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**WVBOT MINUTES:** September 24, 2021

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

**ABSENT:** Gene Brooks

**ALSO PRESENT:** Vonda Malnikoff

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

Signed licensure applications.

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

## **OLD BUSINESS**

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

**FINDINGS/CONCLUSIONS:** Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0. Three vendors have provided quotes, along with product demos. Quotes reviewed at April 3, 2020 meeting. Kathy motioned to allow Vonda to complete research and make decision between two lowest bidders. Marty seconded. Vote 5-0. Three year contract signed with Certemy 5/15/20. Online initial applications and Public Registry activated 9/15/20. Reviewed system with Board; discussed open issues with renewal applications / CE reporting.

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

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

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

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

## **PURCHASE CARD TRANSACTIONS**

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

## **TREASURER'S REPORT**

Cash Balance as of August 31, 2021

\$ 225,472.22

### **APRIL - AUGUST DEPOSITS**

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

egov receipts:

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

TOTAL DEPOSITS \$ 14,380

### **APRIL - AUGUST DISBURSEMENTS**

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

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

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

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

### **EXECUTIVE SESSION**

Issue 2021#01 Complaint  
Issue 2021#02 Complaint

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

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

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

### **NEW BUSINESS**

**TOPIC: NBCOT presentation at November meeting**  
**FINDINGS/CONCLUSIONS:** Schedule for 11:00 a.m.  
**ACTION/FOLLOW-UP: Communicate with NBCOT**

**TOPIC: Update to School Based Practice FAQ's**  
**FINDINGS/CONCLUSIONS:** Discussed revisions to position statement.  
**ACTION/FOLLOW-UP: Modify per discussion**

**TOPIC: CE Conference 2022**  
**FINDINGS/CONCLUSIONS:** Reviewed quotes from Bridgeport Conference Center for one and two day conference. Reviewed proposal from Aspire OT. No other commitments from speakers. **Agreed to hold one day conference with limited attendance of 100, preferably with multiple course options.**  
**ACTION/FOLLOW-UP: Continue to contact potential speakers.**

**TOPIC: Laptop purchase for Investigator**  
**FINDINGS/CONCLUSIONS:** Bambi motioned to purchase laptop for Investigator to replace obsolete iPad. Phil seconded. Vote 4-0.  
**ACTION/FOLLOW-UP: Purchase laptop through statewide contract.**

## Correspondence:

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

## Bills paid since April 2021

BRIM	4/1/2021	paid	\$676.00	insurance premium for qtr ending 6/30/21
STO-egov fees	4/5/2021	paid	\$52.88	Mar egov payments
IS&C	4/6/2021	paid	\$60.60	Centrex (phone) billing Mar 2021
WVInteractive	4/12/2021	paid	\$6.00	March renewals (2)
Summit Prof Educ	4/14/2021	paid	\$7,000.00	April 10, 2021 webinar
Bambi Hill	4/26/2021	paid	\$150.00	hours for board mtg 4-23-21
Kathy Quesenberry	4/26/2021	paid	\$150.00	hours for board mtg 4-23-21
Gene Brooks	4/26/2021	paid	\$150.00	hours for board mtg 4-23-21
Marty Douglas	4/26/2021	paid	\$150.00	hours for board mtg 4-23-21
Bambi Hill	4/26/2021	paid	\$199.36	travel for board mtg 4-23-21
Kathy Quesenberry	4/26/2021	paid	\$54.88	travel for board mtg 4-23-21
Gene Brooks	4/26/2021	paid	\$181.44	travel for board mtg 4-23-21
Phil Simpson	4/26/2021	paid	\$237.44	travel for board mtg 4-23-21
Marty Douglas	4/26/2021	paid	\$213.92	travel for board mtg 4-23-21
PEIA	4/27/2021	paid	\$304.00	1% PEIA transfer for reserve fund
STO-egov fees	5/10/2021	paid	\$37.80	April egov payments
Assoc of Lic bds	5/10/2021	paid	\$300.00	Annual dues
IS&C	5/11/2021	paid	\$61.98	Centrex (phone) billing April 2021
Certemy	5/17/2021	paid	\$2,275.00	Q5 payment
WVInteractive	6/8/2021	paid	\$3.00	May renewals (1)
STO-egov fees	6/14/2021	paid	\$33.54	May egov payments
IS&C	6/14/2021	paid	\$61.86	Centrex (phone) billing May 2021
Summit Prof Educ	6/21/2021	paid	\$7,000.00	June 18, 2021 webinar
IS&C	7/1/2021	paid	\$65.06	Centrex (phone) billing June 2021
BRIM	7/1/2021	paid	\$687.00	insurance premium for qtr ending 9/30/21
STO-egov fees	7/7/2021	paid	\$58.95	June egov payments
WVInteractive	7/12/2021	paid	\$3.00	June renewals (1)
Dept of Admin	7/12/2021	paid	\$112.00	Shared services payroll billing Q4 2021
PEIA	7/15/2021	paid	\$50.00	Admin fee FY 2022
ERP Board	7/20/2021	paid	\$178.75	FY 2022 user fee
Dept of Admin	7/20/2021	paid	\$132.00	Shared services payroll & AP billing Q3 2021
IS&C	8/9/2021	paid	\$60.52	Centrex (phone) billing July 2021
STO-egov fees	8/9/2021	paid	\$104.18	July egov payments

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