



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

1124 Smith Street, Suite B-300, Charleston WV 25301

Telephone: (304) 558-4012 Toll Free: (877) 609-9869 Fax: (304) 957-0177

E-mail: rtboard@wv.gov Web Page: www.wvrtboard.org

**Executive Director Monthly Report
March 2021**

1. Revenue

a. Total Revenue \$11,385

i. Renewal Applications –	\$65 x 134 = \$8,710
ii. New Applications –	\$100 x 20 = \$2,000
iii. Temporary Applications –	\$40 x 0 = \$0
iv. Late / Reinstatement Applications –	\$90 x 7 = \$630
v. Name Change / Duplicate Applications –	\$15 x 3 = \$45
vi. Consent Agreements	\$250 x 0 = \$0

2. Expenditures

a. Total Expenses \$18,228.40

i. Payroll	\$8,242.30
ii. Benefits	\$1,641.53
iii. Expenditures	\$8,244.57

3. Balances

- a. 2021 – \$456,087.34
- b. 2020 – \$390,946.51
- c. 2019 – \$348,374.20
- d. 2018 – \$306,835.88
- e. 2017 – \$293,508.74

4. Disciplinary Actions

- a. 07-FY-2020 – Consent Agreement Offered
- b. 02-FY-2021 – Voluntary Surrender Offered
- c. 03-FY-2021 – Consent Agreement Offered
- d. 04-FY-2021 – Consent Agreement Offered
- e. 05-FY-2021 – Ethics Meeting scheduled 4/15/2021



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

1124 Smith Street, Suite B-300, Charleston WV 25301

Telephone: (304) 558-4012 Toll Free: (877) 609-9869 Fax: (304) 957-0177

E-mail: rtboard@wv.gov Web Page: www.wvrtboard.org

5. Duties

- a. Google Ambassador for Google Workplace Conversion
- b. Boardable Board Management Software Training
- c. Legislative Session
- d. Licensing
- e. Complaints
- f. Office Communications
- g. Website
- h. Data Management
- i. Information Security and Privacy
- j. Policies and Procedures
- k. Training
- l. Payroll
- m. Payment of Expenditures via wvOASIS
- n. Financial Reconciliation
- o. Monthly Financial Reports
- p. P-Card Agency Coordinator
- q. Budget Administrator
- r. Agency Procurement Officer
- s. BRIM Coordinator
- t. Stakeholder Liaison

6. Calendar of Events

- a. March 3, 2021 – Purchasing Training – wvOASIS Procurement
- b. March 3, 2021 – Conference Room TV setup
- c. March 8, 2018 – Boardable One on One Training
- d. March 16, 2021 – Last day to introduce bills in the House
- e. March 16, 2021 – Google Workplace - Project Sunrise Town Hall
- f. March 17, 2021 – Purchasing Training – Vendor Management
- g. March 17, 2021 – Boardable One on One Training
- h. March 18, 2021 – CLEAR Webinar - Roles and Responsibilities of a Board Member
- i. March 18, 2021 – Finance Committee Meeting
- j. March 18, 2021 – Ethics Committee Meeting
- k. March 18, 2021 – Board Meeting
- l. March 19, 2021 - Boardable Webinar: Managing Digital Documents with Boardable
- m. March 22, 2021 – Last day to introduce bills in the Senate
- n. March 22, 2021 – Introduction to Boardable, One on One Session
- o. March 25, 2021 – Certemy Webinar: Telepractice, Understanding the Changing Regulatory Landscape



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

1124 Smith Street, Suite B-300, Charleston WV 25301

Telephone: (304) 558-4012 Toll Free: (877) 609-9869 Fax: (304) 957-0177

E-mail: rtboard@wv.gov Web Page: www.wvrtboard.org

- p. March 25, 2021 - Boardable Webinar: Getting Ready for Hybrid Meetings
- q. March 26, 2021 – Boardable Webinar: Creating Agendas and Minutes
- r. March 28, 2021 – Bills due out of Committees in house of origin
- s. March 29, 2021 – Boardable Training with Success Manager
- t. March 31, 2021 – Last day to consider bills on 3rd reading in house of origin
- u. March 31, 2021 – Purchasing Training – Solicitation Process
- v. April 1, 2021 – Welcome to Google Workplace Webinar
- w. April 2, 2021 – Advanced Google Workplace Webinar
- x. April 5, 2021 – Google Workplace G-Mail and Calendar Conversion
- y. April 7, 2021 – Google Workplace – Google Meet and Chat Webinar
- z. April 7, 2021 – Google Workplace – Welcome to Google Drive
- aa. April 9, 2021 - Boardable Customer Success Webinar: New User Training
- bb. April 10, 2021 – Legislative Session Adjournment
- cc. April 14, 2021 – Purchasing Training – Vendor Registration
- dd. April 15, 2021 – Finance Committee Meeting
- ee. April 15, 2021 – Ethics Committee Meeting
- ff. April 15, 2021 – Board Meeting
- gg. April 19-22, 2021 – Cash Management Conference
- hh. April 22, 2021 – CLEAR Webinar - Administrative Rulemaking
- ii. April 28, 2021 – Purchasing Training – Purchasing as a Privacy Powerhouse
- jj. May 12, 2021 – Purchasing Training - Insurance Requirements
- kk. May 19, 2021 – Purchasing Training - Purchasing Ethics and Risks
- ll. May 20, 2021 - CLEAR Webinar - Professional Discipline

7. Future Goals

- a. Add Radiation Therapy Requirements to the Code
- b. Add Background Checks to the Code
- c. Add CT Apprenticeship instead of CT Fusion Test to Code