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Morgantown, WV 26505

304-285-3150

www.wvbot.org

WVBOT MINUTES: September 9, 2005

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

ABSENT: Lenny Fink

ALSO PRESENT: Diana Harris

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

Paula motioned to accept July 22nd minutes. Gene seconded. Vote 3-0.

Paula motioned to accept August 31st minutes. Marty seconded. Vote 3-0.

OLD BUSINESS

TOPIC: Legislative Rules

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

ACTION/FOLLOW-UP: None

TOPIC: Legislative Rules timeline

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

ACTION/FOLLOW-UP: None

TOPIC: Open meeting notices

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

ACTION/FOLLOW-UP: None

TOPIC: File Retention

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

ACTION/FOLLOW-UP: None

TOPIC: Surplus Property Retirement

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

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

TOPIC: Resumes for board positions

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

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

TOPIC: Office Space.

FINDINGS/CONCLUSIONS: The office is not wheelchair accessible.

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

TOPIC: WVBOT website

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

ACTION/FOLLOW-UP: None

TOPIC: Revised legislative rule changes

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

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

TOPIC: New Sign and Mailbox

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

ACTION/FOLLOW-UP: None

TOPIC: Internet Access

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

ACTION/FOLLOW-UP: None

NEW BUSINESS

TOPIC: State Licensing Board Training on September 8, 2005

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

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

TOPIC: File Retention

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

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

TOPIC: Renewals

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

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

TREASURER’S REPORT

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

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

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

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

FINANCIAL REPORT/CORRESPONDENCE

TOPIC: Invoice received form American Recovery Services

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

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

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

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

ACTION/FOLLOW-UP: None

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

FINDINGS/CONCLUSIONS: Diana contacted Linda Lyter and the bill needed to be paid. Diana submitted for payment.

ACTION/FOLLOW-UP: None

BILLS RECEIVED---

BILLS RECEIVED	DATE RECEIVED	INFO	AMOUNT
Auditor's Office	072705	Transactions-June	\$28.00
AG's Office	080405	Travel for attorney to Bd. meeting	\$126.36
AG's Office	081605	Discussion of open meetings act	\$30.00
IS&C	083005	Transactions, expenditure and accounts	\$14.12

Division of Personnel	090705	Personnel billing for 1 st quarter	\$30.88
AT&T	081605	August, September, and October, 2004	\$61.81

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

CORRESPONDENCE

TOPIC: Board of Risk and Management

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

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

TOPIC: NBCOT

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

ACTION/FOLLOW-UP: none

TOPIC: PA Board of Occupational Therapy Newsletter

FINDINGS/CONCLUSIONS: Diana forwarded to Board members

ACTION/FOLLOW-UP: None

TOPIC: Unemployment Compensation

FINDINGS/CONCLUSIONS: Diana posted compensation benefit rate table in the office.

ACTION/FOLLOW-UP: None

TOPIC: AOTA newsletter received on July 26, 2005

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

ACTION/FOLLOW-UP: None

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

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

ACTION/FOLLOW-UP: None

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

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

ACTION/FOLLOW-UP: None

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

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

ACTION/FOLLOW-UP: None

TOPIC: AOTA received on August 10, 2005

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

ACTION/FOLLOW-UP: None

TOPIC: PEIA received on August 16, 2005

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

ACTION/FOLLOW-UP: None

TOPIC: Concord University received on August 16, 2005

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

ACTION/FOLLOW-UP: None

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

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

ACTION/FOLLOW-UP: None

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

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

ACTION/FOLLOW-UP: None

TOPIC: NBCOT received via email on August 6, 2005

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

ACTION/FOLLOW-UP: None

TOPIC: AOTA received via email on August 6, 2005

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

ACTION/FOLLOW-UP: None

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

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

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

TOPIC: Kathleen Mason received on August 30, 2005

FINDINGS/CONCLUSIONS: Ms. Mason had questions regarding CEU courses. The board members felt that the courses she was interested in pertained to Occupational Therapy. **ACTION/FOLLOW-UP:** Diana is to write letter to Ms. Mason stating that as long as the courses are approving her skills as an Occupational Therapist then they may apply toward her CEU hours.

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

EXECUTIVE SESSION

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

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

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

Executive session ended at 1:00.

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

Respectfully submitted,

Martin Douglas, OTR/L
WVBOT Secretary/Treasurer