



WEST VIRGINIA BOARD OF PHYSICAL THERAPY

101 Dee Drive

Charleston, West Virginia 25311

Telephone: (304) 558-0367 Fax: (304) 558-0369

MINUTES

Wednesday, November 7, 2012

RN Conference Room 10:00 am

Members present: Melanie Taylor, Shannon Snodgrass, D.C. Offutt, Jack Spatafore at 10:15, Gina Brown
Members not present: Lesleigh Barber
Non Members present: Kate Campbell, Attorney General Office; WVPTA; Eric Tarr, PT, DPT, WVPTA; Nancy Tonkin, Executive Director, WVPTA
Minutes taken by: Trish Holstein

I. Melanie called the meeting to order at 10:10 am.

II. Public Comment

- Eric requested the board to reconsider answers given on the Newsletter regarding general supervision regarding PTA meeting goals during general supervision 60% of the time and PTA's documenting the patient has met a goal.
- Nancy and Eric discussed with the board their concern regarding the legislation language regarding military experience.

III. Military Experience Consideration

- **Melanie** motioned to draft a letter and send to DC will proof and then circulate and send to legislature. **Gina** seconded the motion with all in favor.

IV. Approval of Minutes

- a) **Melanie** motioned to accept August 15, 2012 minutes as amended. **D.C.** seconded the motion with all in favor. **Gina** abstained since she was not present for meeting.

V. Questions for Board Consideration

- a) The board discussed and answered the questions submitted.

VI. Old News

- a) Clear Training
- Trish will check into the next Clear training and compare pricing for travel or having the training in house.

VII. Reports

- a) Board Chair Report
- Melanie discussed topics discussed at the FSBPT Conference
 - The board discussed the Legislature Post audit
 - o **Melanie** motioned to respond to the audit committee. **Shannon** seconded the motion with all in favor.
- b) Executive Secretary Report
- Trish advised that the office is still working with the Treasurer's Office new license software.

VIII. Propose Executive Session –Disciplinary & Personnel Discussion

- **Melanie** motioned to go into executive session to discuss personnel and disciplinary at 12:10pm. **Shannon** seconded the motion with all in favor.
- **Melanie** motioned to go out of executive session at 1:30pm. **Gina** seconded the motion with all in favor

IX. Consideration of Office Policy Changes

- **Melanie** motioned to have Summar approved for P-Card card holder and Trish as coordinator and attempt to have in place by Jan 1, 2013. **Shannon** seconded the motion with all in favor.
- **Melanie** motioned to have Trish order a time clock to begin use on December 3rd. **Shannon** seconded the motion with all in favor.
- Trish will continue working on reimbursement or credit for an overpayment for professional service.
- **Melanie** motioned that Trish will write a check for reimbursement of \$88.73 for overpayment of insurance premiums in 2011. **D.C.** seconded the motion with all in favor.
- **Shannon** motioned that Trish seek approval of leave prior to date of leave or holiday work. **Melanie** seconded the motion with all in favor.
- **Shannon** motioned that our office hours will remain the same for the employees working 5 days a week from 7:30-4. **Melanie** seconded the motion with all in favor.

X. 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)
 - Board will discuss at our next board meeting.
- c) Case No 2012-02 (Original complaint received 04/24/12, 18 months = 10/24/13)
 - **D.C.** motioned to send a subpoena requesting documentation for the PT/PTA and company regarding the patient's complete medical and billing records for patients involved in the case. **Jack** seconded the motion with all in favor.
- d) Case No 2012-05 (Original complaint received 08/15/12, 18 months = 02/15/14)
 - **D.C.** motioned there was no probable cause. **Jack** seconded the motion with all in favor.
- e) Case No 2012-06 (Original complaint received 08/15/12, 18 months = 02/15/14)
 - **D.C.** motioned there was no probable cause. **Jack** seconded the motion with all in favor.
- f) Consideration of questionable renewals
 - **Melanie** motioned to approve the questionable applicants discussed by the board and to release them for renewal. **D.C.** seconded the motion with all in favor.
- g) Board reviewed the requested Strategic Action Plan and will not take any additional action.
- h) Respondent documentation consideration
 - **D.C.** motioned that if a Respondent requested a copy to the Complainant's reply to their response then the board will provide them with a copy of the reply. **Melanie** seconded the motion with all in favor.

XI. New Business


- a) Consideration of Pitney Bowes purchase order
 - The board approved a 3 year contract for purchase order of \$51.91 a month.
- b) CE audit of board members consideration
 - The board is going to continue with the random audit and not select a board member.
- c) The board approved the emergency/temporary leave discussed.
- d) The board approved Consideration of CE waiver discussed.
- e) Consideration of scanner and temporary employee
 - **Melanie** motioned to enter into a 6 month to 1 year contract for a color copier/scanner and a temporary for 6 months at \$9.00 an hour or use the temporary agency. **D.C.** seconded the motion with all in favor.

- f) Hiring policy consideration
 - **Shannon** motioned that Melanie and Shannon will work on a rough draft for a hiring policy or policies as it relates to employees of the board. **Melanie** seconded the motion with all in favor.
- g) Inactive status consideration
 - Inactive applicants must complete a renewal form and answer if their CE's were met for the last year they held their WV license.
- h) Auditor's board training – December 3, 2012
 - Melanie and Shannon will attend and Gina will check with her schedule.
- i) Board approved per diem and reimbursement totals for August – October 2012
- j) Board approved balance sheets for August – October 2012
- k) Board approved considerations for P-Card purchases for August – October 2012

XII. Next Board Meeting Date is February 28, 2013.

XIII. Meeting Adjourned at 2:55 pm.

Approved by:



Melanie Taylor, PT, Board Chair