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
June 2021

1. **Revenue**

    a. **Total Revenue $20,370.00**

        i.   **Renewal Applications –** $65 x 153 = $16,445
        ii.   **New Applications –** $100 x 30 = $3,000
        iii. **Temporary Applications –** $40 x 7 = $280
        iv.   **Late / Reinstatement Applications –** $90 x 7 = $630
        v.   **Name Change / Duplicate Applications –** $15 x 1 = $15
        vi.   **Consent Agreements** $250 x 0 = $0

2. **Expenditures**

    a. **Total Expenses $14,759.49**

        i.   **Payroll** $7,092.30
        ii.   **Benefits** $1,853.56
        iii. **Expenditures** $5,813.63

3. **Balances**

    a. **2021 – $464,013.19**
    b. **2020 – $408,539.15**
    c. **2019 – $365,867,01**
    d. **2018 – $294,520.01**
    e. **2017 – $282,301.06**

4. **Disciplinary Actions**

    a. **02-FY-2021 – License Expired**

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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. **June 2, 2021 – Purchasing for Boards and Commissions Webinar**
   b. **June 16-17, 2021 – Annual Leave**
   c. **June 30, 2021 – Purchasing – Surplus and Fixed Assets Webinar**

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**
   d. **Amend Series 6**
   e. **Amend Series 1**