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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:

	correspondence	***date rec'd***	***issue***
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.