



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, May 23, 2019

### 1. Call Meeting to Order

- a. Meeting was called to order at 2:00 PM by the Chairman of the Board, Tuanya Layton.

### 2. Recognize Guests

- a. Brenda Tonkin and Mistey Rhoades from Stonewall Jackson Hospital were recognized.

### 3. Establish Quorum

- a. Board members in attendance were Chairman Tuanya Layton, Secretary Rose Trupo, Kristi Justice, and Sherri Snead. Excused were Board members Paul H Blom, MD and Kimberly Hoffman. The Executive Director, Jamie Browning, and Attorney General representative Keith Fischer were also in attendance.

### 4. Approve Board Meeting Agenda

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

### 5. Approve Board Meeting Minutes

- a. A motion was made by Secretary Trupo to approve the January 17, 2019 and May 7, 2019 Board Meeting minutes. Ms. Snead seconded the motion and the motion was approved by the Board.

### 6. Old Business

## **a. Ethics Update**

- i. Director Browning reported that Terrance Farley (03-FY-2017) is on probation through November 16, 2019 and complying with all random drug testing.
- ii. Director Browning reported that Amy Pardue's (06-FY-2018) Consent Agreement has been offered, accepted and posted on the Board's website. All fees have been paid. The certifying body has been notified. The Secretary of State's Office has been notified and the case is now closed.
- iii. Director Browning reported that Paul Crigger's (01-FY-2019) Consent Agreement has been offered, accepted and posted on the Board's website. All fees have been paid. The certifying body has been notified. The Secretary of State's Office has been notified and the case is now closed.
- iv. Director Browning reported that Ashley Fletcher's (02-FY-2019) Consent Agreement has been offered, accepted and posted on the Board's website. All fees have been paid. The certifying body has been notified. The Secretary of State's Office has been notified and the case is now closed.
- v. Director Browning reported that Brad Williams's (03-FY-2019) Consent Agreement has been offered, accepted and posted on the Board's website. All fees have been paid. The certifying body has been notified. The Secretary of State's Office has been notified and the case is now closed.
- vi. Director Browning reported that Erica Cassidy's (04-FY-2019) Consent Agreement has been offered, accepted and posted on the Board's website. All fees have been paid. The certifying body has been notified. The Secretary of State's Office has been notified and the case is now closed.
- vii. Director Browning reported that Paula Williams's (05-FY-2019) Consent Agreement has been offered, accepted and posted on the Board's website. All fees have been paid. The certifying body and WV Secretary of State's Office have been notified. The case is now closed.
- viii. Director Browning reported that Misty Tracy's (06-FY-2019) Consent Agreement has been offered, accepted and posted on the Board's website. All fees have been paid. The certifying body

and WV Secretary of State's Office have been notified. The case is now closed.

**b. Personnel Update**

- i. Director Browning reported that Dr. Ratcliff resigned from the Board on February 15, 2019.
- ii. Director Browning reported that Lori Elliott is still working temporarily in the absence of a full-time assistant. Director Browning praised Ms. Elliott for her efforts.
- iii. Director Browning informed the Board that several Board Member applicants have been submitted to the Governor for review and approval.

**c. Feet Vehicle**

- i. Director Browning reported that the 2012 Jeep Patriot with the vehicle identification number 1C4NJRBB4CD717455 has been transferred to Fleet Management for more efficient utilization.

**d. Lock Box System**

- i. Director Browning reported that the Board is now enrolled in the WV State Treasurer's Lock Box System as recommended by the Performance Evaluation and Research Division (**PERD**) September 2013 Regulatory Board Review. Director Browning reported that the Lock Box System is working as planned for all paper applications accompanied by checks or money orders.

**e. Website Payments**

- i. Director Browning reported that applicants applying via paper applications can now pay with credit cards or ACH/EFT Transfers online at [www.wvrtboard.org/paynow](http://www.wvrtboard.org/paynow) . Director Browning reported that online payment options are working as planned.

**f. Federation of Associations of Regulatory Boards (FARB) 2019 Forum Update**

- i. Keith Fischer, Assistant Attorney General, reported that the 2019 FARB Forum on January 24-27, 2018 in New Orleans, LA was very informative and beneficial.

**g. Web-based Licensing System**

- i. Director Browning reported that the Board has received approval from the Office of Technology's Chief Technology Officer, Joshua Spence to proceed with InLumon for \$600 per month. Director Browning also noted that the Information Technology Procurement Requisition number is 2019-1085, ACT 0915 0915 IRT 1900000001. InLumon's projected "go live" date is October 1, 2019.

## **7. New Business**

### **a. Ethics**

- i. Chairman Layton, Ms. Justice, Mr. Fisher and Director Browning met on May 16, 2019 at the Albert T. Summers Center in Charleston, WV. The Ethics Committee reviewed cases 11-FY-2019, 12-FY-2019, 14-FY- 2019, 15-FY-2019 16-FY-2019, 17-FY-2019. The Ethics Committee held an informal meeting with the licensees and their supervisors.

A motion was made by Secretary Trupo to go into executive session to discuss Ethics cases 09-FY-2019, 10-FY-2019, 11-FY-2019, 12-FY-2019, 13-FY-2019, 14-FY-2019, 15-FY-2019, 16-FY-2019, 17-FY-2019. The motion was seconded by Ms. Snead and carried by the Board. The meeting went into executive session at 3:06 PM.

A motion was made by Secretary Trupo to exit the executive session of the meeting and seconded by Ms. Snead. The meeting resumed in regular session at 3:37 PM.

1. Secretary Trupo made a motion to open a Board initiated complaint and further investigate Ethics Cases 09-FY-2019 and 10-FY-2019; offer standard consent agreements including payment of all administrative fees for Ethics Cases 11-FY-2019 and 14-FY-2019; offer a standard consent agreement with a \$250 fine and payment of all administrative fees for Ethics Case 12-FY-2019; close Ethics Case 13-FY-2019; dismiss Ethics Cases 15-FY-2019 and 16-FY-2019 and refer Ethics Case 17-FY-2019 to the Board of Medicine. After review of all available facts, Ms. Snead seconded the motion and the Board approved the motion.

## **b. Finance**

1. The Finance Committee consisting of Chairman Layton, Ms. Justice and Director Browning met on May 16, 2019 at the Albert T. Summers Center in Charleston, WV. Ms. Justice reported that the Finance Committee reviewed all financial transactions of the Board for January 2019 through April 2019. Ms. Justice reported that the Board had a balance of \$350,103.71 on January 1, 2019 and ended with a balance of \$350,520.45 on April 30, 2019. Ms. Justice reported that the current balance represents an increase of \$60,577.57 from one year ago. A motion was made by Secretary Trupo to accept the financial reports as presented. After review of all available information, Ms. Snead seconded the motion and the Board approved the motion.

## **c. BRIMM Safety Requirements**

### **i. Driver and Vehicle Safety**

1. Chairman Layton reported that Director Browning had disseminated the Fleet Management monthly safe driving tips for February 2019, March 2019, April 2019 and May 2019.

### **ii. Cyber Information and Security**

1. Chairman Layton reported that Director Browning has completed and disseminated the required annual Confidentiality Agreement, as well as completed required Cyber Security Training, P-Card Holder agreement and training, and P-Card Coordinator Ethics training.

### **iii. Loss**

1. Chairman Layton 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 January 2019, February 2019, March 2019 and April 2019 for review and discussion. Ms. Snead made a motion to accept the Director's Reports as presented. Secretary Trupo seconded the motion and the Board passed the motion.

## **e. Schools Report**

### **i. JRCERT & JRCNMT Update**

1. Secretary Trupo gave a WV school's update report. A three-year Baccalaureate Degree program has been approved by the JRCERT for the University of Charleston, effective in August, 2019. Representatives of the JRCERT will conduct an accreditation Site Visit of the WVUH Radiography Program on August 8 & 9, 2019.
2. Secretary Trupo also reported that the Radiography Programs sponsored by the University of Charleston and Southern WV Community and Technical College received Eight (8) Year Accreditation Awards by the JRCERT. Both are due for inspection in 2026.

### **f. Nuclear Medicine Apprenticeship License and State Only Testing**

- i. The Board had a lengthy discussion regarding the validity of the current Nuclear Medicine Apprenticeship License as no avenue for testing currently exists due to changes made by the ARRT and CNMTB. The Board listened to concerns from Brenda Tonkin and Mistey Rhodes from Stonewall Jackson Hospital regarding impacts of this change in exam prerequisites. Secretary Trupo made a motion to table this topic for future consideration. After review of all the available facts, Ms. Snead seconded the motion and the Board concurred.

### **g. State Only Test**

- i. The Board had a lengthy discussion regarding the State only test and its validity in the future. The Board also listened to concerns from Brenda Tonkin and Mistey Rhodes from Stonewall Jackson Hospital regarding the requirements. Secretary Trupo made a motion to table this topic for further review, after review of all the available facts, Ms. Snead seconded the motion and the Board concurred.

### **h. Series One (1) Rule Revision**

- i. Chairman Layton, Secretary Trupo and Director Browning met on May 13, 2019 at the RETI Training Center in Sutton WV and reviewed and revised the Series One (1) Rule.

- ii. Chairman Layton presented the revised rule with revisions from AG Representative Keith Fischer. Ms. Snead made a motion to accept the revised Series One (1) Rule as presented. After review of all available information, Ms. Justice seconded the motion and the Board approved the motion as proposed.

**i. Annual Budget**

- i. Director Browning resented the proposed annual budget for 2020 totaling \$225,000.00. Ms. Snead made a motion to accept the proposed 2020 budget as presented. After review of all available information, Secretary Trupo seconded the motion and the Board approved the motion as proposed.

**j. Major Purchases**

- i. Director Browning discussed the need for more storage space and requested additional storage cabinets. Ms. Snead made a motion to purchase additional storage cabinets not to exceed \$3,000. After review of all available information, Secretary Trupo seconded the motion and the Board approved the motion as proposed.
- ii. Director Browning discussed the need to purchase I-Pads to enable electronic access to documents by Board Members during meetings. Ms. Snead made a motion to purchase several large iPads not to exceed \$2,500. After review of all available information, Secretary Trupo seconded the motion and the Board approved the motion as proposed.

**k. Annual Salary Review**

- i. A motion was made by Ms. Snead to go into executive session to discuss Director Browning's current salary. The motion was seconded by Secretary Trupo and carried by the Board. The meeting went into executive session at 4:47 PM.

A motion was made by Ms. Snead to exit the executive session of the meeting and seconded by Secretary Trupo. The meeting resumed in regular session at 4:57 PM.

Chairman Layton presented the Board with salary history for the two prior Board Chairs, as well as Director Browning's current salary. For comparison, the current salaries of other Chapter 30 Board Chairs were also reviewed. Ms. Snead made a motion to increase Director Browning's salary to \$65,000 annually. After

review of all available information, Secretary Trupo seconded the motion and the Board approved the motion as proposed.

## **8. Upcoming Board Meetings**

- a. Board Meeting – August 22, 2019
- b. Board Meeting – November 21, 2019

## **9. Adjournment**

- a. Secretary Trupo made a motion to adjourn the meeting at 5:09 PM, which was seconded by Ms. Snead.

## **10. Approval**

- a. These minutes were approved at the 8/22/2019 Board Meeting.