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www.wvbot.org

WVBOT MINUTES: July 21, 2006

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

ABSENT: Lenny Fink

ALSO PRESENT: Diana Harris and Vonda Malnikoff

MEETING CALLED TO ORDER: 11:00 a.m.

Paula motioned to amend May 26, 2006 minutes.

NEW BUSINESS

TOPIC: WVBOT sign

FINDINGS/CONCLUSIONS: A sign is needed outside of the Board Office. Marty motioned to allot \$400.00 for Diana to purchase sign. Gene seconded. Vote 3-0.

ACTION/FOLLOW-UP: Diana is to purchase sign for outside of office building.

Gene seconded motion to amend May 26, 2006 with the above information. Vote 3-0.

OLD BUSINESS

TOPIC: Resumes for board positions

FINDINGS/CONCLUSIONS: Diana has been in contact with Scott Cosco. New appointments are being made; the Board is just waiting on the Governor's approval.

ACTION/FOLLOW-UP: Diana is to continue contacting the Governor's office until appointments are made.

TOPIC: Homepage of website

FINDINGS/CONCLUSIONS: Lenny prepared a brief summary for the website and Diana posted it on the website on June 1, 2006.

ACTION/FOLLOW-UP: None.

TOPIC: Copy machine rental

FINDINGS/CONCLUSIONS: Contract for copy machine was signed on May 31, 2006. Copier was installed on June 29, 2006.

ACTION/FOLLOW-UP: None.

TOPIC: Adobe Subscription

FINDINGS/CONCLUSIONS: Diana purchased Adobe on June 21, 2006. All files were converted and updated on the website.

ACTION/FOLLOW-UP: None.

TOPIC: WVBOT sign

FINDINGS/CONCLUSIONS: Diana purchased two signs from the Sign Factory in Morgantown for \$165.00. The Sign Factory installed the signs on 7-6-06

ACTION/FOLLOW-UP: None.

Paula motioned to enter executive session at 1:00 pm.

Gene seconded. Vote 3-0

EXECUTIVE SESSION

Issue 2006 #15—No findings. Marty is to finish paperwork. **CASE CLOSED.**

Issue 2006 #16—NBCOT exam failed, limited permit void. **CASE CLOSED.**

Issue 2006 #17—NBCOT exam failed, limited permit void. **CASE CLOSED.**

Issue 2006 #18—Applicant with disciplinary action in another state. Diana is to call state.

Issue 2006 #19—Applicant applied in 2002. Applicant must reapply due to lapse in time. **CASE CLOSED.**

Executive Session ended at 1:45 pm.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made by Diana on the Purchase Card since the last board meeting.

Marty motioned to accept all purchases. Paula seconded. Vote 3-0.

TREASURER'S REPORT

Cash with Treasurer \$45,344.54

DEPOSITS SINCE LAST BOARD MEETING

5-30-06	\$1,125.00
6-07-06	\$760.00
6-15-06	\$1,130.00
6-21-06	\$1,140.00
6-28-06	\$1,280.00
7-11-06	\$1,570.00

Total deposits= \$7005.00

Total disbursements for May 2006=\$5,495.22

Total disbursements for June 2006=\$6,133.49

NEW BUSINESS

TOPIC: Executive Secretary Position

FINDINGS/CONCLUSIONS: Diana will be leaving the position as the Executive Secretary of the Board in November. This position was advertised and Vonda Malnikoff came to the meeting for an

interview. The Board interviewed her. If hired, Ms. Malnikoff will start at \$18.00 per hour and she will be a .65 FTE working an average of 24-26 hours per week. Marty motioned to hire Ms. Malnikoff for the position of Executive Secretary. Gene seconded. Vote 3-0. If Ms. Malnikoff accepts the job offer she will start no earlier than August 14, 2006. She will work half days with Diana until Diana feels that she is competent. If job is accepted, Ms. Malnikoff will go the Auditor's training in September.
ACTION/FOLLOW-UP: Diana is to offer the job to Ms. Malnikoff.

TOPIC: Safety/Loss Control (BRIMS)

FINDINGS/CONCLUSIONS: Diana trained Board members on safety control and mailed questionnaire to BRIMS.

ACTION/FOLLOW-UP: None.

TOPIC: CLEAR TRAINING

FINDINGS/CONCLUSIONS: Paula motioned for Marty to be the investigator for the Board. Gene seconded. Vote 3-0.

ACTION/FOLLOW-UP: Marty is to go to CLEAR training to become a certified investigator in Alexandria, Virginia September 14-16. The Board will compensate Marty for all expenses for the training.

TOPIC: Firebox

FINDINGS/CONCLUSIONS: The office is in need of a firebox. Paula motioned for Diana to buy a Sentry Group Fire Safe for the cost of no more than \$54.00. Marty seconded. Vote 3-0.

ACTION/FOLLOW-UP: None.

TOPIC: WVOTA Conference

FINDINGS/CONCLUSIONS: Paula motioned to have Marty represent the Board at the WVOTA annual conference in October. Marty will be compensated for all cost of preparation and attendance of conference. Gene seconded. Vote 3-0.

ACTION/FOLLOW-UP: Marty to attend and present at WVOTA conference.

financial

VENDOR	DATE REC'D	AMOUNT	NOTE
1. Auditor's Office	6/14/06, 7/11/06	18 & 15	Transactions for May and June 2006
2. AG's Office	6/13/2006	\$91.00	licensing question, call from P. Sisler, board meeting
3. IS&C	6/29/2006	\$20.51	teleprocessing, expenditures, transactions and accounts May 06
IS&C	7/13/2006	\$31.41	teleprocessing, expenditures, transactions and accounts for June 06
4. Work Force	7/6/2006	\$180.00	Unemployment for Cathy Whalen
5. Brickstreet	6/27/2006	\$149.00	insurance 7/1/06-1/1/07 paid with p-card on July 6, 2006
6. Work Force	6/7/2006	\$136.00	Cathy Whalen unemployment submitted for payment on 5/31/06--disregard invoice
7. AG's Office	6/19/2006	\$56.00	unpaid invoices, this bill was overlooked, already voted on payment made on 6/20/06
8. BRIMS	7/18/2006	\$744.25	insurance coverage Quarter ending 9/30/06

Paula motioned to pay bills 1-4 and 8. Marty seconded. Vote 3-0

Actions are in bold.

correspondence

correspondence

date rec'd issue

1. Stateline 6/13/2006 Toyota Motor Corp-10 anniversary, Guidelines for retirement gifts
John Fisher-457 Retirement Plan
2. Sec. of State 6/13/2006 meeting notices will be accepted on-line only after 8/31/06
3. Email from Julie Kreps 6/21/2006 Colorado OT research, **Diana responded on 6/21/06**
4. BRIMS 6/27/2006 follow-up letter from loss control visit, **Diana followed up on 6/28/06**
5. Inside Brickstreet 6/27/2006 NCCI Rates, Premium Audits, Brickstreet agencies
6. Brickstreet 6/28/2006 certificate of insurance 7/1/06-1/1/07
7/13/2006 info on renewals; Nation Council on Compensation Insurance classifications
6/1/07,
7. Dept. of Revenue 6/28/2006 2007 expenditures schedule, approved 2007 expenditures schedule
Diana signed and sent to dept. of revenue on 6/1/06
8. BRIMS 6/29/2006 certificate of liability insurance 7/1/06-7/1/07
9. AOTA 7/11/2006 AOTA's Model OT Practice Act, needs to be reviewed and returned
Diana made copies; Board members took home and will mail input to AOTA
10. NBCOT 7/11/2006 Rule-writing, OTR and COTA Practice Skills, app. For bd. of directors
11. Grady Bowyer 7/11/2006 email, by-law change on association of licensing boards agenda
12. Dept. of Revenue 7/11/2006 Address and Authorized Personnel Form
**Diana sent to Marty for signature and he will forward to state 7/11/06.
Marty sent to state.**
13. Purchasing Division 6/12/2006 Fixed Assets, Inventory Management
Diana filled out and sent back to purchasing division
14. NBCOT 7/19/2006 Visa Credential verification certificates issued in second quarter 2006
15. Auditor's Office 7/19/2006 auditor's conference; mandatory p-card training and ethics purchasing session
Diana must fill out registration for someone to attend
16. PEIA 7/12/2006 insurance statement

ACTIONS ARE IN BOLD

Meeting adjourned at 2:30 p.m. following the signing of applications. The next Board meeting will be

determined after new Board appointments have been made.

Congratulations to the following new licensees:

OT(R)/L-

Sarah Golden
Ashley Bottorf
Lezlee Haynie
Amy Rogar
Alayna Adams
Amanda Burgoon
Kristi DeLeurere
Susan Gonshor
Margaret Orth

(C)OTA/L-

Sarah Williams
Rebecca Kessler
Tiffany White

Limited Permits-

OTA-

Jennifer Scavo
Chandra Carpenter
Heather Cox
Patrick Bowyer
Loretta “Dee” Hatcher

OT-

Scott Fleshman
Kristen Martin