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WVBOT MINUTES: May 15, 2015

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

ABSENT: Gene Brooks

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:04 a.m.

Bambi motioned to enter Executive Session 11:05. Phil seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2014#04 – Complaint / Consent Agreement

Phil motioned to end Executive Session 11:10. Bambi seconded. Vote 4-0.

Phil motioned to revise Consent Agreement. Bambi seconded. Vote 3-0.

Marty motioned to approve March 26, 2015 minutes as written. Phil seconded. Vote 4-0.

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 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.

ACTION/FOLLOW-UP: None.

TOPIC: Legislative Performance Audit

FINDINGS/CONCLUSIONS: Package of information sent in response to letter requesting information for entrance conference. Entrance conference held 3/21 via phone. Expect to complete audit process in June. Audit report presented to Interim Committee 10/9/12. Audit report reviewed by Board. Mailed CD with past Annual Reports to Governor's office 1/25/13. Continue to follow up on auditor recommendations as appropriate. Work with STO to explore alternative cash receipts handling methods (i.e. credit card payments, scanning of checks, lockbox, etc.)

ACTION/FOLLOW-UP: Replace and combine this item with Online renewal applications into new item "Purchase of Licensure Management Database System", which will include credit card payment system.

TOPIC: Online renewal applications

FINDINGS/CONCLUSIONS: Initial discussions with STO have raised a few issues, i.e. inability to attach documents or photos, OTR unable to sign COTA applications, convenience fee to cover merchant fees to accept credit cards. Board agreed the convenience fee could be absorbed by the Board. Also agreed the OTR signature is an important requirement for COTA renewals. Agreed to explore other options to gain OTR approval of COTA applications. Attended presentation by System Automation 9/12/13. **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: Board sponsored CE conference

FINDINGS/CONCLUSIONS: Information received from Flatwoods Conference Center regarding facility/meal prices. Dates not available at Flatwoods. Inquired about dates at Bridgeport Conference Center, Stonewall Jackson Resort, and Charleston Marriott. Received quotes from BCC and Marriott. Contacted NBCOT and AOTA regarding speakers. Board agreed to hold conference on Friday, March 27, 2015 at the Bridgeport Conference Center, due to the central location. All speakers confirmed. Reviewed and made modifications to registration form. Agreed on purchase of Certificates, name badges, portfolios. **Reviewed summary of Evaluation forms.**

ACTION/FOLLOW-UP: None.

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: Web-based OT services in school system

FINDINGS/CONCLUSIONS: It has been brought to the Board's attention that at least one county school board is considering replacing current OT personnel with contracted telehealth OT services. The Board, along with input from Shaun Conway and Deb Slater, discussed potential impact to services and regulation related to the increased use of telehealth in OT. Shaun will send contact information for other state boards who have dealt with this issue. Gene motioned to send a letter of inquiry to the Superintendent and Board of Education in Wayne County, and RESA 2, requesting details and clarification of their plan. Phil seconded. Vote 5-0. **Letter sent 4/13/15. Received phone call from Superintendent 4/15/15; no plans to implement Telehealth contract for OT services; staffing decisions to share resources among counties based on need.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card in March and April 2015. Bambi motioned to approve all purchases in March and April . Marty seconded. Vote 4-0.

TREASURER’S REPORT

Cash Balance as of April 30, 2015
\$ 207,939.62

MARCH - APRIL DEPOSITS

3/3/15	\$ 140.00	4/2	\$270.00
3/9	290.00	4/7	60.00
3/11	250.00	4/13	160.00
3/12	200.00	4/16	60.00
3/17	490.00	4/17	60.00
3/19	130.00	4/20	200.00
3/23	60.00	4/23	200.00
3/26	30.00	4/27	380.00
3/30	190.00	4/30	30.00
TOTAL DEPOSITS			\$ 3,200.00

MARCH - APRIL DISBURSEMENTS

March	\$ 7,025.79
April	18,734.17

NEW BUSINESS

TOPIC: NBCOT Navigator PDU’s

FINDINGS/CONCLUSIONS: Discussed whether to recognize these for WV license renewal CE requirements. Phil motioned to include as Formal Self-Study credits for renewal requirements. Bambi seconded. Vote 4-0.

ACTION/FOLLOW-UP: Contact NBCOT to see if the system will prevent licensees from repeating modules and earning duplicate credit. Include Board decision in Newsletter.

TOPIC: Mid-Year Newsletter

FINDINGS/CONCLUSIONS: Reviewed draft newsletter.

ACTION/FOLLOW-UP: Make changes and mail by the end of May.

TOPIC: FY16 Expenditure Schedule

FINDINGS/CONCLUSIONS: Reviewed Expenditure schedules submitted 4/28/15. Included \$ for another CE conference in 2016 and lump-sum payment for contract award for Licensure Management system.

ACTION/FOLLOW-UP: None.

TOPIC: Purchasing Card Evaluation Report

FINDINGS/CONCLUSIONS: Reviewed draft evaluation report.

ACTION/FOLLOW-UP: Respond to report and hold final conference.

TOPIC: Telehealth Position Statement

FINDINGS/CONCLUSIONS: Distributed information regarding Telehealth from AOTA and various states. Reviewed draft position statement.

ACTION/FOLLOW-UP: Make revisions to position statement and email to Board members to review prior to September meeting.

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	NPDB	4/6/2015	NPDB News - April 2015
2	Purchasing	4/30/2015	The Buyers Network - May 2015
3	AG's Office	5/5/2015	HB 2636 - FOIA changes
4	NPDB	5/6/2015	NPDB News - May 2015
5	AG's Office	5/11/2015	NC Dental Board case and it's impact on WV Regulatory Boards
6	Purchasing	5/12/2015	Agency Procurement Designation - New Training requirement ***

Bambi motioned to adjourn meeting at 1:00 after the signing of licensure applications. Phil seconded. Vote 4-0. The next regular Board meeting is scheduled for Friday, September 25, 2015 at 11:00 a.m. at the Morgantown office.