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WVBOT MINUTES: September 9, 2022

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery

MEETING CALLED TO ORDER: 11:10 a.m.

Marty motioned to approve April 7, 2022 minutes as written. Phil seconded. Vote 5-0.

OLD BUSINESS

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 and menus. Agreed to provide paper handouts of presentations. Order disposable masks. Postcards mailed & online registration complete. **Reviewed evaluations, final cost, and attendance numbers.**

ACTION/FOLLOW-UP: None.

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.**

ACTION/FOLLOW-UP: Hold for future discussion.

TOPIC: 2022 Renewal update

FINDINGS/CONCLUSIONS: OT non-renewals were 61 (14%) of total 433 due. OTA non-renewals were 70 (22%) of total 317 due. Non-renewal rate of OT's has remained steady, while non-renewal rate of OTA's has increased in 2020 and 2021. As of 1/13/22, there are 829 licensed OT's and 564 licensed OTA's. All renewals were completed in Certemy, with approximately 20% completed during the last week of the year. Consider alternative renewal date to reduce workload over Christmas/New Year holiday. After discussion of proposal, Marty motioned to move OTA renewals to June 30th beginning with renewals currently due 12/31/22 moving to 6/30/23. Gene seconded. Vote 5-0. **Change in COTA license expiration / renewal date communicated. New license cards mailed. Certemy files updated.**

ACTION/FOLLOW-UP: None.

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.**

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.**

ACTION/FOLLOW-UP: Vonda to contact Country Inn & Suites for 11/18/22 Board meeting & potential use of conference facility in April 2023. Confirm tour of Convention Center prior to Board meeting. Finalize agenda. Order journals and pens.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for April 16, 2022 through August 15, 2022. Gene motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER’S REPORT

Cash Balance as of August 31, 2022

\$ 220,132.94

APRIL - AUGUST DEPOSITS

4/11/22	\$ 30	6/1/22	\$ 90	8/2/22	\$ 30
4/25	30	6/7	30	8/9	30
5/2	30	6/28	30	8/11	30
5/12	30	7/12	30	8/24	30

egov receipts:

April	\$ 1,480
May	2,630
June	2,090
July	2,950
August	5,450

TOTAL DEPOSITS \$15,020

APRIL - AUGUST DISBURSEMENTS

April	\$ 9,305.89
May	16,382.41
June	5,315.20
July	7,311.94
August	4,848.98

Beginning cash balance 7/1/21	\$ 228,280.50
FY2022 Revenue	96,675.00
FY2022 Expenditures	101,211.64
Ending cash balance 6/30/22	\$ 223,743.86
FY2023 Revenue	8,550.00
FY2023 Expenditures	12,160.92
Ending cash balance 8/31/22	\$220,132.94

NEW BUSINESS

TOPIC: Annual Report

FINDINGS/CONCLUSIONS: Annual report filed July 11, 2022

ACTION/FOLLOW-UP: None.

TOPIC: NBCOT State Regulatory Leadership Forum

FINDINGS/CONCLUSIONS: Being held virtually Tuesday and Wednesday, September 13-14. Will be recorded for listening later.

ACTION/FOLLOW-UP: None.

TOPIC: State Auditor’s Licensing Board Seminar

FINDINGS/CONCLUSIONS: To be held November 1st at the Holiday Inn and Conference Center in South Charleston.

ACTION/FOLLOW-UP: Register Vonda and Gene.

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.**

ACTION/FOLLOW-UP: Gain approval from WV Office of Technology and contact Tekswift to implement.

Correspondence:

correspondence date rec'd issue

1	ACOTE	5/4/2022 9/8/22	April 2022 Accreditation Actions; see note re UC-Beckley Aug 2022 Accreditation Actions; see note re UC - OTM
2	Kristen Neville - AOTA	5/11/2022	Correction to previous email re revised PAMs document to incl dry needling
3	Jacob Greenfield - WVOTA	5/25/2022	WVOTA annual conference at UC 10/22/22; WVBOT table?
4	email from OT students	6/1/2022	request to send mass email for research project
5	AOTA	7/11/2022	State Affairs Newsletter - Spring 2022 (see map of Compact states)
6	email from OT and response	7/6/2022	question re OT supervising OTA with Lymphedema certification
7	AOTA	7/28/2022	request for feedback on Model Practice Act draft
8	email from OT	9/1/2022	question re CE credit

Bills paid April 2022- August 2022

BRIM	4/4/2022	paid	\$715.00	insurance premium for qtr ending 6/30/22
PEIA	4/5/2022	paid	\$304.00	1% PEIA transfer for reserve fund
STO-egov fees	4/5/2022	paid	\$57.15	Mar 2022 egov payments
Dept of Admin	4/11/2022	paid	\$96.00	Shared Services payroll billiing Q3 2022
Casey Rodak	4/11/2022	paid	\$400.00	4/8/22 conference speaker
BCC	4/11/2022	paid	\$210.00	room charge for Board mtg 4-7-22
BCC	4/11/2022	paid	\$10,572.00	CE Conference 4-8-22
IS&C	4/11/2022	paid	\$61.10	Centrex (phone) billing Mar 2022
Gene Brooks	4/11/2022	paid	\$300.00	perdiem for 4-7-22 Board mtg & 4-8-22 CE conference
Marty Douglas	4/11/2022	paid	\$150.00	perdiem for 4-7-22 Board mtg
Phil Simpson	4/11/2022	paid	\$150.00	perdiem for 4-7-22 Board mtg
Bambi Hill	4/11/2022	paid	\$150.00	perdiem for 4-7-22 Board mtg
Kathy Quesenberry	4/11/2022	paid	\$150.00	perdiem for 4-7-22 Board mtg
Gene Brooks	4/14/2022	paid	\$148.60	travel for board mtg & CE conference 4/7-8/22
Marty Douglas	4/14/2022	paid	\$194.22	travel for board mtg & CE conference 4/7-8/22
Phil Simpson	4/14/2022	paid	\$207.10	travel for board mtg & CE conference 4/7-8/22
Bambi Hill	4/14/2022	paid	\$166.14	travel for board mtg & CE conference 4/7-8/22
Kathy Quesenberry	4/14/2022	paid	\$218.80	travel for board mtg & CE conference 4/7-8/22
Vonda Malnikoff	4/14/2022	paid	\$36.96	travel for board mtg & CE conference 4/7-8/22
STO-egov fees	5/5/2022	paid	\$33.30	April egov payments
IS&C	5/9/2022	paid	\$61.10	Centrex (phone) billing April 2022
Certemy	5/9/2022	paid	\$2,275.00	Q9 payment
STO-egov fees	6/6/2022	paid	\$59.17	May egov payments
IS&C	6/9/2022	paid	\$61.13	Centrex (phone) billing May 2022
IS&C	6/21/2022	paid	\$61.02	Centrex (phone) billing June 2022
BRIM	7/5/2022	paid	\$676.00	insurance premium for qtr ending 9/30/22
STO-egov fees	7/5/2022	paid	\$47.03	June egov payments
Dept of Admin	7/13/2022	paid	\$96.00	Shared Services payroll billing Q4 2022
PEIA	7/14/2022	paid	\$50.00	Admin fee FY 2023
STO-egov fees	8/8/2022	paid	\$66.38	July egov payments
IS&C	8/8/2022	paid	\$61.01	Centrex (phone) billing July 2022
ERP Board	8/17/2022	paid	\$178.75	FY 2023 user fee

Gene motioned to enter Executive Session at 1:44 p.m. to discuss licensee issue. Phil seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2022#02 Licensee renewal

Phil motioned to leave Executive Session at 1:51 p.m. Gene seconded. Vote 5-0.

Bambi motioned to adjourn at 2:30 p.m. Phil seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, November 18th, 2022 at 12:00 pm at the Country Inn & Suites in Beckley, after touring Raleigh County Convention Center at 11:00 am.