



West Virginia Board of Occupational Therapy  
1063 Maple Dr.  
Suite 4B  
Morgantown, WV 26505  
304-285-3150  
[www.wvbot.org](http://www.wvbot.org)

July 15, 2022

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 2021 / 2022.

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 2021 – FY 2022**

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# **West Virginia Board of Occupational Therapy**

**Annual Report  
2021-2022**

# **Financial**

# Financial Statement

## Receipts / Disbursements FY 2021 / 2022

	<u>Receipts</u>	<u>Disbursements</u>
<b>FY 2021:</b>	<b>\$ 92,575</b>	<b>\$ 95,914</b>
<b>FY 2022:</b>	<b>\$ 96,675</b>	<b>\$101,212</b>
<b>Receipts:</b>	<b><u>FY 2021</u></b>	<b><u>FY 2022</u></b>
License applications and renewals	\$ 89,140	\$ 93,140
Other fees	3,435	3,535
<b>Disbursements:</b>		
Personal Services	\$ 31,985	\$ 32,654
Board member per diem	3,188	3,262
Travel	1,992	3,525
Professional contracts	602	929
Rent	6,000	6,000
Office supplies	679	996
Postage	2,485	2,461
Hospitality	148	11,039
Insurance	2,686	2,832
State Treasurer Office fees	1,798	2,165
Other	44,351	41,349

# **West Virginia Board of Occupational Therapy**

**Annual Report  
2021-2022**

## **New Licensees**

# Occupational Therapists licensed 7/1/20 – 6/30/22

License #	Last Name	First Name	Issue Date
2114	Kupstas	Matthew Charles	7/6/20
2115	Rees	Lauren Elizabeth	7/8/20
2116	Adams	Blair Elizabeth	7/9/20
2117	Thompson	Matthew Scott	7/13/20
2118	Sherback	Jennifer L.	7/21/20
2119	Litton	Haley Brianne	7/28/20
2120	Gallen	Kayli E.	7/30/20
2121	Sciulli	Jenna Christina	8/4/20
2122	Akers	Hope Weslie	8/6/20
2123	Tasker	Shay Lynn Rae	8/6/20
2124	High	Sydney Nichol	8/19/20
2125	Wilson	Miranda Munro	8/25/20
2126	Silber	Troy Austin	8/26/20
2127	Owens	Christina Renee	8/31/20
2128	Harker	Tori Ashton	8/31/20
2129	Lusk	Taylor Nicole	9/9/20
2131	Davidson	Haley Dawn	9/14/20
2132	Mullenax	Josie Catherine	9/14/20
2137	Frye	Dean Jacob	9/17/20
2140	Daley	Ashlynn Alyce	9/21/20
2141	Ervin	Evander McIver	9/21/20
2142	Nelson	Candi Michelle	9/21/20
2144	Rafa	Megan Nicole	9/21/20
2145	Braswell	Jodie Marie Gantzer	9/22/20
2146	Fisher	Taylor Lynne	9/23/20
2147	Whitacre	Sarah Anna Marie	9/28/20
2148	Powers	Brandon Seth	10/5/20
2149	Lang	Tara Kristen	10/5/20
2150	de las Alas	Maria Theresa	10/6/20
2151	Quipuscoa Aquije	Danitza Alejandra	10/7/20
2152	Jeffrey	Leah Marie	10/12/20
2155	Racer	Suzanne Lynn	10/20/20
2156	Ballard	Alexandrea	10/22/20
2157	Shippa	Jody Allane	11/4/20
2158	Lalla	Carisa Sloan	11/9/20
2159	Cunningham	Erica Ronnie	11/16/20
2160	Paesano	Alysia Michelle	11/17/20
2161	Anthony	Katrina Gabrielle	11/18/20
2162	Hancock	Ana S.	11/23/20
2163	Perry	Sharon Lee	11/30/20
2164	Coddington	Sarah Elizabeth	12/17/20
2165	Magee	Lauren Ann	1/1/21
2166	Connor-Hall	Molly Rose	1/1/21
2167	Shepherd	Stephanie Lynn	1/1/21
2168	Kosko	Andrea	1/4/21
2169	Hvizardak	Emalee Jean	1/4/21
2170	Wright	Kimberly Rae	1/18/21

2171	Rush	Marcus Ray	1/18/21
2172	Chapman	Rebecca Dee	1/20/21
2173	Driver	Sarah	2/1/21
2174	Palmer	Jamie Lynn	2/14/21
2175	VanderWijst	Cali	2/14/21
2176	Syner	Jennifer Lynn	2/14/21
2177	Powers	Becky Elizabeth	2/22/21
2178	Guinocor	Crispo	3/8/21
2179	Stringer	Leslie Renee	3/15/21
2180	Ratliff	Kristen Elizabeth	3/16/21
2181	Remond	Ana Margott	3/18/21
2182	Speranza	Claire Elizabeth	3/24/21
2183	Craft	Lacie Lynn	3/30/21
2184	Mauro	Brenna	4/5/21
2185	Stowe	Michaela	4/5/21
2186	Peduzzi	Sarah	4/14/21
2187	Montgomery	Ashley	4/20/21
2188	Payne	Leanna	4/20/21
2189	Gibbs	Amanda	4/21/21
2190	Keith	Benjamin	4/22/21
2191	Eckstein	Lindsey Marie	5/4/21
2192	Vanorsdale	Jessica Calene	5/19/21
2193	Wilson	Kirsten Elise	5/24/21
2194	Joshi	Anisha Mehrotra	5/31/21
2195	van Houten	Sarah Elizabeth	6/14/21
2196	Hagerty	Valerie Brockel	6/16/21
2197	Stickel	David Kyle	6/17/21
2198	Perry	Brooke Mackenzie	6/17/21
2199	Deuley	Taylor Marie	6/21/21
2200	Burzinski	Mary	6/29/21
2201	Rader	Hilari Elizabeth	6/30/21
2202	Jakubow	Erin Kathleen	6/30/21
2203	Gray	Brianna Hope	7/1/21
2204	Carter	Shelby Nicole	7/1/21
2205	Bell	Billie Jean	7/5/21
2206	Fleming	Marissa	7/5/21
2207	Gustin	Jarrad	7/5/21
2208	Martin	Samantha	7/8/21
2209	Bailey	Alexis	7/12/21
2210	Elias	Amy	7/15/21
2211	Jacobs	Jenna Fitzgerald	7/19/21
2212	Smith	Tyler Matthew	7/21/21
2213	Snitz	Abigail D.	7/21/21
2214	Smith-Bell	Carrie	7/21/21
2215	Barchiesi	Cameron George	7/21/21
2216	Russell	Cheyenne Rose	7/21/21
2217	Goodwin	Jordan Gage	7/22/21
2218	Grasser	Terri L.	7/22/21
2219	Haddix	Abigail Rebecca	7/26/21
2220	Matheny	Kristen	7/26/21
2221	Alderton	Rachel	7/26/21



2222	Scott	Heather Renee	8/2/21
2223	Beitko	Jennifer Lynn	8/2/21
2224	Welch	Sarah Ashley	8/5/21
2225	Reed	Kelly S.	8/5/21
2226	Sisler	Marley Renee	8/11/21
2227	Cottle	Katie	8/16/21
2228	Suchomski	Christy Marie	8/17/21
2229	Mack	Juliette Renee	8/17/21
2230	Swider	Kaley Elizabeth	8/23/21
2231	Allen	Kristen Gayle	8/24/21
2232	Rinehart	Luke	8/26/21
2233	Miles	Haley Stewart	8/30/21
2234	Egnatoff	Emily Royce	8/31/21
2235	Habben	Karen Annette	8/31/21
2236	Elswick	Erin Blaine	8/31/21
2237	Gregoire	Sara Lynn	9/7/21
2238	Trent	Wrenda Jo	9/20/21
2239	Rauch	Arriane	9/22/21
2240	Messer	Brooke Megan	9/23/21
2241	Lehman	Holly Sue	10/13/21
2242	Hill	Barbara Jones	10/13/21
2243	Turner	Krystin Ann	10/26/21
2244	Lutman	Alicia Lynn	11/22/21
2245	Lyons	Casey	11/23/21
2246	Plen	Matthew	12/13/21
2247	Palmer	Lexi Morgan	12/13/21
2248	Barnes	Sheryl Kolosky	12/17/21
2249	Wilcox	Michelle Lee	1/11/22
2250	Dave	Charul Ambarish	1/12/22
2251	Browne	Jean Anne	1/19/22
2252	Riley	Meredith Anne	1/31/22
2253	Ranck	Nathanael	1/31/22
2254	Endicott	McKenzie Jewell	2/2/22
2255	Genco	Alicia L.	2/7/22
2256	Mitchell Relyea	Heather Joyce	2/8/22
2257	Hall	Sydnee Cheyenne	2/10/22
2258	Aybar	Samantha	2/21/22
2259	Cook	Sarah E.	2/21/22
2260	Anders	Kristyn Nicole	2/22/22
2261	Ingram	Taylor Gabrielle	2/23/22
2262	Fowler	Kathryn F.	3/9/22
2263	Smith	Lakeisha	3/10/22
2264	Hunchuck	Jennifer	3/10/22
2265	Poling	Kirstin Mir	3/22/22
2266	Shields	Kayla Nicole	3/29/22
2267	Spencer	Rachel Leigh	3/30/22
2268	Boritz	Nicole Ashley	4/5/22
2269	Hobbs	Christine Elizabeth	4/7/22
2270	Betz	Kayla Marie	4/11/22
2271	Rogers	Sarah Elizabeth	4/19/22
2272	Tucker	Sarah Elizabeth	4/20/22

2273	Kepner	Garrett Matthew	5/4/22
2274	Hess	Shannon Beatrice	5/9/22
2275	Caudill	Kyra	5/9/22
2276	Gossett	Carol A.	5/16/22
2277	Frantz	Lauren Elizabeth	5/31/22
2278	Chafin	Whitney Brooke	6/6/22
2279	Seaton	Meagan Michelle	6/16/22
2280	Kotar	Yaszmin	6/21/22
2281	Godwin	Maggie Elizabeth	6/22/22
2282	Chulock	Carly Joan	6/22/22

## Occupational Therapy Assistants licensed 7/1/20 – 6/30/22

License #	Last Name	First Name	Issue Date
C2331	Jordon	Warren Horace	7/2/20
C2332	Polen	Aaron Michael	7/9/20
C2333	Johnson	Ceianna Nichole	7/15/20
C2334	Clemmons	Lynn Marie	8/17/20
C2335	Carder	Emily Mae	8/18/20
C2336	Grizzel	Erica Caitlyn	9/8/20
C2337	Rhodes	Emily Frances	9/14/20
C2339	Smith	Leeanna Marie	9/17/20
C2340	Guthrie	Kayla Dawn	9/17/20
C2342	VanderWijst	Cali	9/17/20
C2343	Murray	Jacob	9/21/20
C2344	Sayre	Kimberly Dawn	9/22/20
C2345	Bumbarger	Deidre E.	9/28/20
C2346	Fink	Jessica	9/28/20
C2347	Hart	Lauren Ashley	9/29/20
C2348	Jennings	Breauanna Nina	10/7/20
C2349	Belcher	Miranda LeAnne	10/22/20
C2350	Chandler	Madison Tate	10/22/20
C2351	Mangus	Ian Michael	10/28/20
C2352	Perrow	John Benjamin	11/23/20
C2353	Andre	Allison Taylor	11/23/20
C2354	Meadows	Brittany Nicole	12/2/20
C2355	Smith	Taylor Morgan	12/28/20
C2356	Rippeon	Becky Lynne	1/7/21
C2357	Wiseman	Brian	1/11/21
C2358	Dorman	Akasha	1/13/21
C2359	Thompson	Derek Braden	1/18/21
C2360	Stewart	Kimberly Michelle	1/18/21
C2361	Anderson	Janie Diane	2/1/21
C2362	Higgs	Adam Powell	2/1/21
C2363	Delby	Morgan Rae	2/16/21
C2364	Oliver	Kristine Elysse	3/1/21
C2365	Czaja	Christine Renae	3/3/21
C2366	Vanoy	Alyssa Erin	3/18/21

C2367	Eskridge	Christina Nicole	3/22/21
C2368	McKinney	Sidney Alexandra	3/24/21
C2369	Mestrovic	Sarah	3/29/21
C2370	Miller	Justine Tressa	4/5/21
C2371	Ramsey	Caitlyn Paige	4/12/21
C2372	McGrath	Lauren Brittany	4/21/21
C2373	Dotson	Zachary Charles	5/3/21
C2374	Rush	Michelle Marie	5/6/21
C2375	Treadway	Brandon Thomas	5/17/21
C2376	Hyde	Megan Leeann	6/3/21
C2377	Verey	Alison J.	6/14/21
C2378	Holmes	Jennie Ryann	6/17/21
C2379	Kirwin	Molly	6/22/21
C2380	Woods	Holly	7/12/21
C2381	Grose	Alexis Raelle	7/14/21
C2382	Wood	Abby Michelle	7/14/21
C2383	Johnson	Emma Soleil	7/20/21
C2384	Holcomb	Devonna Joy	8/2/21
C2385	Hannan	Kayla L.	8/10/21
C2386	Allen	Deborah Jo	8/18/21
C2387	Kobaly	Charlotte Bernadette	8/19/21
C2388	Nolen	Courtney	8/25/21
C2389	Martin	Miranda Shay	8/26/21
C2390	Wolfe	ChaseAnn Elisabeth	9/1/21
C2391	Lytle	Aimee Nichole	9/22/21
C2392	Pauline	Jessica Nicole	10/4/21
C2393	Lore	Rebekah Sue	10/6/21
C2394	Brown	Devenney Trelvone	10/7/21
C2395	Nolasco	Eli Samuel	10/7/21
C2396	Varona	Madeline Chase	10/12/21
C2397	Giesey	Mary Savannah	10/12/21
C2398	Felker	Katelyn Rose	10/12/21
C2399	Porter	Katlyn Delaney	11/1/21
C2400	Vance	Morgan Danielle	11/4/21
C2401	Carelli	Olivia	11/4/21
C2402	Taylor	Ashley Marie	11/9/21
C2403	Stanley	Christi Michelle	11/9/21
C2404	Brooks	Edna Renee	11/12/21
C2405	Keefer	Macey Larae	11/15/21
C2406	Kennedy	Sarah Marie	11/16/21
C2407	Checchi	Ashley Marie	11/22/21
C2408	Dorvilus	Thomas	11/22/21
C2409	Scarbro	Alayna Ciera	11/24/21
C2410	Swick	Bryia Jade	12/14/21
C2411	Palmer	Kimberly Alisha	12/21/21
C2412	Shaffer	Samantha Lee	1/3/22
C2413	Stirling	Christa Marie	1/3/22
C2414	Shivey	Jody Palmer	1/3/22
C2415	Cooper	Debra Jean	1/3/22
C2416	Martin	Jamie Sue	1/3/22

C2417	May	Emily Nicole	1/10/22
C2418	Deaner	Brady	1/11/22
C2419	Sloan	Caroline Rebekah	1/19/22
C2420	McClain	Gabrielle	1/21/22
C2421	Rowland	Gabrielle	2/10/22
C2422	Reed	Jennifer Lee	2/15/22
C2423	Brubaker	Caitlin Claire	2/15/22
C2424	Roberts	Breanna Lachelle	2/24/22
C2425	Crowe	Erica Nichole	2/28/22
C2426	Booth	Julia Ann	2/28/22
C2427	Parrish	Coleman Lee	3/7/22
C2428	Deitrich	Austin Michael	3/9/22
C2429	Wardlow	Vanessa Elizabeth	3/21/22
C2430	Hall	Samantha	3/28/22
C2431	Hosler	Ashlea Mae	3/28/22
C2432	Burdette	Samantha Lynn	4/13/22
C2433	Nuckols	Jacklyn Renee	4/18/22
C2434	Nesbitt	Amanda Rose	4/18/22
C2435	Harris	Laura Ann	4/19/22
C2436	Duncan	Samantha Marie	5/2/22
C2437	Smith	Michael Bryan	5/11/22
C2438	Stewart	Natalie M.	5/12/22
C2439	Crigger	Kaila	5/16/22
C2440	Culicerto	Shelley	6/15/22
C2441	Adkins	Jessica Michelle	6/21/22
C2442	Bishop	Taylor Renee	6/22/22

**West Virginia Board of Occupational Therapy**

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**Licenses by County / State**

# WV Licensed OT's / OTA's

6/15/2022

<u>WV County of Residence</u>	<u>OT's</u>	<u>OTA's</u>	<u>Out-of-State Residents</u>	<u>OT's</u>	<u>OTA's</u>
Barbour	2	1	Kentucky	21	25
Berkeley	30	14	Maryland	28	34
Boone	1		Ohio	82	117
Braxton	1	1	Pennsylvania	66	30
Brooke	4	5	Virginia	43	20
Cabell	29	10			
Calhoun					
Clay		1	Other	<u>37</u>	<u>17</u>
Doddridge	2			277	243
Fayette	12	35			
Gilmer	1		Total	866	599
Grant	3	2			
Greenbrier	10	8			
Hampshire	6	2			
Hancock	9	2			
Hardy	3	1			
Harrison	47	6			
Jackson	3	2			
Jefferson	12	4			
Kanawha	56	31			
Lewis	1				
Lincoln	2	2			
Logan	6	4			
Marion	26	5			
Marshall	6	4			
Mason	5	5			
McDowell	1	1			
Mercer	13	23			
Mineral	10	16			
Mingo	2				
Monongalia	117	6			
Monroe	3	2			
Morgan	2	2			
Nicholas	8	8			
Ohio	33	11			
Pendleton	3	2			
Pleasants		2			
Pocahontas	2	2			
Preston	9	3			
Putnam	28	11			
Raleigh	25	82			
Randolph	3	4			
Ritchie		1			
Roane	2				
Summers	1	8			
Taylor	5	1			

Tucker	3	1
Tyler	2	
Upshur	4	
Wayne	5	2
Wetzel	3	1
Wirt	1	
Wood	26	7
Wyoming	<u>1</u>	<u>15</u>
	589	356

**West Virginia Board of Occupational Therapy**

**Annual Report  
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# **Summary of Complaints**



## **Summary of Complaints FY 2021 / 2022**

<u>Date Rec'd</u>	<u>Case #</u>	<u>Description</u>	<u>Resolution</u>
7/7/21	2021#01	Verbal abuse to patient; Substandard care	Dismissed 9/24/21
7/30/21	2021#02	Falsified Home Health visits	Consent Agreement 11/26/21
5/23/22	2022#01	Verbal, physical abuse to family; Inappropriate relationships with co-workers	Outside jurisdiction of Board

**West Virginia Board of Occupational Therapy**

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**Agendas / Minutes**

# AGENDA

## 9/25/20

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

--First order of business — Public comment period

--Second order of business — New Business

- AOTA request regarding student supervision
- 2021 Legislative Rule filing
- Interim studies of Professional and Occupational

Licensure

- NBCOT State Regulatory Virtual Leadership Forum

--Third order of business — Approve April 3, 2020 minutes  
Review April 3, 2020 minutes

--Fourth order of business — Purchase Card purchases – 3/16/20 through 9/15/20

--Fifth order of business — Treasurer's report

--Sixth order of business — General correspondence / bills paid since April 2020

--Seventh order of business — Confirm remaining 2020 Board meeting dates  
Nov 20<sup>th</sup>

--Eighth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B  
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**WVBOT MINUTES:** September 25, 2020

**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.**

Bambi motioned to approve April 3, 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. **Three year contract signed with Certemy 5/15/20. Online initial applications and Public Registry activated 9/15/20. Reviewed system with Board; discussed open issues with renewal applications / CE reporting.**

**ACTION/FOLLOW-UP: Continue implementation process with Certemy.**

### **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. **Attended webinars and provided feedback to committee.**

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

### **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. **Modified Procedural Rule filed 8/10/20 to be effective 10/1/20.**

**ACTION/FOLLOW-UP: None.**

### **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. **Tentatively re-scheduled for April 30, 2021.**

**ACTION/FOLLOW-UP: Make decision regarding 2021 conference at November meeting.**

**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. **Signed contract with Summit to provide 6 month subscription to licensees registered for CE conference (May – October).**

**ACTION/FOLLOW-UP: Send email reminder of 10/31/20 expiration.**

**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 August 31, 2020

\$ 224,506.44

**APRIL - AUGUST DEPOSITS**

3/30/20	\$ 180	5/14	\$ 30	7/7	\$ 30
4/2	30	5/20	85	7/9	30
4/6	190	5/27	60	7/14	60
4/15	180	6/15	90	7/22	30
4/16	60	6/18	180	7/28	60
4/21	130	6/25	130	8/3	170
4/23	30	6/29	60	8/6	30
4/30	30	7/2	30	8/11	60
				8/19	60

egov receipts:

April	\$ 900
May	1,160
June	1,610
July	1,390
August	2,510
GAXR refund	(120)

**TOTAL DEPOSITS \$ 9,475**

## **APRIL - AUGUST DISBURSEMENTS**

April	\$ 6,053.04
May	27,837.76
June	5,249.88
July	6,376.20
August	4,616.13

Beginning cash balance 7/1/19	\$226,807.16
FY2020 Revenue	102,730.00
FY2020 Expenditures	97,918.39
Ending cash balance 6/30/20	\$231,618.77

FY2021 Revenue	3,880.00
FY2021 Expenditures	10,992.33
Ending cash balance 8/31/20	224,506.44

## **NEW BUSINESS**

### **TOPIC: AOTA Request**

**FINDINGS/CONCLUSIONS:** Kristen Neville, Manager, State Affairs with AOTA, presented a request for the Board to consider allowing virtual or remote supervision of fieldwork students to satisfy the Direct Supervision required by Legislative Rules.

**ACTION/FOLLOW-UP: No action taken by the Board.**

### **TOPIC: Legislative Rule filing 2021**

**FINDINGS/CONCLUSIONS:** Agency Approved Rule 13-09 – *Telehealth Practice; Requirements; Definitions* filed August 10<sup>th</sup> for introduction in 2021 Legislative session as a result of passage of HB 4003 in 2020 requiring healthcare boards to propose a rule to regulate telehealth practice. Rule set for review on 10/19/20 during Legislative Interim meetings.

**ACTION/FOLLOW-UP: Follow progress of Rule.**

### **TOPIC: Interim studies of Professional and Occupational Licensure**

**FINDINGS/CONCLUSIONS:** Letter mailed August 24<sup>th</sup> in response to request from Joint Committee on Government Organization.

**ACTION/FOLLOW-UP: Follow progress of Studies.**

### **TOPIC: NBCOT State Regulatory Virtual Leadership Forum**

**FINDINGS/CONCLUSIONS:** Shared email with various virtual sessions being held through November 3<sup>rd</sup> for state administrators and board members.

**ACTION/FOLLOW-UP: None.**

## Correspondence

	<i>correspondence</i>	<i>date rec'd</i>	<i>issue</i>
1	ACOTE	4/28/2020	Candidacy Status Granted to UC-Charleston (add'l location)
2	Purchasing	5/4/2020	The Buyers Network - May 2020
3	DHHR memo	4/30/2020	previous directives regarding the provision of health care services rescinded
4	AOTA	5/26/2020	Approved Provider Program Re-Launch
5	Purchasing	6/2/2020	The Buyers Network - June 2020
6	NBCOT	6/10/2020	NBCOT Navigator app available on Apple and Samsung
7	ACOTE	6/23/2020	UC-Beckley site visit delayed until 2021/2022; accreditation term extended
8	email from licensee	7/30/2020	concern over 2nd OTA program at UC-Charleston
9	Purchasing	8/3/2020	The Buyers Network - August 2020
10	CE Broker	8/4/2020	email correspondence
11	WV Department of Commerce	8/11/2020	Health Care Sustainability Study
12	AOTA	9/15/2020	Choosing Wisely recommendations survey - open to AOTA members only
13	NBCOT	9/21/2020	2020 Certification Databook

Meeting adjourned at 2:40 p.m. after the signing of applications. The next regular Board meeting is scheduled for Friday, November 20, 2020 at the Board office.



# AGENDA

## 11/20/20

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

--First order of business — Public comment period

--Second order of business — Executive Session  
- Issue 2020#03 Licensure Application

--Third order of business — Approve September 25, 2020 minutes  
Review September 25, 2020 minutes

--Fourth order of business — Purchase Card purchases – 9/16/20 through 11/15/20

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business  
- COTA Supervision Rules

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

--Eighth order of business — Set tentative 2021 Board meeting dates

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B  
Morgantown, WV 26505  
304-285-3150  
[www.wvbot.org](http://www.wvbot.org)

**WVBOT MINUTES:** November 20, 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: 10:07 a.m.**

Phil motioned to approve September 25, 2020 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. 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. Three year contract signed with Certemy 5/15/20. Online initial applications and Public Registry activated 9/15/20. Reviewed system with Board; discussed open issues with renewal applications / CE reporting.

**ACTION/FOLLOW-UP: Continue implementation process with Certemy.**

### **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. Attended webinars and provided feedback to committee. **Attended NBCOT session on 10/27/20. Emailed questions regarding FBI background check requirement to obtain a Compact Privilege. The Compact team has decided to make this a requirement for CP only, with no change to existing state license application process. However, this would need to be implemented by the home state licensing board.**

**ACTION/FOLLOW-UP: Determine Legislative contact and follow progress.**

### **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. Tentatively re-scheduled for April 30, 2021. **Discussed feasibility of holding an in-person conference in 2021 and alternative proposal from Summit. Marty motioned to accept Summit proposal for three private live interactive webinars and special offer for annual subscription to be offered to all licensees in lieu of holding in-person conference. Phil seconded. Vote 5-0.**

**ACTION/FOLLOW-UP: Confirm cancellation of conference with Bridgeport Conference Center and all speakers. Work with Summit to choose courses and schedule live interactive webinars in March, June, and November of 2021, with two held on Saturday and one on a weekday. Communicate special annual subscription offer.**

**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: Legislative Rule filing 2021**

**FINDINGS/CONCLUSIONS:** Agency Approved Rule 13-09 – *Telehealth Practice; Requirements; Definitions* filed August 10<sup>th</sup> for introduction in 2021 Legislative session as a result of passage of HB 4003 in 2020 requiring healthcare boards to propose a rule to regulate telehealth practice. Rule set for review on 10/19/20 during Legislative Interim meetings. **Rule reviewed by Interim committee on November 16<sup>th</sup>. No changes recommended.**

**ACTION/FOLLOW-UP:** Follow progress of Rule through 2021 Legislative session.

**TOPIC: Interim studies of Professional and Occupational Licensure**

**FINDINGS/CONCLUSIONS:** Letter mailed August 24<sup>th</sup> in response to request from Joint Committee on Government Organization.

**ACTION/FOLLOW-UP:** Follow progress of Studies.

Gene motioned to enter Executive Session at 10:37 a.m. to discuss license application. Phil seconded. Vote 5-0.

**EXECUTIVE SESSION**

Issue 2020#03 Application

Bambi motioned to leave Executive Session at 10:45 a.m. Marty seconded. Vote 5-0.

Gene motioned to accept recommendation of Investigator and approve license application. Phil seconded. Vote 4-0.

**PURCHASE CARD TRANSACTIONS**

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

**TREASURER'S REPORT**

Cash Balance as of October 31, 2020

\$ 221,619.37

**SEPTEMBER - OCTOBER DEPOSITS**

8/27/20	\$ 30
9/08	100
9/15	150
9/22	300
9/28	30
10/8	15
10/13	710
10/19	220
10/29	120

egov receipts:

September \$ 2,310  
October 8,490

TOTAL DEPOSITS \$ 12,475

**SEPTEMBER - OCTOBER DISBURSEMENTS**

September \$ 4,615.18  
October 9,051.89

Beginning cash balance 7/1/20 \$231,618.77  
FY2021 Revenue 16,935.00  
FY2021 Expenditures 26,934.40  
Ending cash balance 10/31/20 221,619.37

**NEW BUSINESS**

**TOPIC: Review of COTA Supervision rules**

**FINDINGS/CONCLUSIONS:** Agreed to hold for January meeting.

**ACTION/FOLLOW-UP: Discuss at January meeting.**

**CORRESPONDENCE**

	<b><i>correspondence</i></b>	<b><i>date rec'd</i></b>	<b><i>issue</i></b>
1	WV Dept of Commerce	10/1/2020	Add'l correspondence related to the Health Care Sustainability Study
2	Rondalyn Whitney	10/14/2020	SAMHSA grant update
3	Joint Committee on Gov Org	10/22/2020	interim study regarding licensing in other states (fees, renewal period, CE, etc.)
4	WV Dept of Agriculture	10/27/2020	reporting for Fresh Food Act
5	Purchasing Dept	11/10/2020	The Buyers Network Nov 2020
6	AOTA	11/12/2020	updated Code of Ethics for 2020
7	COTA email	11/16/2020	Thank you to the Board
8	NBCOT	11/12/2020	e-newsletter November 2020- recorded presentations available until 12/31/20

Meeting adjourned at 11:15 a.m. The next regular Board meeting is scheduled for Friday, January 29, 2021 at the Board office. Tentative dates for remaining 2021 meetings are 4/23, 9/24, and 11/19.

# AGENDA

## 1/29/21

--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 20, 2020 minutes  
Review November 20, 2020 minutes

--Fourth order of business — Purchase Card purchases – 11/16/20 through 1/15/21

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business  
- 2021 Renewal update  
- Election of officers  
- Renewal of TekSwift contract  
- COTA Supervision Rules  
- AOTA Model Practice Act survey

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

--Eighth order of business — 2021 Board meeting dates  
4/23, 9/24, 11/19

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B  
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[www.wvbot.org](http://www.wvbot.org)

**WVBOT MINUTES:** January 29, 2021

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

**ABSENT:**

**ALSO PRESENT:** Vonda Malnikoff

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

Gene motioned to approve November 20, 2020 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. 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. Three year contract signed with Certemy 5/15/20. Online initial applications and Public Registry activated 9/15/20. Reviewed system with Board; discussed open issues with renewal applications / CE reporting.

**ACTION/FOLLOW-UP: Continue implementation process with Certemy.**

### **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. Attended webinars and provided feedback to committee. Attended NBCOT session on 10/27/20. Emailed questions regarding FBI background check requirement to obtain a Compact Privilege. The Compact team has decided to make this a requirement for CP only, with no change to existing state license application process. However, this would need to be implemented by the home state licensing board.

**ACTION/FOLLOW-UP: Determine Legislative contact and follow progress.**

### **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. Tentatively re-scheduled for April 30, 2021. Discussed feasibility of holding an in-person conference in 2021 and alternative proposal from Summit. Marty motioned to accept Summit proposal for three private live interactive webinars and special offer for annual subscription to be offered to all licensees in lieu of holding in-person conference. Phil seconded. Vote 5-0. **Cancelled in-person conference. Live interactive webinars scheduled; postcards mailed; online registration pages complete for webinars and annual subscription.**

**ACTION/FOLLOW-UP: Track response.**

### **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. **Information regarding online registration system for vaccination added.**

**ACTION/FOLLOW-UP: None.**



**TOPIC: Legislative Rule filing 2021**

**FINDINGS/CONCLUSIONS:** Agency Approved Rule 13-09 – *Telehealth Practice; Requirements; Definitions* filed August 10<sup>th</sup> for introduction in 2021 Legislative session as a result of passage of HB 4003 in 2020 requiring healthcare boards to propose a rule to regulate telehealth practice. Rule set for review on 10/19/20 during Legislative Interim meetings. Rule reviewed by Interim committee on November 16<sup>th</sup>. No changes recommended.

**ACTION/FOLLOW-UP: Follow progress of Rule through 2021 Legislative session.**

**TOPIC: Interim studies of Professional and Occupational Licensure**

**FINDINGS/CONCLUSIONS:** Letter mailed August 24<sup>th</sup> in response to request from Joint Committee on Government Organization.

**ACTION/FOLLOW-UP: Follow progress of Studies.**

**PURCHASE CARD TRANSACTIONS**

The Board reviewed all purchases made on the Purchase Card for November 16, 2020 through January 15, 2021. Phil motioned to approve all purchases. Bambi seconded. Vote 5-0.

**TREASURER’S REPORT**

Cash Balance as of December 31, 2020

\$ 266,323.16

**NOVEMBER - DECEMBER DEPOSITS**

11/2/20	\$ 440	12/1	\$780	12/21	\$650
11/06	100	12/3	1,940	12/23	100
11/10	220	12/8	420	12/29	130
11/17a	440	12/10	320	12/30	100
11/17p	150	12/14	330		
11/19	220	12/15	420		
11/23	370	12/17	960		

egov receipts:

November \$ 14,380

December 36,200

TOTAL DEPOSITS \$ 58,670

**NOVEMBER - DECEMBER DISBURSEMENTS**

November \$ 3,824.31

December 10,141.90

Beginning cash balance 7/1/20	\$231,618.77
FY2021 Revenue	75,605.00
FY2021 Expenditures	40,900.61
Ending cash balance 12/31/20	\$266,323.16

## NEW BUSINESS

**TOPIC: 2021 Renewal update**

**FINDINGS/CONCLUSIONS:** Total OT renewals due: 412; Non-renewals: 53 (13%)

Total OTA renewals due: 316; Non-renewals: 73 (23%); Renewals completed online: 87% (up from 82%); As of 1/26/21: OT's 801, OTA's 567

**ACTION/FOLLOW-UP: None.**

**TOPIC: Election of Officers**

**FINDINGS/CONCLUSIONS:** Phil motioned to keep current officers. Gene seconded.

Vote 5-0.

**ACTION/FOLLOW-UP: None.**

**TOPIC: Tekswift contract renewal**

**FINDINGS/CONCLUSIONS:** Website hosting / data backup service contract April 2021 – March 2022; quarterly rate to remain at \$221.82. Marty motioned to renew contract. Bambi seconded. Vote 5-0.

**ACTION/FOLLOW-UP: None.**

**TOPIC: Review of COTA Supervision rules**

**FINDINGS/CONCLUSIONS:** Agreed to hold for April in-person meeting.

**ACTION/FOLLOW-UP: Discuss at April meeting.**

**TOPIC: AOTA Model Practice Act survey**

**FINDINGS/CONCLUSIONS:** No comments/suggestions.

**ACTION/FOLLOW-UP: None.**

## CORRESPONDENCE

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	Randy McCombie	12/23/2020	email
2	ACOTE	1/11/2021	WVU OTD program candidacy status granted
3	Robbin Butler	1/15/2021	email
4	Licensee	1/25/2021	email question re OT's in Mental Health

## **BILLS PAID SINCE NOVEMBER 2020**

Gene Brooks	11/2/2020	paid	\$150.00	hours for auditor's seminar 10/27/20
STO-egov fees	11/5/2020	paid	\$199.13	Oct egov payments
IS&C	11/9/2020	paid	\$64.67	Centrex (phone) billing Oct 2020
IS&C	11/9/2020	paid	\$1.76	Long distance billing Oct 2020
WVInteractive	11/16/2020	paid	\$195.00	Oct online renewals
Bambi Hill	11/20/2020	paid	\$150.00	hours for board mtg 11-20-20
Kathy Quesenberry	11/20/2020	paid	\$150.00	hours for board mtg 11-20-20
Gene Brooks	11/20/2020	paid	\$150.00	hours for board mtg 11-20-20
Phil Simpson	11/20/2020	paid	\$150.00	hours for board mtg 11-20-20
Marty Douglas	11/20/2020	paid	\$150.00	hours for board mtg 11-20-20
Certemy	12/3/2020	paid	\$2,275.00	3rd qtr payment
STO-egov fees	12/7/2020	paid	\$315.45	Nov egov payments
WVInteractive	12/10/2020	paid	\$339.00	November online renewals
IS&C	12/15/2020	paid	\$61.96	Centrex (phone) billing Nov 2020
IS&C	12/15/2020	paid	\$1.09	Long distance billing Nov 2020
BRIM	1/4/2021	paid	\$676.00	insurance premium for qtr ending 3/31/21
STO-egov fees	1/5/2021	paid	\$814.50	Dec egov payments
WVInteractive	1/13/2021	paid	\$996.00	December online renewals
Dept of Admin	1/19/2021	paid	\$96.00	Shared Services payroll billing Q2 2021
IS&C	1/19/2021	paid	\$61.68	Centrex (phone) billing Dec 2020
AG's Office	1/21/2021	paid	\$195.00	Nov invoice
AG's Office	1/21/2021	paid	\$2.50	Dec invoice

Phil motioned to adjourn at 11:50 a.m. Marty seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, April 23, 2021 at the Board office. Tentative dates for remaining 2021 meetings are 9/24, and 11/19.

# AGENDA

## 4/23/21

--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 January 29, 2021 minutes  
Review January 29, 2021 minutes

--Fourth order of business — Purchase Card purchases – 1/16/21 through 4/15/21

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business

- Annual review of Safety Policy, Driver Training, and Confidentiality Agreements
- Legislative Session 2021
- FY22 Expenditure Schedules
- Position Statement for COTA supervision in EI and HH

--Seventh order of business — General correspondence / bills paid since Feb 2021

--Eighth order of business — 2021 Board meeting dates  
9/24, 11/19

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B  
Morgantown, WV 26505  
304-285-3150  
[www.wvbot.org](http://www.wvbot.org)

**WVBOT MINUTES:** April 23, 2021

**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.**

Gene motioned to approve January 29, 2021 minutes as written. Marty seconded. Vote 5-0.

## **OLD BUSINESS**

### **TOPIC: Future online services**

**FINDINGS/CONCLUSIONS:** 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. Three year contract signed with Certemy 5/15/20. Online initial applications and Public Registry activated 9/15/20. Reviewed system with Board; discussed open issues with renewal applications / CE reporting.

**ACTION/FOLLOW-UP: Communicate and implement roll out of renewal applications and licensee portal with Certemy.**

### **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. Attended webinars and provided feedback to committee. Attended NBCOT session on 10/27/20. Emailed questions regarding FBI background check requirement to obtain a Compact Privilege. The Compact team has decided to make this a requirement for CP only, with no change to existing state license application process. However, this would need to be implemented by the home state licensing board. **No action during 2021 Legislative session.**

**ACTION/FOLLOW-UP: Close pending further activity.**

### **TOPIC: CE conference 2021**

**FINDINGS/CONCLUSIONS:** Discussed feasibility of holding an in-person conference in 2021 and alternative proposal from Summit. Marty motioned to accept Summit proposal for three private live interactive webinars and special offer for annual subscription to be offered to all licensees in lieu of holding in-person conference. Phil seconded. Vote 5-0. Cancelled in-person conference. Live interactive webinars scheduled; postcards mailed; online registration pages complete for webinars and annual subscription. **Registrations for 4/10/21 webinar were 143; actual attendance was 69; Subscriptions as of 4/19/21 are 33.**

**ACTION/FOLLOW-UP: Continue to track response.**

### **TOPIC: Legislative Rule filing 2021**

**FINDINGS/CONCLUSIONS:** Agency Approved Rule 13-09 – *Telehealth Practice; Requirements; Definitions* filed August 10<sup>th</sup> for introduction in 2021 Legislative session as a result of passage of HB 4003 in 2020 requiring healthcare boards to propose a rule to regulate telehealth practice. Rule set for review on 10/19/20 during Legislative Interim meetings. Rule reviewed by Interim committee on November 16<sup>th</sup>. No changes recommended. **Completed legislative action on 3/23/21, signed by Governor on 3/31/21. Final filed Legislative Rule to be effective 5/1/21. Rule posted on website.**

**ACTION/FOLLOW-UP: None.**

### **TOPIC: Interim studies of Professional and Occupational Licensure**

**FINDINGS/CONCLUSIONS:** Letter mailed August 24<sup>th</sup> in response to request from Joint Committee on Government Organization. **See New Business for 2021 Legislation.**

**ACTION/FOLLOW-UP: None.**

**PURCHASE CARD TRANSACTIONS**

The Board reviewed all purchases made on the Purchase Card for January 16, 2021 through April 15, 2021. Marty motioned to approve all purchases. Phil seconded. Vote 5-0.

**TREASURER’S REPORT**

Cash Balance as of March 31, 2021  
\$ 256,641.46

**JANUARY - MARCH DEPOSITS**

1/4/21	\$ 320	3/16	\$ 30
1/12	220	3/24	120
1/14	30	3/31	60
1/28	30		
2/17	60		
2/23	60		

egov receipts:

January	\$ 6,290
February	1,520
March	2,380

TOTAL DEPOSITS \$ 11,120

**JANUARY - MARCH DISBURSEMENTS**

January	\$ 7,661.57
February	4,452.43
March	8,567.70

Beginning cash balance 7/1/20	\$231,618.77
FY2021 Revenue	86,605.00
FY2021 Expenditures	61,582.31
Ending cash balance 3/31/21	\$256,641.46

**NEW BUSINESS**

**TOPIC: Review of Safety Policy, Driver Training, and Confidentiality Agreements**

**FINDINGS/CONCLUSIONS:** Reviewed and signed.

**ACTION/FOLLOW-UP:** None.

**TOPIC: Legislative Session 2021**

**FINDINGS/CONCLUSIONS:** Discussed passage of HB 2024 and SB 472.

**ACTION/FOLLOW-UP:** None.

**TOPIC: FY22 Expenditure Schedules**

**FINDINGS/CONCLUSIONS:** Many line items are impacted by whether or not we hold an in-person CE conference in 2022 and the frequency and type of mailings throughout the year (i.e. travel, office supplies, printing, postage, hospitality, and training.)

**ACTION/FOLLOW-UP:** Explore options for holding a two day, limited capacity in-person conference in 2022. Communicate Certemy rollout and other Board news via postcards and email. Complete FY22 expenditure schedules by deadline of May 3<sup>rd</sup>.

**TOPIC: Position Statement for COTA Supervision in Early Intervention and Home Health**

**FINDINGS/CONCLUSIONS:** Reviewed draft position statement. Marty motioned to approve. Gene seconded. Vote 5-0.

**ACTION/FOLLOW-UP:** Publish position statement on website, reference on next postcard mailing, email to Pam Roush to distribute to BTT practitioners.

**Correspondence:**

	<i><b>correspondence</b></i>	<i><b>date rec'd</b></i>	<i><b>issue</b></i>
1	OTA licensee	2/9/2021	email re second UC OTA program
2	Barbara Williams - NBCOT	2/10/2021	plans to attend November board meeting
3	NBCOT	2/17/2021	February 2021 e-newsletter
4	cebroker	3/17/2021	email conversation re cebroker
5	AOTA	4/12/2021	Spring 2021 State Affairs Update

**Bills paid since February 2021**

Encova	2/2/2021	paid	\$235.00	WC premium 3/29/21 - 3/29/22
STO-egov fees	2/8/2021	paid	\$146.03	Jan egov payments
WVInteractive	2/9/2021	paid	\$45.00	January online renewals
IS&C	2/16/2021	paid	\$61.75	Centrex (phone) billing Jan 2021
	1			
STO-egov fees	3/8/2021	paid	\$27.68	Feb egov payments
WVInteractive	3/9/2021	paid	\$3.00	Feb online renewals
IS&C	3/15/2021	paid	\$61.61	Centrex (phone) billing Feb 2021
	1			
Certemy	3/22/2021	paid	\$2,275.00	4th qtr payment
	1			

Phil motioned to adjourn at 2:30 p.m. Marty seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, September 24, 2021 at the Board office. Tentative date for remaining 2021 meeting is 11/19.



# AGENDA

## September 24, 2021

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

--First order of business — Public comment period

--Second order of business — Executive Session  
Issue 2021#01 Complaint  
Issue 2021#02 Complaint

--Third order of business — Approve April 23, 2021 minutes  
Review April 23, 2021 minutes

--Fourth order of business — Purchase Card purchases – 4/16/21 through 9/15/21

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business  
- NBCOT presentation at November meeting  
- Position Statement for School Based Practice FAQ's  
- CE Conference 2022  
- Laptop purchase for Investigator

--Seventh order of business — General correspondence / bills paid since April 2021

--Eighth order of business — 2021 Board meeting dates  
11/19

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B  
Morgantown, WV 26505  
304-285-3150  
[www.wvbot.org](http://www.wvbot.org)

**WVBOT MINUTES:** September 24, 2021

**MEMBERS PRESENT:** Bambi Hill, Phil Simpson, Marty Douglas,  
Kathy Quesenberry (via video conference)

**ABSENT:** Gene Brooks

**ALSO PRESENT:** Vonda Malnikoff

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

Signed licensure applications.

Phil motioned to approve April 23, 2021 minutes as written. Bambi seconded. Vote 4-0.

## **OLD BUSINESS**

### **TOPIC: Future online services**

**FINDINGS/CONCLUSIONS:** 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. Three year contract signed with Certemy 5/15/20. Online initial applications and Public Registry activated 9/15/20. Reviewed system with Board; discussed open issues with renewal applications / CE reporting.

**ACTION/FOLLOW-UP: Communicate and implement roll out of renewal applications and licensee portal with Certemy.**

### **TOPIC: CE conference 2021**

**FINDINGS/CONCLUSIONS:** Discussed feasibility of holding an in-person conference in 2021 and alternative proposal from Summit. Marty motioned to accept Summit proposal for three private live interactive webinars and special offer for annual subscription to be offered to all licensees in lieu of holding in-person conference. Phil seconded. Vote 5-0. Cancelled in-person conference. Live interactive webinars scheduled; postcards mailed; online registration pages complete for webinars and annual subscription. Registrations for 4/10/21 webinar were 143; actual attendance was 69; Subscriptions as of 4/19/21 are 33. **Registrations for 6/18/21 webinar were 201; actual attendance was 93; Subscriptions as of 8/25/21 are 44.**

**ACTION/FOLLOW-UP: Continue to track response.**

## **PURCHASE CARD TRANSACTIONS**

The Board reviewed all purchases made on the Purchase Card for April 16, 2021 through September 15, 2021. Bambi motioned to approve all purchases. Marty seconded. Vote 4-0.

## **TREASURER'S REPORT**

Cash Balance as of August 31, 2021  
\$ 225,472.22

### **APRIL - AUGUST DEPOSITS**

4/6/21	\$ 30
4/19	60
5/11	30
5/13	30
6/21	30
7/12	30
7/21	30
7/22	30
8/11	30

egov receipts:

April	\$ 1,680
May	1,090
June	3,020
July	4,480
August	3,810

TOTAL DEPOSITS \$ 14,380

**APRIL - AUGUST DISBURSEMENTS**

April	\$ 13,149.14
May	6,671.28
June	14,511.04
July	7,401.48
August	3,816.80

Beginning cash balance 7/1/20	\$ 231,618.77
FY2021 Revenue	92,575.50
FY2021 Expenditures	95,913.77
Ending cash balance 6/30/21	\$ 228,280.50

FY2022 Revenue	8,410.00
FY2022 Expenditures	11,218.28
Ending cash balance 8/31/21	\$ 225,472.22

Marty motioned to enter Executive Session at 12:17 p.m. to discuss licensee complaints. Bambi seconded. Vote 4-0.

**EXECUTIVE SESSION**

Issue 2021#01 Complaint  
Issue 2021#02 Complaint

Marty motioned to leave Executive Session at 12:36 p.m. Phil seconded. Vote 4-0.

Issue 2021#01 Phil motioned to accept Investigator recommendation and dismiss complaint due to insufficient evidence and no probable cause to warrant disciplinary action. Bambi seconded. Vote 3-0.

Issue 2021#02 Phil motioned to accept Investigator recommendation and offer Consent Agreement for three year probation, with conditions consistent with previous cases. Bambi seconded. Vote 3-0.

**NEW BUSINESS**

**TOPIC: NBCOT presentation at November meeting**

**FINDINGS/CONCLUSIONS:** Schedule for 11:00 a.m.

**ACTION/FOLLOW-UP: Communicate with NBCOT**

**TOPIC: Update to School Based Practice FAQ's**

**FINDINGS/CONCLUSIONS:** Discussed revisions to position statement.

**ACTION/FOLLOW-UP: Modify per discussion**

**TOPIC: CE Conference 2022**

**FINDINGS/CONCLUSIONS:** Reviewed quotes from Bridgeport Conference Center for one and two day conference. Reviewed proposal from Aspire OT. No other commitments from speakers. **Agreed to hold one day conference with limited attendance of 100, preferably with multiple course options.**

**ACTION/FOLLOW-UP: Continue to contact potential speakers.**

**TOPIC: Laptop purchase for Investigator**

**FINDINGS/CONCLUSIONS:** Bambi motioned to purchase laptop for Investigator to replace obsolete iPad. Phil seconded. Vote 4-0.

**ACTION/FOLLOW-UP: Purchase laptop through statewide contract.**

**Correspondence:**

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	NBCOT	5/17/2021	May 2021 e-Newsletter
2	AOTA	6/9/2021	State Affairs Update - Summer 2021
3	AOTA	7/29/2021	Choosing Wisely Update
4	ACOTE	9/9/2021	August 2021 Accreditation Actions (UC-Charleston)
5	WVOTA	9/22/2021	Zoom mtg with AOTA regarding OT licensure compact to be held 10/13

**Bills paid since April 2021**

BRIM	4/1/2021	paid	\$676.00	insurance premium for qtr ending 6/30/21
STO-egov fees	4/5/2021	paid	\$52.88	Mar egov payments
IS&C	4/6/2021	paid	\$60.60	Centrex (phone) billing Mar 2021
WVInteractive	4/12/2021	paid	\$6.00	March renewals (2)
Summit Prof Educ	4/14/2021	paid	\$7,000.00	April 10, 2021 webinar
Bambi Hill	4/26/2021	paid	\$150.00	hours for board mtg 4-23-21
Kathy Quesenberry	4/26/2021	paid	\$150.00	hours for board mtg 4-23-21
Gene Brooks	4/26/2021	paid	\$150.00	hours for board mtg 4-23-21
Marty Douglas	4/26/2021	paid	\$150.00	hours for board mtg 4-23-21
Bambi Hill	4/26/2021	paid	\$199.36	travel for board mtg 4-23-21
Kathy Quesenberry	4/26/2021	paid	\$54.88	travel for board mtg 4-23-21
Gene Brooks	4/26/2021	paid	\$181.44	travel for board mtg 4-23-21
Phil Simpson	4/26/2021	paid	\$237.44	travel for board mtg 4-23-21
Marty Douglas	4/26/2021	paid	\$213.92	travel for board mtg 4-23-21
PEIA	4/27/2021	paid	\$304.00	1% PEIA transfer for reserve fund
STO-egov fees	5/10/2021	paid	\$37.80	April egov payments
Assoc of Lic bds	5/10/2021	paid	\$300.00	Annual dues
IS&C	5/11/2021	paid	\$61.98	Centrex (phone) billing April 2021
Certemy	5/17/2021	paid	\$2,275.00	Q5 payment
WVInteractive	6/8/2021	paid	\$3.00	May renewals (1)
STO-egov fees	6/14/2021	paid	\$33.54	May egov payments
IS&C	6/14/2021	paid	\$61.86	Centrex (phone) billing May 2021

Summit Prof Educ	6/21/2021	paid	\$7,000.00	June 18, 2021 webinar
IS&C	7/1/2021	paid	\$65.06	Centrex (phone) billing June 2021
BRIM	7/1/2021	paid	\$687.00	insurance premium for qtr ending 9/30/21
STO-egov fees	7/7/2021	paid	\$58.95	June egov payments
WVInteractive	7/12/2021	paid	\$3.00	June renewals (1)
Dept of Admin	7/12/2021	paid	\$112.00	Shared services payroll billing Q4 2021
PEIA	7/15/2021	paid	\$50.00	Admin fee FY 2022
ERP Board	7/20/2021	paid	\$178.75	FY 2022 user fee
Dept of Admin	7/20/2021	paid	\$132.00	Shared services payroll & AP billing Q3 2021
IS&C	8/9/2021	paid	\$60.52	Centrex (phone) billing July 2021
STO-egov fees	8/9/2021	paid	\$104.18	July egov payments

Marty motioned to adjourn at 1:45 p.m. Bambi seconded. Vote 4-0. The next regular Board meeting is scheduled for Friday, November 19, 2021 at the Board office.

# AGENDA

## November 19, 2021

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

--First order of business — NBCOT presentation

--Second order of business — Public comment period

--Third order of business — Executive Session  
Issue 2021#01 Closed  
Issue 2021#02 Complaint

--Fourth order of business — Approve September 24, 2021 minutes  
Review September 24, 2021 minutes

--Fifth order of business — Purchase Card purchases – 9/16/21 through 11/15/21

--Sixth order of business — Treasurer's report

--Seventh order of business — New Business  
- COTA Supervision rules  
- Purchasing Audit results

--Eighth order of business — General correspondence / bills paid since Sept 2021

--Ninth order of business — 2022 Board meeting dates

--Tenth order of business — Sign licensure applications



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**WVBOT MINUTES:** November 19, 2021

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

**ABSENT:**

**ALSO PRESENT:** Vonda Malnikoff

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



Shawn Conway gave an NBCOT update on certification programs and services.

Bambi motioned to enter Executive Session at 12:41 p.m. to discuss licensee complaints. Marty seconded. Vote 5-0.

### **EXECUTIVE SESSION**

Issue 2021#01 Closed

Issue 2021#02 Complaint

Gene motioned to leave Executive Session at 12:46 p.m. Phil seconded. Vote 5-0.

Issue 2021#02 Marty motioned to contact AG for guidance if signed Consent Agreement not received by December 1, 2021. Phil seconded. Vote 5-0.

Marty motioned to approve September 24, 2021 minutes as written. Bambi seconded. Vote 5-0.

### **OLD BUSINESS**

#### **TOPIC: Future online services**

**FINDINGS/CONCLUSIONS:** 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. Three year contract signed with Certemy 5/15/20. Online initial applications and Public Registry activated 9/15/20. Reviewed system with Board; discussed open issues with renewal applications / CE reporting.

**ACTION/FOLLOW-UP: Evaluate use of Certemy upon completion of renewal season.**

#### **TOPIC: CE conference 2021**

**FINDINGS/CONCLUSIONS:** Discussed feasibility of holding an in-person conference in 2021 and alternative proposal from Summit. Marty motioned to accept Summit proposal for three private live interactive webinars and special offer for annual subscription to be offered to all licensees in lieu of holding in-person conference. Phil seconded. Vote 5-0. Cancelled in-person conference. Live interactive webinars scheduled; postcards mailed; online registration pages complete for webinars and annual subscription. Registrations for 4/10/21 webinar were 143; actual attendance was 69; Subscriptions as of 4/19/21 are 33. Registrations for 6/18/21 webinar were 201; actual attendance was 93; Subscriptions as of 8/25/21 are 44. **Registrations for 11/6/21 webinar were 202; actual attendance was 69.**

**ACTION/FOLLOW-UP: Closed.**

#### **TOPIC: CE Conference 2022**

**FINDINGS/CONCLUSIONS:** Reviewed quotes from Bridgeport Conference Center for one and two day conference. Reviewed proposal from Aspire OT. No other commitments from speakers. Agreed to hold one day conference with limited attendance of 100, preferably with multiple course options. **Reviewed tentative agenda.**

**ACTION/FOLLOW-UP: Mail postcards announcing conference by early February.**

## **PURCHASE CARD TRANSACTIONS**

The Board reviewed all purchases made on the Purchase Card for September 16, 2021 through November 15, 2021. Marty motioned to approve all purchases. Phil seconded. Vote 5-0.

## **TREASURER'S REPORT**

Cash Balance as of October 31, 2021

\$ 221,361.04

### **SEPTEMBER - OCTOBER DEPOSITS**

9/8/21 \$30

egov receipts:

September \$ 4,170.00

October 6,530.00

TOTAL DEPOSITS \$10,730.00

### **SEPTEMBER - OCTOBER DISBURSEMENTS**

September \$ 7,155.14

October 7,686.04

Beginning cash balance 7/1/21 \$ 228,280.50

FY2022 Revenue 19,140.00

FY2022 Expenditures 26,059.46

Ending cash balance 10/31/21 \$ 221,361.04

## **NEW BUSINESS**

### **TOPIC: COTA Supervision Rules**

**FINDINGS/CONCLUSIONS:** Discussed whether modifying COTA supervision rules is necessary to better protect consumers and the potential implications of doing so. Reviewed supervision rules in other states.

**ACTION/FOLLOW-UP: Provide all Board members with AOTA summary of state COTA supervision rules.**

### **TOPIC: Purchasing Audit**

**FINDINGS/CONCLUSIONS:** Recent purchasing audit resulted in no findings.

**ACTION/FOLLOW-UP: None**

	<b><i>correspondence</i></b>	<b><i>date rec'd</i></b>	<b><i>issue</i></b>
1	NBCOT	10/4/2021	2021 Certification Databook
2	AOTA	10/7/2021	State Affairs Update - Fall 2021
3	NBCOT	10/21/2021	Information regarding licensure scams
4	Jackie Hurt	11/13/2021	email re Licensure Compact
5	AOTA	11/16/2021	Survey request for 2021 Purpose and Value of the Doctoral Capstone document

## Bills paid Sep 2021- Oct 2021

STO-egov fees	9/8/2021	paid	\$82.35	Aug egov payments
Certemy	9/9/2021	paid	\$2,275.00	Q6 payment
IS&C	9/13/2021	paid	\$62.08	Centrex (phone) billing August 2021
Kathy Quesenberry	9/27/2021	paid	\$37.50	hours for board mtg 9-24-21
Bambi Hill	9/27/2021	paid	\$150.00	hours for board mtg 9-24-21
Phil Simpson	9/27/2021	paid	\$150.00	hours for board mtg 9-24-21
Martin Douglas	9/27/2021	paid	\$525.00	hours for board mtg 9-24-21 & investigations
Bambi Hill	9/27/2021	paid	\$199.36	travel for board mtg 9-24-21
Phil Simpson	9/27/2021	paid	\$237.44	travel for board mtg 9-24-21
Martin Douglas	9/27/2021	paid	\$213.92	travel for board mtg 9-24-21
Vonda Malnikoff	10/1/2021	paid	\$78.40	travel to pcard training 9/15/21
BRIM	10/4/2021	paid	\$715.00	insurance premium for qtr ending 12/31/21
STO-egov fees	10/6/2021	paid	\$93.83	Sep egov payments
AG's Office	10/12/2021	paid	\$76.50	Aug review of lease
Dept of Admin	10/12/2021	paid	\$128.00	Shared services payroll billing Q1 2022
IS&C	10/12/2021	paid	\$62.52	Centrex (phone) billing Sept 2021

Meeting adjourned at 2:30 after signing of applications. The next regular Board meeting is scheduled for Friday, January 21, 2022 at the Board office.

# AGENDA

## January 21, 2022

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

--First order of business — Public comment period

--Second order of business — Executive Session  
Issue 2021#02 Closed

--Third order of business — Approve November 19, 2021 minutes  
Review November 19, 2021 minutes

--Fourth order of business — Purchase Card purchases – 11/16/21 through 1/15/22

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business  
- Election of Officers  
- Renewal of TekSwift contract  
- 2022 Renewal update  
- 2022 Legislative Session

--Seventh order of business — General correspondence / bills paid since Nov 2021

--Eighth order of business — 2022 Board meeting dates

--Ninth order of business — Sign licensure applications



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**WVBOT MINUTES:** January 21, 2022

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

**ABSENT:**

**ALSO PRESENT:** Vonda Malnikoff

**MEETING CALLED TO ORDER: 11:08 a.m.**

## EXECUTIVE SESSION

Issue 2021#02 Closed

Gene motioned to approve November 19, 2021 minutes as written. Bambi seconded. Vote 5-0.

## OLD BUSINESS

### **TOPIC: Future online services**

**FINDINGS/CONCLUSIONS:** 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. Three year contract signed with Certemy 5/15/20. Online initial applications and Public Registry activated 9/15/20. Reviewed system with Board; discussed open issues with renewal applications / CE reporting. **All renewals completed in Certemy. Will work with Certemy to make improvements. Continue communication with licensees.**

**ACTION/FOLLOW-UP: None.**

### **TOPIC: CE Conference 2022**

**FINDINGS/CONCLUSIONS:** Reviewed quotes from Bridgeport Conference Center for one and two day conference. Reviewed proposal from Aspire OT. No other commitments from speakers. Agreed to hold one day conference with limited attendance of 100, preferably with multiple course options. Reviewed tentative agenda. **Reviewed menus. Agreed to provide paper handouts of presentations. Order disposable masks.**

**ACTION/FOLLOW-UP: Mail postcards announcing conference upon completion of online registration page.**

### **TOPIC: COTA Supervision Rules**

**FINDINGS/CONCLUSIONS:** Discussed whether modifying COTA supervision rules is necessary to better protect consumers and the potential implications of doing so. Reviewed supervision rules in other states.

**Provided all Board members with AOTA summary of state COTA supervision rules.**

**ACTION/FOLLOW-UP: Hold for future discussion.**

## PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for November 16, 2021 through January 15, 2022. Bambi motioned to approve all purchases. Phil seconded. Vote 5-0.

## TREASURER'S REPORT

Cash Balance as of December 31, 2021

\$ 260,804.94

### **NOVEMBER - DECEMBER DEPOSITS**

11/2/21	\$30
11/10	25
12/13	30
12/21	130
12/28	30

egov receipts:

November \$ 16,960.00  
December 45,950.00

TOTAL DEPOSITS \$ 63,155.00

**NOVEMBER - DECEMBER DISBURSEMENTS**

November \$ 15,219.37  
December 8,051.73

Beginning cash balance 7/1/21 \$ 228,280.50  
FY2022 Revenue 81,855.00  
FY2022 Expenditures 49,330.56  
Ending cash balance 12/31/21 \$ 260,804.94

**NEW BUSINESS**

**TOPIC: Election of Officers**

**FINDINGS/CONCLUSIONS:** Gene motioned to keep same officers for 2022. Phil seconded. Vote 5-0.

**ACTION/FOLLOW-UP:** None.

**TOPIC: TekSwift Contract Renewal**

**FINDINGS/CONCLUSIONS:** Quarterly rate for website hosting / data backup service contract April 2022 - March 2023 to increase from \$221.82 to \$242.82. Gene motioned to approve. Bambi seconded. Vote 5-0.

**ACTION/FOLLOW-UP:** Forward new contract for signature.

**TOPIC: 2022 Renewal update**

**FINDINGS/CONCLUSIONS:** OT non-renewals were 61 (14%) of total 433 due. OTA non-renewals were 70 (22%) of total 317 due. Non-renewal rate of OT's has remained steady, while non-renewal rate of OTA's has increased in 2020 and 2021. As of 1/13/22, there are 829 licensed OT's and 564 licensed OTA's. All renewals were completed in Certemy, with approximately 20% completed during the last week of the year.

**ACTION/FOLLOW-UP:** Consider alternative renewal date to reduce workload over Christmas/New Year holiday.

**TOPIC: 2022 Legislative Session**

**FINDINGS/CONCLUSIONS:** SB221 to establish Occupational Therapy compact introduced in Senate 1/12/22; Committee Substitute to correct technical errors passed to full Senate by Committee on Health and Human Resources on 1/18; 1<sup>st</sup> reading in full Senate on 1/21/22.

**ACTION/FOLLOW-UP:** Continue to follow SB221 and other applicable bills.

	<i>correspondence</i>	<i>date rec'd</i>	<i>issue</i>
1	NBCOT	11/22/21	Thank you email from Shaun Conway
2	AOTA	1/3/22	Email requesting 2022 meeting dates

## Bills paid Nov 2021- Dec 2021

STO-egov fees	11/9/2021	paid	\$154.12	Oct egov payments
AG's Office	11/9/2021	paid	\$156.00	September invoice
Summit Prof Educ	11/9/2021	paid	\$7,000.00	November 6, 2021 webinar
Certemy	11/15/2021	paid	\$2,275.00	Q7 payment
IS&C	11/22/2021	paid	\$64.85	Centrex (phone) billing Oct 2021
Dell	11/22/2021	paid	\$809.00	laptop for investigator
Gene Brooks	11/23/2021	paid	\$150.00	hours for board mtg 11-19-21
Gene Brooks	11/23/2021	paid	\$181.44	travel for board mtg 11-19-21
Martin Douglas	11/23/2021	paid	\$150.00	hours for board mtg 11-19-21
Martin Douglas	11/23/2021	paid	\$213.92	travel for board mtg 11-19-21
Phil Simpson	11/23/2021	paid	\$150.00	hours for board mtg 11-19-21
Bambi Hill	11/23/2021	paid	\$150.00	hours for board mtg 11-19-21
Bambi Hill	11/23/2021	paid	\$199.36	travel for board mtg 11-19-21
Kathy Quesenberry	11/23/2021	paid	\$150.00	hours for board mtg 11-19-21
Kathy Quesenberry	11/23/2021	paid	\$244.16	travel for board mtg 11-19-21
SHI	11/30/2021	paid	\$361.98	MS OfficeProPlus 2019 for laptop
STO-egov fees	12/7/2021	paid	\$371.70	Nov egov payments
Phil Simpson	12/14/2021	paid	\$237.44	travel for board mtg 11-19-21
IS&C	12/16/2021	paid	\$64.91	Centrex (phone) billing Nov 2021

Gene motioned to adjourn at 12:15 p.m. Marty seconded. Vote 5-0. The next regular Board meeting is scheduled for Thursday, April 7, 2022 at the Bridgeport Conference Center at 6:00 p.m.



# AGENDA

## April 7, 2022

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

--First order of business — Public comment period

--Second order of business — Executive Session

--Third order of business — Approve January 21, 2022 minutes  
Review January 21, 2022 minutes

--Fourth order of business — Purchase Card purchases – 1/16/22 through 3/15/22

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business  
- NBCOT Ambassador Program  
- Safety Policy & Driver Training  
- OT Licensure Compact  
- CE Conference 2023

--Seventh order of business — General correspondence / bills paid since Jan 2022

--Eighth order of business — 2022 Board meeting dates

--Ninth order of business — Sign licensure applications



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**WVBOT MINUTES:** April 7, 2022

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

**ABSENT:**

**ALSO PRESENT:** Vonda Malnikoff, Mary Beth Laughery

**MEETING CALLED TO ORDER: 6:00 p.m.**

## **OLD BUSINESS**

### **TOPIC: CE Conference 2022**

**FINDINGS/CONCLUSIONS:** Reviewed quotes from Bridgeport Conference Center for one and two day conference. Reviewed proposal from Aspire OT. No other commitments from speakers. Agreed to hold one day conference with limited attendance of 100, preferably with multiple course options. Reviewed tentative agenda and menus. Agreed to provide paper handouts of presentations. Order disposable masks. Postcards mailed & online registration complete.

**ACTION/FOLLOW-UP: Review conference evaluations; final attendance numbers at next meeting.**

### **TOPIC: COTA Supervision Rules**

**FINDINGS/CONCLUSIONS:** Discussed whether modifying COTA supervision rules is necessary to better protect consumers and the potential implications of doing so. Reviewed supervision rules in other states.

**Provided all Board members with AOTA summary of state COTA supervision rules.**

**ACTION/FOLLOW-UP: Hold for future discussion.**

### **TOPIC: TekSwift Contract Renewal**

**FINDINGS/CONCLUSIONS:** Quarterly rate for website hosting / data backup service contract April 2022 - March 2023 to increase from \$221.82 to \$242.82. Gene motioned to approve. Bambi seconded. Vote 5-0.

**Contract signed.**

**ACTION/FOLLOW-UP: None.**

### **TOPIC: 2022 Renewal update**

**FINDINGS/CONCLUSIONS:** OT non-renewals were 61 (14%) of total 433 due. OTA non-renewals were 70 (22%) of total 317 due. Non-renewal rate of OT's has remained steady, while non-renewal rate of OTA's has increased in 2020 and 2021. As of 1/13/22, there are 829 licensed OT's and 564 licensed OTA's. All renewals were completed in Certemy, with approximately 20% completed during the last week of the year. Consider alternative renewal date to reduce workload over Christmas/New Year holiday. **After discussion of proposal, Marty motioned to move OTA renewals to June 30<sup>th</sup> beginning with renewals currently due 12/31/22 moving to 6/30/23. Gene seconded. Vote 5-0.**

**ACTION/FOLLOW-UP: Letters and new license cards to be given to attendees at conference.**

**Remaining letters to be mailed. Follow up with email to all licensees and notice on website. Letters and new cards for OTA's with current expiration date of 12/31/23 will be mailed next year. Expiration dates will need to be changed in Certemy for current licensees, with new 6/30 date effective for new licensees as of 7/1/22.**

### **TOPIC: 2022 Legislative Session**

**FINDINGS/CONCLUSIONS:** SB221 to establish Occupational Therapy compact introduced in Senate 1/12/22; Committee Substitute to correct technical errors passed to full Senate by Committee on Health and Human Resources on 1/18; 1<sup>st</sup> reading in full Senate on 1/21/22. **SB221 passed 2/25/22; signed by Governor 3/8/22. Notice posted on website.**

**ACTION/FOLLOW-UP: None.**

## **PURCHASE CARD TRANSACTIONS**

The Board reviewed all purchases made on the Purchase Card for January 16, 2022 through March 15, 2022. Phil motioned to approve all purchases. Gene seconded. Vote 5-0.

## **TREASURER'S REPORT**

Cash Balance as of March 31, 2022

\$ 248,277.36

### **JANUARY - MARCH DEPOSITS**

1/3/22	\$ 100
2/1	30
2/24	100
3/9	30
3/23	30
3/28	30

egov receipts:

January	\$ 3,230
February	2,260
March	2,540

TOTAL DEPOSITS \$ 8,350

### **JANUARY - MARCH DISBURSEMENTS**

January	\$ 7,606.11
February	7,295.23
March	5,976.24

Beginning cash balance 7/1/21	\$ 228,280.50
FY2022 Revenue	90,205.00
FY2022 Expenditures	70,208.14
Ending cash balance 3/31/22	\$ 248,277.36

## **NEW BUSINESS**

### **TOPIC: NBCOT Ambassador Program**

**FINDINGS/CONCLUSIONS:** Mary Beth Laughery introduced herself as the WV representative to the NBCOT Ambassador Program. The purpose of the Program is to enhance NBCOT's outreach to state regulatory boards. In her role, Mary Beth may provide an overview of current NBCOT programs, services, and resources, as well as communicate any questions or requests that arise from board meetings.

**ACTION/FOLLOW-UP: None.**

### **TOPIC: Review of Safety Policy, Driver Training, and Confidentiality Agreements**

**FINDINGS/CONCLUSIONS:** Reviewed and signed.

**ACTION/FOLLOW-UP: None.**

### **TOPIC: OT Licensure Compact**

**FINDINGS/CONCLUSIONS:** Discussed changes needed to Legislative Rules as a result of passage of SB221, i.e. Series 3 – Fees and Series 9 – Telehealth. Phil motioned to hold Rule changes until 2023, after Compact Commission meets to establish compact rules and determine member state fee. Bambi seconded. Vote 5-0. A state representative must be appointed to serve on the compact commission. Marty motioned to nominate Vonda. Bambi seconded. Vote 5-0. Efforts to start the process to gain authority to require FBI criminal background checks have been unsuccessful.

**ACTION/FOLLOW-UP: Complete and return appointment letter to Compact Commission. Attend meetings as needed. Continue attempts to acquire authorization to require FBI CBC's.**

**TOPIC: CE Conference 2023****FINDINGS/CONCLUSIONS:** Discussed potential date, location, speakers/topics.**ACTION/FOLLOW-UP:** Vonda to obtain quotes from venues in Beckley area for April 21<sup>st</sup>, 2023, with April 28<sup>th</sup> as a backup. Assume no capacity restrictions, returning to approximate attendance of 200.

	<i>correspondence</i>	<i>date rec'd</i>	<i>issue</i>
1	Kristen Neville - AOTA	1/26/2022	Representative Assembly motions re: Dry Needling
2	NBCOT	2/23/2022	February 2022 E-newsletter
3	Shaun Conway - NBCOT	2/24/2022	Letter re: communication from NBCOT / State Ambassador
4	AOTA	3/4/2022	State Affairs newsletter
5	emails	3/9/2022	emails re use of telehealth for supervision meetings
6	Kristen Neville - AOTA	3/9/2022	State Regulatory Forum Webinar - May 25 4:00 pm
7	OT email	3/24/2022	*question re discharge summaries
8	Shaun Conway - NBCOT	3/23/2022	New tool focused on self-reflection and growth

**Bills paid Jan 2022- Mar 2022**

BRIM	1/5/2022	paid	\$715.00	insurance premium for qtr ending 3/31/22
STO-egov fees	1/10/2022	paid	\$1,026.67	Dec egov payments
Dept of Admin	1/18/2022	paid	\$150.25	Shared services payroll/AP billing Q2 2022
IS&C	1/19/2022	paid	\$61.88	Centrex (phone) billing Dec 2021
Gene Brooks	1/24/2022	paid	\$150.00	perdiem for 1-21-22 board mtg
Marty Douglas	1/24/2022	paid	\$150.00	perdiem for 1-21-22 board mtg
Phil Simpson	1/24/2022	paid	\$150.00	perdiem for 1-21-22 board mtg
Bambi Hill	1/24/2022	paid	\$150.00	perdiem for 1-21-22 board mtg
Kathy Quesenberry	1/24/2022	paid	\$150.00	perdiem for 1-21-22 board mtg
Assoc of Lic bds	2/3/2022	paid	\$300.00	annual dues
STO-egov fees	2/8/2022	paid	\$72.67	Jan 2022 egov payments
Certemy	2/9/2022	paid	\$2,275.00	Q8 payment
AG's Office	2/15/2022	paid	\$78.00	December invoice
STO-egov fees	3/7/2022	paid	\$50.85	Feb 2022 egov payments
IS&C	3/8/2022	paid	\$46.92	Centrex (phone) billing Feb 2022
IS&C	3/9/2022	paid	\$61.98	Centrex (phone) billing Jan 2022
Encova	3/14/2022	paid	\$231.00	WC premium 3/29/22 - 3/29/23

Marty motioned to adjourn at 8:15 p.m. Phil seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, September 9<sup>th</sup>, 2022 at the Morgantown office at 11:00 a.m. The final 2022 meeting is tentatively scheduled for November 18<sup>th</sup>.