



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

AGENDA –TELECONFERENCE
THURSDAY, DECEMBER 27, 2102 @ 1:00 PM

Member Present by Phone: Melanie Taylor, Lesleigh Barber, Gina Brown, D. C. Offutt, Jack Spatafore, Shannon Snodgrass
Minutes taken by: Trish Holstein

- I. Melanie called meeting to order at 1:02 pm.**
 - **Melanie** motioned to go into Executive Session at 1:02 pm to discuss disciplinary cases, personnel medical leave of absence, and questionable renewals. **Jack.** seconded the motion with all in favor.
 - **Melanie** motioned to out of Executive Session at 1:36 pm. **D.C.** seconded the motion with all in favor.
- II. Disciplinary committee report (Jack Spatafore and D.C. Offutt)**
 - Case No. 2011-01 (Original complaint received 03/08/11, 18 months = 09/08/12)
 - **D.C.** motioned that we seek general counsel from Kate with the Attorney General to prepare a formal complaint as outlined in the report by our investigation to bring back to the board and to make recommendations for appropriate penalties. **Gina** seconded the motion with all in favor.
 - Case No 2012-02 (Original complaint received 04/24/12, 18 months = 10/24/13)
 - **D.C.** motioned there was no probable cause. **Melanie** seconded the motion with all in favor.
 - Case No 2012-07 (Original complaint received 9/28/12, 18 months = 03/28/13)
 - **D.C.** motioned that there was no probable cause. **Melanie** seconded the motion with all in favor.
- III. Consideration of Questionable Renewals/Applications**
 - **Melanie** motioned to approve the questionable applicant renewals discussed. **Shannon** seconded the motion with all in favor.
- IV. Personnel**
 - The board was advised that Summar Steele, Office Assistant, is currently on medical leave and we do not know the exact date to return until her next visit with her doctor.
 - The board was advised that we hired Amanda Kittel, Office Assistant, as a temporary employee for the scanning project effective January 1, 2013; however, she will be filling in for Summar until she returns from medical leave.
- V. Consideration of Temp/Emergency Leave Request**
 - **Melanie** motioned to approve the temporary/emergency leave request discussed. **Shannon** seconded the motion with all in favor.
- VI. Questions for Board Consideration**
 - The board discussed and answered the questions submitted.
- VII. Meeting Adjourned at 1:50pm.**

Approved by:


Melanie Taylor, PT, Board Chair