



**WEST VIRGINIA BOARD OF PHYSICAL THERAPY**  
**101 DEE DRIVE**  
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**LESLEIGH B. SPROUSE**  
**Board Chair**

**PATRICIA A. HOLSTEIN**  
**Executive Secretary**

Conference Call  
Wednesday, December 22, 2010 @12:00 pm  
**AMENDED MINUTES**

Members present by phone: Lesleigh Sprouse, Melanie Taylor, Shannon Snodgrass, Gina Brown, Jack Spatafore, and John Spiker. Melanie left the conference call at 1:20 pm.

Minutes taken by: Lesleigh Sprouse and Gina Brown

- I. **Lesleigh** motioned to call meeting in order.
- II. Executive Session – Personnel
  - **Lesleigh** motioned to go into Executive Session. Motion was seconded with all in favor.
  - **Lesleigh** motioned to go out of Executive session. Motion was seconded with all in favor.
  - **Lesleigh** motion that the Office Assistant and the Executive Secretary would record their time in and out on their current payroll sheet and a copy would be kept by the Board Chair or another board member and one kept at the office for verification. Motion was seconded with four in favor, **Shannon** opposed and **D.C.** was absent. Motion passed.
  - **Shannon** motioned that the office staff is not to take office equipment, software, or work products home. Motion was seconded with all in favor.
  - **Shannon** motioned that when the employees come in later due to inclement weather, they must use leave time. Motion was seconded with all in favor.
  - Motion was made to go with the low volume deposit scanner with BB&T as soon as we can get the state approval and have it setup. Motion was seconded with all in favor.
  - Shannon will get quotes for the fidelity bond and forensic accounting audit.
- III. Disciplinary Renewals
  1. Case 2010-01
    - Renewal
  2. Case 2010-04
    - Renewal
  - Motion was made to allow Case 2010-01 and Case 2010-04 access to renew their license and to have Kate construct a letter saying they are still under disciplinary proceedings and their license could be reviewed once we get the decision from the administrative law judge. Motion was seconded with all in favor.
- IV. Title 16 Series 1
  - PT Rule considerations
    - **Lesleigh** made a motion on the rewording of 8.2a
    - There will be a period after 20% of the time.
    - New sentence: "The PTA performing treatment under the 20% general supervision must have at least 1000 hours of experience". **Shannon** seconded the motion with all in favor.
- V. Lesleigh adjourned the meeting.