



WEST VIRGINIA BOARD OF PHYSICAL THERAPY
101 Dee Drive
Charleston, West Virginia 25311
Telephone: (304) 558-0367 Fax: (304) 558-0369

MINUTES
Thursday, February 28, 2013
RN Conference Room 10:00 am

Members present: Melanie Taylor, Shannon Snodgrass, D.C. Offutt, Jack Spatafore, Lesleigh Barber
Members not present: Gina Brown
Non Members present by phone: Anne Conway, Clinical Program Manager Children's National Medical Center
Minutes taken by: Trish Holstein

I. Melanie called the meeting to order at 10:05 am.

II. Public Comment

- a) Anne Conway discussed licensing requirements for a camp being held by out of state physical therapist.
- The board's opinion is that as long as they are not practicing physical therapy as our scope defines, then they are not required to obtain a license for the week of the camp; refer to our statute §30-20-09.

III. Questions for Board Consideration

- a) The board discussed and answered the questions submitted.

IV. Approval of Minutes

- a) **Melanie** motioned to accept November 7, 2012 minutes. **Shannon** seconded the motion with all in favor. **Lesleigh** abstained since she was not present for meeting.
- b) **Melanie** motioned to accept December 27, 2012 minutes. **D.C.** seconded the motion with all in favor.
- c) **Melanie** motioned to accept February 8, 2013 minutes. **D.C.** seconded the motion with all in favor.

V. Old News

- a) Melanie discussed topics discussed at the Auditor's Board Meeting in December 2012.
- b) Melanie discussed the dates and fees for Clear Training.
- Trish will forward the Clear Training information to some other state boards to see if they would be interested in also attending.
 - The board requested Trish to post on our website a request for anyone that would be interested in being an investigator and for the interested parties to notify our board.

VI. Reports

- a) Executive Secretary Report
- Office Assistant will return from leave of absence on March 4, 2013.
 - Trish advised that her P-Card is being audited for policy and procedures for 2012 by the Auditor's Office.
 - Payment was received from professional service.
 - Trish advised that the office is still working with the Treasurer's Office new license software and also making changes for the website to be compliant with the Legislature Auditor's new website recommendations.
 - Delinquent licensee count for 2012 is 79 delinquent with 1 reactivation.

VII. Propose Executive Session –Discuss Questionable Applicants and Personnel Evaluation Discussion

- **Melanie** motioned to go into executive session to discuss disciplinary and personnel evaluation at 11:50 am. **Shannon** seconded the motion with all in favor.
- **Melanie** motioned to go out of executive session at 12:40 pm. **Shannon** seconded the motion with all in favor.

VIII. Disciplinary Committee Report (Jack Spatafore and D.C. Offutt)

- a) Case No. 2010-03 (Original complaint received 7/1/2010, 18 months = 01/01/12)
 - Revoked license effective August 29, 2011
 - Supreme Court Appeal
 - No updates
- b) Case No. 2011-01 (Original complaint received 03/08/11, 18 months = 09/08/12)
 - Pending Consent Agreement
- c) Consideration of questionable applicant
 - **Shannon** motioned to approve the questionable pending applicant discussed by the board if applicant is truthful on application. **Lesleigh** seconded the motion with all in favor.

IX. New Business

- a) Consideration of FSBPT Delegate and Alternate Delegate for October 12th Conference.
 - Melanie agreed to be Delegate.
 - Lesleigh agreed to be Alternate Delegate.
- b) Consideration of Athletic Trainers Online Renewal Setup – WV License
 - The board decided to not offer online renewals because of the pending software and website.
- c) Consideration of verification guidelines
 - The board agreed that once our new website is up and running to include on licensee search the licensee name, license number, origination date, expiration date, disciplinary actions, current status, and city and state.
 - Do not provide verbal verifications.
- d) The board approved the revised retention schedule.
- e) The board discussed the CE requirements for reactivation applicants.
- f) The board wants to remain a notary signature for replaced license.
- g) Consideration of P-Card holders
 - The Office Assistant will be the card holder and the Executive Secretary will be the coordinator.
 - The Executive Secretary will keep a \$1.00 allowance in the case that the Office Assistant would be out of the office for an extended time, her P-card can be increased to make purchases.
- h) **Shannon** motioned go with lowest quote for the office furniture and not to exceed \$11,500 as long as we obtain a waiver from Correction Industries; if we do not get the waiver, then we will need to go with Corrections Industries. **Lesleigh** seconded the motion with all in favor.
- i) The board approved the budget for 2013/2014.
- j) The board approved to budget for a temporary employee for the scanning project; however they want approval from the board prior to the hiring of new temporary employees.
- k) The board reviewed per diem and reimbursement totals – November 2012 – January 2013.
- l) The board reviewed balance sheets – November 2012 – January 2013.
- m) The board reviewed P-Card purchases - November 2012 – January 2013.

X. Next Board Meeting Date is June 12, 2013.

XI. Meeting Adjourned at 1:45 pm.

Approved by:


Melanie Taylor, PT, Board Chair