



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

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**Executive Director Monthly Report
December 2016**

1. Site Inspections

- a. Monongalia County, 27 Facilities, 282 Licensees

2. Ethics Investigations and Follow-Up

- a. 01-FY-2009
- b. 03-FY-2017
- c. 06-FY-2017
- d. 07-FY-2017

3. Office

- a. Expiration Warning E-mails – 380
- b. Expired Post Cards Mailed – 26
- c. Expired Letters to Human Resources – 20
- d. Continuing Education Audit – 19
- e. Annual Report

4. Meetings, Training and events

- a. December 1, 2016 – Retention Schedule Shredding - Precision Services, Gassaway, WV
- b. December 4, 2016 – Meeting with Senator Mullins, Charleston WV
- c. December 5, 2016 - Joint Committee Meeting on Government Organization and Operations, Charleston WV
- d. December 21, 2016 – Meeting with Board Chair, Charleston WV

5. Upcoming Meeting and Events

- a. January 31, 2017 - Newsletter
- b. February 16, 2017 – Finance Committee Meeting
- c. February 23, 2017 – Board Meeting
- d. May 18, 2017 – Board Meeting
- e. August 24, 2017 – Board Meeting