



West Virginia Board of Occupational Therapy
1063 Maple Dr.
Suite 4B
Morgantown, WV 26505
304-285-3150
www.wvbot.wv.gov

July 31, 2025

The Honorable Patrick Morrissey
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 2024 / 2025.

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 the 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 2024 – FY 2025

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West Virginia Board of Occupational Therapy

**Annual Report
2024-2025**

Financial

Financial Statement

Receipts / Disbursements FY 2024 / 2025

	<u>Receipts</u>	<u>Disbursements</u>
FY 2024:	\$101,565	\$ 90,259
FY 2025:	\$102,810	\$ 96,124
Receipts:	<u>FY 2024</u>	<u>FY 2025</u>
License applications and renewals	\$ 97,820	\$ 99,630
Other fees	3,745	3,180
Disbursements:		
Personal Services	\$ 35,581	\$ 37,505
Board member per diem	3,800	5,000
Travel	4,474	4,522
Professional contracts	1,451	1,991
Rent	6,000	6,094
Office supplies	1,223	1,046
Postage	1,882	2,234
Hospitality	254	548
Insurance	2,704	2,704
State Treasurer Office fees	2,271	2,301
Other	30,619	32,179

West Virginia Board of Occupational Therapy

**Annual Report
2024-2025**

New Licensees

Occupational Therapists licensed 7/1/23 – 6/30/25

Lic #	Last Name	First Name	Issue Date
2379	Walton	JoLee Michelle	7/5/23
2380	Miller	Amanda Kay	7/6/23
2381	Chute	Brianne Elizabeth	7/11/23
2382	Clark	Jacquelyn Marie	7/11/23
2383	Bailey	Madison Elise	7/12/23
2384	Rist	Abigail Marie	7/12/23
2385	Gum	Gracie Lane	7/12/23
2386	Fleak	Reilley Kate	7/12/23
2387	Cottrell	Emily Rose	7/12/23
2388	Tomes	Avery Elizabeth Rose	7/17/23
2389	Wilson	Hannah Gabrielle	7/17/23
2390	Herrera Gutierrez	Diego Fernando	7/17/23
2391	Burnside	Emily Ann	7/20/23
2392	Poe	Andrea	7/24/23
2393	Haga	Chandler Kane	7/31/23
2394	Wright	Megan Marie	7/31/23
2395	Summers	MacKenzie Rae	8/3/23
2396	Bonar	Bobi Jo	8/3/23
2397	Bass	Grace Fahham	8/3/23
2398	Wetzel	Haylee Olivia	8/8/23
2399	LaSita	Brianna	8/8/23
2400	Bachman	Jordyn Alexzandra	8/9/23
2401	Deiriggi	Lia Elizabeth	8/14/23
2402	Dieteman	Georgiann Lynn	8/14/23
2403	Cantley	Corey Ray	8/21/23
2404	Weller	Amanda	8/23/23
2405	Cloninger	Kendal Moriah	8/28/23
2406	Ebbert	Kassie Ann	9/5/23
2407	Geci	Amanda Lee	9/13/23
2408	Boyd	Emily Madison	9/19/23
2409	Chaney	Karalyn Auburn	9/25/23
2410	DeStefano	Joseph Patrick	9/26/23
2411	Riffe	Kristy Lacole	9/28/23
2412	Fischer	Amanda	10/10/23
2413	Reilly	Alexa	10/11/23
2414	Khanafer	Zahraa	10/12/23
2415	Tataille	Laura	10/12/23
2416	Wenig	Joshua	10/17/23
2417	Nance	Allison Nicole	10/26/23
2418	Riley	Stephanie	10/30/23
2419	Hahn	Rebecca Starr	10/30/23
2420	Day	Destiney Nicole	10/30/23
2421	Johnson	Ceianna Nichole	10/30/23
2422	Clemens	Courtney Marie	10/30/23

2423	Desilets	Alyssa Jean	11/8/23
2424	Kieninger	Jennifer	11/16/23
2425	Cenaj	Ueda	11/16/23
2426	Adler	Stephanie	11/16/23
2427	Landreth	Kelli	11/30/23
2428	Hutto	Kasey Nicole	12/4/23
2429	Godar	Mariah Juliet	12/7/23
2430	Unhoch	Anne Violet	1/2/24
2431	Jean	Heather Nicole	1/2/24
2432	Parsons	Amelia Marie	1/2/24
2433	Horst	Leah	1/8/24
2434	Owusu	Andrea	1/15/24
2435	Rutledge	Shantille Marie	1/24/24
2436	Driscoll	Brooke Shannon	1/29/24
2437	Allen	Ann Marie	2/13/24
2438	Jedlicka	Janet Sue	2/14/24
2439	Woods	Hayley Nicole	2/15/24
2440	Hendrickson	Sarah Anne	2/15/24
2441	Shaffer	Caitlyn Elise	2/15/24
2442	Dubyak	Katie	2/15/24
2443	McCoy	Victoria Grace	2/15/24
2444	Conrad	Madeline	2/15/24
2445	Knizner	Victoria Lynn	2/20/24
2446	Marcum	Austin Shane	2/20/24
2447	Parrish	Caroline Brooke	2/20/24
2448	Enos	Julee Mae	2/20/24
2449	Wetzel	Madison	2/20/24
2450	Bowman	Hope	2/22/24
2451	Walkovich	Donald Eugene	2/22/24
2452	Crutcher	Mary Beth Long	2/26/24
2453	Bryan	Gina Lynn	3/4/24
2454	Haines	Juliet Elizabeth	3/6/24
2455	Conaway	Leah Rebekah	3/7/24
2456	Jones	Abigail Corrine	3/7/24
2457	Sidar	Sarah Shull	3/11/24
2458	Hughes	Tia Denise	3/11/24
2459	Provost	Jessica Christine	3/20/24
2460	Moore	Stefanie Sue	3/21/24
2461	Ritchie	Alexander William	3/25/24
2462	Capobianco	Kathryn	3/27/24
2463	Ratchford-Simms	Heather Renee	3/27/24
2464	Linsenmeyer	George William IV	4/2/24
2465	Oberg	Karen Margaret	4/8/24
2466	Walker	Toni Siobhan	4/10/24
2467	Lenhart	Jenna Nicole	4/11/24
2468	Elsea	Carlee Gagliardo	4/29/24
2469	Dew	Paige Cathleen	4/29/24
2470	Ross	Mackenzie	4/29/24

2471	Scheiman	Nicole Renee	4/30/24
2472	McGrath	Shaylynn N.	5/6/24
2473	Brummond	Vienna	5/6/24
2474	Wardlow	Courtney Marie	5/15/24
2475	Kokoras	Emily	5/15/24
2476	McGraw	Mary Claire	5/22/24
2477	Roth	Kayla Marie	5/28/24
2478	Brennan	Courtney	5/29/24
2479	Carstens	Philip	6/20/24
2480	Bair	Marlee Taylor	6/24/24
2481	Urick	Meredith Alana	6/27/24
2482	Frame	Loryn	6/27/24
2483	Allen	Olivia Paige	7/1/24
2484	Grout	Taylor Nicole	7/1/24
2485	Crawford	Sarah Adrienne	7/2/24
2486	Knuuttila	Sari Minna Carita	7/8/24
2487	Osborn	Abigail Jo	7/15/24
2488	Fowler	Ashley Hope	7/18/24
2489	Altizer	Andrew Derek	7/22/24
2490	Bull	Eric Daniel	7/23/24
2491	Pool	Andrew Caleb	7/24/24
2492	Hazuga	Destanee Lane	7/29/24
2493	Gates	Natalie Paige	7/29/24
2494	Fitzgerald	Kerrin Ann	8/19/24
2495	Greaves	Lucas	8/19/24
2496	Sragow	Shayna	8/19/24
2497	Duchess	Beth Ann	8/19/24
2498	Beltethon	Andrea Michelle	8/21/24
2499	Hough	Ashley Elizabeth	8/22/24
2500	Bush	Abigail Chloe	8/22/24
2501	Ponti	Taylor	8/28/24
2502	Swartz	Sara Reagan	8/28/24
2503	Baig	Aminah	9/9/24
2504	Berry	Lindsey	9/9/24
2505	Tassone	Sarahjane Elizabeth	9/17/24
2506	King	Elizabeth Nicole	10/7/24
2507	Goodrum	Harold Jr.	10/7/24
2508	Rey-Talley	Chloe Isabelle	10/7/24
2509	McGlumphy	Lindsey Dee	10/8/24
2510	Pizarchik	Janna Lynn	10/15/24
2511	Plank	Sarah Monk	10/21/24
2512	Mounts	Tiffany Yvonne	10/23/24
2513	Ellison	Courtney LeAnne	11/4/24
2514	Wagner	Kaitlyn Elizabeth	11/4/24
2515	Gelpi	Grace Marie	11/4/24
2516	Matlack	Gabrielle	11/6/24
2517	Hink	Melissa Sue	11/12/24
2518	Thomson	Kara Brooke	11/14/24

2519	Shivey	Jody Palmer	11/18/24
2520	Flynt	Emily	11/25/24
2521	Harvey	Laurie Cramer	11/25/24
2522	Jackson	Lauren McKenzie	11/26/24
2523	Reyes	Emily	12/2/24
2524	Thomas	Micah Dorjon	12/2/24
2525	Fink	Laura Ann	1/4/25
2526	Erb	Jacquelyn	1/4/25
2527	Dopson	Hannah	1/6/25
2528	Saunders	Emma Brooke	1/6/25
2529	Horvath	Hannah Meri	1/13/25
2530	Holland	Amanda	1/21/25
2531	Getto	Angela Denise	2/3/25
2532	Riggs	Bailey Ashton	2/3/25
2533	Cherry	Paige Ryann	2/4/25
2534	Amspaugh	Sarah	2/5/25
2535	Tucker	Hattie Jo	2/10/25
2536	Heavner	Caitlyn Olivia	2/12/25
2537	Varona	Madeline Chase	2/18/25
2538	Franklin	Merit	2/18/25
2539	Smith	Mary Breiten	2/19/25
2540	Hancox	Lauren Olivia	2/19/25
2541	Fagan	Elijah Therone	2/24/25
2542	LaMagna	Alyssa	2/24/25
2543	Emerson	Carlynn	2/26/25
2544	Schuyler	Sydney Irene	2/27/25
2545	Hancock	Amber Nicole	2/27/25
2546	Crisman	Baily Crolley	3/3/25
2547	Allen	Jadyn Victoria	3/6/25
2548	Morgan	Alexa Brooke	3/6/25
2549	Anderson	Ava Rose	3/10/25
2550	Kuecker	Kylee	3/10/25
2551	Dunn	Molly Genevieve	3/10/25
2552	Snyder	Caylie	3/12/25
2553	Kusch-Lucabaugh	Kristi	3/17/25
2554	Pannell	McKenna Elizabeth	3/17/25
2555	Rose	Lauren Elizabeth	3/19/25
2556	Yeager	Arthur F.	3/19/25
2557	Papez	Kaleigh Brooke	3/20/25
2558	Haynes	Shonda Lankford	3/24/25
2559	Cox	Kristen	3/24/25
2560	Fetty	Ayric Benjamin	3/24/25
2561	Comer	Madalyn Marie	4/1/25
2562	Dodson	Kaitlyn Lee	4/1/25
2563	Rebmann	Leah Mae	4/2/25
2564	Thompson	Jennifer	4/3/25
2565	Cerra	Lisa Marie	4/9/25
2566	Wood	Valerie	4/9/25

2567	Fumarola	Kara	4/10/25
2568	Coffield	Whitney Nicole	4/24/25
2569	Blaine	Hannah Elizabeth	4/30/25
2570	Giunta	Christine Marie	5/5/25
2571	Meister	Jana Caroline	5/7/25
2572	McAuliffe	Megan Addie	5/7/25
2573	Brumder	Molly	5/12/25
2574	Bevacqua	Larissa Lais	5/12/25
2575	Swarner	Julianna Nicole	5/14/25
2576	Zangus	Brandon Michael	5/27/25
2577	Hiltbrand	Morgan Elaine	6/5/25
2578	Ferek	Aubree Ana	6/16/25
2579	Wolfe	ChaseAnn Elisabeth	6/16/25
2580	O'Reilly	Kaitlyn Jones	6/26/25

Occupational Therapy Assistants licensed 7/1/23 – 6/30/25

Lic #	Last Name	First Name	Issue Date
C2489	McCarty	Nadele Armilia	7/5/23
C2490	Young	Kennedy D.	7/19/23
C2491	Reichard	Kristin	7/31/23
C2492	Griffith	Cathryn Joelle	8/7/23
C2493	Morris	Olivia Maddison	8/15/23
C2494	Morgan	Jasmine Nichole	8/21/23
C2495	Nguyen	Kenny Tran	9/5/23
C2496	Hall	Rose Loraine	9/13/23
C2497	Stiltner	Carter Allen	9/14/23
C2498	Whyte	Michelle Lynn	9/18/23
C2499	Johnson	Morgan Jane	9/26/23
C2500	Young	Shayna	10/2/23
C2501	Bailey	Jacob Allen	10/10/23
C2502	Wellman	James Christopher	10/12/23
C2503	Childers	Chad O'Keefe	10/17/23
C2504	Adams	Lisa Michelle	10/19/23
C2505	Angel	Kylie Payton	10/23/23
C2506	Spencer	John Brandon	10/23/23
C2507	Salsberry	RikkiJo Marie	10/30/23
C2508	Mills	Stasi	10/31/23
C2509	Messer	Abbi Lynn	11/8/23
C2510	Hull	Kierstyn Dawn	11/20/23
C2511	Hughes	Katlyn Lee	11/30/23
C2512	Nixon	Morgan Ann	12/4/23
C2513	Fabian	Jenna Sophia	12/5/23
C2514	Moore	Leah Jo	12/18/23
C2515	Paunovic	Mevla	1/3/24
C2516	Omlor	Brenda Lee	1/31/24

C2517	Hovis	Katie Lynn	2/1/24
C2518	Bird	Margaret Jean	2/20/24
C2519	Baker	Alyssa	2/21/24
C2520	Gump	Megan Nicole	3/4/24
C2521	Gianettino	Angie Williams	3/7/24
C2522	Erhabor	Sharon Kay	3/14/24
C2523	Riley	Rhonda Lynn	3/14/24
C2524	Nelson	Kathleen Elaine	3/27/24
C2525	Hamik	Carrie Linnea	4/11/24
C2526	Huck	Faith A.	4/15/24
C2527	Mandeville	Sara Lynn	4/29/24
C2528	Chanley	Deborah Janelle	5/20/24
C2529	Strong	Erin Allyn	5/21/24
C2530	Martin	Julia	6/3/24
C2531	Johnson	Emma	6/6/24
C2532	Baldwin	Josie Lynn	6/17/2024
C2533	Hansberry	Derrion	6/17/2024
C2534	Petefish	Casey Lauren	6/18/2024
C2535	Brouillet	James Henry	6/24/2024
C2536	Kearney	Kimberly	7/1/2024
C2537	Reed	Courtney Noelle	7/22/2024
C2538	Christopher	Dawn	7/29/2024
C2539	Crum	Pazeley Shanee	8/5/2024
C2540	Wilson	Hanna Rose	8/7/2024
C2541	McCune	Tonya Beth	8/8/2024
C2542	Lollathin	Riley Breann	8/8/2024
C2543	Hartline	Lindsey	8/19/2024
C2544	Freeman	Justin Terry	8/20/2024
C2545	Cottrell	Kristen	8/29/2024
C2546	Sands	Kelsey Don	9/10/2024
C2547	Lilly	Jaiden Chandler	9/19/2024
C2548	Cogan	Mandy Jo	9/23/2024
C2549	Weaver	Danielle Jaye	9/24/2024
C2550	Carpenter	Abigail Grace	10/15/2024
C2551	Worrells	Sydney Neel	10/15/2024
C2552	Thompson	Allison Michelle	10/15/2024
C2553	Manning	Jordan Marie	10/28/2024
C2554	Grey	Kaitlynn	10/29/2024
C2555	Casse	Amy R.	11/13/2024
C2556	Haslam	Norika	11/26/2024
C2557	Jackson	Kari	11/26/2024
C2558	Rider	Victoria Brooke	12/3/2024
C2559	Vaughan	Elizabeth Alexandria	12/4/2024
C2560	Hanshew	Michaela	12/23/2024
C2561	Johnson	Laken Marie	1/8/2025
C2562	Tweedie	Dezirae Flame	1/13/2025
C2563	Strunz	Alicia Margaret	1/21/2025
C2564	Christy-Woods	Haley	1/23/2025
C2565	Kirsch	Brianna Lynn	2/3/2025
C2566	Bowen	Mark David	2/24/2025

C2567	Engels	Faye	3/10/2025
C2568	Tallarico	Elizabeth	3/13/2025
C2569	Janosy	Olivia	3/20/2025
C2570	Culicerto	Ellie Carolanne	3/20/2025
C2571	Dotson	Sydney	3/24/2025
C2572	Koreski	Kirby	3/31/2025
C2573	Brozka	Julie Marie	4/4/2025
C2574	Worley	Haylee Marie	4/24/2025
C2575	Hunsberger	Katelyn	4/28/2025
C2576	Pabon	Gaea Jean	5/6/2025
C2577	Bratsis	Danielle Nicole	6/5/2025
C2578	Lockett	Katie Michelle	6/12/2025
C2579	Hawley	Madelyn	6/18/2025
C2580	Lawson	Sarah Mackenzie	6/19/2025

West Virginia Board of Occupational Therapy

Annual Report

2024-2025

Licensees by County / State

WV Licensed OT's / OTA's

6/1/2025

<u>WV County of Residence</u>	<u>OT's</u>	<u>OTA's</u>		<u>OT's</u>	<u>OTA's</u>
Barbour	2	1	Tucker	2	2
Berkeley	30	18	Tyler	3	
Boone	2		Upshur	3	
Braxton	2	1	Wayne	9	3
Brooke	3	8	Webster		1
Cabell	30	12	Wetzel	4	
Calhoun		1	Wirt	2	
Clay		1	Wood	36	9
Doddridge	3		Wyoming	4	14
Fayette	11	33		664	372
Grant	2	2			
Greenbrier	8	8			
Hampshire	7	2			
Hancock	12	3	<u>Out-of-State Residents</u>		
Hardy	3	2	Kentucky	27	20
Harrison	53	8	Maryland	24	27
Jackson	3	3	Ohio	92	116
Jefferson	17	3	Pennsylvania	83	31
Kanawha	51	30	Virginia	51	21
Lewis	3		Other	62	17
Lincoln	2	2		339	232
Logan	6	3			
Marion	30	3			
Marshall	9	6	Total	1003	604
Mason	6	7			
McDowell		2			
Mercer	16	18			
Mineral	10	13			
Mingo	3	1			
Monongalia	140	9			
Monroe	3	1			
Morgan	2	2			
Nicholas	8	7			
Ohio	31	9			
Pendleton	3	1			
Pleasants		1			
Pocahontas	3	2			
Preston	13	2			
Putnam	31	13			
Raleigh	27	91			
Randolph	4	5			
Ritchie	2				
Roane	2	1			
Summers	1	7			
Taylor	7	1			

West Virginia Board of Occupational Therapy

**Annual Report
2024-2025**

Summary of Complaints

Summary of Complaints FY 2024 / 2025

<u>Date Rec'd</u>	<u>Case #</u>	<u>Description</u>	<u>Resolution</u>
10/30/23	2023#01	Unethical practices at outpatient clinic	Dismissed 2/2/24
11/12/24	2024#01	Failure to follow IEP	Consent Agreement 5/20/25

West Virginia Board of Occupational Therapy

**Annual Report
2024-2025**

Agendas / Minutes

AGENDA

September 15, 2023

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

--First order of business — Public comment period
- WVOTA and RA introductions

--Second order of business — Approve April 20, 2023 minutes
Review April 20, 2023 minutes

--Third order of business — Purchase Card purchases – 4/16/23 through 8/15/23

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- COTA renewal update
- Annual Report
- FY25 Appropriation Request
- Per diem increase
- New Website / email address

--Sixth order of business — General correspondence / bills paid since April 2023

--Seventh order of business — 2023 Board meeting dates

--Eighth order of business — Executive Session

--Ninth order of business — Sign licensure applications



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Morgantown, WV 26505
304-285-3150
www.wvbot.org

WVBOT MINUTES: September 15, 2023

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

ABSENT: Gene Brooks

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery, Jacob Greenfield, SueAnn Woods

MEETING CALLED TO ORDER: 11:04 a.m.

PUBLIC COMMENT

WVOTA President, Jacob Greenfield, and AOTA Representative Assembly member, SueAnn Woods, introduced themselves and gave an overview of recent WVOTA activity. They discussed their new website, upcoming annual conference, and the desire to create a more collaborative relationship with the Board.

Marty made a motion to add an announcement on the Board's website for the WVOTA annual conference to be held on October 14th at the Health Sciences Campus at WVU. Bambi seconded. Vote 4-0. Marty, and possibly Bambi, will attend the conference as the Board's representatives.

NBCOT ambassador for WV, Mary Beth Laughery, gave an NBCOT update. The State Regulatory Forum is scheduled via Zoom for September 19-20th from 12:30 – 5:00 p.m. each day. Sessions will be recorded. The OT Compact Commission has hired an Executive Director. A new initiative entitled, Why Choose OT?, is being launched to promote the profession.

Marty motioned to approve April 20, 2023 minutes as written. Phil seconded. Vote 4-0.

OLD 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. Provided all Board members with AOTA summary of state COTA supervision rules. Discussed need for education regarding current supervision rules. Agreed to conduct an email survey of OT's and OTA's to determine if there is widespread concern that current rules are not adequate to protect consumers and/or are not being followed. **Reviewed and discussed draft survey; added questions.**

ACTION/FOLLOW-UP: Vonda to modify survey for Board review in November.

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. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WVBOT website. Attended first Finance Committee meeting on October 19th. Have continued to participate in Finance Committee meetings and attend Executive Committee meetings. **RFP for data system to be released within next 30 days. Latest timeline estimates March-August 2025 for completion of data system, with additional time required to integrate states. FBI Access Request completed 7/11/23. It is still unclear if Compact Legislation provides sufficient authority to require FBI CBC's.**

ACTION/FOLLOW-UP: Attend additional meetings as needed. Continue attempts to acquire authorization to require FBI CBC's.

TOPIC: PERD Audit

FINDINGS/CONCLUSIONS: Entrance conference held Tuesday, March 28th at the Board office. Reviewed correspondence to date.

ACTION/FOLLOW-UP: Awaiting final report and Interim Committee schedule.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for April 16, 2023 through August 15, 2023. Marty motioned to approve all purchases. Bambi seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of August 31, 2023
\$ 211,935.16

APRIL - AUGUST DEPOSITS

6/13/23	\$31
7/5	30
7/17	60
7/24	30

egov receipts:

April	\$ 3,130
May	7,140
June	15,900
July	4,320
August	3,000

TOTAL DEPOSITS \$ 33,641

APRIL - AUGUST DISBURSEMENTS

April	\$21,077.08
May	7,953.35
June	9,151.92
July	6,932.99
August	4,669.95

Beginning cash balance 7/1/22	\$ 223,743.86
FY2023 Revenue	92,486.00
FY2023 Expenditures	100,131.76
Ending cash balance 6/30/23	\$ 216,098.10

FY2024 Revenue	7,440.00
FY2024 Expenditures	11,602.94
Ending cash balance 8/31/23	\$ 211,935.16

NEW BUSINESS

TOPIC: COTA renewal update

FINDINGS/CONCLUSIONS: Total number of COTA licenses due to renew 6/30/23: 310

Non-renewals: 81 (26%)

ACTION/FOLLOW-UP: None.

TOPIC: Annual Report

FINDINGS/CONCLUSIONS: Annual report filed 7/24/23.

ACTION/FOLLOW-UP: None.

TOPIC: FY25 Appropriation Request

FINDINGS/CONCLUSIONS: Filed 8/28/23

ACTION/FOLLOW-UP: None.

TOPIC: Perdiem increase

FINDINGS/CONCLUSIONS: SB 740 increased the per diem rate to \$200 per day as of 6/9/23.

ACTION/FOLLOW-UP: None.

TOPIC: New website / email address

FINDINGS/CONCLUSIONS: Tekswift estimate to design and build new website increased to \$2,500. The statewide contract with WV Interactive provides website with no upfront cost and \$40/month hosting fee.

Prototype designed using websites of the Board of PT and Architects. Website address will change to wvbot.wv.gov. Will also transition to wv.gov email address.

Will continue to use Tekswift for Managed IT services.

ACTION/FOLLOW-UP: Launch new website/email address end of September. Communicate via email to licensees. Work with TekSwift to transition.

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	AOTA	5/8/2023	Interventions to Support Occupations adopted by AOTA RA 4/2023
2	WVOTA	5/11/2023	Annual conference on 10/14/23 at WVU; Board representative?
3	ACOTE	5/24/2023	April 2023 actions
4	NBCOT	5/24/2023	May 2023 E-Newsletter
5	OT Compact Commission	5/25/2023	Press release on recent compact updates
6	AOTA	5/25/2023	State Affairs Newsletter Summer 2023
7	WVOTA	7/1/2023	request to send email invite to WVOTA conference through the Board
8	NBCOT	7/10/2023	OTR exam update January 2024
9	NBCOT	7/17/2023	Exam to be delivered with Pearson VUE test centers in 2024
10	NBCOT	7/10/2023	Virtual State Regulatory Forum Sept 19-20
11	Amber Simmons, Encompass	6/15/2023	Invitation to demonstration of Vector System
12	OT email	8/3/2023	concerns with use of Telehealth in nursing homes

Bills paid April – August 2023

IS&C	4/3/2023	paid	\$60.85	Centrex (phone) billing March 2023
BRIM	4/5/2023	paid	\$676.00	insurance premium for qtr ending 6/30/23
Certemy	4/5/2023	paid	\$2,275.00	Q12 payment
STO-egov fees	4/6/2023	paid	\$46.35	Mar egov payments
PEIA	4/6/2023	paid	\$321.00	1% PEIA transfer for reserve fund
Health Consultants				
Plus	4/24/2023	paid	\$700.00	fee for speaking at CE conference 4-21-23
Kanics Inclusive Design Svcs	4/24/2023	paid	\$1,800.00	fee for speaking at CE conference 4-21-23
Beckley-Raleigh CCC	4/24/2023	paid	\$9,792.48	CE conference 4-21-23
Vonda Malnikoff	4/24/2023	paid	\$235.80	travel for board mtg & CE conference 4/20-21/23
Phil Simpson	4/24/2023	paid	\$151.96	travel for board mtg & CE conference 4/20-21/23
Gene Brooks	4/24/2023	paid	\$82.54	travel for board mtg & CE conference 4/20-21/23
Kathy Quesenberry	4/24/2023	paid	\$61.58	travel for board mtg & CE conference 4/20-21/23
Martin Douglas	4/24/2023	paid	\$100.88	travel for board mtg & CE conference 4/20-21/23
Phil Simpson	4/24/2023	paid	\$150.00	perdiem for 4/20/23 board mtg
Gene Brooks	4/24/2023	paid	\$300.00	perdiem for 4/20/23 board mtg & 4/21/23 CE conference
Kathy Quesenberry	4/24/2023	paid	\$150.00	perdiem for 4/20/23 board mtg
Martin Douglas	4/24/2023	paid	\$150.00	perdiem for 4/20/23 board mtg
Bambi Hill	4/24/2023	paid	\$150.00	perdiem for 4/20/23 board mtg
STO-egov fees	5/8/2023	paid	\$81.23	April egov payments
WVATC	5/10/2023	paid	\$300.00	fee for speaking at CE conference 4-21-23
Dept of Admin	5/16/2023	paid	\$160.00	Shared Services payroll billing Q3 2023
IS&C	5/30/2023	paid	\$60.80	Centrex (phone) billing May 2023
Certemy	5/30/2023	paid	\$2,489.50	Q13 payment
STO-egov fees	6/5/2023	paid	\$149.85	May egov payments
BRIM	7/3/2023	paid	\$676.00	insurance premium for qtr ending 9/30/23
STO-egov fees	7/10/2023	paid	\$357.75	June egov payments
Dept of Admin	7/11/2023	paid	\$259.00	Shared services payroll & AP billing Q4 2023
PEIA	7/17/2023	paid	\$50.00	FY2024 admin fee
STO-egov fees	8/7/2023	paid	\$97.20	July egov payments
ERP Board	8/21/2023	paid	\$178.75	wwOASIS FY2024 annual user fee

Marty motioned to adjourn at 2:35 p.m. Bambi seconded. Vote 4-0. The next regular Board meeting is scheduled for Friday, November 17th at the Board office in Morgantown.

AGENDA

November 17, 2023

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

--First order of business — Public comment period

--Second order of business — Approve September 15, 2023 minutes
Review September 15, 2023 minutes

--Third order of business — Purchase Card purchases – 8/16/23 through 10/15/23

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Potential fee reduction
- Newsletter
- Legislative Rule review
- OTCC Data Set Rule – Comment period
- Auditor's Licensing Board Seminar

--Sixth order of business — General correspondence / bills paid since Sept 2023

--Seventh order of business — 2024 Board meeting dates

--Eighth order of business — Executive Session
- Issue 2023#01 Complaint

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B
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304-285-3150
wvbot.wv.gov

WVBOT MINUTES: November 17, 2023

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

ABSENT: Marty Douglas

ALSO PRESENT: Vonda Malnikoff

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

PUBLIC COMMENT

Reviewed email from SueAnn Woods, AOTA Representative Assembly member, sharing action items from RA fall meeting.

Phil motioned to approve September 15, 2023 minutes as written. Bambi seconded. Vote 4-0.

OLD 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. Provided all Board members with AOTA summary of state COTA supervision rules. Discussed need for education regarding current supervision rules. Agreed to conduct an email survey of OT's and OTA's to determine if there is widespread concern that current rules are not adequate to protect consumers and/or are not being followed. **Reviewed and finalized survey for distribution.**

ACTION/FOLLOW-UP: Email survey to all licensees in early December.

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. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WV BOT website. Attended first Finance Committee meeting on October 19th. Have continued to participate in Finance Committee meetings and attend Executive Committee meetings. RFP for data system to be released within next 30 days. Latest timeline estimates March-August 2025 for completion of data system, with additional time required to integrate states. FBI Access Request completed 7/11/23. It is still unclear if Compact Legislation provides sufficient authority to require FBI CBC's. **Reviewed minutes from Annual meeting held October 16, 2023.**

ACTION/FOLLOW-UP: Attend additional meetings as needed. Continue attempts to acquire authorization to require FBI CBC's.

TOPIC: PERD Audit

FINDINGS/CONCLUSIONS: Entrance conference held Tuesday, March 28th at the Board office. Reviewed correspondence to date. **Received final report 10/2/23; Attended Interim Committee meeting 10/16/23. Reviewed audit overview.**

ACTION/FOLLOW-UP: None.

TOPIC: New website / email address

FINDINGS/CONCLUSIONS: Tekswift estimate to design and build new website increased to \$2,500. The statewide contract with WV Interactive provides website with no upfront cost and \$40/month hosting fee. Prototype designed using websites of the Board of PT and Architects. Website address will change to wvbot.wv.gov. Will also transition to wv.gov email address.

Will continue to use Tekswift for Managed IT services. **New website / email address launched early October. Re-directs and auto-response in place. Change will also be communicated in newsletter.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for August 16, 2023 through October 15, 2023. Gene motioned to approve all purchases. Phil seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of October 31, 2023
\$ 211,372.01

SEPTEMBER - OCTOBER DEPOSITS

9/07/23	\$ 30
9/20	30
10/11	60

egov receipts:

September	\$ 3,130
October	10,070

TOTAL DEPOSITS \$ 13,320

SEPTEMBER - OCTOBER DISBURSEMENTS

September	\$ 6,058.89
October	7,874.26

Beginning cash balance 7/1/23	\$ 216,098.10
FY2024 Revenue	20,810.00
FY2024 Expenditures	25,536.09
Ending cash balance 10/31/23	\$ 211,372.01

NEW BUSINESS

TOPIC: Potential fee reduction

FINDINGS/CONCLUSIONS: Reviewed analysis of potential reduction of initial licensure fees to be more in line with border states. Discussed need to add fee for a Compact Privilege. Phil motioned to file proposed Legislative rule in 2024 to reduce initial licensure fees to \$75 for OT and \$50 for OTA. Bambi seconded. Vote 4-0.

ACTION/FOLLOW-UP: Determine appropriate fee for Compact Privileges and file proposed Rule in 2024 to reduce initial licensure fees and add Compact Privilege fee.

TOPIC: Newsletter

FINDINGS/CONCLUSIONS: Reviewed and modified draft newsletter.

ACTION/FOLLOW-UP: Email newsletter to all licensees.

TOPIC: Legislative Rule review

FINDINGS/CONCLUSIONS: Review Series 1, 3, 5, and 9 for potential amendments to be proposed in 2024. Last day to file public comment period is July 31, 2024.

ACTION/FOLLOW-UP: Review at next two Board meetings.

TOPIC: OT Compact Commission Data Set Rule

FINDINGS/CONCLUSIONS: The OT Compact Commission has published a Data Set Rule for public comment until 12/8/23 which includes information the Board will be required to provide to the Commission on ALL licensees. Reviewed a comment letter to be sent from the Board.

ACTION/FOLLOW-UP: Email comment letter from the Board by December 8, 2023. Include in Newsletter to encourage individual licensee comments.

TOPIC: Auditor's Licensing Board Seminar

FINDINGS/CONCLUSIONS: Gene and Vonda attended on November 2nd. Reviewed pertinent information. Next year's meeting scheduled for November 7, 2024.

ACTION/FOLLOW-UP: None.

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	OT Compact Commission	9/25/2023	2023 3rd Qtr update / Timeline
2	NBCOT	10/5/2023	email regarding update to staff positions
3	NBCOT	10/9/2023	2023 Certification Databook
4	AOTA	10/10/2023	State Affairs Newlsetter Fall 2023
5	NBCOT	10/12/2023	October 2023 OT State Regulatory E-newsletter
6	NBCOT	10/18/2023	Survey request - Cross Profession Minimum Data Set
7	OT Compact Commission	10/31/2023	OTCC 2022-23 Annual Report

Bills paid September – October 2023

STO-egov fees	9/5/2023	paid	\$67.50	August egov payments
Vonda Malnikoff	9/18/2023	paid	\$277.06	annual pcard training & website training 8/16-18/23
Phil Simpson	9/18/2023	paid	\$277.72	travel for board mtg 9-15-23
Bambi Hill	9/18/2023	paid	\$233.18	travel for board mtg 9-15-23
Kathy Quesenberry	9/18/2023	paid	\$64.20	travel for board mtg 9-15-23
Martin Douglas	9/18/2023	paid	\$250.22	travel for board mtg 9-15-23
Phil Simpson	9/18/2023	paid	\$200.00	perdiem for 9-15-23 board mtg
Kathy Quesenberry	9/18/2023	paid	\$200.00	perdiem for 9-15-23 board mtg
Martin Douglas	9/18/2023	paid	\$200.00	perdiem for 9-15-23 board mtg
Bambi Hill	9/18/2023	paid	\$200.00	perdiem for 9-15-23 board mtg
BRIM	10/3/2023	paid	\$676.00	insurance premium for qtr ending 12/31/23
STO-egov fees	10/5/2023	paid	\$73.80	September egov payments
IS&C	10/11/2023	paid	\$63.39	Centrex phone billing July 2023
Dept of Admin	10/17/2023	paid	\$112.00	Shared services payroll & AP billing Q1 2024

Phil motioned to enter Executive Session at 1:47 p.m. to discuss licensee complaints. Gene seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2023#01 Complaint

Phil motioned to leave Executive Session at 1:48 p.m. Bambi seconded. Vote 4-0.

Bambi motioned to adjourn at 2:00 p.m. Phil seconded. Vote 4-0. The next regular Board meeting is scheduled for Friday, February 2, 2024 at the Board office in Morgantown. Future tentative meeting dates for 2024 are April 26th, August 23rd, and November 6th.

AGENDA

February 2, 2024

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

--First order of business — Public comment period

--Second order of business — Approve November 17, 2023 minutes
Review November 17, 2023 minutes

--Third order of business — Purchase Card purchases – 10/16/23 through 1/15/24

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Elect officers
- OT renewal update
- Office lease renewal

--Sixth order of business — General correspondence / bills paid since Nov 2023

--Seventh order of business — 2024 Board meeting dates (4/26, 8/23, 11/6)

--Eighth order of business — Executive Session
- Issue 2023#01 Complaint

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B
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WVBOT MINUTES: February 2, 2024

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery, Jacob Greenfield

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

PUBLIC COMMENT

Mary Beth Laughery gave an NBCOT update, noting the continuation of the Why Choose OT initiative to promote OT as a career choice. Jacob Greenfield gave an update from WVOTA, including Legislative Day scheduled for February 20th.

Phil motioned to approve November 17, 2023 minutes as written. Marty seconded. Vote 5-0.

OLD 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. Provided all Board members with AOTA summary of state COTA supervision rules. Discussed need for education regarding current supervision rules. Agreed to conduct an email survey of OT's and OTA's to determine if there is widespread concern that current rules are not adequate to protect consumers and/or are not being followed. Reviewed and finalized survey for distribution. **Survey conducted in December. Results summarized.**

ACTION/FOLLOW-UP: Review survey results and current OT/OTA Collaboration Position Statement for discussion/recommendations at April 19 meeting.

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. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WVBOT website. Attended first Finance Committee meeting on October 19th. Have continued to participate in Finance Committee meetings and attend Executive Committee meetings. RFP for data system to be released within next 30 days. Latest timeline estimates March-August 2025 for completion of data system, with additional time required to integrate states. FBI Access Request completed 7/11/23. It is still unclear if Compact Legislation provides sufficient authority to require FBI CBC's. Reviewed minutes from Annual meeting held October 16, 2023. **Reviewed correspondence with WV State Police regarding attempts to obtain FBI authorization to conduct CBC's**

ACTION/FOLLOW-UP: Attend additional meetings as needed. Continue attempts to acquire authorization to require FBI CBC's.

TOPIC: Potential fee reduction

FINDINGS/CONCLUSIONS: Reviewed analysis of potential reduction of initial licensure fees to be more in line with border states. Discussed need to add fee for a Compact Privilege. Phil motioned to file proposed Legislative rule in 2024 to reduce initial licensure fees to \$75 for OT and \$50 for OTA. Bambi seconded. Vote 4-0. **Reviewed modified Rule to reduce initial licensure and Limited Permit fees, and add Compact Privilege fee.**

ACTION/FOLLOW-UP: Combine this agenda item with Legislative Rule review below for future meetings.

TOPIC: Legislative Rule review

FINDINGS/CONCLUSIONS: Review Series 1, 3, 5, and 9 for potential amendments to be proposed in 2024. Last day to file public comment period is July 31, 2024. **Reviewed draft modified Rules for Series 3, 5, and 9. Additional modifications discussed.**

ACTION/FOLLOW-UP: Review and finalize modified Rules to open for public comment at April 19 meeting.

TOPIC: OT Compact Commission Data Set Rule

FINDINGS/CONCLUSIONS: The OT Compact Commission has published a Data Set Rule for public comment until 12/8/23 which includes information the Board will be required to provide to the Commission on ALL licensees. Reviewed a comment letter to be sent from the Board. **Emailed comment letter to OTCC; attended Executive Committee and Rules Committee meetings to further voice concerns. Reviewed response from OTCC as posted on their website.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for October 16, 2023 through January 15, 2024. Bambi motioned to approve all purchases. Phil seconded. Vote 5-0.

TREASURER’S REPORT

Cash Balance as of January 31, 2024
\$ 229,890.56

NOVEMBER - JANUARY DEPOSITS

egov receipts:
November \$ 15,680.00
December 24,490.00
January 5,210.00

TOTAL DEPOSITS \$ 45,380

NOVEMBER - JANUARY DISBURSEMENTS

November \$ 7,676.60
December 12,186.63
January 6,998.22

TOTAL DISBURSEMENTS \$ 26,861.45

Beginning cash balance	7/1/23	\$ 216,098.10
FY2024 Revenue		66,190.00
FY2024 Expenditures		52,397.54
Ending cash balance	1/31/24	\$ 229,890.56

NEW BUSINESS

TOPIC: Election of Officers for 2024

FINDINGS/CONCLUSIONS: Phil motioned to keep current officers for 2024. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: OT Renewal update from 12/31/23

FINDINGS/CONCLUSIONS: Total OT renewals due: 471 Non-renewal letters sent 1/10/24: 66 (14%)

As of 1/10/24: OT's 908

ACTION/FOLLOW-UP: None.

TOPIC: Office lease renewal

FINDINGS/CONCLUSIONS: Current lease expires 6/30/24. Bambi motioned to move forward with renewal of lease. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: Vonda to complete Lease Renewal Requisition and forward to Real Estate Division.

Bills paid November 2023 – January 2024

Certemy	11/1/2023	paid	\$2,489.50	Q14 payment
STO-egov fees	11/6/2023	paid	\$224.33	October egov payments
IS&C	11/7/2023	paid	\$63.36	Centrex phone billing Aug 2023
WVInteractive	11/13/2023	paid	\$40.00	Website hosting Oct 2023
Phil Simpson	11/20/2023	paid	\$200.00	perdiem for 11-17-23 board mtg
Bambi Hill	11/20/2023	paid	\$200.00	perdiem for 11-17-23 board mtg
Kathy Quesenberry	11/20/2023	paid	\$200.00	perdiem for 11-17-23 board mtg
Gene Brooks	11/20/2023	paid	\$400.00	perdiem for 11-17-23 board mtg & 11-2-23 seminar
Phil Simpson	11/20/2023	paid	\$277.72	travel for board mtg 11-17-23
Kathy Quesenberry	11/20/2023	paid	\$64.20	travel for board mtg 11-17-23
Gene Brooks	11/20/2023	paid	\$212.22	travel for board mtg 11-17-23
Bambi Hill	11/20/2023	paid	\$233.18	travel for board mtg 11-17-23
Vonda Malnikoff	11/20/2023	paid	\$411.36	travel to Interim committee mtg & auditors seminar
IS&C	12/4/2023	paid	\$63.39	Centrex phone billing Sep 2023
STO-egov fees	12/5/2023	paid	\$352.80	November egov payments
WVInteractive	12/11/2023	paid	\$40.00	Website hosting Nov 2023
Certemy	12/12/2023	paid	\$2,489.50	Q15 payment
IS&C	12/18/2023	paid	\$62.65	Centrex phone billing Oct 2023
AG's Office	12/26/2023	paid	\$268.00	November 2023 billing
BRIM	1/3/2024	paid	\$676.00	insurance premium for qtr ending 3/31/24
IS&C	1/8/2024	paid	\$62.42	Centrex phone billing Nov 2023
STO-egov fees	1/9/2024	paid	\$612.45	December egov payments
WVInteractive	1/18/2024	paid	\$40.00	Website hosting Dec 2023
Dept of Admin	1/22/2024	paid	\$240.00	Shared services payroll billing Q2 FY 2024
Encova	1/29/2024	paid	\$211.00	Workers Comp premium 3/29/24 - 3/29/25
IS&C	1/29/2024	paid	\$62.84	Centrex phone billing Dec 2023

Correspondence:

	<u><i>correspondence</i></u>	<u><i>date rec'd</i></u>	<u><i>issue</i></u>
1	OT	12/6/23	Correspondence re: new NBCOT rule re: reinstatement of Certification effective 1/1/27
2	NBCOT	12/6/23	Newsletter
3	ACOTE	1/3/24	December 2023 Accreditation Actions (WVU-OTD Accreditation)
4	Shaun Conway-NBCOT	1/10/24	NBCOT presentation request for 2024
5	NBCOT	1/23/24	Save the Date for State Regulatory Leadership Forum, Sep 10-11

Phil motioned to enter Executive Session at 1:00 p.m. to discuss licensee complaint. Marty seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2023#01 Complaint

Marty motioned to leave Executive Session at 1:03 p.m. Gene seconded. Vote 5-0.

Marty motioned to dismiss complaint. Gene seconded. Vote 5-0.

Gene motioned to adjourn at 1:15 p.m. after the signing of applications and discussion of future meeting dates. Bambi seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, April 19, 2024 at the Board office in Morgantown. Future tentative meeting dates for 2024 are August 23rd, and November 6th in Charleston on the evening before the State Auditor's Licensing Board Seminar.

AGENDA

April 19, 2024

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

--First order of business — Public comment period
- NBCOT Update presentation

--Second order of business — Approve February 2, 2024 minutes
Review February 2, 2024 minutes

--Third order of business — Purchase Card purchases – 1/16/24 through 4/15/24

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Safety Policy, Driver Training, Confidentiality Stmts
- FY25 Expenditure Schedules
- FBI Criminal Background Checks

--Sixth order of business — General correspondence / bills paid since Feb 2024

--Seventh order of business — 2024 Board meeting dates (8/23, 11/6)

--Eighth order of business — Executive Session

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: April 19, 2024

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery (virtually)

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

PUBLIC COMMENT

Shawn Conway and Francielle Pineda gave a virtual NBCOT update on certification policies, programs, services, and resources.

Gene motioned to approve February 2, 2024 minutes as written. Phil seconded. Vote 5-0.

OLD 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. Provided all Board members with AOTA summary of state COTA supervision rules. Discussed need for education regarding current supervision rules. Agreed to conduct an email survey of OT's and OTA's to determine if there is widespread concern that current rules are not adequate to protect consumers and/or are not being followed. Reviewed and finalized survey for distribution. Survey conducted in December. Results summarized.

ACTION/FOLLOW-UP: Review survey results and current OT/OTA Collaboration Position Statement for discussion/recommendations at August 23rd meeting.

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. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WVBOT website. Attended first Finance Committee meeting on October 19th. Have continued to participate in Finance Committee meetings and attend Executive Committee meetings. RFP for data system to be released within next 30 days. Latest timeline estimates March-August 2025 for completion of data system, with additional time required to integrate states. FBI Access Request completed 7/11/23. It is still unclear if Compact Legislation provides sufficient authority to require FBI CBC's. Reviewed minutes from Annual meeting held October 16, 2023. Reviewed correspondence with WV State Police regarding attempts to obtain FBI authorization to conduct CBC's. **Reviewed minutes from recent meetings. Received notification from FBI, via WV State Police, that Compact Code does not grant sufficient authority to conduct criminal background checks. Moved this item to New Business.**

ACTION/FOLLOW-UP: Attend additional meetings as needed.

TOPIC: Legislative Rule review

FINDINGS/CONCLUSIONS: Review Series 1, 3, 5, and 9 for potential amendments to be proposed in 2024. Last day to file public comment period is July 31, 2024. Reviewed draft modified Rules for Series 3, 5, and 9. Additional modifications discussed. **Series 3 Fees Rule modified to reduce initial licensure fees and add fee for Compact Privilege. Marty motioned to file Series 3 rule as proposed. Phil seconded. Vote 5-0. Series 5 Advanced Practice Rule modified to add requirements for OT's / COTA's to perform advanced practice treatment techniques. Marty motioned to file as proposed. Gene seconded. Vote 5-0. Series 9 Telehealth Rule modified to add "Compact Privilege to Practice". Marty motioned to file as proposed. Phil seconded. Vote 5-0.**

ACTION/FOLLOW-UP: File Agency Proposed Rules for 30 day comment period.

TOPIC: Office lease renewal

FINDINGS/CONCLUSIONS: Current lease expires 6/30/24. Bambi motioned to move forward with renewal of lease. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: Lease renewal in process.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for January 16, 2024 through April 15, 2024. Gene motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of March 31, 2024

\$ 221,337.86

FEBRUARY - MARCH DEPOSITS

egov receipts:

February \$ 3,360

March 3,350

TOTAL DEPOSITS \$ 6,710

FEBRUARY - MARCH DISBURSEMENTS

February \$10,474.83

March 4,787.88

TOTAL DISBURSEMENTS \$ 15,262.71

Beginning cash balance 7/1/23 \$ 216,098.10

FY2024 Revenue 72,900.00

FY2024 Expenditures 67,660.24

Ending cash balance 3/31/24 \$ 221,337.86

NEW BUSINESS

TOPIC: Safety Policy, Driver Training, and Confidentiality Pledges

FINDINGS/CONCLUSIONS: Review and sign.

ACTION/FOLLOW-UP: None.

TOPIC: FY25 Expenditure Schedules

FINDINGS/CONCLUSIONS: Reviewed summary.

ACTION/FOLLOW-UP: File by May 1st.

TOPIC: FBI Criminal History Background Checks

FINDINGS/CONCLUSIONS: Received response from FBI, via WV State Police, that Compact Code does not grant sufficient authority to require CBC's of applicants for Compact Privileges. Will need to add to Practice Act. Working with Senate Attorney to write bill for 2025 Legislative session. Agreed to limit bill to adding this authority and technical change to remove duplicate section for volunteer licenses. Will attempt to limit FBI CBC requirement to applicants for Compact Privilege only. Will communicate and ask for support from WVOTA to advocate for passage.

ACTION/FOLLOW-UP: Work with Senate Attorney on language of bill.

Bills paid February 2024 – March 2024

STO-egov fees	2/5/2024	paid	\$55.80	Jan 24 egov payments
Phil Simpson	2/5/2024	paid	\$200.00	perdiem for 2/2/24 board mtg
Bambi Hill	2/5/2024	paid	\$200.00	perdiem for 2/2/24 board mtg
Kathy Quesenberry	2/5/2024	paid	\$200.00	perdiem for 2/2/24 board mtg
Gene Brooks	2/5/2024	paid	\$200.00	perdiem for 2/2/24 board mtg
Marty Douglas	2/5/2024	paid	\$200.00	perdiem for 2/2/24 board mtg
Phil Simpson	2/5/2024	paid	\$284.08	travel for board mtg 2/2/24
Bambi Hill	2/5/2024	paid	\$238.52	travel for board mtg 2/2/24
Kathy Quesenberry	2/5/2024	paid	\$65.66	travel for board mtg 2/2/24
Gene Brooks	2/5/2024	paid	\$217.08	travel for board mtg 2/2/24
Marty Douglas	2/5/2024	paid	\$255.94	travel for board mtg 2/2/24
Certemy	2/8/2024	paid	\$2,489.50	Q16 payment
Assoc of Lic bds	2/8/2024	paid	\$300.00	FY 24 annual dues
WVInteractive	2/12/2024	paid	\$40.00	Website hosting Jan 2024
IS&C	2/26/2024	paid	\$63.46	Centrex phone billing Jan 2024
AG's Office	2/27/2024	paid	\$312.00	January 2024 billing
STO-egov fees	3/5/2024	paid	\$75.60	Feb 24 egov payments
WVInteractive	3/18/2024	paid	\$40.00	Website hosting Feb 2024
IS&C	3/21/2024	paid	\$63.43	Centrex phone billing Feb 2024

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	AOTA	2/5/2024	New ACOTE Accreditation Standards adopted
2	NBCOT	3/11/2024	Newsletter
3	AOTA	3/14/2024	Spring 2024 State Affairs Newsletter *see article re NJ lawsuit
4	OTCC- Amanda Perry	3/25/2024	CSG request for letter of support
5	Motivations, Inc.	4/2/2024	Request to be added as a CE provider on our website
6	OTCC- Amanda Perry	4/15/2024	Notice of AOTA hosted webinar re status of OT Compact on April 30th at 2pm

Meeting was adjourned at 2:15 p.m. after the signing of applications.

The next regular Board meeting is scheduled for Friday, August 23, 2024, at the Board office in Morgantown. Final meeting date for 2024 is November 6th in Charleston on the evening before the State Auditor's Licensing Board Seminar.

AGENDA

August 23, 2024

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

--First order of business — Public comment period

--Second order of business — Approve April 19, 2024 minutes
Review April 19, 2024 minutes

--Third order of business — Purchase Card purchases – 4/16/24 through 8/15/24

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- HB 5117
- COTA renewal update
- FY2026 Appropriation Request
- Annual Report
- Supervision of capstone students

--Sixth order of business — General correspondence / bills paid since April 2024

--Seventh order of business — 2024 Board meeting dates (11/6 in Charleston)

--Eighth order of business — Executive Session

--Ninth order of business — Sign licensure applications



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

WVBOT MINUTES: August 23, 2024

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Jacob Greenfield, SueAnn Woods

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

PUBLIC COMMENT

Jacob Greenfield gave a WVOTA update; annual conference scheduled for October 4-5, 2024 at WVU Health Sciences Center. Also noted Amanda Acord-Vira has been named the interim program director of the WVU OT program, upon the resignation of Steven Wheeler. A national search is underway for a permanent replacement.

SueAnn Woods gave an update as the WV representative to the AOTA State Representative Assembly.

Marty motioned to approve April 19, 2024 minutes as written. Bambi seconded. Vote 5-0.

OLD 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. Provided all Board members with AOTA summary of state COTA supervision rules. Discussed need for education regarding current supervision rules. Agreed to conduct an email survey of OT's and OTA's to determine if there is widespread concern that current rules are not adequate to protect consumers and/or are not being followed. Reviewed and finalized survey for distribution. Survey conducted in December. Results summarized. **Reviewed OT/OTA Collaboration Position Statement.**

ACTION/FOLLOW-UP: Vonda to research related AOTA positions for November meeting.

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. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WVBOT website. Attended first Finance Committee meeting on October 19th. Have continued to participate in Finance Committee meetings and attend Executive Committee meetings. RFP for data system to be released within next 30 days. Latest timeline estimates March-August 2025 for completion of data system, with additional time required to integrate states. FBI Access Request completed 7/11/23. It is still unclear if Compact Legislation provides sufficient authority to require FBI CBC's. Reviewed minutes from Annual meeting held October 16, 2023. Reviewed correspondence with WV State Police regarding attempts to obtain FBI authorization to conduct CBC's. Reviewed minutes from recent meetings. Received notification from FBI, via WV State Police, that Compact Code does not grant sufficient authority to conduct criminal background checks. Moved this item to New Business. **Reviewed status of Compact. Additional funding to be requested of AOTA and NBCOT. Data system contract awarded; development underway.**

ACTION/FOLLOW-UP: Attend additional meetings as needed.

TOPIC: Legislative Rule review

FINDINGS/CONCLUSIONS: Review Series 1, 3, 5, and 9 for potential amendments to be proposed in 2024. Last day to file public comment period is July 31, 2024. Reviewed draft modified Rules for Series 3, 5, and 9. Additional modifications discussed. Series 3 Fees Rule modified to reduce initial licensure fees and add fee for Compact Privilege. Marty motioned to file Series 3 rule as proposed. Phil seconded. Vote 5-0. Series 5 Advanced Practice Rule modified to add requirements for OT's / COTA's to perform advanced practice treatment techniques. Marty motioned to file as proposed. Gene seconded. Vote 5-0. Series 9 Telehealth Rule modified to add "Compact Privilege to Practice". Marty motioned to file as proposed. Phil seconded. Vote 5-0. **No comments received during comment period; Agency Approved rules filed 6/4/24; LRMRC interim meeting Tuesday, August 27th includes 13-09, as well as sunset extensions of 13-07 and 13-08. Marty to attend meeting.**

ACTION/FOLLOW-UP: Attend future meetings of LRMRC as necessary.

TOPIC: Office lease renewal

FINDINGS/CONCLUSIONS: Current lease expires 6/30/24. Bambi motioned to move forward with renewal of lease. Gene seconded. Vote 5-0. **Lease renewed for 3 years.**

ACTION/FOLLOW-UP: None.

TOPIC: FBI Criminal History Background Checks

FINDINGS/CONCLUSIONS: Received response from FBI, via WV State Police, that Compact Code does not grant sufficient authority to require CBC's of applicants for Compact Privileges. Will need to add to Practice Act. Working with Senate Attorney to write bill for 2025 Legislative session. Agreed to limit bill to adding this authority and technical change to remove duplicate section for volunteer licenses. Will attempt to limit FBI CBC requirement to applicants for Compact Privilege only. Will communicate and ask for support from WVOTA to advocate for passage.

ACTION/FOLLOW-UP: Work with Senate Attorney on language of bill.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for April 16, 2024 through August 15, 2024. Marty motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of July 31, 2024
\$ 224,707.40

APRIL - JULY DEPOSITS

6/3/24	\$ 25
egov receipts:	
April	\$ 5,290
May	7,080
June	16,270
July	4,690

TOTAL DEPOSITS \$ 33,355

APRIL - JULY DISBURSEMENTS

April	\$ 6,853.60
May	7,515.86
June	8,229.49
July	7,386.51

TOTAL DISBURSEMENTS \$ 29,985.46

Beginning cash balance 7/1/23	\$ 216,098.10
FY2024 Revenue	101,565.00
FY2024 Expenditures	90,259.19
Ending cash balance 6/30/24	\$ 227,403.91

FY2025 Revenue	4,690.00
FY2025 Expenditures	7,386.51
Ending cash balance 7/31/24	\$ 224,707.40

NEW BUSINESS

TOPIC: HB5117

FINDINGS/CONCLUSIONS: HB 5117 passed during 2024 legislative session modified 30-1-23, Waiver of Initial licensing fees for low-income individuals and military families. The waiver is still required, but licensing boards now “may” propose a rule to implement (changed from “shall”). Our Rule, 13-07, defines the qualifications, process and forms required to apply for a waiver. Recommend keeping Rule 13-07 as is. **Gene motioned to keep Rule as is. Marty seconded. Vote 5-0.**

ACTION/FOLLOW-UP: None.

TOPIC: OTA renewal update

FINDINGS/CONCLUSIONS: Total number of OTA licenses due to renew 6/30/24: 347

Non-renewals: 94 (27%)

Total OTA's as of 6/30/24: 545

ACTION/FOLLOW-UP: None.

TOPIC: FY 2026 Appropriation Request

FINDINGS/CONCLUSIONS: Completed and submitted 8/7/24 with same expenditure level as FY25 budget and \$10k reduction in revenue as a result of proposed fee changes.

ACTION/FOLLOW-UP: None.

TOPIC: FY 2024 Annual Report

FINDINGS/CONCLUSIONS: Submitted to Legislature, Secretary of State, and Governor's office 7/22/24.

ACTION/FOLLOW-UP: None.

TOPIC: Supervision of capstone students for Continuing Education credit

FINDINGS/CONCLUSIONS: Discussed request to propose a rule change to 13-04, Continuing Education and Competence, to include mentorship of capstone students as a qualifying activity for CE hours. Jacob Greenfield (WVU) described the 14 week mentorship process. Current rule awards 6 hours/student for level 2 fieldwork supervision, with a maximum of two students per renewal period. Consensus of the Board was to propose a rule change to award the same number of hours (6) for mentorship of a capstone student, with the same maximum of two students per renewal period.

ACTION/FOLLOW-UP: Vonda to provide a comparison of the current AOTA Model Continuing Competence Guidelines to our current Rule at the November meeting to identify other possible changes/updates. Modified Rule would be proposed summer 2025 for the 2026 Legislative Session.

Bills paid April 2024 – July 2024

BRIM	4/1/2024	paid	\$676.00	insurance premium for qtr ending 6/30/24
PEIA	4/4/2024	paid	\$336.00	1% PEIA transfer for reserve fund
STO-egov fees	4/8/2024	paid	\$83.25	Mar 24 egov payments
Dept of Admin	4/17/2024	paid	\$175.73	Shared Services payroll billing Q3 FY 2024
WVInteractive	4/22/2024	paid	\$40.00	Website hosting Mar 2024
Phil Simpson	4/22/2024	paid	\$200.00	perdiem for 4/19/24 board mtg
Bambi Hill	4/22/2024	paid	\$200.00	perdiem for 4/19/24 board mtg
Kathy Quesenberry	4/22/2024	paid	\$200.00	perdiem for 4/19/24 board mtg
Gene Brooks	4/22/2024	paid	\$200.00	perdiem for 4/19/24 board mtg
Marty Douglas	4/22/2024	paid	\$200.00	perdiem for 4/19/24 board mtg
Phil Simpson	4/22/2024	paid	\$284.08	travel for board mtg 4-19-24
Bambi Hill	4/22/2024	paid	\$238.52	travel for board mtg 4-19-24
Gene Brooks	4/22/2024	paid	\$217.08	travel for board mtg 4-19-24
Marty Douglas	4/22/2024	paid	\$255.94	travel for board mtg 4-19-24
IS&C	4/24/2024	paid	\$63.47	Centrex phone billing March 2024
STO-egov fees	5/7/2024	paid	\$111.15	April egov payments
WVInteractive	5/20/2024	paid	\$40.00	Website hosting April 2024
IS&C	5/21/2024	paid	\$63.51	Centrex phone billing April 2024
STO-egov fees	6/6/2024	paid	\$159.30	May egov payments
Certemy	6/6/2024	paid	\$2,489.50	Q17 payment
WVInteractive	6/19/2024	paid	\$40.00	Website hosting May 2024
AG's Office	6/25/2024	paid	\$84.00	May 2024 billing
IS&C	7/1/2024	paid	\$63.59	Centrex phone billing May 2024
BRIM	7/1/2024	paid	\$676.00	insurance premium for qtr ending 9/30/24
STO-egov fees	7/9/2024	paid	\$418.95	June egov payments
IS&C	7/11/2024	paid	\$63.97	Centrex phone billing June 2024
PEIA	7/15/2024	paid	\$50.00	FY2025 admin fee
Dept of Admin	7/17/2024	paid	\$178.54	Shared services payroll billing Q4 2024
WVInteractive	7/22/2024	paid	\$40.00	Website hosting June 2024

Correspondence:

1	NBCOT (Shaun & Francielle)	4/19/2024	email thank you for allowing them to present at Board meeting
2	Jacob Greenfield (WVOTA)	4/24/2024	WVOTA conference October 5th at WVU
3	AOTA	5/8/2024	Final official document, Physical Agent, Mechanical, and Instrument-Assisted Modalities within Occupational Therapy Practice
4	NBCOT	6/17/2024	Retirement Announcement of President/CEO Paul Grace
5	AOTA	7/1/2024	Summer 2024 State Affairs Newsletter
6	NBCOT	7/1/2024	Announcement of new President & CEO Ben Price
7	NBCOT	7/2/2024	2024 State Regulatory Leadership Forum Sept 10-11, 12:30-5:00 pm
8	AOTA (Kristen Neville)	7/30/2024	email correspondence regarding accessibility of AOTA practice resources
9	NBCOT	8/10/2024	Request for action
10	NBCOT	8/14/2024	E-newsletter August 2024
11	AOTA (Kristen Neville)	8/15/2024	Save the Date: Dry Needling Webinar - Nov 12, 2024
12	Leg Rule Making Review Comm	8/16/2024	Agenda for 8/27/24 includes WVBOT rules; representative requested

Meeting was adjourned at 2:10 p.m. after the signing of applications.

The next regular Board meeting is scheduled for Wednesday, November 6th, 2024 at the Holiday Inn & Suites Charleston West at 6:00 pm, the evening before the State Auditor's Licensing Board Seminar.

AGENDA

November 6, 2024

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

--First order of business — Public comment period

--Second order of business — Approve August 23, 2024 minutes
Review August 23, 2024 minutes

--Third order of business — Purchase Card purchases – 8/16/24 through 10/15/24

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Temporary position
- AOTA Individual Associate Membership
- Auditor's Licensing Board Seminar

--Sixth order of business — General correspondence / bills paid since August 2024

--Seventh order of business — 2025 Board meeting dates

--Eighth order of business — Executive Session

--Ninth order of business — Sign licensure applications



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304-285-3150
wvbot.wv.gov

WVBOT MINUTES: November 6, 2024

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery

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

PUBLIC COMMENT

Mary Beth Laughery gave an NBCOT update.

Marty motioned to approve August 23, 2024 minutes as written. Bambi seconded. Vote 5-0.

OLD 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. Provided all Board members with AOTA summary of state COTA supervision rules. Discussed need for education regarding current supervision rules. Agreed to conduct an email survey of OT's and OTA's to determine if there is widespread concern that current rules are not adequate to protect consumers and/or are not being followed. Reviewed and finalized survey for distribution. Survey conducted in December. Results summarized. Reviewed OT/OTA Collaboration Position Statement. **Presented three AOTA documents related to Supervision, Documentation, and an Ethics Advisory Opinion on supervision and collaboration.**

ACTION/FOLLOW-UP: Board members to review AOTA documents for further discussion at next meeting.

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. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WVBOT website. Attended first Finance Committee meeting on October 19th. Have continued to participate in Finance Committee meetings and attend Executive Committee meetings. RFP for data system to be released within next 30 days. Latest timeline estimates March-August 2025 for completion of data system, with additional time required to integrate states. FBI Access Request completed 7/11/23. It is still unclear if Compact Legislation provides sufficient authority to require FBI CBC's. Reviewed minutes from Annual meeting held October 16, 2023. Reviewed correspondence with WV State Police regarding attempts to obtain FBI authorization to conduct CBC's. Reviewed minutes from recent meetings. Received notification from FBI, via WV State Police, that Compact Code does not grant sufficient authority to conduct criminal background checks. Moved this item to New Business. **Reviewed status of Compact. Additional funding to be requested of AOTA and NBCOT. Data system contract awarded; development underway.**

ACTION/FOLLOW-UP: Attend additional meetings as needed.

TOPIC: Legislative Rule review

FINDINGS/CONCLUSIONS: Review Series 1, 3, 5, and 9 for potential amendments to be proposed in 2024. Last day to file public comment period is July 31, 2024. Reviewed draft modified Rules for Series 3, 5, and 9. Additional modifications discussed. Series 3 Fees Rule modified to reduce initial licensure fees and add fee for Compact Privilege. Marty motioned to file Series 3 rule as proposed. Phil seconded. Vote 5-0. Series 5 Advanced Practice Rule modified to add requirements for OT's / COTA's to perform advanced practice treatment techniques. Marty motioned to file as proposed. Gene seconded. Vote 5-0. Series 9 Telehealth Rule modified to add "Compact Privilege to Practice". Marty motioned to file as proposed. Phil seconded. Vote 5-0. No comments received during comment period; Agency Approved rules filed 6/4/24; LRMRC interim meeting Tuesday, August 27th includes 13-09, as well as sunset extensions of 13-07 and 13-08. Marty to attend meeting. **All Rules were passed for introduction during 2025 Legislative Session, with minor formatting changes.**

ACTION/FOLLOW-UP: None.

TOPIC: FBI Criminal History Background Checks

FINDINGS/CONCLUSIONS: Received response from FBI, via WV State Police, that Compact Code does not grant sufficient authority to require CBC’s of applicants for Compact Privileges. Will need to add to Practice Act. Working with Senate Attorney to write bill for 2025 Legislative session. Agreed to limit bill to adding this authority and technical change to remove duplicate section for volunteer licenses. Will attempt to limit FBI CBC requirement to applicants for Compact Privilege only. Will communicate and ask for support from WVOTA to advocate for passage.

ACTION/FOLLOW-UP: Work with Senate Attorney on language of bill.

TOPIC: Supervision of capstone students for Continuing Education credit

FINDINGS/CONCLUSIONS: Discussed request to propose a rule change to 13-04, Continuing Education and Competence, to include mentorship of capstone students as a qualifying activity for CE hours. Jacob Greenfield (WVU) described the 14 week mentorship process. Current rule awards 6 hours/student for level 2 fieldwork supervision, with a maximum of two students per renewal period. Consensus of the Board was to propose a rule change to award the same number of hours (6) for mentorship of a capstone student, with the same maximum of two students per renewal period. **Vonda provided a comparison of the current AOTA Model Continuing Competence Guidelines to our current Rule with suggested changes/updates. Modified Rule would be proposed summer 2025 for the 2026 Legislative Session.**

ACTION/FOLLOW-UP: Board members to review proposed modified Continuing Competency Rule (13-04) for discussion at next meeting.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for August 16, 2024 through October 15, 2024. Gene motioned to approve all purchases. Phil seconded. Vote 5-0.

TREASURER’S REPORT

Cash Balance as of October 31, 2024
\$ 222,438.07

AUGUST - OCTOBER DEPOSITS

egov receipts:
August \$ 3,460
September 5,270
October 10,190

TOTAL DEPOSITS \$ 18,920

AUGUST - OCTOBER DISBURSEMENTS

August \$ 6,166.11
September 8,432.25
October 6,590.97

TOTAL DISBURSEMENTS \$ 21,189.33

Beginning cash balance	7/1/24	\$ 227,403.91
FY2025 Revenue		23,610.00
FY2025 Expenditures		28,575.84
Ending cash balance	10/31/24	\$ 222,438.07

NEW BUSINESS

TOPIC: Temporary position

FINDINGS/CONCLUSIONS: Discussed filling temporary position to scan old files, help with record retention activities, writing of policies and procedures, and provide backup for Executive Secretary.

ACTION/FOLLOW-UP: Vonda to research hiring process with State HR/payroll and Budget office.

TOPIC: AOTA Individual Associate Membership

FINDINGS/CONCLUSIONS: Discussed purchasing an Associate Membership for Executive Secretary to provide access to AOTA practice resources available only to members. Marty motioned to purchase membership in FY26. Bambi seconded. Vote 5-0.

ACTION/FOLLOW-UP: Confirm there are no ethical concerns with panel at Auditor's Licensing Board seminar on 11/7/24.

TOPIC: Auditor's Licensing Board Seminar

FINDINGS/CONCLUSIONS: Reviewed agenda for seminar. Begins at 8:30 a.m. on November 7th.

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

Bills paid August 2024 – October 2024

AG's Office	8/5/2024	paid	\$69.00	June 2024 billing
STO-egov fees	8/5/2024	paid	\$52.65	July egov payments
ERP Board	8/23/2024	paid	\$178.75	wvOASIS FY2025 annual user fee
Phil Simpson	8/26/2024	paid	\$200.00	perdiem for 8/23/24 board mtg
Bambi Hill	8/26/2024	paid	\$200.00	perdiem for 8/23/24 board mtg
Kathy Quesenberry	8/26/2024	paid	\$200.00	perdiem for 8/23/24 board mtg
Gene Brooks	8/26/2024	paid	\$200.00	perdiem for 8/23/24 board mtg
Marty Douglas	8/26/2024	paid	\$200.00	perdiem for 8/23/24 board mtg
Kathy Quesenberry	8/26/2024	paid	\$65.66	travel for board mtg 8-23-24
Bambi Hill	8/26/2024	paid	\$238.52	travel for board mtg 8-23-24
Gene Brooks	8/26/2024	paid	\$217.08	travel for board mtg 8-23-24
Marty Douglas	8/26/2024	paid	\$255.94	travel for board mtg 8-23-24
IS&C	8/28/2024	paid	\$63.80	Centrex phone billing July 2024
IS&C	8/28/2024	paid	\$102.65	Computer services July 2024
STO-egov fees	9/9/2024	paid	\$77.85	Aug egov payments
WVInteractive	9/17/2024	paid	\$40.00	Website hosting Aug 2024
Certemy	9/25/2024	paid	\$2,489.50	Q18 payment
BRIM	10/4/2024	paid	\$676.00	insurance premium for qtr ending 12/31/24
IS&C	10/9/2024	paid	\$63.61	Centrex phone biling August 2024
STO-egov fees	10/9/2024	paid	\$118.58	Sep egov payments
Dept of Admin	10/16/2024	paid	\$167.73	Shared services payroll billing Q1 2025
WVInteractive	10/16/2024	paid	\$40.00	Website hosting Sep 2024
IS&C	10/30/2024	paid	\$14.26	Computer services Aug 2024

Correspondence:

	<u><i>correspondence</i></u>	<u><i>date rec'd</i></u>	<u><i>issue</i></u>
1	NBCOT	9/12/2024	Recording links to State Regulatory Forum
2	NBCOT	9/13/2024	Newsletter
3	AOTA	9/17/2024	Feedback request-Guidelines for Reentry into the Field of OT
4	AOTA	10/9/2024	Fall newsletter - see info re FBI CBC legislation in other states
5	OT Compact Commission	10/9/2024	Oct 2024 Newsletter - see projected timeline
6	AOTA (Kristen Neville)	10/15/2024	Dry Needling Webinar - 11/12/24 8:00 pm

Meeting was adjourned at 8:30 p.m. after the signing of applications.

The next regular Board meeting is scheduled for Friday, January 31st, 2025 at the Morgantown office. Future tentative 2025 meeting dates are April 4th and August 22nd.

AGENDA

January 31, 2025

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

--First order of business — Public comment period

--Second order of business — Approve November 6, 2024 minutes
Review November 6, 2024 minutes

--Third order of business — Purchase Card purchases – 10/16/24 through 1/15/25

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Elect officers
- OT renewal update
- OT Compact draft rules

--Sixth order of business — General correspondence / bills paid since Nov 2024

--Seventh order of business — 2025 Board meeting dates (4/4, 8/22)

--Eighth order of business — Executive Session
- Issue 2024#01 Complaint

--Ninth order of business — Sign licensure applications



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

WVBOT MINUTES: January 31, 2025

MEMBERS PRESENT: Marty Douglas, Phil Simpson, Kathy Quesenberry

ABSENT: Gene Brooks, Bambi Hill

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery, Kayleigh Nolan

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

PUBLIC COMMENT

Mary Beth Laughery gave an NBCOT update, noting the upcoming retirement of Shaun Conway, a new planning tool, myEBPtool, and the Why Choose OT? campaign. She also noted OT was named the 8th best healthcare job of 2025 by US News & World Report.

Kayleigh Nolan gave a WVOTA update, noting the annual conference to be held at the University of Charleston on October 4th and Legislative Day at the Capitol on February 18th.

Marty motioned to approve November 6, 2024 minutes as written. Phil seconded. Vote 3-0.

OLD 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. Provided all Board members with AOTA summary of state COTA supervision rules. Discussed need for education regarding current supervision rules. Agreed to conduct an email survey of OT's and OTA's to determine if there is widespread concern that current rules are not adequate to protect consumers and/or are not being followed. Reviewed and finalized survey for distribution. Survey conducted in December. Results summarized. Reviewed OT/OTA Collaboration Position Statement. Presented three AOTA documents related to Supervision, Documentation, and an Ethics Advisory Opinion on supervision and collaboration. **Discussed need for training and awareness of current supervision rules and use of the Supervisory Statement.**
ACTION/FOLLOW-UP: Re-establish training session with WVU graduating class; Create a training presentation with exam that can be taken for CE credit to be posted on WVBOT website.

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. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WVBOT website. Attended first Finance Committee meeting on October 19th. Have continued to participate in Finance Committee meetings and attend Executive Committee meetings. RFP for data system to be released within next 30 days. Latest timeline estimates March-August 2025 for completion of data system, with additional time required to integrate states. FBI Access Request completed 7/11/23. It is still unclear if Compact Legislation provides sufficient authority to require FBI CBC's. Reviewed minutes from Annual meeting held October 16, 2023. Reviewed correspondence with WV State Police regarding attempts to obtain FBI authorization to conduct CBC's. Reviewed minutes from recent meetings. Received notification from FBI, via WV State Police, that Compact Code does not grant sufficient authority to conduct criminal background checks. Moved this item to New Business. Reviewed status of Compact. Additional funding to be requested of AOTA and NBCOT. Data system contract awarded; development underway. **Compact privileges expected to be issued by late 2025 for those states who have met all requirements. Volunteered to participate as pilot state in testing of CompactConnect, the data system for data transfer between states and OTCC.**

ACTION/FOLLOW-UP: Attend additional meetings as needed.

TOPIC: FBI Criminal History Background Checks

FINDINGS/CONCLUSIONS: Received response from FBI, via WV State Police, that Compact Code does not grant sufficient authority to require CBC's of applicants for Compact Privileges. Will need to add to Practice Act. Working with Senate Attorney to write bill for 2025 Legislative session. Agreed to limit bill to adding this authority and technical change to remove duplicate section for volunteer licenses. Will attempt to limit FBI CBC requirement to applicants for Compact Privilege only. Will communicate and ask for support from WVOTA to advocate for passage. **Presented summary of issues related to the FBI CBC requirement for participation in the OT compact, including the FBI tendency to deny authorization to licensure compacts.**
ACTION/FOLLOW-UP: Marty motioned to propose language that would require background check of applicants for compact privileges only. Phil seconded. Vote 3-0. Vonda to communicate to Senate Attorney writing the bill.

TOPIC: Supervision of capstone students for Continuing Education credit

FINDINGS/CONCLUSIONS: Discussed request to propose a rule change to 13-04, Continuing Education and Competence, to include mentorship of capstone students as a qualifying activity for CE hours. Jacob Greenfield (WVU) described the 14 week mentorship process. Current rule awards 6 hours/student for level 2 fieldwork supervision, with a maximum of two students per renewal period. Consensus of the Board was to propose a rule change to award the same number of hours (6) for mentorship of a capstone student, with the same maximum of two students per renewal period. Vonda provided a comparison of the current AOTA Model Continuing Competence Guidelines to our current Rule with suggested changes/updates. Modified Rule would be proposed summer 2025 for the 2026 Legislative Session.

ACTION/FOLLOW-UP: Marty motioned to file rule as presented at November meeting. Phil seconded. Vote 3-0.

TOPIC: Temporary position

FINDINGS/CONCLUSIONS: Discussed filling temporary position to scan old files, help with record retention activities, writing of policies and procedures, and provide backup for Executive Secretary.

ACTION/FOLLOW-UP: Vonda to research hiring process with State HR/payroll and Budget office. Explore possibility of an OTD student providing Board support as a capstone project.

TOPIC: AOTA Individual Associate Membership

FINDINGS/CONCLUSIONS: Discussed purchasing an Associate Membership for Executive Secretary to provide access to AOTA practice resources available only to members. Marty motioned to purchase membership in FY26. Bambi seconded. Vote 5-0. **Confirmed with panel at Auditor's Licensing Board seminar on 11/7/24 there are no ethical concerns with this purchase.**

ACTION/FOLLOW-UP: Include in Expenditure schedules for FY2026 and purchase Associate Membership.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for October 16, 2024 through January 15, 2025. Marty motioned to approve all purchases. Phil seconded. Vote 3-0.

TREASURER'S REPORT

Cash Balance as of December 31, 2024

\$ 244,096.00

NOVEMBER - DECEMBER DEPOSITS

11/25/24 \$ 30

egov receipts:

November \$ 14,550

December \$ 25,100

TOTAL DEPOSITS \$ 39,680

NOVEMBER - DECEMBER DISBURSEMENTS

November \$ 10,267.70

December \$ 7,754.37

TOTAL DISBURSEMENTS \$ 18,022.07

Beginning cash balance	7/1/24	\$ 227,403.91
FY2025 Revenue		63,290.00
FY2025 Expenditures		46,597.91
Ending cash balance	12/31/24	\$ 244,096.00

NEW BUSINESS

TOPIC: Election of officers for 2025

FINDINGS/CONCLUSIONS: Phil motioned to keep current officers. Marty seconded. Vote 3-0.

ACTION/FOLLOW-UP: None.

TOPIC: 2025 OT renewal update

FINDINGS/CONCLUSIONS: Total OT renewals due: 501; Non-renewal letters sent 1/15/25: 71 (14%);
Actively licensed OT's as of 1/15/25: 949

ACTION/FOLLOW-UP: None.

TOPIC: OT Compact Rules – public comment period ending 2/14/25

FINDINGS/CONCLUSIONS: Three draft rules reviewed. Marty made a motion that no comments be submitted. Phil seconded. Vote 3-0.

ACTION/FOLLOW-UP: None.

Bills paid November 2024 – December 2024

STO-egov fees	11/12/2024	paid	\$229.28	Oct egov payments
Phil Simpson	11/12/2024	paid	\$400.00	perdiem for 11/6/24 & 11/7/24
Bambi Hill	11/12/2024	paid	\$400.00	perdiem for 11/6/24 & 11/7/24
Kathy Quesenberry	11/12/2024	paid	\$200.00	perdiem for 11/6/24
Gene Brooks	11/12/2024	paid	\$400.00	perdiem for 11/6/24 & 11/7/24
Marty Douglas	11/12/2024	paid	\$400.00	perdiem for 11/6/24 & 11/7/24
Phil Simpson	11/12/2024	paid	\$69.68	travel for 11/6/24 & 11/7/24
Bambi Hill	11/12/2024	paid	\$85.76	travel for 11/6/24 & 11/7/24
WVInteractive	11/12/2024	paid	\$40.00	website hosting Oct 2024
IS&C	11/18/2024	paid	\$63.70	Centrex phone billing Sep 2024
Vonda Malnikoff	11/21/2024	paid	\$344.38	travel to pcard seminar and licensing board seminar
IS&C	11/25/2024	paid	\$11.26	Office of Technology Sept 2024
STO-egov fees	12/12/2024	paid	\$330.08	Nov egov payments
WVInteractive	12/16/2024	paid	\$40.00	website hosting Nov 2024
Certemy	12/23/2024	paid	\$2,489.50	Q19 payment

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	OT Compact Commission	1/10/2025	Jan 2025 Newsletter - see projected timeline
2	ACOTE	1/22/2025	December 2024 Accreditation actions (UC-Beckley)
3	Anthony Eates - Deputy AG	1/29/2025	Governor's Executive Orders

Marty motioned to enter executive session at 12:49 to discuss complaint received against licensee. Phil seconded. Vote 3-0.

EXECUTIVE SESSION

Issue 2024#01 Reviewed & discussed complaint and information gathered to date.

Marty motioned to leave executive session at 1:40. Phil seconded. Vote 3-0.

Meeting was adjourned at 1:55 p.m. after the signing of applications.

The next regular Board meeting is scheduled for Friday, April 4th, 2025 at the Morgantown office. Future tentative 2025 meeting date is August 22nd.

AGENDA

April 4, 2025

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

--First order of business — Public comment period

--Second order of business — Approve January 31, 2025 minutes
Review January 31, 2025 minutes

--Third order of business — Purchase Card purchases – 1/16/25 through 3/15/25

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Safety Policy, Driver Training, Confidentiality Stmts
- TekSwift contract renewal
- Legislative update

--Sixth order of business — General correspondence / bills paid since Jan 2025

--Seventh order of business — 2025 Board meeting dates (8/22, ?)

--Eighth order of business — Executive Session
- Issue 2024#01
- Issue 2025#01

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: April 4, 2025

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

ABSENT: Kathy Quesenberry

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:15 a.m.

PUBLIC COMMENT

None.

Gene motioned to approve January 31, 2025 minutes as written. Marty seconded. Vote 4-0.

OLD BUSINESS

TOPIC: COTA Supervision Rules

FINDINGS/CONCLUSIONS: Create New Business item for Supervision training presentation when ready to review and implement.

ACTION/FOLLOW-UP: Closed.

TOPIC: OT Licensure Compact

FINDINGS/CONCLUSIONS: Add Compact Update as separate agenda item for future meetings.

ACTION/FOLLOW-UP: Closed.

TOPIC: FBI Criminal History Background Checks

FINDINGS/CONCLUSIONS: SB462 modifying Practice Act to grant authority to the Board to require background checks of applicants for compact privileges in other states was signed by the Governor 3/24/25.

ACTION/FOLLOW-UP: Upon final posting of new Code, re-apply with the FBI.

TOPIC: Supervision of capstone students for Continuing Education credit

FINDINGS/CONCLUSIONS: Create New Business item for 2026 Legislative Rule filing to include modified 13-04, Continuing Education and Competency Rule.

ACTION/FOLLOW-UP: Closed.

TOPIC: Temporary position

FINDINGS/CONCLUSIONS: Discussed filling temporary position to scan old files, help with record retention activities, writing of policies and procedures, and provide backup for Executive Secretary.

ACTION/FOLLOW-UP: Vonda to research hiring process with State HR/payroll and Budget office. Explore possibility of an OTD student providing Board support as a capstone project.

TOPIC: AOTA Individual Associate Membership

FINDINGS/CONCLUSIONS: Discussed purchasing an Associate Membership for Executive Secretary to provide access to AOTA practice resources available only to members. Marty motioned to purchase membership in FY26. Bambi seconded. Vote 5-0. Confirmed with panel at Auditor's Licensing Board seminar on 11/7/24 there are no ethical concerns with this purchase. Will include in FY2026 expenditure schedule and purchase Associate membership.

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for January 16, 2025 through March 15, 2025. Bambi motioned to approve all purchases. Gene seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of March 31, 2025

\$ 231,662.29

JANUARY - MARCH DEPOSITS

egov receipts:

January \$ 4,370

February 3,350

March 3,900

TOTAL DEPOSITS \$ 11,620

JANUARY - MARCH DISBURSEMENTS

January \$ 6,755.95

February 8,021.41

March 9,276.35

TOTAL DISBURSEMENTS \$ 24,053.71

Beginning cash balance 7/1/24 \$ 227,403.91

FY2025 Revenue 74,910.00

FY2025 Expenditures 70,651.62

Ending cash balance 3/31/25 \$ 231,662.29

NEW BUSINESS

TOPIC: Safety Policy, Driver Training, and Confidentiality Statements

FINDINGS/CONCLUSIONS: Review and sign.

ACTION/FOLLOW-UP: None.

TOPIC: TekSwift contract renewal

FINDINGS/CONCLUSIONS: Price for Insight Essentials to remain at \$260/qtr, with 25GB data backup.

Additional costs for renewal of old website domain and set up of new desktop. Bambi motioned to renew contract. Phil seconded. Vote 4-0.

ACTION/FOLLOW-UP: None.

TOPIC: Legislative update

FINDINGS/CONCLUSIONS: SB 462 signed by Governor 3/24/25, to be effective immediately. SB 369, which included our Legislative Rules, was vetoed by the Governor on 4/1/25 due to concerns with a Rule from the Elections Committee. This Rule is being modified and SB 369 is again moving through the legislative process.

ACTION/FOLLOW-UP: Follow progress.

Bills paid January 2025 – March 2025

IS&C	1/7/2025	paid	\$11.26	Office of Technology Oct 2024
IS&C	1/7/2025	paid	\$64.07	Centrex phone billing Oct 2024
BRIM	1/7/2025	paid	\$676.00	insurance premium for qtr ending 3/31/25
STO-egov fees	1/9/2025	paid	\$590.40	Dec egov payments
Dept of Admin	1/15/2025	paid	\$145.41	Shared services payroll billing Q2 2025
WVInteractive	1/16/2025	paid	\$40.00	website hosting Dec 2024
AG's Office	1/22/2025	paid	\$455.00	Dec 2024 invoice
Kathy Quesenberry	2/3/2025	paid	\$200.00	perdiem for 1/31/25
Marty Douglas	2/3/2025	paid	\$200.00	perdiem for 1/31/25
Phil Simpson	2/3/2025	paid	\$200.00	perdiem for 1/31/25
Kathy Quesenberry	2/3/2025	paid	\$305.20	travel for 1/31/25
Marty Douglas	2/3/2025	paid	\$267.40	travel for 1/31/25
Phil Simpson	2/3/2025	paid	\$296.80	travel for 1/31/25
STO-egov fees	2/10/2025	paid	\$69.98	Jan egov payments
IS&C	2/12/2025	paid	\$11.26	Office of Technology Nov 2024
IS&C	2/12/2025	paid	\$64.06	Centrex phone billing Nov 2024
Vonda Malnikoff	2/18/2025	paid	\$229.60	travel to Assoc of Lic Bd mtg 2-14-25
WVInteractive	2/18/2025	paid	\$40.00	website hosting Jan 2025
Assoc of Lic bds	2/19/2025	paid	\$300.00	FY25 Dues
AG's Office	2/24/2025	paid	\$455.00	Jan 2025 invoice
IS&C	2/27/2025	paid	\$11.26	Office of Technology Dec 2024
IS&C	2/27/2025	paid	\$64.34	Centrex phone billing Dec 2024
Marty Douglas	3/4/2025	paid	\$600.00	perdiem for leg mtgs & investigation interviews
Marty Douglas	3/4/2025	paid	\$307.04	travel & meals 2/28/25 investigation interviews
STO-egov fees	3/6/2025	paid	\$75.38	Feb egov payments
WVInteractive	3/6/2025	paid	\$40.00	website hosting Feb 2025
IS&C	3/12/2025	paid	\$11.26	Office of Technology Jan 2025
IS&C	3/12/2025	paid	\$64.50	Centrex phone billing Jan 2025
Encova	3/13/2025	paid	\$213.00	Workers Comp premium 3/29/25 - 3/29/26
AG's Office	3/17/2025	paid	\$117.00	Feb 2025 invoice

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	NBCOT	2/18/2025	Shaun Conway retirement announcement
2	NBCOT	3/12/2025	E-newsletter
3	AOTA	3/26/2025	State Affairs Newsletter
4	OT	4/4/2025	Scope of practice question

Marty motioned to enter executive session at 12:30 to discuss complaint received against licensee and application for licensure. Phil seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2024#01 Reviewed & discussed complaint and investigator summary and recommendation.

Issue 2025#01 Reviewed licensure application and related documents.

Phil motioned to leave executive session at 1:05. Gene seconded. Vote 4-0.

Issue 2024#01 Gene motioned to accept investigator recommendation and offer Consent Agreement and Order. Bambi seconded. Vote 3-0.

Issue 2025#01 Phil motioned to approve application and issue license. Marty seconded. Vote 4-0.

Meeting was adjourned at 2:00 p.m. after the signing of applications.

The next regular Board meeting is scheduled for Friday, August 22, 2025 at the Morgantown office. November meeting date will be set when date for Auditor's Licensing Board seminar is known.