



**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](http://www.wvrtboard.org)  
Phone: 304-787-4398 / Fax: 304-787-3030 / Email: [wvrtboe@suddenlinkmail.com](mailto:wvrtboe@suddenlinkmail.com)

**BOARD MEETING**  
August 20, 2015  
Braxton County Technology Center, Sutton, WV

**Members Present**

Tuanya Layton, Board Chair  
Eva Hallis, Board Secretary  
Nancy Oughton  
Jamie Browning  
Kristi Justice  
Howard W. Lafferty, D.O.

**Members Excused**

Tonya Painter  
Paul Blom, M.D.

**Office Staff**

Nancy Godby, Executive Director  
Sharon Bleau, Executive Assistant  
Katherine Campbell, Attorney

**I. CALL MEETING TO ORDER**

The meeting was called to order at 5:00 pm by Tuanya Layton, Board Chair, at the Braxton County Technology Center in Sutton, 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 Howard Lafferty, D.O. to accept the Agenda as presented. Nancy Oughton seconded, and the motion was approved by the Board.

**V. APPROVAL OF MEETING MINUTES**

1. **June 4, 2015:** After review, a motion was made by Dr. Lafferty 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:** Nancy Godby provided the Board with an update of the following Ethics and Consent Agreements:
  - a. **18-FY-2014, Teresa Young:** Ms. Young accepted and signed the Consent Agreement offered by the Board that included payment of an Administrative Fee of \$353.84; fifteen (15) Category A Continuing Education Credits to include eight (8) in medical ethics, four (4) in radiation safety, and three (3) to be selected by Ms. Young. All Category A Continuing Education Credits must be submitted to the Board for prior approval. Ms. Young's license



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will also include a permanent indication of “Disciplinary Action” in the database. Ms. Young has paid the fine, however she has yet to submit proposed Category A Continuing Education Credits for approval by the Board. Ms. Godby indicated she had contacted Ms. Young regarding her need to submit CE’s for consideration during a phone call in July. To date she has not provided a list. Ms. Godby stated she will be contacting Ms. Young again prior to the next regularly scheduled Board Meeting.

- b. **08-FY-2015:** This case was discussed at the June 4, 2015 Board Meeting and subsequently referred to the Board of Medicine. The Board of Medicine acknowledged receipt and assigned this case for investigation. This file is closed for our Board and pending action by the Board of Medicine.
  - c. **09-FY-2015:** This case was discussed at the June 4, 2015 Board Meeting and had already been referred to the County Sheriff’s Office. This file is closed for our Board.
  - d. **10-FY-2015, WVUH CATH Lab:** This case was discussed at the June 4, 2015 Board Meeting, and the Board accepted the actions taken by the facility. This file is closed for our Board.
  - e. **11-FY-2015, Kellie Charles:** Ms. Charles was offered the “Standard Consent Agreement” for performing imaging during the time her license lapsed and was in the expired status to include a fine of \$100.00; Administrative Fee of \$100.00; and a permanent indication of “Disciplinary Action”. The Consent Agreement was signed by Ms. Charles and payment of the Fine and Administrative Fee are complete. This file is now closed.
2. **WV Oasis, Update:** Ms. Godby provided the Board with a copy of the June 2015 Oasis Newsletter and an update of the ongoing training events and implementation timeline related to this ongoing project. No action was needed for this update.
  3. **Legislative, Update:** Ms. Godby discussed the upcoming Interim Legislative Session (September 13-14, 2015). The Interim Committee Schedule was pulled on August 19, 2015, but the Agenda had not yet been updated. Ms. Godby indicated she will monitor for pertinent items and attend sessions related to the Board. Board Members were also provided with information related to the White House Report on Occupational Licensing from the Department of Treasury, Council of Economic Advisors. Ms. Godby indicated she had received this



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information through her CLEAR Committee collaborative. No action was needed for this update.

4. **Assistant AG, Update(s):** Katherine Campbell provided a verbal review of documents provided to the Board for review to include the North Carolina Dental Board FTC Ruling; FOIA Changes; FARB Letter and Newsletter; and the Open Meetings Law. No action was needed for this update.
5. **Purchase Card Audit Review, Update:** Sharon Bleau and Ms. Godby updated the Board with available information. No action was needed for this update.
6. **LRMC Annual Sheath Renewal, Update:** Ms. Godby provided a summary of the documents submitted by Logan Regional Medical Center to renew their existing Sheath program. Additionally, Ms. Godby indicated WVUH Cardiovascular and Interventional Services had submitted their documentation on August 13, 2015. No action was needed for this update.
7. **Internal Controls - Purchase Card for Travel, Update:** Ms. Godby informed the Board of receipt of approval of the Purchase Card for Travel Policy by the Auditor's Office. Additionally, Ms. Godby informed Board Members of the increase for mileage to 57.5 cents per mile and provided a copy of the State of West Virginia Travel Rules, effective July 1, 2015. No action was needed for this update.

## VII. NEW BUSINESS

1. **Ethics Committee:** Ms. Layton and Ms. Oughton served as representatives of the Board for the Ethics Committee Meeting along with Ms. Godby and Ms. Campbell representing the Board.
  - a) **Application Process:**  
Ms. Godby requested and received permission to move this discussion to the main Agenda item of VII.6.
  - b) **EMAIL License Renewal Notices:**  
Ms. Godby and Ms. Bleau explained the current process of mailing courtesy reminder post cards six to eight weeks before license expiration followed by a courtesy email reminder at the middle of the month for those who have not yet renewed. Ms. Godby utilized data over the past twelve months to prepare a cost analysis of the current process that included postage and post cards. By utilizing email first and then post cards for those that have not renewed by the middle of the month the Board could potentially save approximate \$500.00 annually (*utilizing the historical data*). After review and careful consideration of all the available information, Dr. Lafferty made a motion to change to the proposed process for courtesy email reminder followed by



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courtesy post cards as presented with implementation beginning with the next month's renewal process. Jamie Browning seconded, and the motion was approved by the Board.

**c) CE Audit:**

Ms. Godby presented a summary of the random CE Audits completed to date. Ms. Godby provided the Board with a summary of an issue related to whether or not §18CSR Series 2 Rule allows for acceptance of college credits that have not been evaluated by a Recognized Continuing Education Evaluation Mechanism (**RCEEM**). Ms. Campbell pointed to §18.2.3.2 that details all education must be Category A. Ms. Oughton stated the Ethics Committee recommended rejection of the request to accept college credits unless they have been assigned Category A credit in accordance with §18.2.3.2. After review and discussion of all the available information, Ms. Browning made a motion to accept the recommendation of the Ethics Committee and reject college courses that have not been assigned Category A credit by a RCEEM. Kristi Justice seconded; and the motion was accepted by the Board.

**d) 12-FY-2015, Practice Violation performing imaging on a lapsed license:**

Ms. Godby presented a summary of the allegations. Ms. Oughton stated the Ethics Committee met with the licensee to discuss the allegations and actions that have been taken to correct this issue. Ms. Oughton stated the Ethics Committee found probable cause and recommends the standard consent agreement to include \$100.00 fine and \$100.00 Administrative Fee. After discussion and careful consideration, Dr. Lafferty made a motion to accept the recommendation of the Ethics Committee. Eva Hallis seconded, and the motion was approved by the Board.

**2. Financial Report:**

**a. Monthly Financials, June and Year End Reports:** Ms. Bleau presented a summary of the Financial Statements for June 2015. Ms. Bleau also presented a summary of Purchase Card (**P-Card**) transactions for the same period of time and indicated original documentation of each transaction is available for review by Board Members. The Board also received side by side expenditure spreadsheet and WV Oasis report of expenditures for Fiscal Year 2015. Following review and discussion, Ms. Oughton made a motion to approve the financial report as presented. Dr. Lafferty seconded, and the motion was approved by the Board.

**b. Monthly Financials, July and Year to Date Reports:** Ms. Bleau presented a summary of the Financial Statements for July 2015. Ms. Bleau also presented a summary of Purchase Card (**P-Card**) transactions for the same period of time and indicated original documentation of each transaction is available for review by Board Members. The Board also received side by side expenditure spreadsheet and WV Oasis report of expenditures for Fiscal Year 2016. Following review and discussion, Dr. Lafferty made a motion to approve the financial report as



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presented. Ms. Oughton seconded, and the motion was approved by the Board.  
*(Note: A copy of the Financial Statement Report follows as an attachment).*

**c. Upcoming Conference:**

Ms. Godby presented Conference Travel Request Form(s) for consideration for upcoming Conferences with explanation of each. After review and discussion, Dr. Lafferty made a motion to approve Ms. Godby's attendance at the 2016 CLEAR Mid-Year Business Meeting. Ms. Browning seconded, and the motion was approved by the Board. Ms. Browning made a motion to approve Ms. Godby's attendance at the 2016 ASRT Governance Conference. Dr. Lafferty seconded, and the motion was approved by the Board. Dr. Lafferty made a motion to table discussion of attendance at NCIT Specialized Investigator Training and 2016 CLEAR Governance Conference for further discussion at the next Board Meeting. Ms. Oughton seconded, and the motion was approved by the Board.

**d. FY-2017 Appropriations Request:**

Ms. Godby provided a side by side spreadsheet of Appropriation Request totals for 2009 through the 2016 budget period and recommended the Board approve the request for \$229,230.00 for FY-2017. Ms. Godby indicated the Board had comfortably operated within this budgeted amount for the past two years, and in the event additional funding was needed for an unforeseen circumstance, a request could be made to allocate additional funds from the Board's reserves. After discussion, Ms. Browning made a motion to accept the recommendation for the FY-2017 Appropriation Request of a total of \$229,230.00. Dr. Lafferty seconded, and the motion was approved by the Board.

Ms. Godby reminded the Board of prior approval for a representative to attend the Annual West Virginia Society of Radiologic Technologists (**WVSRT**) Conference. Registration is open, and the Board needs to move forward with identification of an attendee. After discussion, it was determined to send Ms. Godby to the Conference to represent the Board.

- 3. Executive Director Report:** Ms. Godby presented a verbal summary of the monthly report of activities for June and July 2015. Ms. Godby provided information demonstrating completion of site inspections and a West Virginia map highlighting completed and pending counties for inspection. Ms. Godby provided a PowerPoint presentation reporting her attendance at the 2015 Annual American Society of Radiologic Technologists (**ASRT**) Conference in June 2015. A "Commitment to Succeed" flyer announcing a new training partnership by the ASRT was also provided. Ms. Godby informed the Board she had been invited by the CEO of CLEAR to run for a Board Position and reviewed CLEAR's website announcement of candidates. We will know the results of the election at the next Board Meeting. After review and discussion, Dr. Lafferty made a motion to approve the Executive Director Report. Ms. Oughton seconded, and the motion



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was approved by the Board. (*Note: A copy of the Executive Director Report follows as an attachment*).

- 4. Safety Committee Report:** Ms. Layton presented the August 20, 2015 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. Dr. Lafferty seconded, and the motion was approved by the Board. (*Note: A copy of the Safety Committee Report follows as an attachment*).
- a. Policy - Safety Loss Control:**  
Ms. Godby presented the updated Internal Controls-Safety Loss Control policy for review and approval. After review and discussion, Dr. Lafferty made a motion to approve the policy as presented. Ms. Oughton seconded, and the motion was approved by the Board.
- 5. Practice Inquiry - Reprogramming Shunts:** Ms. Godby summarized the documents received from a Neurosurgeon's outpatient practice related to whether or not it is in the scope of practice of a Radiologic Technologist to reprogram shunts. After review and discussion of all the available information, Dr. Lafferty made a motion that the Board take no position on this subject, for or against; Ms. Browning seconded; and the motion was approved by the Board.
- 6. Application Process:** Ms. Godby and Ms. Bleau provided the Board with documents and verbal explanation of the current original application process and proposed changes that would require additional documents to be submitted by the applicant. After review, Dr. Lafferty made a motion to table this issue to allow Ms. Campbell to research the proposed changes and bring this issue back to the next Board Meeting. Ms. Browning seconded, adding she would also like to know what supporting documentation is required by the national certification agencies. The Board accepted Dr. Lafferty's motion and Ms. Browning's recommendation. This issue has been tabled for discussion at the next Board Meeting.
- 7. Board Meeting Dates:** Ms. Godby provided proposed Board Meeting Dates for Fiscal Year 2016. Issues surrounding cost to hold the November/December meeting at the Charleston Marriott were discussed. After review and discussion, Ms. Oughton made a motion to accept the proposed meeting dates and find an alternate location for the November 30, 2015 Board Meeting. Dr. Lafferty seconded, and the motion was approved by the Board.
- 8. Identification Badges:** Ms. Godby provided information for consideration to purchase Identification Badges for Board Members and Staff from the WV Division of Corrections. After review, Ms. Oughton made a motion to purchase



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new identification badges for all Board Members and staff. Ms. Hallis seconded, and the motion was approved by the Board.

- 9. Board Member Per Diem:** Ms. Godby provided information for consideration of changing the Board Member Per Diem to \$150.00 for all in person meetings and \$75.00 for all meetings held by telephone, conference call, webinars, and/or teleconference calls. Ms. Browning indicated she would like to know what other Boards are doing regarding pay for meetings, as well as for the Board Chair. Ms. Godby will submit an inquiry and send an email to Board Member detailing her findings. After discussion, Ms. Oughton made a motion to table this item to the next Board Meeting. Dr. Lafferty seconded, and the motion was carried by the Board.
- 10. Pay Scale, Raise Recommendations:** Ms. Godby indicated Ms. Layton had requested provision of historical information related to the pay scaled for raise recommendations for Board staff members. Ms. Godby presented information she was able to locate in computer documents dating from 2001 through present and placed in a spreadsheet for consideration. Dr. Lafferty indicated he would like to know what percentage of raise other Boards were granting, and asked Ms. Godby to calculate the percentage of raise using the information provided during the last Board Meeting. Ms. Oughton made a motion to table this discussion to the next Board Meeting. Dr. Lafferty seconded, and the motion was approved by the Board.
- 11. Job Description and Performance Standards:** Ms. Godby indicated Ms. Layton had requested provision of an updated Job Description for Ms. Bleau's new position of Executive Assistant along with the Performance Standard currently in place for the Executive Director Position. Ms. Godby provided the requested information for review. No action was taken for this item.
- 12. JRCERT Summary Report:** Ms. Godby provided a summary of actions taken by the Joint Review on Education in Radiologic Technology (JRCERT). No action was needed for this Agenda Item.
- 13. Board Member Concerns:** Ms. Hallis indicated her institution had added their Mission Statement to the email signature line for their employees and requested Board staff member do the same. Ms. Godby indicated this would not be an issue and she would add this immediately. There were no other concerns voiced by Board Members.

Ms. Godby indicated a former Board Member had shared information recently published by the Kentucky Society of Radiologic Technologist for comment. After review and discussion, it was determined the Board would take no action.



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**14. Election of Officers:**

A nomination was made by Ms. Oughton that Ms. Layton continue to serve as Board Chair. Dr. Lafferty seconded Ms. Oughton's motion. Ms. Browning made a motion to close nominations and her motion was seconded by Dr. Lafferty.

A nomination was made by Ms. Oughton that Ms. Hallis continue to serve as Board Secretary. Dr. Lafferty seconded Ms. Oughton's motion. Ms. Browning made a motion to close nominations and her motion was seconded by Ms. Justice.

Ms. Layton will continue to serve as Board Chair, and Ms. Hallis will continue to serve as Board Secretary for the 2016 Fiscal Year.

**VIII. Next Meeting:** Ms. Layton announced the next Board Meeting will be held on November 30, 2015 in the Charleston area at a location to be determined. Ms. Godby reminded Board Members of the Annual Auditor's Seminar to be held December 1, 2015 at the Charleston Marriott and asked Board Member to let her know if they will attend the Auditor's Seminar as well as whether or not they would need a room at the Marriott.

**IX. Adjourn:** A motion was made by Dr. Lafferty to adjourn the meeting at 8:32pm. Ms. Oughton seconded, and the motion was approved by the Board.

Minutes prepared and submitted for consideration by Nancy Godby, Executive Director and Sharon Bleau, Executive Assistant.

**Minutes approved without revisions, November 30, 2015.**

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**FINANCIAL STATEMENT  
JUNE 2015**

Beginning Balance as of June 1, 2015:		\$270,785.51
	Deposits for June	<u>19,740.00</u>
	<b>Total Receipts:</b>	<b>\$290,525.51</b>

Disbursements for June:

1200 Payroll		\$6,663.32
1201 Per Diem		\$600.00
2202 SS & Medicare		545.45
2203 P/E Insurance Agency		240.00
2205 Workers Comp		300.00
2207 P/E Retirement System		932.88
2208 PEIA		164.00
3200 Office Expenses		893.66
3202 Rent		400.00
3203 Utilities		39.46
3204 Telecommunications		303.02
3207 Professional Services		1,068.00
3211 Travel Expenses		518.41
3213 Computer Services		189.50
3216 Vehicle Rental		388.66
3221 Supplies		11.72
3232 Cellular Charges		76.69
3238 Energy Expense Utilities		179.66
3244 Postal Expenses		613.26
3263 Bank Cost (Credit Cd Expenses)		264.99
3324 State Treasurer's Office Fees		30.00

**Total Disbursements:    \$ 14,422.68**

		<b>Balance as of June 30, 2015: \$ 276,102.83</b>
		<b>Balance as of June 30, 2014: \$ 231,570.87</b>
		<b>Year to Year Revenue Increase: \$ 44,531.96</b>

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**FINANCIAL STATEMENT  
JULY 2015**

Beginning Balance as of July 1, 2015:	\$276,102.83
Deposits for July	<u>21,420.00</u>
<b>Total Receipts:</b>	<b>\$297,522.83</b>

Disbursements for July:

1200 Payroll	\$7,415.00
1206 Annual Increment	\$300.00
2200 PEIA Admin Fees	\$100.00
2202 SS & Medicare	580.00
2203 P/E Insurance Agency	241.00
2207 P/E Retirement System	1,041.52
2208 PEIA	163.00
3200 Office Expenses	88.90
3202 Rent	400.00
3203 Utilities	37.51
3204 Telecommunications	302.13
3207 Professional Services	389.50
3211 Travel Expenses	406.00
3213 Computer Services	189.10
3216 Vehicle Rental	387.86
3219 Insurance-BRIM	757.00
3220 Food Products	29.22
3232 Cellular Charges	74.07
3233 Hospitality	75.70
3235 Energy Expense Motor Vehicles	97.37
3238 Energy Expense Utilities	141.97
3241 Misc-(WVOASIS error--deduction from our fund which was for another department	34.68
3244 Postal Expenses	655.52
3263 Bank Cost (Credit Cd Expenses)	383.48
3324 State Treasurer's Office Fees	30.00

**Total Disbursements:    \$ 14,320.53**

<b>Balance as of July 31, 2015:</b>	<b>\$ 283,202.30</b>
<b>Balance as of July 31, 2014:</b>	<b>\$ 242,191.83</b>
<b>Year to Year Revenue Increase:</b>	<b>\$ 41,010.47</b>



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## **Executive Director Monthly Report June 2015**

1. **Site Inspection Report:** Site Inspections were completed for Kanawha County:  
  
**3 Hospitals, 29 Other Facilities, and 165 Licenses verified**  
  
**Year End Totals**  
**27 Hospitals**  
**194 Other Facilities**  
**1989 Licenses Verified**
2. **WVOASIS:** Reviewed recorded Oasis Webinar and completed forms for Wave 2 Kronos implementation. Additional training scheduled through the coming months with go live in November 14, 2015.
3. **Meetings and events:**
  - a. **June 4, 2015:** Ethics Committee and Board Meeting;
  - b. **June 7, 2015: (Sunday),** Interim Legislative Session with NC Dental FTC Ruling discussed;
  - c. **June 17, 2015:** Association of Boards Lunch & Learn Session;
  - d. **June 24-29, 2015:** ASRT Governance Conference in Albuquerque NM.
4. **Upcoming Events:**
  - a. **Oasis Training:** Ongoing through November go-live;
  - b. **July 23 through August 2, 2015:** Annual Vacation;
  - c. **August 12-13, 2015:** Mandatory Annual P-Card Training, Flatwoods WV;
  - d. **August 20, 2015:** Ethics Committee & Board Meeting;
  - e. **September 15-19, 2015:** Annual CLEAR Conference, Boston MA;
  - f. **September 22-25, 2015:** Annual Auditor's Conference, Snowshoe WV;
  - g. **October 8-10, 2015:** Annual WVSRT Conference, Glade Springs WV;
  - h. **October 13-16, 2015:** Annual Purchasing Conference, Canaan Valley WV;
  - i. **November/December 2015:** Ethics Committee and Board Meeting, TBD.

**Monthly Activity Report Totals  
FY-2015**

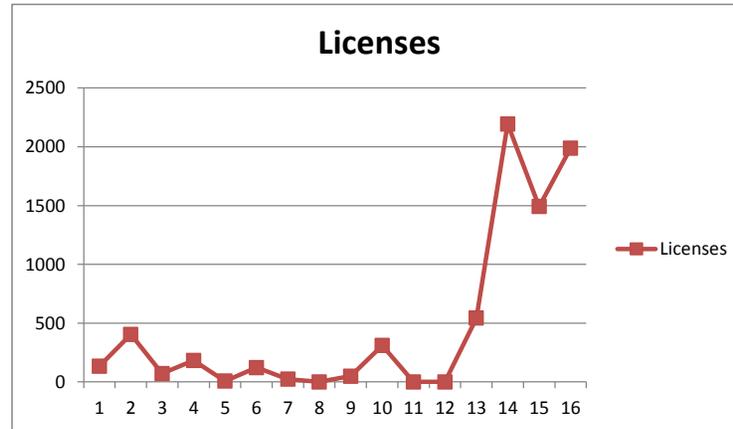
TRAVEL																
FY-2015	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY-2015 TOTAL	2014	2013	2012
Miles	791	569	597	2447	1106	613	741	804	1344	1095	91	873	11071	10,833	16,305.80	3,790.80
Fuel	\$128.71	\$77.39	\$83.96	\$298.12	\$151.97	\$59.38	\$53.41	\$73.44	\$139.39	\$120.30	\$0.00	\$105.65	\$1,291.72	\$1,587.60	\$2,481.67	\$549.69

FACILITY INSPECTIONS																
FY-2015	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY-2015 TOTAL	*2014	*2013	*2012
Hospitals	0	0	0	11	4	0	1	0	3	5	0	3	27	26	38	13
Other	0	1	0	66	10	0	5	0	45	38	0	29	194	117	208	60
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>77</b>	<b>14</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>48</b>	<b>43</b>	<b>0</b>	<b>32</b>	<b>221</b>	<b>143</b>	<b>246</b>	<b>73</b>
# License	0	1	0	608	117	0	18	0	460	620	0	165	1989	1492	2194	612

**\*NOTE:** *Inspectopm of licenses during 2012, 2013 and 2014 include verification of expired and inactive licenses in the database. All database files were updated to reflect the current status of each licensee found during site inspections. Future inspection totals are expected to be lower due the database updates accomplished from these site inspections.*

### License Verification Totals

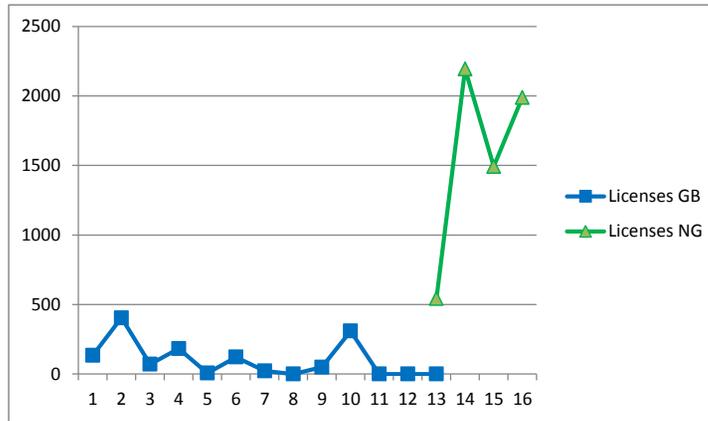
Fiscal Year	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2012	2013	2014	2015
Licenses	134	404	71	182	7	122	23	0	49	310	0	0	543	2194	1492	1989



History of Site Inspections	
<b>2001</b>	First Executive Director position created for the Board. Term continued until retirement on May 1, 2012.
<b>2012</b>	New Executive Director named May 1, 2015 with directive to increase site inspections with visits to each county every 2-3 years.
<b>2013</b>	First full fiscal year for the new Executive Director. License verifications peak include a cleanup of the database with licensees identified and moved to Inactive.
<b>2014</b>	Second Full fiscal year for the new Executive Director. License verifications peak include a cleanup of the database with licensees identified and moved to Inactive.
<b>2015</b>	First full fiscal year using the updated database. Annual License Verification normalized.

**License Verification Totals  
Fiscal Year 2001 through 2015**

Fiscal Year	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2012	2013	2014	2015
Licenses GB	134	404	71	182	7	122	23	0	49	310	0	0	0			
Licenses NG													543	2194	1492	1989



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**WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS**  
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## **Executive Director Monthly Report July 2015**

1. **Site Inspection Report:** There were no site inspections completed.
2. **WVOASIS:** Attended scheduled Webinars and also attended Oasis Training in Charleston.
3. **Meetings and events:**
  - a. **July 1 & 2, 2015:** Worked at Cool Ridge (Sharon's scheduled days off);
  - b. **July 3, 2015:** State Holiday;
  - c. **July 15, 2015:** WV Oasis Training, Charleston;
  - d. **July 23-August 1, 2015:** Annual Summer Vacation.
4. **Upcoming Meetings and Conferences:**
  - a. **Oasis Training:** Ongoing through November go-live;
  - b. **August 12-13, 2015:** Mandatory Annual P-Card Training, Flatwoods WV;
  - c. **August 20, 2015:** Ethics Committee & Board Meeting, Flatwoods WV;
  - d. **September 15-19, 2015:** 2015 CLEAR Educational Conference, Boston MA;
  - e. **September 22-25, 2015:** 2015 Auditor's Conference, Snowshoe WV;
  - f. **October 8-10, 2015:** 2015 WVSRT Conference, Glade Springs WV;
  - g. **October 13-16, 2015:** 2015 Purchasing Conference, Canaan Valley WV;
  - h. **November/December 2015:** Ethics Committee and Board Meeting, TBD.
5. **Calendar of Conferences for attendance consideration:**
  - a. **October 15-17, 2015:** 2015 ARMTRIT Annual Meeting, Las Vegas, NV;
  - b. **October 18-20, 2015:** 2015 ASRT Radiation Therapy Conference, San Antonio TX;
  - c. **January 7-9, 2016:** CLEAR Midyear Business Meeting, Savannah GA;
  - d. **March 14-16, 2016:** CLEAR NCIT Specialized Investigator Training, Raleigh NC;
  - e. **June 11-15, 2016:** SNMMI 2016 Annual Meeting, San Diego CA;
  - f. **June 23-26, 2016:** 2016 ASRT Governance Conference, Las Vegas NV;
  - g. **September 12-17, 2016:** CLEAR NCIT Specialized Investigator Training and 2016 Educational Conference, Portland OR.

**Monthly Activity Totals  
FY-2016**

TRAVEL																	
FY-2016	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY-2016 TOTAL	2015	2014	2013	2012
Miles	526												526	11,071	10,833	16,305.80	3,790.80
Fuel	\$51.41												\$51.41	\$1,291.72	\$1,587.60	\$2,481.67	\$549.69

FACILITY INSPECTIONS																	
FY-2016	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY-2016 TOTAL	2015	2014	2013	2012
Hospitals	0												0	27	26	38	13
Other	0												0	194	117	208	60
<b>TOTAL</b>	<b>0</b>												<b>0</b>	<b>221</b>	<b>143</b>	<b>246</b>	<b>73</b>
# License	0												0	1989	1492	2194	612
															<i>(First Inspection Rotation)</i>		



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## Safety Committee Report August 20, 2015

### 1. Office Safety

- a. Completed Fixed Asset Inventory and reported to the WV Purchasing Division. Disposed recyclables that were broken or no longer operable at the Raleigh County Recycle Center in Beckley in March 2015. Items disposed included a vacuum cleaner and three (3) shredders. Also delivered a wooden file cabinet and office chair to Surplus Property in March 2015. Additional electronic items for disposal are pending acceptance and pickup by the WV Office of Technology;
- b. Completed and submitted the BRIM Safety Control Questionnaire;
- c. Updated the Safety Loss Control Policy, for approval today.

### 2. FLEET Management

- a. Office staff members completed a review of the Defensive Driving Safety Video provided by WV FLEET Management as a part of the BRIM Safety Control Questionnaire.
- b. Completed the annual online verification of WV Driver's License for office staff members and board members.

### 3. Lost Days

There were no lost days in 2014 and 2015, and no lost days to date FY-2016.

### 4. Safety Recognition

Staff members are commended by the Board for their efforts and dedication to ensure continued safety.