



WEST VIRGINIA BOARD OF PHYSICAL THERAPY

2 Players Club Drive, Suite 102
Charleston, West Virginia 25311
Telephone: (304) 558-0367 Fax: (304) 558-0369

MINUTES

September 28, 2017

BOM Conference Room 10:00 AM

Members Present: Jack Spatafore, PT; John Brautigam, PT; Robert Haas, PT; Stephen Young, PT; Ashley Mason, PT; Jessica Santrock, PTA
Members Absent: D.C Offutt, Lay Member
Non-Members Present: Kate Campbell, Assistant Attorney General
Minutes Taken By: Nonnie Ramsey, Executive Secretary

I. **John Brautigam called meeting to order at 10:05 AM.**

II. **Public Comment- None**

Stephen motioned to go into executive session at 10:06 AM. **Robert** seconded with all in favor.

Robert motioned to close executive session at 10.35 AM. **John** seconded with all in favor.

III. **Disciplinary Cases/Kate Campbell**

a) **Case No. 2016-01-Update**

- Terms of Consent has been completed-Case is now closed.

b) **Case 2016-03-Update**

- Consent agreement has been offered. Awaiting response.

c) **Case 2016-04**

- Consent agreement has been signed. Terms of agreement must be completed by March 8, 2018

d) **Cases 2017-01, 2017-02, 2017-03, 2017-04 and Unreported Adverse Action-CE Audit**

- **Jack** motioned to continue disciplinary cases until the next board meeting and to set up a conference call for the disciplinary committee to discuss in October. **Stephen** seconded with all in favor.

e) **Questionable Applicant/Reactivation- Robert** motioned to approve questionable applicant/reactivation P.M. **Steve** seconded with all in favor.

IV. **Questions for Board Consideration**

- The Board discussed and answered the questions submitted.

V. **Approval of Minutes**

- **Stephen** motioned to accept the June 22, 2017 minutes. **Jessica** seconded with all in favor.
- **D.C** motioned to accept the June 1, 2017 (teleconference) minutes. **Jack** seconded with all in favor.

VI. **Old Business**

- **Ashley** motioned to approve P-Card purchases for June 2017-August 2017. **Steve** seconded with all in favor.
- Board reviewed Per-Diem amounts for the 4th Quarter of FY-2017
- Board reviewed June-August 2017 financials.
- Board reviewed FY 2017 Fund Transfer

VII. **New Business**

- **Online Verification Decrease is now in effect as of September 1, 2017**
 - Online Verifications-No Charge.
 - Office Generated Verifications- \$25.00.
- **Discussed Legislative Statute and Rule Changes to be introduced**
 - Nothing to be introduced at this time.
- **Approval of Office Lease**
 - PTB-005-000: **Jack** motioned to accept and extend current lease on month by month basis. **Robert** seconded with all in favor.
 - PTB-006-022: **Stephen** motioned to accept new lease for office at 2 Players Club Dr. Suite 102 Charleston, WV 25311. **Jessica** seconded with all in favor.
- **Employee Evaluations**
 - The Board discussed employee annual evaluations.
 - **Jack** motioned to change Nonnie Ramsey's job title from Executive Secretary to Executive Director with a salary adjustment to an annual salary of \$50,000 year. **Robert** seconded with all in favor.
 - **Jack** motioned to change Lauren Boner's job title from Office Assistant I to Administrative Secretary with a salary adjustment to \$15.02 hourly rate. **Stephen** seconded with all in favor.

X. **Upcoming Meetings/Conferences**

- 2017 Annual Meeting & Delegate Assembly-Santa Ana Pueblo, NM-November 2-4, 2017.
 - John Brautigam, Board Chair, Nonnie Ramsey, and Lauren Boner will be attending.
- 2018 Annual FARB Forum-Coronado, CA-January 25-28, 2018.
 - **Jack** motioned to send a maximum of three people to the FARB conference. **Stephen** seconded with all in favor.

XI. **Next Board Meeting Date:** Thursday December 14, 2017 at 10:00 am.

XII. Meeting adjourned at 1:06 PM

Approved by:


John Brautigam, Board Chair