



West Virginia Board of Occupational Therapy
1063 Maple Dr.
Suite 4B
Morgantown, WV 26505
304-285-3150
www.wvbot.org

July 24, 2023

The Honorable Jim Justice
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 2022 / 2023.

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 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 2022 – FY 2023

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West Virginia Board of Occupational Therapy

**Annual Report
2022-2023**

Financial

Financial Statement

Receipts / Disbursements FY 2022 / 2023

	<u>Receipts</u>	<u>Disbursements</u>
FY 2022:	\$ 96,675	\$101,212
FY 2023:	\$ 92,486	\$100,132
Receipts:	<u>FY 2022</u>	<u>FY 2023</u>
License applications and renewals	\$ 93,140	\$ 89,350
Other fees	3,535	3,136
Disbursements:		
Personal Services	\$ 32,654	\$ 35,465
Board member per diem	3,262	3,150
Travel	3,525	4,570
Professional contracts	929	560
Rent	6,000	6,000
Office supplies	996	790
Postage	2,461	2,498
Hospitality	11,039	10,377
Insurance	2,832	2,704
State Treasurer Office fees	2,165	1,761
Other	35,349	32,257

West Virginia Board of Occupational Therapy

**Annual Report
2022-2023**

New Licensees

Occupational Therapists licensed 7/1/21 – 6/30/23

License #	Last Name	First Name	Issue Date
2203	Gray	Brianna Hope	7/1/21
2204	Carter	Shelby Nicole	7/1/21
2205	Bell	Billie Jean	7/5/21
2206	Fleming	Marissa	7/5/21
2207	Gustin	Jarrad	7/5/21
2208	Martin	Samantha	7/8/21
2209	Bailey	Alexis	7/12/21
2210	Elias	Amy	7/15/21
2211	Jacobs	Jenna Fitzgerald	7/19/21
2212	Smith	Tyler Matthew	7/21/21
2213	Snitz	Abigail D.	7/21/21
2214	Smith-Bell	Carrie	7/21/21
2215	Barchiesi	Cameron George	7/21/21
2216	Russell	Cheyenne Rose	7/21/21
2217	Goodwin	Jordan Gage	7/22/21
2218	Grasser	Terri L.	7/22/21
2219	Haddix	Abigail Rebecca	7/26/21
2220	Matheny	Kristen	7/26/21
2221	Alderton	Rachel	7/26/21
2222	Scott	Heather Renee	8/2/21
2223	Beitko	Jennifer Lynn	8/2/21
2224	Welch	Sarah Ashley	8/5/21
2225	Reed	Kelly S.	8/5/21
2226	Sisler	Marley Renee	8/11/21
2227	Cottle	Katie	8/16/21
2228	Suchomski	Christy Marie	8/17/21
2229	Mack	Juliette Renee	8/17/21
2230	Swider	Kaley Elizabeth	8/23/21
2231	Allen	Kristen Gayle	8/24/21
2232	Rinehart	Luke	8/26/21
2233	Miles	Haley Stewart	8/30/21
2234	Egnatoff	Emily Royce	8/31/21
2235	Habben	Karen Annette	8/31/21
2236	Elswick	Erin Blaine	8/31/21
2237	Gregoire	Sara Lynn	9/7/21
2238	Trent	Wrenda Jo	9/20/21
2239	Rauch	Arriane	9/22/21
2240	Messer	Brooke Megan	9/23/21
2241	Lehman	Holly Sue	10/13/21
2242	Hill	Barbara Jones	10/13/21
2243	Turner	Krystin Ann	10/26/21
2244	Lutman	Alicia Lynn	11/22/21
2245	Lyons	Casey	11/23/21
2246	Plen	Matthew	12/13/21
2247	Palmer	Lexi Morgan	12/13/21
2248	Barnes	Sheryl Kolosky	12/17/21
2249	Wilcox	Michelle Lee	1/11/22

2250	Dave	Charul Ambarish	1/12/22
2251	Browne	Jean Anne	1/19/22
2252	Riley	Meredith Anne	1/31/22
2253	Ranck	Nathanael	1/31/22
2254	Endicott	McKenzie Jewell	2/2/22
2255	Genco	Alicia L.	2/7/22
2256	Mitchell Relyea	Heather Joyce	2/8/22
2257	Hall	Sydnee Cheyenne	2/10/22
2258	Aybar	Samantha	2/21/22
2259	Cook	Sarah E.	2/21/22
2260	Anders	Kristyn Nicole	2/22/22
2261	Ingram	Taylor Gabrielle	2/23/22
2262	Fowler	Kathryn F.	3/9/22
2263	Smith	Lakeisha	3/10/22
2264	Hunchuck	Jennifer	3/10/22
2265	Poling	Kirstin Mir	3/22/22
2266	Shields	Kayla Nicole	3/29/22
2267	Spencer	Rachel Leigh	3/30/22
2268	Boritz	Nicole Ashley	4/5/22
2269	Hobbs	Christine Elizabeth	4/7/22
2270	Betz	Kayla Marie	4/11/22
2271	Rogers	Sarah Elizabeth	4/19/22
2272	Tucker	Sarah Elizabeth	4/20/22
2273	Kepner	Garrett Matthew	5/4/22
2274	Hess	Shannon Beatrice	5/9/22
2275	Caudill	Kyra	5/9/22
2276	Gossett	Carol A.	5/16/22
2277	Frantz	Lauren Elizabeth	5/31/22
2278	Chafin	Whitney Brooke	6/6/22
2279	Seaton	Meagan Michelle	6/16/22
2280	Kotar	Yaszmin	6/21/22
2281	Godwin	Maggie Elizabeth	6/22/22
2282	Chulock	Carly Joan	6/22/22
2283	Barley	Samantha Rae	7/5/22
2284	Kerr	Jessica Lynn	7/9/22
2285	Long	Megan Renee	7/13/22
2286	Satterfield	Madison	7/21/22
2287	Santella	Avery Bella	7/21/22
2288	Abdullah	Mumtaza	7/25/22
2289	Glazier	Olivia	7/25/22
2290	Dinges	Rachel Ann	7/25/22
2291	Morgan	Kylee	7/25/22
2292	Bertram	Natalie Nicole	7/25/22
2293	Stutler	Carrie	7/25/22
2294	Calandros	Bailey	7/25/22
2295	Henwood	Natalie Jane	7/25/22
2296	Miller	Jackson McKinley	7/25/22
2297	McCarthy	Emily Ann	7/26/22
2298	Darway	Darian Hope	7/26/22
2299	Sorbin	Corrin Taylor	7/28/22
2300	Bennington	Sydney	8/8/22

2301	Simmons	Raeshean Samantha	8/8/22
2302	Smith	Shelby Rose	8/10/22
2303	Dodson	Matthew	8/11/22
2304	Clarkson	Lauren Hope	8/11/22
2305	Welch	Kortney Nicole	8/11/22
2306	Satterfield	Megan Rae	8/18/22
2307	Shields	Caitlin	8/18/22
2308	Patrizio	Michael Joseph	8/22/22
2309	Moon	Lauryn Marie	8/25/22
2310	Jaeger	Denise Marie	8/29/22
2311	Johnson	Kristine Elizabeth	8/29/22
2312	Hickman	Alexa Lynn	8/29/22
2313	Phillips	Bethany Christine	9/1/22
2314	Brandenburg	Sara Elizabeth	9/6/22
2315	Lang	Amy Elizabeth	9/6/22
2316	Estep	Bailey Suzanne	9/6/22
2317	Alvey	John Thomas	9/8/22
2318	Hupp	Sara Nicole	9/19/22
2319	Hennessy	Ellen Marie	9/20/22
2320	Clemons	Carrie Ann	9/21/22
2321	McMullen	Ally Marie	9/26/22
2322	Szymanski	Katherine Lynn	10/17/22
2323	Carrico	Rachel Taylor	10/24/22
2324	Haddad	Meredith	10/26/22
2325	Schlosnagle	Anna Marie	10/26/22
2326	Thacker-Wheeler	Sarah Hope	10/31/22
2327	Berry	Madeline Murphy	11/7/22
2328	Brinkman	Alexandra Mary	11/7/22
2329	Ley	Gina D.	11/16/22
2330	Hernandez	Melissa Acosta	12/6/22
2331	Perretta	Melissa	12/7/22
2332	Smith	Michelle Ronda	12/12/22
2333	Miller	Forest Daniel	12/13/22
2334	Dickinson	Kellie Dare	12/19/22
2335	Reilley	Brooke Lea	12/20/22
2336	Tissenbaum	Hannah Elizabeth	12/21/22
2337	Everson	Katie Marie	1/3/23
2338	Melocchi	Amanda	1/9/23
2339	Peacock	Allie Green	1/9/23
2340	Izer	Amanda Brooke	1/11/23
2341	Cornell-Vose	Lisa Ann	1/12/23
2342	Garvin	Emily Rae	1/19/23
2343	Hernandez	Elizabeth	1/24/23
2344	Bachelor	Jennifer Lee	1/24/23
2345	Biller	Jennifer Lynn	1/30/23
2346	Barricklow	Megan Clare King	1/31/23
2347	Raach	Michaela Anne	2/6/23
2348	Eastham	Kierstin Brooke	2/8/23
2349	Phipps	Tammy	2/9/23
2350	Schlangen	Kelsey Ann	2/13/23
2351	Convery	Kendra Marie	2/16/23

2352	Legge	Anna Elizabeth	2/21/23
2353	Nordmoe	Rachel Alyson	3/9/23
2354	Bolen	Katelynn Brooke	3/13/23
2355	Ewing	Rachel Marie	3/22/23
2356	Hymers	Bailee Morgan	3/27/23
2357	Gaughenbaugh	Rachel	3/28/23
2358	Blady	Meredith	4/3/23
2359	Marshall	Sarah C.	4/5/23
2360	Luthra	Sonaal	4/10/23
2361	Smith	Rebecca Lynn	4/20/23
2362	Dempsey	Heather	4/24/23
2363	Stambaugh	Jonathan Tylar	4/27/23
2364	Gray	Richelle Louise	5/1/23
2365	Shunk	Jolyn Christine	5/4/23
2366	Ryan-Hannaway	Kristin Louise	5/8/23
2367	Banks	Antwanette	5/8/23
2368	Potter	Jeri Deann	5/11/23
2369	Newman	Shaina Lynn	5/24/23
2370	Palotay	Olivia	5/31/23
2371	McAllister	Darian Rae	6/1/23
2372	Sargent Thompson	Cagney Taylor	6/13/23
2373	Daniels	Haylee Madison	6/15/23
2374	Frohnapfel	Christie L.	6/15/23
2375	Fechik	Michael Anthony	6/15/23
2376	Round	Emily Ann	6/15/23
2377	Griffith	Courtney Lynn	6/21/23
2378	Seckman	Katlyn Olivia	6/29/23

Occupational Therapy Assistants licensed 7/1/21 – 6/30/23

License #	Last Name	First Name	Issue Date
C2380	Woods	Holly	7/12/21
C2381	Grose	Alexis Raelle	7/14/21
C2382	Wood	Abby Michelle	7/14/21
C2383	Johnson	Emma Soleil	7/20/21
C2384	Holcomb	Devonna Joy	8/2/21
C2385	Hannan	Kayla L.	8/10/21
C2386	Allen	Deborah Jo	8/18/21
C2387	Kobaly	Charlotte Bernadette	8/19/21
C2388	Nolen	Courtney	8/25/21
C2389	Martin	Miranda Shay	8/26/21
C2390	Wolfe	ChaseAnn Elisabeth	9/1/21
C2391	Lytle	Aimee Nichole	9/22/21
C2392	Pauline	Jessica Nicole	10/4/21
C2393	Lore	Rebekah Sue	10/6/21
C2394	Brown	Devenney Trelvone	10/7/21
C2395	Nolasco	Eli Samuel	10/7/21
C2396	Varona	Madeline Chase	10/12/21
C2397	Giesey	Mary Savannah	10/12/21
C2398	Felker	Katelyn Rose	10/12/21
C2399	Porter	Katlyn Delaney	11/1/21
C2400	Vance	Morgan Danielle	11/4/21
C2401	Carelli	Olivia	11/4/21
C2402	Taylor	Ashley Marie	11/9/21
C2403	Stanley	Christi Michelle	11/9/21
C2404	Brooks	Edna Renee	11/12/21
C2405	Keefer	Macey Larae	11/15/21
C2406	Kennedy	Sarah Marie	11/16/21
C2407	Checchi	Ashley Marie	11/22/21
C2408	Dorvilus	Thomas	11/22/21
C2409	Scarbro	Alayna Ciera	11/24/21
C2410	Swick	Bryia Jade	12/14/21
C2411	Palmer	Kimberly Alisha	12/21/21
C2412	Shaffer	Samantha Lee	1/3/22
C2413	Stirling	Christa Marie	1/3/22
C2414	Shivey	Jody Palmer	1/3/22
C2415	Cooper	Debra Jean	1/3/22
C2416	Martin	Jamie Sue	1/3/22
C2417	May	Emily Nicole	1/10/22
C2418	Deaner	Brady	1/11/22
C2419	Sloan	Caroline Rebekah	1/19/22
C2420	McClain	Gabrielle	1/21/22
C2421	Rowland	Gabrielle	2/10/22
C2422	Reed	Jennifer Lee	2/15/22
C2423	Brubaker	Caitlin Claire	2/15/22
C2424	Roberts	Breanna Lachelle	2/24/22
C2425	Crowe	Erica Nichole	2/28/22
C2426	Booth	Julia Ann	2/28/22

C2427	Parrish	Coleman Lee	3/7/22
C2428	Deitrieck	Austin Michael	3/9/22
C2429	Wardlow	Vanessa Elizabeth	3/21/22
C2430	Hall	Samantha	3/28/22
C2431	Hosler	Ashlea Mae	3/28/22
C2432	Burdette	Samantha Lynn	4/13/22
C2433	Nuckols	Jacklyn Renee	4/18/22
C2434	Nesbitt	Amanda Rose	4/18/22
C2435	Harris	Laura Ann	4/19/22
C2436	Duncan	Samantha Marie	5/2/22
C2437	Smith	Michael Bryan	5/11/22
C2438	Stewart	Natalie M.	5/12/22
C2439	Crigger	Kaila	5/16/22
C2440	Culicerto	Shelley	6/15/22
C2441	Adkins	Jessica Michelle	6/21/22
C2442	Bishop	Taylor Renee	6/22/22
C2443	Morgan	Addison Walker	7/5/22
C2444	McKinney	Brittany Naomi	7/9/22
C2445	Blanton	Mallory K.	7/15/22
C2446	Shingleton	Adrianna MaryLouise	7/28/22
C2447	Miranda	Tonya Rebecca	8/4/22
C2448	Harshman	Rosetta Eleanor	8/8/22
C2449	Morrison	Nicole Courtney	8/10/22
C2450	Bauler	Hannah	8/22/22
C2451	Brown	Clorissa	8/24/22
C2452	Stambaugh	Tori Alyssa	8/26/22
C2453	Pawlowski	Breanna Nicole	9/9/22
C2454	Linton	Ashton Nichole	9/19/22
C2455	Parsons	Christopher Rollie	10/1/22
C2456	Lane	Kassidy Dawn	10/11/22
C2457	Rodriguez- Hernandez	Josue	10/11/22
C2458	Green	Hannah Ellen	10/12/22
C2459	Squires	Amber Nicole	10/24/22
C2460	Carder- Landers	Elizabeth Margaret	10/31/22
C2461	Devlin	Taylor Nicole	11/3/22
C2462	Whited	Courtney Michelle	11/7/22
C2463	Schillo	Elinor Jay DuVal	11/28/22
C2464	Smith	Broc Joseph	11/28/22
C2465	Holbrook	Terry Joe	11/29/22
C2466	Rencich	Emily	11/30/22
C2467	Hudson	Emily	12/6/22
C2468	Mitchem	Lakin Nicole	12/7/22
C2469	Leonard	Isaiah Shane	1/3/23
C2470	Ormandy	Danielle Jo	1/4/23
C2471	Miller	Lindsey Marie	1/5/23
C2472	Johnston	Jennifer Ann	1/6/23
C2473	Krueger	Jessica	1/19/23
C2474	Perkins	Andrea Rose	1/23/23
C2475	Petchal	Rachel Elizabeth	1/23/23

C2476	Montgomery	Lea Darlene	1/26/23
C2477	McDonald	Michelle	3/15/23
C2478	Bartley	Dennis	4/3/23
C2479	Powers	Heather	4/10/23
C2480	Carter	McKenzie Nicole	4/26/23
C2481	Duncan	Angela Nicole	4/27/23
C2482	Coppins	Nicole Marie	5/1/23
C2483	Williams	Amanda Rose	5/3/23
C2484	Omlor	Brigette Kelly	5/9/23
C2485	Stotler	Stacy Lynne	5/17/23
C2486	Varnadoe	Samuel Robert	5/18/23
C2487	Messing	Krista	6/26/23
C2488	Hanna	Randall Scott	6/28/23

West Virginia Board of Occupational Therapy

**Annual Report
2022-2023**

Licenses by County / State

WV Licensed OT's / OTA's

6/7/2023

<u>WV County of Residence</u>	<u>OT's</u>	<u>OTA's</u>			
Barbour	2	1	Tyler	2	
Berkeley	25	18	Upshur	4	
Boone			Wayne	5	3
Braxton	1	1	Wetzel	4	1
Brooke	3	8	Wirt	1	
Cabell	30	11	Wood	28	7
Calhoun			Wyoming	<u>3</u>	<u>16</u>
Clay		1	Total WV	611	383
Doddridge	2				
Fayette	12	36			
Gilmer	1				
Grant	2	2	<u>Out-of-State Residents</u>	<u>OT's</u>	<u>OTA's</u>
Greenbrier	12	9	Kentucky	23	28
Hampshire	7	2	Maryland	29	37
Hancock	12	2	Ohio	87	126
Hardy	3	1	Pennsylvania	77	33
Harrison	51	6	Virginia	45	23
Jackson	3	3	Other	<u>35</u>	<u>22</u>
Jefferson	16	4		296	269
Kanawha	51	31			
Lewis	1		Total	907	652
Lincoln	2	2			
Logan	6	4			
Marion	27	5			
Marshall	7	4			
Mason	7	6			
McDowell		1			
Mercer	13	26			
Mineral	10	16			
Mingo	3				
Monongalia	117	7			
Monroe	3	2			
Morgan	2	3			
Nicholas	8	9			
Ohio	35	12			
Pendleton	4	2			
Pleasants		1			
Pocahontas	2	2			
Preston	10	2			
Putnam	33	12			
Raleigh	26	88			
Randolph	3	5			
Ritchie		1			
Roane	2				
Summers	1	7			
Taylor	7	1			
Tucker	2	2			

West Virginia Board of Occupational Therapy

**Annual Report
2022-2023**

Summary of Complaints

Summary of Complaints FY 2022 / 2023

<u>Date Rec'd</u>	<u>Case #</u>	<u>Description</u>	<u>Resolution</u>
7/7/21	2021#01	Verbal abuse to patient; Substandard care	Dismissed 9/24/21
7/30/21	2021#02	Falsified Home Health visits	Consent Agreement 11/26/21
5/23/22	2022#01	Verbal, physical abuse to family; Inappropriate relationships with co-workers	Outside jurisdiction of Board

West Virginia Board of Occupational Therapy

**Annual Report
2022-2023**

Agendas / Minutes

AGENDA

September 24, 2021

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

--First order of business — Public comment period

--Second order of business — Executive Session
Issue 2021#01 Complaint
Issue 2021#02 Complaint

--Third order of business — Approve April 23, 2021 minutes
Review April 23, 2021 minutes

--Fourth order of business — Purchase Card purchases – 4/16/21 through 9/15/21

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- NBCOT presentation at November meeting
- Position Statement for School Based Practice FAQ's
- CE Conference 2022
- Laptop purchase for Investigator

--Seventh order of business — General correspondence / bills paid since April 2021

--Eighth order of business — 2021 Board meeting dates
11/19

--Ninth order of business — Sign licensure applications



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

WVBOT MINUTES: September 24, 2021

MEMBERS PRESENT: Bambi Hill, Phil Simpson, Marty Douglas,
Kathy Quesenberry (via video conference)

ABSENT: Gene Brooks

ALSO PRESENT: Vonda Malnikoff

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

Signed licensure applications.

Phil motioned to approve April 23, 2021 minutes as written. Bambi seconded. Vote 4-0.

OLD BUSINESS

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0. Three vendors have provided quotes, along with product demos. Quotes reviewed at April 3, 2020 meeting. Kathy motioned to allow Vonda to complete research and make decision between two lowest bidders. Marty seconded. Vote 5-0. Three year contract signed with Certemy 5/15/20. Online initial applications and Public Registry activated 9/15/20. Reviewed system with Board; discussed open issues with renewal applications / CE reporting.

ACTION/FOLLOW-UP: Communicate and implement roll out of renewal applications and licensee portal with Certemy.

TOPIC: CE conference 2021

FINDINGS/CONCLUSIONS: Discussed feasibility of holding an in-person conference in 2021 and alternative proposal from Summit. Marty motioned to accept Summit proposal for three private live interactive webinars and special offer for annual subscription to be offered to all licensees in lieu of holding in-person conference. Phil seconded. Vote 5-0. Cancelled in-person conference. Live interactive webinars scheduled; postcards mailed; online registration pages complete for webinars and annual subscription. Registrations for 4/10/21 webinar were 143; actual attendance was 69; Subscriptions as of 4/19/21 are 33. **Registrations for 6/18/21 webinar were 201; actual attendance was 93; Subscriptions as of 8/25/21 are 44.**

ACTION/FOLLOW-UP: Continue to track response.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for April 16, 2021 through September 15, 2021. Bambi motioned to approve all purchases. Marty seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of August 31, 2021
\$ 225,472.22

APRIL - AUGUST DEPOSITS

4/6/21	\$ 30
4/19	60
5/11	30
5/13	30
6/21	30
7/12	30
7/21	30
7/22	30
8/11	30

egov receipts:

April	\$ 1,680
May	1,090
June	3,020
July	4,480
August	3,810

TOTAL DEPOSITS \$ 14,380

APRIL - AUGUST DISBURSEMENTS

April	\$ 13,149.14
May	6,671.28
June	14,511.04
July	7,401.48
August	3,816.80

Beginning cash balance 7/1/20	\$ 231,618.77
FY2021 Revenue	92,575.50
FY2021 Expenditures	95,913.77
Ending cash balance 6/30/21	\$ 228,280.50

FY2022 Revenue	8,410.00
FY2022 Expenditures	11,218.28
Ending cash balance 8/31/21	\$ 225,472.22

Marty motioned to enter Executive Session at 12:17 p.m. to discuss licensee complaints. Bambi seconded. Vote 4-0.

EXECUTIVE SESSION

Issue 2021#01 Complaint
Issue 2021#02 Complaint

Marty motioned to leave Executive Session at 12:36 p.m. Phil seconded. Vote 4-0.

Issue 2021#01 Phil motioned to accept Investigator recommendation and dismiss complaint due to insufficient evidence and no probable cause to warrant disciplinary action. Bambi seconded. Vote 3-0.

Issue 2021#02 Phil motioned to accept Investigator recommendation and offer Consent Agreement for three year probation, with conditions consistent with previous cases. Bambi seconded. Vote 3-0.

NEW BUSINESS

TOPIC: NBCOT presentation at November meeting

FINDINGS/CONCLUSIONS: Schedule for 11:00 a.m.

ACTION/FOLLOW-UP: Communicate with NBCOT

TOPIC: Update to School Based Practice FAQ's

FINDINGS/CONCLUSIONS: Discussed revisions to position statement.

ACTION/FOLLOW-UP: Modify per discussion

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.**

ACTION/FOLLOW-UP: Continue to contact potential speakers.

TOPIC: Laptop purchase for Investigator

FINDINGS/CONCLUSIONS: Bambi motioned to purchase laptop for Investigator to replace obsolete iPad. Phil seconded. Vote 4-0.

ACTION/FOLLOW-UP: Purchase laptop through statewide contract.

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	NBCOT	5/17/2021	May 2021 e-Newsletter
2	AOTA	6/9/2021	State Affairs Update - Summer 2021
3	AOTA	7/29/2021	Choosing Wisely Update
4	ACOTE	9/9/2021	August 2021 Accreditation Actions (UC-Charleston)
5	WVOTA	9/22/2021	Zoom mtg with AOTA regarding OT licensure compact to be held 10/13

Bills paid since April 2021

BRIM	4/1/2021	paid	\$676.00	insurance premium for qtr ending 6/30/21
STO-egov fees	4/5/2021	paid	\$52.88	Mar egov payments
IS&C	4/6/2021	paid	\$60.60	Centrex (phone) billing Mar 2021
WVInteractive	4/12/2021	paid	\$6.00	March renewals (2)
Summit Prof Educ	4/14/2021	paid	\$7,000.00	April 10, 2021 webinar
Bambi Hill	4/26/2021	paid	\$150.00	hours for board mtg 4-23-21
Kathy Quesenberry	4/26/2021	paid	\$150.00	hours for board mtg 4-23-21
Gene Brooks	4/26/2021	paid	\$150.00	hours for board mtg 4-23-21
Marty Douglas	4/26/2021	paid	\$150.00	hours for board mtg 4-23-21
Bambi Hill	4/26/2021	paid	\$199.36	travel for board mtg 4-23-21
Kathy Quesenberry	4/26/2021	paid	\$54.88	travel for board mtg 4-23-21
Gene Brooks	4/26/2021	paid	\$181.44	travel for board mtg 4-23-21
Phil Simpson	4/26/2021	paid	\$237.44	travel for board mtg 4-23-21
Marty Douglas	4/26/2021	paid	\$213.92	travel for board mtg 4-23-21
PEIA	4/27/2021	paid	\$304.00	1% PEIA transfer for reserve fund
STO-egov fees	5/10/2021	paid	\$37.80	April egov payments
Assoc of Lic bds	5/10/2021	paid	\$300.00	Annual dues
IS&C	5/11/2021	paid	\$61.98	Centrex (phone) billing April 2021
Certemy	5/17/2021	paid	\$2,275.00	Q5 payment
WVInteractive	6/8/2021	paid	\$3.00	May renewals (1)
STO-egov fees	6/14/2021	paid	\$33.54	May egov payments

IS&C	6/14/2021	paid	\$61.86	Centrex (phone) billing May 2021
Summit Prof Educ	6/21/2021	paid	\$7,000.00	June 18, 2021 webinar
IS&C	7/1/2021	paid	\$65.06	Centrex (phone) billing June 2021
BRIM	7/1/2021	paid	\$687.00	insurance premium for qtr ending 9/30/21
STO-egov fees	7/7/2021	paid	\$58.95	June egov payments
WVInteractive	7/12/2021	paid	\$3.00	June renewals (1)
Dept of Admin	7/12/2021	paid	\$112.00	Shared services payroll billing Q4 2021
PEIA	7/15/2021	paid	\$50.00	Admin fee FY 2022
ERP Board	7/20/2021	paid	\$178.75	FY 2022 user fee
Dept of Admin	7/20/2021	paid	\$132.00	Shared services payroll & AP billing Q3 2021
IS&C	8/9/2021	paid	\$60.52	Centrex (phone) billing July 2021
STO-egov fees	8/9/2021	paid	\$104.18	July egov payments

Marty motioned to adjourn at 1:45 p.m. Bambi seconded. Vote 4-0. The next regular Board meeting is scheduled for Friday, November 19, 2021 at the Board office.

AGENDA

November 19, 2021

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

--First order of business — NBCOT presentation

--Second order of business — Public comment period

--Third order of business — Executive Session
Issue 2021#01 Closed
Issue 2021#02 Complaint

--Fourth order of business — Approve September 24, 2021 minutes
Review September 24, 2021 minutes

--Fifth order of business — Purchase Card purchases – 9/16/21 through 11/15/21

--Sixth order of business — Treasurer's report

--Seventh order of business — New Business
- COTA Supervision rules
- Purchasing Audit results

--Eighth order of business — General correspondence / bills paid since Sept 2021

--Ninth order of business — 2022 Board meeting dates

--Tenth order of business — Sign licensure applications



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

WVBOT MINUTES: November 19, 2021

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

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

Shawn Conway gave an NBCOT update on certification programs and services.

Bambi motioned to enter Executive Session at 12:41 p.m. to discuss licensee complaints. Marty seconded. Vote 5-0.

EXECUTIVE SESSION

Issue 2021#01 Closed

Issue 2021#02 Complaint

Gene motioned to leave Executive Session at 12:46 p.m. Phil seconded. Vote 5-0.

Issue 2021#02 Marty motioned to contact AG for guidance if signed Consent Agreement not received by December 1, 2021. Phil seconded. Vote 5-0.

Marty motioned to approve September 24, 2021 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0. Three vendors have provided quotes, along with product demos. Quotes reviewed at April 3, 2020 meeting. Kathy motioned to allow Vonda to complete research and make decision between two lowest bidders. Marty seconded. Vote 5-0. Three year contract signed with Certemy 5/15/20. Online initial applications and Public Registry activated 9/15/20. Reviewed system with Board; discussed open issues with renewal applications / CE reporting.

ACTION/FOLLOW-UP: Evaluate use of Certemy upon completion of renewal season.

TOPIC: CE conference 2021

FINDINGS/CONCLUSIONS: Discussed feasibility of holding an in-person conference in 2021 and alternative proposal from Summit. Marty motioned to accept Summit proposal for three private live interactive webinars and special offer for annual subscription to be offered to all licensees in lieu of holding in-person conference. Phil seconded. Vote 5-0. Cancelled in-person conference. Live interactive webinars scheduled; postcards mailed; online registration pages complete for webinars and annual subscription. Registrations for 4/10/21 webinar were 143; actual attendance was 69; Subscriptions as of 4/19/21 are 33. Registrations for 6/18/21 webinar were 201; actual attendance was 93; Subscriptions as of 8/25/21 are 44. **Registrations for 11/6/21 webinar were 202; actual attendance was 69.**

ACTION/FOLLOW-UP: Closed.

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.**

ACTION/FOLLOW-UP: Mail postcards announcing conference by early February.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for September 16, 2021 through November 15, 2021. Marty motioned to approve all purchases. Phil seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of October 31, 2021

\$ 221,361.04

SEPTEMBER - OCTOBER DEPOSITS

9/8/21 \$30

egov receipts:

September \$ 4,170.00

October 6,530.00

TOTAL DEPOSITS \$10,730.00

SEPTEMBER - OCTOBER DISBURSEMENTS

September \$ 7,155.14

October 7,686.04

Beginning cash balance 7/1/21 \$ 228,280.50

FY2022 Revenue 19,140.00

FY2022 Expenditures 26,059.46

Ending cash balance 10/31/21 \$ 221,361.04

NEW 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.

ACTION/FOLLOW-UP: Provide all Board members with AOTA summary of state COTA supervision rules.

TOPIC: Purchasing Audit

FINDINGS/CONCLUSIONS: Recent purchasing audit resulted in no findings.

ACTION/FOLLOW-UP: None

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	NBCOT	10/4/2021	2021 Certification Databook
2	AOTA	10/7/2021	State Affairs Update - Fall 2021
3	NBCOT	10/21/2021	Information regarding licensure scams
4	Jackie Hurt	11/13/2021	email re Licensure Compact
5	AOTA	11/16/2021	Survey request for 2021 Purpose and Value of the Doctoral Capstone document

Bills paid Sep 2021- Oct 2021

STO-egov fees	9/8/2021	paid	\$82.35	Aug egov payments
Certemy	9/9/2021	paid	\$2,275.00	Q6 payment
IS&C	9/13/2021	paid	\$62.08	Centrex (phone) billing August 2021
Kathy Quesenberry	9/27/2021	paid	\$37.50	hours for board mtg 9-24-21
Bambi Hill	9/27/2021	paid	\$150.00	hours for board mtg 9-24-21
Phil Simpson	9/27/2021	paid	\$150.00	hours for board mtg 9-24-21
Martin Douglas	9/27/2021	paid	\$525.00	hours for board mtg 9-24-21 & investigations
Bambi Hill	9/27/2021	paid	\$199.36	travel for board mtg 9-24-21
Phil Simpson	9/27/2021	paid	\$237.44	travel for board mtg 9-24-21
Martin Douglas	9/27/2021	paid	\$213.92	travel for board mtg 9-24-21
Vonda Malnikoff	10/1/2021	paid	\$78.40	travel to pcard training 9/15/21
BRIM	10/4/2021	paid	\$715.00	insurance premium for qtr ending 12/31/21
STO-egov fees	10/6/2021	paid	\$93.83	Sep egov payments
AG's Office	10/12/2021	paid	\$76.50	Aug review of lease
Dept of Admin	10/12/2021	paid	\$128.00	Shared services payroll billing Q1 2022
IS&C	10/12/2021	paid	\$62.52	Centrex (phone) billing Sept 2021

Meeting adjourned at 2:30 after signing of applications. The next regular Board meeting is scheduled for Friday, January 21, 2022 at the Board office.

AGENDA

January 21, 2022

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

--First order of business — Public comment period

--Second order of business — Executive Session
Issue 2021#02 Closed

--Third order of business — Approve November 19, 2021 minutes
Review November 19, 2021 minutes

--Fourth order of business — Purchase Card purchases – 11/16/21 through 1/15/22

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Election of Officers
- Renewal of TekSwift contract
- 2022 Renewal update
- 2022 Legislative Session

--Seventh order of business — General correspondence / bills paid since Nov 2021

--Eighth order of business — 2022 Board meeting dates

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: January 21, 2022

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 11:08 a.m.

EXECUTIVE SESSION

Issue 2021#02 Closed

Gene motioned to approve November 19, 2021 minutes as written. Bambi seconded. Vote 5-0.

OLD BUSINESS

TOPIC: Future online services

FINDINGS/CONCLUSIONS: Gene motioned to give Vonda authority to obtain quotes and go forward with purchase of licensing database system. Kathy seconded. Vote 5-0. Three vendors have provided quotes, along with product demos. Quotes reviewed at April 3, 2020 meeting. Kathy motioned to allow Vonda to complete research and make decision between two lowest bidders. Marty seconded. Vote 5-0. Three year contract signed with Certemy 5/15/20. Online initial applications and Public Registry activated 9/15/20. Reviewed system with Board; discussed open issues with renewal applications / CE reporting. **All renewals completed in Certemy. Will work with Certemy to make improvements. Continue communication with licensees.**

ACTION/FOLLOW-UP: None.

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. **Reviewed menus. Agreed to provide paper handouts of presentations. Order disposable masks.**

ACTION/FOLLOW-UP: Mail postcards announcing conference upon completion of online registration page.

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.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for November 16, 2021 through January 15, 2022. Bambi motioned to approve all purchases. Phil seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of December 31, 2021

\$ 260,804.94

NOVEMBER - DECEMBER DEPOSITS

11/2/21	\$30
11/10	25
12/13	30
12/21	130
12/28	30

egov receipts:

November \$ 16,960.00
December 45,950.00

TOTAL DEPOSITS \$ 63,155.00

NOVEMBER - DECEMBER DISBURSEMENTS

November \$ 15,219.37
December 8,051.73

Beginning cash balance 7/1/21 \$ 228,280.50
FY2022 Revenue 81,855.00
FY2022 Expenditures 49,330.56
Ending cash balance 12/31/21 \$ 260,804.94

NEW BUSINESS

TOPIC: Election of Officers

FINDINGS/CONCLUSIONS: Gene motioned to keep same officers for 2022. Phil seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: TekSwift Contract Renewal

FINDINGS/CONCLUSIONS: Quarterly rate for website hosting / data backup service contract April 2022 - March 2023 to increase from \$221.82 to \$242.82. Gene motioned to approve. Bambi seconded. Vote 5-0.

ACTION/FOLLOW-UP: Forward new contract for signature.

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.

ACTION/FOLLOW-UP: Consider alternative renewal date to reduce workload over Christmas/New Year holiday.

TOPIC: 2022 Legislative Session

FINDINGS/CONCLUSIONS: SB221 to establish Occupational Therapy compact introduced in Senate 1/12/22; Committee Substitute to correct technical errors passed to full Senate by Committee on Health and Human Resources on 1/18; 1st reading in full Senate on 1/21/22.

ACTION/FOLLOW-UP: Continue to follow SB221 and other applicable bills.

	<i>correspondence</i>	<i>date rec'd</i>	<i>issue</i>
1	NBCOT	11/22/21	Thank you email from Shaun Conway
2	AOTA	1/3/22	Email requesting 2022 meeting dates

Bills paid Nov 2021- Dec 2021

STO-egov fees	11/9/2021	paid	\$154.12	Oct egov payments
AG's Office	11/9/2021	paid	\$156.00	September invoice
Summit Prof Educ	11/9/2021	paid	\$7,000.00	November 6, 2021 webinar
Certemy	11/15/2021	paid	\$2,275.00	Q7 payment
IS&C	11/22/2021	paid	\$64.85	Centrex (phone) billing Oct 2021
Dell	11/22/2021	paid	\$809.00	laptop for investigator
Gene Brooks	11/23/2021	paid	\$150.00	hours for board mtg 11-19-21
Gene Brooks	11/23/2021	paid	\$181.44	travel for board mtg 11-19-21
Martin Douglas	11/23/2021	paid	\$150.00	hours for board mtg 11-19-21
Martin Douglas	11/23/2021	paid	\$213.92	travel for board mtg 11-19-21
Phil Simpson	11/23/2021	paid	\$150.00	hours for board mtg 11-19-21
Bambi Hill	11/23/2021	paid	\$150.00	hours for board mtg 11-19-21
Bambi Hill	11/23/2021	paid	\$199.36	travel for board mtg 11-19-21
Kathy Quesenberry	11/23/2021	paid	\$150.00	hours for board mtg 11-19-21
Kathy Quesenberry	11/23/2021	paid	\$244.16	travel for board mtg 11-19-21
SHI	11/30/2021	paid	\$361.98	MS OfficeProPlus 2019 for laptop
STO-egov fees	12/7/2021	paid	\$371.70	Nov egov payments
Phil Simpson	12/14/2021	paid	\$237.44	travel for board mtg 11-19-21
IS&C	12/16/2021	paid	\$64.91	Centrex (phone) billing Nov 2021

Gene motioned to adjourn at 12:15 p.m. Marty seconded. Vote 5-0. The next regular Board meeting is scheduled for Thursday, April 7, 2022 at the Bridgeport Conference Center at 6:00 p.m.

AGENDA

April 7, 2022

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

--First order of business — Public comment period

--Second order of business — Executive Session

--Third order of business — Approve January 21, 2022 minutes
Review January 21, 2022 minutes

--Fourth order of business — Purchase Card purchases – 1/16/22 through 3/15/22

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- NBCOT Ambassador Program
- Safety Policy & Driver Training
- OT Licensure Compact
- CE Conference 2023

--Seventh order of business — General correspondence / bills paid since Jan 2022

--Eighth order of business — 2022 Board meeting dates

--Ninth order of business — Sign licensure applications



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WVBOT MINUTES: April 7, 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: 6:00 p.m.

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.

ACTION/FOLLOW-UP: Review conference evaluations; final attendance numbers at next meeting.

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: TekSwift Contract Renewal

FINDINGS/CONCLUSIONS: Quarterly rate for website hosting / data backup service contract April 2022 - March 2023 to increase from \$221.82 to \$242.82. Gene motioned to approve. Bambi seconded. Vote 5-0.

Contract signed.

ACTION/FOLLOW-UP: None.

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.**

ACTION/FOLLOW-UP: Letters and new license cards to be given to attendees at conference.

Remaining letters to be mailed. Follow up with email to all licensees and notice on website. Letters and new cards for OTA's with current expiration date of 12/31/23 will be mailed next year. Expiration dates will need to be changed in Certemy for current licensees, with new 6/30 date effective for new licensees as of 7/1/22.

TOPIC: 2022 Legislative Session

FINDINGS/CONCLUSIONS: SB221 to establish Occupational Therapy compact introduced in Senate 1/12/22; Committee Substitute to correct technical errors passed to full Senate by Committee on Health and Human Resources on 1/18; 1st reading in full Senate on 1/21/22. **SB221 passed 2/25/22; signed by Governor 3/8/22. Notice posted on website.**

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

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

TREASURER'S REPORT

Cash Balance as of March 31, 2022

\$ 248,277.36

JANUARY - MARCH DEPOSITS

1/3/22	\$ 100
2/1	30
2/24	100
3/9	30
3/23	30
3/28	30

egov receipts:

January	\$ 3,230
February	2,260
March	2,540

TOTAL DEPOSITS \$ 8,350

JANUARY - MARCH DISBURSEMENTS

January	\$ 7,606.11
February	7,295.23
March	5,976.24

Beginning cash balance 7/1/21	\$ 228,280.50
FY2022 Revenue	90,205.00
FY2022 Expenditures	70,208.14
Ending cash balance 3/31/22	\$ 248,277.36

NEW BUSINESS

TOPIC: NBCOT Ambassador Program

FINDINGS/CONCLUSIONS: Mary Beth Laughery introduced herself as the WV representative to the NBCOT Ambassador Program. The purpose of the Program is to enhance NBCOT's outreach to state regulatory boards. In her role, Mary Beth may provide an overview of current NBCOT programs, services, and resources, as well as communicate any questions or requests that arise from board meetings.

ACTION/FOLLOW-UP: None.

TOPIC: Review of Safety Policy, Driver Training, and Confidentiality Agreements

FINDINGS/CONCLUSIONS: Reviewed and signed.

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.

ACTION/FOLLOW-UP: Complete and return appointment letter to Compact Commission. Attend 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.

ACTION/FOLLOW-UP: Vonda to obtain quotes from venues in Beckley area for April 21st, 2023, with April 28th as a backup. Assume no capacity restrictions, returning to approximate attendance of 200.

	<i>correspondence</i>	<i>date rec'd</i>	<i>issue</i>
1	Kristen Neville - AOTA	1/26/2022	Representative Assembly motions re: Dry Needling
2	NBCOT	2/23/2022	February 2022 E-newsletter
3	Shaun Conway - NBCOT	2/24/2022	Letter re: communication from NBCOT / State Ambassador
4	AOTA	3/4/2022	State Affairs newsletter
5	emails	3/9/2022	emails re use of telehealth for supervision meetings
6	Kristen Neville - AOTA	3/9/2022	State Regulatory Forum Webinar - May 25 4:00 pm
7	OT email	3/24/2022	*question re discharge summaries
8	Shaun Conway - NBCOT	3/23/2022	New tool focused on self-reflection and growth

Bills paid Jan 2022- Mar 2022

BRIM	1/5/2022	paid	\$715.00	insurance premium for qtr ending 3/31/22
STO-egov fees	1/10/2022	paid	\$1,026.67	Dec egov payments
Dept of Admin	1/18/2022	paid	\$150.25	Shared services payroll/AP billing Q2 2022
IS&C	1/19/2022	paid	\$61.88	Centrex (phone) billing Dec 2021
Gene Brooks	1/24/2022	paid	\$150.00	perdiem for 1-21-22 board mtg
Marty Douglas	1/24/2022	paid	\$150.00	perdiem for 1-21-22 board mtg
Phil Simpson	1/24/2022	paid	\$150.00	perdiem for 1-21-22 board mtg
Bambi Hill	1/24/2022	paid	\$150.00	perdiem for 1-21-22 board mtg
Kathy Quesenberry	1/24/2022	paid	\$150.00	perdiem for 1-21-22 board mtg
Assoc of Lic bds	2/3/2022	paid	\$300.00	annual dues
STO-egov fees	2/8/2022	paid	\$72.67	Jan 2022 egov payments
Certemy	2/9/2022	paid	\$2,275.00	Q8 payment
AG's Office	2/15/2022	paid	\$78.00	December invoice
STO-egov fees	3/7/2022	paid	\$50.85	Feb 2022 egov payments
IS&C	3/8/2022	paid	\$46.92	Centrex (phone) billing Feb 2022
IS&C	3/9/2022	paid	\$61.98	Centrex (phone) billing Jan 2022
Encova	3/14/2022	paid	\$231.00	WC premium 3/29/22 - 3/29/23

Marty motioned to adjourn at 8:15 p.m. Phil seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, September 9th, 2022 at the Morgantown office at 11:00 a.m. The final 2022 meeting is tentatively scheduled for November 18th.

AGENDA

September 9, 2022

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

--First order of business — Public comment period

--Second order of business — Approve April 7, 2022 minutes
Review April 7, 2022 minutes

--Third order of business — Purchase Card purchases – 4/16/22 through 8/15/22

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Annual Report
- NBCOT State Regulatory Leadership Forum
- State Auditor's Licensing Board Seminar
- Expanded TekSwift services

--Sixth order of business — General correspondence / bills paid since April 2022

--Seventh order of business — 2022-23 Board meeting dates

--Eighth order of business — Executive Session
- Issue 2022#02

--Ninth order of business — Sign licensure applications



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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 WVBOT 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:

ACOTE	5/4/22	April 2022 Accreditation Actions; UC-Beckley
ACOTE	9/8/22	Aug 2022 Accreditation Actions; UC -OTM
Kristen Neville-AOTA	5/11/22	Correction to previous email re revised PAM document
Jacob Greenfield-WVOTA	5/25/22	WVOTA annual conf at UC 10/22/22; WV BOT table?
Email from OT students	6/1/22	request to send mass email for research project
AOTA	7/11/22	State Affairs newsletter – Spring 2022
Email from OT & response	7/6/22	question re OT supervising OTA with Lymphedema cert
AOTA	7/28/22	request for feedback on Model Practice Act draft
Email from OT	9/1/22	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.

AGENDA

November 18, 2022

--Call to order-- 12:00 p.m.

--First order of business — Public comment period

--Second order of business — Approve September 9, 2022 minutes
Review September 9, 2022 minutes

--Third order of business — Purchase Card purchases – 8/16/22 through 11/15/22

--Fourth order of business — Treasurer's report

--Fifth order of business — New Business
- Financial Disclosure Statements

--Sixth order of business — General correspondence / bills paid since Sept 2022

--Seventh order of business — 2023 Board meeting dates
Jan 20, Apr 20

--Eighth order of business — Executive Session
- Issue 2022#02 Closed

--Ninth order of business — Sign licensure applications



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www.wvbot.org

WVBOT MINUTES: November 18, 2022

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

ABSENT: Gene Brooks

ALSO PRESENT: Vonda Malnikoff

MEETING CALLED TO ORDER: 12:00 p.m.

Phil motioned to approve September 9, 2022 minutes as written. Marty seconded. Vote 4-0.

OLD BUSINESS

TOPIC: COTA Supervision Rules

FINDINGS/CONCLUSIONS: Discussed whether modifying COTA supervision rules is necessary to better protect consumers and the potential implications of doing so. Reviewed supervision rules in other states.

Provided all Board members with AOTA summary of state COTA supervision rules.

ACTION/FOLLOW-UP: Hold for future discussion.

TOPIC: OT Licensure Compact

FINDINGS/CONCLUSIONS: Discussed changes needed to Legislative Rules as a result of passage of SB221, i.e. Series 3 – Fees and Series 9 – Telehealth. Phil motioned to hold Rule changes until 2023, after Compact Commission meets to establish compact rules and determine member state fee. Bambi seconded. Vote 5-0. A state representative must be appointed to serve on the compact commission. Marty motioned to nominate Vonda. Bambi seconded. Vote 5-0. Efforts to start the process to gain authority to require FBI criminal background checks have been unsuccessful. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WV BOT website. **Attended first Finance Committee meeting on October 19th.**

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. **Toured Convention Center & signed contract for 4/21/23. Discussed conference menu. Received journals and pens.**

ACTION/FOLLOW-UP: Explore other options for hotel rooms and board meeting on 4/20/23. Finalize agenda.

TOPIC: State Auditor's Licensing Board Seminar

FINDINGS/CONCLUSIONS: To be held November 1st at the Holiday Inn and Conference Center in South Charleston. **Gene and Vonda attended. Announced PERD audit in 2023.**

ACTION/FOLLOW-UP: None.

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. **Received approval from WV Office of Technology on 10/28/22.**

ACTION/FOLLOW-UP: Add Insight Essentials upon contract renewal in March 2023.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for August 16, 2022 through November 15, 2022. Bambi motioned to approve all purchases. Phil seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of October 31, 2022

\$ 218,528.27

SEPTEMBER - OCTOBER DEPOSITS

9/13/22 \$ 30 10/12/22 \$ 15
9/14 30
9/29 30

egov receipts:

September \$ 4,710
October 8,200

TOTAL DEPOSITS \$ 13,015

SEPTEMBER - OCTOBER DISBURSEMENTS

September \$ 8,964.08
October 5,655.59

Beginning cash balance 7/1/22 \$ 223,743.86
FY2023 Revenue 21,565.00
FY2023 Expenditures 26,780.59
Ending cash balance 10/31/22 \$ 218,528.27

NEW BUSINESS

TOPIC: Financial Disclosure Statements

FINDINGS/CONCLUSIONS: Must be filed between January 1 and February 1, 2023. Online and fillable pdf filing options available at ethics.wv.gov.

ACTION/FOLLOW-UP: Send email reminder in January.

Correspondence:

	<u>correspondence</u>	<u>date rec'd</u>	<u>issue</u>
1	NBCOT	9/13/2022	2022 Certification Databook
2	NBCOT	10/5/2022	E-newsletter September 2022
3	NBCOT	10/18/2022	email correspondence re: attending board meeting

Bills paid September 2022- October 2022

STO-egov fees	9/6/2022	paid	\$122.63	August egov payments
IS&C	9/7/2022	paid	\$60.73	Centrex (phone) billing August 2022
Gene Brooks	9/12/2022	paid	\$150.00	perdiem for 9-9-22 Board mtg
Marty Douglas	9/12/2022	paid	\$150.00	perdiem for 9-9-22 Board mtg
Phil Simpson	9/12/2022	paid	\$150.00	perdiem for 9-9-22 Board mtg
Bambi Hill	9/12/2022	paid	\$150.00	perdiem for 9-9-22 Board mtg
Kathy Quesenberry	9/12/2022	paid	\$150.00	perdiem for 9-9-22 Board mtg
Gene Brooks	9/12/2022	paid	\$202.50	travel for 9-9-22 board mtg
Marty Douglas	9/12/2022	paid	\$238.76	travel for 9-9-22 board mtg
Phil Simpson	9/12/2022	paid	\$265.00	travel for 9-9-22 board mtg
Bambi Hill	9/12/2022	paid	\$222.50	travel for 9-9-22 board mtg
Kathy Quesenberry	9/12/2022	paid	\$272.50	travel for 9-9-22 board mtg
Certemy	9/8/2022	paid	\$2,275.00	Q10 payment
Vonda Malnikoff	9/19/2022	paid	\$112.50	travel to pcard training 9/15/22
BRIM	10/3/2022	paid	\$676.00	insurance premium for qtr ending 12/31/22
IS&C	10/4/2022	paid	\$61.31	Centrex (phone) billing September 2022
STO-egov fees	10/6/2022	paid	\$105.98	Sep egov payments
Dept of Admin	10/13/2022	paid	\$112.00	Shared Services payroll billing Q12023

Bambi motioned to adjourn at 1:30 p.m. Phil seconded. Vote 4-0. The next regular Board meeting is scheduled for Friday, January 20th, 2023 at 11:00 a.m. at the Morgantown office. Remaining 2023 board meetings are tentatively scheduled for April 20th, September 15th and November 17th.

AGENDA

January 20, 2023

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

--First order of business — Public comment period

--Second order of business — Executive Session

--Third order of business — Approve November 18, 2022 minutes
Review November 18, 2022 minutes

--Fourth order of business — Purchase Card purchases – 11/16/22 through 1/15/23

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business
- Election of Officers
- Interpretation of Direct Contact for Supervision
- 2023 Renewal update
- Review of AOTA Draft Policy: Adjunctive &
Preparatory Techniques

--Seventh order of business — General correspondence / bills paid since Nov 2022

--Eighth order of business — 2023 Board meeting dates

--Ninth order of business — Sign licensure applications



1063 Maple Dr., Suite 4B
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304-285-3150
www.wvbot.org

WVBOT MINUTES: January 20, 2023

MEMBERS PRESENT: Gene Brooks, Marty Douglas, Kathy Quesenberry, Bambi Hill (via phone)

ABSENT: Phil Simpson

ALSO PRESENT: Vonda Malnikoff, Mary Beth Laughery

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

Marty motioned to approve November 18, 2022 minutes as written. Gene seconded. Vote 4-0.

OLD BUSINESS

TOPIC: COTA Supervision Rules

FINDINGS/CONCLUSIONS: Discussed whether modifying COTA supervision rules is necessary to better protect consumers and the potential implications of doing so. Reviewed supervision rules in other states. Provided all Board members with AOTA summary of state COTA supervision rules.

ACTION/FOLLOW-UP: Hold for future discussion.

TOPIC: OT Licensure Compact

FINDINGS/CONCLUSIONS: Discussed changes needed to Legislative Rules as a result of passage of SB221, i.e. Series 3 – Fees and Series 9 – Telehealth. Phil motioned to hold Rule changes until 2023, after Compact Commission meets to establish compact rules and determine member state fee. Bambi seconded. Vote 5-0. A state representative must be appointed to serve on the compact commission. Marty motioned to nominate Vonda. Bambi seconded. Vote 5-0. Efforts to start the process to gain authority to require FBI criminal background checks have been unsuccessful. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WV BOT website. Attended first Finance Committee meeting on October 19th.

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. Toured Convention Center & signed contract for 4/21/23. Discussed conference menu. Received journals and pens. **Agenda finalized. Board meeting on 4/20/23 and block of rooms will be at the Holiday Inn.**

ACTION/FOLLOW-UP: Open online registration and mail postcards by early February.

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. Received approval from WV Office of Technology on 10/28/22.

ACTION/FOLLOW-UP: Add Insight Essentials upon contract renewal in March 2023.

TOPIC: Financial Disclosure Statements

FINDINGS/CONCLUSIONS: Must be filed between January 1 and February 1, 2023. Online and fillable pdf filing options available at ethics.wv.gov. **Email reminder on 1/5/23.**

ACTION/FOLLOW-UP: Must be filed by end of January.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for November 16, 2022 through January 15, 2023. Marty motioned to approve all purchases. Gene seconded. Vote 4-0.

TREASURER'S REPORT

Cash Balance as of December 31, 2022

\$ 237,910.34

NOVEMBER - DECEMBER DEPOSITS

11/1/22 \$ 30

egov receipts:

November \$ 11,940

December 24,760

TOTAL DEPOSITS \$ 36,730

NOVEMBER - DECEMBER DISBURSEMENTS

November \$ 7,827.44

December 9,520.49

Beginning cash balance 7/1/22 \$ 223,743.86

FY2023 Revenue 58,295.00

FY2023 Expenditures 44,128.52

Ending cash balance 12/31/22 \$ 237,910.34

NEW BUSINESS

TOPIC: Election of officers

FINDINGS/CONCLUSIONS: Marty motioned to elect Kathy to continue as Chairperson. Kathy motioned to elect Marty to continue as Secretary/Treasurer. Gene seconded both motions. Vote 4-0.

ACTION/FOLLOW-UP: None.

TOPIC: Interpretation of Direct Contact for Supervision

FINDINGS/CONCLUSIONS: Upon review and discussion of the Legislative Rules regarding COTA supervision, it was agreed the required direct contact between the supervising OTR and COTA could be performed via telehealth.

ACTION/FOLLOW-UP: None.

TOPIC: 2023 renewal update

FINDINGS/CONCLUSIONS: Total OT renewals due: 455 Non-renewals: 64 (14%)

As of 1/17/23, total licensed OT's: 868

ACTION/FOLLOW-UP: None.

TOPIC: AOTA draft policy

FINDINGS/CONCLUSIONS: Reviewed Adjunctive-Preparatory Techniques draft policy

ACTION/FOLLOW-UP: None.

Correspondence:

1	AOTA	12/19/22	State Affairs Newsletter
2	AOTA	1/5/23	Invitation to Virtual State Regulatory Forum
3	Other Boards	1/10/2023	information re: email scams
4	Carrie Smith-Bell (WVU faculty)	1/5/2023	email requesting info re OT needs among homeschooling families
5	Licensee email	1/11/2023	email requesting input re OT's & ostomy care
6	AOTA	1/11/2023	AOTA Model Practice Act - Final version

Bills paid November – December 2022

Gene Brooks	11/2/2022	paid	\$300.00	perdiem for WVOTA conf & Licensing Board seminar
STO-egov fees	11/7/2022	paid	\$184.50	Oct egov payments
IS&C	11/7/2022	paid	\$60.78	Centrex (phone) billing October 2022
Kathy Quesenberry	11/21/2022	paid	\$150.00	perdiem for 11-18-22 Board mtg
Bambi Hill	11/21/2022	paid	\$150.00	perdiem for 11-18-22 Board mtg
Phil Simpson	11/21/2022	paid	\$150.00	perdiem for 11-18-22 Board mtg
Marty Douglas	11/21/2022	paid	\$150.00	perdiem for 11-18-22 Board mtg
Kathy Quesenberry	11/21/2022	paid	\$58.76	travel for 11-18-22 board mtg
Phil Simpson	11/21/2022	paid	\$145.00	travel for 11-18-22 board mtg
Marty Douglas	11/21/2022	paid	\$96.26	travel for 11-18-22 board mtg
Vonda Malnikoff	11/21/2022	paid	\$417.52	travel for 11-1-22 lic bd seminar & 11-18-22 bd mtg
STO-egov fees	12/5/2022	paid	\$268.65	Nov egov payments
IS&C	12/7/2022	paid	\$60.78	Centrex (phone) billing November 2022
Certemy	12/12/2022	paid	\$2,275.00	Q11 payment
IS&C	12/27/2022	paid	\$60.86	Centrex (phone) billing December 2022

Marty motioned to adjourn at 1:00 p.m. Gene seconded. Vote 4-0. The next regular Board meeting is scheduled for Thursday, April 20th, 2023 at 6:00 p.m. at the Holiday Inn in Beckley. Remaining 2023 board meetings are tentatively scheduled for September 15th and November 17th.

AGENDA

April 20, 2023

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

--First order of business — Public comment period

--Second order of business — Executive Session

--Third order of business — Approve January 20, 2023 minutes
Review January 20, 2023 minutes

--Fourth order of business — Purchase Card purchases – 1/16/23 through 4/15/23

--Fifth order of business — Treasurer's report

--Sixth order of business — New Business

- Safety Policy, Driver Training, Confidentiality Stmts
- Legislative Session 2023
- CE Conference 2024
- Certemy Contract renewal
- PERD audit
- ATB Salary Increase
- FY24 Expenditure Schedules

--Seventh order of business — General correspondence / bills paid since Jan 2023

--Eighth order of business — 2023 Board meeting dates

--Ninth order of business — Sign licensure applications



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www.wvbot.org

WVBOT MINUTES: April 20, 2023

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

ABSENT:

ALSO PRESENT: Vonda Malnikoff

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

Marty motioned to approve January 20, 2023 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.**

ACTION/FOLLOW-UP: Vonda to develop survey for Board review.

TOPIC: OT Licensure Compact

FINDINGS/CONCLUSIONS: Discussed changes needed to Legislative Rules as a result of passage of SB221, i.e. Series 3 – Fees and Series 9 – Telehealth. Phil motioned to hold Rule changes until 2023, after Compact Commission meets to establish compact rules and determine member state fee. Bambi seconded. Vote 5-0. A state representative must be appointed to serve on the compact commission. Marty motioned to nominate Vonda. Bambi seconded. Vote 5-0. Efforts to start the process to gain authority to require FBI criminal background checks have been unsuccessful. Attended initial Commission meeting on August 3-4. Added link to OT Compact website to WV BOT website. Attended first Finance Committee meeting on October 19th.

Have continued to participate in Finance Committee meetings.

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. Toured Convention Center & signed contract for 4/21/23. Discussed conference menu. Received journals and pens. Agenda finalized. Board meeting on 4/20/23 and block of rooms will be at the Holiday Inn.

ACTION/FOLLOW-UP: Email certificates to attendees. Compile evaluation responses for next Board meeting.

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. Received approval from WV Office of Technology on 10/28/22.

Insight Essentials added to new contract effective April 1.

ACTION/FOLLOW-UP: None.

PURCHASE CARD TRANSACTIONS

The Board reviewed all purchases made on the Purchase Card for January 16, 2023 through April 15, 2023. Bambi motioned to approve all purchases. Phil seconded. Vote 5-0.

TREASURER'S REPORT

Cash Balance as of March 31, 2023

\$ 228,079.45

JANUARY - MARCH DEPOSITS

1/20/23 \$ 30

2/21 60

egov receipts:

January \$ 4,900

February 940

March 2,060

TOTAL DEPOSITS \$ 7,990

JANUARY - MARCH DISBURSEMENTS

January \$ 7,921.70

February 5,728.13

March 4,171.06

Beginning cash balance 7/1/22 \$ 223,743.86

FY2023 Revenue 66,285.00

FY2023 Expenditures 61,949.41

Ending cash balance 3/31/23 \$ 228,079.45

NEW BUSINESS

TOPIC: Safety Policy, Driver Training, and Confidentiality Statements

FINDINGS/CONCLUSIONS: Review and sign.

ACTION/FOLLOW-UP: None.

TOPIC: Legislative Session 2023

FINDINGS/CONCLUSIONS: Reviewed SB240 which passed on 3/11/23, as well as other bills of interest that did not complete legislative action.

ACTION/FOLLOW-UP: None.

TOPIC: CE Conference 2024

FINDINGS/CONCLUSIONS: Discussed potential date, location, speakers/topics.

ACTION/FOLLOW-UP: Vonda to contact Stonewall Resort or Days Inn at Flatwoods for availability and quote.

TOPIC: Certemy Contract renewal

FINDINGS/CONCLUSIONS: Attempting to process as an Agency-level Direct Award.

ACTION/FOLLOW-UP: Work with Purchasing to complete contract renewal.

TOPIC: PERD Audit

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

ACTION/FOLLOW-UP: Continue to comply with audit requests as necessary.

TOPIC: Across the Board Salary Increase

FINDINGS/CONCLUSIONS: Marty motioned to approve participation in ATB salary increase for Executive Secretary. Gene seconded. Vote 5-0.

ACTION/FOLLOW-UP: None.

TOPIC: FY24 Expenditure Schedules

FINDINGS/CONCLUSIONS: Due May 1st.

ACTION/FOLLOW-UP: Vonda to complete and submit Expenditure Schedules and reports.

Correspondence:

TekSwift	2/16/23	Website needs upgraded to remain compatible with latest version of Wordpress
Camp Dawson	2/20/23	Conference location email
ACOTE	3/8/23	Call for comment on draft ACOTE standards
NBCOT	3/20/23	link for State Regulatory Webinar
Microsoft Teams	4/5/23	Microsoft Teams Free is retiring; discuss other options
Email from OT	4/18/23	Review and respond

Bills paid January – March 2023

BRIM	1/4/2023	paid	\$676.00	insurance premium for qtr ending 3/31/23
STO-egov fees	1/5/2023	paid	\$570.60	Dec egov payments
Dept of Admin	1/19/2023	paid	\$192.00	Shared Services payroll billing Q2 2023
Kathy Quesenberry	1/23/2023	paid	\$285.58	travel for 1/20/23 board mtg
Gene Brooks	1/23/2023	paid	\$212.22	travel for 1/20/23 board mtg
Marty Douglas	1/23/2023	paid	\$250.22	travel for 1/20/23 board mtg
Kathy Quesenberry	1/23/2023	paid	\$150.00	perdiem for 1-20-23 board mtg
Gene Brooks	1/23/2023	paid	\$150.00	perdiem for 1-20-23 board mtg
Marty Douglas	1/23/2023	paid	\$150.00	perdiem for 1-20-23 board mtg
Bambi Hill	1/23/2023	paid	\$150.00	perdiem for 1-20-23 board mtg
Encova	1/26/2023	paid	\$216.00	WC premium 3/29/23 - 3/29/24
STO-egov fees	2/6/2023	paid	\$96.75	Jan egov payments
Assoc of Lic bds	2/6/2023	paid	\$300.00	Annual Assoc Dues 2023
IS&C	2/28/2023	paid	\$60.80	Centrex (phone) billing January 2023
IS&C	3/6/2023	paid	\$60.91	Centrex (phone) billing February 2023
STO-egov fees	3/7/2023	paid	\$21.15	Feb egov payments

Phil motioned to adjourn at 8:30 p.m. Marty seconded. Vote 5-0. The next regular Board meeting is scheduled for Friday, September 15th, 2023 at 11:00 a.m. at the Board office in Morgantown. Final 2023 board meeting is tentatively scheduled for November 17th.