



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

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BOARD MEETING AGENDA

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

Thursday, February 23, 2017 at 5:00PM

- 1. Call Meeting to Order**
- 2. Recognize Guests**
- 3. Establish Quorum (5)**
- 4. Approve Board Meeting Agenda – **Vote****
- 5. Approve Board Meeting Minutes**
 - a. November 28, 2016 – **Vote****
 - b. February 9, 2017 – **Vote****
- 6. Old Business**
 - a. Ethics Committee Update**
 - i. 01-FY-2009 Kenneth Harrison #3908**
 - 1. Release of Final Order**
 - ii. 03-FY-2016 Raleigh Heart Clinic**
 - 1. Board of Medicine Sanction**
 - 2. Civil Action FOIA/Subpoena**
 - iii. 03-FY-2017 Terrance Farley #8802**
 - 1. Legal Fees Invoiced**
 - 2. ARRT Sanction**
 - 3. Continued Random Drug Testing**
 - iv. 05-FY-2017 Heather Straight**

1. Consent Agreement received
 2. Payment received
- b. Enhance Application Process
- i. Board Chair Layton, Director Browning and Board Secretary Trupo met on 11/16/2016 at CAMC Imaging Center. **Follow-up meeting needed.**
- c. Legislative Rules
- i. Add Radiation Therapy Requirements
 - ii. Add Background Checks
 - iii. Revise Continuing Education Audit
- d. New License Certificate
- i. Started January 2017
7. New Business
- a. Ethics
- i. 06-FY-2017 – **Vote**
 - ii. 07-FY-2017 – **Vote**
 - iii. 08-FY-2017 – **Vote**
- b. Finance
- i. Finance Committee consisting of Board Chair Layton, Board Member Justice and Director Browning met on 2-16-2017 at the CAMC Cancer Center in Charleston, WV and reviewed financial transactions of the Board
 1. November 2016 – **Vote**
 2. December 2016 – **Vote**
 3. January 2016 – **Vote**
- c. BRIMM Safety Requirements
- i. Employment Practices
 1. Hire Administrative Assistant
 - a. Review Job descriptions – **Committee requested**
 - b. Start hiring process after August 2017 Board Meeting
 - c. Board approval November 2017 Board Meeting
 - d. January 1, 2018 start date

ii. Driver and Vehicle Safety

- 1. Safety Driving Tips**
 - a. December 2016**
 - b. January 2016**
 - c. February 2017**
- 2. Safety Recall Received**
 - a. Occupant Restraint Controller**
 - b. Service currently unavailable**
- 3. 55,000-mile Service Received**
- 4. No MVA's – Recognition for all Board Members and Staff for safe driving practices**

iii. Facility Safety

- 1. Facility Inspection Report – Tabled 10-20-16**
 - a. Relocate Office – Vote**
 - i. Notify Real Estate Division March 2017**
 - 1. Walls need built**
 - 2. Phone & Internet lines need installed**
 - ii. Open Office January 2018**
 - b. Compare new location to existing location**
 - i. 1715 Flat Top Road, Cool Ridge, WV**
 - 1. Privately owned building**
 - 2. Suddenlink Internet**
 - 3. Facility safety concerns**
 - 4. PERD Audit recommends office in Charleston, WV**
 - 5. 672 square feet**
 - 6. \$7.14 per square foot**
 - 7. \$400.00 per month (does NOT include – utilities, trash, janitorial services/supplies, building maintenance, landscaping/snow removal)**
 - ii. 1124 Smith Street, Charleston WV**
 - 1. State of WV Office building**

2. State Internet Network
3. PERD Audit recommends office in Charleston, WV
4. No safety concerns (BRIMM's office in the same building)
5. 882 square feet / 173 square feet common area (1,055 total square feet)
6. \$12.00 per square foot
7. \$1,055 per month (includes – utilities, trash, janitorial services/supplies, building maintenance, landscaping/snow removal)

iv. Cyber Information Security and Privacy

1. Enhance Board Website
 - a. WV State Treasures Office is in process of enhancing website
2. Secure file storage
 - a. Inactive licensee files are currently being scanned
3. Financial Internal Controls
 - a. Revised Policy - **Vote**

v. Loss

1. No Loss of Property or Time – Recognition for all Board Members and Staff for safe practices

d. Director's Report

- i. November 2016 – **Vote**
- ii. December 2016 – **Vote**
- iii. January 2016 – **Vote**

e. Schools Report – **Vote**

- i. WVUH – Radiation Therapy Program
 1. JRCERT Continued Accreditation 8 Years

f. Annual Report FY-2016 – **Vote**

- i. Submitted December 2016
- ii. Posted on Website December 2016

g. 2017 Newsletter - **Vote**

- i. E-mailed to Licensee's January 2017
 - ii. Posted on Website January 2017
- h. ARRT Disciplinary Action Report - **Vote**
 - i. Report Date - October 2016
 - ii. No WV Licensees
- i. Revise Disciplinary Action Process – **Vote**
 - i. Receive Complaint
 - ii. Request Complainant Response
 - iii. Board Review and vote to Proceed
 - iv. Board Investigation
 - v. Ethics Committee Invitation
 - vi. Board Review
- j. Revise Continuing Education Audit Process – **Committee Requested**
- k. Position Statements – **Committee Requested**
- l. Purchase Audit Report – **Vote**
- m. Joint Committee on Government Organization Requests
 - i. Website and Hosting Fees
 - ii. P-Card
 - iii. Fleet Usage
 - iv. Legal Fees
 - v. Proposed Legislation Communications
 - 1. Requested information from Nancy Godby
- n. Senate Bill 195 Update

8. Upcoming Meetings

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

9. Adjourn

NOTE:

Meetings will be Noticed five (5) business days in advance. The Agenda will be available 3 business days in advance. New agenda items may be added up to two (2) business days in advance. The Agenda will be available at the Board Office. The Board reserves the option to reorder the Agenda items at the beginning of the meeting.

ADA Notice: *The West Virginia Medical Imaging & Radiation Therapy Technology Board of Examiners is committed to providing meeting access through reasonable accommodation under the Americans with Disabilities Act (ADA). Kindly notify the Board prior to the meeting for special accommodations*