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WVBOT MINUTES: January 20, 2017

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:25 a.m.

Gene motioned to enter Executive Session at 11:33 a.m. to discuss licensee issues.
Phil seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2016#02 – Complaint

Issue 2016#03 – Licensure Applicant

Issue 2012#05 – Closed

Marty motioned to move out of Executive Session at 12:25 p.m. Bambi seconded. Vote 5-0.

Issue 2016#02 Bambi motioned to dismiss case due to finding of no probable cause. Phil seconded. Vote 4-0.

Issue 2016#03 Phil motioned to issue probationary license with conditions through a Consent Agreement. Gene seconded. Vote 5-0.

Marty motioned to approve November 4, 2016 minutes as written. Bambi seconded. Vote 5-0.

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: 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: Order placed.

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. **Contract signed with Lakeview for April 28th. Agreed to focus on Addictions/Pain Management for the entire conference with INR speaker. Reviewed course outline and registration info. Online registration in place.**

ACTION/FOLLOW-UP: Order notebooks & pens; mail registration info in February; contact potential vendors/employers for tables

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for November and December 2016. Marty motioned to approve all purchases. Bambi seconded. Vote 5-0.

Cash Balance as of December 31, 2016
\$ 242,934.15

NOVEMBER - DECEMBER DEPOSITS

10/31/16	\$1,120	12/01	\$ 1,740	12/27	\$ 4,765
11/01	780	12/05	3,000	12/28	3,290
11/03	780	12/06	2,440	12/29	1,960
11/07	670	12/07	5,420		
11/08	400	12/08	270		
11/09	1,050	12/09	3,220		
11/10	520	12/12	3,150		
11/14	930	12/13	3,760		
11/15	1,310	12/15	2,360		
11/17	720	12/16	2,470		
11/21	2,060	12/19	3,945		
11/22	1,020	12/20	2,660		
11/28	4,385	12/21	400		
11/30	2,640	12/23	3,530		
TOTAL DEPOSITS			\$ 66,765		

NOVEMBER – DECEMBER DISBURSEMENTS

November	\$ 6,148.45
December	4,912.52

NEW BUSINESS

TOPIC: Election of Officers

FINDINGS/CONCLUSIONS: Gene motioned to keep current officers in place for 2017. Phil seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal Update

FINDINGS/CONCLUSIONS: Total renewals mailed: 370 OT's, 268 OTA's; Non-renewals as of 1/17/17: 59 OT's (16%), 39 OTA's (15%); Number of licensees as of 1/17/17: 671 OT's and 512 OTA's.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal of TekSwift contract

FINDINGS/CONCLUSIONS: Website hosting / data backup fee to remain at \$63.95/month. Rob has suggested modifying website to change CMS to Wordpress to improve security and aesthetics. Cost estimate for new template, design fee, and transfer of data is \$600.

ACTION/FOLLOW-UP: Vonda to extend contract for website hosting / data backup; review new website templates; discuss ability to provide online services to licensees through existing website as alternative to purchasing licensure management database system.

TOPIC: Purchasing inspection

FINDINGS/CONCLUSIONS: Purchasing review conducted in December for Fiscal Year 2016. Final report received 1/11/17. There were no material findings from the inspection.

ACTION/FOLLOW-UP: None.

correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	AOTA	11/14/2016	"Medication Management" draft document for comment
2	Purchasing	12/1/2016	The Buyers Network - December 2016
3	AOTA	12/7/2016, 1/9/17	Portability Stakeholder Meeting & State Regulatory Forum
4	NPDB	12/7/2016	NBDB Insights - electronic newsletter
5	Purchasing	1/3/2017	The Buyers Network - January 2017
6	WV Surplus Property	1/4/2017	The Property Connection - 4th qtr 2016
7	WV Ethics Commission	1/10/2017	email regarding filing of Financial Disclosure Stmt - due 2/1/17
8	AOTA	11/21/2016	AOTA Products catalog & manual of official documents

Meeting adjourned at 3:00 pm after the signing of licensure applications and tour of conference facilities. The next regular Board meeting is scheduled for Thursday, April 27, 2017 at 6:00 pm at Lakeview Resort. Tentative future meeting dates of September 15 and November 3, 2017.