

WEST VIRGINIA BOARD OF OSTEOPATHY
Board Meeting Minutes
October 14, 2009

The West Virginia Board of Osteopathy met, by conference call, originating at the Board Office in Weirton, West Virginia. The meeting was called to order at 9:08 AM by Ernest Miller, D.O. Dr. Arthur Rubin was welcomed as a newly appointed Board member.

Members Participating:

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|-----------------------|--------------|------------------------|--------------------|
| Ernest Miller, D.O. | - President | Arthur Rubin, D.O. | - Physician Member |
| Thomas Gilligan, D.O. | - Secretary | Elizabeth Blatt, Ph.D. | - Lay Member |
| Robert Whitler | - Lay Member | | |

Staff Present:

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|---------------------|-----------------------|
| Diana Shepard | - Executive Director |
| Cheryl Schreiber | - Executive Secretary |
| Doren Burrell, Esq. | - Legal Counsel |

Approval of Minutes:

The minutes from the September 16, 2009, meeting in Flatwoods were presented for review and approved as presented. **(Gilligan/Blatt)**

WV Board of Osteopathy Rules:

The Legislative Rule-Making Review Committee reviewed the proposed revisions to 24 CSR 1 regarding the licensing procedures for Osteopathic Physicians on Tuesday, October 13, 2009. Diana Shepard and Doren Burrell represented the Board at the review. There was little discussion and the revisions were recommended for approval.

Several questions were asked regarding the recommended revisions to the Fees for Service as outlined in 24 CSR 5. There were concerns from some legislators over the large increases without a "phase-in" period. The Review Committee held the revisions over until October 14, 2009, and requested copies of the Board's budgets for 2007-2009, outlining revenues and expenses. The Board requested that both Ms. Shepard and Ms. Schreiber attend the review to address any further financial concerns.

WV Board Office Relocation:

Staff members have been looking at several potential office sites in the Charleston area. A 1001 square foot office suite at 405 Capitol Street (the old Daniel Boone Hotel) is being recommended as the site of choice. Pictures of the office suite as well as the lobby entrance were sent to each Board member for review. The office consists of one large reception area, two executive offices and a small storage room. Two executive offices are being considered in order to move the Board Attorney into the Board Office. The following considerations were discussed:

- 1) Rent: \$1,475 (Includes utilities and two parking spaces)
Consider 5 Year Contract which freezes rent for first two years with \$50 increase in years three and four and another \$50 increase in year five
- 2) Painting/Carpeting: Completed by Building Management without additional charge
- 3) Laptop Computer: Laptop computer needed to access physician database during Board meetings
- 4) Staffing Issues: Board provision for extended-stay accommodations for Ms. Christine Wroniak during office re-location and training of new staff.

As there will be three full-time staff members working in the office, a third parking space will be required. The Board recommended including a third parking space in the monthly rent for an additional \$55/month. **(Gilligan/Rubin)**

Furnishings for the three office areas as well as a new laptop computer and other office equipment will be needed to replace those items which were shared with the Accounting Office in Weirton. A budget of \$10,000 was granted to the Executive Director without further approval needed by the Board. **(Gilligan/Blatt)**

After considering the above recommendations for office relocation, the Board gave the Executive Director approval to proceed with a contract through the State Leasing Department to secure the 405 Capitol Street office with the stipulations as recorded above. **(Whitler/Gilligan)**

Retirement Date for Ms. Schreiber:

The tentative date scheduled for Cheryl Schreiber's retirement from the position of Executive Secretary of the Board had been scheduled for October 31, 2009. As Ms. Schreiber has three weeks of vacation time that she has not taken and as she is willing to remain with the Board through the end of November, the Board agreed to extend her retirement date until November 30, 2009. **(Gilligan/Blatt)**

The next meeting of the Board will be held on November 12, 2009, at the Greenbrier. There being no further business, the meeting adjourned at 9:45 AM.

Respectively submitted,

Thomas S. Gilligan

Thomas Gilligan, D.O.
Secretary