



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS
1124 Smith Street, Suite B-300, Charleston, WV 25301
Phone: 304-558-4012 / Toll Free: 877-558-4012 / Fax: 304-957-0177
Email: rtboard@wv.gov Web Page: www.wvrtboard.org

BOARD MEETING MINUTES

Albert T Summers Center, 1124 Smith Street, Suite B-300, SE, Charleston WV
25301

Thursday, January 17, 2019

1. Call Meeting to Order

- a. Meeting was called to order at 2:03PM by the Chairman of the Board, Tuanya Layton.

2. Recognize Guests

- a. Ian McQuinn, General Manager of West Virginia Interactive, was recognized.

3. Establish Quorum

- a. Board members in attendance were Chairman Tuanya Layton, Secretary Rose Trupo, Kristi Justice, and Sherri Snead. Excused were Board members Kimberly Hoffman, Paul D. Ratcliff, Jr., DO, and Paul Henry Blom, MD. The Executive Director, Jamie Browning, was also in attendance.

4. Approve Board Meeting Agenda

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

5. Approve Board Meeting Minutes

- a. A motion was made by Secretary Trupo to approve the November 15, 2018 Board Meeting minutes with revisions. Ms. Justice seconded the motion and the motion was approved by the Board.

6. Old Business

a. Ethics Update

- i. Director Browning reported that Terrance Farley (03-FY-2017) is on probation through November 16, 2019 and complying with all random drug testing.
- ii. Director Browning reported that Amy Pardue's (06-FY-2018) Consent Agreement has been signed and posted on the Board's website.
- iii. Director Browning reported that Paul Crigger's (01-FY-2019) Consent Agreement has been signed and posted on the Board's website.
- iv. Director Browning reported that Ashley Fletcher's (02-FY-2019) Consent Agreement has been signed and posted on the Board's website.
- v. Director Browning reported that Brad Williams's (03-FY-2019) Consent Agreement has been signed and will be posted on the Board's website.
- vi. Director Browning reported that Erica Cassidy's (04-FY-2019) Consent Agreement has been signed and posted on the Board's website.
- vii. Director Browning reported that Paula Williams's (05-FY-2019) Consent Agreement has been signed and will be posted on the Board's website.
- viii. Director Browning reported that (06-FY-2019) Consent Agreement has been offered and are awaiting her consent.

b. Personnel Update

- i. Director Browning reported that Lori Elliott is still working temporarily in the absence of a full-time assistant. Director Browning praised Ms. Elliott for her efforts.
- ii. Director Browning informed the Board that several applicants have been submitted to the Governor for review and approval.

c. CT Fusion Testing

- i. Director Browning reported that the revised CT Fusion Tests are now in use.

7. New Business

a. Ethics

- i. Chairman Layton, Board Member Justice and Director Browning met on January 10, 2019 at the Albert T Summers Center in Charleston, WV. The Ethics Committee reviewed cases 07-FY-2019, 08-FY-2019. The Ethics Committee held an informal meeting with the licensees and their supervisors.

A motion was made by Ms. Snead to go into executive session to discuss Ethics cases 07-FY-2019, 08-FY-2019, 09-FY-2019, 10-FY-2019. The motion was seconded by Secretary Trupo and carried by the Board. The meeting went into executive session at 2:38 PM.

A motion was made by Secretary Trupo to exit the executive session of the meeting and seconded by Ms. Snead. The meeting resumed in regular session at 2:59 PM.

1. Secretary Trupo made a motion to offer standard consent agreements including payment of all administrative costs for Ethics Case 07-FY-2019 and Ethics Case 08-FY-2019. After review of all available facts, Ms. Snead seconded the motion and the Board approved the motion.
2. Secretary Trupo made a motion to subpoena the ARRT records relating to Ethics Case 09-FY-2019 and Ethics Case 10-FY-2019 involving the misadministration of radiation. After review of all available facts, Ms. Snead seconded the motion and the Board approved the motion.

b. Finance

1. The Finance Committee consisting of Chairman Layton, Ms. Justice and Director Browning met on January 10, 2019 at the Albert T Summers Center in Charleston, WV. Ms. Justice reported that the Finance Committee reviewed all financial transactions of the Board for November 2018 and December 2018. Ms. Justice reported that the Board had a balance of \$337.833.05 on November 1, 2018 and ended with a balance of \$337.833.05 on December 31, 2018. A motion was made by Secretary Trupo to accept the financial reports as presented. After review of all available information, Ms. Snead seconded the motion and the Board approved the motion.

c. BRIMM Safety Requirements

i. Organization Safety

1. Safety Policy Annual Review

- a. Secretary Trupo made a motion to accept the reviewed and revised safety policy. After review of all available facts, Ms. Snead seconded the motion and the Board approved the motion.

ii. Driver and Vehicle Safety

1. Chairman Layton reported that Director Browning had disseminated the Fleet Management monthly safe driving tips in December 2018 and January 2019.

iii. Loss

1. Chairman Layton recognized all Board Members and Staff for their safe practices.

d. Director's Reports

- i. Director Browning presented the Director's Reports for November 2018 and December 2018 for review and discussion. Ms. Snead made a motion to accept the Director's Reports as presented. Secretary Trupo seconded the motion and the Board passed the motion.

e. Schools Report

i. JRCERT & JRCNMT Update

1. Secretary Trupo also reported that the JRCERT awarded Ohio Valley Medical Center Radiologic Technology Program with an eight (8) year accreditation. This was the only accreditation action involving a WV medical imaging program since the last board meeting.
2. Secretary Trupo also provided an overview of the second draft of JRCERT Standards scheduled for implementation in January 2020.

f. WV Interactive

- i. Ian McQuinn, General Manager of West Virginia Interactive, presented information regarding a new website and database maintenance system. After reviewing all available information, Secretary Trupo made a motion to table the matter until the next meeting when a web-demonstration and more specific cost figures can be provided. Ms. Snead seconded the motion and the Board approved.

g. Background Checks

- i. Chairman Layton discussed the possibilities of requiring background checks on all new and licensees. After reviewing all available information, the Board tabled the matter.

h. Facility Inspections

- i. Ms. Snead made a motion to cease regularly scheduled facility inspections unless the Board receives probable cause. After review of all available information, Secretary Trupo seconded the motion and the Board approved the motion as proposed.

i. State Vehicle

- i. Director Browning reported that the Board's vehicle usage does not meet Fleet Management's minimal utilization requirement of 1,100 miles per month or 13,200 miles per year. Director Browning reported that the utilization average is less than 10,000 miles per year. Secretary Trupo made a motion to comply with PERD audit findings and transfer the 2012 Jeep Patriot ownership to Fleet Management due to underutilization. After review of all available information, Ms. Snead seconded the motion and the Board approved the motion as proposed.

j. Treasurer's Office Lock Box Program

- i. Secretary Trupo made a motion to comply with PERD audit findings by using the State Treasurer's Lock Box Program to handle all mailed payments and ensure segregation of cash handling duties. After reviewing all available information Ms. Snead seconded the motion and the Board approved the motion as proposed.

k. Website Payment Options

- i. Secretary Trupo made a motion to add a credit card payment option for licensee transactions conducted on the Board's website. After

review of all available information, Ms. Snead seconded the motion and the Board approved the motion as proposed.

I. OnBoard Meeting Solutions

- i. Secretary Trupo made a motion to decline OnBoard's Meeting Solutions because the cost doesn't justify the benefit. After review of all available information, Ms. Snead seconded the motion and the Board approved the motion as proposed.

8. Training / Conferences

a. Federation of Associations of Regulatory Boards (FARB) 2019 Forum

- i. Chairman Layton reported that Keith Fischer, Assistant Attorney General, will attend the 2019 FARB Forum on January 24-27, 2018 in New Orleans, LA.

9. Upcoming Board Meetings

- a. Board Meeting - May 23, 2019
- b. Board Meeting - August 22, 2019
- c. Board Meeting - November 21, 2019

10. Adjournment

- a. Ms. Justice made a motion to adjourn the meeting at 4:25 PM. The motion was seconded by Secretary Trupo and approved by the Board.

11. Approval

- a. These minutes were approved at the May 23, 2019 Board Meeting.