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WVBOT MINUTES: September 15, 2023

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

ABSENT: Gene Brooks

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery, Jacob Greenfield, SueAnn Woods

MEETING CALLED TO ORDER: 11:04 a.m.

PUBLIC COMMENT

WVOTA President, Jacob Greenfield, and AOTA Representative Assembly member, SueAnn Woods, introduced themselves and gave an overview of recent WVOTA activity. They discussed their new website, upcoming annual conference, and the desire to create a more collaborative relationship with the Board.

Marty made a motion to add an announcement on the Board's website for the WVOTA annual conference to be held on October 14th at the Health Sciences Campus at WVU. Bambi seconded. Vote 4-0. Marty, and possibly Bambi, will attend the conference as the Board's representatives.

NBCOT ambassador for WV, Mary Beth Laughery, gave an NBCOT update. The State Regulatory Forum is scheduled via Zoom for September 19-20th from 12:30 – 5:00 p.m. each day. Sessions will be recorded. The OT Compact Commission has hired an Executive Director. A new initiative entitled, Why Choose OT?, is being launched to promote the profession.

Marty motioned to approve April 20, 2023 minutes as written. Phil seconded. Vote 4-0.

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.

Reviewed and discussed draft survey; added questions.

ACTION/FOLLOW-UP: Vonda to modify survey for Board review in November.

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 and attend Executive Committee meetings. **RFP for data system to be released within next 30 days. Latest timeline estimates**

March-August 2025 for completion of data system, with additional time required to integrate states. FBI Access Request completed 7/11/23. It is still unclear if Compact Legislation provides sufficient authority to require FBI CBC's.

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

TOPIC: PERD Audit

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

ACTION/FOLLOW-UP: Awaiting final report and Interim Committee schedule.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for April 16, 2023 through August 15, 2023. Marty motioned to approve all purchases. Bambi seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of August 31, 2023

\$ 211,935.16

APRIL - AUGUST DEPOSITS

6/13/23	\$31
7/5	30
7/17	60
7/24	30

egov receipts:

April	\$ 3,130
May	7,140
June	15,900
July	4,320
August	3,000

TOTAL DEPOSITS \$ 33,641

APRIL - AUGUST DISBURSEMENTS

April	\$21,077.08
May	7,953.35
June	9,151.92
July	6,932.99
August	4,669.95

Beginning cash balance 7/1/22	\$ 223,743.86
FY2023 Revenue	92,486.00
FY2023 Expenditures	100,131.76
Ending cash balance 6/30/23	\$ 216,098.10

FY2024 Revenue	7,440.00
FY2024 Expenditures	11,602.94
Ending cash balance 8/31/23	\$ 211,935.16

NEW BUSINESS

TOPIC: COTA renewal update

FINDINGS/CONCLUSIONS: Total number of COTA licenses due to renew 6/30/23: 310

Non-renewals: 81 (26%)

ACTION/FOLLOW-UP: None.

TOPIC: Annual Report

FINDINGS/CONCLUSIONS: Annual report filed 7/24/23.

ACTION/FOLLOW-UP: None.

TOPIC: FY25 Appropriation Request

FINDINGS/CONCLUSIONS: Filed 8/28/23

ACTION/FOLLOW-UP: None.

TOPIC: Perdiem increase

FINDINGS/CONCLUSIONS: SB 740 increased the perdiem rate to \$200 per day as of 6/9/23.

ACTION/FOLLOW-UP: None.

TOPIC: New website / email address

FINDINGS/CONCLUSIONS: Tekswift estimate to design and build new website increased to \$2,500. The statewide contract with WV Interactive provides website with no upfront cost and \$40/month hosting fee. Prototype designed using websites of the Board of PT and Architects. Website address will change to wvbot.wv.gov. Will also transition to wv.gov email address. Will continue to use Tekswift for Managed IT services.

ACTION/FOLLOW-UP: Launch new website/email address end of September. Communicate via email to licensees. Work with TekSwift to transition.

Correspondence:

	<i>correspondence</i>	<i>date rec'd</i>	<i>issue</i>
1	AOTA	5/8/2023	Interventions to Support Occupations adopted by AOTA RA 4/2023
2	WVOTA	5/11/2023	Annual conference on 10/14/23 at WVU; Board representative?
3	ACOTE	5/24/2023	April 2023 actions
4	NBCOT	5/24/2023	May 2023 E-Newsletter
5	OT Compact Commission	5/25/2023	Press release on recent compact updates
6	AOTA	5/25/2023	State Affairs Newsletter Summer 2023
7	WVOTA	7/1/2023	request to send email invite to WVOTA conference through the Board
8	NBCOT	7/10/2023	OTR exam update January 2024
9	NBCOT	7/17/2023	Exam to be delivered with Pearson VUE test centers in 2024
10	NBCOT	7/10/2023	Virtual State Regulatory Forum Sept 19-20
11	Amber Simmons, Encompass	6/15/2023	Invitation to demonstration of Vector System
12	OT email	8/3/2023	concerns with use of Telehealth in nursing homes

Bills paid April – August 2023

IS&C	4/3/2023	paid	\$60.85	Centrex (phone) billing March 2023
BRIM	4/5/2023	paid	\$676.00	insurance premium for qtr ending 6/30/23
Certemy	4/5/2023	paid	\$2,275.00	Q12 payment
STO-egov fees	4/6/2023	paid	\$46.35	Mar egov payments
PEIA	4/6/2023	paid	\$321.00	1% PEIA transfer for reserve fund
Health Consultants Plus				
Plus	4/24/2023	paid	\$700.00	fee for speaking at CE conference 4-21-23
Kanics Inclusive Design Svcs	4/24/2023	paid	\$1,800.00	fee for speaking at CE conference 4-21-23
Beckley-Raleigh CCC	4/24/2023	paid	\$9,792.48	CE conference 4-21-23
Vonda Malnikoff	4/24/2023	paid	\$235.80	travel for board mtg & CE conference 4/20-21/23
Phil Simpson	4/24/2023	paid	\$151.96	travel for board mtg & CE conference 4/20-21/23
Gene Brooks	4/24/2023	paid	\$82.54	travel for board mtg & CE conference 4/20-21/23
Kathy Quesenberry	4/24/2023	paid	\$61.58	travel for board mtg & CE conference 4/20-21/23
Martin Douglas	4/24/2023	paid	\$100.88	travel for board mtg & CE conference 4/20-21/23
Phil Simpson	4/24/2023	paid	\$150.00	perdiem for 4/20/23 board mtg
Gene Brooks	4/24/2023	paid	\$300.00	perdiem for 4/20/23 board mtg & 4/21/23 CE conference
Kathy Quesenberry	4/24/2023	paid	\$150.00	perdiem for 4/20/23 board mtg
Martin Douglas	4/24/2023	paid	\$150.00	perdiem for 4/20/23 board mtg
Bambi Hill	4/24/2023	paid	\$150.00	perdiem for 4/20/23 board mtg
STO-egov fees	5/8/2023	paid	\$81.23	April egov payments
WVATC	5/10/2023	paid	\$300.00	fee for speaking at CE conference 4-21-23
Dept of Admin	5/16/2023	paid	\$160.00	Shared Services payroll billing Q3 2023
IS&C	5/30/2023	paid	\$60.80	Centrex (phone) billing May 2023
Certemy	5/30/2023	paid	\$2,489.50	Q13 payment
STO-egov fees	6/5/2023	paid	\$149.85	May egov payments
BRIM	7/3/2023	paid	\$676.00	insurance premium for qtr ending 9/30/23
STO-egov fees	7/10/2023	paid	\$357.75	June egov payments
Dept of Admin	7/11/2023	paid	\$259.00	Shared services payroll & AP billing Q4 2023
PEIA	7/17/2023	paid	\$50.00	FY2024 admin fee
STO-egov fees	8/7/2023	paid	\$97.20	July egov payments
ERP Board	8/21/2023	paid	\$178.75	wvOASIS FY2024 annual user fee

Marty motioned to adjourn at 2:35 p.m. Bambi seconded. Vote 4-0. The next regular Board meeting is scheduled for Friday, November 17th at the Board office in Morgantown.