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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 6<sup>th</sup> 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 1<sup>st</sup> 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>date rec'd</u>	<u>issue</u>
1	AOTA (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).