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**WVBOT MINUTES:** August 22, 2025

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

**ABSENT:**

**ALSO PRESENT:** Vonda Malnikoff

**MEETING CALLED TO ORDER:** 11:05 a.m.

## **PUBLIC COMMENT**

None.

Marty motioned to approve April 4, 2025 minutes as written. Bambi seconded. Vote 5-0.

## **OLD BUSINESS**

### **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. **Upon re-application with FBI, ORI number received 8/1/25.**

**ACTION/FOLLOW-UP: Proceed with necessary steps to obtain security clearance and implement process.**

### **TOPIC: Temporary position**

**FINDINGS/CONCLUSIONS:** Discussed filling temporary position to scan old files, help with record retention activities, writing of policies and procedures, and develop continuing education exam on Practice Act/Legislative Rules. **Gene motioned to increase current temporary position to Office Assistant 2 and set rate at \$15/hour up to 10 hours/week. Bambi seconded. Vote 5-0.**

**ACTION/FOLLOW-UP: Contact WVU OT program for potential candidates to fill position.**

## **PURCHASE CARD TRANSACTIONS**

The Board reviewed all purchases made on the Purchase Card for March 16, 2025 through August 15, 2025. Phil motioned to approve all purchases. Bambi seconded. Vote 5-0.

## **TREASURER'S REPORT**

Cash Balance as of July 31, 2025

\$ 228,169.58

### **APRIL - JULY DEPOSITS**

6/23/25            \$100.00

egov receipts:

April            \$ 4,240

May            6,470

June            17,090

July            2,935

TOTAL DEPOSITS \$ 30,735

**APRIL - JULY DISBURSEMENTS**

April	\$ 8,640.30
May	7,927.37
June	8,905.20
July	8,855.34

**TOTAL DISBURSEMENTS \$ 34,328.21**

Beginning cash balance 7/1/24	\$ 227,403.91
FY2025 Revenue	102,810.50

FY2025 Expenditures	96,124.49
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Ending cash balance 6/30/25	\$ 234,089.92
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FY2026 Revenue	2,935.00
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FY2026 Expenditures	8,855.34
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Ending cash balance 7/31/25	\$228,169.58
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**OT COMPACT UPDATE**

Reviewed OTCC Rules currently open for public comment, including an amendment to the FBI CBC Rule, an amendment to the Data Set Rule, and a rule on Conversion of OTC Privilege to Practice to Home State License. All rules are posted on our website with link to submit comments.

Discussed the implementation of CompactConnect data system, the process for implementing FBI CBC's for compact eligibility, proposed modifications to our application process, and communication of roll-out.

**NEW BUSINESS****TOPIC: SB458 Universal Professional and Occupational Licensing Act of 2025**

**FINDINGS/CONCLUSIONS:** Effective July 1, 2025; requires a notice on website; track and report quarterly. No changes were made to our existing application process.

**ACTION/FOLLOW-UP:** None.

**TOPIC: Rule filing for 2026 Legislative session**

**FINDINGS/CONCLUSIONS:** Agency approved rule for 13-04, Continuing Education and Competence, filed 6-3-25 after 30-day comment period. Approved by LRMRC 8-13-25.

**ACTION/FOLLOW-UP:** Follow legislative process.

**TOPIC: OTA renewal update**

**FINDINGS/CONCLUSIONS:** Total number of OTA licenses due to renew 6/30/25: 287  
Non-renewals: 58 (20%); Total number of OTA's as of 7/9/25: 553

**ACTION/FOLLOW-UP:** None.

**TOPIC: State Auditor's seminar / November Board meeting**

**FINDINGS/CONCLUSIONS:** Seminar scheduled for Thursday, Nov. 6<sup>th</sup> at Holiday Inn in S. Charleston; Board meeting to be held Wednesday, Nov 5<sup>th</sup> at 6:00 pm.

**ACTION/FOLLOW-UP:** Register for seminar when open; reserve meeting room and hotel rooms.

**TOPIC: Annual report**

**FINDINGS/CONCLUSIONS:** Submitted to Legislature, Secretary of State, and Governor's office 7/31/25

**ACTION/FOLLOW-UP:** None.

**TOPIC: FY27 Appropriation request**

**FINDINGS/CONCLUSIONS:** Filed 8/12/25.

**ACTION/FOLLOW-UP:** None.

**Bills paid April – July 2025**

BRIM	4/1/2025	paid	\$676.00	insurance premium qtr ending 6/30/25
PEIA	4/2/2025	paid	\$355.00	1% PEIA transfer for reserve fund
WVInteractive	4/7/2025	paid	\$40.00	website hosting Mar 2025
IS&C	4/7/2025	paid	\$11.26	Office of Technology Feb 2025
IS&C	4/7/2025	paid	\$64.75	Centrex phone billing Feb 2025
Marty Douglas	4/7/2025	paid	\$400.00	per diem for 4/4/25 bd mtg and investigation work
Bambi Hill	4/7/2025	paid	\$200.00	per diem for 4/4/25 board mtg
Gene Brooks	4/7/2025	paid	\$200.00	per diem for 4/4/25 board mtg
Phil Simpson	4/7/2025	paid	\$200.00	per diem for 4/4/25 board mtg
Marty Douglas	4/7/2025	paid	\$267.40	travel for 4/4/25 board mtg
Bambi Hill	4/7/2025	paid	\$249.20	travel for 4/4/25 board mtg
Gene Brooks	4/7/2025	paid	\$226.80	travel for 4/4/25 board mtg
Phil Simpson	4/7/2025	paid	\$296.80	travel for 4/4/25 board mtg
Dept of Admin	4/9/2025	paid	\$155.98	Shared services payroll billing Q3 2025
STO-egov fees	4/10/2025	paid	\$87.75	Mar egov payments
IS&C	4/24/2025	paid	\$11.26	Office of Technology March 2025
WVInteractive	5/6/2025	paid	\$40.00	website hosting April 2025
STO-egov fees	5/15/2025	paid	\$95.40	April egov payments
AG's Office	5/27/2025	paid	\$221.00	April 2025 invoice
IS&C	5/28/2025	paid	\$11.26	Office of Technology April 2025
IS&C	5/28/2025	paid	\$123.27	Centrex phone billing Apr 2025
WVInteractive	6/5/2025	paid	\$40.00	website hosting May 2025
STO-egov fees	6/9/2025	paid	\$154.59	May egov payments
AG's Office	6/16/2025	paid	\$26.00	May 2025 invoice
IS&C	6/16/2025	paid	\$11.26	Office of Technology May 2025
IS&C	6/16/2025	paid	\$65.25	Centrex phone billing May 2025
Certemy	6/18/2025	paid	\$2,489.50	Q2 payment
BRIM	7/1/2025	paid	\$784.00	insurance premium qtr ending 9/30/25
WVInteractive	7/7/2025	paid	\$40.00	website hosting June 2025

Dept of Admin	7/9/2025	paid	\$136.04	Shared services payroll billing Q4 2025
STO-egov fees	7/15/2025	paid	\$375.53	June egov payments
IS&C	7/15/2025	paid	\$11.26	Office of Technology June 2025
IS&C	7/15/2025	paid	\$65.09	Centrex phone billing June 2025
IS&C	7/30/2025	paid	\$65.03	Centrex phone billing March 2025 (inv rec'd 7-30-25)

## Correspondence:

	<u>from</u>	<u>date rec'd</u>	<u>subject</u>
1	NBCOT	6/12/2025	New Interim President & CEO
2	NBCOT	7/9/2025	State Regulatory Leadership Forum Sept 9-10, 12:30-5:00 pm; see agenda
3	NBCOT	7/23/2025	Newsletter
4	AOTA	7/23/2025	State Affairs Newsletter
5	Amy Burt - WVU CED	7/31/2025	request to forward info on The Mountain State Conference on Disabilities; posted on website
6	Jacob Greenfield - WVOTA	7/31/2025	invitation to attend WVOTA conference 10/3-4 at UC
7	Kristen Neville - AOTA	8/4/2025	Request for feedback survey: 2021 Stds for Continuing Competency; due 9/15

Marty motioned to enter executive session at 2:00 to discuss status of complaint received against licensee and application for licensure. Bambi seconded. Vote 5-0.

## EXECUTIVE SESSION

Issue 2024#01 Case closed.

Issue 2025#01 Case closed.

Bambi motioned to leave executive session at 2:02. Phil seconded. Vote 5-0.

Meeting was adjourned at 2:30 p.m. after the signing of applications.

The next regular Board meeting is scheduled for Wednesday, November 5, 2025 at the Holiday Inn in S. Charleston at 6:00 pm.