



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

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

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BOARD MEETING MINUTES

CAMC Memorial Division, 3200 MacCorkle Ave, SE, Charleston, WV 25304

November 28, 2016 at 5:00PM

1. Call Meeting to Order

- a. Meeting was called to order at 5:00PM by the Chairman of the Board, Tuanya Layton.

2. Recognize Guests

- a. There were no guests present. New Board Members were greeted and introduced.

3. Establish Quorum

- a. Chairman Layton established a quorum. Board Members present were Paul Ratcliff, DO, Kimberly Hoffman, Kristi Justice, Paul Blom, MD, Chairman Tuanya Layton, Sheryl Snead and Secretary Rosemary Trupo. Board Members excused were Howard Lafferty, DO and Tonya Painter. Staff present were the Executive Director Jamie Browning and the Attorney General representative Katherine Campbell, Esq

4. Approve Board Meeting Agenda

- a. A motion was made by Ms. Hoffman to approve the agenda as presented. Ms. Snead seconded the motion, and the motion was approved by the Board.

5. Approval of Draft Board Meeting Minutes

- a. **October 20, 2016** – A motion was made by Secretary Trupo to approve the October 20, 2016 Board Minutes with changes. Ms. Hoffman seconded the motion, and the motion was approved by the Board

6. Old Business

a. Ethics Committee Update

- i. **03-FY-2017** – Director Browning reported to the board that she had received the signed Consent Agreements.

b. Goals

i. Application Process

1. Board Chair Layton, Director Browning and Board Secretary Trupo met on 11/16/2016 at CAMC Imaging Center to enhance the application process. Follow-up meeting needed.

ii. Office

1. Consolidate/Relocate Offices

- a. Director Browning discussed available locations for consolidation with the Real Estate Division.

2. Address Facility Safety Concerns

- a. The Board tabled the Facility Inspection Report on 10/20/2016 pending the consolidation of offices.

3. Digitize Paper Files for secure storage

- a. Director Browning met with Precision Services, Inc to receive estimates for scanning paper files.

4. Hire Executive Assistant

- a. Sharon Bleau plans on retiring March 31, 2018.
- b. Director Browning submitted a Budget Request to hire a new Executive Assistant.

iii. Enhance Board Website

1. Director Browning is working with the WV State Treasurer's Office to create a new, improved website.

iv. Establish Substance Abuse Protocols

v. Legislative Rule Changes

1. **Add Radiation Therapy Requirements to Rules**
2. **Add Background Checks to Rules**
3. **Revise Continuing Education Rules**

7. New Business

a. Ethics Committee consisting of Board Chair Layton, Board Member Snead and Director Browning met on 11-28-16 at the CAMC Memorial in Charleston, WV

- i. **05-FY-2017** – Ms. Snead reported that the Ethics Committee found probable cause with a repeated offense and recommended an amended Consent Agreement to be offered with a \$400 Civil Fine to be transferred to the WV State General Fund and a \$100 Administrative Fee to be paid directly to the Board. After careful review and consideration of all available information, a motion was made by Ms. Hoffman to accept the recommendation. Secretary Trupo 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 11-16-16 at the CAMC Imaging Center in Charleston, WV

- i. **September 2016** – Ms. Justice reported that the Finance Committee reviewed all financial transactions for September 2016 and presented a summary of the September 2016 Finance Report to the Board. Ms. Justice recommended approving the September 2016 Financial Report. After careful review and discussion, a motion was made by Ms. Snead to accept the Finance Report as presented. Secretary Trupo seconded the motion, and the motion was approved by the Board.

- ii. **October 2016** - Ms. Justice reported that the Finance Committee reviewed all financial transactions for October 2016 and presented a summary of the October 2016 Finance Report to the Board. Ms. Justice recommended approving the October 2016 Financial Report. After careful review and discussion, a motion was made by Ms. Hoffman to accept the Finance Report as presented. Ms. Snead seconded the motion, and the motion was approved by the Board.

c. 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. Employment Practices

1. Harassment Policy

- a. Director Browning distributed the Department of Personnel's Harassment Policy prior to the Board Meeting for review and discussion.
- b. Director Browning had all Board Member's and staff that understood and agreed with the Department of Personnel's Harassment Policy sign and submit the agreement.

ii. Driver and Vehicle Safety

1. Safety Driving Tips

- a. Director Browning distributed and discussed the Fleet Managements November Driving Tips.

2. Safe Driving

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

iii. Cyber Information Security and Privacy

1. Confidentiality Policy

- a. Director Browning distributed the Department of Administration's Confidentiality Agreement prior to the Board Meeting for review and discussion.
- b. Director Browning had all Board Member's and staff that understood and agreed with the Department of Administration's Confidentiality Agreement sign and submit the agreement.

2. Information Security & Privacy Policy

- a. Director Browning distributed the Office of Technology Information Security Policy prior to the Board Meeting for review and discussion.
- b. Director Browning had all Board Member's and staff that understood and agreed with the Office of Technology Information Security Policy sign and submit the agreement.

3. Privacy & Security Awareness Training

- a. Director Browning, Chairman Layton, Secretary Trupo, Board Member Justice, Board Member Snead, and Board Member Hoffman are registered to attend the State Auditor's Board Member Training at The Marriott in Charleston, WV on November 29, 2016.

4. Revised Retention Policy

- a. Director Browning worked closely with the State Records Center and the State Archives Division to create a revised Retention Policy. After careful review and discussion, a motion was made by Ms. Hoffman to accept the revised Retention Policy as presented. Ms. Snead seconded the motion, and the motion was approved by the Board.

5. Scan Records

- a. Director Browning presented scanning estimates from Precision Services, Inc. After careful review and discussion, a motion was made by Ms. Snead to scan all necessary paper files and licenses as discussed and not to exceed the estimated price of \$20,000. Ms. Hoffman seconded the motion, and the motion was approved by the Board.

iv. Loss

1. No Loss of Property or Time

- a. Chairman Layton recognized all Board Members and Staff for their dedication to safety.

v. Director's Report – Director Browning presented a summary of her October activity report.

- 1. October -** After careful review and discussion, Ms. Hoffman made a motion that the Board accept the report as presented. Secretary Trupo seconded the motion, and the Board approved the motion.

vi. Investigator Training

- 1.** Director Browning attended the Council on Licensure Enforcement and Regulation (CLEAR) National Certified Investigator and Inspector Training in Richmond VA, on November 2-4, 2016

2. Director Browning passed the National Certified Investigator and Inspector Training Test with a score of 97.3%.

vii. Scope of Practice Question

1. Director Browning distributed a scope of practice question regarding chronic care management. After careful review and discussion, Dr. Blom made a motion that the Board needs more information to make an informed decision. Dr. Ratcliff seconded the motion, and the Board approved the motion.

viii. 2% Budget Reduction

1. Director Browning distributed information that the State was requiring all state agencies to reduce their Budgets by 2%. Katherine Campbell, Esq informed the Board that this 2% reduction did not apply to the Board. After careful review and discussion, Ms. Snead made a motion that the Board table this item. Ms. Hoffman seconded the motion, and the Board approved the motion.

ix. Tobacco Cessation Continuing Education

1. Director Browning distributed a letter from the State Health Officer, Rahul Gupta, MD. Requesting all Boards to require their licensees to complete annual tobacco cessation continuing education credits. After careful review and discussion, Secretary Trupo made a motion that the Board reject this request. Ms. Hoffman seconded the motion, and the Board approved the motion.

x. Revised License Certificate

1. Director Browning distributed a revised license for review and discussion. After careful review and discussion, of the proposed changes, Secretary Trupo made a motion that the Board approve the revised license. Ms. Snead seconded the motion, and the Board approved the motion.

xi. Upcoming Training

1. State Auditor's Seminar

- a. Director Browning, Chairman Layton, Secretary Trupo, Board Member Justice, Board Member Snead,

Board Member Hoffman are approved and registered to attend the State Auditor's Board Member Training at The Marriott in Charleston, WV on November 29, 2016.

xii. Set Goals for the future

1. No additional Goals were identified.

8. Upcoming Meetings

- a. November 29, 2016 - State Auditor's Seminar – Charleston Marriott
- b. February 23, 2017 – Board Meeting - CAMC Cancer Center
- c. May 18, 2017 - Board Meeting - CAMC Cancer Center
- d. August 24, 2017 - Board Meeting - CAMC Cancer Center

9. Adjourn

- a. The Board Meeting was adjourned.


Rosemary Trupo, Secretary Date

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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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**Executive Director Monthly Report
October 2016**

- 1. Site Inspection Report: None.**
- 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 – 684
 - b. Expired Post Cards Mailed – 32
 - c. Expired Letters to Human Resources – 19
 - d. Continuing Education Audit – 22
- 4. Meetings, Training and events**
 - a. October 3, 2016 – Jeep Serviced, Logan WV
 - b. October 3, 2016 - Safety Committee Meeting, Cool Ridge, WV
 - c. October 4, 2016 – Website updates with Nancy, Huntington, WV
 - d. October 5-7, 2016 – JRCERT Inspection at WVNCC, Wheeling, WV
 - e. October 12, 2016 – wvOASIS KRONOS Training, Charleston WV
 - f. October 13, 2016 – wvOASIS Business Intelligence Training, Charleston WV
 - g. October 13, 2016 – Ethics Committee Meeting, Charleston WV
 - h. October 13, 2016 – Finance Committee Meeting, Charleston WV
 - i. October 20, 2016 – Board Meeting, Charleston WV
 - j. October 21, 2016 – Computer Support, Logan WV
 - k. October 25, 2016 – Lunch and Learn, Flatwoods, WV
 - l. October 26, 2016 – P-Card Coordinator Training, Flatwoods
 - m. October 27, 2016 – Meeting with Board Chair
 - n. October 28, 2016 – Meeting with Board Chair
 - o. October 28, 2016 – 03-FY-2017 Consent Agreement mailed
 - p. October 31, 2016 – First Lab Conference Call / Account set up
- 5. Upcoming Meeting and Events**
 - a. November 1-4, 2016 – CLEAR Basic Training, Richmond VA
 - b. November 9-13, 2016 – WVSRT Conference, Morgantown WV
 - c. November 28, 2016 – Board Meeting, Charleston WV
 - d. November 29, 2016 – Auditor Seminar, Charleston WV