



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS
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SPECIAL BOARD MEETING MINUTES

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

Thursday, September 6, 2018 at 5:00PM

1. Call Meeting to Order

- a. Meeting was called to order at 5:04PM by the Chairman of the Board, Tuanya Layton.

2. Recognize Guests

- a. No guests were present.

3. Establish Quorum

- a. Board members in attendance were Chairman Tuanya Layton, Secretary Rose Trupo, Kimberly Hoffman, Kristi Justice and Sherri Snead. Staff members present were the Executive Director, Jamie Browning, and Administrative Assistant, Lori Elliott. Excused were Board members Howard Blom, MD, Paul D Ratcliff, Jr, DO.

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. New Business

a. Regulatory Review

- i. Director Browning explained that Governor Justice requested all executive agencies with rule-making authority to review all rules under each agencies jurisdiction. After careful review of the Boards' Legislative, Procedural and Interpretive Rules, a motion was made

by Secretary Trupo to continue the Rules without change. Ms. Snead seconded the motion, and the entire Board agreed with Secretary Trupo's motion.

b. Temporary Employee

- i. Director Browning suggested that the Board hire Lori Elliott as a Temporary Employee.
- ii. Ms. Snead made a motion to enter executive session at 5:09PM to discuss personnel matters. Ms. Justice seconded the motion and the Board agreed with Ms. Snead's motion.
- iii. Ms. Snead made a motion to exit out of executive session at 5:11PM. Ms. Hoffman seconded the motion and the Board agreed with Ms. Snead's motion.
- iv. After careful review and consideration of all the available information, Secretary Trupo made a motion to hire Lori Elliott as a Temporary Employee at a rate of \$25.00 per hour. Ms. Justice seconded the motion and the entire Board agreed with Secretary Trupo's motion.

c. Interviews for Administrative Service Assistant - 3

- i. Chairman Layton recused herself from the interviews and selection process.
- ii. The Board interviewed a second round of applicants.
- iii. Ms. Hoffman made a motion to enter executive session at 7:30PM to discuss personnel matters. Ms. Snead seconded the motion and the Board agreed with Ms. Hoffman's motion.
- iv. Secretary Trupo made a motion to exit out of executive session at 7:47PM. Ms. Snead seconded the motion and the Board agreed with Secretary Trupo's motion.
- v. After careful review and consideration of all the available information, Secretary Trupo made a motion to hire Olivia Klee as the Administrative Service Assistant - 3 at an annual salary of \$32,000. Ms. Snead seconded the motion and the entire Board agreed with Secretary Trupo's motion.

d. Adjourn

- i. Secretary Trupo made a motion to adjourn at 8:00PM. Ms. Snead seconded the motion and the entire Board agreed with Secretary Trupo's motion.

6. **Approval** – Minutes approved on November 15, 2018