



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
November 30, 2015
Charleston Area Medical Center-Cancer Center, Charleston, WV

Members Present

Tuanya Layton, Board Chair
Eva Hallis, Board Secretary
Nancy Oughton
Jamie Browning
Kristi Justice
Howard W. Lafferty, D.O.

Members Excused

Tonya Painter
Paul Blom, M.D.

Office Staff

Nancy Godby, Executive Director
Sharon Bleau, Executive Assistant
Katherine Campbell, Attorney

I. CALL MEETING TO ORDER

The meeting was called to order at 5:04 pm by Tuanya Layton, Board Chair, at the Charleston Area Medical Center - Cancer Center in Charleston, WV.

II. RECOGNIZE GUESTS

There were no guests present for this meeting.

III. ESTABLISH QUORUM

Ms. Layton established a quorum.

IV. ACCEPT AGENDA

A motion was made by Nancy Oughton to accept the Agenda as presented. Jamie Browning seconded, and the motion was approved by the Board.

V. APPROVAL OF MEETING MINUTES

1. **August 20, 2015:** After review, a motion was made by Ms. Oughton to approve the Meeting Minutes as presented. 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. **18-FY-2014, Teresa Young:** Ms. Godby reported Ms. Young was once again reminded through email of her need to submit Category A Continuing Education Credits to the Board for prior approval. To date she has not provided a list. Ms. Godby stated she will be contacting Ms. Young again prior to the next regularly scheduled Board Meeting.



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

6. **Original Application Process:** Ms. Godby provided a summary of the proposed changes to the original application process for both Medical Imaging and Podiatry. Following review, Ms. Browning made a motion to table this item and delay action until the March 10, 2016 Board Meeting; Ms. Oughton seconded; and the motion was approved by the Board.
7. **Upcoming Conferences:**
 - a. **NCIT Specialized Investigator Training, Raleigh NC:** Ms. Godby recommended this item be tabled for discussion during the March 10, 2016 Board Meeting. After discussion, Ms. Oughton made a motion to table this item; Dr. Lafferty seconded; and the motion was approved by the Board.
 - b. **NCIT Specialized Investigator Training with CLEAR Conference:** Ms. Godby recommended this request be denied and replaced with a request to approve the CLEAR Conference in Portland, OR without the NCIT training. After discussion, Ms. Oughton made a motion to table this item; Dr. Lafferty seconded; and the motion was approved by the Board.
 - c. **2016 CLEAR Conference Only:** Ms. Godby recommended this request be considered and recommended delay of attendance for NCIT Specialized Investigator Training to a later date. After discussion, Ms. Oughton made a motion to approve attendance at the 2016 CLEAR Conference and table the NCIT Specialized Training as recommended. Dr. Lafferty seconded; and the motion was approved by the Board.
8. **Board Member Identification Badges:** Ms. Godby delivered Board Member Identification Badges to each respective Board Member along with a State of WV Lapel Pin obtained from the WV State Auditor's Office. No action was needed for this item.
9. **Board Member Per Diem:** Ms. Godby provided the Board with information regarding the practice of other Chapter 30 Board's with regard to Board Member Per Diem Pay. Following review and discussion, Ms. Browning made a motion to set the Per Diem Pay for Board Members (*effective immediately*) at \$150.00 for in-person meetings and \$75.00 for meetings held by Telephone, Conference Calls, Webinars, and/or Teleconference Calls. Ms. Oughton seconded, and the motion was approved by the Board.
10. **Pay Scale, Raise Recommendations:** Ms. Godby provided the Board with updated information as requested for consideration. After review and discussion, Ms. Browning made a motion to table this item and asked that fiscal year 2015 information be added for consideration at the March 10, 2015 Board Meeting. Dr. Lafferty seconded, and the motion was approved by the Board.



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

VII. NEW BUSINESS

1. **Ethics Committee:** The Ethics Committee had no cases for consideration. No action needed.
2. **Financial Report: Monthly Financials and Purchase Card Transactions for August, September and October 2015:**
 - a. Sharon Bleau presented a summary of the Financial Statements for August, September and October 2015. Ms. Bleau also presented a summary of Purchase Card (**P-Card**) transactions for the same period of time and indicated original documentation of each transaction is available for review by Board Members. The Board also received side by side expenditure spreadsheet and WV Oasis report of expenditures for Fiscal Year to Date 2016. Following review and discussion, Dr. Lafferty made a motion to approve the financial report as presented. Ms. Oughton seconded, and the motion was approved by the Board.
 - b. **Office Computer:** Ms. Godby indicated the need to replace a computer at the Board Office and provided information regarding cost of a desktop as well as a laptop. Ms. Oughton made a motion to approve purchase at a cost not to exceed \$1,500.00 and hold until staff members determine when to order. Ms. Browning seconded, and the motion was approved by the Board as presented.
 - c. **Office Computer Domain:** Ms. Godby provided information received from the WV Office of Technology regarding potential for computer backup. Following review and discussion, Dr. Lafferty made a motion to table this item until the March Board meeting at which time we should have additional information. Ms. Oughton seconded, and the motion was approved by the Board.
 - d. **New Tires placed on Jeep 11-05-2015 with Board Chair approval:** Ms. Godby provided a report to the Board of replacement of the tires on the Jeep with the approval of the Board Chair. Following review and discussion, Ms. Browning made a motion to accept the purchase of new tires. Ms. Oughton seconded, and the motion was approved by the Board.

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



3. **Executive Director Report:** Ms. Godby presented a verbal summary of the monthly report of activities for August, September and October 2015. Ms. Godby provided a PowerPoint presentation reporting her attendance at the 2015 CLEAR Conference and Board Position; the 2015 WVSRT Conference; the 2015 Auditor's Conference; the 2015 Purchasing Conference; the 2015 WVOT Cyber Security Conference; and, the 2015 SAWC Conference. After review and discussion, Dr. Lafferty made a motion to approve the Executive Director Report. Ms. Oughton seconded, and the motion was approved by the Board.

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

4. **Safety Committee Report:** Ms. Layton presented the November 30, 2015 Safety Committee Report on behalf of the Agency. Ms. Layton noted "MSDS" is being changed to "SDS". There were no accidents or injuries to report, and Ms. Layton commended staff members for their dedication to ensuring continued safety. After review and discussion, Ms. Oughton made a motion to approve the Safety Committee Report. Dr. Lafferty seconded, and the motion was approved by the Board.

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

5. **Consent Agreement to Board's Website:** Ms. Godby requested Board Members to consider publication of Consent Agreements to the Board's Website, noting other Boards are already publicizing the entire document. After review and discussion, Ms. Oughton made a motion to place Consent Agreements on the Board's Website. Dr. Lafferty seconded, and the motion was approved by the Board.
6. **FY-2015 Annual Report:** Ms. Godby reviewed items to be included within Annual Reports in accordance with §30-1-12.(b). Following review and discussion, Ms. Browning made a motion to include only detail of the information required by §30-1-12.(b) and eliminate any other information outside the requirements of the same. Dr. Lafferty seconded, and the motion was approved by the Board.
7. **Scope of Practice Inquiry:** Ms. Godby provided information for consideration and direction from Board Members for the following Scope of Practice inquiries:
 - a. **RT's taking verbal orders:** Ms. Godby indicated she had provided information to the individual making this inquiry from the Position Statements found within the FAQ section of the Board's website stating "*The Board advocates that it is within the scope of practice of a Radiologic Technology to receive, relay and document verbal, facsimile, electronic and/or telephone orders in the patient's chart where federal or state law and/or institutional policy permit*". Dr. Lafferty made a



- motion to accept the action taken; Ms. Oughton seconded and the motion was approved by the Board.
- b. **RT's witness and document narcotic waste with a nurse:** Ms. Godby indicated a facility has asked if it is within the scope of practice of a Radiologic Technologist to witness and document narcotic waste with a nurse. After review and careful consideration, Ms. Oughton made a motion that the Board take no action on this question and advised further investigation through other State Regulatory Boards, (*such as the WV Board of Pharmacy, the WV Board of Registered Professional Nursing, and/or the WV Board of Medicine*), to determine if restrictions exist within their Code(s) and Rule(s). Additionally the Centers for Medicare and Medicaid Services (**CMS**) and/or other State and/or Federal entities may also have directive restricting the expertise of the individual witnessing narcotic waste with a nurse. Dr. Lafferty seconded, and the motion was approved by the Board.
- c. **RT's administer tumescent lidocaine through closed system:** Ms. Godby indicated a facility has asked if it is within the scope of practice of a Radiologic Technologist to administer tumescent lidocaine through a closed system. After review and careful consideration, Ms. Oughton made a motion that the Board take no action on this question and advised further investigation through other State Regulatory Boards, (*such as the WV Board of Pharmacy, the WV Board of Registered Professional Nursing, and/or the WV Board of Medicine*), to determine if restrictions exist within their Code(s) and Rule(s). Additionally the Centers for Medicare and Medicaid Services (**CMS**) and/or other State and/or Federal entities may also have directive restricting the expertise of the individual administering tumescent lidocaine through a closed system. Dr. Lafferty seconded, and the motion was approved by the Board.
- d. **RT to draw up lidocaine in IR procedures:** Ms. Godby indicated a facility has asked if it is within the scope of practice of a Radiologic Technologist to draw up lidocaine in preparation for Interventional Radiology procedures while setting up the sterile tray. After review and careful consideration, Ms. Oughton made a motion that the Board take no action on this question and advised further investigation through other State Regulatory Boards, (*such as the WV Board of Pharmacy, the WV Board of Registered Professional Nursing, and/or the WV Board of Medicine*), to determine if restrictions exist within their Code(s) and Rule(s). Additionally



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

the Centers for Medicare and Medicaid Services (CMS) and/or other State and/or Federal entities may also have directive restricting the expertise of the individual drawing up lidocaine to be used in IR procedures while setting up the sterile tray. Dr. Lafferty seconded, and the motion was approved by the Board.

- e. **Morgue Imaging:** Ms. Godby indicated a facility has asked if a Radiologic Technologist is required in morgue imaging. After review and careful consideration, Dr. Lafferty made a motion to reference the Definitions section of **W. Va. Code 30-23, §30-23-4.(m)** "*Medical Imaging means the use of ionizing radiation, electromagnetic radiation, or radioactivity for evaluation of body tissue in order to diagnose injury and disease by means of image production.*"; and, **W. Va. Code 30-23, §30-23-4.(x)** "*Radiologic Technology means the application of ionizing radiation or assisting in the application of medical imaging to human beings for diagnostic or therapeutic purposes as prescribed by a licensed practitioner,*" and respond that the Board determined morgue imaging would fall within the regulation requiring an individual to hold a WV Medical Imaging License to perform morgue imaging. Ms. Justice seconded, and the motion was approved by the Board with Ms. Oughton abstaining from the vote.
- f. **Right Coronary Artery Injections:** Ms. Godby indicated a facility has asked for information believed to have been published on the Board's Website regarding the scope of practice of a Radiologic Technologist related to right coronary artery injections. Ms. Godby stated she had searched through electronic documents, Board Meeting Minutes, and archived information that was previously published to the Board's website without finding any such document. Ms. Godby asked if any Board Members recalled a document addressing this topic. No additional information was identified. After review and careful consideration, Ms. Oughton made a motion to respond to the facility that no information was found. Dr. Lafferty seconded, and the motion was approved by the Board.

8. **GSA Per Diem Rate Increase:** Ms. Godby provided information to Board Members detailing the Government Services Administration (GSA) travel reimbursement rate increased as of October 1, 2015. No action was needed for this item.
9. **Miscellaneous Information:** Ms. Godby provided copies of the following information to Board Members for their review:



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

- a. Federation of Associations of Regulatory Boards (FARB) Focus Newsletter: August and November 2015;
- b. WV Purchasing Division Buyers Network Article, August 2015;
- c. Practical Guidance for Health Care Governing Boards, from the Office of Inspector General (OIG).

10. JRCERT Summary Report: Ms. Godby provided a summary of actions taken by the Joint Review on Education in Radiologic Technology (JRCERT). No action was needed for this Agenda Item.

11. Board Member Concerns: There were no items presented.

Executive Session: Ms. Godby requested to go into Executive Session to discuss personnel issues. A motion was made by Ms. Oughton to go into Executive Session at 7:45pm to discuss personnel issues. Dr. Lafferty seconded, and the motion was approved by the Board. Ms. Oughton made a motion to come out of Executive Session at 8:01pm. Dr. Lafferty seconded, and the motion was approved by the Board. There was no action taken following the Executive Session.

VIII. Next Meeting: Ms. Layton announced the next Board Meeting will be held on March 10, 2016 at the Braxton County Technology Center in Flatwoods. Future meeting locations were discussed and will be determined at a future date.

IX. Adjourn: A motion was made by Dr. Lafferty to adjourn the meeting at 8:15pm. Ms. Oughton seconded, and the motion was approved by the Board.

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

Minutes approved January 20, 2016.

**WEST VIRGINIA MEDICAL IMAGING & RADIATION
TECHNOLOGY BOARD OF EXAMINERS
1715 FLAT TOP ROAD PO BOX 638
COOL RIDGE, WV 25825-0638**

**TELEPHONE: 304-787-4398 TOLL FREE: 877-609-9869
EMAIL: wvrtboe@suddenlinkmail.com FAX: 304-787-3030**

**FINANCIAL STATEMENT
AUGUST 2015**

Beginning Balance as of August 1, 2015:	\$283,202.30
Deposits for August:	<u>18,075.00</u>
Total Receipts:	\$301,277.30

Disbursements for August:

1200 Payroll	\$8,166.68
2202 SS & Medicare	614.02
2203 P/E Insurance Agency	241.00
2206 Unemployment Compensation	80.53
2207 P/E Retirement System	1,102.50
2208 PEIA	163.00
3200 Office Expenses	271.98
3201 Printing	444.06
3202 Rent	400.00
3203 Utilities	41.52
3204 Telecommunications	300.84
3207 Professional Services	494.00
3211 Travel Expenses	616.82
3213 Computer Services	15.00
3216 Vehicle Rental	387.06
3218 Assoc. Dues & Prof. Memberships	240.00
3225 Vehicle Operating Expense	13.29
3232 Cellular Charges	74.05
3235 Energy Expense Motor Vehicles	48.08
3238 Energy Expense Utilities	88.20
3241 Misc (correction of WVOASIS error from July)	(34.68)
3242 Training & Development--In State	199.00
3244 Postal Expenses	217.48
3245 Freight	27.40
3263 Bank Costs (Credit Cd Expenses)	425.86
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 14,667.69

Balance as of August 31, 2015:	\$ 286,609.61
Balance as of August 31, 2014:	\$ 246,035.72
Year to Year Revenue Increase:	\$ 40,573.89

**WEST VIRGINIA MEDICAL IMAGING & RADIATION
TECHNOLOGY BOARD OF EXAMINERS
1715 FLAT TOP ROAD PO BOX 638
COOL RIDGE, WV 25825-0638**

**TELEPHONE: 304-787-4398 TOLL FREE: 877-609-9869
EMAIL: wvrtboe@suddenlinkmail.com FAX: 304-787-3030**

**FINANCIAL STATEMENT
SEPTEMBER 2015**

Beginning Balance as of September 1, 2015:	\$286,609.61
Deposits for September:	<u>19,090.00</u>
Total Receipts:	\$305,699.61

Disbursements for September:

1200 Payroll	\$8,166.68
1201 Per Diem	\$600.00
2202 SS & Medicare	659.94
2203 P/E Insurance Agency	241.00
2207 P/E Retirement System	1,102.50
2208 PEIA	163.00
3200 Office Expenses	475.59
3201 Printing	157.20
3202 Rent	400.00
3203 Utilities	39.61
3204 Telecommunications	300.81
3207 Professional Services	294.50
3211 Travel Expenses	1,342.89
3213 Computer Services	15.00
3216 Vehicle Rental	386.26
3218 Assoc. Dues & Prof. Memberships	495.00
3220 Food Products	38.96
3232 Cellular Charges	74.26
3233 Hospitality	117.11
3235 Energy Expense Motor Vehicles	78.96
3238 Energy Expense Utilities	71.16
3244 Postal Expenses	137.48
3245 Freight	15.26
3263 Bank Cost (Credit Cd Expenses)	369.05
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 15,772.22

Balance as of September 30, 2015:	\$ 289,927.39
Balance as of September 30, 2014:	\$ 255,258.40
Year to Year Revenue Increase:	\$ 34,668.99

**WEST VIRGINIA MEDICAL IMAGING & RADIATION
TECHNOLOGY BOARD OF EXAMINERS
1715 FLAT TOP ROAD PO BOX 638
COOL RIDGE, WV 25825-0638
TELEPHONE: 304-787-4398 TOLL FREE: 877-609-9869
EMAIL: wvrtboe@suddenlinkmail.com FAX: 304-787-3030**

FINANCIAL STATEMENT

OCTOBER 2015

Beginning Balance as of October 1, 2015:	\$289,927.39
Deposits for October:	<u>25,700.00</u>
Total Receipts:	\$315,627.39

Disbursements for October:

1200 Payroll	\$8,166.68
2202 SS & Medicare	614.02
2203 P/E Insurance Agency	241.00
2207 P/E Retirement System	1,102.50
2208 PEIA	163.00
3201 Printing	324.54
3202 Rent	400.00
3203 Utilities	40.13
3204 Telecommunications	303.32
3207 Professional Services	1,159.00
3211 Travel Expenses	1,889.93
3213 Computer Services	15.00
3216 Vehicle Rental	385.45
3219 Insurance--BRIM	757.00
3225 Vehicle Operating Expense	19.43
3232 Cellular Charges	77.21
3235 Energy Expense Motor Vehicles	110.34
3238 Energy Expense Utilities	86.55
3244 Postal Expenses	576.07
3245 Freight	15.00
3263 Bank Cost (Credit Cd Expenses)	405.93
3324 State Treasurer's Office Fees	45.00

Total Disbursements: \$ 16,897.10

Balance as of October 31, 2015:	\$ 298,730.29
Balance as of October 31, 2014:	\$ 265,731.94
Year to Year Revenue Increase:	\$ 32,998.35

FY-2016 Monthly Organizational Review

	\$276,102.83																
OBJ	1-Jul	2-Aug	3-Sep	4-Oct	5-Nov	6-Dec	7-Jan	8-Feb	9-Mar	10-Apr	11-May	12-Jun	TOTAL	2015 BUD	VAR	OBJ	Description
1200	\$7,415.00	\$8,166.68	\$8,166.68	\$8,166.68									\$31,915.04	\$100,200.00	\$68,284.96	1200	Payroll
1201	\$0.00	\$0.00	\$600.00	\$0.00									\$600.00	\$10,000.00	\$9,400.00	1201	PerDiem
1206	\$300.00	\$0.00	\$0.00	\$0.00									\$300.00	\$300.00	\$0.00	1206	Annual Increment
2200	\$100.00	\$0.00	\$0.00	\$0.00									\$100.00	\$1,000.00	\$900.00	2200	Civil Serv PEIA/PERS
2202	\$580.00	\$614.02	\$659.94	\$614.02									\$2,467.98	\$10,000.00	\$7,532.02	2202	SS & Medicare
2203	\$241.00	\$241.00	\$241.00	\$241.00									\$964.00	\$4,740.00	\$3,776.00	2203	P/E Insurance
2205	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$500.00	\$500.00	2205	Workers Comp
2206	\$0.00	\$80.53	\$0.00	\$0.00									\$80.53	\$500.00	\$419.47	2206	Unemployment
2207	\$1,041.52	\$1,102.50	\$1,102.50	\$1,102.50									\$4,349.02	\$15,000.00	\$10,650.98	2207	P/E Retirement
2208	\$163.00	\$163.00	\$163.00	\$163.00									\$652.00	\$2,137.00	\$1,485.00	2208	WV OPEB Contributions
3200	\$88.90	\$271.98	\$475.59	\$0.00									\$836.47	\$4,000.00	\$3,163.53	3200	Office Expenses
3201	\$0.00	\$444.06	\$157.20	\$324.54									\$925.80	\$1,500.00	\$574.20	3201	Printing & Binding
3202	\$400.00	\$400.00	\$400.00	\$400.00									\$1,600.00	\$6,500.00	\$4,900.00	3202	Rent
3203	\$37.51	\$41.52	\$39.61	\$40.13									\$158.77	\$1,000.00	\$841.23	3203	Utilities
3204	\$302.13	\$300.84	\$300.81	\$303.32									\$1,207.10	\$3,500.00	\$2,292.90	3204	Telecommunications
3206	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$3,100.00	\$3,100.00	3206	Contractual/Professional
3207	\$389.50	\$494.00	\$294.50	\$1,159.00									\$2,337.00	\$10,000.00	\$7,663.00	3207	Professional Services
3211	\$406.00	\$616.82	\$1,342.89	\$1,889.93									\$4,255.64	\$15,000.00	\$10,744.36	3211	Travel Expenses
3213	\$189.10	\$15.00	\$15.00	\$15.00									\$234.10	\$2,000.00	\$1,765.90	3213	Computers
3216	\$387.86	\$387.06	\$386.26	\$385.45									\$1,546.63	\$5,888.00	\$4,341.37	3216	Vehicle Rental
3217	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$500.00	\$500.00	3217	Rental (Machines&MSC)
3218	\$0.00	\$240.00	\$495.00	\$0.00									\$735.00	\$1,075.00	\$340.00	3218	Assn Dues & Prof Fees
3219	\$757.00	\$0.00	\$0.00	\$757.00									\$1,514.00	\$3,030.00	\$1,516.00	3219	Fire/Auto/Bond/Other INS
3220	\$29.22	\$0.00	\$38.96	\$0.00									\$68.18	\$125.00	\$56.82	3220	Food Products
3221	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$125.00	\$125.00	3221	Janitorial Services
3224	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$50.00	\$50.00	3224	Advertising/Promotions
3225	\$0.00	\$13.29	\$0.00	\$19.43									\$32.72	\$1,000.00	\$967.28	3225	Vehicle Maintenance
3229	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$1,000.00	\$1,000.00	3229	Routine Maint Contracts
3232	\$74.07	\$74.05	\$74.26	\$77.21									\$299.59	\$1,440.00	\$1,140.41	3232	Cell Phone
3233	\$75.70	\$0.00	\$117.11	\$0.00									\$192.81	\$1,500.00	\$1,307.19	3233	Hospitality
3235	\$97.37	\$48.08	\$78.96	\$110.34									\$334.75	\$2,000.00	\$1,665.25	3235	Gasoline
3238	\$141.97	\$88.20	\$71.16	\$86.55									\$387.88	\$1,800.00	\$1,412.12	3238	Utilities
3241	\$34.68	-\$34.68	\$0.00	\$0.00									\$0.00	\$200.00	\$200.00	3241	Miscellaneous
3242	\$0.00	\$199.00	\$0.00	\$0.00									\$199.00	\$1,500.00	\$1,301.00	3242	Training & Development
3243	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$1,000.00	\$1,000.00	3243	Training OUT OF STATE
3244	\$655.52	\$217.48	\$137.48	\$576.07									\$1,586.55	\$5,500.00	\$3,913.45	3244	Postage
3245	\$0.00	\$27.40	\$15.26	\$15.00									\$57.66	\$500.00	\$442.34	3245	Freight
3246	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$1,000.00	\$1,000.00	3246	Computer Supplies
3252	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$800.00	\$800.00	3252	MSC Equip Purchases
6100	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$250.00	\$250.00	6100	Office & Comm Equip Repairs
6105	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$1,000.00	\$1,000.00	6105	Vehicle Repairs
5200	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$500.00	\$500.00	5200	Office & Comm Equip
3263	\$383.48	\$425.86	\$369.05	\$405.93									\$1,584.32	\$4,500.00	\$2,915.68	3263	Bank Costs
3272	\$0.00	\$0.00	\$0.00	\$0.00									\$0.00	\$1,500.00	\$1,500.00	3272	PEIA Reserve Transfer
3324	\$30.00	\$30.00	\$30.00	\$45.00									\$135.00	\$470.00	\$335.00	3324	Treasurer's Office Fee
EXP	\$14,320.53	\$14,667.69	\$15,772.22	\$16,897.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,657.54	\$229,230.00	\$167,572.46		

REV	\$21,420.00	\$18,075.00	\$19,090.00	\$25,700.00														\$84,285.00
------------	--------------------	--------------------	--------------------	--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--------------------

\$34.68 should have been charged to Accountancy Board, under investigation. \$34.68 credited back to our account.

FY-2016	
Beginning Cash Balance	\$276,102.83
Year To Date (YTD)	
Ending Cash Balance	\$298,730.29
YTD FY-2016	
Net Income	\$22,627.46

**BOARD OF MEDICAL IMAGING AND RADIATION THERAPY TECHNICIANS
FUND 8543
FISCAL YEAR 2016
OCTOBER**

FUND 8543 - BD OF EXAMINERS MEDICAL IMAGING TECHNOLOGY FUND

Beginning Cash Balance	\$276,102.83
Ending Cash Balance	\$298,730.29
Beginning Investment Balance	\$0.00
Ending Investment	\$0.00

Obj/ Src	Obj/Src Name	Current Month	Inception-to-Date	Budget	% of Budget	Benchmark
Revenue						
6696	OTHR COLL/FEES/LIC & INCM	25,700.00	84,285.00	222,000.00	38%	33%
8391	GAIN/LOSS SALE OR DISPOSITION	0.00	0.00	0.00	0%	33%
	NOT ENTERED	0.00	0.00	0.00	0%	33%
Total Revenue		\$25,700.00	\$84,285.00	\$222,000.00	38%	
Total Revenue		\$25,700.00	\$84,285.00	\$222,000.00	38%	
Appropriation 09900 - UNCLASSIFIED						
1200	PERS SERV PERM POS(W/ PR DEDI	(8,166.68)	(31,915.04)	100,200.00	32%	33%
1201	PERS SERV TEMP POS(W/O PR DEI	0.00	(600.00)	10,000.00	6%	33%
1206	ANNUAL INCREMENT	0.00	(300.00)	300.00	100%	33%
2200	PEIA FEES	0.00	(100.00)	1,000.00	10%	33%
2202	SOCIAL SECURITY MATCHING	(614.02)	(2,467.98)	10,000.00	25%	33%
2203	PUBLIC EMPLOYEES INS	(241.00)	(964.00)	4,740.00	20%	33%
2205	WORKERS COMPENSATION	0.00	0.00	500.00	0%	33%
2206	UNEMPLOYMENT COMPENSATION	0.00	(80.53)	500.00	16%	33%
2207	PENSION AND RETIREMENT	(1,102.50)	(4,349.02)	15,000.00	29%	33%
2208	WV OPEB CONTRIBUTION	(163.00)	(652.00)	2,137.00	31%	33%
3200	OFFICE EXPENSES	0.00	(747.57)	4,000.00	19%	33%
3201	PRINTING AND BINDING	(324.54)	(925.80)	1,500.00	62%	33%
3202	RENT EXP (REAL PROP) BLDG	(400.00)	(1,600.00)	6,500.00	25%	33%
3203	UTILITIES	(40.13)	(139.91)	1,000.00	14%	33%
3204	TELECOMMUNICATIONS	(303.32)	(1,072.15)	3,500.00	31%	33%
3206	CONTRACTUAL SERVICES	0.00	0.00	3,100.00	0%	33%
3207	PROFESSIONAL SERVICES	(1,159.00)	(2,337.00)	10,000.00	23%	33%
3211	TRAVEL EMPLOYEE	(1,889.93)	(4,255.64)	15,000.00	28%	33%
3213	COMPUTER SERVICES INTERNAL	(15.00)	(234.10)	2,000.00	12%	33%
3216	VEHICLE RENTAL	(385.45)	(1,546.63)	5,888.00	26%	33%
3217	RENTAL (MACHINE & MISC)	0.00	0.00	500.00	0%	33%
3218	ASSOC DUES & PROF MEMBERS	0.00	(735.00)	1,075.00	68%	33%

BOARD OF MEDICAL IMAGING AND RADIATION THERAPY TECHNICIANS

FUND 8543

FISCAL YEAR 2016

OCTOBER

FUND 8543 - BD OF EXAMINERS MEDICAL IMAGING TECHNOLOGY FUND

Obj/ Src	Obj/Src Name	Current Month	Inception-to-Date	Budget	% of Budget	Benchmark
Appropriation 09900 - UNCLASSIFIED						
3219	FIRE/AUTO/BOND/ & OTHR IN	(757.00)	(1,514.00)	3,030.00	50%	33%
3220	FOOD PRODUCTS	0.00	(38.96)	125.00	31%	33%
3221	SUPPLIES-CLOTHING	0.00	0.00	125.00	0%	33%
3224	ADVERTISING & PROMOTIONAL	0.00	0.00	50.00	0%	33%
3225	VEHICLE OPERATING EXP	(19.43)	(32.72)	1,000.00	3%	33%
3229	ROUTINE MAINT CONTRACTS	0.00	0.00	1,000.00	0%	33%
3232	CELLULAR CHARGES	(77.21)	(225.52)	1,440.00	16%	33%
3233	HOSPITALITY	0.00	(117.11)	1,500.00	8%	33%
3235	ENERGY EXP MTR VEH/AIR.	(110.34)	(334.75)	2,000.00	17%	33%
3238	ENERGY EXPENSE UTILITIES	(86.55)	(245.91)	1,800.00	14%	33%
3241	MISCELLANEOUS	0.00	0.00	200.00	0%	33%
3242	TRAINING & DEV - IN STATE	0.00	(199.00)	1,500.00	13%	33%
3243	TRAINING & DEV - OUT OF STATE	0.00	0.00	1,000.00	0%	33%
3244	POSTAL	(576.07)	(1,436.49)	5,500.00	26%	33%
3245	FREIGHT	(15.00)	(57.66)	500.00	12%	33%
3246	SUPPLIES-COMPUTER	0.00	0.00	1,000.00	0%	33%
3252	MISC EQUIPMENT PURCHASES	0.00	0.00	800.00	0%	33%
3263	BANK COSTS	(405.93)	(1,584.32)	4,500.00	35%	33%
3272	PEIA RESERVE TRANSFER	0.00	0.00	1,500.00	0%	33%
3324	STATE TREASURER'S OFFICE FEES	(45.00)	(135.00)	470.00	29%	33%
5200	OFFICE EQUIPMENT-ASSETS	0.00	0.00	500.00	0%	33%
6100	OFFICE REPAIRS	0.00	0.00	250.00	0%	33%
6105	VEHICLE REPAIRS	0.00	0.00	1,000.00	0%	33%
Total Approp 09900		\$16,897.10	\$60,943.81	\$229,230.00	27%	
Total Expenditure		\$16,897.10	\$60,943.81	\$229,230.00	27%	
Net Income		\$8,802.90	\$23,341.19			



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

1715 FLAT TOP ROAD - P.O. BOX 638 - COOL RIDGE, WV 25825-0638
Telephone: (304) 787-4398 Toll Free: (877) 609-9869 Fax: (304) 787-3030
E-mail: wvrtboe@suddenlinkmail.com Web Page: www.wvrtboard.org

**Executive Director Monthly Report
November 30, 2015**

1. **Site Inspection Report:** Site inspections were conducted in Fayette, Nicholas and Pocahontas Counties, as follows:

4	Hospitals
6	Other facilities
77	Licenses verified

2. **WVOASIS:** Attended training session in September and October in preparation for go-live November 14, 2015, (postponed indefinitely).

3. **Meetings and events:**
 - a. **August 11, 2015:** Lunch & Learn;
 - b. **August 12, 2015:** Mandatory Annual P-Card Training for Coordinators/Co-ordinators;
 - c. **August 20, 2015:** Ethics Committee and Board Meeting;
 - d. **August 25, 2015:** Online KRONOS Training Module;
 - e. **September 2, 2015:** Website redesign meeting with Eric Tolbert, Treasurer's Office;
 - f. **September 9, 2015:** FLEET Training, Capitol in Charleston;
 - g. **September 10, 2015:** SAWC Conference, Embassy Suites in Charleston;
 - h. **September 11, 2015:** KRONOS Training and parallel payroll signoff, Charleston;
 - i. **September 15-19, 2015:** CLEAR Conference, Boston MA;
 - j. **September 22-25, 2015:** 2015 Auditor's Conference, Snowshoe
 - k. **October 1, 2015:** Uploaded National Practitioner Data Bank Report;
 - l. **October 8, 2015:** Association of Boards Meeting;
 - m. **October 8-10, 2015:** 2015 WVSRT Meeting;
 - n. **October 13, 2015:** Legislative Rule Making Committee Planning Meeting;
 - o. **October 19, 2015:** WVOT Cyber Security Conference;
 - p. **October 20, 2015:** Legislative Rule Making Committee Hearing;
 - q. **October 19, 21-23, 2015:** Cool Ridge Office.

4. **Meetings and Conferences:**
 - a. **Oasis Training:** Ongoing through November go-live;
 - b. **September 15-19, 2015:** 2015 CLEAR Educational Conference, Boston MA;
 - c. **September 22-25, 2015:** 2015 Auditor's Conference, Snowshoe WV;
 - d. **October 8-10, 2015:** 2015 WVSRT Conference, Glade Springs WV;
 - e. **October 13-16, 2015:** 2015 Purchasing Conference, Canaan Valley WV;
 - f. **November 30, 2015:** Ethics Committee and Board Meeting, CAMC Cancer Center.

5. **Calendar of Conferences:**
 - a. **January 7-9, 2016:** CLEAR Midyear Business Meeting, Savannah GA;
 - b. **March 14-16, 2016:** CLEAR NCIT Specialized Investigator Training, Raleigh NC;
 - c. **June 11-15, 2016:** SNMMI 2016 Annual Meeting, San Diego CA;
 - d. **June 23-26, 2016:** 2016 ASRT Governance Conference, Las Vegas NV;
 - e. **September 12-17, 2016:** CLEAR NCIT Specialized Investigator Training and 2016 Educational Conference, Portland OR.



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS
1715 FLAT TOP ROAD - P.O. BOX 638 - COOL RIDGE, WV 25825-0638
Telephone: (304) 787-4398 Toll Free: (877) 609-9869 Fax: (304) 787-3030
E-mail: wvrtboe@suddenlinkmail.com Web Page: www.wvrtboard.org

Safety Committee Report November 30, 2015

1. Office Safety

- a. Completed review and update of Material Safety Data Sheet (MSDS).

2. FLEET Management

- a. 35,000 mile service for Jeep Patriot;
- b. Replaced tires, as identified during routine service.

3. Lost Days

There were no lost days during the fiscal year(s) of 2014 and 2015. There have been no lost days to date for fiscal year 2016.

4. Safety Recognition

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