS/CONCLUSIONS: Discussed email from AG's office regarding the requirement to change current policy of charging for and restricting access to licensee information. Licensee information provided to the Board, including address, phone number, and email address, is public information and must be made available upon request. **Changes made to application and mailing list order form to remove fee and option of being removed from mailing list. Communicated changes and included Privacy Notice in newsletter. Privacy Notice added to website and application.**

ACTION/FOLLOW-UP: Marty motioned to add fee for mailing list on adhesive mailing labels to cover the cost of labels and postage. Phil seconded. Vote 4-0.

TOPIC: Board speaker for WVOTA conference

FINDINGS/CONCLUSIONS: WVOTA has requested a Board representative speak at the WVOTA conference being held in Beckley on October 29th. **Per email from Sarah Black, WVOTA overbooked speakers and no longer need a Board speaker.**

ACTION/FOLLOW-UP: None.

TOPIC: Email re: COTA supervision

FINDINGS/CONCLUSIONS: Board reviewed email from OT regarding concerns with providing supervision for a new COTA in the Home Health setting. Also reviewed draft response clarifying Board rules regarding supervision of COTA's. Bambi motioned to approve draft letter and send to OT. **Response sent to OT.**

ACTION/FOLLOW-UP: None.

TOPIC: Laptop upgrade

FINDINGS/CONCLUSIONS: Current Board laptop was purchased in 2008, with Windows XP operating system, which is no longer supported by Microsoft and other applications. **Marty motioned to purchase new laptop. Gene seconded. Vote 5-0. Include in FY2017 budget. Approval to purchase laptop obtained from Office of Technology. Order delayed due to part number discrepancy in wvOASIS.**

ACTION/FOLLOW-UP: Place order once correct part number is available in wvOASIS.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card from April through August 2016. Bambi motioned to approve all purchases. Marty seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of August 31, 2016

\$ 194,047.97

APRIL - AUGUST DEPOSITS

3/31/16	\$30	5/16	\$ 90	6/28	530	8/8	\$600
4/04	390	5/18	100	6/30	180	8/9	280
4/07	60	5/24	250	7/06	390	8/15	310
4/13	100	5/25	210	7/07	250	8/16	210
4/14	90	5/26	180	7/12	210	8/18	190
4/19	340	6/01	440	7/18	310	8/23	250
4/21	130	6/06	480	7/20	330		
4/26	630	6/13	330	7/21	100		
4/28	100	6/14	480	7/26	240		
5/04	130	6/15	300	7/28	150		
5/05	60	6/16	340	8/01	155		
5/11	380	6/21	250	8/02	280		

TOTAL DEPOSITS

\$10,855.00

Chargeback 1600125339

(100.00)

APRIL - AUGUST DISBURSEMENTS

April	\$5,810.14
May	1,949.68
June	5,959.88
July	4,434.13
August	4,160.96

NEW BUSINESS

TOPIC: FY2017 Budget / FY2018 Appropriation Request

FINDINGS/CONCLUSIONS: Reviewed both.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal Newsletter

FINDINGS/CONCLUSIONS: Reviewed draft of newsletter.

ACTION/FOLLOW-UP: Mail newsletter and renewal applications in October.

TOPIC: Annual Report

FINDINGS/CONCLUSIONS: Filed online 8/4/16. CD mailed to Governor's office 8/31/16.

ACTION/FOLLOW-UP: None.

TOPIC: 2017 CE Conference

FINDINGS/CONCLUSIONS: Discussed date & location for 2017 conference. Agreed to hold in late April in Morgantown or Bridgeport.

ACTION/FOLLOW-UP: Request cost proposals and begin lining up speakers.

TOPIC: Annual Seminar for Licensing Boards**FINDINGS/CONCLUSIONS:** Seminar scheduled for November 29th in Charleston.**ACTION/FOLLOW-UP:** Vonda and Marty to attend, Bambi TBD.**Correspondence:**

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	5/3/2016	The Buyers Network - May 2016
2	Purchasing	6/1/2016	The Buyers Network - June 2016
3	AOTA	6/14/2016	Encouraging state boards to recognize case mgmt within scope of practice and to accept case mgmt courses for CE credit
4	WV Dental Board	6/14/2016	email advising of an organization issuing false licenses/registrations for some allied health professions to individuals with credentials from outside the U.S.
5	House Committee on HHR	6/15/2016	request to assist those healthcare professionals participating in Pathways to Health in Beckley in obtaining the needed licenses or temporary permits
6	NBCOT e-newsletter	6/22/2016	Summary of State Regulatory Leadership Forum; TX sunset advisory commission summary; State Gov't's responding to NC Dental Board ruling; Telemedicine barriers falling, hurdles remain
7	AOTA	6/28/2016	survey on new Position Paper on Continuing Professional Development
8	Purchasing	7/5/2016	The Buyers Network - July 2016
9	WV Agency for Surplus Property	7/5/2016	The Property Connection - 2nd Qtr 2016
10	Randy McCombie - WVU	7/15/2016	Student project to assist flood victims; sent email addresses for OT's/OTA's in affected counties
11	Purchasing	8/1/2016	The Buyers Network - August 2016
12	House Gov't Org	8/18/2016	Notice of interim study on "Restructuring of professional and occupational licensing boards"; add'l study of "website management, development, and maintenance related to best practices and procurement" for state agencies; emailed info re current website services and cost.
13	NBCOT e-newsletter	8/18/2016	SD OT Advisory Committee includes NBCOT certification as an option for proof of continuing education
14	Purchasing	9/1/2016	The Buyers Network - September 2016
15	AOTA	9/1/2016	21st edition of The Reference Manual of the Official Documents; req copy
16	AG's office	9/6/2016	Best Practices Endorsement - Distribution of letter and best practices?

Meeting adjourned at 1:30 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, November 4, 2016 at 11:00 am at the Morgantown office.

AGENDA

11/4/16

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

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2016#01 Closed
- Issue 2016#02 Complaint
- Issue 2012#05 Consent Agreement
- Issue 2016#03 Licensure Applicant

--Third order of business — Approve Sept 16 & Oct 14, 2016 minutes
Review Sept 16 and Oct 14, 2016 minutes

--Fourth order of business — Purchase Card purchases – Sep through Oct 2016

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Continuing Education correspondence

--Seventh order of business — Approve invoices rec'd since Sept 16, 2016
- Invoice list is available for review at Board office

--Eighth order of business — General correspondence rec'd since Sept 16, 2016

--Ninth order of business — Schedule next Board meeting

--Tenth order of business — Sign licensure applications



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

WVBOT MINUTES: November 4, 2016

MEMBERS PRESENT: Bambi Hill, Phil Simpson, Kathy Quesenberry

ABSENT: Gene Brooks, Marty Douglas

ALSO PRESENT: Vonda Malnikoff

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

Bambi motioned to enter Executive Session at 11:15 a.m. to discuss licensee issues. Phil seconded. Vote 3-0.

EXECUTIVE SESSION

Issue 2016#01 – Closed

Issue 2016#02 – Complaint

Issue 2016#03 – Licensure Applicant

Issue 2012#05 – Consent Agreement

Phil motioned to move out of Executive Session at 11:43 a.m. Bambi seconded. Vote 3-0.

Issue 2016#02 Bambi motioned to send six month status letter to complainant. Phil seconded. Vote 3-0.

Issue 2016#03 Phil motioned to table decision pending discussion with legal council. Application will be reviewed at next Board meeting.

Issue 2012#05 Bambi motioned to approve Release Order upon end of probationary period. Phil seconded. Vote 3-0.

Bambi motioned to approve September 16 and October 14, 2016 minutes as written. Phil seconded. Vote 3-0.

OLD BUSINESS

TOPIC: Purchase of Licensure Management Database System

FINDINGS/CONCLUSIONS: Researched systems recently purchased by Board of Osteopathic Medicine, Board of Medicine, Dental, Engineering, and Veterinarian Boards. Reviewed scope & estimated cost at meeting on 5/15/15. Marty motioned to issue RFQ to purchase Licensure Management Database System. Bambi seconded. Vote 4-0. Other Boards who have purchased systems are having various issues with vendors and/or product.

ACTION/FOLLOW-UP: Work with purchasing to issue RFQ.

TOPIC: NBCOT Primary Source Verification / NPDB Agent

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

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

TOPIC: Telehealth Position Statement

FINDINGS/CONCLUSIONS: Distributed information regarding Telehealth from AOTA and various states. Reviewed draft position statement. Revisions made and emailed to Board members for subsequent review. Distributed National Conference of State Legislatures Telehealth Policy Trends and Considerations. **Discussed whether a position statement was necessary. Phil motioned to continue to apply current Rules to all methods of OT service provision including telehealth. Bambi seconded. Vote 3-0.**

ACTION/FOLLOW-UP: None

TOPIC: Licensee roster / mailing list

FINDINGS/CONCLUSIONS: Discussed email from AG's office regarding the requirement to change current policy of charging for and restricting access to licensee information. Licensee information provided to the Board, including address, phone number, and email address, is public information and must be made available upon request. Changes made to application and mailing list order form to remove fee and option of being removed from mailing list. Communicated changes and included Privacy Notice in newsletter. Privacy Notice added to website and application. Marty motioned to add fee for mailing list on adhesive mailing labels to cover the cost of labels and postage. Phil seconded. Vote 4-0. **Added a \$15 fee to cover labels and postage. Discussed email request to consider offering list electronically as an excel spreadsheet. Phil motioned to allow electronic transmission of mailing list provided recipient agrees to one time use only. Bambi seconded. Vote 3-0.**

ACTION/FOLLOW-UP: Vonda to explore options to ensure one-time use only; implement changes to forms and process.

TOPIC: Laptop upgrade

FINDINGS/CONCLUSIONS: Current Board laptop was purchased in 2008, with Windows XP operating system, which is no longer supported by Microsoft and other applications. Marty motioned to purchase new laptop. Gene seconded. Vote 5-0. Include in FY2017 budget. Approval to purchase laptop obtained from Office of Technology. Order delayed due to part number discrepancy in wvOASIS. **New Statewide contract issued in October.**

ACTION/FOLLOW-UP: Place order under new contract.

TOPIC: Renewal Newsletter

FINDINGS/CONCLUSIONS: Reviewed draft of newsletter. **Newsletter and renewal applications mailed week of October 4, 2016.**

ACTION/FOLLOW-UP: None.

TOPIC: 2017 CE Conference

FINDINGS/CONCLUSIONS: Discussed date & location for 2017 conference. Agreed to hold in late April in Morgantown or Bridgeport. **Reviewed conference center proposals and cost estimate for INR speaker. Bambi motioned to enter into contract with Lakeview and INR. Phil seconded. Vote 3-0.**

ACTION/FOLLOW-UP: Finalize date & contracts; find speaker for pediatric session; schedule January board meeting at Lakeview; order notebooks & pens; mail registration info in early 2017; work with Tekswift for online registration

TOPIC: Annual Seminar for Licensing Boards

FINDINGS/CONCLUSIONS: Seminar scheduled for November 29th in Charleston. **Vonda and Gene to attend.**

ACTION/FOLLOW-UP: Complete registrations and attend seminar.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for September and October 2016. Bambi motioned to approve all purchases. Phil seconded. Vote 3-0.

TREASURER'S REPORT

Cash Balance as of October 31, 2016

\$187,230.12

SEPTEMBER - OCTOBER DEPOSITS

8/31/16	\$ 370	10/5/16	\$ 60
9/01	70	10/12	500
9/06	100	10/13	140
9/08	30	10/17	990
9/12	580	10/18	275
9/14	60	10/19	660
9/19	180	10/24	910
9/20	380	10/26	940
9/22	150		
9/27	150		
9/29	180		

TOTAL DEPOSITS \$ 6,725

SEPTEMBER – OCTOBER DISBURSEMENTS

September	\$7,286.64
October	6,256.21

NEW BUSINESS

TOPIC: Continuing Education correspondence

FINDINGS/CONCLUSIONS: Reviewed email from COTA requesting CE hours for teaching a lab class for OTA program. Phil motioned to award 6 hours based on the Clinical Student Instruction category of qualified continuing education activities. Bambi seconded. Vote 3-0. Also reviewed Medicare course submitted by OT for CE credit. Phil motioned to deny CE credit unless OT could provide additional course material that it included an overview of assessment tools or treatment principles related to the practice of OT. Bambi seconded. Vote 3-0. Reviewed emails from DHHR and research from UAB OT departments with recommendations for continuing education requirements. Bambi motioned to start a file of continuing education topics for future Legislative Rule changes. Phil seconded. Vote 3-0.

ACTION/FOLLOW-UP: Respond to emails from COTA and OT.

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	10/3/2016	The Buyers Network - October 2016
2	Purchasing	11/1/2016	The Buyers Network - November 2016
3	Brickstreet	11/1/2016	Inside Brickstreet Fall 2016
4	Board of Risk & Ins Mgmt	11/1/2016	Cyber Liability Insurance
5	AOTA	11/1/2016	AOTA Official Documents
6	OT - Wayne Co. Schools	11/2/2016	email re: ICD10 codes for Medicaid billing in schools
7	Stateside Associates	11/3/2016	email re: items in mtg minutes and agenda

Meeting adjourned at 2:20 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, January 20, 2017 at 11:00 am at Lakeview Resort.

AGENDA

1/20/17

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

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2016#02 Complaint
- Issue 2012#05 Consent Agreement
- Issue 2016#03 Licensure Applicant

--Third order of business — Approve Nov 4, 2016 minutes
Review Nov 4, 2016 minutes

--Fourth order of business — Purchase Card purchases – Nov through Dec 2016

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Election of officers
- Renewal update
- Renewal of Tekswift contract
- Purchasing inspection
- WVOTA member questions

--Seventh order of business — Approve invoices rec'd since Nov 4, 2016
- Invoice list is available for review at Board office

--Eighth order of business — General correspondence rec'd since Nov 4, 2016

--Ninth order of business — Schedule 2017 Board meetings

--Tenth order of business — Sign licensure applications



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304-285-3150
www.wvbot.org

WVBOT MINUTES: January 20, 2017

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:25 a.m.

Gene motioned to enter Executive Session at 11:33 a.m. to discuss licensee issues.
Phil seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2016#02 – Complaint

Issue 2016#03 – Licensure Applicant

Issue 2012#05 – Closed

Marty motioned to move out of Executive Session at 12:25 p.m. Bambi seconded. Vote 5-0.

Issue 2016#02 Bambi motioned to dismiss case due to finding of no probable cause. Phil seconded. Vote 4-0.

Issue 2016#03 Phil motioned to issue probationary license with conditions through a Consent Agreement. Gene seconded. Vote 5-0.

Marty motioned to approve November 4, 2016 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Purchase of Licensure Management Database System

FINDINGS/CONCLUSIONS: Researched systems recently purchased by Board of Osteopathic Medicine, Board of Medicine, Dental, Engineering, and Veterinarian Boards. Reviewed scope & estimated cost at meeting on 5/15/15. Marty motioned to issue RFQ to purchase Licensure Management Database System. Bambi seconded. Vote 4-0. Other Boards who have purchased systems are having various issues with vendors and/or product.

ACTION/FOLLOW-UP: Work with purchasing to issue RFQ.

TOPIC: NBCOT Primary Source Verification / NPDB Agent

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

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

TOPIC: Licensee roster / mailing list

FINDINGS/CONCLUSIONS: Discussed email from AG's office regarding the requirement to change current policy of charging for and restricting access to licensee information. Licensee information provided to the Board, including address, phone number, and email address, is public information and must be made available upon request. Changes made to application and mailing list order form to remove fee and option of being removed from mailing list. Communicated changes and included Privacy Notice in newsletter. Privacy Notice added to website and application. Marty motioned to add fee for mailing list on adhesive mailing labels to cover the cost of labels and postage. Phil seconded. Vote 4-0. **Added a \$15 fee to cover labels and postage. Discussed email request to consider offering list electronically as an excel spreadsheet. Phil motioned to allow electronic transmission of mailing list provided recipient agrees to one time use only. Bambi seconded. Vote 3-0.**

ACTION/FOLLOW-UP: Vonda to explore options to ensure one-time use only; implement changes to forms and process.

TOPIC: Laptop upgrade

FINDINGS/CONCLUSIONS: Current Board laptop was purchased in 2008, with Windows XP operating system, which is no longer supported by Microsoft and other applications. Marty motioned to purchase new laptop. Gene seconded. Vote 5-0. Include in FY2017 budget. Approval to purchase laptop obtained from Office of Technology. Order delayed due to part number discrepancy in wvOASIS. **New Statewide contract issued in October.**

ACTION/FOLLOW-UP: Order placed.

TOPIC: 2017 CE Conference

FINDINGS/CONCLUSIONS: Discussed date & location for 2017 conference. Agreed to hold in late April in Morgantown or Bridgeport. Reviewed conference center proposals and cost estimate for INR speaker. Bambi motioned to enter into contract with Lakeview and INR. Phil seconded. Vote 3-0. **Contract signed with Lakeview for April 28th. Agreed to focus on Addictions/Pain Management for the entire conference with INR speaker. Reviewed course outline and registration info. Online registration in place.**

ACTION/FOLLOW-UP: Order notebooks & pens; mail registration info in February; contact potential vendors/employers for tables

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for November and December 2016. Marty motioned to approve all purchases. Bambi seconded. Vote 5-0.

Cash Balance as of December 31, 2016
\$ 242,934.15

NOVEMBER - DECEMBER DEPOSITS

10/31/16	\$1,120	12/01	\$ 1,740	12/27	\$ 4,765
11/01	780	12/05	3,000	12/28	3,290
11/03	780	12/06	2,440	12/29	1,960
11/07	670	12/07	5,420		
11/08	400	12/08	270		
11/09	1,050	12/09	3,220		
11/10	520	12/12	3,150		
11/14	930	12/13	3,760		
11/15	1,310	12/15	2,360		
11/17	720	12/16	2,470		
11/21	2,060	12/19	3,945		
11/22	1,020	12/20	2,660		
11/28	4,385	12/21	400		
11/30	2,640	12/23	3,530		

TOTAL DEPOSITS \$ 66,765

NOVEMBER – DECEMBER DISBURSEMENTS

November	\$ 6,148.45
December	4,912.52

NEW BUSINESS

TOPIC: Election of Officers

FINDINGS/CONCLUSIONS: Gene motioned to keep current officers in place for 2017. Phil seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal Update

FINDINGS/CONCLUSIONS: Total renewals mailed: 370 OT's, 268 OTA's; Non-renewals as of 1/17/17: 59 OT's (16%), 39 OTA's (15%); Number of licensees as of 1/17/17: 671 OT's and 512 OTA's.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal of TekSwift contract

FINDINGS/CONCLUSIONS: Website hosting / data backup fee to remain at \$63.95/month. Rob has suggested modifying website to change CMS to Wordpress to improve security and aesthetics. Cost estimate for new template, design fee, and transfer of data is \$600.

ACTION/FOLLOW-UP: Vonda to extend contract for website hosting / data backup; review new website templates; discuss ability to provide online services to licensees through existing website as alternative to purchasing licensure management database system.

TOPIC: Purchasing inspection

FINDINGS/CONCLUSIONS: Purchasing review conducted in December for Fiscal Year 2016. Final report received 1/11/17. There were no material findings from the inspection.

ACTION/FOLLOW-UP: None.

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	AOTA	11/14/2016	"Medication Management" draft document for comment
2	Purchasing	12/1/2016	The Buyers Network - December 2016
3	AOTA	12/7/2016, 1/9/17	Portability Stakeholder Meeting & State Regulatory Forum
4	NPDB	12/7/2016	NBDB Insights - electronic newsletter
5	Purchasing	1/3/2017	The Buyers Network - January 2017
6	WV Surplus Property	1/4/2017	The Property Connection - 4th qtr 2016
7	WV Ethics Commission	1/10/2017	email regarding filing of Financial Disclosure Stmt - due 2/1/17
8	AOTA	11/21/2016	AOTA Products catalog & manual of official documents

Meeting adjourned at 3:00 pm after the signing of licensure applications and tour of conference facilities. The next regular Board meeting is scheduled for Thursday, April 27, 2017 at 6:00 pm at Lakeview Resort. Tentative future meeting dates of September 15 and November 3, 2017.

AGENDA

Conference Call
February 10, 2017

--Call to order-- 1:30 p.m.

--First order of business Executive Session

- Issue 2016#03 Consent Agreement for Applicant



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

WVBOT MINUTES: February 10, 2017

MEMBERS PRESENT: Bambi Hill, Phil Simpson, Kathy Quesenberry

ABSENT: Gene Brooks, Marty Douglas

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 1:35 pm via conference call

Phil motioned to enter Executive Session at 1:35 p.m. to discuss licensee application.
Bambi seconded. Vote 3-0.

EXECUTIVE SESSION

Issue 2016#03 – Licensure Applicant

Phil motioned to move out of Executive Session at 1:55 p.m. Bambi seconded. Vote 3-0.

Issue 2016#03 Phil motioned to modify draft Consent Agreement as discussed, after review by AG. Bambi seconded. Vote 3-0.

Meeting adjourned at 1:57 p.m.

AGENDA

4/27/17

- Call to order-- 6:00 p.m.
- First order of business — Public comment period
- Second order of business — Executive Session
 - Issue 2016#02 Case closed.
 - Issue 2016#03 Licensure Applicant
- Third order of business — Approve Jan 20 and Feb 10, 2017 minutes
Review Jan 20 and Feb 10, 2017 minutes
- Fourth order of business — Purchase Card purchases – Jan through Mar 2017
- Fifth order of business — Treasurer's report
- Sixth order of business — New Business
 - WVOTA questions
 - Legislative news from 2017 session
 - WV Interactive proposal for online renewals
- Seventh order of business — Approve invoices rec'd since Jan 20, 2016
 - Invoice list is available for review at Board office
- Eighth order of business — General correspondence / bills paid since Jan 20, 2016
- Ninth order of business — Confirm remaining 2017 Board meetings (9/15, 11/3)
- Tenth order of business — Sign licensure applications



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WVBOT MINUTES: April 27, 2017

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

ABSENT: Kathy Quesenberry

ALSO PRESENT: Vonda Malnikoff, Sarah & Jeff Black

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

Marty motioned to approve January 20, 2017 minutes as written. Phil seconded. Vote 4-0.

OLD BUSINESS

TOPIC: Purchase of Licensure Management Database System

FINDINGS/CONCLUSIONS: Researched systems recently purchased by Board of Osteopathic Medicine, Board of Medicine, Dental, Engineering, and Veterinarian Boards. Reviewed scope & estimated cost at meeting on 5/15/15. Marty motioned to issue RFQ to purchase Licensure Management Database System. Bambi seconded. Vote 4-0. Other Boards who have purchased systems are having various issues with vendors and/or product.

ACTION/FOLLOW-UP: Replace this item with WV Interactive contract to provide online license renewals. See New Business.

TOPIC: NBCOT Primary Source Verification / NPDB Agent

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

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

TOPIC: Licensee roster / mailing list

FINDINGS/CONCLUSIONS: Discussed email from AG's office regarding the requirement to change current policy of charging for and restricting access to licensee information. Licensee information provided to the Board, including address, phone number, and email address, is public information and must be made available upon request. Changes made to application and mailing list order form to remove fee and option of being removed from mailing list. Communicated changes and included Privacy Notice in newsletter. Privacy Notice added to website and application. Marty motioned to add fee for mailing list on adhesive mailing labels to cover the cost of labels and postage. Phil seconded. Vote 4-0. Added a \$15 fee to cover labels and postage. Discussed email request to consider offering list electronically as an excel spreadsheet. Phil motioned to allow electronic transmission of mailing list provided recipient agrees to one time use only. Bambi seconded. Vote 3-0. **Mailing list request form revised to include option to obtain excel spreadsheet via email at no charge. Change implemented 3/28/17.**

ACTION/FOLLOW-UP: None.

TOPIC: Laptop upgrade

FINDINGS/CONCLUSIONS: Current Board laptop was purchased in 2008, with Windows XP operating system, which is no longer supported by Microsoft and other applications. Marty motioned to purchase new laptop. Gene seconded. Vote 5-0. Include in FY2017 budget. Approval to purchase laptop obtained from Office of Technology. Order delayed due to part number discrepancy in wvOASIS. New Statewide contract issued in October. **Order placed in December. Laptop received 4/20/17.**

ACTION/FOLLOW-UP: None.

NEW BUSINESS

TOPIC: WVOTA questions / news

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

ACTION/FOLLOW-UP: Determine who will speak at the WVOTA conference in October. Include information about their conference in our next newsletter.

TOPIC: Legislative update from 2017 session

FINDINGS/CONCLUSIONS: Reviewed bills affecting the Board that passed the 2017 Legislative session. SB4 allows professionals licensed in other states to donate time to the care of indigent and needy for a charitable function in WV with a temporary authorization. HB2631 amends the time standards to disposition of complaints for delays attributable to the accused. HB2833 amends the contents and categories of information for inclusion in annual reports. HB2839 modifies the timing and scope of performance reviews. Our next review is scheduled for 2023.

ACTION/FOLLOW-UP: None.

TOPIC: WV Interactive proposal for online renewals

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

ACTION/FOLLOW-UP: Forward renewal application to WVI to develop scope of work & sign agreement.

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	2/1/2017	The Buyers Network - February 2017
2	PEIA	2/27/2017	Information regarding telehealth services
3	AOTA	3/6/2017	Call for comment on draft ACOTE standards
4	Brickstreet	4/3/2017	WC policy 3/29/17 - 3/29/18
5	email from OT	4/13/2017	**requesting info related to Hyperbaric Oxygen Therapy
6	AOTA	4/20/2017	Invitation to webinar regarding telehealth on June 6 or 7 (will forward the link)

Bambi motioned to enter Executive Session at 8:30 p.m. to discuss licensee issues. Gene seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2016#02 – Closed

Issue 2016#03 – Licensure Applicant

Marty motioned to move out of Executive Session at 8:35 p.m. Bambi seconded. Vote 4-0.

Meeting adjourned at 9:00 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, September 15, 2017 at 11:00 am at the Morgantown office. Tentative future meeting date of November 3, 2017.