



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS
1124 Smith Street, Suite B-300, Charleston, WV 25301
Phone: 304-558-4012 / Toll Free: 877-558-4012 / Fax: 304-957-0177
Email: rtboard@wv.gov Web Page: www.wvrtboard.org

BOARD MEETING MINUTES

Albert T. Summers Center, 1124 Smith Street, Suite B-300, Charleston WV 25301

Thursday, February 18, 2020

1. Call Meeting to Order

- a. Video conference meeting was called to order at 2:06 PM by the Chairman of the Board, Rosemary Trupo.

2. Recognize Guests

- a. Chairman Trupo noted that there were no guests in attendance.

3. Establish Quorum

- a. Board members in attendance were Chairman Rosemary Trupo, Secretary Kimberly Hoffman, Roxanne Clay, Dee Workman, Tyson Judy, Todd Resley, MD and Victoria Novick. Excused was Board member Mercedes Ramas, MD. The Executive Director, Jamie Browning and Attorney General representative, Keith Fisher were also in attendance.

4. Approve Board Meeting Agenda

- a. A motion was made by Secretary Hoffman to approve the meeting agenda as presented. Ms. Novick seconded the motion and the motion was approved by the Board.

5. Approve Board Meeting Minutes

- a. A motion was made by Ms. Novick to approve the November 19, 2020 board minutes. Mr. Judy seconded the motion and the motion was approved by the Board.

6. Old Business

a. Conference Table

- i. Director Browning reported that the modified conference table was delivered on December 21, 2020.

7. New Business

a. Ethics

- i. The Ethics Committee, consisting of Chairman Trupo and Secretary Hoffman, met with AG Fisher and Director Browning on February 11, 2021 via video conferencing to review cases 12-FY-2019, 07-FY-2020, 02-FY-2021, 03-FY-2021 and the reinstatement of license 8920.
- ii. A motion was made by Mr. Judy to go into executive session to discuss Ethics cases, 12-FY-2019 07-FY-2020, 02-FY-2021, 03-FY-2020 and the reinstatement of license 8920. The motion was seconded by Secretary Hoffman and carried by the Board. The meeting went into executive session at 2:09 PM. A motion was made by Mr. Judy to exit the executive session of the meeting and seconded by Secretary Hoffman. The meeting resumed in regular session at 2:58 PM.
- iii. Chairman Trupo reported that AG Fisher and Director Browning are in the process of scheduling a hearing regarding Ethics Case 07-FY-2020.
- iv. Ms. Novick made a motion to offer an agreed order for voluntary license surrender regarding Ethics Case 02-FY-2021. After review of all available facts, Ms. Workman seconded the motion and the Board approved.
- v. Dr. Resley made a motion to initiate a Board Complaint regarding Ethics Case 03-FY-2021. After review of all available facts, Ms. Workman seconded the motion and the Board approved. Mr. Judy and Secretary Hoffman were abstained.
- vi. Mr. Judy made a motion to deny the reinstatement license of 8920 until he can comply with all application requirements. After review of all available facts, Ms. Clay seconded the motion and the Board approved.

b. Finance

1. The Finance Committee consisting of Chairman Trupo, Secretary Hoffman, and Director Browning met on February 11, 2021 via video conferencing. Director Browning reported that the Finance Committee reviewed monthly finance reports and purchasing card transactions for October 2020, November 2020, and December 2020.
2. Director Browning reported that the Board had a balance of \$421,272.86 on October 1, 2020 and ended with a balance of \$464,595.56 on December 31, 2020. A motion was made by Ms. Workman to accept the financial reports as presented. After review of all available information, Ms. Clay seconded the motion and the Board approved.

c. BRIMM Safety Requirements

i. Employment Practices

1. Director Browning reported that Director Browning participated in the 2021 CLEAR Winter Virtual Symposium on January 5, 2021.
2. Director Browning reported that AG Fisher, Chairman Trupo Mr. Judy and Director Browning participated in the 2021 FARB Virtual Forum on January 28-31, 2021.

ii. Driver and Vehicle Safety

1. Director Browning disseminated the Fleet Management monthly safe driving tips for October 2020, Nighttime Safe Driving Tips, for November 2020, Eight Secrets to Super Driving and for December 2020, Tips for Winterizing Your Car prior to the meeting and discussed all questions regarding these training topics.

iii. Facility Safety

1. Director Browning reported that the office is offering in-person meetings by appointment only due to the coronavirus pandemic.
2. Director Browning also reported that the Board Meetings are being conducted by video conferencing for everyone's safety.

3. Director Browning reported that temperature checks are required for anyone who enters the office. Director Browning also stated that no one will be allowed in the office with a temperature or signs of illness.

iv. Loss

1. Chairman Trupo recognized all Board Members and staff for their safe practices and reported that there has been no loss of property or work time.

d. Director's Reports

- i. Director Browning presented the Director's Reports for October 2020, November 2020 and December 2020 for review and discussion. Ms. Workman made a motion to accept the Director's Reports as presented. After review of all available information, Secretary Hoffman seconded the motion and the Board approved.

e. Schools Report

- i. Chairman Trupo reported that the Interim Accreditation Report submitted by the WVUH Radiation Therapy Program has been approved by the JRCERT to be considered at their next Board Meeting. The JRCERT has also accepted the title IX Documentation revisions provided by WVUH programs in Radiography, MRI and Radiation Therapy. Two new faculty appointments were approved by the JRCERT including a new Clinical Preceptor at Bluefield State College, and a Clinical Coordinator at United Hospital Center. There have been no actions by the JRCNMT related to WV Nuclear Medicine Programs since the prior board meeting in November. Mr. Judy made a motion to accept the School's Report as presented. After review of all available information, Ms. Workman seconded the motion and the Board approved.

f. Legislative Update

- i. Director Browning reported that the WV Legislative session began on February 10, 2021 and discussed several bills that were introduced that may affect Chapter 30 Licensing Boards.
 1. HB2007 - Provide for occupational licenses or other authorization to practice by recognition for qualified applicants from other states

2. HB2154 - Requiring all boards to be located in the same area and office space
3. HB2251 - Reorganizing various boards and authorities for the licensing and oversight of trades, occupations, and professions
4. HB2334 - Requiring certain boards that seek to increase a fee or seek to impose a new fee to also submit cost saving measures
5. HB2480 - Relating to state boards of examination or registration
6. HB2508 - Require all interim appointments to possess the qualifications required by law
7. HB2515 - Require regulatory agency heads to have one-year experience in the regulated industry
8. SB269 - Relating to Universal Recognition of Occupational Licenses Act

g. CRNA Request

- i. Kellon Smith of the WV Association of Nurse Anesthetists requested that the Board reconsider allowing certified registered nurse anesthetists to provide supervision during fluoroscopic procedures. The Board previously concurred with guidance from the WV Board of Medicine, which proposed no changes to the current WV Medical Imaging & Radiation Therapy Technology Board Code. Mr. Judy made a motion to deny the request to allow CRNA's to supervise fluoroscopy procedures. After review of all available information, Ms. Novick seconded the motion and the Board approved.

h. State IDs

- i. Director Browning reminded all Board members that they are state employees and are entitled to a State ID, if requested.

i. Financial Internal Control Policy

- i. Director Browning presented the revised Financial Internal Control Policy. Ms. Workman made a motion to accept the Financial Internal Control Policy as presented. After review of all available information, Secretary Hoffman seconded the motion and the Board approved.

j. Conference Room TV

- i. Director Browning requested permission to purchase a 75-inch smart television for the conference room. Mr. Judy made a motion to approve the purchase of a 75-inch smart television up to \$1,000 for

the conference room. After review of all available information, Ms. Workman seconded the motion and the Board approved.

k. Wide Screen Computer Monitors

- i. Director Browning requested the permission to purchase two wide screen computer monitors. Ms. Workman made a motion to approve the purchase of two wide screen computer monitors up to \$2,500. After review of all available information, Ms. Novick seconded the motion and the Board approved.

l. CLEAR Intro to Regulatory Governance Webinar Series

- i. Director Browning suggested that the Board provide funding to permit any Board Members or staff to participate in the CLEAR Intro to Regulatory Governance Webinar Series hosted remotely on various dates throughout 2021. Mr. Novick made a motion to pay for Board members or staff interested and available to attend the webinar series. After review of all available information, Ms. Workman seconded the motion and the Board approved

8. Upcoming Board Meetings

- a. Board Meeting – March 18, 2021
- b. Board Meeting – May 20, 2021
- c. Board Meeting – August 19, 2021
- d. Board Meeting – November 18, 2021
- e. Board Meeting – February 17, 2022

9. Adjournment

- a. Ms. Novick made a motion to adjourn the meeting at 4:34PM, which was seconded by Ms. Clay.

10. Approval

- a. These minutes were approved at the March 18, 2021 Board Meeting.