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www.wvbot.org

WVBOT MINUTES: January 13, 2005

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

ABSENT: None

ALSO PRESENT: Diana Harris

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

Paula motioned to elect positions.

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

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

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

OLD BUSINESS

TOPIC: Surplus Property Retirement

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

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

TOPIC: Resumes for board positions

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

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

TOPIC: Office Space.

FINDINGS/CONCLUSIONS: The office is not wheelchair accessible.

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

TOPIC: Revised legislative rule changes

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

ACTION/FOLLOW-UP: None

TOPIC: License Roster

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

ACTION/FOLLOW-UP: None.

TOPIC: File Retention

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

ACTION/FOLLOW-UP: None.

TOPIC: Renewals

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

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

ACTION/FOLLOW-UP: None.

TOPIC: Website

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

ACTION/FOLLOW-UP: None

TOPIC: Supervisory Statement

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

ACTION/FOLLOW-UP: None.

TOPIC: Internet connection

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

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

TOPIC: Valerie Casto

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

ACTION/FOLLOW-UP: None.

TOPIC: Purchase Card Seminar

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

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

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

EXECUTIVE SESSION

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

Issue 2005 #17- Closed

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

Executive Session ended at 1:43.

NEW BUSINESS

TOPIC: Certificate/license card/limited permit display instructions

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

ACTION/FOLLOW-UP: None.

TOPIC: Licensure status-inactive status

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

ACTION/FOLLOW-UP: None.

TOPIC: Renewal forms

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

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

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

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

TOPIC: Annuals reports

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

ACTION/FOLLOW-UP: None.

TOPIC: Student presentation

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

ACTION/FOLLOW-UP: Diana is to attend presentation at Health Science Center on January 28,

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

TREASURER'S REPORT

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

FINANCIAL REPORT/CORRESPONDENCE

BILLS RECEIVED---

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

Gene motioned to pay bills #2 -#7 and #11. Lenny seconded. Vote 4-0.

Diana is to submit bills #2-#7 and #11 for payment.

CORRESPONDENCE

TOPIC: NBCOT received on 12/12/05

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

ACTION/FOLLOW-UP: None

TOPIC: Worker's Compensation received on 11/18/05

FINDINGS/CONCLUSIONS: Certificate of insurance.

ACTION/FOLLOW-UP: None

TOPIC: WV Legislature Performance Evaluation and Research Division received on 11/22/05

FINDINGS/CONCLUSIONS: Ethics questions regarding payments. Diana discussed with Kate Campbell and responded on 12/01/05.

ACTION/FOLLOW-UP: None

TOPIC: Brickstreet received on 12/13/05, 12/19/05, and 01/03/06

FINDINGS/CONCLUSIONS: Rate notification, Claims, information on Brickstreet and policy. (Brickstreet bought out Worker's Compensation).

ACTION/FOLLOW-UP: None

TOPIC: NBCOT received on 12/19/05

FINDINGS/CONCLUSIONS: Professions magazine with articles regarding certification renewal.

ACTION/FOLLOW-UP: None

TOPIC: Department of Revenue received on 12/7/05

FINDINGS/CONCLUSIONS: Memo regarding FY 2006 WV-11 due dates for salary increases.

ACTION/FOLLOW-UP: None

TOPIC: AOTA received on 12/19/05

FINDINGS/CONCLUSIONS: The American Journal of Occupational Therapy.

ACTION/FOLLOW-UP: None

TOPIC: IRS received on 12/21/05

FINDINGS/CONCLUSIONS: Reporter newsletter for employers regarding social security wage increase and electronic payments.

ACTION/FOLLOW-UP: None

TOPIC: Pitney Bowes received on 12/28/05

FINDINGS/CONCLUSIONS: Priority Magazine regarding finances and happy people.

ACTION/FOLLOW-UP: None

TOPIC: ACOTE received on 12/27/05

FINDINGS/CONCLUSIONS: Memo regarding accreditation actions. For a list of schools you may contact the Board office.

ACTION/FOLLOW-UP: None

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

FINDINGS/CONCLUSIONS: Letter regarding file retention.

ACTION/FOLLOW-UP: None

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

Respectfully submitted,

Martin Douglas, OTR/L
WVBOT Secretary/Treasurer