



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

**Mailing Address: P.O. Box 638 – Cool Ridge, WV 25825-0638**

**Physical Address: 1715 Flat Top Road - Cool Ridge, WV 25825-0638**

**Telephone: (304) 787-4398 / TOLL FREE: (877) 609-9869 / Fax: (304) 787-3030**

**E-mail: [rtboard@wv.gov](mailto:rtboard@wv.gov) Web Page: [www.wvrtboard.org](http://www.wvrtboard.org)**

## BOARD MINUTES

**CAMC Cancer Center, 3415 MacCorkle Ave, SE, Charleston, WV 25304**

**October 20, 2016 at 5:00PM**

1. **Call Meeting to Order** - Meeting was called to order at 5:00PM by the Chairman of the Board, Tuanya Layton.
2. **Recognize Guests and New Board Members** – There were no guests present. New Board Members were greeted and introduced.
3. **Establish Quorum** – Chairman Layton established a quorum. Board Members present were Kimberly Hoffman, Kristi Justice, Howard Lafferty, DO, Chairman Tuanya Layton, Sheryl Snead and Rosemary Trupo. Board Members excused were Paul Blom, MD, Tonya Painter and Paul Ratcliff, DO. Staff present were the Executive Assistant Sharon Bleau, the Executive Director Jamie Browning and the Attorney General representative Mark Weiler, Esq.
4. **Approve Board Meeting Agenda** – A motion was made by Dr. Lafferty to approve the agenda as presented. Ms. Justice seconded the motion, and the motion was approved by the Board.
5. **Approval of Draft Board Meeting Minutes**
  - a. **August 18, 2016** – A motion was made by Dr. Lafferty to approve the August 18, 2016 Board Minutes. Ms. Snead seconded the motion, and the motion was approved by the Board.
  - b. **August 23, 2016** – A motion was made by Dr. Lafferty to approve the August 23, 2016 Board Minutes. Ms. Trupo seconded the motion, and the motion was approved by the Board.
  - c. **September 1, 2016** – A motion was made by Ms. Hoffman to approve the September 1, 2016 Board Minutes. Dr. Lafferty seconded the motion, and the motion was approved by the Board
6. **Old Business**
  - a. **Ethics Committee Update**

- i. **18-FY-2014** – Director Browning reported to the board that she had received all required Continuing Education documents.
  - ii. **04-FY-2016** – Director Browning reported to the board that she had received the signed Consent Agreement and fees.
  - iii. **05-FY-2016** – Director Browning reported to the board that she had received the signed Consent Agreement and fees.
  - iv. **03-FY-2017** – Director Browning reported to the board that this licensee had attended an Ethics Committee Meeting.
- b. **Performance Evaluation and Research Division Audit** – Director Browning reported to the Board that the required written response was submitted to the Joint Committee on Government Operations and the Joint Committee on Government Organizations prior to the deadline of noon on September 6, 2016. Director Browning also reported that the requested oral response was postponed until December 2016. Director Browning also discussed the 2013 PERD Audit's findings.

## **7. New Business**

- a. **Ethics Committee consisting of Board Chair Layton, Board Member Justice and Director Browning met on 10-13-16 at the CAMC Cancer Center in Charleston, WV**
- i. **03-FY-2017** – Ms. Justice reported that the Ethics Committee found probable cause and recommended three (3) years of probation with three (3) years random drug testing. After careful review and consideration of all available information, a motion was made by Ms. Trupo to accept the motion. Dr. Lafferty seconded the motion, and the motion was approved by the Board.
  - ii. **04-FY-2017** - Ms. Justice reported that the Ethics Committee found no probable cause and recommended to dismiss the case. After careful review and consideration of all available information, a motion was made by Dr. Lafferty to accept the motion. Ms. Hoffman seconded the motion, and the motion was approved by the Board.
- b. **Finance Committee consisting of Board Chair Layton, Board Member Justice and Director Browning met on 10-13-16 at the CAMC Cancer Center in Charleston, WV**
- i. **August 2016** – Ms. Bleau presented a summary of the August 2016 Finance Report to the Board. Ms. Justice reported that the Finance Committee reviewed all financial transactions for August 2016 and recommended approving the August 2016 Financial Report. After careful review and discussion, a motion was made by Ms. Snead to accept the Finance Report as presented. Ms. Trupo seconded the motion, and the motion was approved by the Board.

**c. Legislative Committee consisting of Board Chair Layton and Director Browning met at the CAMC Cancer Center on 9/20/2016.**

- i. Director Browning reported that the Legislative Committee revised the Board's Code Chapter 30, Article 23 as directed. After careful review and consideration of all available information, Dr. Lafferty made a motion to table the revisions. Ms. Snead seconded the motion, and the Board approved the motion.

**d. Safety Committee consisting of Board Chair Layton, Board Member Snead and Director Browning met on 10-03-16 at the Board Office in Cool Ridge, WV**

**i. Organizational Safety**

1. **Safety Loss Control Policy** – Board Chair Layton reported that the Safety Committee recommended the Board approve the revised Safety Loss Control Policy. After careful review and discussion, Ms. Trupo made a motion the Board approve the revised policy. Dr. Lafferty seconded the motion, and the Board approved the motion.

**ii. Driver and Vehicle Safety**

1. **New GPS** - Board Chair Layton reported that the Safety Committee recommended the Board approve the purchase of a new GPS for the Board's vehicle. After careful review and discussion, Ms. Snead made a motion the Board approve the purchase. Ms. Hoffman seconded the motion, and the Board approved the motion.
2. **Safety Driving Tips** - Board Chair Layton reported that the Safety Committee recommended all Board Members and Staff follow the distributed September and October Safety Driving Tip's.
3. **No MVA's** – Board Chair Layton reported that the Safety Committee recognized all Board Members and Staff for safe driving practices.

**iii. Facility Safety**

1. **Facility Inspection Report** - Board Chair Layton reported to the Board the findings of the Safety Committee's completed Facility Inspection Report. After careful review and

consideration of the available information, Dr. Lafferty recommended tabling this matter. Ms. Snead seconded the motion, and the Board approved.

#### **iv. Cyber Information Security and Privacy**

**1. Encryption of Office Desktop Computer** – Director Browning reported that the Office of Technology had updated Ms. Bleau’s computer and it is now encrypted.

**2. Records Backup Plan** –

**a. Electronic Files** - Director Browning reported that the office is now on the State’s VPN Network and has secure storage space.

**b. Paper Files** - Director Browning reported that the office has no back up plan for the paper files.

#### **v. Loss**

**1. No Loss of Property or Time** – Board Chair Layton reported that the Safety Committee recognized all Board Members and Staff for their safety practices.

**e. Director’s Report** – Director Browning presented a summary of her monthly activity reports.

**i. August** - After careful review and discussion, Dr. Lafferty made a motion that the Board accept the report as presented. Ms. Hoffman seconded the motion, and the Board approved the motion.

**ii. September** - After careful review and discussion, Ms. Snead made a motion that the Board accept the report as presented. Ms. Hoffman seconded the motion, and the Board approved the motion.

**f. Medical Imaging Schools Report** – Ms. Trupo reported that Director Browning attended the JRCERT Site Inspection at WV Northern Community College in Wheeling WV on October 6-7, 2016.

**g. American Registry of Radiologic Technologist (ARRT) Sanctions List** – Director Browning reported that she received the August 2016 Sanctions and reported there were no sanctions involving WV Licensees.

**h. New Postcards** - Director Browning presented the new postcards purchased from WV Correctional Industries.

- i. **New E-Mail Address** - Director Browning presented the new Board e-mail address [rtboard@wv.gov](mailto:rtboard@wv.gov)
- j. **Enhance Application Process** – a committee was formed to review this policy. The committee will consist of Ms. Trupo, Board Chair Layton and Director Browning.
- k. **Office Consolidation/Relocation** – Director Browning discussed the possibility of consolidating the Executive Assistant’s office in Cool Ridge, WV and the Executive Director’s office in Logan in conjunction with Ms. Bleau’s upcoming retirement.
- l. **Additional Staff** – Director Browning requested the Board consider hiring the retiring Executive Assistance’s replacement early to assist with possible office consolidation and for training purposes. After careful consideration of all available information, Ms. Trupo made a motion that the Board amend the FY2018 Budget to include the new employee. Ms. Hoffman seconded the motion, and the Board approved the motion.
- m. **Website** – Director Browning requested the Board’s approval to enhance the Board’s website. After discussion and consideration of all available information, Ms. Snead made a motion to enhance the Board’s web site. Ms. Hoffman seconded the motion, and the Board approved.
- n. **Sheath Removal Training** - Director Browning recommended the Board review the requirement of annual documentation of training for medical imaging technologists that remove sheaths. After lengthy discussion and consideration of all available information, Dr. Lafferty made a motion that the Board discontinue the annual training requirement for medical imaging technologists that remove sheaths. Ms. Snead seconded the motion, and the Board approved.
- o. **Continuing Education** - Director Browning recommended the Board review the Continuing Education Series Two (2) Procedural Rule. After lengthy discussion and consideration of all available information available, Ms. Trupo made a motion that the Board accept Advanced CPR certification and relevant Academic Courses as Category A credits as recommended by the ARRT. Ms. Snead seconded the motion, and the Board approved.
- p. **Online FAX Service**- Director Browning recommended the purchase an internet FAX service. After discussion and consideration of all available information, Ms. Hoffman made a motion that the Board purchase an internet FAX Service. Ms. Snead seconded the motion, and the Board approved the motion.

**q. Upcoming Training**

- i. **P-Card Training** – Ms. Bleau and Director Browning plan on attending the P-card Training on either October 25-26, 2016 in Flatwoods, WV.
  - ii. **CLEAR Basic Inspector Training** – Director Browning plans on attending the required CLEAR Basic Inspector Training in Richmond, VA. on November 1-5, 2016.
  - iii. **WVSRT Conference** – Director Browning plans on attending the WV Society of Radiologic Technologist Annual Conference in Morgantown, WV on November 10-13, 2016.
  - iv. **State Auditor’s Seminar for Chapter 30 Board Members** – Director Browning recommended the Board Members attend the State Auditor Seminar for Chapter 30 Board Members. Dr. Lafferty made a motion that Ms. Browning, Ms. Layton, Ms. Snead, Ms. Trupo, Ms Hoffman and Ms. Justice attend the seminar. Ms. Snead seconded the motion, and the Board approved the motion.
- r. **Election of Secretary** – Dr. Lafferty made a motion that Ms. Trupo serve as the Board Secretary. Ms. Hoffman seconded the motion and the Board approved.
- s. **Goals** –
- i. **Enhance Application Process**
  - ii. **Consolidate/Relocate Offices**
  - iii. **Enhance Board Website**
  - iv. **Establish Substance Abuse Protocols**
  - v. **Add Radiation Therapy Requirements to Rules**
  - vi. **Add Background Checks to Rules**
  - vii. **Revise Continuing Education Rules**
  - viii. **Address Facility Safety Concerns**
  - ix. **Digitize Paper Files for secure storage**

**8. Upcoming Meetings**

- a. November 28, 2016 – Board Meeting - CAMC Memorial Hospital
- b. November 29, 2016 - State Auditor’s Seminar – Charleston Marriott
- c. February 23, 2017 – Board Meeting - CAMC Cancer Center

**9. Adjourn** – Dr. Lafferty made a motion for adjournment. Ms. Hoffman seconded motion.

 **11/28/16**  
Rosemary Trupo, Board Secretary

**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 2016**

Beginning Balance as of August 1, 2016:	\$296,119.05
Deposits for August:	<u>18,840.00</u>
<b>Total Receipts:</b>	<b>\$314,959.05</b>

**Disbursements for August:**

1200 Payroll	\$7,307.68
1201 Temporary Employees	\$1,800.00
2200 PEIA Fees	\$209.76
2202 SS & Medicare	677.88
2203 P/E Insurance Agency	494.00
2206 Unemployment Compensation	199.56
2207 P/E Retirement System	876.94
2208 PEIA	361.84
3202 Rent	400.00
3203 Utilities	39.63
3204 Telecommunications	138.44
3207 Professional Services	9.50
3211 Travel Expenses	2,955.22
3213 Computer Services	472.34
3216 Vehicle Rental	377.32
3218 Assoc. Dues & Prof Memberships	250.00
3220 Food Products	38.96
3222 Supplies-Household	11.72
3225 Vehicle Operating Expense	772.31
3235 Energy Expense Motor Vehicles	89.60
3238 Energy Expense Utilities	87.86
3243 Training & Dev.-Out of State	495.00
3244 Postal Expenses	326.24
3246 Supplies-Computer	1,804.00
3263 Bank Cost (Credit Cd Expenses)	409.95
3324 State Treasurer's Office Fees	30.00

**Total Disbursements:    \$ 20,635.75**

<b>Balance as of August 31, 2016:</b>	<b>\$ 294,323.30</b>
<b>Balance as of August 31, 2015:</b>	<b>\$ 286,609.61</b>
<b>Year to Year Revenue Increase:</b>	<b>\$ 7,713.69</b>



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: [rtboard@wv.gov](mailto:rtboard@wv.gov) Web Page: [www.wvrtboard.org](http://www.wvrtboard.org)

**Executive Director Monthly Report  
August 2016**

1. Site Inspection Report: Wood County, 17 Facilities and 128 Licensees
2. Ethics Investigations and Follow-Up
  - a. 18-FY-2014
  - b. 01-FY-2016
  - c. 04-FY-2016
  - d. 04-FY-2016
  - e. 05-FY-2016
  - f. 01-FY-2017
  - g. 02-FY-2017
  - h. 03-FY-2017
3. Office
  - a. Expiration Warning E-mails – 478
  - b. Expiration Warning Letters – 5
  - c. Expired Post Cards Mailed – 19
  - d. Expired Letters to Human Resources – 17
  - e. Continuing Education Audit – 16
4. Meetings, Training and events
  - a. August 1, 2016 - BRIM Loss Control Questionnaire Deadline
  - b. August 2, 2016 – Finale File with Nancy Godby
  - c. August 3-5, 2016 - JCERT Site Visit, WVUH Radiation Therapy, Morgantown WV
  - d. August 8, 2016 – Final File 18-1 Meeting, Secretary of State Office, Charleston WV
  - e. August 8, 2016 – Update Loss Control Safety Policy
  - f. August 9, 2016 – Article 18, Series 1 Final File Deadline
  - g. August 9, 2016 – wvOASIS Budget Development Training, Charleston, WV
  - h. August 10, 2016 – Purchasing Procurement Training, Charleston WV
  - i. August 11, 2016 – ARI/Fleet Training, Charleston WV
  - j. August 11, 2016 – CT Fusion Test
  - k. August 16, 2016 – ARRT Sanctions Report
  - l. August 18, 2016 – Board Meeting
  - m. August 22, 2016 – CT Fusion Test
  - n. August 23, 2016 – Emergency Board Meeting
  - o. August 23-26, 2016 - Purchasing Conference, Canaan Valley WV
  - p. August 29, 2016 – Preparation of PERD/GATE Response
5. Upcoming Meeting and Events
  - a. September 1, 2016 – Board Meeting Teleconference
  - b. September 13-18, 2016 – Clear Conference, Portland OR
  - c. September 20, 2016 – Legislative Committee Meeting

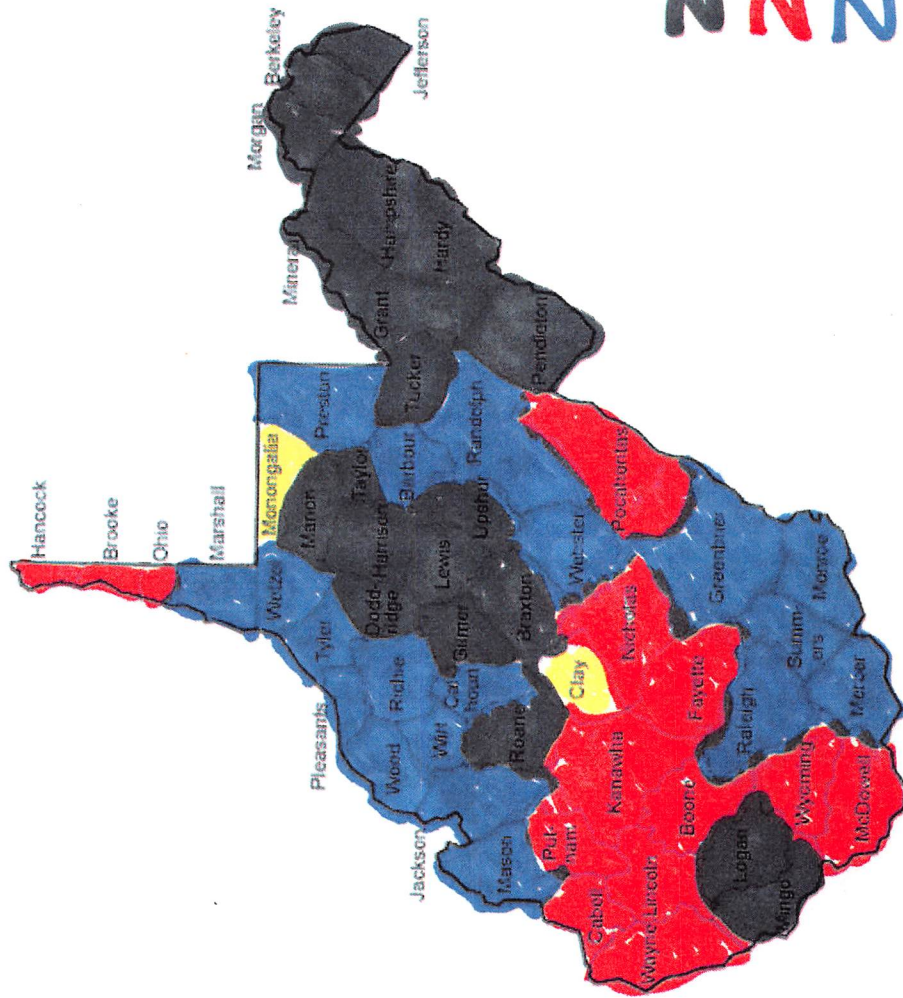




WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS  
1715 FLAT TOP ROAD - P.O. BOX 638 - COOL RIDGE, WV 25825-0638  
Telephone: (304) 787-4398 Toll Free: (877) 609-9869 Fax: (304) 787-3030  
E-mail: [rtboard@wv.gov](mailto:rtboard@wv.gov) Web Page: [www.wvrtboard.org](http://www.wvrtboard.org)

**Executive Director Monthly Report  
September 2016**

1. **Site Inspection Report: Raleigh County, 25 facilities and 200 technologists**
2. **Ethics Investigations and Follow-Up**
  - a. 18-FY-2014
  - b. 04-FY-2016
  - c. 05-FY-2016
  - d. 03-FY-2017
  - e. 04-FY-2017
3. **Office**
  - a. Expiration Warning E-mails – 550
  - b. Expired Post Cards Mailed – 25
  - c. Expired Letters to Human Resources – 20
  - d. Continuing Education Audit – 16
4. **Meetings, Training and events**
  - a. September 1, 2016 – Board Meeting Teleconference
  - b. September 6, 2016 – Submission of PERD/HGO Response
  - c. September 8, 2016 – BRIM training with former Executive Director
  - d. September 9, 2016 – Chapter 30 Association Meeting
  - e. September 13-18, 2016 – Clear Conference, Portland OR
  - f. September 19, 2016 – House Governance Organization Meeting on Restructuring of Professional and Occupational Licensing Boards
  - g. September 21, 2016 – Microsoft 365 install on all computers
  - h. September 21, 2016 – Website Training with former Executive Director
  - i. September 22, 2016 – Flat Tire
  - j. September 25-30, 2016 – Raleigh County Inspections
5. **Upcoming Meeting and Events**
  - a. October 3, 2016 – Safety Committee Meeting, Cool Ridge, WV
  - b. October 5-7, 2016 – JRCERT Inspection at WVNCC, Wheeling, WV
  - c. October 12, 2016 – wvOASIS KRONOS Training, Charleston WV
  - d. October 13, 2016 – wvOASIS Business Intelligence Training, Charleston WV
  - e. October 13, 2016 – Ethics Committee Meeting, Charleston WV
  - f. October 13, 2016 – Finance Committee Meeting, Charleston WV
  - g. October 20, 2016 – Board Meeting, Charleston WV
  - h. October 26, 2016 – P-Card Coordinator Training, Flatwoods
  - i. November 1-4, 2016 – CLEAR Basic Training, Richmond VA
  - j. November 9-13, 2016 – WVSRT Conference, Morgantown WV
  - k. November 28, 2016 – Board Meeting, Charleston WV



2014  
2015  
2016