



**WEST VIRGINIA BOARD OF OCCUPATIONAL THERAPY**  
119 SOUTH PRICE ST.  
KINGWOOD, WEST VIRGINIA 26537  
304-329-0480

**WVBOT MINUTES:** March 11, 2005

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

**ABSENT:** Leonard Fink

**ALSO PRESENT:** Diana Harris, David Durgin representing WVOTA, (and Kate Campbell on telephone)

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

## **OLD BUSINESS**

Paula motioned to accept December and January minutes. Gene seconded. Vote 3-0

**TOPIC:** 2005 renewals

**FINDINGS/CONCLUSIONS:** 77 non-renewal letters were sent out. Diana gave list to Marty of employers to contact to do spot check on OT/OTA. Marty reported that all the non-renewals are not currently working as OT/OTA in West Virginia.

**ACTION/FOLLOW-UP:** none

**TOPIC:** Annual Report

**FINDINGS/CONCLUSIONS:** Marty and Diana finished the annual report and submitted it to the Governor's Office in January.

**ACTION/FOLLOW-UP:** none

**TOPIC:** Supervision Statement

**FINDINGS/CONCLUSIONS:** The Board discussed Supervision Statement and made changes. The statements were completed and mailed out to Board members for their approval. Vote to approve 3-0.

**ACTION/FOLLOW-UP:** none

**TOPIC:** WV BOT Website

**FINDINGS/CONCLUSIONS:** The Board received three bids on a website; Netranom Communications-\$2500.00 one time fee and \$30.00 per month, Kaplan and Sinko-\$6243.40, Easy Computer, LLC-\$3145.00. Easy Computer, LLC is a local company that will be on call 24 hours a day. Mr. Barbato will train Diana on website and will make changes when needed. Paula motioned to hire Easy Computer, LLC for website. Marty seconded. Vote 3-0.

**ACTION/FOLLOW-UP:** Diana will contact Easy Computer, LLC. Diana will write up letter stating reasons to choose Easy Computer, LLC and will submit letter to Linda Lyter. Marty is to contact Michael Rudge to terminate current website when Easy Computer is ready to install website.

**TOPIC:** AT&T

**FINDINGS/CONCLUSIONS:** Ghost account \$852.17 / regular account \$1579.82. These bills were paid. We are continuing to receive AT&T bills. Paula had a question regarding using a government agency for the telephone service instead of AT&T.

**ACTION/FOLLOW-UP:** Diana is to contact Linda Lyter about government phone service instead of AT&T.

**TOPIC:** Unemployment Case

**FINDINGS/CONCLUSIONS:** Unemployment Hearing for Cathy Whalen was on January 20, 2005. WV BOT lost the case. Received the first Unemployment bill. Paula motioned to pay unemployment. Marty seconded. Vote 3-0

**ACTION/FOLLOW-UP:** Diana is to submit payment

**TOPIC:** Board hours

**FINDINGS/CONCLUSIONS:** New board hours are 9:00a.m. to 5:00p.m., Tuesday, Wednesday, and Thursday.

**ACTION/FOLLOW-UP:** none

**TOPIC:** Purchase Card

**FINDINGS/CONCLUSIONS:** Jim Smith and Jack McDonald came to Kingwood office to train Diana on Purchase Card on January 6th. Diana is now certified as the PC coordinator. Diana has received her Purchase Card.

**ACTION/FOLLOW-UP:** None

**TOPIC:** 2005 Renewals

**FINDINGS/CONCLUSIONS:** Paula motioned to request pictures every five years. Gene seconded. Vote 3-0

**ACTION/FOLLOW-UP:** Board will request picture every five years on renewals.

**TOPIC:** Signing authority

**FINDINGS/CONCLUSIONS:** Diana filled out paper work and now has signing authority for submitting paperwork to pay invoices.

**ACTION/FOLLOW-UP:** none

**TOPIC:** Pitney Bowes

**FINDINGS/CONCLUSIONS:** Diana put Pitney Bowes account onto Purchase Card and closed Power Purchase account.

**ACTION/FOLLOW-UP:** none

**TOPIC:** Lock changes on office doors.

**FINDINGS/CONCLUSIONS:** The locks have not been changed yet. The landlord will be changing them.

**ACTION/FOLLOW-UP:** none

**TOPIC:** File Retention

**FINDINGS/CONCLUSIONS:** Kate Campbell is researching how long we can keep files.

**ACTION/FOLLOW-UP:** Kate will get back to us. Diana is to make list of all records that the Board keeps.

**TOPIC:** Surplus Property Retirement

**FINDINGS/CONCLUSIONS:** Marty delivered equipment to Dunbar, West Virginia; copier, typewriter, two printers, monitor, answering machine, and fax machine.

**ACTION/FOLLOW-UP:** Marty is to fill out forms to receive the stickers for the equipment and then turn them into the S.P.R. building.

**TOPIC:** Equipment

**FINDINGS/CONCLUSIONS:** Diana purchased a new phone and a new headset. Diana researched computers and printers and has found the one she wants to purchase. Please refer to new business.

**ACTION/FOLLOW-UP:** Diana is to purchase new computer and printer.

**TOPIC:** Resumes for Board positions

**FINDINGS/CONCLUSIONS:** Elizabeth Halkett OTR/L, works for Health South is not eligible because she lives in Ohio. Rebecca Moore OTR/L works for Marion County School system. Susan Montgomery OTR/L works for Sundale Nursing Home. Marty has two new candidates. Paula emailed Jennifer Baldwin about the need for new board members.

**ACTION/FOLLOW-UP:** Marty is to get information of two new candidates and to contact Jennifer Baldwin.

## **NEW BUSINESS**

**TOPIC:** New Computer

**FINDINGS/CONCLUSIONS:** Diana got bids from Sony, Ncompass and Dell. Marty motioned to purchase computer from Ncompass. Paula seconded. Vote 3-0.

**ACTION/FOLLOW-UP:** Diana is to buy new computer and printer.

**TOPIC:** Office Space

**FINDINGS/CONCLUSIONS:** Diana and Paula will continue to look for new office space. Lease ends in June. Marty spoke with Mr. Wilson, the current landlord, in November regarding making the building wheel-chair accessible. This has still not been done.

**ACTION/FOLLOW-UP:** Diana is to contact current landlord or Sharon Ware and discuss wheel-chair access.

**TOPIC:** Legislative Rules / Practice Act

**FINDINGS/CONCLUSIONS:** Discussion concerning issues with the Practice Act and Legislative Rule changes such as the position statement and increasing fees. David Durgin was present to discuss WVOTA concerns such as the Physician orders.

**ACTION/FOLLOW-UP:** Marty is to type up a letter to send to licensees for their input concerning changes upgrading the Practice Act. Responses must be made by April 29th. The deadline to file for changes to the Practice Act and Legislative Rules is June 29th.

**TOPIC:** Fee Changes

**FINDINGS/CONCLUSIONS:** Marty and Lenny met with Judy Cooper on Friday, February 18th. Fees have not been changed since 1978. Paula researched surrounding states; Maryland, Ohio, Pennsylvania and Kentucky. Change application fee from \$15.00 to \$30.00; Initial Licensure Fee- OT fee from \$190.00 to \$250.00, OTA fee from \$140.00 to \$200.00; Limited Permit Fee- OT fee from \$140.00 to \$190.00, OTA fee from \$90.00 to \$140; Renewal fee- OT fee from \$60.00 to \$120, OTA fee from \$50.00 to \$100.00 and late fee from \$50.00 to \$100.00.

**ACTION/FOLLOW-UP:** Paula motioned to change fees as listed above. Gene seconded. Vote 3-0.

**TOPIC:** Verification Fee

**FINDINGS/CONCLUSIONS:** Change verification fee from \$20.00 to \$30.00; Mailing list from \$80.00 to \$100.00-mailing list on labels from \$90.00 to \$110.00; Duplicate card fee from \$15.00 to \$25.00; New Certificate fee from \$15.00 to \$30.00; Returned checks fee from \$20.00 to \$25.00

**ACTION/FOLLOW-UP:** Marty motioned to change fees as listed above. Paula seconded. Vote 3-0.

**TOPIC:** Next Board meeting

**FINDINGS/CONCLUSIONS:** The next board meeting will be scheduled on May 6th instead of May 13th.

**ACTION/FOLLOW-UP:** Diana will check for places to meet in Morgantown.

Break 1:05 p.m.

Paula motioned to enter Executive minutes. 2:00 p.m.

## **FINANCIAL REPORT/CORRESPONDENCE**

**TOPIC:** AT&T Card Service Account

**FINDINGS/CONCLUSIONS:** Invoice of \$1607.75. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Staples Statement

**FINDINGS/CONCLUSIONS:** Statement shows that bill of \$907.96 has been paid in full.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from Kingwood Water Works.

**FINDINGS/CONCLUSIONS:** Invoice is for garbage pickup for the month of January. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from Verizon.

**FINDINGS/CONCLUSIONS:** Invoice is for general services for the month of August, 2004 for the amount of \$89.11. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from Verizon

**FINDINGS/CONCLUSIONS:** Invoice is for general services for the month of July, 2004 in the amount of \$89.17. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from Verizon

**FINDINGS/CONCLUSIONS:** Invoice is for general services for the month of September, 2004 in the amount of \$84.05. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from Verizon

**FINDINGS/CONCLUSIONS:** Invoice is for general services for the month of October, 2004 in the amount of \$84.29. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from Verizon

**FINDINGS/CONCLUSIONS:** Invoice is for general services for the month of November, 2004 in the amount of \$84.29. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from the Board of Risk & Insurance Management

**FINDINGS/CONCLUSIONS:** Invoice is for the Board's insurance for the quarter ending 3-31-05 in the amount of \$767.00. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from WV Division of Personnel

**FINDINGS/CONCLUSIONS:** Invoice is for billing for third quarter in the amount of \$30.88. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from IS&C

**FINDINGS/CONCLUSIONS:** Invoice is for WVFIMS accounts, transactions and expenditures in the amount of \$14.94. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from IS&C

**FINDINGS/CONCLUSIONS:** Invoice is for accounting services for the second quarter in the amount of \$500.00. Linda Lyter prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from Verizon

**FINDINGS/CONCLUSIONS:** Invoice is for general services for the month of January in the amount of \$89.66. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from Attorney General's Office

**FINDINGS/CONCLUSIONS:** Invoice is for services rendered 11-1-04 to 12-16-05 in the amount of \$602.00. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from Pitney Bowes

**FINDINGS/CONCLUSIONS:** Invoice is for machine rental from 11-20-04 to 12-19-04 in the amount of \$24.75. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from IS&C State Calling Service

**FINDINGS/CONCLUSIONS:** Invoice is for monthly AT&T charges for the month of August, 2004 in the amount of \$23.74. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from WV Workers' Compensation Commission

**FINDINGS/CONCLUSIONS:** General bill in the amount of \$168.12. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from Kingwood Water Works

**FINDINGS/CONCLUSIONS:** Invoice is for garbage pick-up for the month of February in the amount of \$23.50. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from Pitney Bowes

**FINDINGS/CONCLUSIONS:** Invoice is for late fee in the amount of \$29.00. Diana closed the account to terminate the late fee. Purchase card will be used to pay Pitney Bowes.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Statement received from BB&T

**FINDINGS/CONCLUSIONS:** Statement shows that payment was made in the amount of \$191.85. This bill was for new phone, headset and for Pitney Bowes rental.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Invoice received from Tax Department

**FINDINGS/CONCLUSIONS:** Invoice is in the amount of \$27.48. Linda Lyter is checking into this bill.

**ACTION/FOLLOW-UP:** Linda Lyter will contact us regarding this matter

**TOPIC:** Invoice received Pitney Bowes

**FINDINGS/CONCLUSIONS:** Invoice is for postage purchased in December in the amount of \$200.00. Diana prepared and submitted invoice for payment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Statement received from Board of Risk and Insurance Management

**FINDINGS/CONCLUSIONS:** Statement is for advisement of a late bill. Bill has been paid. Disregard notice.

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

**TOPIC:** Received invoices for Public Employees Insurance Agency

**FINDINGS/CONCLUSIONS:** 1) Statement indicating the Board owes \$327.82. 2) Statement indicating that payments were received by PEIA in the amount of \$5.64 on March 1, February 16, and January 31, 2005. Statement indicates that the Board owes \$15.90. 3) Statement indicates that payments were received by PEIA in the amount of \$5.64 on December 20 and December 30, 2005. Statement indicates that we owe \$27.18. 4) Letter stating delinquent account status. Invoice states that we owe \$310.90. Total due is \$27.18

**ACTION/FOLLOW-UP:** Diana is to check with Linda Lyter and find out if the account has been cancelled.

**TOPIC:** Invoice received from Attorney General's Office on December 14, 2005

**FINDINGS/CONCLUSIONS:** Invoice is for the amount of \$245.00 for general services.

**ACTION/FOLLOW-UP:** Diana is to check with Linda Lyter and see if bill has been paid. If it hasn't been paid Diana is to prepare and submit for payment.

**TOPIC:** Invoices received from IS&C on December 23, 2004 and January 18, 2005

**FINDINGS/CONCLUSIONS:** Invoice is for the amount of \$15.35 for WVFIMS accounts, expenditures, and transactions. Second invoice is for the amount of \$31.31 for services rendered 9/30/04 to 11/30/04.

**ACTION/FOLLOW-UP:** Diana is to contact Linda Lyter and see if bills have been paid. If they haven't been paid Diana is to prepare and submit for payment.

**TOPIC:** Invoice received from Michael Rudge on December 30, 2005

**FINDINGS/CONCLUSIONS:** Invoice is for website services in the amount of \$700.00. Paula motioned not to pay due to the fact that the website has not been working despite numerous emails and phone calls to Mr. Rudge. Gene seconded. Vote 3-0.

**ACTION/FOLLOW-UP:** Marty is to contact Michael Rudge to discuss billing.

**TOPIC:** Invoice received from Melinda McNabb on January 5, 2005

**FINDINGS/CONCLUSIONS:** Invoice is for transactions received for billing period December, 2004 in the amount of \$6.00. Marty motioned to pay. Gene seconded. Vote 3-0.

**ACTION/FOLLOW-UP:** Diana is to prepare and submit payment.

**TOPIC:** Invoice received from Melinda McNabb on February 7, 2005

**FINDINGS/CONCLUSIONS:** Invoice is for transactions received for billing period January, 2005 in the amount of \$18.00. Paula motioned to pay. Gene seconded. Vote 3-0.

**ACTION/FOLLOW-UP:** Diana is to prepare and submit payment.

**TOPIC:** Invoice received from Attorney General's Office on February 15, 2005

**FINDINGS/CONCLUSIONS:** Invoice is from Kate Campbell for the Whalen Unemployment Hearing on January 20, 2005 in the amount of \$71.52. Marty motioned to pay. Paula seconded. Vote 3-0.

**ACTION/FOLLOW-UP:** Diana is to prepare and submit payment

**TOPIC:** Invoice received from Attorney General's Office on February 15, 2005

**FINDINGS/CONCLUSIONS:** Invoice is for Kate Campbell's mileage to the Whalen Unemployment Hearing on January 20, 2005. Paula motioned to pay. Gene seconded. Vote 3-0.

**ACTION/FOLLOW-UP:** Diana is to prepare and submit payment.

**TOPIC:** Invoice received for Attorney General's Office on February 15, 2005

**FINDINGS/CONCLUSIONS:** Invoice is from Kate Campbell for preparation of Whalen Unemployment Hearing, December 8, 2004 to January 24, 2005. Amount of invoice is \$2142.00. Marty motioned to pay. Paula seconded. Vote 3-0.

**ACTION/FOLLOW-UP:** Diana is to prepare and submit payment.

**TOPIC:** Invoice received from IS&C on February 25, 2005

**FINDINGS/CONCLUSIONS:** Invoice is for WVFIMS expenditures, transactions, and accounts in the amount of \$19.04. Marty motioned to pay. Paula seconded. Vote 3-0.

**ACTION/FOLLOW-UP:** Diana is to prepare and submit payment.

**TOPIC:** Invoice received from West Virginia Bureau of Employment Programs on March 7, 2005

**FINDINGS/CONCLUSIONS:** Invoice is for Cathy Whalen's Unemployment in the amount of \$903.00. Paula motioned to pay. Gene seconded. Vote 3-0.

**ACTION/FOLLOW-UP:** Diana is to contact Karen Scaggs to check on total amount due. Diana is to prepare in submit correct payment.

**TOPIC:** Statement received from Board of Risk and Insurance Management on February 2, 2005

**FINDINGS/CONCLUSIONS:** Statement indicates that the premium due for fiscal year 2006 is \$3080.00

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

## **CORRESPONDENCE**

**TOPIC:** AOTA

**FINDINGS/CONCLUSIONS:** Letter is for review of Model State Regulation for Supervision, Roles, and Responsibilities during the Delivery of Occupational Therapy Services.

**ACTION/FOLLOW-UP:** Diana is to forward copies to all board members.

**TOPIC:** Med Advantage

**FINDINGS/CONCLUSIONS:** Med Advantage is interested in the verification process of licensing boards.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Governor's Office of Technology

**FINDINGS/CONCLUSIONS:** Strategic plan stating the missions and goals of the Board for IT planning. See attached.

**ACTION/FOLLOW-UP:** None

**TOPIC:** State Treasurer's Office

**FINDINGS/CONCLUSIONS:** Memo states that BB&T will provide services May 2004 for the Purchasing Division

**ACTION/FOLLOW-UP:** None

**TOPIC:** Directions

**FINDINGS/CONCLUSIONS:** Magazine from Worker's Compensation discussing safety and legislative rules.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Purchasing Division

**FINDINGS/CONCLUSIONS:** Memo regarding Hospitality Service Requests stating that all purchases over \$10,000.00 must be submitted to the Purchasing Division for approval.

**ACTION/FOLLOW-UP:** None

**TOPIC:** The Buyers Network

**FINDINGS/CONCLUSIONS:** Handout on public safety

**ACTION/FOLLOW-UP:** None

**TOPIC:** Glen Gainer, State Auditor

**FINDINGS/CONCLUSIONS:** Memo informing Board that as of January 18, 2005 the transaction fee will be \$5.00.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Department of Administration, Purchasing Division

**FINDINGS/CONCLUSIONS:** Memo from Catherine Demarco, travel manager. Does not apply to Board.

**ACTION/FOLLOW-UP:** None

**TOPIC:** National Practitioner Databank News

**FINDINGS/CONCLUSIONS:** Discusses security and confidentiality of data.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Advanced Rehab Services

**FINDINGS/CONCLUSIONS:** Questions regarding WV BOT continuing education requirements.

**ACTION/FOLLOW-UP:** Diana is to respond to letter and attach a CEU requirement sheet.

**TOPIC:** Employment Discrimination Update in West Virginia.

**FINDINGS/CONCLUSIONS:** General information on CEU's. Pay commission announces upcoming salary adjustment.

**ACTION/FOLLOW-UP:** None

**TOPIC:** AOTA

**FINDINGS/CONCLUSIONS:** Newsletter discussing self-assessment and discoverability.

**ACTION/FOLLOW-UP:** Diana is to forward copies to all Board members.

**TOPIC:** West Virginia Association of Licensing Boards

**FINDINGS/CONCLUSIONS:** Memo of meeting notice on Friday, March 11, 2005 at 1:00 p.m.

**ACTION/FOLLOW-UP:** None

**TOPIC:** The Buyers Network  
**FINDINGS/CONCLUSIONS:** Handout on public broadcasting  
**ACTION/FOLLOW-UP:** None

**TOPIC:** West Virginia Board of Medicine Quarterly Newsletter  
**FINDINGS/CONCLUSIONS:** Newsletter discussing Physician renewals, disciplinary actions and Licensure denials.

**ACTION/FOLLOW-UP:** None

**TOPIC:** Workers' Compensation Commission

**FINDINGS/CONCLUSIONS:** Workers Compensation meeting in Charleston May 11 and 12, 2005.

**ACTION/FOLLOW-UP:** None

**TOPIC:** State Treasurer's Office

**FINDINGS/CONCLUSIONS:** Memo stating that BB&T will provide services and connectivity needed for state spending units to process Diner's Club, AMEX, Discover, MasterCard, and Visa.

**ACTION/FOLLOW-UP:** None

**TOPIC:** ACOTE

**FINDINGS/CONCLUSIONS:** Memo reviewing requirements for OT and OTA's.

**ACTION/FOLLOW-UP:** Diana is to forward copy to Marty

**TOPIC:** Department of Administration

**FINDINGS/CONCLUSIONS:** Memo advising that as of January 1, 2005 there is a new harassment policy; "Sexual Harassment Prohibited" has been replaced with "Workplace Harassment Prohibited."

**ACTION/FOLLOW-UP:** None

**TOPIC:** West Virginia Legislature

**FINDINGS/CONCLUSIONS:** Memo stating the due date for filing Agency Approved Legislative Rules is July 29, 2005. Everything needs to be in by June 29, 2005 to allow time for review.

**ACTION/FOLLOW-UP:** Diana is to forward copy to Marty.

**TOPIC:** NBCOT handbooks

**FINDINGS/CONCLUSIONS:** Handbooks include testing information, date, and fees for NBCOT Certification.

**ACTION/FOLLOW-UP:** None

**TOPIC:** West Virginia Board of Risk and Management

**FINDINGS/CONCLUSIONS:** Questionnaire on Loss Control initiatives.

**ACTION/FOLLOW-UP:** Diana is to complete questionnaire and submit

**TOPIC:** West Virginia Board of Risk and Management

**FINDINGS/CONCLUSIONS:** Memo containing driver training status report.  
**ACTION/FOLLOW-UP:** None

**TOPIC:** Public Service Announcement

**FINDINGS/CONCLUSIONS:** Handout for Governor's Internship Program

**ACTION/FOLLOW-UP:** None

Meeting adjourned at 5:00 pm with the signing of applications. The next Board meeting will be on May 6th, 2005. Details of that meeting will be provided at a later date..

Respectfully submitted,

Martin Douglas, OTR/L  
WVBOT Secretary/Treasurer





