



West Virginia Board of Occupational Therapy
1063 Maple Dr.
Suite 4B
Morgantown, WV 26505
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www.wvbot.wv.gov

August 4, 2026

The Honorable Patrick Morrisey
Governor of West Virginia
State Capitol
1900 Kanawha Blvd. E
Charleston, WV 25305

In accordance with West Virginia Code §30-1-12, the West Virginia Board of Occupational Therapy presents herein our agency's Annual Report for Fiscal Year's 2025 / 2026.

This report includes a statement of our receipts and disbursements for each year, a list of newly licensed occupational therapists and occupational therapy assistants, a table showing the number of licensees by county / state of residence, a summary of complaints filed and investigated by the Board, and copies of agendas and minutes for that time period.

Respectfully yours,

Kathy F. Quesenberry, MSM, OTR/L
WVBOT Chairperson

Martin Douglas, MS, OTR/L
WVBOT Secretary/Treasurer

West Virginia Board of Occupational Therapy



Annual Report

FY 2025 – FY 2026

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West Virginia Board of Occupational Therapy

**Annual Report
2025-2026**

Financial

Financial Statement

Receipts / Disbursements FY 2025 / 2026

	<u>FY 2025</u>	<u>FY 2026</u>
Receipts:	\$102,810	\$ 97,740
Disbursements:	\$ 96,124	\$116,089

	<u>FY 2025</u>	<u>FY 2026</u>
License applications and renewals	\$ 99,630	\$ 93,950
Other fees	3,180	3,790

Disbursements:

Personal Services	\$ 37,505	\$ 37,523
Board member per diem	5,000	6,734
Travel	4,522	3,235
Professional contracts	1,991	1,865
Rent	6,094	6,226
Office supplies	1,046	766
Postage	2,234	1,841
Hospitality	548	533
Insurance	2,704	3,136
State Treasurer Office fees	2,301	2,158
Other	32,179	52,072

West Virginia Board of Occupational Therapy

**Annual Report
2025-2026**

New Licensees

Occupational Therapists licensed 7/1/24 – 6/30/26

Lic #	Last Name	First Name	Issue Date
2483	Allen	Olivia Paige	7/1/24
2484	Grout	Taylor Nicole	7/1/24
2485	Crawford	Sarah Adrienne	7/2/24
2486	Knuuttila	Sari Minna Carita	7/8/24
2487	Osborn	Abigail Jo	7/15/24
2488	Fowler	Ashley Hope	7/18/24
2489	Altizer	Andrew Derek	7/22/24
2490	Bull	Eric Daniel	7/23/24
2491	Pool	Andrew Caleb	7/24/24
2492	Hazuga	Destanee Lane	7/29/24
2493	Gates	Natalie Paige	7/29/24
2494	Fitzgerald	Kerrin Ann	8/19/24
2495	Greaves	Lucas	8/19/24
2496	Sragow	Shayna	8/19/24
2497	Duchess	Beth Ann	8/19/24
2498	Beltethon	Andrea Michelle	8/21/24
2499	Hough	Ashley Elizabeth	8/22/24
2500	Bush	Abigail Chloe	8/22/24
2501	Ponti	Taylor	8/28/24
2502	Swartz	Sara Reagan	8/28/24
2503	Baig	Aminah	9/9/24
2504	Berry	Lindsey	9/9/24
2505	Tassone	Sarahjane Elizabeth	9/17/24
2506	King	Elizabeth Nicole	10/7/24
2507	Goodrum	Harold Jr.	10/7/24
2508	Rey-Talley	Chloe Isabelle	10/7/24
2509	McGlumphy	Lindsey Dee	10/8/24
2510	Nicola	Janna Lynn	10/15/24
2511	Plank	Sarah Monk	10/21/24
2512	Mounts	Tiffany Yvonne	10/23/24
2513	Ellison	Courtney LeAnne	11/4/24
2514	Wagner	Kaitlyn Elizabeth	11/4/24
2515	Gelpi	Grace Marie	11/4/24
2516	Tuohy	Gabrielle	11/6/24
2517	Hink	Melissa Sue	11/12/24
2518	Thomson	Kara Brooke	11/14/24
2519	Shivey	Jody Palmer	11/18/24
2520	Flynt	Emily	11/25/24
2521	Harvey	Laurie Cramer	11/25/24
2522	Jackson	Lauren McKenzie	11/26/24
2523	Reyes	Emily	12/2/24
2524	Thomas	Micah Dorjon	12/2/24
2525	Fink	Laura Ann	1/4/25

2526	Erb	Jacquelyn	1/4/25
2527	Dopson	Hannah	1/6/25
2528	Saunders	Emma Brooke	1/6/25
2529	Horvath	Hannah Meri	1/13/25
2530	Holland	Amanda	1/21/25
2531	Getto	Angela Denise	2/3/25
2532	Riggs	Bailey Ashton	2/3/25
2533	Cherry	Paige Ryann	2/4/25
2534	Amspaugh	Sarah	2/5/25
2535	DeFazio	Hattie Jo	2/10/25
2536	Heavner	Caitlyn Olivia	2/12/25
2537	Crim	Madeline Chase	2/18/25
2538	Franklin	Merit	2/18/25
2539	Smith	Mary Breiten	2/19/25
2540	Hancox	Lauren Olivia	2/19/25
2541	Fagan	Elijah Therone	2/24/25
2542	LaMagna	Alyssa	2/24/25
2543	Emerson	Carlynn	2/26/25
2544	Schuyler	Sydney Irene	2/27/25
2545	Hancock	Amber Nicole	2/27/25
2546	Crisman	Baily Crolley	3/3/25
2547	Allen	Jadyn Victoria	3/6/25
2548	Morgan	Alexa Brooke	3/6/25
2549	Anderson	Ava Rose	3/10/25
2550	Kuecker	Kylee	3/10/25
2551	Dunn	Molly Genevieve	3/10/25
2552	Snyder	Caylie	3/12/25
2553	Kusch-Lucabaugh	Kristi	3/17/25
2554	Pannell	McKenna Elizabeth	3/17/25
2555	Rose	Lauren Elizabeth	3/19/25
2556	Yeager	Arthur F.	3/19/25
2557	Papez	Kaleigh Brooke	3/20/25
2558	Haynes	Shonda Lankford	3/24/25
2559	Cox	Kristen	3/24/25
2560	Fetty	Ayric Benjamin	3/24/25
2561	Comer	Madalyn Marie	4/1/25
2562	Dodson	Kaitlyn Lee	4/1/25
2563	Rebmann	Leah Mae	4/2/25
2564	Chase	Jennifer	4/3/25
2565	Cerra	Lisa Marie	4/9/25
2566	Wood	Valerie	4/9/25
2567	Fumarola	Kara	4/10/25
2568	Coffield	Whitney Nicole	4/24/25
2569	Blaine	Hannah Elizabeth	4/30/25
2570	Giunta	Christine Marie	5/5/25
2571	Meister	Jana Caroline	5/7/25
2572	McAuliffe	Megan Addie	5/7/25

2573	Brumder	Molly	5/12/25
2574	Bevacqua	Larissa Lais	5/12/25
2575	Abbott	Julianna Nicole	5/14/25
2576	Zangus	Brandon Michael	5/27/25
2577	Hiltbrand	Morgan Elaine	6/5/25
2578	Ferek	Aubree Ana	6/16/25
2579	Wolfe	ChaseAnn Elisabeth	6/16/25
2580	O'Reilly	Kaitlyn Jones	6/26/25
2581	Mills	Gabrielle	7/1/25
2582	Nesser	Jacob Isaac	7/8/25
2583	Skibba	Ashley	7/8/25
2584	McCray	Laura Rebecca	7/14/25
2585	Murphy	Macey	7/16/25
2586	Ciccone	Amanda	7/17/25
2587	Simons	Cecelia	7/17/25
2588	Viggiano	Michelle	7/21/25
2589	Thomas	Madison	7/29/25
2590	Jeske	Abigail	8/7/25
2591	Conley	Katherine Michelle	8/7/25
2592	Hackney	Lauren Marie	8/7/25
2593	Kramer	Stacy	8/12/25
2594	Johnson	Giorgi Lee	8/14/25
2595	Futrell	Sheri B.	8/18/25
2596	Oakes	Katelyn	8/25/25
2597	Slack	Marah Lee	8/28/25
2598	Rexrode	Shayna Jo Malcolm	9/2/25
2599	Harper	Wendy Ann	9/2/25
2600	Parsons	Haleigh Brooke	9/2/25
2601	Drinko	Regan	9/3/25
2602	Sherman	Taylor Reese	9/3/25
2603	Eldridge	Ashley B.	9/4/25
2604	Wisenbaker	Monica Lyn	9/4/25
2605	Shaw	Emily Kathleen	9/8/25
2606	McDaniel	Martha	9/9/25
2607	Tingler	Crystal Hawkins	9/15/25
2608	Martin	Hannah Aleece	9/15/25
2609	Dalessandri	Gloria Annette	9/16/25
2610	Holt	Kendra	9/16/25
2611	Gary	Jennifer Morgan	9/25/25
2612	Baldwin	Stephanie Rebekah	10/2/25
2613	Epperson	Noah Lee	10/6/25
2614	DeTemple	Naomi Ruth	10/14/25
2615	Coleman	Ashley May	10/16/25
2616	Sheard	Kendra	10/20/25
2617	Milano	Erin	10/21/25
2618	Medvec	Brianna	10/22/25
2619	Hedrick	Cassidy	10/22/25

2620	Curry	Katrina Alyce	10/28/25
2621	Perfetto	Nora Elizabeth	11/12/25
2622	Paten	Rachel Marie	11/12/25
2623	Handley	Rebecca Madeline	11/13/25
2624	Jabs	Susan Marie	11/17/25
2625	Haggerty	Regan Leigh	11/19/25
2626	Tiano	Vincent Edward	11/24/25
2627	White	Sarah Rose	11/25/25
2628	Tweed-Kent	Shannon Marie	11/26/25
2629	Flores	Yolanda Iris	12/8/25
2630	Forsyth	Emily Marie	12/15/25
2631	Seeney	Ryan Walter	1/14/26
2632	Slaton	Colleen	1/20/26
2633	Burns	Suzanne	1/20/26
2634	McCall	Kimberly R.	1/20/26
2635	Harasink	Rachael	1/23/26
2636	Ashton	Jessica Marie	1/23/26
2638	Barber	Allison	2/5/26
2639	Adkins	Joshua Grant	2/5/26
2640	Bays	Marleigh Hope	2/5/26
2641	Marshall	Ashley Renee	2/10/26
2642	Mapp	Melissa	2/10/26
2643	Posluszny	Lauren	2/11/26
2644	Foster	Karen Bettelheim	2/12/26
2645	Roscoe	Jenna Michelle	2/19/26
2646	Freeman	Taryn Harley	2/19/26
2647	Jones	Molly	2/19/26
2648	Hawk	Kobey Wade	2/19/26
2649	McMullen	Abby	2/26/26
2650	Reynolds	Jonathan Harold	2/26/26
2651	Colledge	Krista	3/2/26
2652	Hefner	Erin Layne	3/4/26
2653	Loften	Allyson	3/5/26
2654	Jones	Ashley Elizabeth	3/5/26
2655	DiNatale	Karina	3/5/26
2656	Ryan	Grace Elizabeth	3/10/26
2657	Cline	Alayna K.	3/10/26
2658	Hoobler	Aurora Jayne	3/11/26
2659	Williams	Crystal Dawn	3/16/26
2660	Murphy	Kirstyn	3/16/26
2661	Simmons	Olivia Elisabeth	3/18/26
2662	Badgett	Rebekah Renee	4/2/26
2663	Arduini	Kristina Estel	4/2/26
2664	Cooper	Megan Renae	4/13/26
2665	Kleppner	Cole Christopher	4/13/26
2666	Reid	Grace Elizabeth	4/14/26
2667	Grimm	Catherine Alexandra	4/15/26

2668	Evans	Riley Shae	4/16/26
2669	Wilkinson	Makenzie Alyssa	4/20/26
2670	Applegate	Amber	4/21/26
2671	Goodenough	Cassandra	4/30/26
2672	Green	Blake	5/18/26
2673	Dailey	Colleen Marie	5/26/26
2674	Herrberg	Chad Anthony	6/8/26
2675	King	Jordan Mackenzie	6/18/26
2676	McGrath	Shannon Louise	6/22/26
2677	Gartin	Cara Brooke	6/23/26
2678	Armentrout	Kelsey Renae	6/25/26
2679	Addis	Kelsea Lyn	6/25/26
2680	Honaker	Callie	6/25/26
2681	Vaughn	Madison Brooke	6/29/26
2682	Helton	McKalah Leigh	6/29/26

Occupational Therapy Assistants licensed 7/1/24 – 6/30/26

Lic #	Last Name	First Name	Issue Date
C2536	Kearney	Kimberly	7/1/2024
C2537	Reed	Courtney Noelle	7/22/2024
C2538	Christopher	Dawn	7/29/2024
C2539	Crum	Pazeley Shanee	8/5/2024
C2540	Wilson	Hanna Rose	8/7/2024
C2541	McCune	Tonya Beth	8/8/2024
C2542	Lollathin	Riley Breann	8/8/2024
C2543	Hartline	Lindsey	8/19/2024
C2544	Freeman	Justin Terry	8/20/2024
C2545	Cottrell	Kristen	8/29/2024
C2546	Taylor	Kelsey Don	9/10/2024
C2547	Lilly	Jaiden Chandler	9/19/2024
C2548	Cogan	Mandy Jo	9/23/2024
C2549	Weaver	Danielle Jaye	9/24/2024
C2550	Carpenter	Abigail Grace	10/15/2024
C2551	Bowman	Sydney Neel	10/15/2024
C2552	Thompson	Allison Michelle	10/15/2024
C2553	Manning	Jordan Marie	10/28/2024
C2554	Grey	Kaitlynn	10/29/2024
C2555	Casse	Amy R.	11/13/2024
C2556	Haslam	Norika	11/26/2024
C2557	Jackson	Kari	11/26/2024
C2558	Rider	Victoria Brooke	12/3/2024
C2559	Vaughan	Elizabeth Alexandria	12/4/2024
C2560	Hanshew	Michaela	12/23/2024
C2561	Johnson	Laken Marie	1/8/2025

C2562	Tweedie	Dezirae Flame	1/13/2025
C2563	Strunz	Alicia Margaret	1/21/2025
C2564	Christy-Woods	Haley	1/23/2025
C2565	Kirsch	Brianna Lynn	2/3/2025
C2566	Bowen	Mark David	2/24/2025
C2567	Engels	Faye	3/10/2025
C2568	Tallarico	Elizabeth	3/13/2025
C2569	Janosy	Olivia	3/20/2025
C2570	Culicerto	Ellie Carolanne	3/20/2025
C2571	Dotson	Sydney	3/24/2025
C2572	Koreski	Kirby	3/31/2025
C2573	Brozka	Julie Marie	4/4/2025
C2574	Worley	Haylee Marie	4/24/2025
C2575	Hunsberger	Katelyn	4/28/2025
C2576	Pabon	Gaea Jean	5/6/2025
C2577	Bratsis	Danielle Nicole	6/5/2025
C2578	Lockett	Katie Michelle	6/12/2025
C2579	Hawley	Madelyn	6/18/2025
C2580	Lawson	Sarah Mackenzie	6/19/2025
C2581	Patton	Emily Kathryn	7/2/2025
C2582	Whitt	Courtney Shyanne	7/10/2025
C2583	Spurlock	DeWilda May	7/15/2025
C2584	Aschwanden	Mary Lynn	7/21/2025
C2585	Hicks	Jarrod Evans	7/21/2025
C2586	Asbury	Logan Paige	7/28/2025
C2587	Blankenship	Jessica Mae	7/28/2025
C2588	Roseberry	Bailey Madison	7/29/2025
C2589	Campbell	Katelyn	7/29/2025
C2590	Keenan	Veronica Dawn	7/31/2025
C2591	Crozier	Tanner	8/4/2025
C2592	Harper	Lakyn	8/5/2025
C2593	Craig	Thomas P.	8/14/2025
C2594	Cadle	Felicia Leeanne	8/14/2025
C2595	Valentine	Therese	8/18/2025
C2596	Eye	Abbey Danielle	8/19/2025
C2597	Campbell	Jaden Dakota	8/25/2025
C2598	Conley	Zoie Marie	8/28/2025
C2599	Phillips	Tammi Lynn	10/2/2025
C2600	Randall	April	10/6/2025
C2601	Poland	Lila kate	10/7/2025
C2602	Washington	Darynann Renee	10/14/2025
C2603	Lawton	Cindy Ann	10/15/2025
C2604	Moore	Rebeca Margaret	10/21/2025
C2605	Johns	Jordynn Shae	10/22/2025
C2606	Ritchie	Kaydence Marie	10/22/2025
C2607	Sumrall	Angela Joy	10/23/2025
C2608	Good	Heather A.	10/23/2025
C2609	Rowley	Stephanie Kay	10/23/2025
C2610	Walsh	Logan Taylor	10/29/2025

C2611	Tate	Justin Lee	11/7/2025
C2612	Self	Paige Autumn	11/7/2025
C2613	Barlow	Carolyn	11/17/2025
C2614	Wadsworth	Megan Jamie	11/24/2025
C2615	Ray	Tessa Brianne	12/3/2025
C2616	Western	Jalyn Grace	12/16/2025
C2617	Brown	Morgan Lynn	12/16/2025
C2618	Hose	Trinity Elizabeth	12/29/2025
C2619	Lilly	Morgan Lee	1/7/2026
C2620	Fox	Stacy Lynn	1/8/2026
C2621	Corley	Autumn Faith	1/12/2026
C2622	Holliday	Cheyenne Brooke	1/23/2026
C2623	Birkley	Jessica Lynn	2/2/2026
C2624	Hamilton	Allison	2/11/2026
C2625	Hollins	Amber	2/11/2026
C2626	Wilt	Jessica	3/19/2026
C2627	Harris	Stephanie	3/30/2026
C2628	Bedrosian	Hannah	4/1/2026
C2629	Barker	Catherine Harmon	4/9/2026
C2630	Adkins	Cassie Jo	5/4/2026
C2631	Pitts	Jaiden Nicole	5/28/2026
C2632	Hill	Kristen Lynne	6/9/2026
C2633	Stevenson	Savannah Paige	6/15/2026

West Virginia Board of Occupational Therapy

**Annual Report
2025-2026**

Licensees by County / State

WV Licensed OT's / OTA's

6/11/2026

<u>WV County of Residence</u>	<u>OT's</u>	<u>OTA's</u>		<u>OT's</u>	<u>OTA's</u>
Barbour	3	1	Tucker	2	3
Berkeley	35	17	Tyler	3	
Boone	2	1	Upshur	3	
Braxton	2	2	Wayne	11	3
Brooke	3	6	Webster		1
Cabell	30	12	Wetzel	4	
Calhoun		1	Wirt	2	
Clay		1	Wood	35	10
Doddridge	3		Wyoming	<u>2</u>	<u>15</u>
Fayette	11	33		705	381
Grant	2	3			
Greenbrier	9	8			
Hampshire	7	2			
Hancock	14	4			
Hardy	3	2			
Harrison	54	7			
Jackson	3	3			
Jefferson	20	3			
Kanawha	58	35			
Lewis	3				
Lincoln	3	1	Out-of-State Residents		
Logan	6	3			
Marion	35	3	Kentucky	29	22
Marshall	10	6	Maryland	26	29
Mason	7	8	Ohio	86	121
McDowell		1	Pennsylvania	78	28
Mercer	17	18	Virginia	54	21
Mineral	11	13	Other	<u>64</u>	<u>23</u>
Mingo	3			337	244
Monongalia	148	12			
Monroe	4	2			
Morgan	2	2			
Nicholas	9	8	Total	1,042	625
Ohio	30	8			
Pendleton	3				
Pleasants		1			
Pocahontas	3	1			
Preston	12	3			
Putnam	32	12			
Raleigh	28	94			
Randolph	5	4			
Ritchie	3				
Roane	2	1			
Summers	2	6			
Taylor	6	1			

West Virginia Board of Occupational Therapy

**Annual Report
2025-2026**

Summary of Complaints

Summary of Complaints

FY 2025 / 2026

<u>Date Rec'd</u>	<u>Case #</u>	<u>Description</u>	<u>Resolution</u>
11/12/24	2024#01	Failure to follow IEP	Consent Agreement 5/20/25
9/11/25	2025#02	Rude, disrespectful comments	Dismissed 11/5/25
10/2/25	2025#03	Failure to disclose disciplinary action on license renewal application	Consent Agreement 1/4/26
10/23/25	2025#04	Alleged fraudulent billing	Dismissed 2/6/26

West Virginia Board of Occupational Therapy

**Annual Report
2025-2026**

Agendas / Minutes

AGENDA

August 23, 2024

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Approve April 19, 2024 minutes
Review April 19, 2024 minutes

--Third order of business — Purchase Card purchases – 4/16/24 through 8/15/24

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- HB 5117
- COTA renewal update
- FY2026 Appropriation Request
- Annual Report
- Supervision of capstone students

--Sixth order of business — General correspondence / bills paid since April 2024

--Seventh order of business — 2024 Board meeting dates (11/6 in Charleston)

--Eighth order of business — Executive Session

--Ninth order of business — Sign licensure applications



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Morgantown, WV 26505
304-285-3150
wvbot.wv.gov

WVBOT MINUTES: August 23, 2024

MEMBERS PRESENT: Gene Brooks, Bambi Hill, Marty Douglas, Kathy Quesenberry, Phil Simpson (via telephone)

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Jacob Greenfield, SueAnn Woods

MEETING CALLED TO ORDER: 11:00 a.m.

PUBLIC COMMENT

Jacob Greenfield gave a WVOTA update; annual conference scheduled for October 4-5, 2024 at WVU Health Sciences Center. Also noted Amanda Acord-Vira has been named the interim program director of the WVU OT program, upon the resignation of Steven Wheeler. A national search is underway for a permanent replacement.

SueAnn Woods gave an update as the WV representative to the AOTA State Representative Assembly.

Marty motioned to approve April 19, 2024 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. Reviewed and finalized survey for distribution. Survey conducted in December. Results summarized. **Reviewed OT/OTA Collaboration Position Statement.**

ACTION/FOLLOW-UP: Vonda to research related AOTA positions for November meeting.

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 WVBOT 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. Reviewed minutes from Annual meeting held October 16, 2023. Reviewed correspondence with WV State Police regarding attempts to obtain FBI authorization to conduct CBC's. Reviewed minutes from recent meetings. Received notification from FBI, via WV State Police, that Compact Code does not grant sufficient authority to conduct criminal background checks. Moved this item to New Business. **Reviewed status of Compact. Additional funding to be requested of AOTA and NBCOT. Data system contract awarded; development underway.**

ACTION/FOLLOW-UP: Attend additional meetings as needed.

TOPIC: Legislative Rule review

FINDINGS/CONCLUSIONS: Review Series 1, 3, 5, and 9 for potential amendments to be proposed in 2024. Last day to file public comment period is July 31, 2024. Reviewed draft modified Rules for Series 3, 5, and 9. Additional modifications discussed. Series 3 Fees Rule modified to reduce initial licensure fees and add fee for Compact Privilege. Marty motioned to file Series 3 rule as proposed. Phil seconded. Vote 5-0. Series 5 Advanced Practice Rule modified to add requirements for OT's / COTA's to perform advanced practice treatment techniques. Marty motioned to file as proposed. Gene seconded. Vote 5-0. Series 9 Telehealth Rule modified to add "Compact Privilege to Practice". Marty motioned to file as proposed. Phil seconded. Vote 5-0. **No comments received during comment period; Agency Approved rules filed 6/4/24; LRMRC interim meeting Tuesday, August 27th includes 13-09, as well as sunset extensions of 13-07 and 13-08. Marty to attend meeting.**

ACTION/FOLLOW-UP: Attend future meetings of LRMRC as necessary.

TOPIC: Office lease renewal

FINDINGS/CONCLUSIONS: Current lease expires 6/30/24. Bambi motioned to move forward with renewal of lease. Gene seconded. Vote 5-0. **Lease renewed for 3 years.**

ACTION/FOLLOW-UP: None.

TOPIC: FBI Criminal History Background Checks

FINDINGS/CONCLUSIONS: Received response from FBI, via WV State Police, that Compact Code does not grant sufficient authority to require CBC's of applicants for Compact Privileges. Will need to add to Practice Act. Working with Senate Attorney to write bill for 2025 Legislative session. Agreed to limit bill to adding this authority and technical change to remove duplicate section for volunteer licenses. Will attempt to limit FBI CBC requirement to applicants for Compact Privilege only. Will communicate and ask for support from WVOTA to advocate for passage.

ACTION/FOLLOW-UP: Work with Senate Attorney on language of bill.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for April 16, 2024 through August 15, 2024. Marty motioned to approve all purchases. Bambi seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of July 31, 2024
\$ 224,707.40

APRIL - JULY DEPOSITS

6/3/24	\$ 25
egov receipts:	
April	\$ 5,290
May	7,080
June	16,270
July	4,690

TOTAL DEPOSITS \$ 33,355

APRIL - JULY DISBURSEMENTS

April	\$ 6,853.60
May	7,515.86
June	8,229.49
July	7,386.51

TOTAL DISBURSEMENTS \$ 29,985.46

Beginning cash balance 7/1/23	\$ 216,098.10
FY2024 Revenue	101,565.00
FY2024 Expenditures	90,259.19
Ending cash balance 6/30/24	\$ 227,403.91

FY2025 Revenue	4,690.00
FY2025 Expenditures	7,386.51
Ending cash balance 7/31/24	\$ 224,707.40

NEW BUSINESS

TOPIC: HB5117

FINDINGS/CONCLUSIONS: HB 5117 passed during 2024 legislative session modified 30-1-23, Waiver of Initial licensing fees for low-income individuals and military families. The waiver is still required, but licensing boards now “may” propose a rule to implement (changed from “shall”). Our Rule, 13-07, defines the qualifications, process and forms required to apply for a waiver. Recommend keeping Rule 13-07 as is. **Gene motioned to keep Rule as is. Marty seconded. Vote 5-0.**

ACTION/FOLLOW-UP: None.

TOPIC: OTA renewal update

FINDINGS/CONCLUSIONS: Total number of OTA licenses due to renew 6/30/24: 347

Non-renewals: 94 (27%)

Total OTA's as of 6/30/24: 545

ACTION/FOLLOW-UP: None.

TOPIC: FY 2026 Appropriation Request

FINDINGS/CONCLUSIONS: Completed and submitted 8/7/24 with same expenditure level as FY25 budget and \$10k reduction in revenue as a result of proposed fee changes.

ACTION/FOLLOW-UP: None.

TOPIC: FY 2024 Annual Report

FINDINGS/CONCLUSIONS: Submitted to Legislature, Secretary of State, and Governor's office 7/22/24.

ACTION/FOLLOW-UP: None.

TOPIC: Supervision of capstone students for Continuing Education credit

FINDINGS/CONCLUSIONS: Discussed request to propose a rule change to 13-04, Continuing Education and Competence, to include mentorship of capstone students as a qualifying activity for CE hours. Jacob Greenfield (WVU) described the 14 week mentorship process. Current rule awards 6 hours/student for level 2 fieldwork supervision, with a maximum of two students per renewal period. Consensus of the Board was to propose a rule change to award the same number of hours (6) for mentorship of a capstone student, with the same maximum of two students per renewal period.

ACTION/FOLLOW-UP: Vonda to provide a comparison of the current AOTA Model Continuing Competence Guidelines to our current Rule at the November meeting to identify other possible changes/updates. Modified Rule would be proposed summer 2025 for the 2026 Legislative Session.

Bills paid April 2024 – July 2024

BRIM	4/1/2024	paid	\$676.00	insurance premium for qtr ending 6/30/24
PEIA	4/4/2024	paid	\$336.00	1% PEIA transfer for reserve fund
STO-egov fees	4/8/2024	paid	\$83.25	Mar 24 egov payments
Dept of Admin	4/17/2024	paid	\$175.73	Shared Services payroll billing Q3 FY 2024
WVInteractive	4/22/2024	paid	\$40.00	Website hosting Mar 2024
Phil Simpson	4/22/2024	paid	\$200.00	perdiem for 4/19/24 board mtg
Bambi Hill	4/22/2024	paid	\$200.00	perdiem for 4/19/24 board mtg
Kathy Quesenberry	4/22/2024	paid	\$200.00	perdiem for 4/19/24 board mtg
Gene Brooks	4/22/2024	paid	\$200.00	perdiem for 4/19/24 board mtg
Marty Douglas	4/22/2024	paid	\$200.00	perdiem for 4/19/24 board mtg
Phil Simpson	4/22/2024	paid	\$284.08	travel for board mtg 4-19-24
Bambi Hill	4/22/2024	paid	\$238.52	travel for board mtg 4-19-24
Gene Brooks	4/22/2024	paid	\$217.08	travel for board mtg 4-19-24
Marty Douglas	4/22/2024	paid	\$255.94	travel for board mtg 4-19-24
IS&C	4/24/2024	paid	\$63.47	Centrex phone billing March 2024
STO-egov fees	5/7/2024	paid	\$111.15	April egov payments
WVInteractive	5/20/2024	paid	\$40.00	Website hosting April 2024
IS&C	5/21/2024	paid	\$63.51	Centrex phone billing April 2024
STO-egov fees	6/6/2024	paid	\$159.30	May egov payments
Certemy	6/6/2024	paid	\$2,489.50	Q17 payment
WVInteractive	6/19/2024	paid	\$40.00	Website hosting May 2024
AG's Office	6/25/2024	paid	\$84.00	May 2024 billing
IS&C	7/1/2024	paid	\$63.59	Centrex phone billing May 2024
BRIM	7/1/2024	paid	\$676.00	insurance premium for qtr ending 9/30/24
STO-egov fees	7/9/2024	paid	\$418.95	June egov payments
IS&C	7/11/2024	paid	\$63.97	Centrex phone billing June 2024
PEIA	7/15/2024	paid	\$50.00	FY2025 admin fee
Dept of Admin	7/17/2024	paid	\$178.54	Shared services payroll billing Q4 2024
WVInteractive	7/22/2024	paid	\$40.00	Website hosting June 2024

Correspondence:

1	NBCOT (Shaun & Francielle)	4/19/2024	email thank you for allowing them to present at Board meeting
2	Jacob Greenfield (WVOTA)	4/24/2024	WVOTA conference October 5th at WVU
3	AOTA	5/8/2024	Final official document, Physical Agent, Mechanical, and Instrument-Assisted Modalities within Occupational Therapy Practice
4	NBCOT	6/17/2024	Retirement Announcement of President/CEO Paul Grace
5	AOTA	7/1/2024	Summer 2024 State Affairs Newsletter
6	NBCOT	7/1/2024	Announcement of new President & CEO Ben Price
7	NBCOT	7/2/2024	2024 State Regulatory Leadership Forum Sept 10-11, 12:30-5:00 pm
8	AOTA (Kristen Neville)	7/30/2024	email correspondence regarding accessibility of AOTA practice resources
9	NBCOT	8/10/2024	Request for action
10	NBCOT	8/14/2024	E-newsletter August 2024
11	AOTA (Kristen Neville)	8/15/2024	Save the Date: Dry Needling Webinar - Nov 12, 2024
12	Leg Rule Making Review Comm	8/16/2024	Agenda for 8/27/24 includes WVBOT rules; representative requested

Meeting was adjourned at 2:10 p.m. after the signing of applications.

The next regular Board meeting is scheduled for Wednesday, November 6th, 2024 at the Holiday Inn & Suites Charleston West at 6:00 pm, the evening before the State Auditor's Licensing Board Seminar.

AGENDA

November 6, 2024

--Call to order-- 6:00 p.m.

--First order of business — Public comment period

--Second order of business — Approve August 23, 2024 minutes
Review August 23, 2024 minutes

--Third order of business — Purchase Card purchases – 8/16/24 through 10/15/24

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Temporary position
- AOTA Individual Associate Membership
- Auditor's Licensing Board Seminar

--Sixth order of business — General correspondence / bills paid since August 2024

--Seventh order of business — 2025 Board meeting dates

--Eighth order of business — Executive Session

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B
Morgantown, WV 26505
304-285-3150
wvbot.wv.gov

WVBOT MINUTES: November 6, 2024

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery

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

PUBLIC COMMENT

Mary Beth Laughery gave an NBCOT update.

Marty motioned to approve August 23, 2024 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. Reviewed and finalized survey for distribution. Survey conducted in December. Results summarized. Reviewed OT/OTA Collaboration Position Statement. **Presented three AOTA documents related to Supervision, Documentation, and an Ethics Advisory Opinion on supervision and collaboration.**

ACTION/FOLLOW-UP: Board members to review AOTA documents for further discussion at next meeting.

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 WVBOT 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. Reviewed minutes from Annual meeting held October 16, 2023. Reviewed correspondence with WV State Police regarding attempts to obtain FBI authorization to conduct CBC's. Reviewed minutes from recent meetings. Received notification from FBI, via WV State Police, that Compact Code does not grant sufficient authority to conduct criminal background checks. Moved this item to New Business. **Reviewed status of Compact. Additional funding to be requested of AOTA and NBCOT. Data system contract awarded; development underway.**

ACTION/FOLLOW-UP: Attend additional meetings as needed.

TOPIC: Legislative Rule review

FINDINGS/CONCLUSIONS: Review Series 1, 3, 5, and 9 for potential amendments to be proposed in 2024. Last day to file public comment period is July 31, 2024. Reviewed draft modified Rules for Series 3, 5, and 9. Additional modifications discussed. Series 3 Fees Rule modified to reduce initial licensure fees and add fee for Compact Privilege. Marty motioned to file Series 3 rule as proposed. Phil seconded. Vote 5-0. Series 5 Advanced Practice Rule modified to add requirements for OT's / COTA's to perform advanced practice treatment techniques. Marty motioned to file as proposed. Gene seconded. Vote 5-0. Series 9 Telehealth Rule modified to add "Compact Privilege to Practice". Marty motioned to file as proposed. Phil seconded. Vote 5-0. No comments received during comment period; Agency Approved rules filed 6/4/24; LRMRC interim meeting Tuesday, August 27th includes 13-09, as well as sunset extensions of 13-07 and 13-08. Marty to attend meeting. **All Rules were passed for introduction during 2025 Legislative Session, with minor formatting changes.**

ACTION/FOLLOW-UP: None.

TOPIC: FBI Criminal History Background Checks

FINDINGS/CONCLUSIONS: Received response from FBI, via WV State Police, that Compact Code does not grant sufficient authority to require CBC’s of applicants for Compact Privileges. Will need to add to Practice Act. Working with Senate Attorney to write bill for 2025 Legislative session. Agreed to limit bill to adding this authority and technical change to remove duplicate section for volunteer licenses. Will attempt to limit FBI CBC requirement to applicants for Compact Privilege only. Will communicate and ask for support from WVOTA to advocate for passage.

ACTION/FOLLOW-UP: Work with Senate Attorney on language of bill.

TOPIC: Supervision of capstone students for Continuing Education credit

FINDINGS/CONCLUSIONS: Discussed request to propose a rule change to 13-04, Continuing Education and Competence, to include mentorship of capstone students as a qualifying activity for CE hours. Jacob Greenfield (WVU) described the 14 week mentorship process. Current rule awards 6 hours/student for level 2 fieldwork supervision, with a maximum of two students per renewal period. Consensus of the Board was to propose a rule change to award the same number of hours (6) for mentorship of a capstone student, with the same maximum of two students per renewal period. **Vonda provided a comparison of the current AOTA Model Continuing Competence Guidelines to our current Rule with suggested changes/updates. Modified Rule would be proposed summer 2025 for the 2026 Legislative Session.**

ACTION/FOLLOW-UP: Board members to review proposed modified Continuing Competency Rule (13-04) for discussion at next meeting.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for August 16, 2024 through October 15, 2024. Gene motioned to approve all purchases. Phil seconded. Vote 5-0.

TREASURER’S REPORT

Cash Balance as of October 31, 2024
\$ 222,438.07

AUGUST - OCTOBER DEPOSITS

egov receipts:
August \$ 3,460
September 5,270
October 10,190

TOTAL DEPOSITS \$ 18,920

AUGUST - OCTOBER DISBURSEMENTS

August \$ 6,166.11
September 8,432.25
October 6,590.97

TOTAL DISBURSEMENTS \$ 21,189.33

Beginning cash balance	7/1/24	\$ 227,403.91
FY2025 Revenue		23,610.00
FY2025 Expenditures		28,575.84
Ending cash balance	10/31/24	\$ 222,438.07

NEW BUSINESS

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.

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.

ACTION/FOLLOW-UP: Confirm there are no ethical concerns with panel at Auditor's Licensing Board seminar on 11/7/24.

TOPIC: Auditor's Licensing Board Seminar

FINDINGS/CONCLUSIONS: Reviewed agenda for seminar. Begins at 8:30 a.m. on November 7th.

ACTION/FOLLOW-UP: Vonda, Bambi, Phil, Gene, and Marty to attend.

Bills paid August 2024 – October 2024

AG's Office	8/5/2024	paid	\$69.00	June 2024 billing
STO-egov fees	8/5/2024	paid	\$52.65	July egov payments
ERP Board	8/23/2024	paid	\$178.75	wvOASIS FY2025 annual user fee
Phil Simpson	8/26/2024	paid	\$200.00	perdiem for 8/23/24 board mtg
Bambi Hill	8/26/2024	paid	\$200.00	perdiem for 8/23/24 board mtg
Kathy Quesenberry	8/26/2024	paid	\$200.00	perdiem for 8/23/24 board mtg
Gene Brooks	8/26/2024	paid	\$200.00	perdiem for 8/23/24 board mtg
Marty Douglas	8/26/2024	paid	\$200.00	perdiem for 8/23/24 board mtg
Kathy Quesenberry	8/26/2024	paid	\$65.66	travel for board mtg 8-23-24
Bambi Hill	8/26/2024	paid	\$238.52	travel for board mtg 8-23-24
Gene Brooks	8/26/2024	paid	\$217.08	travel for board mtg 8-23-24
Marty Douglas	8/26/2024	paid	\$255.94	travel for board mtg 8-23-24
IS&C	8/28/2024	paid	\$63.80	Centrex phone billing July 2024
IS&C	8/28/2024	paid	\$102.65	Computer services July 2024
STO-egov fees	9/9/2024	paid	\$77.85	Aug egov payments
WVInteractive	9/17/2024	paid	\$40.00	Website hosting Aug 2024
Certemy	9/25/2024	paid	\$2,489.50	Q18 payment
BRIM	10/4/2024	paid	\$676.00	insurance premium for qtr ending 12/31/24
IS&C	10/9/2024	paid	\$63.61	Centrex phone biling August 2024
STO-egov fees	10/9/2024	paid	\$118.58	Sep egov payments
Dept of Admin	10/16/2024	paid	\$167.73	Shared services payroll billing Q1 2025
WVInteractive	10/16/2024	paid	\$40.00	Website hosting Sep 2024
IS&C	10/30/2024	paid	\$14.26	Computer services Aug 2024

Correspondence:

	<u><i>correspondence</i></u>	<u><i>date rec'd</i></u>	<u><i>issue</i></u>
1	NBCOT	9/12/2024	Recording links to State Regulatory Forum
2	NBCOT	9/13/2024	Newsletter
3	AOTA	9/17/2024	Feedback request-Guidelines for Reentry into the Field of OT
4	AOTA	10/9/2024	Fall newsletter - see info re FBI CBC legislation in other states
5	OT Compact Commission	10/9/2024	Oct 2024 Newsletter - see projected timeline
6	AOTA (Kristen Neville)	10/15/2024	Dry Needling Webinar - 11/12/24 8:00 pm

Meeting was adjourned at 8:30 p.m. after the signing of applications.

The next regular Board meeting is scheduled for Friday, January 31st, 2025 at the Morgantown office. Future tentative 2025 meeting dates are April 4th and August 22nd.

AGENDA

January 31, 2025

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Approve November 6, 2024 minutes
Review November 6, 2024 minutes

--Third order of business — Purchase Card purchases – 10/16/24 through 1/15/25

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Elect officers
- OT renewal update
- OT Compact draft rules

--Sixth order of business — General correspondence / bills paid since Nov 2024

--Seventh order of business — 2025 Board meeting dates (4/4, 8/22)

--Eighth order of business — Executive Session
- Issue 2024#01 Complaint

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: January 31, 2025

MEMBERS PRESENT: Marty Douglas, Phil Simpson, Kathy Quesenberry

ABSENT: Gene Brooks, Bambi Hill

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery, Kayleigh Nolan

MEETING CALLED TO ORDER: 11:03 a.m.

PUBLIC COMMENT

Mary Beth Laughery gave an NBCOT update, noting the upcoming retirement of Shaun Conway, a new planning tool, myEBPtool, and the Why Choose OT? campaign. She also noted OT was named the 8th best healthcare job of 2025 by US News & World Report.

Kayleigh Nolan gave a WVOTA update, noting the annual conference to be held at the University of Charleston on October 4th and Legislative Day at the Capitol on February 18th.

Marty motioned to approve November 6, 2024 minutes as written. Phil seconded. Vote 3-0.

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 finalized survey for distribution. Survey conducted in December. Results summarized. Reviewed OT/OTA Collaboration Position Statement. Presented three AOTA documents related to Supervision, Documentation, and an Ethics Advisory Opinion on supervision and collaboration. **Discussed need for training and awareness of current supervision rules and use of the Supervisory Statement.**
ACTION/FOLLOW-UP: Re-establish training session with WVU graduating class; Create a training presentation with exam that can be taken for CE credit to be posted on WVBOT website.

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 WVBOT 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. Reviewed minutes from Annual meeting held October 16, 2023. Reviewed correspondence with WV State Police regarding attempts to obtain FBI authorization to conduct CBC's. Reviewed minutes from recent meetings. Received notification from FBI, via WV State Police, that Compact Code does not grant sufficient authority to conduct criminal background checks. Moved this item to New Business. Reviewed status of Compact. Additional funding to be requested of AOTA and NBCOT. Data system contract awarded; development underway. **Compact privileges expected to be issued by late 2025 for those states who have met all requirements. Volunteered to participate as pilot state in testing of CompactConnect, the data system for data transfer between states and OTCC.**
ACTION/FOLLOW-UP: Attend additional meetings as needed.

TOPIC: FBI Criminal History Background Checks

FINDINGS/CONCLUSIONS: Received response from FBI, via WV State Police, that Compact Code does not grant sufficient authority to require CBC's of applicants for Compact Privileges. Will need to add to Practice Act. Working with Senate Attorney to write bill for 2025 Legislative session. Agreed to limit bill to adding this authority and technical change to remove duplicate section for volunteer licenses. Will attempt to limit FBI CBC requirement to applicants for Compact Privilege only. Will communicate and ask for support from WVOTA to advocate for passage. **Presented summary of issues related to the FBI CBC requirement for participation in the OT compact, including the FBI tendency to deny authorization to licensure compacts.**
ACTION/FOLLOW-UP: Marty motioned to propose language that would require background check of applicants for compact privileges only. Phil seconded. Vote 3-0. Vonda to communicate to Senate Attorney writing the bill.

TOPIC: Supervision of capstone students for Continuing Education credit

FINDINGS/CONCLUSIONS: Discussed request to propose a rule change to 13-04, Continuing Education and Competence, to include mentorship of capstone students as a qualifying activity for CE hours. Jacob Greenfield (WVU) described the 14 week mentorship process. Current rule awards 6 hours/student for level 2 fieldwork supervision, with a maximum of two students per renewal period. Consensus of the Board was to propose a rule change to award the same number of hours (6) for mentorship of a capstone student, with the same maximum of two students per renewal period. Vonda provided a comparison of the current AOTA Model Continuing Competence Guidelines to our current Rule with suggested changes/updates. Modified Rule would be proposed summer 2025 for the 2026 Legislative Session.

ACTION/FOLLOW-UP: Marty motioned to file rule as presented at November meeting. Phil seconded. Vote 3-0.

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.**

ACTION/FOLLOW-UP: Include in Expenditure schedules for FY2026 and purchase Associate Membership.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for October 16, 2024 through January 15, 2025. Marty motioned to approve all purchases. Phil seconded. Vote 3-0.

TREASURER'S REPORT

Cash Balance as of December 31, 2024

\$ 244,096.00

NOVEMBER - DECEMBER DEPOSITS

11/25/24 \$ 30

egov receipts:

November \$ 14,550

December \$ 25,100

TOTAL DEPOSITS \$ 39,680

NOVEMBER - DECEMBER DISBURSEMENTS

November \$ 10,267.70

December \$ 7,754.37

TOTAL DISBURSEMENTS \$ 18,022.07

Beginning cash balance 7/1/24	\$ 227,403.91
FY2025 Revenue	63,290.00
FY2025 Expenditures	46,597.91
Ending cash balance 12/31/24	\$ 244,096.00

NEW BUSINESS

TOPIC: Election of officers for 2025

FINDINGS/CONCLUSIONS: Phil motioned to keep current officers. Marty seconded. Vote 3-0.

ACTION/FOLLOW-UP: None.

TOPIC: 2025 OT renewal update

FINDINGS/CONCLUSIONS: Total OT renewals due: 501; Non-renewal letters sent 1/15/25: 71 (14%);
Actively licensed OT's as of 1/15/25: 949

ACTION/FOLLOW-UP: None.

TOPIC: OT Compact Rules – public comment period ending 2/14/25

FINDINGS/CONCLUSIONS: Three draft rules reviewed. Marty made a motion that no comments be submitted. Phil seconded. Vote 3-0.

ACTION/FOLLOW-UP: None.

Bills paid November 2024 – December 2024

STO-egov fees	11/12/2024	paid	\$229.28	Oct egov payments
Phil Simpson	11/12/2024	paid	\$400.00	perdiem for 11/6/24 & 11/7/24
Bambi Hill	11/12/2024	paid	\$400.00	perdiem for 11/6/24 & 11/7/24
Kathy Quesenberry	11/12/2024	paid	\$200.00	perdiem for 11/6/24
Gene Brooks	11/12/2024	paid	\$400.00	perdiem for 11/6/24 & 11/7/24
Marty Douglas	11/12/2024	paid	\$400.00	perdiem for 11/6/24 & 11/7/24
Phil Simpson	11/12/2024	paid	\$69.68	travel for 11/6/24 & 11/7/24
Bambi Hill	11/12/2024	paid	\$85.76	travel for 11/6/24 & 11/7/24
WVInteractive	11/12/2024	paid	\$40.00	website hosting Oct 2024
IS&C	11/18/2024	paid	\$63.70	Centrex phone billing Sep 2024
Vonda Malnikoff	11/21/2024	paid	\$344.38	travel to pcard seminar and licensing board seminar
IS&C	11/25/2024	paid	\$11.26	Office of Technology Sept 2024
STO-egov fees	12/12/2024	paid	\$330.08	Nov egov payments
WVInteractive	12/16/2024	paid	\$40.00	website hosting Nov 2024
Certemy	12/23/2024	paid	\$2,489.50	Q19 payment

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	OT Compact Commission	1/10/2025	Jan 2025 Newsletter - see projected timeline
2	ACOTE	1/22/2025	December 2024 Accreditation actions (UC-Beckley)
3	Anthony Eates - Deputy AG	1/29/2025	Governor's Executive Orders

Marty motioned to enter executive session at 12:49 to discuss complaint received against licensee. Phil seconded. Vote 3-0.

EXECUTIVE SESSION

Issue 2024#01 Reviewed & discussed complaint and information gathered to date.

Marty motioned to leave executive session at 1:40. Phil seconded. Vote 3-0.

Meeting was adjourned at 1:55 p.m. after the signing of applications.

The next regular Board meeting is scheduled for Friday, April 4th, 2025 at the Morgantown office. Future tentative 2025 meeting date is August 22nd.

AGENDA

April 4, 2025

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Approve January 31, 2025 minutes
Review January 31, 2025 minutes

--Third order of business — Purchase Card purchases – 1/16/25 through 3/15/25

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Safety Policy, Driver Training, Confidentiality Stmts
- TekSwift contract renewal
- Legislative update

--Sixth order of business — General correspondence / bills paid since Jan 2025

--Seventh order of business — 2025 Board meeting dates (8/22, ?)

--Eighth order of business — Executive Session
- Issue 2024#01
- Issue 2025#01

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B
Morgantown, WV 26505
304-285-3150
wvbot.wv.gov

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

FY2025 Revenue 74,910.00

FY2025 Expenditures 70,651.62

Ending cash balance 3/31/25 \$ 231,662.29

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>correspondence</u>	<u>date rec'd</u>	<u>issue</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.

AGENDA

August 22, 2025

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Approve April 4, 2025 minutes
Review April 4, 2025 minutes

--Third order of business — Purchase Card purchases – 3/16/25 through 8/15/25

--Fourth order of business — Treasurer's report

--Fifth order of business — OT Compact update

--Sixth order of business — New Business
- Implementation of SB458
- Rule filing for FY26 Legislative session
- OTA renewal update
- Temporary position
- State Auditor's seminar / Nov Board meeting
- Annual Report
- FY27 Appropriation request

--Seventh order of business— General correspondence / bills paid since April 2025

--Eighth order of business — Executive Session
- Issue 2024#01
- Issue 2025#01

--Ninth order of business — Sign licensure applications



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wvbot.wv.gov

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
Ending cash balance	6/30/25	\$ 234,089.92

FY2026 Revenue		2,935.00
FY2026 Expenditures		8,855.34
Ending cash balance	7/31/25	\$228,169.58

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. 6th at Holiday Inn in S. Charleston; Board meeting to be held Wednesday, Nov 5th 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	perdiem for 4/4/25 bd mtg and investigation work
Bambi Hill	4/7/2025	paid	\$200.00	perdiem for 4/4/25 board mtg
Gene Brooks	4/7/2025	paid	\$200.00	perdiem for 4/4/25 board mtg
Phil Simpson	4/7/2025	paid	\$200.00	perdiem 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	Q21 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.

AGENDA

November 5, 2025

--Call to order-- 6:00 p.m.

--First order of business — Public comment period

--Second order of business — Approve August 22 and October 2, 2025 minutes
Review August 22 and October 2, 2025 minutes

--Third order of business — Purchase Card purchases – 8/16/25 through 10/15/25

--Fourth order of business — Treasurer's report

--Fifth order of business — OT Compact update

--Sixth order of business — New Business
- Use of State LMS for jurisprudence exam(s)
- New Certemy feature (MFA)

--Seventh order of business — General correspondence / bills paid since August 2025

--Eighth order of business — 2026 Board meeting dates

--Ninth order of business — Executive Session
- Issue 2025#02 Complaint
- Issue 2025#03 Complaint
- Issue 2025#04 Complaint
- Issue 2025#05 Application

--Tenth order of business — E-sign licensure applications



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WVBOT MINUTES: November 5, 2025

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery

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

PUBLIC COMMENT

Mary Beth Laughery gave an NBCOT update.

Bambi motioned to approve August 22 and October 2, 2025 minutes as written. Phil 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.

Executive Secretary CBC completed to allow access to licensee CBC results.

ACTION/FOLLOW-UP: Waiting for training account in CJIS to complete required training.

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. **Temporary employee started 9/25/25.**

ACTION/FOLLOW-UP: None.

TOPIC: State Auditor's seminar / November Board meeting

FINDINGS/CONCLUSIONS: Seminar scheduled for Thursday, Nov. 6th at Holiday Inn in S. Charleston; Board meeting to be held Wednesday, Nov 5th at 6:00 pm. **Kathy, Gene, and Vonda attended Auditor's seminar.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

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

TREASURER'S REPORT

Cash Balance as of October 31, 2025

\$ 202,071.36

AUGUST -OCTOBER DEPOSITS

egov receipts:

August	\$2,450
September	3,745
October	9,355

TOTAL DEPOSITS \$ 15,550

AUGUST - OCTOBER DISBURSEMENTS

August	\$ 6,105.37
September	27,294.56
October	8,248.29

TOTAL DISBURSEMENTS \$ 41,648.22

Ending cash balance	6/30/25	\$ 234,089.92
FY2026 Revenue		18,485.00
FY2026 Expenditures		50,503.56
Ending cash balance	7/31/25	\$202,071.36

OT COMPACT UPDATE

Amendments to the FBI CBC Rule and the Data Set Rule were approved by the full Compact Commission on October 30, 2025. The FBI CBC rule adds a section entitled *Legal Impossibility for States Meeting the Criminal Background Check Requirement*, which allows states to issue and accept privileges to practice with a state-based CBC and attestation by the applicant until which time the state receives FBI authority to conduct FBI CBC's. Amendment to the Data Set Rule requires full ssn to be transmitted by states to CompactConnect.

Custom report has been written and tested for upload to CompactConnect. Reviewed website pages for implementation. Only one other state (MN) is currently ready to launch.

Marty motioned to move forward with implementation. Phil seconded. Vote 5-0.

NEW BUSINESS

TOPIC: Use of State LMS for jurisprudence exam for CE credit

FINDINGS/CONCLUSIONS: Discussed creation of one or more exams for CE credit on topics such as the Practice Act, Legislative Rules, supervision, telehealth, Certemy, OT Compact, etc. and use of the state LMS platform. There is no cost to use the system but will cost \$90/hour to upload test. Bambi motioned to move forward. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: Creation of exams with help of temporary employee.

TOPIC: New Certemy feature available (MFA)

FINDINGS/CONCLUSIONS: After review of email from Certemy introducing MFA feature, no action was taken.

ACTION/FOLLOW-UP: None.

Bills paid August – October 2025

STO-egov fees	8/7/2025	paid	\$66.03	July egov payments
WVInteractive	8/7/2025	paid	\$40.00	website hosting July 2025
AG's Office	8/19/2025	paid	\$156.00	July 2025 invoice
Marty Douglas	8/25/2025	paid	\$200.00	perdiem for 8/22/25 bd mtg
Bambi Hill	8/25/2025	paid	\$200.00	perdiem for 8/22/25 bd mtg
Gene Brooks	8/25/2025	paid	\$200.00	perdiem for 8/22/25 bd mtg
Phil Simpson	8/25/2025	paid	\$200.00	perdiem for 8/22/25 bd mtg
Kathy Quesenberry	8/25/2025	paid	\$200.00	perdiem for 8/22/25 bd mtg
Marty Douglas	8/25/2025	paid	\$267.40	travel for 8/22/25 board mtg
Bambi Hill	8/25/2025	paid	\$249.20	travel for 8/22/25 board mtg
Gene Brooks	8/25/2025	paid	\$226.80	travel for 8/22/25 board mtg
Phil Simpson	8/25/2025	paid	\$296.80	travel for 8/22/25 board mtg
Kathy Quesenberry	8/25/2025	paid	\$68.60	travel for 8/22/25 board mtg
WVInteractive	9/4/2025	paid	\$40.00	website hosting Aug 2025
ERP Board	9/4/2025	paid	\$178.75	wvOASIS FY2026 annual user fee
IS&C	9/4/2025	paid	\$59.57	Centrex phone billing July 2025
IS&C	9/4/2025	paid	\$6.26	Office of Technology July 2025
Certemy	9/10/2025	paid	\$2,489.50	Q22 payment
STO-egov fees	9/16/2025	paid	\$59.51	August egov payments
STO-excess fund tfr	9/18/2025	paid	\$18,089.92	excess fund transfer as of 6/30/25
AG's Office	9/22/2025	paid	\$208.00	Aug 2025 invoice
BRIM	10/1/2025	paid	\$784.00	insurance premium qtr ending 12/31/25
IS&C	10/1/2025	paid	\$59.57	Centrex phone billing Aug 2025
IS&C	10/1/2025	paid	\$11.74	Office of Technology Aug 2025
WVInteractive	10/6/2025	paid	\$40.00	website hosting Sep 2025
STO-egov fees	10/7/2025	paid	\$79.88	September egov payments
Dept of Admin	10/9/2025	paid	\$226.14	Shared services payroll & AP billing Q1 2026
STO-banking fees	10/16/2025	paid	\$15.00	Returned ACH fee
AG's Office	10/20/2025	paid	\$104.00	Sep 2025 invoice
IS&C	10/27/2025	paid	\$59.49	Centrex phone billing Sep 2025
IS&C	10/27/2025	paid	\$9.00	Office of Technology Sep 2025

Correspondence:

	<u><i>from</i></u>	<u><i>date rec'd</i></u>	<u><i>subject</i></u>
1	ACOTE	9/4/2025	August 2025 actions (UC-Charleston, OTM, Preaccreditation Status)
2	NBCOT	10/1/2025	State Regularoty E-newsletter
3	AOTA	10/9/2025	State Affairs Newsletter Fall 2025
4	NBCOT	10/21/2025	New President and CEO, Reinstatement policy reminder

Bambi motioned to enter executive session at 7:48 p.m. to discuss complaints and application for licensure. Marty seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2025#02 Complaint
Issue 2025#03 Complaint
Issue 2025#04 Complaint
Issue 2025#05 Application

Bambi motioned to leave executive session at 8:30 p.m. Marty seconded. Vote 5-0.

Issue 2025#02 Phil motioned to dismiss complaint. Gene seconded. Vote 5-0.
Issue 2025#03 Phil motioned to offer Consent Agreement. Marty seconded. Vote 5-0.
Issue 2025#05 Bambi motioned to request corrected application. Gene seconded. Vote 5-0.

Gene motioned to adjourn at 8:40 p.m. after the signing of applications. Marty seconded. Vote 5-0.

The next regular Board meeting is scheduled for Friday, February 6, 2026 at the Morgantown office at 11:00 a.m. Tentative 2026 meeting dates are May 1st and August 21st.

AGENDA

February 6, 2026

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Approve November 7, 2025 minutes
Review November 7, 2025 minutes

--Third order of business — Purchase Card purchases – 10/16/25 through 1/15/26

--Fourth order of business — Treasurer's report

--Fifth order of business — OT Compact update

--Sixth order of business — New Business
- Elect officers
- OT renewal update
- Renewal of Tekswift contract
- eTravel implementation
- 2026 Legislative Session

--Seventh order of business — General correspondence / bills paid since Nov 2025

--Eighth order of business — 2026 Board meeting dates (5/1, 8/21)

--Ninth order of business — Executive Session
- Issue 2025#04 Complaint

--Tenth order of business — eSign licensure applications



1063 Maple Dr., Suite 4B
Morgantown, WV 26505
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WVBOT MINUTES: February 6, 2026

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:03 a.m. (via Google Meet due to bad weather)

Gene motioned to approve November 7, 2025 minutes as written. Marty 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. Executive Secretary CBC completed to allow access to licensee CBC results. **Training completed. Account created to receive CBC results.**

ACTION/FOLLOW-UP: None.

TOPIC: Use of State LMS for jurisprudence exam for CE credit

FINDINGS/CONCLUSIONS: Discussed creation of one or more exams for CE credit on topics such as the Practice Act, Legislative Rules, supervision, telehealth, Certemy, OT Compact, etc. and use of the state LMS platform. There is no cost to use the system but will cost \$90/hour to upload test. Bambi motioned to move forward. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: Continue to work on creation of exams.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for October 16, 2025 through January 15, 2026. Gene motioned to approve all purchases. Kathy seconded. Vote 5-0.

TREASURER’S REPORT

Cash Balance as of January 31, 2026

\$ 221,899.77

NOVEMBER - JANUARY DEPOSITS

egov receipts:

November	\$12,230
December	30,655
January	2,670

TOTAL DEPOSITS \$ 45,555

NOVEMBER - JANUARY DISBURSEMENTS

November	\$9,476.15
December	8,732.47
January	7,517.97

TOTAL DISBURSEMENTS \$ 25,726.59

Ending cash balance	6/30/25	\$ 234,089.92
FY2026 Revenue		64,040.00
FY2026 Expenditures		76,230.15
Ending cash balance	1/31/26	\$ 221,899.77

OT COMPACT UPDATE

The Compact launched on Monday, 1/12/26, with three states actively participating, MN, OH, and WV. An email was sent to all licensees on 1/9/26. Website pages modified / added as necessary.

The OTC Finance Committee made a recommendation to the Executive Committee to not assess a member state fee at this time.

NEW BUSINESS

TOPIC: Election of officers

FINDINGS/CONCLUSIONS: Phil motioned to keep existing officers for 2026. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: 2026 OT Renewal update

FINDINGS/CONCLUSIONS: Total OT renewals due: 513 Non-renewal emails sent 1/6/26: 86 (17%) As of 1/6/26: OT's: 984

ACTION/FOLLOW-UP: None

TOPIC: Renewal of Tekswift contract

FINDINGS/CONCLUSIONS: Pricing for Insight Essentials to remain \$260 / qtr for April 2026 – March 2027. Bambi motioned to renew contract. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: eTravel implementation

FINDINGS/CONCLUSIONS: Live on 2/4/26

ACTION/FOLLOW-UP: None.

TOPIC: Legislative Session 2026

FINDINGS/CONCLUSIONS: HB4298, our Continuing Education and Competence Rule, passed HGO on 1/29; referred to House Judiciary.

SB510, *Using criminal records as disqualification from practicing particular professions*, would modify 30-1-24, which would require modification of our Rule 13-08, *Consideration of Prior Criminal Convictions in Initial Licensure Determinations*. Removes references to “moral turpitude”, “good moral character”, and “bears a rational nexus”. Adds a list of items that would constitute evidence of rehabilitation. Also need to review questions on our initial applications (cannot require disclosure of an arrest not followed by a conviction). Bill not yet taken up by committee.

ACTION/FOLLOW-UP: Continue to follow legislative action.

Bills paid November 2025 – January 2026

STO-egov fees	11/10/2025	paid	\$210.49	October egov payments
WVInteractive	11/10/2025	paid	\$40.00	website hosting Oct 2025
Marty Douglas	11/10/2025	paid	\$250.00	perdiem for 10/3 and 11/5/25
Bambi Hill	11/10/2025	paid	\$250.00	perdiem for 10/3 and 11/5/25
Gene Brooks	11/10/2025	paid	\$400.00	perdiem for 11/5/25 bd mtg & auditor's conference 11/6/25
Phil Simpson	11/10/2025	paid	\$250.00	perdiem for 10/3 and 11/5/25
Kathy	11/10/2025	paid	\$400.00	perdiem for 11/5/25 bd mtg & auditor's conference 11/6/25
Quesenberry				
Bambi Hill	11/10/2025	paid	\$89.60	travel for 11/5/25 board mtg
Phil Simpson	11/10/2025	paid	\$72.80	travel for 11/5/25 board mtg
Kathy	11/10/2025	paid	\$147.00	travel for 11/5/25 board mtg and auditor's conference
Quesenberry				
Vonda Malnikoff	11/10/2025	paid	\$225.40	travel for 11/5/25 board mtg and auditor's conference
IS&C	11/13/2025	paid	\$9.00	Office of Technology Oct 2025
IS&C	11/13/2025	paid	\$59.60	Centrex phone billing Oct 2025
Vonda Malnikoff	11/19/2025	paid	\$130.20	travel to annual pcad training
AG's Office	11/24/2025	paid	\$325.00	October 2025 invoice
WVInteractive	12/3/2025	paid	\$40.00	website hosting Nov 2025
STO-egov fees	12/9/2025	paid	\$315.34	November egov payments
Certemy	12/15/2025	paid	\$2,489.50	Q23 payment
IS&C	12/18/2025	paid	\$59.60	Centrex phone billing Nov 2025
IS&C	12/18/2025	paid	\$9.00	Office of Technology Nov 2025
AG's Office	12/22/2025	paid	\$299.00	November 2025 invoice
BRIM	1/5/2026	paid	\$784.00	insurance premium qtr ending 3/31/26
STO-egov fees	1/5/2026	paid	\$649.58	December egov payments
WVInteractive	1/6/2026	paid	\$40.00	website hosting Dec 2025
IS&C	1/14/2026	paid	\$59.75	Centrex phone billing Dec 2025
IS&C	1/14/2026	paid	\$9.00	Office of Technology Dec 2025
AG's Office	1/20/2026	paid	\$156.00	December 2025 invoice
Encova	1/29/2026	paid	\$208.00	Workers Comp premium 3/29/26 - 3/29/27

Correspondence:

	<u>from</u>	<u>date rec'd</u>	<u>subject</u>
1	AOTA	12/9/2025	State Affairs Newsletter Winter 2025
2	NBCOT	12/18/2025	State Regulatory E-newsletter
3	ACOTE	12/22/2025	Request for Voluntary Withdrawal of Accreditation - UC Charleston OTA
4	ACOTE	1/12/2026	Accreditation of UC-Charleston OTM program
5	Governor's office	1/7/2026	Licensure process questions; response sent via email 1/7/26

Gene motioned to enter executive session at 11:44 a.m. to discuss complaint. Bambi seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2025#04 Complaint

Phil motioned to leave executive session at 11:50 a.m. Gene seconded. Vote 5-0.

Issue 2025#04 Gene motioned to accept investigator recommendation and dismiss complaint. Phil seconded. Vote 4-0.

Adjourned at 11:56 a.m. after the signing of applications.

The next regular Board meeting is scheduled for Friday, May 1, 2026 at the Morgantown office at 11:00 a.m.
Tentative remaining 2026 meeting dates are August 21.

AGENDA

May 1, 2026

--Call to order-- 11:00 a.m.

--First order of business — Public comment period

--Second order of business — Approve February 6, 2026 minutes
Review February 6, 2026 minutes

--Third order of business — Purchase Card purchases – 1/16/26 through 4/15/26

--Fourth order of business — Treasurer's report

--Fifth order of business — OT Compact update

--Sixth order of business — New Business
- Select boardroom chairs from WVC
- 2026 Rule filing
- Copier contract
- Safety Policy, Driver Training, Confidentiality Stmts
- FY27 Expenditure Schedules

--Seventh order of business — General correspondence / bills paid since Feb 2026

--Eighth order of business — 2026 Board meeting dates (8/21, 11/4)

--Ninth order of business — Executive Session
- Licensee issue
- Issue 2026#01

--Tenth order of business — eSign licensure applications



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WVBOT MINUTES: May 1, 2026

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

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

Marty motioned to approve February 6, 2026 minutes as written. Phil seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Use of State LMS for jurisprudence exam for CE credit

FINDINGS/CONCLUSIONS: Discussed creation of one or more exams for CE credit on topics such as the Practice Act, Legislative Rules, supervision, telehealth, Certemy, OT Compact, etc. and use of the state LMS platform. There is no cost to use the system but will cost \$90/hour to upload test. Bambi motioned to move forward. Gene seconded. Vote 5-0. **Reviewed two courses and use of LMS system. Marty motioned to move forward by testing process with Board members. Bambi seconded. Vote 5-0.**

ACTION/FOLLOW-UP: Forward instructions to Board members to create account in LMS and access courses.

TOPIC: Legislative Session 2026

FINDINGS/CONCLUSIONS: HB4298, our Continuing Education and Competence Rule, passed HGO on 1/29; referred to House Judiciary. **Included in HB4265 Rules bundle; completed legislative action and signed by Governor. Final filed on 4/7/26 with effective date of 7/1/26.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for January 16, 2026 through April 15, 2026. Bambi motioned to approve all purchases. Marty seconded. Vote 5-0.

TREASURER’S REPORT

Cash Balance as of April 30, 2026
\$ 209,502.17

FEBRUARY - APRIL DEPOSITS

February	\$ 2,090
March	2,810
April	4,450.01

TOTAL DEPOSITS \$ 9,350.01

FEBRUARY - APRIL DISBURSEMENTS

February	\$7,234.03
March	8,037.59
April	6,475.99

TOTAL DISBURSEMENTS \$ 21,747.61

Ending cash balance	6/30/25	\$ 234,089.92
FY2026 Revenue		73,390.01
FY2026 Expenditures		97,977.76
Ending cash balance	3/31/26	\$ 209,502.17

OT COMPACT UPDATE

Six states have launched: MN, OH, WV, IN, VA, MD

As of 4/30/26, eleven practitioners have purchased a privilege to practice in WV; four WV practitioners have completed the FBI CBC to become eligible to purchase compact privileges in other active states.

Discussed process for releasing FBI CBC results to licensees. Gene motioned to approve use of draft release form. Bambi seconded. Vote 5-0.

Discussed comment to Rule on Investigations.

NEW BUSINESS

TOPIC: Boardroom chairs

FINDINGS/CONCLUSIONS: Discussed purchase of new boardroom chairs from WV Correctional Industries.

ACTION/FOLLOW-UP: Marty and Gene to visit WVCi showroom in Charleston to make recommendation at next Board meeting.

TOPIC: Proposed 2026 Legislative Rule filing

FINDINGS/CONCLUSIONS: Reviewed draft of Series 1 legislative rule for modifications.

ACTION/FOLLOW-UP: Vonda to file modified rule for public comment.

TOPIC: Statewide contract for copiers

FINDINGS/CONCLUSIONS: New statewide contract has been awarded to Canon. Reviewed quote for lease / purchase options. Current Komax copier is 6 years old and no longer covered under maintenance contract.

ACTION/FOLLOW-UP: Marty motioned to move forward with 60-month lease. Gene seconded. Vote 5-0.

TOPIC: Safety policy, Driver training, Confidentiality statements

FINDINGS/CONCLUSIONS: Reviewed and signed.

ACTION/FOLLOW-UP: None.

TOPIC: FY27 Expenditure Schedules

FINDINGS/CONCLUSIONS: Reviewed FY27 expenditure schedules filed 4/16/26.

ACTION/FOLLOW-UP: None.

Bills paid Feb 2026 - Apr 2026

VENDOR	submitted	cleared	amount	notes
WVInteractive	2/4/2026	paid	\$40.75	website hosting Jan 2026
STO-egov fees	2/5/2026	paid	\$60.08	January egov payments
AG's Office	2/12/2026	paid	\$78.00	January 2026 invoice
Assoc of Lic bds	2/19/2026	paid	\$300.00	FY 2026 dues
IS&C	2/26/2026	paid	\$59.75	Centrex phone billing Jan 2026
IS&C	2/26/2026	paid	\$9.00	Office of Technology Jan 2026
WVInteractive	3/5/2026	paid	\$40.75	website hosting Feb 2026
STO-egov fees	3/5/2026	paid	\$48.71	February egov payments
Certemy	3/17/2026	paid	\$2,489.50	Q24 payment

IS&C	3/25/2026	paid	\$59.75	Centrex phone billing Feb 2026
IS&C	3/25/2026	paid	\$9.00	Office of Technology Feb 2026
BRIM	4/1/2026	paid	\$784.00	insurance premium qtr ending 6/30/26
PEIA	4/2/2026	paid	\$355.00	1% PEIA transfer for reserve fund
WVInteractive	4/6/2026	paid	\$40.75	website hosting Mar 2026
STO-egov fees	4/6/2026	paid	\$61.53	March egov payments
AG's Office	4/14/2026	paid	\$117.00	March 2026 invoice
IS&C	4/27/2026	paid	\$59.69	Centrex phone billing March 2026
IS&C	4/27/2026	paid	\$9.00	Office of Technology March 2026

Correspondence

	<u>from</u>	<u>date rec'd</u>	<u>subject</u>	
1	PERD office	2/10/2026	Survey of Board membership and vacancies	
2	AOTA	3/31/2026	State Affairs Newsletter	
3	WV Board of Veterinary Medicine	4/13/2026	Follow up to 12/19/25 mtg; voted not to license allied health professionals	
4	AOTA	4/30/2026	Volunteer Leadership applications open until May 13	

Phil motioned to enter executive session at 1:30 p.m. to discuss licensee issue and complaint. Bambi seconded. Vote 5-0.

EXECUTIVE SESSION

- Licensee issue
- Issue 2026#01 Anonymous Complaint

Gene motioned to leave executive session at 1:45 p.m. Phil seconded. Vote 5-0.

Adjourned at 2:00 p.m. after e-signing of applications.

The next regular Board meeting is scheduled for Friday, August 21, 2026 at the Morgantown office at 11:00 a.m. The final 2026 meeting will be on Friday, November 6th, the day after the Auditor's Licensing Board seminar in Charleston.