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WVBOT MINUTES: November 19, 2021

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

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

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

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

EXECUTIVE SESSION

Issue 2021#01 Closed

Issue 2021#02 Complaint

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

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

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

OLD BUSINESS

TOPIC: Future online services

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

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

TOPIC: CE conference 2021

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

ACTION/FOLLOW-UP: Closed.

TOPIC: CE Conference 2022

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

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

PURCHASE CARD TRANSACTIONS

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

TREASURER’S REPORT

Cash Balance as of October 31, 2021
\$ 221,361.04

SEPTEMBER - OCTOBER DEPOSITS

9/8/21	\$30
egov receipts:	
September	\$ 4,170.00
October	6,530.00

TOTAL DEPOSITS \$10,730.00

SEPTEMBER - OCTOBER DISBURSEMENTS

September	\$ 7,155.14
October	7,686.04

Beginning cash balance 7/1/21	\$ 228,280.50
FY2022 Revenue	19,140.00
FY2022 Expenditures	26,059.46
Ending cash balance 10/31/21	\$ 221,361.04

NEW BUSINESS

TOPIC: COTA Supervision Rules

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

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

TOPIC: Purchasing Audit

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

ACTION/FOLLOW-UP: None

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

Bills paid Sep 2021- Oct 2021

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

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