



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

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BOARD MEETING MINUTES

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

Thursday, February 23, 2017 at 5:00PM

1. Call Meeting to Order

- a. Meeting was called to order at 5:08PM by the Chairman of the Board, Taunya Layton.

2. Recognize Guests

- a. Chris Stratton was in attendance.

3. Establish Quorum

- a. Board Members in attendance were Chairman Layton, Secretary Rose Trupo, Sherri Snead, Kim Hoffman, Kristi Justice and Howard Lafferty, DO. Staff present were the Executive Director, Jamie Browning, the Executive Assistant, Sharon Bleau, the Attorney Representative Katherine Campbell, Esq. and Nancy Godby was in attendance via teleconference.

4. Approve Board Meeting Agenda

- a. A motion was made by Ms. Snead to approve the meeting Agenda as presented. Dr. Lafferty seconded, and the motion was approved by the Board.

5. Approve Board Meeting Minutes

a. November 28, 2016

- i. A motion was made by Ms. Hoffman to approve the November 28, 2016 Board Minutes. Dr. Lafferty seconded the motion, and the motion was approved by the Board.

b. February 9, 2017

- i. A motion was made by Ms. Snead to approve the February 9, 2017 Board Minutes. Ms. Hoffman seconded the motion, and the motion was approved by the Board.

6. Old Business

a. Ethics Committee Update

i. 01-FY-2009

1. Director Browning reported that Kenneth Harrison #3908 has completed his consent agreement. A release of the Final Order was issued.

ii. 03-FY-2016

1. Director Browning reported that the Board of Medicine sanctioned Raleigh Heart Clinic. Director Browning also reported that the Board received a subpoena / FOIA request.

iii. 03-FY-2017

1. Director Browning reported that Terrance Farley #8802 has been invoiced for his legal fees. Director Browning also reported that Farley is complying with his random drug testing. Director Browning also thanked Dr. Lafferty for his role as the Boards MRO in this matter.

iv. 05-FY-2017

1. Director Browning reported that the Board has received Heather Straight's signed Consent Agreement and her required fees.

b. Enhance Application Process

- i. Director Browning reported that Chairman Layton, Director Browning and Secretary Trupo met on 11/16/2016 at CAMC Imaging Center to discuss the enhanced application process and that follow up meetings are needed.

c. Legislative Code and Rules

- i. Director Browning reminded the Board that they need to add Radiation Therapy Requirements, the requirement for Background Checks and revise the Continuing Education Audit to their existing Code and/or Rules.

d. New License Certificate

- i. Director Browning reported that the Board started issuing the new License in January 2017 with no issues.

7. New Business

a. Ethics

i. Executive Session

1. Dr. Lafferty made a motion to enter executive session 6:06PM to discuss ethical matters. Ms. Snead seconded the motion, and the motion was approved by the Board. While in Executive Session, the Board discussed the following cases, 06-FY-2017, 07-FY-2017, 08-FY-2017.
2. Dr. Lafferty made a motion to exit executive session at 6:27PM. Ms. Justice seconded the motion, and the motion was approved by the Board. After exiting Executive Session, the Board voted on following cases, 06-FY-2017, 07-FY-2017, 08-FY-2017.

ii. 06-FY-2017

1. After careful review and consideration of all available information, a motion was made by Secretary Trupo to dismiss this case. Ms. Hoffman seconded the motion, and the motion was approved by the Board.

iii. 07-FY-2017

1. After careful review and consideration of all available information, a motion was made by Ms. Snead to dismiss this case. Secretary Trupo seconded the motion, and the motion was approved by the Board.

iv. 08-FY-2017

1. After careful review and consideration of all available information, a motion was made by Ms. Snead to initiate a Board Investigated Complaint. Ms. Hoffman seconded the motion, and the motion was approved by the Board.

b. Finance

i. Finance Committee Meeting

1. Chairman Layton, Board Member Justice and Director Browning met on 2-16-2017 at the CAMC Cancer Center in Charleston, WV and reviewed all financial transactions of the Board for November 2016, December 2016 and January 2017.

ii. November 2016

1. Ms. Justice reported that the Finance Committee reviewed all Financial Transactions for November 2016 and presented a summary of the November 2016 Finance Report. Ms. Justice recommended approving the November 2016 Financial Report. After careful review and discussion, a motion was made by Ms. Snead to accept the November 2016 Finance Report. Ms. Hoffman seconded the motion, and the motion was approved by the Board.

iii. December 2016

1. Ms. Justice reported that the Finance Committee reviewed all Financial Transactions for December 2016 and presented a summary of the December 2016 Finance Report. Ms. Justice recommended approving the December 2016 Financial Report. After careful review and discussion, a motion was made by Dr. Lafferty to accept the November 2016 Finance Report. Secretary Trupo seconded the motion, and the motion was approved by the Board.

iv. January 2016

1. Ms. Justice reported that the Finance Committee reviewed all Financial Transactions for January 2017 and presented a summary of the January 2017 Finance Report. Ms. Justice recommended approving the December 2016 Financial Report. After careful review and discussion, a motion was

made by Dr. Lafferty to accept the November 2016 Finance Report. Secretary Trupo seconded the motion, and the motion was approved by the Board.

c. BRIMM Safety Requirements

i. Employment Practices

1. Review Job Descriptions

- a. A Committee consisting of Director Browning, Chairman Layton and Ms. Justice will meet and review the current job descriptions with anticipation of hiring a hiring an Executive Assistant in January 2018.

ii. Driver and Vehicle Safety

1. Safe Driving Tips

- a. Director Browning distributed and discussed the Fleet Management's Safe Driving Tips for December 2016, January 2017 and February 2017.

2. Preventive Maintenance

- a. Director Browning reported that 2012 Jeep Patriot has received its 55,000-mile service.
- b. Director Browning reported that 2012 Jeep Patriot has received a safety recall notice for the Occupant Restraint Controller. Director Browning will schedule the jeep for repair.

3. Safe Driving Recognition

- a. Chairman Layton recognized all Board Members and Staff for their safe driving practices.

iii. Facility Safety

1. Board Office Relocation

- a. After careful review and discussion of the October 3, 2016 Facility Inspection Report, the PERD Audit

recommendations and the cost comparisons, Dr. Lafferty made a motion to relocate the Board Office to 1124 Smith Street, Charleston WV on January 1, 2018. Ms. Hoffman seconded the motion, and the motion was approved by the board.

iv. Cyber Information Security and Privacy

1. Enhance Board Website

- a. Director Browning reported that the WV State Treasures Office is in process of enhancing website.

2. Secure File Storage

- a. Director Browning reported that the inactive licensee files are currently being scanned by Precision Services, Inc.

3. Financial Internal Controls Policy

- a. Director Browning presented the revised Financial Internal Controls Policy. After careful review and discussion, a motion was made by Dr. Lafferty to accept the revised Financial Internal Controls Policy as presented. Ms. Hoffman seconded the motion, and the motion was approved by the Board.

v. Loss

1. Chairman Layton reported that there has been no loss of property or time. Chairman Layton recognizes all Board members and staff for their safe practices.

d. Director's Report

i. November 2016

1. Director Browning presented the November 2016 Director's report. After careful review and discussion, Ms. Snead made a motion to accept the report as presented. Ms. Hoffman seconded the motion, and the Board approved the motion.

ii. December 2016

1. Director Browning presented the December 2016 Director's report. After careful review and discussion, Dr. Lafferty made a motion to accept the report as presented. Ms. Justice seconded the motion, and the Board approved the motion.

iii. January 2017

1. Director Browning presented the January 2017 Director's report. After careful review and discussion, Ms. Hoffman made a motion to accept the report as presented. Ms. Snead seconded the motion, and the Board approved the motion.

e. Schools Report

- i. Director Browning presented the School's report. After careful review and discussion, Ms. Snead made a motion to accept the report as presented. Ms. Hoffman seconded the motion, and the Board approved the motion.

f. Annual Report FY-2016

- i. Director Browning presented the FY 2016 Annual Report. After careful review and discussion, Ms. Snead made a motion to accept the Annual Report as presented. Ms. Hoffman seconded the motion, and the Board approved the motion.

g. 2017 Newsletter

- i. Director Browning presented the 2017 Newsletter. After careful review and discussion, Ms. Hoffman made a motion to accept the 2017 Newsletter as presented. Dr. Lafferty seconded the motion, and the Board approved the motion.

h. ARRT Disciplinary Action Report

- i. Director Browning presented the ARRT Disciplinary Action Report. After careful review and discussion, Ms. Hoffman made a motion to accept the report as presented. Dr. Lafferty seconded the motion, and the Board approved the motion.

i. Disciplinary Action Process

i. Board Initiated Complaints

1. After careful discussion and review, Secretary Trupo made a motion that the Board Chair be given the authority to act on behalf of the board and initiate Board Initiated Complaints in limited circumstances to avoid delays on matters that involve a Licensee working on an expired license. Ms. Snead seconded the motion, and the Board approved the revised Board Initiated Disciplinary Action Process.

ii. Legal Documents

1. After careful review and discussion, Dr. Lafferty made a motion for the Attorney General's Office to prepare all legal documents and try to recoup said cost. Ms. Snead seconded the motion and the board approved the motion.

j. Revise Continuing Education Audit Process

- i. A Committee consisting of Director Browning, Chairman Layton and Secretary Trupo will meet and review the current Continuing Education Audit Process.

k. Position Statements

- i. A Committee consisting of Director Browning, Chairman Layton and Ms. Hoffman and Ms. Snead will meet and review the current Position Statement.

l. Purchase Audit Report

- i. Director Browning presented the 2016 Purchase Audit Report. After careful review and discussion, Secretary Trupo made a motion to accept the report. Ms. Snead seconded the motion and the Board approved the motion.

m. Joint Committee on Government Organization Requests

- i. Director Browning reported that the Board has received several information requests from the Joint Committee on Government Organization including information on Website Fees, P-Card Usage, Fleet usage, Legal Fees and Legislation Communications.

n. Senate Bill 195 Update

- i. The discussion of Senate Bill 195 took place at the beginning of the meeting.
- ii. Director Browning thanked Chairman Layton, Ms. Hoffman and Ms. Sneed for their successful meetings with the senators in the Senate Committee on Government Organization.
- iii. Director Browning reported that a similar bill was introduced in the House today, House Bill 2681.
- iv. Chris Stratton expressed his concerns for repealing a 40-year-old law that protects patients from potential radiation overexposure during medical imaging and radiation therapy procedures. He expressed that Republican lawmakers are putting patient's health and safety at risk by eliminating oversight from a board that operates at no cost savings to the taxpayers. Mr. Stratton offered his lobbying services to the Board. The Board thanked Mr. Stratton for his offer, but feels that the current efforts of the Board Members meeting with the Senators is working effectively.

8. Upcoming Meetings

- a. May 18, 2017 - Board Meeting - CAMC Cancer Center
- b. August 24, 2017 - Board Meeting - CAMC Cancer Center

9. Adjourn

- a. Secretary Trupo made a motion to adjourn, Ms. Sneed seconded the motion and the Board approved. The Board Meeting was adjourned at 8:27PM.

10. Minutes Approved

- a. Thursday, May 18, 2017



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**Executive Director Monthly Report
November 2016**

1. Site Inspections

- a. None

2. Ethics Investigations and Follow-Up

- a. 03-FY-2017
- b. 05-FY-2017

3. Office

- a. Expiration Warning E-mails – 650
- b. Expired Post Cards Mailed – 20
- c. Expired License Notification to Human Resources – 12
- d. Continuing Education Audit – 24

4. Meetings, Training and events

- a. November 1-4, 2016 – CLEAR Basic Training, Richmond VA
- b. November 7, 2016 – Scanning Estimates, Cool Ridge, WV
- c. November 9-13, 2016 – WVSRT Conference, Morgantown WV
- d. November 16, 2016 – Finance Committee Meeting, Charleston WV
- e. November 28, 2016 – Board Meeting, Charleston WV
- f. November 29, 2016 – Auditor Seminar, Charleston WV
- g. November 20, 2016 – Training with Nancy Godby, Huntington WV

5. Upcoming Meeting and Events

- a. December 5, 2016 - Joint Committee Meeting on Government Organization and Operations, Charleston WV
- b. December 31, 2016 - Annual Report
- c. January 31, 2017 - Newsletter
- d. February 16, 2017 – Finance Committee Meeting
- e. February 23, 2017 – Board Meeting
- f. May 18, 2017 – Board Meeting
- g. August 24, 2017 – Board Meeting



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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**



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**Executive Director Monthly Report
January 2017**

1. Site Inspections

- a. Braxton County, 1 Facility, 16 Licensees
- b. Taylor County, 1 Facility, 10 Licensees
- c. Nicholas County, 5 Facilities, 52 Licensees
- d. Lewis County, 4 Facilities, 26 Licensees
- e. Upshur County, 3 Facilities, 23 Licensees
- f. Marion County, 15 Facilities, 89 Licensees
- g. Harrison County, 21 Facilities, 158 Licensees

2. Ethics Investigations and Follow-Up

- a. 02-FY-2016
- b. 03-FY-2017
- c. 06-FY-2017
- d. 07-FY-2017
- e. 08-FY-2017

3. Office

- a. Expiration Warning E-mails – 283
- b. Expired Post Cards Mailed – 24
- c. Expired Letters to Human Resources – 20
- d. Continuing Education Audit – 20
- e. Newsletter E-mails - 346

4. Meetings, Training and events

- a. None

5. Upcoming Meeting and Events

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



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**Executive Director Monthly Report
February 2017**

1. Site Inspections

- a. None

2. Ethics Investigations and Follow-Up

- a. 03-FY-2017
- b. 06-FY-2017
- c. 07-FY-2017
- d. 08-FY-2017

3. Office

- a. Expiration Warning E-mails – 235
- b. Expired Post Cards Mailed – 24
- c. Expired Letters to Human Resources – 11
- d. Continuing Education Audit – 8

4. Meetings, Training and events

- a. February 1, 2017 – Precision Services Scanning, Cool Ridge WV
- b. February 1, 2017 – Real Estate Division, Cool Ridge, WV
- c. February 8, 2017 – Travel Management Training, Charleston, WV
- d. February 9, 2017 – Emergency Board Meeting (SB-195), Teleconference
- e. February 14, 2017 – ASRT Teleconference
- f. February 15, 2017 – Meetings with Senator Takubo & Senator Facemire, State Capitol, Charleston, WV
- g. February 16, 2017 – Finance Committee Meeting, Charleston WV
- h. February 17, 2017 – Meetings with Senator Maroney & Senator Sypolt, State Capitol, Charleston WV
- i. February 22, 2017 – Employee Self Service Training, Logan WV
- j. February 23, 2017 – Meetings with Senator, State Capitol, Charleston WV
- k. February 23, 2017 – Association of Boards Meeting, Charleston WV
- l. February 23, 2017 – Board Meeting, Charleston WV

5. Upcoming Meeting and Events

- a. May 18, 2107 – Board Meeting, Charleston WV
- b. August 24, 2017 Board Meeting, Charleston, WV

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FINANCIAL STATEMENT

JULY 2016

Beginning Balance as of July 1, 2016: \$292,360.38

Deposits for July: 19,465.00

Total Receipts: \$311,825.38

Disbursements for July:

1200 Payroll	\$7,000.00
1201 Temporary Employees	\$500.00
1206 Annual Increment	\$1,080.00
2202 SS & Medicare	637.98
2203 P/E Insurance Agency	494.00
2205 Workers Compensation	300.00
2206 Unemployment Compensation	326.30
2207 P/E Retirement System	1,022.10
2208 PEIA	361.84
3202 Rent	400.00
3203 Utilities	18.65
3204 Telecommunications	278.86
3207 Professional Services	1,282.50
3211 Travel Expenses	15.12
3213 Computer Services	341.00
3216 Vehicle Rental	378.14
3219 Insurance-BRIM	731.00
3235 Energy Expense Motor Vehicles	108.24
3244 Postal Expenses	7.78
3263 Bank Cost (Credit Cd Expenses)	392.82
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 15,706.33

Balance as of July 31, 2016: \$ 296,119.05

Balance as of July 31, 2015: \$ 283,202.30

Year to Year Revenue Increase: \$ 12,916.75

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FINANCIAL STATEMENT

AUGUST 2016

	\$296,119.05
Deposits for August:	<u>18,840.00</u>
Total Receipts:	\$314,959.05

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

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

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FINANCIAL STATEMENT

SEPTEMBER 2016

Beginning Balance as of Sept. 1, 2016:	\$294,323.30
Deposits for September:	20,300.00
Error in state account:	<u>94.70</u>
Total Receipts:	\$314,718.00

Disbursements for September:

1200 Payroll	\$10,961.52
1201 Temporary Employees	\$3,875.00
2202 SS & Medicare	1,106.75
2203 P/E Insurance Agency	741.00
2207 P/E Retirement System	1,315.41
2208 PEIA	542.76
3200 Office expenses	519.63
3202 Rent	400.00
3203 Utilities	41.74
3204 Telecommunications	247.62
3207 Professional Services	389.50
3211 Travel Expenses	1,407.42
3213 Computer Services	211.70
3216 Vehicle Rental	376.49
3233 Hospitality	196.44
3235 Energy Expense Motor Vehicles	148.75
3238 Energy Expense Utilities	69.50
3244 Postal Expenses	34.55
3263 Bank Cost (Credit Cd Expenses)	375.84
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 22,991.62

Balance as of September 30, 2016:	\$ 291,726.38
Balance as of September 30, 2015:	\$ 289,927.39
Year to Year Revenue Increase:	\$ 1,798.99

Reconciled with state reports and prepared by Sharon E. Bleau, Executive Assistant

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**FINANCIAL STATEMENT
OCTOBER 2016**

Beginning Balance as of Oct. 1, 2016:	\$291,726.38
Deposits for October:	<u>27,150.00</u>
Total Receipts:	\$318,876.38

Disbursements for October:

1200 Payroll	\$7,307.68
1201 Temporary Employees	\$1,325.00
2202 SS & Medicare	641.57
2203 P/E Insurance Agency	494.00
2207 P/E Retirement System	876.94
2208 PEIA	361.84
3200 Office expenses	648.89
3201 Printing	200.00
3202 Rent	400.00
3203 Utilities	120.68
3204 Telecommunications	239.12
3207 Professional Services	1,720.68
3211 Travel Expenses	2,141.87
3213 Computer Services	211.70
3216 Vehicle Rental	12.00
3219 Insurance-BRIM	731.00
3225 Vehicle Operating Expense	125.30
3233 Hospitality	22.34
3235 Energy Expense Motor Vehicles	166.08
3242 Training & Development-In state	375.00
3243 Training & Development-Out of state	365.00
3244 Postal Expenses	625.92
3245 Freight	17.50
3254 Payment of taxes	19.53
3263 Bank Cost (Credit Cd Expenses)	435.05
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 19,614.69

Balance as of October 31, 2016:	\$ 299,261.69
Balance as of October 31, 2015:	\$ 298,730.29
Year to Year Revenue Increase:	\$ 531.40

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**FINANCIAL STATEMENT
NOVEMBER 2016**

Beginning Balance as of Nov. 1, 2016:	\$299,261.69
Deposits for November:	25,270.00
Adjustment to reconcile with state account:	-0.02
Total Receipts:	\$324,531.67

Disbursements for November:

1200 Payroll	\$7,307.68
1201 Temporary Employees	\$1,000.00
2202 SS & Medicare	616.70
2203 P/E Insurance Agency	494.00
2207 P/E Retirement System	876.94
2208 PEIA	361.84
3202 Rent	400.00
3203 Utilities	39.64
3204 Telecommunications	236.60
3206 Contractual Services	680.00
3207 Professional Services	218.50
3211 Travel Expenses	4,067.40
3213 Computer Services	815.84
3216 Vehicle Rental	12.00
3218 Assoc. Dues & Prof. Memberships	125.00
3225 Vehicle Operating Expense	252.32
3229 Routine Maintenance Contracts	640.00
3233 Hospitality	231.40
3238 Energy Expense Utilities	106.10
3244 Postal Expenses	485.01
3246 Supplies-Computer	191.25
3263 Bank Cost (Credit Cd Expenses)	587.55
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 19,775.77

Balance as of November 30, 2016:	\$ 304,755.90
Balance as of November 30, 2015:	\$ 309,830.13
Year to Year Revenue Decrease:	\$ (5,074.23)

Reconciled with state reports and prepared by Sharon E. Bleau, Executive Assistant

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**FINANCIAL STATEMENT
DECEMBER 2016**

Beginning Balance as of Dec. 1, 2016:	\$304,755.90
Deposits for December:	24,640.00
Adjustment to reconcile with state account:	-0.01
Total Receipts:	\$329,395.89

Disbursements for December:

1200 Payroll	\$7,307.68
1201 Temporary Employees	\$2,800.00
2202 SS & Medicare	754.42
2203 P/E Insurance Agency	494.00
2207 P/E Retirement System	876.94
2208 PEIA	361.84
3200 Office Expenses	11.99
3202 Rent	400.00
3203 Utilities	39.58
3204 Telecommunications	104.14
3207 Professional Services	2,322.50
3211 Travel Expenses	1,991.70
3213 Computer Services	16.00
3216 Vehicle Rental	12.00
3220 Food Products	40.13
3233 Hospitality	239.63
3235 Energy Expense Motor Vehicle	259.60
3244 Postal Expenses	529.13
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 18,591.28

Balance as of December 31, 2016:	\$ 310,804.61
Balance as of December 31, 2015:	\$ 317,209.63
Year to Year Revenue Decrease:	\$ (6,405.02)

Reconciled with state reports and prepared by Sharon E. Bleau, Executive Assistant

**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: rtboard@wv.gov FAX: 304-787-3030**

**FINANCIAL STATEMENT
JANUARY 2017**

Beginning Balance as of Jan. 1, 2017:	\$310,804.61
Deposits for January:	13,145.00
Total Receipts:	<u>\$323,949.61</u>

Disbursements for January:

1200 Payroll	\$7,374.99
2202 SS & Medicare	545.35
2203 P/E Insurance Agency	606.60
2206 Unemployment Compensation	149.39
2207 P/E Retirement System	885.01
2208 PEIA	249.24
3201 Printing and Binding	115.00
3202 Rent	400.00
3203 Utilities	39.58
3204 Telecommunications	479.37
3207 Professional Services	788.50
3211 Travel Expenses	1,020.42
3213 Computer Services	1,124.86
3216 Vehicle Rental	12.00
3219 Insurance-BRIM	731.00
3235 Energy Expense Motor Vehicle	71.77
3238 Energy Expense Utilities	442.37
3244 Postal Expenses	30.64
3245 Freight	11.50
3263 Bank Costs	1,087.08
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 16,194.67

Balance as of January 31, 2017:	\$ 307,754.94
Balance as of January 31, 2016:	\$ 313,296.16
Year to Year Revenue Decrease:	\$ (5,541.22)

Reconciled with state reports and prepared by Sharon E. Bleau, Executive Assistant

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**ANNUAL FINANCIAL STATEMENT
 FISCAL YEAR 2013**

Beginning Balance as of July 1, 2012:	\$172,358.85
Deposits for FY 2013:	210,034.25
Total Receipts:	\$382,393.10

Disbursements for FY 2013:

001 Payroll	\$92,516.84
002 Per Diem	4,150.00
004 Annual Increment	529.06
010 PEIA Admin. Fee	150.00
011 SS & Medicare	7,408.84
012 P/E Insurance Agency	729.00
014 Workers' Compensation	563.00
016 P/E Retirement System	12,286.22
020 Office Expenses	4,880.98
021 Printing	1,230.92
022 Rent	4,618.26
023 Utilities	803.52
024 Telecommunications	3,098.00
025 Contractual and Professional	7,387.50
026 Travel Expenses	16,594.99
027 Computer Services	1,937.68
029 Vehicle Rental	3,796.30
031 Assoc. Dues & Prof. Memberships	1,055.00
032 Liability Insurance	2,208.00
034 Household Supplies	246.04
035 Advertising & Promotions	4,343.14
036 Vehicle Maintenance	25.00
037 Research, Educ. & Medical Supplies	7.49
038 Maintenance Contracts	882.00
041 Cellular Charges	1,131.35
042 Hospitality	351.73
044 Energy Expense Motor Vehicles	1,907.75
047 Energy Expense Utilities	1,414.04
051 Miscellaneous	116.44
052 Training and Development	1,714.00
053 Postal Expenses	5,201.21
054 Computer Supplies	142.01
058 Miscellaneous Equipment	412.71
065 Vehicle Repairs	1,000.00
089 Bank Cost (Credit Cd Expenses)	4,093.15
110 PEIA Reserve Transfer	1,110.00
160 OPEB Contribution	534.00
161 Closing Imprest Fund	(65.00)

Total Disbursements: \$ 190,511.17

Balance as of June 30, 2013: \$191,881.93

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**ANNUAL FINANCIAL STATEMENT
 FISCAL YEAR 2014**

	Beginning Balance as of July 1, 2013:	\$191,881.93
	Deposits for FY 2014:	213,750.00
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:	<u>\$405,756.93</u>

Disbursements for FY 2014:

001 Payroll	\$76,317.91
002 Per Diem	5,075.00
004 Annual Increment	180.00
010 PEIA Admin. Fee	100.00
011 SS & Medicare	6,092.29
012 P/E Insurance Agency	2,736.00
014 Workers' Compensation	348.00
015 Unemployment Compensation	20.43
016 P/E Retirement System	11,092.11
020 Office Expenses	6,152.49
021 Printing	417.29
022 Rent	4,665.40
023 Utilities	542.56
024 Telecommunications	3,608.07
025 Contractual and Professional	10,195.00
026 Travel Expenses	15,795.19
027 Computer Services	1,451.90
029 Vehicle Rental	4,441.75
031 Assoc. Dues & Prof. Memberships	1,005.00
032 Liability Insurance	2,022.00
033 Food Products	58.96
036 Vehicle Maintenance	284.77
038 Maintenance Contracts	912.00
041 Cellular Charges	1,002.01
042 Hospitality	736.19
044 Energy Expense Motor Vehicles	1,512.00
047 Energy Expense Utilities	1,441.26
051 Miscellaneous	152.00
052 Training and Development	2,174.00
053 Postal Expenses	5,169.35
054 Computer Supplies	932.98
089 Bank Cost (Credit Cd Expenses)	4,316.15
110 PEIA Reserve Transfer	764.00
160 OPEB Contribution	2,112.00
175 State Treasurer's Office Fees	360.00

Total Disbursements: \$ 174,186.06

Balance as of June 30, 2014: \$231,570.87
Year to Year Revenue Increase: \$39,688.94

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**ANNUAL FINANCIAL STATEMENT
 FISCAL YEAR 2015**

Beginning Balance as of July 1, 2014:	\$231,570.87
Deposits for FY 2015:	212,853.84
Total Receipts:	\$444,424.71

Disbursements for FY 2015:

1200 Payroll	\$79,810.48
1201 Per Diem	2,775.00
1206 Annual Increment	240.00
2200 PEIA Admin. Fee	100.00
2202 SS & Medicare	6,210.34
2203 P/E Insurance Agency	2,880.00
2205 Workers' Compensation	600.00
2206 Unemployment Compensation	365.72
2207 P/E Retirement System	11,207.24
2208 OPEB Contribution	1,968.00
3200 Office Expenses	4,403.47
3201 Printing	1,404.75
3202 Rent	5,042.00
3203 Utilities	589.05
3204 Telecommunications	3,469.86
3206 Contractual Services	1,200.00
3207 Professional Services (Legal)	7,252.50
3211 Travel Expenses	11,956.65
3213 Computer Services	1,275.71
3216 Vehicle Rental	4,716.19
3218 Assoc. Dues & Prof. Memberships	920.00
3219 Liability Insurance	2,468.00
3220 Food Products	101.30
3221 Supplies	31.70
3225 Vehicle Operating Expense	440.52
3229 Maintenance Contracts	640.00
3232 Cellular Charges	847.04
3233 Hospitality	467.60
3235 Energy Expense Motor Vehicles	1,228.75
3238 Energy Expense Utilities	2,107.33
3241 Miscellaneous	4.00
3242 Training and Development-In State	1,174.00
3243 Training and Development-Out of State	475.00
3244 Postal Expenses	4,014.73
3245 Freight	61.56
3252 Miscellaneous Equipment Purchase	324.91
3263 Bank Costs (Credit Cd Expenses)	4,373.48
3272 PEIA Reserve Transfer	800.00
3324 State Treasurer's Office Fees	375.00

Total Disbursements: \$ 168,321.88

Balance as of June 30, 2015:	\$276,102.83
Year to Year Revenue Increase:	\$44,531.96

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**ANNUAL FINANCIAL STATEMENT
 FISCAL YEAR 2016**

Beginning Balance as of July 1, 2015:	\$276,102.83
Deposits for FY 2016:	210,985.00
Total Receipts:	\$487,087.83

Disbursements for FY 2016:

1200 Payroll	\$97,681.79
1201 Per Diem	6,612.50
1206 Annual Increment	616.33
2200 PEIA Admin. Fee	100.00
2202 SS & Medicare	7,882.60
2203 P/E Insurance Agency	3,361.06
2206 Unemployment Compensation	80.53
2207 P/E Retirement System	12,936.12
2208 OPEB Contribution	2,282.00
3200 Office Expenses	2,485.57
3201 Printing	2,077.22
3202 Rent	4,800.00
3203 Utilities	498.94
3204 Telecommunications	3,863.21
3206 Contractual Services	600.00
3207 Professional Services (Legal)	4,508.90
3211 Travel Expenses	13,827.25
3213 Computer Services	1,522.10
3216 Vehicle Rental	4,601.11
3218 Assoc. Dues & Prof. Memberships	1,200.00
3219 Liability Insurance	3,028.00
3220 Food Products	185.06
3224 Advertising & Promotion	2,193.86
3225 Vehicle Operating Expense	661.61
3229 Maintenance Contracts	640.00
3232 Cellular Charges	888.76
3233 Hospitality	566.02
3235 Energy Expense Motor Vehicles	974.44
3238 Energy Expense Utilities	2,438.70
3241 Miscellaneous	105.00
3242 Training and Development-In State	899.00
3244 Postal Expenses	4,490.05
3245 Freight	107.28
3246 Supplies-Computer	319.59
3263 Bank Costs (Credit Cd Expenses)	4,392.85
3272 PEIA Reserve Transfer	910.00
3324 State Treasurer's Office Fees	390.00

Total Disbursements: **\$ 194,727.45**

Balance as of June 30, 2016: \$292,360.38
Year to Year Revenue Increase: \$16,257.55