



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

**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.**

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
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	Cemtrex (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.