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WVBOT MINUTES: April 28, 2016

MEMBERS PRESENT: Bambi Hill, Phil Simpson, Marty Douglas, Kathy Quesenberry, Gene Brooks

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 6:05 p.m.

Marty motioned to approve January 29, 2016 minutes as written. Phil seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Applications for OTR Board position / Draft bill to reconfigure Board

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 6th 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. Another email sent 1/19/16. Still no response.

Conference call 1/28/16 with Chairman of the House Government Org committee regarding draft bill to reconfigure Board due to Supreme Court ruling in the NC Dental Board case. Draft bill would replace two current OTR Board positions with non-market participants. Board reviewed draft. Marty motioned to make modifications to draft as discussed, including increasing Board to 7 members to include a 2nd OTR and an additional non-market participant, which could be a non-licensed retiree or member of academia. Bambi seconded. Vote 5-0. **Modified draft rule sent to HGO on February 8th. No response. Bill was never introduced.**

ACTION/FOLLOW-UP: None.

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.

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. Contract signed with Holiday Inn & Suites; agenda and registration form reviewed; notebooks ordered. **Conference attended by 216 OT's/OTA's.**

ACTION/FOLLOW-UP: Summarize conference evaluations for review at September meeting.

TOPIC: NBCOT 2016 State Regulatory Leadership Forum

FINDINGS/CONCLUSIONS: NBCOT survey to determine availability for various dates. Date set for May 11-13, 2016 in New Orleans. **Kathy unable to attend. NBCOT has been notified.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card in January, February, and March 2016. Phil motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of March 31, 2016

\$ 223,149.76

JANUARY - MARCH DEPOSITS

12/30/15	\$1,060.00	2/22	\$640.00
1/04/16	1,660.00	2/24	240.00
1/05	2,270.00	2/25	100.00
1/07	220.00	3/01	270.00
1/11	610.00	3/03	200.00
1/12	490.00	3/09	30.00
1/14	60.00	3/15	100.00
1/20	155.00	3/21	430.00
1/28	280.00	3/23	260.00
2/01	480.00	3/24	320.00
2/04	90.00	3/28	310.00
2/05	100.00	3/30	240.00
2/11	90.00		
2/17	180.00		

TOTAL DEPOSITS \$10,885.00

JANUARY - MARCH DISBURSEMENTS

January	\$ 5,424.13
February	7,364.99
March	5,538.55

NEW BUSINESS

TOPIC: Legislative update

FINDINGS/CONCLUSIONS: HCR78 authorizes a study of professional and occupational licensing boards with a report to the 2017 regular session of the Legislature on findings, conclusions, and recommendations. Other bills passed include HB4340 requiring certain boards to require national criminal background checks (not OT at this point) and all boards to provide public access on a website to all completed disciplinary actions in which discipline was ordered. SB619 requires all state agencies to review and evaluate all existing Rules and submit a report to the LRMRC by 7/1/2020.

ACTION/FOLLOW-UP: Provide access to disciplinary actions on WVOT website. Attend meetings of Licensing Board Association to determine action related to other bills that affect all Boards.

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.

ACTION/FOLLOW-UP: Communicate changes to licensees in next Newsletter, add Privacy Notice to website and licensure applications, remove option of being included on mailing list from licensure and renewal applications, and modify Mailing List order form.

TOPIC: Safety Policy & Driver Training

FINDINGS/CONCLUSIONS: Reviewed Safety Policy and Defensive Driving Tips. All Board members and staff signed Vehicle / Driver Safety Acknowledgement.

ACTION/FOLLOW-UP: None.

TOPIC: Board speaker for WVOTA conference

FINDINGS/CONCLUSIONS: WVOTA has requested a Board representative speak at the WVOTA conference being held in Beckley on October 29th.

ACTION/FOLLOW-UP: Kathy to represent the Board, with Marty as a backup.

TOPIC: Email re: COTA supervision

FINDINGS/CONCLUSIONS: Board reviewed email from OT regarding concerns with providing supervision for a new COTA in the Home Health setting. Also reviewed draft response clarifying Board rules regarding supervision of COTA's. Bambi motioned to approve draft letter and send to OT.

ACTION/FOLLOW-UP: Send response to OT.

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.

ACTION/FOLLOW-UP: Marty motioned to purchase new laptop. Gene seconded. Vote 5-0. Include in FY2017 budget.

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	2/2/2016	The Buyers Network - February 2016
2	NPDB	2/4/2016	NPDB Insights
3	AOTA	2/15/2016	Summary of state statutes & regulations regarding Telehealth
4	Accredited Schools Online	2/24/2016	email request to include a link on our website
5	NBCOT	2/25/2016	OT Regulator E-newsletter February 2016
6	AOTA	2/25/2016	State Regulatory Forum at AOTA's Annual Conference
7	Purchasing	3/1/2016	The Buyers Network - March 2016
8	Mary Hager/Chuch Willmarth	3/3/2016	emails regarding Athletic Trainer bill (SB 664)
9	Office of Governor	3/14/2016	email re SB 658
10	Purchasing	4/4/2016	The Buyers Network - April 2016
11	wvOASIS Project Director	4/14/2016	Memo announcing go-live date of 5/14/16 for Wave 2 agencies to biweekly pay

Meeting adjourned at 8:45 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, September 16, 2016 at 11:00 am at the Morgantown office.