



WEST VIRGINIA BOARD OF PHYSICAL THERAPY

101 Dee Drive

Charleston, West Virginia 25311

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MINUTES

Wednesday June 12, 2013

BOM Small Conference Room 10:00 am

Members present: Melanie Taylor, Shannon Snodgrass, D.C. Offutt, Jack Spatafore, Lesleigh Barber, Gina Brown
Non Members present: Eric Tarr, WVPTA; Nancy Tonkin, WVPTA; Kate Campbell, WV Attorney's Office
Minutes taken by: Trish Holstein

- I. **Melanie called the meeting to order at 10:10 am.**
- II. **Public Comment**
 - a) Eric Tarr advised that the Association is in favor with the WVU letter regarding student supervision that was discussed at during the board questions.
- III. **Propose Executive Session – Discuss Disciplinary and Questionable Applicants/Renewals**
 - a) **Melanie** motioned to go into executive session to discuss questionable applicant/renewals at 10:12am. **Shannon** seconded the motion with all in favor.
 - b) **Lesleigh** motioned to go out of executive session at 11:05 am. **D.C.** seconded the motion with all in favor.
- IV. **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)
 - No updates
 - b) Case No. 2011-01 (Original complaint received 03/08/11, 18 months = 09/08/12)
 - **Melanie** motioned not accept the proposed "Alternate Proposal" and to not make any changes to our Consent Agreement. **Lesleigh** seconded the motion with all in favor.
 - c) Case No. 2013-01 (Original complaint received 04/04/13, 18 months = 11/10/14)
 - **Melanie** motioned that the board found no probable cause. **Jack** seconded the motion with all in favor.
 - d) Consideration of questionable applicants/renewals
 - The board discussed and approved the discussed questionable applicants/renewals.
 - e) Consideration of questionable applicant approval
 - **Melanie** motioned to formulate a policy for automatic approval for first time non-violent misdemeanors. **Shannon** seconded the motion with all in favor.
- V. **Board Consideration of Time Keeping Policy**
 - a) **Melanie** motioned to formulate a time policy to discuss at the next board meeting. **D.C.** seconded the motion with all in favor.
- VI. **Approval of Minutes**
 - a) **Melanie** motioned to accept February 28, 2013 minutes. **Lesleigh** seconded the motion with all in favor. **Gina** abstained since she was not present for the meeting.
- VII. **Questions for Board Consideration**
 - a) The board discussed and answered the questions submitted.
- VIII. **Old News**
 - a) Effective April 1, the Office Assistant is now the primary P-Card holder.
 - b) Received new office furniture on April 24th.

IX. Reports

- a) Executive Secretary Report
- Passed legislation for 2013.
 - HB 2747 Open Government Proceedings
 - SB 599 Temporary Hours Increase
 - HB 2584 – Disposition of board moneys did not pass.
 - CE audit results were discussed.
 - Discussed Supreme Court opinion §30-1-c. –Length of time for disciplinary cases.

X. Board Response to Athletic Trainer's Proposed Legislation HB3054

- a) The board discussed HB3054 that was not passed.

XI. Licensure Fees

- a) Licensure fee reduction for future legislation was discussed.

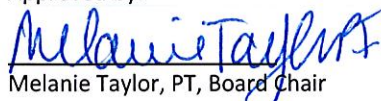
XII. New Business

- a) Consideration of FSBPT Special Accommodations
- The board agreed to approve requested special accommodations (regarding of a fee or not) as long as there is a medical doctor excuse and to request Kate's opinion regarding the board's requirements.
- b) Clear training
- **Lesleigh** motioned to approve the Clear Training seminar for the end of October – 1st part of November and to offer other interested boards to pro rate the expense. **Melanie** seconded the motion with all in favor.
- c) Board consideration for rental contract -2 years
- **Melanie** motioned to renew the rental contract for 2 years. **Lesleigh** seconded the motion with all in favor.
 - **Shannon** motioned that every time there is something in the rental space that is not acceptable, that Trish should contact the real estate division for notification. **Lesleigh** seconded the motion with all in favor.
- d) Consideration of temporary employee
- **Lesleigh** motioned to hire another temporary employee a week prior to the current temporary's time is finished either through payroll or temporary agency. **Melanie** seconded the motion with all in favor.
- e) Consideration of chair purchase
- Tabled to discuss at the next board meeting.
- f) Consideration for Microsoft Visio
- **Lesleigh** motioned to approve the Microsoft Visio for 1 computer for \$538.00. **Melanie** seconded the motion with all in favor.
- g) Consideration of Office Assistant attending FSBPT training- October 12th Conference
- The board did not approve for the Office Assistant to attend and requested Trish to find out if she could be sponsored by FSBPT next year if she was an alternate delegate.
- h) Purchasing Conference –Stonewall Resort October 22-24
- **Lesleigh** motioned to approve the attendance for the Office Assistant and Executive Secretary for the 3 conferences (Purchasing, Auditors, and P-Card). **D.C.** seconded the motion with all in favor.
- i) Auditor's Conference –Snowshoe – September 3-6
- j) PCard Training – Morgantown – August 19th
- k) Consideration of reactivating requirements for inactive license
- The board agreed that reactivated applicants that are currently licensed in another jurisdiction are only required to provide CE's that their jurisdiction approved and required.
- l) Consideration of PT/PTA Investigators
- The board agreed to accept new resumes and for Trish to provide a list with names, region, PT/PTA, so that the board can review and discuss at next board meeting.
- m) Trish will work on the newsletters and send out for board approval prior to mailing.
- n) Board reviewed per diem and reimbursement totals – February 2013-May 2013.
- o) Board reviewed consideration of balance sheets – February 2013-May 2013.
- p) Board reviewed P-Card purchases - February 2013-May 2013.

XIII. The next board meeting date is September 25, 2013.

XIV. Meeting was adjourned at 1:00 pm.

Approved by:


Melanie Taylor, PT, Board Chair