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WVBOT MINUTES: April 20, 2023

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

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

Marty motioned to approve January 20, 2023 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.**

ACTION/FOLLOW-UP: Vonda to develop survey for Board review.

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.**

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

TOPIC: CE Conference 2023

FINDINGS/CONCLUSIONS: Discussed potential date, location, speakers/topics. Reviewed quotes for Tamarack and Raleigh County Convention Center for April 21, 2023. Also reviewed proposed agenda, speaker proposals, and promotional item. Discussed holding November Board meeting in Beckley to tour Convention Center. Toured Convention Center & signed contract for 4/21/23. Discussed conference menu. Received journals and pens. Agenda finalized. Board meeting on 4/20/23 and block of rooms will be at the Holiday Inn.

ACTION/FOLLOW-UP: Email certificates to attendees. Compile evaluation responses for next Board meeting.

TOPIC: Expanded Tekswift services

FINDINGS/CONCLUSIONS: Discussed proposal to expand Tekswift services to include their Insight Managed IT Services to increase security on Board computers. Bambi motioned to add Insight Essentials to our Tekswift contract. Marty seconded. Vote 5-0. Received approval from WV Office of Technology on 10/28/22. **Insight Essentials added to new contract effective April 1.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

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

TREASURER’S REPORT

Cash Balance as of March 31, 2023
\$ 228,079.45

JANUARY - MARCH DEPOSITS

1/20/23 \$ 30
2/21 60

egov receipts:

January \$ 4,900
February 940
March 2,060

TOTAL DEPOSITS \$ 7,990

JANUARY - MARCH DISBURSEMENTS

January \$ 7,921.70
February 5,728.13
March 4,171.06

Beginning cash balance 7/1/22	\$ 223,743.86
FY2023 Revenue	66,285.00
FY2023 Expenditures	61,949.41
Ending cash balance 3/31/23	\$ 228,079.45

NEW BUSINESS

TOPIC: Safety Policy, Driver Training, and Confidentiality Statements

FINDINGS/CONCLUSIONS: Review and sign.

ACTION/FOLLOW-UP: None.

TOPIC: Legislative Session 2023

FINDINGS/CONCLUSIONS: Reviewed SB240 which passed on 3/11/23, as well as other bills of interest that did not complete legislative action.

ACTION/FOLLOW-UP: None.

TOPIC: CE Conference 2024

FINDINGS/CONCLUSIONS: Discussed potential date, location, speakers/topics.

ACTION/FOLLOW-UP: Vonda to contact Stonewall Resort or Days Inn at Flatwoods for availability and quote.

TOPIC: Certemy Contract renewal

FINDINGS/CONCLUSIONS: Attempting to process as an Agency-level Direct Award.

ACTION/FOLLOW-UP: Work with Purchasing to complete contract renewal.

TOPIC: PERD Audit

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

ACTION/FOLLOW-UP: Continue to comply with audit requests as necessary.

TOPIC: Across the Board Salary Increase

FINDINGS/CONCLUSIONS: Marty motioned to approve participation in ATB salary increase for Executive Secretary. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: FY24 Expenditure Schedules

FINDINGS/CONCLUSIONS: Due May 1st.

ACTION/FOLLOW-UP: Vonda to complete and submit Expenditure Schedules and reports.

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	TekSwift	2/16/2023	Website needs upgraded to remain compatible with latest version of Wordpress
2	Camp Dawson	2/20/2023	Conference location email
3	ACOTE	3/8/2023	Call for comment on draft ACOTE standards
4	NBCOT	3/20/2023	link for State Regulatory Webinar
5	Microsoft Teams	4/5/2023	Microsoft Teams Free is retiring; discuss options
6	Email from OT	4/18/23	Review and respond

Bills paid January – March 2023

BRIM	1/4/2023	paid	\$676.00	insurance premium for qtr ending 3/31/23
STO-egov fees	1/5/2023	paid	\$570.60	Dec egov payments
Dept of Admin	1/19/2023	paid	\$192.00	Shared Services payroll billing Q2 2023
Kathy Quesenberry	1/23/2023	paid	\$285.58	travel for 1/20/23 board mtg
Gene Brooks	1/23/2023	paid	\$212.22	travel for 1/20/23 board mtg
Marty Douglas	1/23/2023	paid	\$250.22	travel for 1/20/23 board mtg
Kathy Quesenberry	1/23/2023	paid	\$150.00	perdiem for 1-20-23 board mtg
Gene Brooks	1/23/2023	paid	\$150.00	perdiem for 1-20-23 board mtg
Marty Douglas	1/23/2023	paid	\$150.00	perdiem for 1-20-23 board mtg
Bambi Hill	1/23/2023	paid	\$150.00	perdiem for 1-20-23 board mtg
Encova	1/26/2023	paid	\$216.00	WC premium 3/29/23 - 3/29/24
STO-egov fees	2/6/2023	paid	\$96.75	Jan egov payments
Assoc of Lic bds	2/6/2023	paid	\$300.00	Annual Assoc Dues 2023
IS&C	2/28/2023	paid	\$60.80	Centrex (phone) billing January 2023
IS&C	3/6/2023	paid	\$60.91	Centrex (phone) billing February 2023
STO-egov fees	3/7/2023	paid	\$21.15	Feb egov payments

Phil motioned to adjourn at 8:30 p.m. Marty seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, September 15th, 2023 at 11:00 a.m. at the Board office in Morgantown. Final 2023 board meeting is tentatively scheduled for November 17th.