



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS
1715 Flat Top Road / PO Box 638 / Cool Ridge, WV 25825-0638 / WEBSITE: www.wvrtboard.org
Phone: 304-787-4398 / Fax: 304-787-3030 / Email: wvrtboe@suddenlinkmail.com

BOARD MEETING

August 18, 2016 Charleston Area Medical Center-Cancer Center, Charleston, WV

Members Present

Tuanya Layton, Board Chair
Eva Hallis, Board Secretary
Nancy Oughton
Kristi Justice

Members Excused

Paul Blom, M.D.
Howard Lafferty, DO
Tonya Painter

Office Staff

Jamie Browning, Executive Director
Sharon Bleau, Executive Assistant
Katherine Campbell, Assistant Attorney General
Nancy Godby, Temporary Employee

I. CALL MEETING TO ORDER

The meeting was called to order at 5:02 pm by Tuanya Layton, Board Chair, at the Charleston Area Medical Center - Cancer Center in Charleston, WV.

II. RECOGNIZE GUESTS

There were no guests present for this meeting.

III. ESTABLISH QUORUM

Ms. Layton established a quorum.

IV. ACCEPT AGENDA

A motion was made by Nancy Oughton to accept the Agenda as presented. Kristi Justice seconded, and the motion was approved by the Board.

V. APPROVAL OF MEETING MINUTES

1. **May 12, 2016:** After review, a motion was made by Ms. Oughton to approve the Meeting Minutes as presented. Ms. Justice seconded, and the motion was approved by the Board.
2. **May 23, 2016:** After review, a motion was made by Eva Hallis to approve the Meeting Minutes as presented. Ms. Oughton seconded, and the motion was approved by the Board.

VI. OLD BUSINESS

1. **Ethics and Consent Agreement Updates:** Jamie Browning provided the Board with an update of the following Ethics and Consent Agreements:
 - a. **18-FY-2014, Teresa Young:** Ms. Browning reported to the Board that she followed up with Ms. Young and reminded her that her Continuing Education requirements are due on October 15, 2016.
 - b. **01-FY-2016:** Ms. Browning reported to the Board that the signed Consent Agreement was received and all fees were paid.
 - c. **03-FY-2016:** Ms. Browning reported to the Board that the signed Consent Agreement was received and all fees were paid.



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2. Legislative, Update:

- a. **Senate Bill 159:** Ms. Browning informed the Board the Governor approved this bill in the Interim session. Title 18, Series 1 Rule has been Final Filed with the Secretary of State's Office going into effect on September 1, 2016.
 - b. **Senate Bill 619:** Katherine Campbell described the changes to rulemaking for Boards.
 - c. **House Bill 4340:** Ms. Campbell described the addition of criminal background checks.
3. **Original Application Process:** This item was tabled during the Board Meeting on November 30, 2015 after approval.
4. **ASRT Conference:** Ms. Browning updated the Board that she did not attend the ASRT Conference. Ms. Browning's flight was cancelled due to inclement weather. The hotel and airline refunded all fees paid.
5. **Dental CBCT:** After review, a motion was made by Ms. Oughton to take no position at this time. Ms. Justice seconded, and the motion was approved by the Board.

VII. NEW BUSINESS

1. Ethics Committee:

- a. **02-FY-2016:** Ms. Justice stated the Ethics Committee found no probable cause and recommended the Board dismiss this case. After careful review and consideration of all the available information, Ms. Oughton made a motion to accept the recommendation of the Ethics Committee. Ms. Hallis seconded, and the motion was approved by the Board.
- b. **04-FY2016:** Ms. Hallis stated the Ethics Committee found probable cause and recommended the Standard Consent Agreement for working during the time of lapsed license. After careful review and consideration of all the available information, Ms. Oughton made a motion to accept the recommendation of the Ethics Committee. Ms. Justice seconded, and the motion was approved by the Board.
- c. **05-FY-2016:** Ms. Layton stated the Ethics Committee found probable cause and recommended the Standard Consent Agreement for working during the time of lapsed license. After careful review and consideration of all the available information, Ms. Oughton made a motion to accept the recommendation of the Ethics Committee. Ms. Hallis seconded, and the motion was approved by the Board.
- d. **01-FY-2017:** Ms. Hallis Stated the Ethics Committee found no probable cause and recommended dismissal for working unsupervised on an Apprentice



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License. After careful review and consideration of all the available information, Ms. Oughton made a motion to accept the recommendation of the Ethics Committee. Ms. Justice seconded, and the motion was approved by the Board.

e. Ms. Oughton made a motion to go into Executive Session at 5:42PM, in accordance with Chapter 6, Section 4(2)(A), of the Code of West Virginia to address confidential disciplinary issues. Ms. Justice seconded and the motion was approved by the Board. Ms. Oughton made a motion to come out of Executive Session at 6:03pm, Ms. Hallis seconded and the motion was approved by the Board.

f. **02-FY-2017:** Ms. Browning updated the Board that a fraudulent license was found during a routine inspection. Kate Campbell updated the Board on her follow up with authorities.

g. **03-FY-2017:** Ms. Browning updated the Board on a complaint received. After discussion and review, Ms. Oughton made a motion to accept the recommendation of the Ethics Committee to subpoena the records pertaining to the case. Ms. Justice seconded the motion and the Board approved.

2. Financial Report: Monthly Financials and Purchase Card Transactions for April 2016, May 2016, June 2016 and July 2016:

a. Sharon Bleau presented a summary of the Financial Statements for April 2016, May 2016, June 2016 and July 2016. Ms. Browning also presented a summary of all OASIS and Purchase Card (P-Card) transactions for the same period(s) of time that were reviewed by the Finance Committee and indicated documentation of each transaction is available for review by Board Members during this Board Meeting. Following careful review and discussion, Ms. Hallis made a motion to approve the financial report as presented. Ms. Layton seconded, and the motion was approved by the Board.

b. Ms. Oughton stated the Finance Committee recommended switching the land line phone service from Frontier to Suddenlink to save money. Ms. Bleau presented her case as to why the Board should not switch. After careful review, the Board decided to table this item at this time.

c. Ms. Oughton stated the Finance Committee recommended paying for Ms. Browning's cell phone. After careful review, the Board decided to table this item at this time.

d. **Laptop Computers:** Ms. Browning reported to the board that the two (2) laptop computers were received, distributed and are in



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use. Ms. Browning thanked the Board for the new laptop computers.

- e. **FY-2018 Budget:** Ms. Browning requested the Board approve the appropriation budget amount of \$229,230 that was previously approved by the Board for fiscal year 2017. This is the same budget amount the Board has operated under for the past several years. After discussion, Ms. Oughton made a motion to approve the amount of \$229,230 for the FY-2018 Budget. Ms. Hallis seconded, and the motion was approved by the Board.

3. **Safety Committee Report:** Ms. Layton presented the August 18, 2016 Safety Committee Report on behalf of the Agency. There were no accidents or injuries to report, and Ms. Layton commended staff members for their dedication to ensuring continued safety. After review and discussion, Ms. Oughton made a motion to approve the Safety Committee Report. Ms. Hallis seconded, and the motion was approved by the Board.
4. **Director Report:** Ms. Browning presented a verbal summary of her monthly report of activities for May 2016, June 2016 and July 2016. After review and discussion, Ms. Oughton made a motion to approve the Executive Director Reports as presented. Ms. Justice seconded, and the motion was approved by the Board.
5. **JRCERT and JRCNMT Summary Report:** Ms. Hallis presented a verbal overview of the summary report. Ms. Hallis also presented the Program Effectiveness Report. Ms. Browning, Ms. Layton and Ms. Painter attended a JRCERT site visit at WVUH Radiation Therapy Program August 4-5, 2016. Ms. Oughton made a motion to approve the Medical Imaging Schools Reports as presented. Ms. Justice seconded, and the motion was approved by the Board.
6. **ARRT Test:** Ms. Oughton made a motion that the Board change the fee and allow the licensees to pay the ARRT directly for all ARRT tests. After discussion and review, Ms. Hallis seconded the motion and the Board approved.
7. **CT Fusion Test:** Ms. Oughton made a motion that the Board change the name from PET - CT Fusion Test to CT Fusion Test on all forms and on the website. After discussion and review, Ms. Hallis seconded the motion and the Board approved. Ms. Oughton also made a motion that the Board change the fee for the test on all forms and the website to coincide with our newly passed rules. After discussion and careful review Ms. Justice seconded the motion, and the Board approved the motion.



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8. **30-23 Code Change:** After careful discussion and review, the Board recommended creating a committee to review and make changes to the Code. The committee will report to the Board at the October 20, 2016 for review.
9. **Upcoming Training:**
 - a. Ms. Oughton made a motion for the Executive Director to attend the upcoming annual Purchasing Conference in Canaan Valley. After discussion and review, Ms. Justice seconded the motion and the Board approved.
 - b. Ms. Oughton made a motion for the Board approve Ms. Browning and Ms. Godby to attend the annual CLEAR Conference in Portland OR. After discussion and review, Ms. Justice seconded the motion and the Board approved.
 - c. Ms. Oughton made a motion for the Board approve Ms. Browning and Ms. Bleau to attend the annual Purchasing Card Training. After discussion and review, Ms. Justice seconded the motion and the Board approved.
 - d. Ms. Oughton made a motion for the Executive Director to attend the upcoming annual WV Society for Radiologic Technologist Conference in Morgantown, WV. After discussion and review, Ms. Justice seconded the motion and the Board approved.
10. **Election of Officers:**
 - a. Ms. Oughton made a motion that the Board approve Tuanya Layton as the Board Chair. After discussion and review, Ms. Justice seconded the motion and the Board approved.
 - b. Ms. Oughton made a motion that the Board approve Eva Hallis as the Board Secretary. After discussion and review, Ms. Justice seconded the motion and the Board approved.

VIII. Next Meeting:

1. October 20, 2016 - CAMC Cancer Center
2. November 28, 2016 - CAMC Memorial Hospital
3. November 29, 2016 - Auditor's Seminar for Board Members
4. February 23, 2017 - CAMC Cancer Center

- IX. Adjourn:** A motion was made by Ms. Oughton to adjourn the meeting at 8:35pm. Ms. Justice seconded, and the motion was approved by the Board.

Minutes prepared and submitted for consideration by Jamie Browning, Executive Director and Sharon Bleau, Executive Assistant. Minutes were approved by the Board on 10/20/2016.



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**Executive Director Monthly Report
May 2016**

- 1. Site Inspection Report: Summers, Monroe, Greenbrier, and Mercer Counties.
18 Facilities and 145 Licenses.**
- 2. Ethics Investigation and Follow-up**
 - a. 18-FY-2014
 - b. 01-FY-2016
 - c. 02-FY-2016
 - d. 03-FY-2016
- 3. Office**
 - a. Expiration Warning E-mails – 570
 - b. Expiration Warning Letters – 15
 - c. Expired Post Cards Mailed – 22
 - d. Expired Letters to Human Resources – 11
 - e. Continuing Education Audit – 13
- 4. Training**
 - a. May 3, 2016 – Purchasing Open House, Charleston WV
 - b. May 17, 2016 - wvOasis Human Resource Management Training
 - c. May 19, 2016 - wvOasis Budget Training
 - d. May 24, 2016 - wvOasis Kronos Training
- 5. Meetings and events**
 - a. May 12, 2016 – Board Meeting, Charleston WV
 - b. May 13, 2016 – Association Meeting, Charleston WV
 - c. May 18, 2016 – Association Meeting, Charleston WV
 - d. May 23, 2016 – Board Meeting, Conference Call
- 6. Upcoming Meeting and Events**
 - a. June 6, 2016 - Ethics Meeting, Charleston WV
 - b. June 13-15, 2016 - Nuclear Power Plant Drill, Shippingport PA
 - c. June 23-26, 2016 - ASRT Governance Conference, Las Vegas NV
 - d. June 27 - July 7, 2016 – Annual Leave
 - e. July 13, 2016 – Purchasing Training (Audits), Charleston WV
 - f. July 20, 2016 – Purchasing Training (Travel Management) Charleston WV
 - g. July 27, 2016 - Purchasing Training (Overview), Charleston WV



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**Executive Director Monthly Report
June 2016**

- 1. Site Inspection Report: Wirt, Calhoun, Ritchie, Marshall, Wetzel, Tyler, Pleasants, Jackson and Mason Counties.
18 Facilities and 80 Licenses.**
- 2. Ethics Investigations**
 - a. 18-FY-2014
 - b. 01-FY-2016
 - c. 02-FY-2016
 - d. 03-FY-2016
 - e. 04-FY-2016
 - f. 05-FY-2017
- 3. Office**
 - a. Expiration Warning E-mails – 399
 - b. Expiration Warning Letters – 13
 - c. Expired Post Cards Mailed – 16
 - d. Expired Letters to Human Resources – 5
 - e. Continuing Education Audit – 11
- 4. Training**
 - a. June 8, 2016 – Purchasing Training (Surplus Property & Fixed Assets), Charleston WV
- 5. Meetings and events**
 - a. June 6, 2016 – Ethics Meeting, Charleston WV
 - b. June 14, 2016 – Nuclear Power Plant Drill, Shippingport PA
 - c. June 19, 2016 – FY 2017 Budget Submitted with Nancy Godby
 - d. June 23-26, 2016 – ASRT Governance Conference, Las Vegas NV (CANCELLED)
 - e. June 27 - July 7, 2016 – Annual Leave
- 6. Upcoming Meeting and Events**
 - a. July 13, 2016 – Purchasing Audit Training, Charleston WV
 - b. July 20, 2016 – Purchasing Travel Management Training, Charleston WV
 - c. July 27, 2016 - Purchasing Process Training, Charleston WV
 - d. August 1, 2016 - BRIM Loss Control Questionnaire Deadline
 - e. August 3-5, 2016 - JCERT Site Visit, WVUH Radiation Therapy, Morgantown WV
 - f. August 9, 2016 – Article 18, Series 1 Final File Deadline
 - g. August 10, 2016 – Purchasing Procurement Training, Charleston WV
 - h. August 11, 2016 – Fleet Management / ARI Training, Charleston WV
 - i. August 18, 2016 – Board Meeting, Charleston WV
 - j. August 23-26, 2016 – Purchasing Conference, Canaan Valley, WV



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**Executive Director Monthly Report
July 2016**

- 1. Site Inspection Report: Alliance Imaging at CAMC Teays Valley and Teays Valley Urgent Care.**
- 2. Ethics Investigations**
 - a. 18-FY-2014
 - b. 02-FY-2016
 - c. 04-FY-2016
 - d. 05-FY-2016
 - e. 01-FY-2017
 - f. 02-FY-2017
 - g. 03-FY-2017
- 3. Office**
 - a. Expiration Warning E-mails – 478
 - b. Expiration Warning Letters – 5
 - c. Expired Post Cards Mailed – 19
 - d. Expired Letters to Human Resources – 17
 - e. Continuing Education Audit – 16
- 4. Training**
 - a. July 13, 2016 – Purchasing Training (Audits), Charleston WV
 - b. July 20, 2016 – Purchasing Training (Travel Management) Charleston WV
 - c. July 27, 2016 - Purchasing Training (Overview), Charleston WV
- 5. Meetings and events**
 - a. July 8, 2016 – Surplus 5 Desktop Computer Pick Up - Cool Ridge WV
 - b. July 8, 2016 – Laptop Pickup - Cool Ridge WV
 - c. July 13, 2016 – OT Recycle 5 Desktop Computer Drop Off – Charleston, WV
 - d. July 19, 2016 – Laptop Set Up
 - e. July 20, 2016 – Laptop Deliver to Nancy Godby
 - f. July 20, 2016 – BRIM Loss Control Questionnaire with Nancy Godby
 - g. July 26, 2016 – Desktop return – Cool Ridge WV
- 6. Upcoming Meeting and Events**
 - a. August 1, 2016 - BRIM Loss Control Questionnaire Deadline
 - b. August 3-5, 2016 - JCERT Site Visit, WVUH Radiation Therapy, Morgantown WV
 - c. August 8, 2016 – Final File 18-1, Secretary of State Office, Charleston WV
 - d. August 9, 2016 – Article 18, Series 1 Final File Deadline
 - e. August 9, 2016 – wvOASIS Budget Development Training, Charleston, WV
 - f. August 10, 2016 – Purchasing Procurement Training, Charleston WV
 - g. August 11, 2016 – Fleet Management / ARI Training, Charleston WV

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FINANCIAL STATEMENT

APRIL 2016

Beginning Balance as of April 1, 2016:	\$300,765.18
Deposits for April:	<u>8,540.00</u>
Total Receipts:	\$309,305.18

Disbursements for April:

1200 Payroll	\$8,375.01
1206 Annual Increment	\$316.33
2202 SS & Medicare	654.14
2203 P/E Insurance Agency	238.30
2207 P/E Retirement System	1,105.84
2208 PEIA	163.00
3202 Rent	400.00
3203 Utilities	39.65
3204 Telecommunications	303.77
3207 Professional Services	237.50
3211 Travel Expenses	141.02
3213 Computer Services	440.00
3216 Vehicle Rental	380.59
3219 Insurance-BRIM	757.00
3220 Food Products	38.96
3225 Vehicle Operating Expense	71.80
3232 Cellular Charges	77.42
3235 Energy Expense Motor Vehicles	29.78
3238 Energy Expense Utilities	291.82
3263 Bank Cost (Credit Cd Expenses)	201.20
3272 PEIA 1% Transfer	910.00
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 15,203.13

Balance as of April 30, 2016:	\$ 294,102.05
Balance as of April 30, 2015:	\$ 271,368.06
Year to Year Revenue Increase:	\$ 22,733.99

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FINANCIAL STATEMENT

MAY 2016

Beginning Balance as of May 1, 2016:	\$294,102.05
Deposits for May:	<u>14,815.00</u>
Total Receipts:	\$308,917.05

Disbursements for May:

1200 Payroll	\$9,558.34
1201 Per Diem	\$900.00
2202 SS & Medicare	1,134.33
2203 P/E Insurance Agency	735.36
2207 P/E Retirement System	1,496.26
2208 PEIA	501.54
3200 Office Expenses	72.99
3202 Rent	400.00
3203 Utilities	39.69
3204 Telecommunications	306.36
3207 Professional Services	57.00
3211 Travel Expenses	1,936.66
3213 Computer Services	340.00
3216 Vehicle Rental	379.78
3232 Cellular Charges	77.39
3235 Energy Expense Motor Vehicles	100.87
3238 Energy Expense Utilities	234.16
3241 Miscellaneous	100.00
3244 Postal Expenses	126.50
3263 Bank Cost (Credit Cd Expenses)	187.55
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 18,714.78

Balance as of May 31, 2016:	\$ 290,202.27
Balance as of May 31, 2015:	\$ 270,785.51
Year to Year Revenue Increase:	\$ 19,416.76

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**FINANCIAL STATEMENT
JUNE 2016**

Beginning Balance as of June 1, 2016:	\$290,202.27
Deposits for June:	<u>19,060.00</u>
Total Receipts:	\$309,262.27

Disbursements for June:

1200 Payroll	\$7,000.00
1201 Temporary Employees	\$2,337.50
2202 SS & Medicare	343.75
2203 P/E Insurance Agency	221.20
2207 P/E Retirement System	472.50
2208 PEIA	150.46
3200 Office Expenses	427.29
3202 Rent	400.00
3203 Utilities	62.77
3204 Telecommunications	483.19
3207 Professional Services	275.50
3211 Travel Expenses	1,957.48
3213 Computer Services	33.00
3216 Vehicle Rental	378.96
3220 Food Products	38.96
3232 Cellular Charges	42.15
3233 Hospitality	204.50
3235 Energy Expense Motor Vehicles	152.39
3238 Energy Expense Utilities	340.79
3241 Miscellaneous	5.00
3242 Training & Development	175.00
3244 Postal Expenses	814.35
3246 Supplies-Computer	256.00
3263 Bank Cost (Credit Cd Expenses)	299.15
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 16,901.89

Balance as of June 30, 2016:	\$ 292,360.38
Balance as of June 30, 2015:	\$ 276,102.83
Year to Year Revenue Increase:	\$ 16,257.55

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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