



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

MINUTES
Wednesday, September 25, 2013
RN Conference Room 10:00 am

Members present: Melanie Taylor, Shannon Snodgrass, D.C. Offutt, Lesleigh Barber
Members not present: Jack Spatafore, Gina Brown
Non Members present: Kate Campbell, WV Attorney's Office
Minutes taken by: Trish Holstein

- I. **Melanie called the meeting to order at 10:08 am.**
- II. **Public Comment**
- III. **Propose Executive Session – Discuss Disciplinary**
 - a) **Melanie** motioned to go into executive session to discuss questionable applicant/renewals at 10:09 am. **Lesleigh** seconded the motion with all in favor.
 - b) **Melanie** motioned to go out of executive session at 10:18 am. **Lesleigh** 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)
 - Appeal hearing held September 4, 2013.
 - b) Case No. 2011-01 (Original complaint received 03/08/11, 18 months = 09/08/12)
 - Pending investigation
 - c) Case No. 2013-02 (Original complaint received 08/07/13, 18 months = 02/07/15)
 - **Melanie** motioned that the board found no probable cause. **Lesleigh** seconded the motion with all in favor.
 - d) Case No. 2013-03 (Original complaint received 08/07/13, 18 months = 02/07/15)
 - **Melanie** motioned that the board found no probable cause. **Lesleigh** seconded the motion with all in favor.
- V. **Melanie discussed the FSBPT requesting minimum data.**
- VI. **Approval of Minutes**
 - a) **Lesleigh** motioned to accept June 12, 2013 minutes. **D.C.** seconded the motion with all in favor.
 - b) **Melanie** motioned to accept August 16 2013 minutes. **Lesleigh** seconded the motion with all in favor. **Shannon** abstained from motion because she was not present.
- VII. **Questions for Board Consideration**
 - a) The board discussed and answered the questions submitted.
- VIII. **The board will contact the chosen investigator applicants and interview them at our next board meeting.**
- IX. **Old News**
 - a) The security system has been purchased and installed.
 - b) The office rental contract was signed for 2 years.
- X. **Reports**

a) Executive Secretary Report

- Trish discussed the PCard training her and Summar attended.
- Trish discussed the Auditor training she attended.
- Clear training is scheduled for November 22, 2013.
- The Treasurer's licensure software has been put on hold due to the OASIS project. We will be contacted with an update by the Treasurer's office in January.

XI. New Business

a) Consideration of time keeping policy

- The board requested Trish to email out the policy to the board members and the board will vote at next board meeting.

b) Melanie discussed FSBPT revising the new NPTE testing allowances and the foreign educated work course tools.

c) **Melanie** motioned to only wave registration fee for grad students in an Athletic training program. **Shannon** seconded the motion with all in favor.

d) The board discussed newsletter suggestions.

e) Auditor's board meeting will be held December 2 or 3.

f) Staff and board members will be receiving emails regarding BRIM defensive training.

g) The state will no longer cut checks for payroll or per diem. Employees and board members have an option to choose the WV pay card or direct deposit.

h) **Melanie** motioned to recognize the employees after the license renewal period for \$25 per employee. **Lesleigh** seconded the motion with all in favor.

i) **Melanie** motioned to approve the purchase of 4 guest chairs with a maximum amount of \$1300. **D.C.** seconded the motion with all in favor.

j) Board reviewed per diem and reimbursement totals– June 2013-August 2013.

k) Board reviewed balance sheets – June 2013-August 2013.

l) Board reviewed P-Card purchases - June 2013-August 2013.

XII. The next board meeting date is February 12, 2014.

XIII. Meeting was adjourned at 12:40 pm.

Approved by:


Melanie Taylor, PT, Board Chair