



## WEST VIRGINIA BOARD OF PHYSICAL THERAPY

101 Dee Drive

Charleston, West Virginia 25311

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### MINUTES

Tuesday May 6, 2014

RN Conference Room 10:00 am

Members Present: Melanie Taylor, Gina Brown, Jack Spatafore, Lesleigh Barber  
Members Not Present: D.C. Offutt, Shannon Snodgrass  
Non Members present: Amy Kelly, PT,  
Non Members Present by Phone: Gretchen Pfost, PT, DPT, NCS; Assistant Professor Marshall University  
Minutes taken by: Trish Holstein

- I. **Melanie called the meeting to order at 10:16 am.**
- II. **Interview and Consideration of PT Investigator**
  - a) Amy Kelly, PT
- III. **Public Comment**
- IV. **Consideration of Exception to the TOEFL requirement**
  - a) Gretchen Pfost, PT, DPT, NCS, requested the board to make TOEFL exemptions for certain foreign trained individuals. The board is not willing to make changes to TOEFL because FSBPT is changing TOEFL requirements that are equivalent to WV's requirements.
- V. **Consideration of Questionable applicants**
  - a) Jack motioned to approve the questionable application discussed. Gina seconded the motion with all in favor.
- VI. **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)
    - Complaint filed Circuit Court March 31, 2014
  - b) Case No. 2011-01 (Original complaint received 03/08/11, 18 months = 09/08/12)
    - Hearing date August 19, 2014
  - c) Case No. 2013-04 (Original complaint received 11/25/13, 18 months = 05/25/15)
    - Disciplinary committee is still investigating and will be discuss at the next board meeting.
- VII. **Approval of Minutes**
  - a) Melanie motioned to accept amended February 12, 2014 minutes. Jack seconded the motion with all in favor. Lesleigh abstained from motion because she was not present at the February 12<sup>th</sup> meeting.
  - b) Melanie motioned to accept the March 24, 2014 minutes. Lesleigh seconded the motion with all in favor.
- VIII. **Questions for Board Consideration**
  - a) The board discussed and answered the questions submitted.
- IX. **Old News**
  - a) BRIM defensive driving course is due July 1, 2014.
  - b) Office Assistant Leave of Absence
    - April 15- April 28, 2014.

**X. Reports**

- a) Board Chair
  - Melanie will send a letter to the Attorney General letter requesting a meeting with Shannon.
- b) Executive Secretary Report
  - Trish advised that updating website needs to wait until the licensure software is completed.
  - Discussed the CE audit results for 2013 renewals.
  - Treasurer's Office licensure software is still on hold until their finished with OASIS.
  - PT Investigator postcards are printing and will be mailed out soon.

**XI. New Business**

- a) Consideration for July merit
  - The board will discuss performance evaluations and merit raises at the next board meeting.
- b) The board discussed the public comments for Title 16 Series 4 Rule.
- c) The board will request a formal Attorney General opinion regarding physical therapy advertisement by a veterinarian.
- d) The board discussed military and military spouse legislation and requested any military applications must be board reviewed under questionable applicant.
- e) The board discussed the process of bona fide candidate letters.
- f) Consideration of FSBPT delegates September 18-20, 2014
  - **Melanie** motioned for Melanie to be delegate and Gina to be alternate delegate. **Jack** seconded the motion with all in favor.
- g) The board reviewed per diem and reimbursement totals– February-April 2014.
- h) The board reviewed balance sheets – February-April 2014.
- i) The board reviewed P-Card purchases - February-April 2014.

**XII. Next Board Meeting is August 26, 2014.**

**XIII. Meeting Adjourned at 1:00 pm.**

Approved by:

  
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Melanie Taylor, PT, Board Chair