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www.wvbot.org

WVBOT MINUTES: September 16, 2016

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

ABSENT: Gene Brooks

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:03 a.m.

Marty motioned to enter Executive Session at 11:04 a.m. to discuss licensee issues.
Phil seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2016#01 – Complaint

Issue 2016#02 – Complaint

Bambi motioned to move out of Executive Session at 11:20 a.m. Phil seconded. Vote 4-0.

Issue 2016#01 Phil motioned to accept investigator recommendation to dismiss case. Bambi seconded. Vote 3-0.

Phil motioned to approve April 28, 2016 minutes as written. Bambi seconded. Vote 4-0.

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: 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: 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. **Orders of disciplinary actions from the past 10 years added to www.wvbot.org.**

ACTION/FOLLOW-UP: None

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.**

ACTION/FOLLOW-UP: 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.

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. **Per email from Sarah Black, WVOTA overbooked speakers and no longer need a Board speaker.**

ACTION/FOLLOW-UP: None.

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. **Response sent to OT.**

ACTION/FOLLOW-UP: None.

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.**

ACTION/FOLLOW-UP: Place order once correct part number is available in wvOASIS.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card from April through August 2016. Bambi motioned to approve all purchases. Marty seconded. Vote 4-0.

TREASURER’S REPORT

Cash Balance as of August 31, 2016

\$ 194,047.97

APRIL - AUGUST DEPOSITS

3/31/16	\$30	5/16	\$ 90	6/28	\$530	8/8	\$600
4/04	390	5/18	100	6/30	180	8/9	280
4/07	60	5/24	250	7/06	390	8/15	310
4/13	100	5/25	210	7/07	250	8/16	210
4/14	90	5/26	180	7/ 12	210	8/18	190
4/ 19	340	6/01	440	7/18	310	8/23	250
4/21	130	6/06	480	7/20	330		
4/26	630	6/13	330	7/2 1	100		
4/28	100	6/14	480	7/26	240		
5/04	130	6/15	300	7/28	150		
5/05	60	6/16	340	8/01	155		
5/11	380	6/21	250	8/02	280		

TOTAL DEPOSITS	\$10,855.00
Chargeback 1600125339	(100.00)

APRIL - AUGUST DISBURSEMENTS

April	\$5,810.14
May	1 9,491.68
June	5 ,959.88
July	4,434.1 3
August	4, 160.96

NEW BUSINESS

TOPIC: FY2017 Budget / FY2018 Appropriation Request

FINDINGS/CONCLUSIONS: Reviewed both.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal Newsletter

FINDINGS/CONCLUSIONS: Reviewed draft of newsletter.

ACTION/FOLLOW-UP: Mail newsletter and renewal applications in October.

TOPIC: Annual Report

FINDINGS/CONCLUSIONS: Filed online 8/4/16. CD mailed to Governor's office 8/31/16.

ACTION/FOLLOW-UP: None.

TOPIC: 2017 CE Conference

FINDINGS/CONCLUSIONS: Discussed date & location for 2017 conference. Agreed to hold in late April in Morgantown or Bridgeport.

ACTION/FOLLOW-UP: Request cost proposals and begin lining up speakers.

TOPIC: Annual Seminar for Licensing Boards

FINDINGS/CONCLUSIONS: Seminar scheduled for November 29th in Charleston.

ACTION/FOLLOW-UP: Vonda and Marty to attend, Bambi TBD.

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	5/3/2016	The Buyers Network - May 2016
2	Purchasing	6/1/2016	The Buyers Network - June 2016
3	AOTA	6/14/2016	Encouraging state boards to recognize case mgmt within scope of practice and to accept case mgmt courses for CE credit
4	WV Dental Board	6/14/2016	email advising of an organization issuing false licenses/registrations for some allied health professions to individuals with credentials from outside the U.S.
5	House Committee on HHR	6/15/2016	request to assist those healthcare professionals participating in Pathways to Health in Beckley in obtaining the needed licenses or temporary permits
6	NBCOT e-newsletter	6/22/2016	Summary of State Regulatory Leadership Forum; TX sunset advisory commission summary; State Gov't's responding to NC Dental Board ruling; Telemedicine barriers falling, hurdles remain
7	AOTA	6/28/2016	survey on new Position Paper on Continuing Professional Development
8	Purchasing	7/5/2016	The Buyers Network - July 2016
9	WV Agency for Surplus Property	7/5/2016	The Property Connection - 2nd Qtr 2016

10	Randy McCombie - WVU	7/15/2016	Student project to assist flood victims; sent email addresses for OT's/OTA's in affected counties
11	Purchasing	8/1/2016	The Buyers Network - August 2016
12	House Gov't Org	8/18/2016	Notice of interim study on "Restructuring of professional and occupational licensing boards"; add'l study of "website management, development, and maintenance related to best practices and procurement" for state agencies; emailed info re current website services and cost.
13	NBCOT e-newsletter	8/18/2016	SD OT Advisory Committee includes NBCOT certification as an option for proof of continuing education
14	Purchasing	9/1/2016	The Buyers Network - September 2016
15	AOTA	9/1/2016	21st edition of The Reference Manual of the Official Documents; req copy
16	AG's office	9/6/2016	Best Practices Endorsement - Distribution of letter and best practices?

Meeting adjourned at 1:30 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, November 4, 2016 at 11:00 am at the Morgantown office.