



West Virginia Board of Occupational Therapy
1063 Maple Dr.
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Morgantown, WV 26505
304-285-3150
www.wvbot.org

August 10, 2020

The Honorable Jim Justice
Governor of West Virginia
State Capitol, 1900 Kanawha Blvd. E
Charleston, WV 25305

In accordance with West Virginia Code §30-1-12, the West Virginia Board of Occupational Therapy presents herein our agency's Annual Report for Fiscal Year's 2019 / 2020.

This report includes a statement of our receipts and disbursements for each year, a list of newly licensed occupational therapists and occupational therapy assistants, a table showing number of licensees by county / state of residence, a summary of complaints filed and investigated by the Board, and copies of agendas and minutes for that time period.

Respectfully yours,

Kathy F. Quesenberry, MSM, OTR/L
WVBOT Chairperson

Martin Douglas, MS, OTR/L
WVBOT Secretary/Treasurer

West Virginia Board of Occupational Therapy



Annual Report

FY 2019 – FY 2020

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West Virginia Board of Occupational Therapy

**Annual Report
2019-2020**

Financial

Financial Statement

Receipts / Disbursements FY 2019 / 2020

	<u>Receipts</u>	<u>Disbursements</u>
FY 2019:	\$101,385	\$ 88,898
FY 2020:	\$102,730	\$ 97,924
Receipts:	<u>FY 2019</u>	<u>FY 2020</u>
License applications and renewals	\$ 98,660	\$ 98,730
Other fees	2,725	4,000
Disbursements:		
Personal Services	\$ 30,969	\$ 31,784
Board member per diem	4,242	3,852
Travel	7,124	3,214
Professional contracts	155	1,694
Rent	6,500	6,000
Office supplies	1,114	844
Postage	3,064	2,725
Hospitality	6,574	229
Insurance	2,712	2,704
State Treasurer Office fees	0	0
Other	26,444	44,878

West Virginia Board of Occupational Therapy

**Annual Report
2019-2020**

New Licensees

Occupational Therapists licensed 7/1/18 – 6/30/20

	Last Name	First Name	Lic #	Issue Date
OTR/L	Ashby	Jennifer	856	7/3/2018
OTR/L	Michael	Donald	1963	7/3/2018
OTR/L	Bashour	Laura	1965	7/5/2018
OTR/L	Greenfield	Jacob	1964	7/5/2018
OTR/L	Axton	Brittany	1966	7/9/2018
OTR/L	Gibson	Kristen	1967	7/9/2018
OTR/L	Elser	Kayleigh	1968	7/11/2018
OTR/L	Conrad	Holly	1969	7/16/2018
OTR/L	Ballato	Casey	1970	7/19/2018
OTR/L	Mills	Kelsey	1971	7/19/2018
OTR/L	Bowling	Erin	1973	7/23/2018
OTR/L	Reams	Emily	1974	7/23/2018
OTR/L	Thomas	Leigh	1975	7/24/2018
OTR/L	Reed	Bethany	1978	7/25/2018
OTR/L	Winslow	Kyleigh	1977	7/25/2018
OTR/L	Guyer	Kaitlin	1980	7/30/2018
OTR/L	Roman	Elise	1981	8/1/2018
OTR/L	Elliott	Lindsey	1982	8/2/2018
OTR/L	Devereux	Emily	1987	8/27/2018
OTR/L	Zarger	Madeline	1988	8/27/2018
OT/L	Hefner	Rachel	1989	8/28/2018
OTR/L	Garner-Houston	Carol	1992	9/6/2018
OTR/L	Collins	Devin	1993	9/10/2018
OTR/L	Kowalczyk	Clarissa	1994	9/11/2018
OTR/L	Recio	Raymond Felimon	1995	9/24/2018
OTR/L	Ickler	Donald	1997	10/11/2018
OTR/L	Fee	Christina	1998	10/16/2018
OTR/L	Ververeli	Elizabeth	1999	10/16/2018
OTR/L	Corridon	Sarah	2001	11/7/2018
OTR/L	Forkey	Haley	2004	11/8/2018
OTR/L	Herp	Amy	2005	11/20/2018
OT/L	Mullins	Krista	1506	11/21/2018
OTR/L	Bridges	Amanda	2006	11/21/2018
OTR/L	Huffer	Cassandra	2008	12/19/2018
OTR/L	Memel	Julie	1551	12/19/2018
OTR/L	Saksa	Jessica	1046	12/19/2018
OTR/L	Brant	Sheila	1530	1/2/2019
OTR/L	Cessar	Joseph	2009	1/2/2019
OTR/L	Nelson	Sarah	2010	1/2/2019
OTR/L	Cottrell	Nichole	2011	1/3/2019
OTR/L	Kennedy	Amy	2012	1/7/2019
OT/L	Herren	Glenn	2014	1/15/2019
OTR/L	Dwyer	Katherine	2013	1/15/2019
OTR/L	Carr	Christa	2015	1/31/2019
OTR/L	Clagg	Jimmy	2016	1/31/2019
OTR/L	Huffman	Daniel	2017	2/5/2019
OTR/L	Horspool	Alicia	2018	2/6/2019
OT/L	DePoy	Amy	2019	2/11/2019
OTR/L	Holt	Julia	2020	2/21/2019
OTR/L	Shultz	Erin	2021	2/22/2019
OTR/L	King	Phillip	2022	2/25/2019
OTR/L	Edmunds	Clara	2023	2/26/2019
OTR/L	Molloy	Morgan	2024	2/26/2019

OTR/L	Shover	Brandon	2025	2/26/2019
OTR/L	Westley	Kathryn	2026	2/27/2019
OTR/L	Jefferson	Ami	1031	2/28/2019
OTR/L	Witzke	Elizabeth	2027	3/14/2019
OTR/L	Locascio	Zoe	2028	3/18/2019
OTR/L	Singleton	Kacie	2029	3/18/2019
OTR/L	Rodriguez	Gloria	2030	3/19/2019
OTR/L	Steenson	Richard	2031	3/26/2019
OTR/L	Kiernan	Tricia	2032	4/2/2019
OTR/L	Bennett	Jacqueline	1851	4/15/2019
OTR/L	Elwood	Jane	2033	4/15/2019
OTR/L	Rosa	Laura	2034	4/15/2019
OTR/L	Squires	Erica	2035	4/15/2019
OTR/L	Flowers	Taylor	2036	4/22/2019
OTR/L	Hambric	Brenda	1359	4/22/2019
OTR/L	Darden	Haley	1786	4/23/2019
OTR/L	Smith	Rae	2037	5/9/2019
OTR/L	Edsall	Katlyn	2038	5/13/2019
OTR/L	Rodenbucher	Amanda	2039	5/13/2019
OT/L	Calef-Boring	Elizabeth	1587	5/14/2019
OTR/L	Armstrong	Robert	2040	5/24/2019
OTR/L	Henderson	Kerri	2041	5/24/2019
OTR/L	Harman	Paige	2042	5/28/2019
OTR/L	Scalero	Sarah	2043	5/28/2019
OTR/L	Harris	John	2045	5/29/2019
OTR/L	Maples	Carter	2044	5/29/2019
OTR/L	Augustine	Marissa	2046	6/3/2019
OTR/L	Short	Karen	2047	6/11/2019
OTR/L	Cozman	Natasha	2048	6/17/2019
OTR/L	Jackson	Timothy	1381	6/24/2019
OTR/L	Warner	Audrey	2049	6/24/2019
OTR/L	Pivont	Evan	2050	6/25/2019
OTR/L	Bryant	Bethany	2052	6/28/2019
OTR/L	Donadieu	Collin	2051	6/28/2019
OTR/L	Ainsworth	Katlyn	2053	7/2/2019
OTR/L	Glover	Emily	2054	7/2/2019
OTR/L	Abe	Megan	2056	7/3/2019
OTR/L	Kidder	Kennedy	2057	7/8/2019
OTR/L	Wheeler	Alexis	2058	7/12/2019
OTR/L	Fador II	Michael	2059	7/15/2019
OTR/L	Stoffel	Marisa	2060	7/15/2019
OTR/L	Petillo	Colleen	2061	7/23/2019
OTR/L	Ault	Kelsey	2062	7/25/2019
OT/L	Rockey	Julianne	2063	8/5/2019
OTR/L	Tippit	Sarah	2064	8/5/2019
OTR/L	Broadwater	Sarah	2065	8/6/2019
OTR/L	Crickenberger	Samuel	2066	8/8/2019
OTR/L	Miller	Brandi	2067	8/10/2019
OTR/L	Anderson	Melissa	2068	8/28/2019
OTR/L	Moore	Aaron	2069	8/29/2019
OTR/L	Jaramillo	Yesenia	2055	9/2/2019
OTR/L	Creasy	Taylor	2070	9/10/2019
OTR/L	Poling	Darlena	2071	9/10/2019
OTR/L	Harris	Carly	1681	9/16/2019
OTR/L	Ueltschy	Amy	2073	9/16/2019
OTR/L	Woods	Lacy	2072	9/16/2019
OT/L	Ngum	Emelda	2075	9/24/2019
OTR/L	Mulraney	Jennifer	2074	9/24/2019

OTR/L	Romain	Katilyn	2076	9/24/2019
OTR/L	Cibotti	Kara	2077	10/1/2019
OTR/L	Foster	Beth	2078	10/1/2019
OTR/L	Bennett	Vicki	2079	10/9/2019
OTR/L	Brookover	Samuel	2080	10/15/2019
OTR/L	Hancock	Anne-Marie	2081	10/15/2019
OTR/L	Bell	Kelly	1447	10/28/2019
OTR/L	Pollack	Katherine	2082	11/12/2019
OTR/L	Regeimbal	Lauren	2083	11/13/2019
OTR/L	Stoll	Jyothi	2084	11/25/2019
OTR/L	Bennett	Amanda	2085	11/29/2019
OTR/L	McDonald	Ashlee	2086	11/29/2019
OTR/L	Lear	Megan	2087	12/16/2019
OTR/L	Wise	Hayley	2088	1/2/2020
OTR/L	Baisden	Autumn	2089	1/23/2020
OTR/L	Mossgrove	Carrie	2090	1/28/2020
OTR/L	Lewis	Emily	2091	1/29/2020
OTR/L	Sheroda	Samantha	2092	2/18/2020
OTR/L	Larsen	Cynthia	2093	2/19/2020
OTR/L	Riffle	Mary	2094	2/19/2020
OTR/L	Carter	Shawna	935	2/27/2020
OTR/L	Riley	Eric	2095	2/27/2020
OTR/L	Barton	Katherine	2096	3/9/2020
OTR/L	Pierre	Rubens	2097	3/17/2020
OTR/L	Willingham	April	1291	3/19/2020
OTR/L	Fetty	Terin	2098	3/23/2020
OTR/L	Greenberg	Stacey	2100	3/30/2020
OTR/L	Williams	Alyssa	2099	3/30/2020
OTR/L	Moulton	Jillian	2102	4/21/2020
OTR/L	Dart	Michelle	2103	4/28/2020
OTR/L	Adams	Mendy	2101	4/29/2020
OTR/L	Pandit	Priyanka	2104	5/4/2020
OTR/L	Paone	Carey	2105	5/11/2020
OTR/L	Clevenger	Cassandra	2106	5/12/2020
OTR/L	Boyd	Kim	2107	5/18/2020
OTR/L	Burgess	Erin	2108	6/3/2020
OTR/L	Benzing	Sarah	2109	6/16/2020
OTR/L	Legaspi	Annamarie	2110	6/18/2020
OTR/L	Kramer	Kathleen	2111	6/29/2020
OTR/L	Young	Makayla	2112	6/29/2020
OTR/L	Blair	Madison	2113	6/30/2020

Occupational Therapy Assistants licensed 7/1/18 – 6/30/20

	Last Name	First Name	Lic #	Issue Date
COTA/L	Lawson	Kathryn	C2222	7/3/2018
COTA/L	Kirkendoll	Jordan	C2223	7/10/2018
COTA/L	Luyster	Jennifer	C1944	7/12/2018
COTA/L	Ritchie	Christopher	C2224	7/16/2018
COTA/L	Tiller	Adam	C2226	8/6/2018
COTA/L	Baters	Kate	C2228	8/10/2018
COTA/L	Frye	DeVanna	C2229	8/23/2018
COTA/L	Danford	Kimberly	C2230	8/24/2018
COTA/L	Ward	Amanda	C2231	8/30/2018
COTA/L	Fazzino	Christine	C2232	9/6/2018
COTA/L	Goins	Katy	C2233	9/6/2018
COTA/L	Henry	Bobbi	C2235	9/17/2018
COTA/L	Lively	Jennifer	C2238	10/1/2018
COTA/L	Cripe	Jacqueline	C2239	10/2/2018
COTA/L	Lanham	Sydney	C2240	10/2/2018
COTA/L	Fleming	Micaila	C2241	10/9/2018
COTA/L	Wharton	Stephanie	C2243	10/15/2018
COTA/L	Day	Destiney	C2244	10/18/2018
COTA/L	Farley	Brian	C2246	10/22/2018
COTA/L	Grimm	Catherine	C2245	10/22/2018
COTA/L	Johnson	Jasmine	C2247	10/25/2018
COTA/L	Harder	Nichole	C2248	10/29/2018
COTA/L	Rhodes	Megan	C2249	10/31/2018
COTA/L	Neilson	Stephen	C2250	11/1/2018
COTA/L	Coffland	Whitney	C1943	11/5/2018
COTA/L	Grove	Karli	C2251	11/5/2018
COTA/L	Wilson	Alexandria	C2252	11/7/2018
COTA/L	Nixon	Kira	C2253	11/14/2018
COTA/L	Hopkins	Michelle	C2255	12/11/2018
COTA/L	Waddle	Lillian	C1365	12/11/2018
COTA/L	Nice	Brittany	C2256	12/19/2018
COTA/L	Sichina	Ericca	C2257	12/19/2018
COTA/L	Bowman	Jennianne	C2259	1/2/2019
COTA/L	Whitacre	Jennifer	C2260	1/2/2019
COTA/L	Wills	Autumn	C2258	1/2/2019
COTA/L	Dudek	Adam	C2261	1/14/2019
COTA/L	Grant	Tisha	C1680	1/17/2019
COTA/L	Johns	Tonya	C1241	1/22/2019
COTA/L	Tussey	Sarah	C1516	1/22/2019
COTA/L	Poindexter	Emily	C2262	1/24/2019
COTA/L	Downey	Cathy	C2263	1/28/2019
COTA/L	Kalanish	Breanna	C2264	1/31/2019
COTA/L	Edwards	Camilla	C2265	2/14/2019
COTA/L	Putillion	Kaitlyn	C2266	2/19/2019
COTA/L	Robas	Katie	C2267	2/25/2019
COTA/L	Peckens	Mekala	C1994	3/7/2019
COTA/L	Adams	Catherine	C2268	3/8/2019
COTA/L	Reynolds	Angela	C2269	3/26/2019
COTA/L	Hill	Jules	C2270	4/9/2019
COTA/L	Weidger	Danielle	C1862	4/29/2019
COTA/L	Mast	Kelly	C2271	5/6/2019
COTA/L	Armstrong	Andrea	C2272	5/7/2019
COTA/L	Felton	Tracy	C2273	5/24/2019

COTA/L	Fineman	Lily	C1397	5/30/2019
COTA/L	Starkey	Shaye	C2274	6/18/2019
COTA/L	Hall	Erica	C2164	6/25/2019
COTA/L	Evans	Catelyn	C2275	6/27/2019
COTA/L	Lee	Hannah	C2276	7/1/2019
COTA/L	Baguidy	Geoffrey	C2277	7/15/2019
COTA/L	Sellers	Kaylei	C2278	7/19/2019
COTA/L	Claus	Rebecca	C2279	8/5/2019
COTA/L	Dutton	Kara	C2280	8/5/2019
COTA/L	Landry	Jessica	C2282	8/9/2019
COTA/L	Weaver	Robin	C2281	8/9/2019
COTA/L	Dailey	Jordan	C2283	8/10/2019
COTA/L	Davidson	Abbigail	C2284	8/19/2019
COTA/L	McTaggart	Shasta	C2285	8/19/2019
OTA/L	Farrar	Donnie	C1984	8/19/2019
COTA/L	Colaianne	Lakin	C2286	9/3/2019
COTA/L	Blevins	Emily	C2288	9/23/2019
COTA/L	Jarrell	Ilana	C2289	9/23/2019
COTA/L	Riley	Kelci	C2287	9/23/2019
COTA/L	Price	Kelley	C2290	9/24/2019
COTA/L	Warner	Aliza	C2291	10/1/2019
COTA/L	Spaid	Sarah	C2292	10/3/2019
COTA/L	Kruise	Saskia	C2293	10/16/2019
COTA/L	Hensley	Joshua	C2294	10/28/2019
COTA/L	Delotell	Courtney	C2295	11/5/2019
COTA/L	Collins	Cody	C2297	11/13/2019
COTA/L	Reborchick	Paula	C2296	11/13/2019
COTA/L	Wingfield	June	C2298	11/19/2019
COTA/L	Rogers	Joel	C1895	11/21/2019
COTA/L	Blume	Tiffany	C2299	11/26/2019
COTA/L	Brock	Robin	C2300	11/26/2019
COTA/L	Rutten	Christina	C2301	12/2/2019
COTA/L	Gollihue	Emily	C2302	12/17/2019
COTA/L	Fragale	Alexandra	C2303	12/23/2019
COTA/L	Holstine	Shaina	C2305	1/2/2020
COTA/L	Schoonover	Andrea	C2304	1/2/2020
COTA/L	West	Allison	C2306	1/6/2020
COTA/L	Bittner	Lacy	C2307	1/7/2020
COTA/L	Robinette	Keari	C2308	1/13/2020
COTA/L	Williams	Erin	C2309	1/13/2020
COTA/L	Hershberger	Allyson	C2310	1/21/2020
COTA/L	Smarr	David	C2311	1/21/2020
COTA/L	Bryant	Megan	C2013	1/22/2020
COTA/L	McCusker	Amanda	C2312	1/27/2020
COTA/L	Sipes	Gina	C2313	1/27/2020
COTA/L	Zavage	Rebecca	C2314	1/27/2020
COTA/L	Vanderhans	Miranda	C2315	2/3/2020
COTA/L	White	Ashley	C2316	2/3/2020
COTA/L	Levendusky	Michael	C2317	2/11/2020
COTA/L	Rose	April	C2318	2/20/2020
COTA/L	Smith	Alexandra	C2181	2/27/2020
COTA/L	Daley	Deanna	C2138	3/2/2020
COTA/L	Calvert	Jacqueline	C1920	3/5/2020
COTA/L	Woods	Braylee	C2319	3/5/2020
COTA/L	Kennard	Kellie	C2320	3/12/2020
COTA/L	Cox	Kaitlin	C2321	3/23/2020
COTA/L	Kriechbaum	Hannah	C2322	3/23/2020
COTA/L	Kelley	Katherine	C2323	3/24/2020

COTA/L	Prevot	Ashley	C2324	4/8/2020
COTA/L	Gettys	Tasha	C2325	4/14/2020
COTA/L	Barnes	Emily	C2326	4/20/2020
COTA/L	Smith	Julia	C2327	4/30/2020
COTA/L	Dennis	Crystal	C2328	5/19/2020
OTA/L	Persinger	Ashley	C1752	6/8/2020
COTA/L	Edinger	Kimberly	C2329	6/25/2020
COTA/L	Hintz	Brian	C2330	6/30/2020

West Virginia Board of Occupational Therapy

**Annual Report
2019-2020**

Licenses by County / State

WV Licensed OT's / OTA's

5/28/2020

<u>WV County of Residence</u>	<u>OT's</u>	<u>OTA's</u>
Barbour	3	
Berkeley	30	12
Boone	1	
Braxton	1	1
Brooke	4	7
Cabell	29	10
Calhoun	1	1
Clay		2
Doddridge	2	
Fayette	8	32
Gilmer	1	
Grant	2	2
Greenbrier	10	10
Hampshire	5	3
Hancock	6	5
Hardy	2	1
Harrison	45	5
Jackson	4	4
Jefferson	11	4
Kanawha	50	29
Lewis	1	
Lincoln	2	2
Logan	3	4
Marion	22	5
Marshall	7	3
Mason	4	4
McDowell		1
Mercer	14	20
Mineral	9	17
Mingo	3	
Monongalia	98	12
Monroe	2	
Morgan	2	2
Nicholas	5	6
Ohio	29	13
Pendleton	3	
Pleasants		2
Pocahontas	2	2
Preston	9	3
Putnam	29	10
Raleigh	24	81
Randolph	3	5
Ritchie		1
Roane	1	
Summers	3	8
Taylor	3	

<u>WV County of Residence</u>	<u>OT's</u>	<u>OTA's</u>
Tucker	3	
Tyler	2	1
Upshur	4	
Wayne	2	1
Wetzel	3	1
Wirt	1	
Wood	27	6
Wyoming		15
	535	353

<u>Out-of-State Residence</u>	<u>OT's</u>	<u>OTA's</u>
Kentucky	18	24
Maryland	19	36
Ohio	76	135
Pennsylvania	75	28
Virginia	35	18
Other	30	11
	253	252
Total	788	605

West Virginia Board of Occupational Therapy

**Annual Report
2019-2020**

Summary of Complaints

Summary of Complaints FY 2019 / 2020

<u>Date Rec'd</u>	<u>Case #</u>	<u>Description</u>	<u>Resolution</u>
4/15/19	2019#02	Falsely documenting home visit and assessment	Dismissed 9/20/19
7/30/19	2019#03	Falsely documenting and billing Evaluations; Delegating initial Evaluations to COTA	Dismissed 4/3/20
7/30/19	2019#04	Acting outside scope of practice; Misrepresenting credentials	Dismissed 4/3/20

West Virginia Board of Occupational Therapy

**Annual Report
2019-20**

Agendas / Minutes

AGENDA

9/21/18

--Call to order-- 10:30 a.m.

--First order of business — Public comment period

--Second order of business — Approve April 5, 2018 minutes
Review April 5, 2018 minutes

--Third order of business — Purchase Card purchases – Apr through Sep 15, 2018

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- FY2019 Budget / FY2020 Appropriation request
- Office Lease renewal
- Purchasing Conference
- Renewal Newsletter
- Legislative Update

--Sixth order of business — General correspondence / bills paid since April 2018

--Seventh order of business — Executive Session
- Issue 2018#02 Complaint
- Issue 2018#03 Complaint
- Issue 2018#04 Complaint

--Eighth order of business — Confirm November 2018 Board meeting date / location

--Ninth order of business — Sign licensure applications



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Morgantown, WV 26505
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WVBOT MINUTES: September 21, 2018

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Shaun Conway (NBCOT)

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

Marty motioned to approve April 5, 2018 minutes as written. Phil seconded. Vote 5-0.

OLD BUSINESS

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. **Shaun Conway indicated this item should be closed as survey results indicated most states did not support.**

ACTION/FOLLOW-UP: None.

TOPIC: WV Interactive proposal for online renewals

FINDINGS/CONCLUSIONS: WV Interactive LLC is the vendor for the statewide contract for web based portal management services. Reviewed WVI summary of proposal. Reviewed current renewal applications to simplify and minimize PII. Discussed the Board absorbing transaction and credit card fees as opposed to passing on to licensees. Marty motioned to proceed with agreement with WVI in lieu of purchasing a full Licensure Management Database System at this time. Bambi seconded. Vote 4-0. Prototype reviewed at board meeting. System went live November 1 as scheduled. The most common issue was failure to upload supervisory statements. **Modifications to online renewal application have been completed for October 1.**

ACTION/FOLLOW-UP: None.

TOPIC: 2018 CE Conference

FINDINGS/CONCLUSIONS: Contract signed with Stonewall Resort for April 6, 2018. Discussed potential topics / speakers. Approved notebook purchase from WVCI. Agreed to offer 2018 conference at no charge to licensees, but discussed possible need to charge for future conferences due to number of no-shows. Reviewed agenda, speakers, conference facilities, and Registration info. Reviewed and approved registration form, agenda, and evaluation form. Agreed to email CE certificates to attendees after the conference to save money. A sign-out sheet will have to be added to verify attendance. **CE Certificates were emailed within two weeks of conference; evaluations & final cost of conference summarized.**

ACTION/FOLLOW-UP: None.

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Discussed possible future online services to be offered through website, including fillable forms, ability to upload documents, and make payments via egov payment system. Pursue adding additional online services through Tekswift or WV Interactive. **ACTION/FOLLOW-UP: Continue working with WV Interactive to provide online license verification request; have requested a quote from Tekswift for additional digital services.**

TOPIC: NBCOT State Regulatory Leadership Forum / State visit

FINDINGS/CONCLUSIONS: As the NBCOT forum is scheduled for April 6-7, 2018, it conflicts with our CE conference. The Board agreed it was more important for all board members to attend WVBOT conference in lieu of sending representatives to NBCOT Forum. With regard to scheduling an NBCOT visit with the Board, it was agreed to schedule visit for September Board meeting if possible. The Board would prefer to spend Thursday night in Morgantown to start meeting at 9:00 a.m. to accommodate 60-90 minutes requested by NBCOT. **Shaun Conway provided an NBCOT update prior to board meeting.**

ACTION/FOLLOW-UP: None.

TOPIC: CE Conference 2019

FINDINGS/CONCLUSIONS: Discussed tentative dates and locations. Reviewed quote from Running Right Leadership Academy. Agreed to hold 2019 Conference on April 12, 2019 at RRLA. **RRLA has been reserved for 4/12/19 conference and board meetings on 11/16/18 and 4/11/19. Hotel rooms will be reserved at Hampton Inn Southridge. Reviewed tentative agenda pending finalization of contracts with speakers. Agreed to purchase same notebooks, pens, and Board Member ribbons as last year. Discussed providing OT promotional item for attendees. Discussed compensation for WV licensees who present at conferences. Marty motioned to waive their next renewal fee. Gene seconded. Vote 5-0.**

ACTION/FOLLOW-UP: Finalize speaker contracts, continue conference planning.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for April through September 15, 2018. Phil motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER’S REPORT

Cash Balance as of August 31, 2018
\$ 208,655.32

APRIL - AUGUST DEPOSITS

4/3/18	\$ 190	5/15	\$ 300	6/25	\$180	8/1	\$300
4/5	100	5/17	270	6/28	440	8/6	380
4/9	310	5/21	480	7/3	550	8/8	185.40
4/11	230	5/23	240	7/5	60	8/9	150
4/12	380	5/24	120	7/6	460	8/10	100
4/16	330	5/30	300	7/10	210	8/20	100
4/19	130	5/31	30	7/12	160	8/23	350
4/24	560	6/4	130	7/16	270	8/27	400
4/30	280	6/7	300	7/19	60	8/28	250
5/2	250	6/11	180	7/23	310	8/30	280
5/3	150	6/13	150	7/25	450		
5/7	150	6/18	330	7/27	350		
5/10	60	6/21	610	7/30	180		

egov receipts: May 220

TOTAL DEPOSITS \$ 12,955.40

APRIL – AUGUST DISBURSEMENTS

April	\$ 12,101.02
May	19,560.55
June	5,910.57
July	5,392.47
August	5,827.03

NEW BUSINESS

TOPIC: FY2019 Budget / FY2020 Appropriation request

FINDINGS/CONCLUSIONS: FY19 Budget and FY20 AR reviewed. Total spending kept constant, with movement between line items as necessary. Bambi motioned to purchase new desktop computer this fiscal year. Marty seconded. Vote 5-0.

ACTION/FOLLOW-UP: Purchase new desktop computer during fiscal year 2019.

TOPIC: Office lease renewal

FINDINGS/CONCLUSIONS: Lease renewed at same monthly rent for three years.

ACTION/FOLLOW-UP: None.

TOPIC: Purchasing Conference 2019

FINDINGS/CONCLUSIONS: Vonda will be attending conference on October 4th and 5th.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal Newsletter

FINDINGS/CONCLUSIONS: Draft newsletter reviewed.

ACTION/FOLLOW-UP: Add paragraph regarding NBCOT Navigator as CE option. Mail in early October with renewal applications.

TOPIC: Legislative Update

FINDINGS/CONCLUSIONS: Reviewed resolutions for various interim studies related to professional licensing and boards. Reviewed and approved regulatory review reports in response to Executive Order No. 3-18.

ACTION/FOLLOW-UP: None.

Correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Press Release - US Dept of Labor	4/17/2018	Announcing grants to help reform licensing rqmts and increase portability
2	Sarah Black	4/9/2018	Information related to WVOTA school based taskforce re: caseloads
3	Purchasing	5/1/2018	The Buyers Network - May 2018
4	NBCOT	5/23/2018	State Regulatory E-newsletter - Spring 2018
5	Aetna	6/11/2018	OT added to list of services requiring an authorization through Magellan/NIA
6	Purchasing	6/4/2018	The Buyers Network-June 2018 *Vendors req'd to receive pmt via EFT or pcard
7	Purchasing	7/5/2018	The Buyers Network - July 2018
8	Gazette Daily Mail Opinion	7/12/2018	article by Sen. Ed Gaunch re: occupational licensing
9	Press Release - US Commission on Civil Rights	7/17/2018	public hearing to examine the negative collateral consequences of a felony record on West Virginians
10	NBCOT	7/16/2018	2018 Certification Databook
11	State Auditors Office	7/19/2018	memo re: paper checks
12	Assistant AG	8/1/2018	contact info for new Asst. AG Keith Fisher
13	Purchasing	8/1/2018	The Buyers Network - August 2018
14	NBCOT	8/2/2018	Survey results - State licensure processing times

15	Real Estate Division	8/6/2018	memo re: HB4236 requiring reporting of real property owned or leased
16	NBCOT	8/7/2018	Summer 2018 State Regulatory E-newsletter
17	AOTA / ACOTE	8/16/2018	Update on the OTD and OTA Mandates
18	Purchasing	9/5/2018	The Buyers Network - Sept 2018
19	Jacob Greenfield / WVOTA	9/5/2018	email invitation to Fall conference Oct 12-13th at WVU
20	State Auditors Office	9/5/2018	memo regarding elimination of travel cash advances

Phil motioned to enter Executive Session at 1:10 p.m. to discuss licensee issues.
Bambi seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2018#02 – Complaint

Issue 2018#03 – Complaint

Issue 2018#04 – Complaint

Phil motioned to move out of Executive Session at 1:20 p.m. Bambi seconded. Vote 5-0.

Issues 2018#02 and 2018#03: Bambi motioned to dismiss. Gene seconded. Vote 4-0.

Meeting adjourned at 2:02 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, November 16, 2018 at 11:00 a.m. at the Running Right Leadership Academy.

AGENDA

11/16/18

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2018#02 Case closed
- Issue 2018#03 Case closed

--Third order of business — Approve September 21, 2018 minutes
Review September 21, 2018 minutes

--Fourth order of business — Purchase Card purchases –Sep 16 through Oct 15, 2018

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Annual Seminar for Licensing Boards

--Seventh order of business — General correspondence / bills paid since Sept 2018

--Eighth order of business — Set tentative 2019 Board meeting dates

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B
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304-285-3150
www.wvbot.org

WVBOT MINUTES: November 16, 2018

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:05 a.m.

Gene motioned to approve September 21, 2018 minutes as written. Marty seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Discussed possible future online services to be offered through website, including fillable forms, ability to upload documents, and make payments via egov payment system. Pursue adding additional online services through Tekswift or WV Interactive. **Reviewed quote from TekSwift for additional online services. Board requested additional detail on what was included in quote. Marty motioned to request quote from WV Interactive for complete website hosting. Bambi seconded. Vote 5-0.**
ACTION/FOLLOW-UP: Continue working with WV Interactive to provide online license verification request; request quote for website hosting; Request additional information for TekSwift quote.

TOPIC: CE Conference 2019

FINDINGS/CONCLUSIONS: Discussed tentative dates and locations. Reviewed quote from Running Right Leadership Academy. Agreed to hold 2019 Conference on April 12, 2019 at RRLA. RRLA has been reserved for 4/12/19 conference and board meetings on 11/16/18 and 4/11/19. Hotel rooms will be reserved at Hampton Inn Southridge. Reviewed tentative agenda pending finalization of contracts with speakers. Agreed to purchase same notebooks, pens, and Board Member ribbons as last year. Discussed providing OT promotional item for attendees. Discussed compensation for WV licensees who present at conferences. Marty motioned to waive their next renewal fee. Gene seconded. Vote 5-0. **Toured facility. Reviewed agenda, evaluation form and RRLA contract. Menu options to be reviewed at January board mtg. Reviewed possible promotional items for attendees. Agreed to purchase 250 Chill'R Sports Bottles. Agreed to hold 4/11/18 Board meeting at Hampton Inn.**
ACTION/FOLLOW-UP: Finalize speaker contracts, continue conference planning.

TOPIC: FY2019 Budget / FY2020 Appropriation request

FINDINGS/CONCLUSIONS: FY19 Budget and FY20 AR reviewed. Total spending kept constant, with movement between line items as necessary. Bambi motioned to purchase new desktop computer this fiscal year. Marty seconded. Vote 5-0.
ACTION/FOLLOW-UP: Purchase new desktop computer during fiscal year 2019.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for September 16 through October 15, 2018. Gene motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of October 31, 2018

\$ 206,726.31

SEPTEMBER - OCTOBER DEPOSITS

9/5/18	\$ 460	10/1/18	\$ 480
9/11	330	10/9	300
9/17	400	10/10	270
9/24	280	10/15	490
9/27	30	10/16	330
		10/18	240
		10/22	440
		10/23	540
		10/25	370
		10/29	530
		10/30	420

egov receipts: October \$4,380

TOTAL DEPOSITS \$ 10,290.00

SEPTEMBER – OCTOBER DISBURSEMENTS

September	\$ 3,351.00
October	8,308.01

Beginning cash balance 7/1/18	\$214,319.42
FY2019 Revenue	15,285.40
FY2019 Expenditures	22,878.51
Ending cash balance 10/31/18	\$206,726.31

NEW BUSINESS

TOPIC: Annual Seminar for Chapter 30 State Licensing Boards

FINDINGS/CONCLUSIONS: Scheduled for November 27th at the Charleston Marriott

ACTION/FOLLOW-UP: Vonda to attend.

Correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Shaun Conway - NBCOT	9/25/2018	email Thank you and AOTA article re restrictions on OTA Supervision
2	Shauna Wade	9/27/2018	email response
3	Purchasing	10/1/2018	The Buyers Network - October 2018
4	ACOTE	10/9/2018	Notification that ACOTE accepted AOTA's abeyance of the OTD mandate
5	NBCOT	10/11/2018	Fall 2018 e-newsletter
6	Purchasing	11/1/2018	The Buyers Network-Nov 2018
7	NBCOT	11/13/2018	NBCOT receives ICE Innovator Award for Navigator®

Meeting adjourned at 1:55 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, January 18, 2019 at 11:00 a.m. at the Morgantown office. Tentative dates for remaining 2019 Board meetings are April 11th, September 20th, and November 15th.

AGENDA

1/18/19

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Executive Session

--Third order of business — Approve November 16, 2018 minutes
Review November 16, 2018 minutes

--Fourth order of business — Purchase Card purchases – 10/16/18 through 1/15/19

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business

- Election of Officers
- Renewal of TekSwift contract
- License renewal update
- Legislative Session 2019
- NBCOT State Regulatory Leadership Forum

--Seventh order of business — General correspondence / bills paid since Nov 2018

--Eighth order of business — Confirm 2019 Board meeting dates

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: January 18, 2019

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:10 a.m.

Marty motioned to approve November 16, 2018 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Discussed possible future online services to be offered through website, including fillable forms, ability to upload documents, and make payments via egov payment system. Pursue adding additional online services through Tekswift or WV Interactive. Reviewed quote from TekSwift for additional online services. Board requested additional detail on what was included in quote. Marty motioned to request quote from WV Interactive for complete website hosting. Bambi seconded. Vote 5-0. **All services must now be approved by WV Office of Technology and State Purchasing.**

ACTION/FOLLOW-UP: Continue working with WV Interactive to provide online license verification request; request quote for website hosting; Request additional information for TekSwift quote.

TOPIC: CE Conference 2019

FINDINGS/CONCLUSIONS: Discussed tentative dates and locations. Reviewed quote from Running Right Leadership Academy. Agreed to hold 2019 Conference on April 12, 2019 at RRLA. RRLA has been reserved for 4/12/19 conference and board meetings on 11/16/18 and 4/11/19. Hotel rooms will be reserved at Hampton Inn Southridge. Reviewed tentative agenda pending finalization of contracts with speakers. Agreed to purchase same notebooks, pens, and Board Member ribbons as last year. Discussed providing OT promotional item for attendees. Discussed compensation for WV licensees who present at conferences. Marty motioned to waive their next renewal fee. Gene seconded. Vote 5-0. Toured facility. Reviewed agenda, evaluation form and RRLA contract. Menu options to be reviewed at January board mtg. Reviewed possible promotional items for attendees. Agreed to purchase 250 Chill'R Sports Bottles. Agreed to hold 4/11/18 Board meeting at Hampton Inn. **Agreed on lunch menu.**

ACTION/FOLLOW-UP: Finalize speaker contracts, Mail registration info and open online registration by Feb 1st.

TOPIC: FY2019 Budget / FY2020 Appropriation request

FINDINGS/CONCLUSIONS: FY19 Budget and FY20 AR reviewed. Total spending kept constant, with movement between line items as necessary. Bambi motioned to purchase new desktop computer this fiscal year. Marty seconded. Vote 5-0.

ACTION/FOLLOW-UP: Purchase new desktop computer during fiscal year 2019.

TOPIC: Annual Seminar for Chapter 30 State Licensing Boards

FINDINGS/CONCLUSIONS: Scheduled for November 27th at the Charleston Marriott. **Vonda gave summary.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for October 16, 2018 through January 15, 2019. Marty motioned to approve all purchases. Phil seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of December 31, 2018

\$ 266,404.26

NOVEMBER - DECEMBER DEPOSITS

11/1/18	\$900	12/3/18	\$2,200
11/5	270	12/4	1,940
11/7	1,120	12/10	3,540
11/13	900	12/11	2,180
11/14	1,240	12/13	540
11/15	120	12/17am	1,980
11/19	1,970	12/17pm	2,890
11/20	1,260	12/18	870
11/21	150	12/20	1,400
11/26	1,250	12/21	680
11/29	1,240	12/26am	1,310
		12/26pm	770
		12/27	390

egov receipts:	November	\$ 9,680
	December	29,000

TOTAL DEPOSITS \$ 69,790

NOVEMBER – DECEMBER DISBURSEMENTS

November	\$ 8,308.01
December	5,254.04

Beginning cash balance 7/1/18	\$214,319.42
FY2019 Revenue	85,635.40
FY2019 Expenditures	33,550.56
Ending cash balance 12/31/18	\$266,404.26

NEW BUSINESS

TOPIC: Election of Officers

FINDINGS/CONCLUSIONS: Phil motioned to keep existing officers for 2019. Bambi seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal of TekSwift contract

FINDINGS/CONCLUSIONS: Website hosting / data backup service contract April 2019-March 2020 at current monthly rate of \$73.94. Gene motioned to renew contract. Bambi seconded. Vote 5-0.

ACTION/FOLLOW-UP: Complete contract agreement.

TOPIC: License renewal update

FINDINGS/CONCLUSIONS:

Total renewals mailed: 374 OT's, 304 OTA's;

Non-renewals as of 1/9/19: 51 OT's (14%), 51 OTA's (17%)

Number of licensees as of 1/9/19: 745 OT's, 560 OTA's

Online renewals - 331 (57%) Paper renewals - 245 (43%)

ACTION/FOLLOW-UP: None.

TOPIC: Legislative Session 2019

FINDINGS/CONCLUSIONS:

- Review Post Audit report regarding Chapter 30 Boards Fund Balance Analysis
- HB 2038 Amending procedure to determine if a profession should be regulated
- HB 2204 Prohibiting licensing boards from hiring lobbyists; limits lobbying on behalf of the Board to Director and appointed board members

Marty motioned to submit proposed changes to Legislative Rule regarding fees to reduce renewal fees by \$20 for 2020 legislative session. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: Continue to monitor relevant bills. File proposed rule by deadline for 2020 session.

TOPIC: NBCOT State Regulatory Leadership Forum

FINDINGS/CONCLUSIONS: Scheduled for May 21-22 in Baltimore, MD. NBCOT to pay for Administrator and one Board member.

ACTION/FOLLOW-UP: Determine who will attend and complete registration.

Correspondence

	<i>correspondence</i>	<i>date rec'd</i>	<i>issue</i>
1	Purchasing	12/3/2018	The Buyers Network-Dec 2018
2	AOTA	12/3/2018	Request for comments re revisions to Model Continuing Competence Guidelines
3	AOTA	12/3/2018	New official documents
4	NBCOT	12/5/2018	NBCOT e-newsletter Dec 2018
5	Office of Technology	12/10/2018	CTO review policy
6	Purchasing	1/2/2019	The Buyers Network-Jan 2019

PUBLIC COMMENT PERIOD

Rondalyn Whitney, new WVOTA president, gave an overview of WVOTA strategic plan and other updates, including increased member benefits in the area of continuing education through an AOTA program. Discussed WVU’s transition to OTD program and potential impacts of Doctoral Experience requirement on current Legislative Rules. Also discussed the need for school based therapists to get involved with WVOTA in order to initiate efforts to lobby for legislative changes to Board of Education policies regarding caseloads. Fall conference is scheduled for October 11-12, 2019 at the Summersville Arena and Conference Center.

Meeting adjourned at 2:30 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Thursday, April 11th at 5:30 p.m. at the Running Right Leadership Academy. Tentative dates for remaining 2019 Board meetings are September 20th and November 15th.

AGENDA

4/11/19

--Call to order-- 5:30 p.m.

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2019#01 Licensee info

--Third order of business — Approve January 18, 2019 minutes
Review January 18, 2019 minutes

--Fourth order of business — Purchase Card purchases –1/16/19 through 3/15/19

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Safety Policy & Driver Training
- CE Conference 2020
- License Renewal 2020
- AOTA State Regulatory Forum
- Adding email addresses to public mailing list
- Lamination of License cards
- Across the Board increase

--Seventh order of business — General correspondence / bills paid since Jan 2019

--Eighth order of business — Confirm 2019 Board meeting dates
9/20, 11/15

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B
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WVBOT MINUTES: April 11, 2019

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Karthik Mani (NBCOT)

MEETING CALLED TO ORDER: 5:30 p.m.

Gene motioned to enter Executive Session at 6:06 p.m. to discuss licensee issues.
Marty seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2019#01

Bambi motioned to leave Executive Session at 6:11 p.m. Phil seconded. Vote 5-0.

Marty motioned to keep information related to Issue 2019#01 in licensee file. Phil seconded. Vote 5-0.

Marty motioned to approve January 18, 2019 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Discussed possible future online services to be offered through website, including fillable forms, ability to upload documents, and make payments via egov payment system. Pursue adding additional online services through Tekswift or WV Interactive. Reviewed quote from TekSwift for additional online services. Board requested additional detail on what was included in quote. Marty motioned to request quote from WV Interactive for complete website hosting. Bambi seconded. Vote 5-0. All services must now be approved by WV Office of Technology and State Purchasing. **Per discussion with WV Interactive, they have plans to develop a web based database platform for use by licensing boards in 2020. This would incorporate further online services and would be priced on a licensee / transaction based model, which is probably the most cost-effective solution for small boards.**

ACTION/FOLLOW-UP: Work with WVI to develop SOW to outline required functionality.

TOPIC: CE Conference 2019

FINDINGS/CONCLUSIONS: Discussed tentative dates and locations. Reviewed quote from Running Right Leadership Academy. Agreed to hold 2019 Conference on April 12, 2019 at RRLA. RRLA has been reserved for 4/12/19 conference and board meetings on 11/16/18 and 4/11/19. Hotel rooms will be reserved at Hampton Inn Southridge. Reviewed tentative agenda pending finalization of contracts with speakers. Agreed to purchase same notebooks, pens, and Board Member ribbons as last year. Discussed providing OT promotional item for attendees. Discussed compensation for WV licensees who present at conferences. Marty motioned to waive their next renewal fee. Gene seconded. Vote 5-0. Toured facility. Reviewed agenda, evaluation form and RRLA contract. Menu options to be reviewed at January board mtg. Reviewed possible promotional items for attendees. Agreed to purchase 250 Chill'R Sports Bottles. Agreed to hold 4/11/18 Board meeting at Hampton Inn. Agreed on lunch menu.

ACTION/FOLLOW-UP: Summarize evaluation forms and total cost for conference.

TOPIC: FY2019 Budget / FY2020 Appropriation request

FINDINGS/CONCLUSIONS: FY19 Budget and FY20 AR reviewed. Total spending kept constant, with movement between line items as necessary. Bambi motioned to purchase new desktop computer this fiscal year. Marty seconded. Vote 5-0.

ACTION/FOLLOW-UP: Computer received 3/27; complete software purchase and setup.

TOPIC: Renewal of TekSwift contract

FINDINGS/CONCLUSIONS: Website hosting / data backup service contract April 2019-March 2020 at current monthly rate of \$73.94. Gene motioned to renew contract. Bambi seconded. Vote 5-0. **Contract renewed through March 2020.**

ACTION/FOLLOW-UP: None.

TOPIC: Legislative Session 2019

FINDINGS/CONCLUSIONS:

- Review Post Audit report regarding Chapter 30 Boards Fund Balance Analysis
- HB 2038 Amending procedure to determine if a profession should be regulated
- HB 2204 Prohibiting licensing boards from hiring lobbyists; limits lobbying on behalf of the Board to Director and appointed board members

Marty motioned to submit proposed changes to Legislative Rule regarding fees to reduce renewal fees by \$20 for 2020 legislative session. Gene seconded. Vote 5-0.

Relevant bills passed include SB396, HB2324, and HB2510.

ACTION/FOLLOW-UP: Submit Rules to incorporate SB396 and fee reductions to Governor’s office for exemption from regulatory moratorium to allow filing of Rules for 2020 Legislative Session.

TOPIC: NBCOT State Regulatory Leadership Forum

FINDINGS/CONCLUSIONS: Scheduled for May 21-22 in Baltimore, MD. NBCOT to pay for Administrator and one Board member.

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

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for January 16, 2019 through March 15, 2019. Gene motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER’S REPORT

Cash Balance as of March 31, 2019

\$ 253,987.60

JANUARY - MARCH DEPOSITS

1/2/19	\$1,420	2/5/19	\$ 300
1/3	150	2/11	330
1/8	490	2/13	125
1/10	240	2/19	220
1/14	330	2/21	150
1/17	100	2/25	350
1/22	340	2/26	450
1/24	125	2/28	300
1/28	250	3/5	240
1/31	400	3/7	320
		3/14	480
		3/18	150
		3/20	90
		3/26	430
		3/28	30
egov receipts:	January		\$ 1,620
	March		460
TOTAL DEPOSITS			\$ 9,890

JANUARY – MARCH DISBURSEMENTS

January	\$10,336.51
February	5,123.68
March	6,846.47
Beginning cash balance 7/1/18	\$214,319.42
FY2019 Revenue	95,525.40
FY2019 Expenditures	55,857.22
Ending cash balance 3/31/19	\$253,987.60

NEW BUSINESS

TOPIC: Safety Policy and Driver Training

FINDINGS/CONCLUSIONS: Safety Policy and Defensive Driver Tips reviewed.

ACTION/FOLLOW-UP: None.

TOPIC: CE Conference 2020

FINDINGS/CONCLUSIONS: Reviewed quote from Bridgeport Conference Center. Agreed on April 3, 2020 as date for conference. Discussed potential speakers.

ACTION/FOLLOW-UP: Finalize date and contract with BCC. Start contacting potential speakers.

TOPIC: License renewal 2020

FINDINGS/CONCLUSIONS: Agreed to send postcard reminders for renewal, in lieu of mailing paper applications. Include note that OT's are required to sign a new Supervisory Statement for all COTA's they supervise and COTA's must upload a new Supervisory Statement with their online renewal. Make paper applications available on website.

ACTION/FOLLOW-UP: Create postcard for review at September meeting.

TOPIC: AOTA State Regulatory Forum

FINDINGS/CONCLUSIONS: Vonda attended forum on 4/5/19 at AOTA Annual Conference in New Orleans. Gave summary of presentations.

ACTION/FOLLOW-UP: None.

TOPIC: Request to add email addresses to public mailing list

FINDINGS/CONCLUSIONS: WVOTA has requested the Board create an email list for mass emails by Association and Board. Currently, email address is optional and a complete list is not maintained. If such a list exists, we are required to make it available to the public. See example of the type of request we frequently receive for list of email addresses. Privacy Policy would need to be reviewed and modified. It would be difficult and time consuming to review & update email addresses during renewal. **Bambi made a motion that we do not create an email list at this time. Phil seconded. Vote 5-0.**

ACTION/FOLLOW-UP: None.

TOPIC: Lamination of license cards

FINDINGS/CONCLUSIONS: The Board received a suggestion to consider laminating license cards to improve durability. Reviewed cost estimate & time involved. Renewal cards would have to be laminated in advance, which would result in wasted materials (approximately 100 non-renewals at 2 cards/licensee). **Marty motioned to begin laminating a minimum of one license card per licensee with next renewal. Bambi seconded. Vote 5-0.**

ACTION/FOLLOW-UP: Vonda to determine quickest way to laminate (self-laminating pouches vs. heat laminator) and begin laminating no later than 2020 renewals.

TOPIC: Across the Board increase

FINDINGS/CONCLUSIONS: Gene made a motion to participate in across the board increase as included in 2020 approved budget. Marty seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

Correspondence

1	Purchasing	2/4/2019	The Buyers Network-Feb 2019
2	PT Board	3/8/2019	response to request for info re PT Licensure Compact bill passed in 2018
3	American Hippotherapy Assoc	3/20/2019	Clarification about hippotherapy as a treatment tool/strategy
4	NBCOT	3/21/2019	NBCOT e-newsletter March 2019
5	Purchasing	4/1/2019	The Buyers Network-April 2019 ***Purch conf dates conflict with Sep bd mtg

Meeting adjourned at 7:50 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday September 20, 2019 at the Morgantown office. Tentative date for remaining 2019 Board meeting is November 15th.

AGENDA

9/20/19

--Call to order-- 11:30 a.m.

--First order of business — Public comment period

--Second order of business — Executive Session

- Issue 2019#01 Closed
- Issue 2019#02 Complaint
- Issue 2019#03 Complaint
- Issue 2019#04 Complaint
- Issue 2019#05

--Third order of business — Approve April 11, 2019 minutes
Review April 11, 2019 minutes

--Fourth order of business — Purchase Card purchases –3/16/19 through 9/15/19

--Fifth order of business — Treasurer’s report

--Sixth order of business — New Business

- 2020 Legislative Rule Filings
- Review of Doctoral Capstone Requirements
- Review of Model Continuing Competency Guidelines
- Annual Licensing Board Seminar
- Annual Report filing
- Appropriation request 2021
- Renewal date survey

--Seventh order of business — General correspondence / bills paid since April 2019

--Eighth order of business — Confirm 2019 Board meeting dates
11/15

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B
Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: September 20, 2019

MEMBERS PRESENT: Bambi Hill, Phil Simpson, Gene Brooks, Marty Douglas
Kathy Quesenberry (via phone)

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:45 a.m.

Bambi motioned to enter Executive Session at 12:12 p.m. to discuss licensee issues.
Marty seconded. Vote 5-0.

EXECUTIVE SESSION

Bambi recused herself from the discussion of Issue 2019#02 and left the room.

Issue 2019#02 Complaint

Issue 2019#03 Complaint

Issue 2019#04 Complaint

Issue 2019#05 Anonymous letter

Marty motioned to leave Executive Session at 12:30 p.m. Phil seconded. Vote 5-0.

Issue 2019#02 Phil motioned to dismiss case due to lack of direct evidence to find probable cause. Gene seconded. Vote 3-0.

Issue 2019#05 Kathy motioned to forward anonymous letter to Administration of subject facility. Phil seconded. Vote 5-0.

Bambi motioned to approve April 11, 2019 minutes as written. Phil seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Discussed possible future online services to be offered through website, including fillable forms, ability to upload documents, and make payments via egov payment system. Pursue adding additional online services through Tekswift or WV Interactive. Reviewed quote from TekSwift for additional online services. Board requested additional detail on what was included in quote. Marty motioned to request quote from WV Interactive for complete website hosting. Bambi seconded. Vote 5-0. All services must now be approved by WV Office of Technology and State Purchasing. Per discussion with WV Interactive, they have plans to develop a web based database platform for use by licensing boards in 2020. This would incorporate further online services and would be priced on a licensee / transaction based model, which is probably the most cost-effective solution for small boards. **Worked with STO to develop payment page to accept credit card payments for initial applications. Received information from inLumon about their web based licensing framework offered on a monthly subscription basis. Several other licensing boards have signed contracts with inLumon.**

ACTION/FOLLOW-UP: Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0.

TOPIC: CE Conference 2019

FINDINGS/CONCLUSIONS: Discussed tentative dates and locations. Reviewed quote from Running Right Leadership Academy. Agreed to hold 2019 Conference on April 12, 2019 at RRLA. RRLA has been reserved for 4/12/19 conference and board meetings on 11/16/18 and 4/11/19. Hotel rooms will be reserved at Hampton Inn Southridge. Reviewed tentative agenda pending finalization of contracts with speakers. Agreed to purchase same notebooks, pens, and Board Member ribbons as last year. Discussed providing OT promotional item for attendees. Discussed compensation for WV licensees who present at conferences. Marty motioned to waive their next renewal fee. Gene seconded. Vote 5-0. Toured facility. Reviewed agenda, evaluation form and RRLA contract. Menu options to be reviewed at January board mtg. Reviewed possible promotional items for attendees. Agreed to purchase 250 Chill'R Sports Bottles. Agreed to hold 4/11/18 Board meeting at Hampton Inn. Agreed on lunch menu. **Presented summary of total cost and evaluation forms at 9/20/19 meeting.**

ACTION/FOLLOW-UP: None.

TOPIC: FY2019 Budget / FY2020 Appropriation request

FINDINGS/CONCLUSIONS: FY19 Budget and FY20 AR reviewed. Total spending kept constant, with movement between line items as necessary. Bambi motioned to purchase new desktop computer this fiscal year. Marty seconded. Vote 5-0. **Computer received 3/27/19.**

ACTION/FOLLOW-UP: None.

TOPIC: Legislative Session 2019

FINDINGS/CONCLUSIONS:

- Review Post Audit report regarding Chapter 30 Boards Fund Balance Analysis
- HB 2038 Amending procedure to determine if a profession should be regulated
- HB 2204 Prohibiting licensing boards from hiring lobbyists; limits lobbying on behalf of the Board to Director and appointed board members

Marty motioned to submit proposed changes to Legislative Rule regarding fees to reduce renewal fees by \$20 for 2020 legislative session. Gene seconded. Vote 5-0.

Relevant bills passed include SB396, HB2324, and HB2510. **See New Business under 2020 Legislative Rule filings.**

ACTION/FOLLOW-UP: None.

TOPIC: NBCOT State Regulatory Leadership Forum

FINDINGS/CONCLUSIONS: Scheduled for May 21-22 in Baltimore, MD. NBCOT to pay for Administrator and one Board member. **Bambi and Vonda attended. Reviewed notes from forum at 9/20/19 meeting.**

ACTION/FOLLOW-UP: None.

TOPIC: CE Conference 2020

FINDINGS/CONCLUSIONS: Reviewed quote from Bridgeport Conference Center. Agreed on April 3, 2020 as date for conference. Discussed potential speakers. **Signed contract with BCC. Received quote from Wingate for room blocks. Agreed to purchase 225 Drawstring bags for promotional giveaway and notebooks from WVCI. Discussed suggestions for additional speaker.**

ACTION/FOLLOW-UP: Discuss menu for conference at November meeting. Continue to contact potential speakers.

TOPIC: License renewal 2020

FINDINGS/CONCLUSIONS: Agreed to send postcard reminders for renewal, in lieu of mailing paper applications. Include note that OT's are required to sign a new Supervisory Statement for all COTA's they supervise and COTA's must upload a new Supervisory Statement with their online renewal. Make paper applications available on website.

ACTION/FOLLOW-UP: Postcards to be mailed September 30th; online and paper renewal applications to be available on website by October 1st.

TOPIC: Lamination of license cards

FINDINGS/CONCLUSIONS: The Board received a suggestion to consider laminating license cards to improve durability. Reviewed cost estimate & time involved. Renewal cards would have to be laminated in advance, which would result in wasted materials (approximately 100 non-renewals at 2 cards/licensee). Marty motioned to begin laminating a minimum of one license card per licensee with next renewal. Bambi seconded. Vote 5-0. **Heat laminator purchased. One renewal card per licensee laminated. New license cards will be laminated beginning in January 2020.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for March 16, 2019 through September 16, 2019. Marty motioned to approve all purchases. Gene seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of August 31, 2019
\$ 220,131.16

APRIL - AUGUST DEPOSITS

4/2/19	\$ 270.00	6/4/19	\$ 150.00	8/1/19	\$ 100.00
4/9	160.00	6/10	180.00	8/5	560.00
4/15	510.00	6/12	150.00	8/6	220.00
4/18	30.00	6/17	210.00	8/8	310.00
4/22	300.00	6/19	100.00	8/10	130.00
4/23	150.00	6/24	510.00	8/19	360.00
4/29	160.00	6/25	250.00	8/22	60.00
5/1	60.00	6/27	160.00	8/27	60.00
5/2	30.00	7/1	370.00		
5/6	200.00	7/2	360.00		
5/9	150.00	7/3	150.00		
5/13	520.00	7/8	210.00		
5/14	150.00	7/11	90.00		
5/24	400.00	7/15	400.00		
5/28	910.00	7/18	100.00		
5/30	150.00	7/23	210.00		
		7/25	210.00		
		7/30	150.00		

egov receipts: 330.00

TOTAL DEPOSITS \$ 10,240.00

APRIL – AUGUST DISBURSEMENTS

April	\$10,163.39	July	\$ 6,113.65
May	16,280.81	August	4,942.35
June	6,596.24		

Beginning cash balance 7/1/18	\$214,319.42
FY2019 Revenue	101,385.40
FY2019 Expenditures	88,897.66
Ending cash balance 6/30/19	\$226,807.16

FY2020 Revenue	4,380.00
FY2020 Expenditures	11,056.00
Ending cash balance 8/31/19	\$220,131.16

NEW BUSINESS

TOPIC: 2020 Legislative Rule Filings

FINDINGS/CONCLUSIONS: Amended 13-03 to reduce renewal fees and remove unnecessary fees; New Rule 13-07 to incorporate SB396, Application for Waiver of Initial Licensing Fees for Certain Individuals. Filed rules for comment 5/13/19; comment period ended 7/1/19 (two comments received); Filed Agency approved rules 7/3/19. To be on the 9/25 agenda of the Rule Making Review Committee with minor modifications made by Legislative counsel.

ACTION/FOLLOW-UP: Upon approval by Committee, file modified rules for consideration during 2020 Regular Session of the Legislature.

TOPIC: Review of Doctoral Capstone Requirements / Update on entry level degree reqmts

FINDINGS/CONCLUSIONS: Reviewed ACOTE-AOTA Joint Statement regarding dual entry programs for OT and OTA degrees. AOTA looking at how to incorporate Doctoral Experiential Component into Model Practice Act per Chuck Willmarth at NBCOT Forum.

ACTION/FOLLOW-UP: Marty motioned to table this item pending AOTA action. Gene seconded. Vote 5-0.

TOPIC: Review updated Model Continuing Competence Guidelines from AOTA

FINDINGS/CONCLUSIONS: Updated guidelines emphasize CPD (continuing professional development). Some items conflict with or are not included in our current Legislative Rule.

ACTION/FOLLOW-UP: Hold for consideration during next Sunset review of Rules.

TOPIC: Annual State Auditor's Licensing Board Seminar

FINDINGS/CONCLUSIONS: Scheduled for Tuesday, October 29, 2019 at the Marriott in Charleston. Registration deadline October 14th.

ACTION/FOLLOW-UP: Register Vonda and Gene.

TOPIC: Annual Report

FINDINGS/CONCLUSIONS: FY 2018-19 Annual Report filed 7/17/19.

ACTION/FOLLOW-UP: None.

TOPIC: FY2021 Appropriation Request

FINDINGS/CONCLUSIONS: FY 2021 Appropriation Request filed 8/21/19.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal Date Survey

FINDINGS/CONCLUSIONS: As of 9/9/19, there have been 28 responses, 25 choosing to leave renewal date at 12/31. Remaining 3 chose 10/31.

ACTION/FOLLOW-UP: None.

Correspondence

	<i>correspondence</i>	<i>date rec'd</i>	<i>issue</i>
1	AOTA	4/24/2019	Council of State Govt's webinar: Navigating the Anti-regulatory environment
2	Acote-AOTA	5/13/2019	Joint statement regarding dual entry educational programs for both OT & OTA
3	NBCOT	5/28/2019	OT Action Exchange - to share disciplinary actions
4	AOTA	6/13/2019	Number of Licensed OT's and OTA's by state
5	AOTA	6/17/2019	State Affairs Update - June 2019; 2020 Annual Conf March 26-29 in Boston
6	NBCOT	6/18/2019	State Regulatory e-newsletter June 2019
7	NBCOT	5/21/2019	2019 Certification Databook
8	Sarah Black	6/27/2019	WVOTA annual conference vendor letter
9	AOTA	7/26/2019	updated Telehealth position paper and state chart on telehealth laws, rules, etc
10	NBCOT	7/29/2019	State information available on the State Regulatory Portal
11	NBCOT	8/1/2019	Change in exam retake policy after 3rd attempt
12	email from licensee	7/30/2019	request to reconsider dry needling in OT scope of practice; see response
13	Home For Life (Carolyn Sithong)	8/6/2019	August newsletter
14	Rondalyn Whitney	7/8/2019	WVBOT participation in WVOTA conference 10/11-12?
15	NBCOT	9/9/2019	State Regulatory e-newsletter September 2019
16	AOTA	9/11/2019	Webinar for OT Interstate Licensure Compact Initiative - Tues 9/24 8:00 PM

Meeting adjourned at 2:20 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, November 15, 2019 at the Morgantown office.

AGENDA

11/15/19

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2019#02 Closed
- Issue 2019#03 Complaint
- Issue 2019#04 Complaint
- Issue 2019#05 Closed

--Third order of business — Approve September 20, 2019 minutes
Review September 20, 2019 minutes

--Fourth order of business — Purchase Card purchases –8/16/19 through 10/15/19

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Purchasing Inspection
- Interstate Licensure Compact Webinar

--Seventh order of business — General correspondence / bills paid since Sep 2019

--Eighth order of business — Tentative 2020 Board meeting dates

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: November 15, 2019

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

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

Phil motioned to enter Executive Session at 11:30 a.m. to discuss licensee issues.
Bambi seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2019#02 Closed
Issue 2019#03 Complaint
Issue 2019#04 Complaint
Issue 2019#05 Closed

Bambi motioned to leave Executive Session at 11.54 a.m. Marty seconded. Vote 5-0.

Gene motioned to approve September 20, 2019 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Discussed possible future online services to be offered through website, including fillable forms, ability to upload documents, and make payments via egov payment system. Pursue adding additional online services through Tekswift or WV Interactive. Reviewed quote from TekSwift for additional online services. Board requested additional detail on what was included in quote. Marty motioned to request quote from WV Interactive for complete website hosting. Bambi seconded. Vote 5-0. All services must now be approved by WV Office of Technology and State Purchasing. Per discussion with WV Interactive, they have plans to develop a web based database platform for use by licensing boards in 2020. This would incorporate further online services and would be priced on a licensee / transaction based model, which is probably the most cost-effective solution for small boards. Worked with STO to develop payment page to accept credit card payments for initial applications. Received information from inLumon about their web based licensing framework offered on a monthly subscription basis. Several other licensing boards have signed contracts with inLumon. Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0.

ACTION/FOLLOW-UP: Proceed with purchasing process.

TOPIC: CE Conference 2020

FINDINGS/CONCLUSIONS: Reviewed quote from Bridgeport Conference Center. Agreed on April 3, 2020 as date for conference. Discussed potential speakers. Signed contract with BCC. Received quote from Wingate for room blocks. Agreed to purchase 225 Drawstring bags for promotional giveaway and notebooks from WVCI. Discussed suggestions for additional speaker. **Reviewed agenda, speakers, evaluation form; discussed lunch menu.**

ACTION/FOLLOW-UP: Continue conference preparation.

TOPIC: License renewal 2020

FINDINGS/CONCLUSIONS: Agreed to send postcard reminders for renewal, in lieu of mailing paper applications. Include note that OT's are required to sign a new Supervisory Statement for all COTA's they supervise and COTA's must upload a new Supervisory Statement with their online renewal. Make paper applications available on website. Reminder postcards mailed 9/30/19; online and paper renewal applications available on website.

ACTION/FOLLOW-UP: Continue renewal process.

TOPIC: 2020 Legislative Rule Filings

FINDINGS/CONCLUSIONS: Amended 13-03 to reduce renewal fees and remove unnecessary fees; New Rule 13-07 to incorporate SB396, Application for Waiver of Initial Licensing Fees for Certain Individuals. Filed rules for comment 5/13/19; comment period ended 7/1/19 (two comments received); Filed Agency approved rules 7/3/19. To be on the 9/25 agenda of the Rule Making Review Committee with minor modifications made by Legislative counsel. **Filed additional Rule, 13-08, as required by passage of HB118 during First Extraordinary Session. Comment period through 11/30/19.**

ACTION/FOLLOW-UP: Upon approval by Committee, file modified rules for consideration during 2020 Regular Session of the Legislature.

TOPIC: Review of Doctoral Capstone Requirements / Update on entry level degree reqmts

FINDINGS/CONCLUSIONS: Reviewed ACOTE-AOTA Joint Statement regarding dual entry programs for OT and OTA degrees. AOTA looking at how to incorporate Doctoral Experiential Component into Model Practice Act per Chuck Willmarth at NBCOT Forum. Marty motioned to table this item pending AOTA action. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: Review updated Model Continuing Competence Guidelines from AOTA

FINDINGS/CONCLUSIONS: Updated guidelines emphasize CPD (continuing professional development). Some items conflict with or are not included in our current Legislative Rule. Hold for consideration during next Sunset review of Rules.

ACTION/FOLLOW-UP: None.

TOPIC: Annual State Auditor's Licensing Board Seminar

FINDINGS/CONCLUSIONS: Scheduled for Tuesday, October 29, 2019 at the Marriott in Charleston. Registration deadline October 14th. **Gene and Vonda attended.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for August 16, 2019 through October 16, 2019. Marty motioned to approve all purchases. Gene seconded. Vote 5-0.

Cash Balance as of October 31, 2019

\$ 217,854.40

SEPTEMBER - OCTOBER DEPOSITS

9/3/19	\$ 340.00	10/1/19	\$ 300.00
9/10	60.00	10/7	150.00
9/16	210.00	10/8	200.00
9/17	55.00	10/10	150.00
9/23	490.00	10/15	390.00
9/25	90.00	10/16	420.00
9/30	130.00	10/22	180.00
		10/23	140.00
		10/28	180.00
		10/30	290.00

egov receipts:

September 1,000.00

October 5,010.00

TOTAL DEPOSITS \$ 9,785.00

SEPTEMBER - OCTOBER DISBURSEMENTS

September \$ 3,241.22
October 7,540.00

Beginning cash balance 7/1/19 \$226,807.16
FY2020 Revenue 14,165.00
FY2020Expenditures 23,117.76
Ending cash balance 10/31/19 \$217,854.40

NEW BUSINESS

TOPIC: Purchasing Inspection

FINDINGS/CONCLUSIONS: Only finding was for failure to use wvOASIS award document and non-conflict of interest form for conference center for 2019 CE conference. Received score of 89.7%

ACTION/FOLLOW-UP: None.

TOPIC: Interstate Licensure Compact Webinar

FINDINGS/CONCLUSIONS: AOTA and NBCOT have announced collaboration to support development of an Interstate Licensure Compact for OT. The Council of State Governments’ National Center for Interstate Compacts will lead the process of developing the licensure compact language. Viewed webinar hosted by the CSG on 9/24/19.

ACTION/FOLLOW-UP: Participate and review as necessary.

Correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Purchasing	11/4/2019	The Buyers Network - November 2019
2	Privacy Office	11/6/2019	Privacy Training & Confidentiality Agreements in Coursemill

Meeting adjourned at 2:00 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Friday, January 31, 2020 at the Morgantown office. Remaining 2020 meeting dates tentatively scheduled for April 2nd, September 18th, and November 20th.

AGENDA

Conference Call December 12, 2019

--Call to order-- 6:00 p.m.

--First order of business - Consider issuing a letter of commitment to provide support to WVU Dept. of OT for application to SAMHSA (Substance Abuse & Mental Health Services Administration) for project entitled Preparing OT's and OTA's to Address Substance Use Disorders in Rural Communities.



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WVBOT MINUTES: December 12, 2019

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Rondalyn Whitney (WVU)

MEETING CALLED TO ORDER: 6:03 pm via conference call

Rondalyn Whitney gave an overview and took questions from the Board regarding the project to develop curriculum for training of OT's and OTA's, beginning with students, to serve individuals with substance use disorders. WVU is applying for a grant from SAMHSA (Substance Abuse & Mental Health Services Administration) to create this curriculum, and is requesting a letter of commitment from the Board to act in an advisory role for this project. Marty motioned to approve the letter of commitment. Gene seconded. Vote 5-0. Letter was emailed to Rondalyn on December 13, 2019.

Meeting adjourned at 6:52 p.m.

AGENDA

1/31/20

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2019#03 Complaint
- Issue 2019#04 Complaint
- Issue 2020#01 Applicant correspondence

--Third order of business — Approve Nov 15 and Dec 12, 2019 minutes
Review Nov 15 and Dec 12, 2019 minutes

--Fourth order of business — Purchase Card purchases – 10/16/19 through 1/15/20

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Election of Officers
- Renewal of TekSwift contract
- Annual review of Safety Policy, Driver Training,
Confidentiality Agreements
- NBCOT State Regulatory Leadership Forum
- AOTA State Regulatory Forum

--Seventh order of business — General correspondence / bills paid since Nov 2019

--Eighth order of business — Confirm 2020 Board meeting dates
April 2nd, Sep 18th, Nov 20th

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: January 31, 2020

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

ABSENT: Kathy Quesenberry

ALSO PRESENT: Vonda Malnikoff

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

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

EXECUTIVE SESSION

Issue 2019#03 Complaint
Issue 2019#04 Complaint
Issue 2020#01 Potential applicant correspondence

Gene motioned to leave Executive Session at 11:12 a.m. Bambi seconded. Vote 4-0.

Gene motioned to approve Nov 15 and Dec 12, 2019 minutes as written. Bambi seconded. Vote 4-0.

OLD BUSINESS

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Discussed possible future online services to be offered through website, including fillable forms, ability to upload documents, and make payments via egov payment system. Pursue adding additional online services through Tekswift or WV Interactive. Reviewed quote from TekSwift for additional online services. Board requested additional detail on what was included in quote. Marty motioned to request quote from WV Interactive for complete website hosting. Bambi seconded. Vote 5-0. All services must now be approved by WV Office of Technology and State Purchasing. Per discussion with WV Interactive, they have plans to develop a web based database platform for use by licensing boards in 2020. This would incorporate further online services and would be priced on a licensee / transaction based model, which is probably the most cost-effective solution for small boards. Worked with STO to develop payment page to accept credit card payments for initial applications. Received information from inLumon about their web based licensing framework offered on a monthly subscription basis. Several other licensing boards have signed contracts with inLumon. Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0.

ACTION/FOLLOW-UP: Proceed with purchasing process.

TOPIC: CE Conference 2020

FINDINGS/CONCLUSIONS: Reviewed quote from Bridgeport Conference Center. Agreed on April 3, 2020 as date for conference. Discussed potential speakers. Signed contract with BCC. Received quote from Wingate for room blocks. Agreed to purchase 225 Drawstring bags for promotional giveaway and notebooks from WVCI. Discussed suggestions for additional speaker. Reviewed agenda, speakers, evaluation form; discussed lunch menu. **Registration information mailed 1/23/20. NBCOT representative to attend. Agreed to make hard copies of presentations if available from speakers, as well as provide link on website. Also discussed providing link to free CE course from Adaptive Mobility Services to attendees via email.**

ACTION/FOLLOW-UP: Continue conference preparation.

TOPIC: License renewal 2020

FINDINGS/CONCLUSIONS: Agreed to send postcard reminders for renewal, in lieu of mailing paper applications. Include note that OT's are required to sign a new Supervisory Statement for all COTA's they supervise and COTA's must upload a new Supervisory Statement with their online renewal. Make paper applications available on website. Reminder postcards mailed 9/30/19; online and paper renewal applications available on website. **Renewals completed with 82% online renewal. Discussed need to send newsletter, rather than postcard, with more detailed instructions next year over misunderstanding that online renewal results in immediate renewal.**

ACTION/FOLLOW-UP: None.

TOPIC: 2020 Legislative Rule Filings

FINDINGS/CONCLUSIONS: Amended 13-03 to reduce renewal fees and remove unnecessary fees; New Rule 13-07 to incorporate SB396, Application for Waiver of Initial Licensing Fees for Certain Individuals. Filed rules for comment 5/13/19; comment period ended 7/1/19 (two comments received); Filed Agency approved rules 7/3/19. To be on the 9/25 agenda of the Rule Making Review Committee with minor modifications made by Legislative counsel. Filed additional Rule, 13-08, as required by passage of HB118 during First Extraordinary Session. Comment period through 11/30/19. **Discussed various introduced bills, specifically HB 4121 that would require transfer of funds to general fund, which conflicts with our proposed legislation to reduce renewal fees.**

ACTION/FOLLOW-UP: Continue to follow proposed legislation affecting licensing boards.

TOPIC: Interstate Licensure Compact Webinar

FINDINGS/CONCLUSIONS: AOTA and NBCOT have announced collaboration to support development of an Interstate Licensure Compact for OT. The Council of State Governments' National Center for Interstate Compacts will lead the process of developing the licensure compact language. Viewed webinar hosted by the CSG on 9/24/19. **Reviewed updates from AOTA / NBCOT. The Advisory Group met in October and came to consensus on a number of key points, one of which is that participating states must implement FBI fingerprint-based criminal background checks. The Drafting Team is expected to complete a draft compact in early May to be distributed to stakeholders for comment in the summer of 2020. The plan is to have a draft ready for consideration by state legislatures in 2021.**

ACTION/FOLLOW-UP: Participate and review as necessary.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for October 16, 2019 through January 15, 2020. Gene motioned to approve all purchases. Bambi seconded. Vote 4-0.

Cash Balance as of December 31, 2019

\$ 276,948.71

NOVEMBER - DECEMBER DEPOSITS

11/4/19	\$ 200	12/2/19	\$300
11/5	240	12/3	680
11/7	200	12/5	640
11/12	390	12/9	1,550
11/13	390	12/10	410
11/14	820	12/11	1,420
11/18	400	12/13	260
11/19	370	12/16	770
11/21	150	12/17	360
11/25	330	12/19	1,040
11/26	410	12/23	530
11/27	150	12/26	1,000
		12/30	280

egov receipts:

November	\$12,720
December	47,340

TOTAL DEPOSITS \$73,350.00

NOVEMBER - DECEMBER DISBURSEMENTS

November	\$ 4,962.05
December	9,293.64

NEW BUSINESS

TOPIC: Election of Officers

FINDINGS/CONCLUSIONS: Phil motioned to keep existing officers for 2020. Bambi seconded. Vote 4-0.

ACTION/FOLLOW-UP: None.

TOPIC: Renewal of TekSwift contract

FINDINGS/CONCLUSIONS: Website hosting / data backup service contract April 2020-March 2021 at current monthly rate of \$73.94. Gene motioned to renew contract. Phil seconded. Vote 4-0.

ACTION/FOLLOW-UP: Complete contract agreement.

TOPIC: Safety Policy and Driver Training

FINDINGS/CONCLUSIONS: Safety Policy and Defensive Driver Tips reviewed. Vehicle/Driver Safety Acknowledgements signed.

ACTION/FOLLOW-UP: None.

TOPIC: NBCOT State Regulatory Leadership Forum

FINDINGS/CONCLUSIONS: Scheduled for May 12-13 in Atlanta. NBCOT to pay for Administrator and Board Chair.

ACTION/FOLLOW-UP: Complete registration and travel plans for Kathy and Vonda.

TOPIC: AOTA State Regulatory Forum

FINDINGS/CONCLUSIONS: Scheduled for March 27th from 2-5 pm in Boston as part of 2020 AOTA Annual Conference. Free conference registration to Board members who are also AOTA members. Travel not covered. Board will not be attending.

ACTION/FOLLOW-UP: None.

Correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	AOTA	11/21/2019	Request to accept AOTA Benchmark hours for CE requirements
2	NBCOT	12/12/2019	State Regulatory E-newsltr (see article re 1st mtg of Compact Advisory Group)
3	Robbin Butler	12/21/2019	see email
4	AOTA	1/2/2020	State Affairs Update
5	NBCOT	1/8/2020	Orientation for New OT Regulators
6	IRS	1/16/2020	Invoice for unpaid taxes, penalties, & interest; sent letter & corrected Form 941 for Q2 2016 based on wvOASIS implementation
7	Adaptive Mobility Svcs LLC	1/26/2020	offer for free 1.5 hr CE course; distribute to conference participants?
8	OT	1/23/2020	see email question

Meeting adjourned at 1:30 pm after the signing of licensure applications. The next regular Board meeting is scheduled for Thursday, April 2nd at 6:00 p.m. at the Bridgeport Conference Center. Remaining 2020 meeting dates tentatively scheduled for September 25th (moved from 9/18) and November 20th.

AGENDA

4/3/20

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Executive Session
- Issue 2019#03 Complaint
- Issue 2019#04 Complaint
- Issue 2020#02 Licensee issue

--Third order of business — Approve January 31, 2020 minutes
Review January 31, 2020 minutes

--Fourth order of business — Purchase Card purchases – 1/16/20 through 3/15/20

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Confidentiality Agreements
- Modification of 13CSR2
- CE Conference 2021
- COVID-19 questions / Telehealth Position Statement
- Online CE proposals

--Seventh order of business — General correspondence / bills paid since Jan 2020

--Eighth order of business — Confirm 2020 Board meeting dates
Sep 25th, Nov 20th



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WVBOT MINUTES: April 3, 2020

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:07 a.m.

Gene motioned to enter Executive Session at 11:08 a.m. to discuss licensee issues.
Bambi seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2019#03 Complaint
Issue 2019#04 Complaint
Issue 2020#02 Licensee issue

Phil motioned to leave Executive Session at 11:53 a.m. Marty seconded. Vote 5-0.
Marty motioned to re-enter Executive Session at 11:56 a.m. Phil seconded. Vote 5-0.
Bambi motioned to leave Executive Session at 12:01 p.m. Marty seconded. Vote 5-0.

Regarding Issues 2019#03 and 2019#04, Kathy motioned to dismiss cases for lack of probable cause to pursue disciplinary action. Bambi seconded. Vote 4-0.

Gene motioned to approve January 31, 2020 minutes as written. Phil seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Discussed possible future online services to be offered through website, including fillable forms, ability to upload documents, and make payments via egov payment system. Pursue adding additional online services through Tekswift or WV Interactive. Reviewed quote from TekSwift for additional online services. Board requested additional detail on what was included in quote. Marty motioned to request quote from WV Interactive for complete website hosting. Bambi seconded. Vote 5-0. All services must now be approved by WV Office of Technology and State Purchasing. Per discussion with WV Interactive, they have plans to develop a web based database platform for use by licensing boards in 2020. This would incorporate further online services and would be priced on a licensee / transaction based model, which is probably the most cost-effective solution for small boards. Worked with STO to develop payment page to accept credit card payments for initial applications. Received information from inLumon about their web based licensing framework offered on a monthly subscription basis. Several other licensing boards have signed contracts with inLumon. Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0. **Three vendors have provided quotes, along with product demos. Quotes reviewed at April 3, 2020 meeting. Kathy motioned to allow Vonda to complete research and make decision between two lowest bidders. Marty seconded. Vote 5-0.**
ACTION/FOLLOW-UP: Proceed with purchasing process and implementation.

TOPIC: CE Conference 2020

FINDINGS/CONCLUSIONS: Reviewed quote from Bridgeport Conference Center. Agreed on April 3, 2020 as date for conference. Discussed potential speakers. Signed contract with BCC. Received quote from Wingate for room blocks. Agreed to purchase 225 Drawstring bags for promotional giveaway and notebooks from WVCI. Discussed suggestions for additional speaker. Reviewed agenda, speakers, evaluation form; discussed lunch menu. Registration information mailed 1/23/20. NBCOT representative to attend. Agreed to make hard copies of presentations if available from speakers, as well as provide link on website. Also discussed providing link to free CE course from Adaptive Mobility Services to attendees via email. **Conference cancelled due to Coronavirus.**
ACTION/FOLLOW-UP: None.

TOPIC: 2020 Legislative Rule Filings

FINDINGS/CONCLUSIONS: Amended 13-03 to reduce renewal fees and remove unnecessary fees; New Rule 13-07 to incorporate SB396, Application for Waiver of Initial Licensing Fees for Certain Individuals. Filed rules for comment 5/13/19; comment period ended 7/1/19 (two comments received); Filed Agency approved rules 7/3/19. To be on the 9/25 agenda of the Rule Making Review Committee with minor modifications made by Legislative counsel. Filed additional Rule, 13-08, as required by passage of HB118 during First Extraordinary Session. Comment period through 11/30/19. Discussed various introduced bills, specifically HB 4121 that would require transfer of funds to general fund, which conflicts with our proposed legislation to reduce renewal fees. **HB4252, bundled rules, completed Legislative action March 6, 2020. Several resolutions for studies related to occupational regulatory boards also passed.**

ACTION/FOLLOW-UP: Final file Rules included in HB4252.

TOPIC: Interstate Licensure Compact Webinar

FINDINGS/CONCLUSIONS: AOTA and NBCOT have announced collaboration to support development of an Interstate Licensure Compact for OT. The Council of State Governments' National Center for Interstate Compacts will lead the process of developing the licensure compact language. Viewed webinar hosted by the CSG on 9/24/19. Reviewed updates from AOTA / NBCOT. The Advisory Group met in October and came to consensus on a number of key points, one of which is that participating states must implement FBI fingerprint-based criminal background checks. The Drafting Team is expected to complete a draft compact in early May to be distributed to stakeholders for comment in the summer of 2020. The plan is to have a draft ready for consideration by state legislatures in 2021.

ACTION/FOLLOW-UP: Participate and review as necessary.

TOPIC: Renewal of TekSwift contract

FINDINGS/CONCLUSIONS: Website hosting / data backup service contract April 2020-March 2021 at current monthly rate of \$73.94. Gene motioned to renew contract. Phil seconded. Vote 4-0. **Contract extended through March 2021.**

ACTION/FOLLOW-UP: None.

TOPIC: NBCOT State Regulatory Leadership Forum

FINDINGS/CONCLUSIONS: Scheduled for May 12-13 in Atlanta. NBCOT to pay for Administrator and Board Chair. **Forum cancelled due to Coronavirus.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for January 16, 2020 through March 15, 2020. Marty motioned to approve all purchases. Phil seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of March 31, 2020

\$ 265,589.05

JANUARY - MARCH DEPOSITS

12/31/19	\$ 380	2/3/20	\$ 220
1/6/20	480	2/5	130
1/13	290	2/12	30
1/15	60	2/19	330
1/16	30	2/25	30
1/23	60	2/27	210
1/27	180	3/3	90
1/30	30	3/5	160
		3/17	150
		3/19	150
		3/23	310

egov receipts:

January	\$ 5,390
February	650
March	690

TOTAL DEPOSITS \$ 10,050

JANUARY - MARCH DISBURSEMENTS

January	\$ 9,390.76
February	5,116.64
March	6,902.26

NEW BUSINESS

TOPIC: Confidentiality Agreements

FINDINGS/CONCLUSIONS: Agreements will be mailed to review, sign, and return.

ACTION/FOLLOW-UP: Mail agreements to board members.

TOPIC: Modification of 13CSR2

FINDINGS/CONCLUSIONS: Remove requirement to complete investigation within sixty (60) days. Chapter 30-1-5(c) requires a status report within six months of receipt, and final ruling within one year of status report's return receipt date. Filing will require a comment period. Marty motioned to modify 13CSR2. Bambi seconded. Vote 5-0.

ACTION/FOLLOW-UP: File proposed Procedural Rule modification.

TOPIC: CE conference 2021

FINDINGS/CONCLUSIONS: Agreed to schedule 2021 conference at Bridgeport Conference Center in late March or April 2021. Attempt to secure same speakers as planned for 2020 conference.

ACTION/FOLLOW-UP: Discuss available dates with BCC and speakers.

TOPIC: COVID-19 questions

FINDINGS/CONCLUSIONS: Discussed various questions directed at the Board regarding Telehealth in various settings, fieldwork, supervision, etc. General statement has been posted on website, with links to other sources of information.

ACTION/FOLLOW-UP: Continue to field questions as necessary.

TOPIC: Online CE proposals

FINDINGS/CONCLUSIONS: Discussed various options to provide online CE for licensees who had registered for Board sponsored conference that was cancelled. Phil motioned to proceed with proposal from Summit Professional Education for 6 months online availability. Marty seconded. Vote 5-0. Also agreed to post link to free Adaptive Mobility course to website.

ACTION/FOLLOW-UP: Work with Summit and purchasing to proceed.

Correspondence

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	NBCOT	2/25/2020	e-newsletter
2	NBCOT	2/27/2020	Paul Grace retirement announcement
3	NBCOT	3/12/2020	Covid-19 update; all operations moved to remote work only
4	NBCOT	3/17/2020	Testing Centers closed for 30 days
5	WV DHHR BMS	3/17/2020	memo to WV Medicaid providers re telehealth
6	NBCOT	3/18/2020	State Regulatory Leadership Forum cancelled
7	IRS	3/30/2020	Notice of intent to seize property for unpaid taxes 12/31/16
8	Purchasing	4/1/2020	The Buyers Network - April 2020; Purchasing conf Aug 25-28, 2020

Phil motioned to adjourn at 1:07 p.m. The next regular Board meeting is scheduled for Friday, September 25, 2020 at the Board office. Remaining 2020 meeting date tentatively scheduled for November 20th.