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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
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FY2025 Revenue	74,910.00
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FY2025 Expenditures	70,651.62
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Ending cash balance 3/31/25	\$ 231,662.29
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### **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><b>correspondence</b></u>	<u><b>date rec'd</b></u>	<u><b>issue</b></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.