



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS
1715 Flat Top Road / PO Box 638 / Cool Ridge, WV 25825-0638 / WEBSITE: www.wvrtboard.org
Phone: 304-787-4398 / Fax: 304-787-3030 / Email: wvrtboe@suddenlinkmail.com

BOARD MEETING
October 16, 2014
Braxton County Technology Center, Sutton WV

Members Present

Tuany Layton, Board Chair
Eva Hallis, Board Secretary
Alice Belmont
Nancy Oughton, (attended by telephone)

Members Excused

Office Staff

Nancy Godby, Executive Director
Sharon Bleau, Office Secretary
Katherine Campbell, Attorney

I. CALL MEETING TO ORDER

The meeting was called to order at 5:00pm by Tuany Layton, Board Chair at the Braxton County Technology Center in Sutton, WV.

II. RECOGNIZE GUESTS

There were no guests in attendance at the Board Meeting.

III. ESTABLISH QUORUM

Ms. Layton established a quorum.

IV. ACCEPT AGENDA

A motion was made by Alice Belmont to accept the Agenda as presented. Nancy Oughton seconded and the motion was approved by the Board.

V. APPROVAL OF MEETING MINUTES

1. **August 21, 2014:** After review and discussion, a motion was made by Ms. Oughton to accept the Meeting Minutes for the August 21, 2014 Board Meeting. Eva Hallis seconded, and the motion was approved by the Board.

VI. OLD BUSINESS

1. **Ethics and Consent Agreement Updates:** Nancy Godby provided the Board with an update of the following Ethics and Consent Agreements:
 - a. **02-FY-2015:** Closed, no action.
 - b. **03-FY-2015:** Closed, no action.



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2. **WV Oasis Update:** Ms. Godby provided the Board with copies of the Oasis Newsletters. Ms. Godby stated that there had not been any additional Oasis Training Sessions since the August Board Meeting. No action was needed for this update. Additional information will be provided at the next Board Meeting.
3. **Legislative Audit Update:** Ms. Godby provided information regarding the upcoming Interim Legislative Session to address Study Resolutions. No action was needed for this update.
4. **2014 WVSRT Conference Update:** Ms. Godby provided information regarding the PowerPoint presentation she made at the West Virginia Society of Radiologic Technologists Conference. No action was needed for this update.
5. **Legislative Rules, Update:** Ms. Godby offered a suggestion that the Board take up the Series One Rule revision during the December Board Meeting. After discussion, it was agreed that time would be set aside for review and revision rather than holding a separate meeting.

VII. NEW BUSINESS

1. **Ethics Committee:** Ms. Layton and Ms. Belmont served as the Ethics Committee. Ms. Layton provided recommendations on behalf of the Ethics Committee, as follows:
 - a. **01-FY-2015:**
Ms. Layton reported that the Ethics Committee found no probable cause and recommended this case be closed. After discussion, Ms. Hallis made a motion to accept the recommendation of the Ethics Committee. Ms. Oughton seconded, and the motion was approved by the Board.
 - b. **04-FY-2015:** Ms. Layton reported that the Ethics Committee found probable cause and recommended the Standard Consent Agreement of \$100.00 fine and \$100.00 administrative fee. After discussion, Ms. Oughton made a motion to accept the recommendation of the Ethics Committee. Ms. Hallis seconded, and the motion was approved by the Board.
 - c. **18-FY-2014, Complaint:** Ms. Layton reported that the Ethics Committee found probable cause and recommended offering the licensee a Consent Agreement to include probation for two (2) years; require fifteen (15) additional Category A Continuing Education Credits of which eight (8) would be in Medical Ethics,



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four (4) would be in Radiation Safety, and the remaining three (3) to be chosen by the Licensee. All Category A Continuing Education Credits must have prior approval of the Board. Additionally, the licensee would be required to reimburse the Board for Administrative Costs, (*to be prepared by the Board Office*). After discussion, Ms. Oughton made a motion to accept the recommendation of the Ethics Committee, Ms. Hallis seconded and the motion was approved by the Board.

- 2. Financial Report:** Sharon Bleau presented a summary of the Financial Statements for July, August and September 2014. Ms. Bleau also presented a summary of Purchase Card (**P-Card**) transactions for the same period of time. Ms. Godby presented a summary of the year to date revenue and expenses. After discussion, Ms. Belmont made a motion to accept the financial report as presented; Ms. Oughton seconded; and the motion was approved by the Board.

(Note: A copy of the Financial Statement follows as an attachment).

Equipment Purchase: Ms. Godby requested that the Board consider allowing the purchase of two (2) External Hard Drives; one (1) paper shredder; and one (1) vacuum cleaner. Options for purchase consideration were provided for review. After discussion, Ms. Belmont made a motion to approve the purchases as requested. Ms. Oughton seconded and amended the motion to recommend that fireproof lock boxes be added to secure the external hard drives. After further discussion, the Board approved the motion as amended.

- 3. Executive Director Report:** Ms. Godby presented a verbal summary of the Monthly report of activities for July, August and September 2014. After discussion, Ms. Hallis made a motion to accept the Executive Director Report; Ms. Belmont seconded; and the motion was approved by the Board.

(Note: A copy of the Executive Director Report follows as an attachment).

- 4. Audit of Continuing Education Credits:** Ms. Godby provided the revised DRAFT letter and Memo for audit of Continuing Education (**CE**) credits. After discussion and amended verbiage, Ms. Oughton made a motion to accept the letter and Memo as amended. Ms. Belmont seconded, and the motion was approved by the Board.



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5. **Revised Consent Agreement:** Ms. Godby provided a copy of the Consent Agreement that included changes approved at the August Board Meeting. After review and discussion, Ms. Oughton made a motion to accept the Revised Consent Agreement as presented. Ms. Hallis seconded, and the motion was approved by the Board.
6. **Safety Committee Report:** Ms. Layton presented the October 16, 2014 Safety Committee Report on behalf of the Agency. There were no accidents or injuries to report, and Ms. Layton commended staff members for their dedication to ensuring continued safety. After discussion, Ms. Oughton made a motion to accept the Safety Committee Report. Ms. Belmont seconded, and the motion was approved by the Board.

(Note: A copy of the Safety Committee Report follows as an attachment).

7. **Remote Backup Service, Computer Backup:** Ms. Godby informed the Board that the WV Office of Technology (WVOT) would not be able to provide computer back up service to the Agency creating the need for the purchase of external hard drives. The Board approved the purchase of external hard drives, as noted in item VII. 2. No additional action was needed for this item.
8. **JRCERT Report:**
 - a. **JRCERT Summary Report:** Ms. Godby provided a summary of actions taken by the Joint Review Committee on Education in Radiologic Technology (JRCERT). No action was needed for this Agenda Item.
 - b. **Annual School Report:** Ms. Hallis provided a review of the Annual School Report. No action was needed for this Agenda item.
9. **Board Member Concerns, discussion:**

Ms. Oughton asked that Board Staff Members determine why paper checks are being mailed instead of direct deposit.

Ms. Oughton asked that Board Staff Members ensure that the minutes reflect her attendance by telephone.

Ms. Belmont advised that she had been contacted by Grady Bowyer to remind the Board of the upcoming Auditor's Seminar and request for topics.



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VIII. Next Meeting: Ms. Godby provided Board Members with a reminder list of FY-2015 Board Meeting Dates. The next Board Meeting will be held on December 1, 2014 at 5pm at the Charleston Marriott in conjunction with the Annual Auditor's Seminar.

IX. Adjourn: A motion was made by Ms. Oughton to adjourn the meeting at 6:30pm. Ms. Hallis seconded, and the motion was approved by the Board.

Minutes prepared and submitted for consideration by Nancy Godby, Executive Director and Sharon Bleau, Administrative Secretary.

Minutes approved without revisions, December 1, 2014

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FINANCIAL STATEMENT

JULY 2014

Beginning Balance as of July 1, 2014: \$231,570.87

Deposits for July: 22,225.00

Erroneous deposit to the Board's account on 6/17/14 due to an error in the
State Treasurer's Office; error was corrected 7/11/14: -125.00

Total Receipts: \$253,670.87

Disbursements for July:

1200 Payroll	\$6,513.96
1206 Annual Increment	240.00
2200 PEIA Admin Fees	100.00
2202 SS & Medicare	506.17
2203 P/E Insurance Agency	240.00
2205 Workers' Compensation	300.00
2207 P/E Retirement System	945.56
2208 PEIA	164.00
3202 Rent	400.00
3203 Utilities	19.11
3204 Telecommunications	134.95
3211 Travel Expenses	78.96
3213 Computer Services	156.00
3216 Vehicle Rental	397.34
3219 Insurance--BRIM	616.00
3235 Energy Expense Motor Vehicles	125.45
3238 Energy Expense Utilities	117.64
3244 Postal Expenses	16.42
3263 Bank Cost (Credit Cd Expenses)	377.48
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 11,479.04

Balance as of July 31, 2014: \$ 242,191.83

Balance as of July 31, 2013: \$ 202,816.02

Year to Year Revenue Increase: \$ 39,375.81

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FINANCIAL STATEMENT

AUGUST 2014

Beginning Balance as of August 1, 2014: \$242,191.83

Deposits for August: 17,985.00

Total Receipts: \$260,176.83

Disbursements for August:

1200 Payroll	\$6,663.32
1201 Per Diem	375.00
2202 SS & Medicare	527.93
2203 P/E Insurance Agency	240.00
2206 Unemployment Compensation	86.25
2207 P/E Retirement System	932.88
2208 PEIA	164.00
3202 Rent	400.00
3203 Utilities	38.63
3204 Telecommunications	299.50
3207 Professional Services	1,216.00
3211 Travel Expenses	516.76
3213 Computer Services	15.25
3216 Vehicle Rental	396.56
3218 Assoc Dues & Prof. Memberships	240.00
3225 Vehicle Operating Expense	13.29
3232 Cellular Charges	76.92
3235 Energy Expense Motor Vehicles	121.45
3238 Energy Expense Utilities	61.39
3242 Training & Development--In State	624.00
3244 Postal Expenses	639.48
3263 Bank Cost (Credit Cd Expenses)	447.50
3324 State Treasurer's Office Fees	45.00

Total Disbursements: \$ 14,141.11

Balance as of August 31, 2014: \$ 246,035.72

Balance as of August 31, 2013: \$ 208,183.40

Year to Year Revenue Increase: \$ 37,852.32

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**FINANCIAL STATEMENT
SEPTEMBER 2014**

Beginning Balance as of September 1, 2014: \$246,035.72
Deposits for September: 21,710.00
Total Receipts: \$267,745.72

Disbursements for September:

1200 Payroll	\$6,663.32
2202 SS & Medicare	499.23
2203 P/E Insurance Agency	240.00
2207 P/E Retirement System	932.88
2208 PEIA	164.00
3200 Office Expenses	513.64
3202 Rent	400.00
3203 Utilities	38.63
3204 Telecommunications	298.45
3207 Professional Services	247.00
3211 Travel Expenses	309.73
3213 Computer Services	15.00
3216 Vehicle Rental	395.78
3218 Assoc Dues & Prof. Memberships	295.00
3232 Cellular Charges	76.92
3233 Hospitality	64.75
3235 Energy Expense Motor Vehicles	73.24
3238 Energy Expense Utilities	60.17
3244 Postal Expenses	769.48
3263 Bank Cost (Credit Cd Expenses)	400.10
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 12,487.32

Balance as of September 30, 2014: \$ 255,258.40
Balance as of September 30, 2013: \$ 214,988.28
Year to Year Revenue Increase: \$ 40,270.12



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**Executive Director Report
October 16, 2014 Board Meeting**

1. **Site Inspection Report:** There was one (1) site inspection in August & September 2014.
2. **WVOASIS:** There were no training sessions in August/September 2014. Attended the WVOASIS sessions at the Auditor's Conference which provided valuable lessons learned and updated information regarding the new system.
3. **Sick Leave:** Used twenty seven (27) hours sick leave in August 2014.
4. **FY-2016 Budget:** FY-2016 Appropriations Request prepared and submitted through WVOASIS following approval at the Board Meeting on August 21.
5. **Board of Risk Insurance Management (BRIM):** Prepared the BRIM Self-Assessment Questionnaires for Liability Insurance and Privacy.
6. **Purchasing Inspection:** Two issues were identified and addressed. One was for the Maintenance Agreement for the Copier and the other was for the Lawn Maintenance Agreement. Changes have been made to bring our Agency into compliance.
7. **State Audit:** Submitted requested deposit information and documentation as a part of a State Audit.
8. **Meetings and events attended August and September 2014:**
 - a. **August 13, 2014:** Completed Online Privacy Training;
 - b. **August 21, 2014:** Ethics Committee and Board Meeting;
 - c. **August 25, 2014:** PRIDE Board Meeting in Logan, (personal time);
 - d. **August 26, 2014:** Worked at Cool Ridge while Sharon attended Required P-Card Training in Charleston;
 - e. **August 27, 2014:** Attended Required P-Card Training in Charleston;
 - f. **September 9-13, 2014:** 2014 Annual Council on Licensure Enforcement And Regulation (CLEAR) Education Conference in New Orleans LA;
 - g. **September 16-18, 2014:** 2014 Annual Auditor's Conference, Snowshoe WV;
 - h. **September 23, 2014:** Community Service - attended the Dignity Hospice Board Meeting, (personal time);
 - i. **September 29, 2014:** Community Service – attended the PRIDE in Logan County Board Meeting, (personal time);
 - j. **September 30, 2014:** Purchasing Division Procurement Officer Assessment.



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9. Upcoming Events:

- a. October 9-11, 2014 - WVSRT Conference, Charleston WV;
- b. October 14-17, 2014 - Beginning the second rotation of Site Inspections;
- c. October 16, 2014 - Ethics Committee and Board Meeting, Sutton WV;
- d. October 20-21, 2014 - Cool Ridge Office;
- e. October 27-31, 2014 - Site Inspections, Eastern Panhandle;
- f. November 5, 2014 - Association of Boards Meeting, (*tentative date*);
- g. November 12-14, 2014 - Site Inspections, Harrison and Marion Counties;
- h. November 20-24, 2014 - Health Care Compliance Association Training, Nashville TN (*personal time and personal expense*);
- i. December 1, 2014 – Ethics and Board Meeting, Charleston WV;
- j. December 2, 2014 – 2014 Annual Auditor’s Seminar, Charleston WV;
- k. December 9, 2014 –DIGNITY Hospice Board Meeting (*personal time*);
- l. Preparation of FY-2014 Annual Report and Newsletter;
- m. Preparing for implementation of licensee Continuing Education Audit, kickoff planned for January 2015.



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October 16, 2014 Safety Committee Report

1. Office Safety

- a. No office accidents or injuries to report;
- b. 2014 Board of Risk and Insurance Management (BRIM) Self-Assessment Survey for Privacy completed and submitted online;
- c. Board Staff Members completed Annual Privacy Training through the Learning Management System (LMS);
- d. 2014 BRIM Liability Insurance Questionnaire completed and submitted online.

2. FLEET Management

- a. No accidents or injuries to report;

3. Lost Days

There were no lost days for August or September 2014.

4. Staff members are commended by the Board for their efforts and dedication to ensure continued safety.