



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

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

Thursday, November 19, 2020

1. Call Meeting to Order

- a. Video conference meeting was called to order at 2:07 PM by the Chairman of the Board, Rosemary Trupo.

2. Recognize Guests

- a. Chairman Trupo noted that there were no guests in attendance.

3. Establish Quorum

- a. Board members in attendance were Chairman Rosemary Trupo, Secretary Kimberly Hoffman, Roxanne Clay, Dee Workman, Tyson Judy, and Victoria Novick. Excused were Board member Todd Resley, MD, and Mercedes Ramas, MD. The Executive Director, Jamie Browning and Attorney General representative Keith Fisher were also in attendance.

4. Approve Board Meeting Agenda

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

5. Approve Board Meeting Minutes

- a. A motion was made by Ms. Novick to approve the August 20, 2020 board minutes. Secretary Hoffman seconded the motion and the motion was approved by the Board.

6. Old Business

a. Conference Table

- i. Director Browning reported that the conference table was picked up on February 25, 2020 for modification. The table modification has been delayed due to the coronavirus pandemic.

b. CLEAR Educational Seminar

- i. Director Browning reported that AG Fisher and Director Browning participated in the 2020 Annual CLEAR Virtual Educational Conference from Seattle, Washington on September 23-26, 2020.

c. FARB Regulatory Law Seminar

- i. Director Browning reported that she participated in the 2020 FARB Regulatory Law Seminar hosted remotely from Reston VA on October 2-4, 2020.

d. WWSAO Board Member Training

- i. Director Browning reported that AG Fisher, Director Browning, Chairman Trupo, Secretary Hoffman, Ms. Clay, Ms. Novick and Ms. Workman participated in the 2020 WWSAO Board Member Virtual Training on October 27, 2020.

e. 12-FY-2019

- i. Director Browning reported that Tammy Ashby submitted the Maryland Division of Parole and Probation Certificate of Completion.

7. New Business

a. Ethics

- i. The Ethics Committee, consisting of Chairman Trupo and Secretary Hoffman, met with AG Fisher and Director Browning on November 12, 2020 via video conferencing to review cases 06-FY-2020, 07-FY-2020, 08-FY-2020, 09-FY-2020, 10-FY-2020, 01-FY-2021 and 02-FY-2021.
- ii. A motion was made by Mr. Judy to go into executive session to discuss Ethics cases, 06-FY-2020, 07-FY-2020, 08-FY-2020, 09-FY-2020, 10-FY-2020, 01-FY-2021 and 02-FY-2021. The motion was seconded by Secretary Hoffman and carried by the Board. The meeting went into executive session at 2:11 PM. A motion was made by Secretary Hoffman to exit the executive session of the

meeting and seconded by Ms. Workman. The meeting resumed in regular session at 3:32 PM.

- iii. Mr. Judy made a motion to close Ethics Cases 06-FY-2020, 08-FY-2020, 09-FY-2020, 10-FY-2020 and 01-FY-2021. After review of all available facts, Ms. Novick seconded the motion and the Board approved.
- iv. Secretary Hoffman made a motion to reoffer the original consent agreement, including a written reprimand, fine, and payment of all related administrative and legal fees for Ethics Case 07-FY-2020 and proceed to hearing if not agreed upon within ten days of receipt. After review of all available facts, Ms. Novick seconded the motion and the Board approved.
- v. Ms. Clay made a motion to initiate a complaint and investigation for Ethics Case 02-FY-2021. After review of all available facts, Mr. Judy seconded the motion and the Board approved.

b. Finance

1. The Finance Committee consisting of Chairman Trupo, Secretary Hoffman, and Director Browning met on November 12, 2020 via video conferencing. Director Browning reported that the Finance Committee reviewed all purchasing card transactions for July 2020, August 2020, and September 2020.
2. Director Browning reported that the Board had a balance of \$408,539.15 on July 1, 2020 and ended with a balance of \$421,272.86 on September 30, 2020. A motion was made by Ms. Clay to accept the financial reports as presented. After review of all available information, Mr. Judy seconded the motion and the Board approved.

c. BRIMM Safety Requirements

i. Employment Practices

1. Director Browning reported that AG Fisher, Director Browning, Chairman Trupo, Secretary Hoffman, Ms. Clay, Ms. Novick and Ms. Workman participated in the 2020 WVSAO Board Member Virtual Training on October 27, 2020.
2. Director Browning reported that AG Fisher and Director Browning participated in the 2020 CLEAR Annual Virtual

Educational Conference from Seattle, Washington on September 23-26, 2020.

3. Director Browning reported that she participated in the 2020 FARB Regulatory Law Seminar hosted remotely from Reston VA on October 2-4, 2020.

ii. Driver and Vehicle Safety

1. Director Browning disseminated the Fleet Management monthly safe driving tips for July 2020, Road Ready Maintenance, for August 2020, BRIM Safe Driving Video and for September 2020, Risky Driving via email prior to the meeting and discussed all questions regarding these training topics.

iii. Facility Safety

1. Director Browning reported that office is offering in-person meetings by appointment only due to the coronavirus pandemic.
2. Director Browning also reported that the Board Meetings are being conducted by video conferencing for everyone's safety.
3. Director Browning reported that she is requiring temperature checks for anyone who enters the office. Director Browning also stated that no one will be allowed in the office with a temperature or signs of illness.

iv. Loss

1. Chairman Trupo recognized all Board Members and staff for their safe practices and reported that there has been no loss of property or work time.

d. Director's Reports

- i. Director Browning presented the Director's Reports for July 2020, August 2020 and September 2020 for review and discussion. Mr. Judy made a motion to accept the Director's Reports as presented. After review of all available information, Ms. Clay seconded the motion and the Board approved.

e. Schools Report

- i. Chairman Trupo reported no accreditation decisions regarding WV Medical Imaging Programs since the May board meeting. However, the radiologic technology programs at St. Mary's Medical Center and United Hospital Center are currently preparing Self Study Reports as a requirement for continuing accreditation with the JRCERT. Both programs anticipate Site Visits in the last quarter of 2021. Ms. Workman made a motion to accept the School's Report as presented. After review of all available information, Secretary Hoffman seconded the motion and the Board approved.

f. Budget FY-2022

- i. Director Browning disseminated the FY-2022 Budget for review and reported that neither the total projected expenditures of \$225,000.00 nor projected revenues of \$215,000 had changed from previous years. After review of all available information, Secretary Hoffman made a motion to accept the Budget FY-2022 as presented. Mr. Judy seconded the motion and the Board approved.

g. ARRT Update

- i. Director Browning reported that the ARRT will stop issuing paper credential cards on December 31, 2020. ARRT credentials can be verified on their website. www.arrt.org/verify-credentials
- ii. Director Browning reported that the ARRT is automatically applying a 90-day extension to all existing candidates approved for testing due to limited testing available during COVID safety protocols.
- iii. Director Browning disseminated the ARRT proposed changes to Radiography, Nuclear Medicine, and Radiation Therapy and reported that the ARRT is calling for comments on the proposed changes.

h. Certemy Licensing Management System

- i. Director Browning reported that the Certemy License Management System went live on September 15, 2020. This modernized License Management System is completely electronic with dynamic forms, electronic payments, and electronic notifications. Licensees can visualize the approval progress and immediately receive their license upon approval. Licensees who previously were required to submit paper applications now get a license within hours instead of weeks.
- ii. Director Browning reported that many renewing licensees are having difficulties with the transition. Licensees are now required to use an internet browser other than Microsoft's Internet Explorer, securely log on with a password, upload identification, upload continuing education, answer more thorough questions, and upload a receipt of

payment. Director Browning stated that renewal instructions are posted on the Board's website and are e-mailed to the licensees prior to their renewal date.

- iii. Director Browning reported that Certemy is currently working on changes to streamline the application, allow larger uploads, integrate the payment process, and update the profile management platform.
- iv. Director Browning reported that she has informed Certemy that it is of high importance that the board's License Search be accessible to the public on mobile phones.

i. 2021 FARB Forum

- i. Director Browning suggested that the Board provide funding to permit Director Browning, and any interested Board Members to participate in the 2021 FARB Forum hosted remotely on January 27-29, 2021. Mr. Judy made a motion to pay for AG Fisher, Director Browning and any board member interested and available to attend the conference. After review of all available information, Ms. Workman seconded the motion and the Board approved.

j. 2021 CLEAR Winter Symposium

- i. Director Browning suggested that the Board provide funding to permit Director Browning, and any interested Board Members to participate in the 2021 Annual Winter Symposium on January 5, 2021. Mr. Judy made a motion to pay for Director Browning and any board member interested and available to attend the conference. After review of all available information, Ms. Clay seconded the motion and the Board approved.

k. CLEAR Regulatory Structure Report

- i. Director Browning disseminated the CLEAR Regulatory Structure Report for review and discussion.

l. Fresh Food Act

- i. Director Browning disseminated the Fresh Food Act for review and discussion.

m. Mansfield University Request

- i. Director Browning disseminated an inquiry from Mansfield University in Pennsylvania about the eligibility of Radiologic Technology Program graduates for licensure in West Virginia. Ms. Novick made

a motion to respond to Mansfield University indicating that their graduates would remain eligible for WV licensure as long as the Radiology Program maintains accreditation with the JRCERT. After review of all available information, Mr. Judy seconded the motion and the Board approved.

n. Medical Imaging & Radiation Therapy Day

- i. Director Browning disseminated the Proclamation made by Governor Justice proclaiming November 8, 2020 as Professional Medical Imaging and Radiation Therapy Technologists Day for review and discussion. Chairman Trupo praised Governor Justice's efforts for recognizing the states Medical Imaging and Radiation Therapy Professionals.

8. Upcoming Board Meetings

- a. Board Meeting – February 18, 2021
- b. Board Meeting – May 20, 2021

9. Adjournment

- a. Secretary Hoffman made a motion to adjourn the meeting at 4:49PM, which was seconded by Ms. Novick.

10. Approval

- a. These minutes were approved February 18, 2021.