



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

May 12, 2016

Charleston Area Medical Center-Cancer Center, Charleston, WV

Members Present

Tuanya Layton, Board Chair
Paul Blom, M.D.
Nancy Oughton
Tonya Painter
Kristi Justice

Members Excused

Eva Hallis, Board Secretary
Howard Lafferty, DO

Office Staff

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

I. CALL MEETING TO ORDER

The meeting was called to order at 5:00 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. **February 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.

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 Ms. Young submitted a list of Category A Continuing Education Credits to the Board for prior approval. (*Note: the Board discussed this item in New Business, see below*).
2. **WV Oasis, Update:** Ms. Browning provided an update regarding the go live date of May 14, 2016 for KRONOS and the Phase D Wave 2 HRM, Payroll, Time and Leave Management implementation. Ms. Browning informed the Board she cannot access Oasis and KRONOS documents and Nancy Godby has been



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assisting the Board. Ms. Browning had training scheduled over the next few weeks. No action was needed for this update.

3. Legislative, Update:

1. **Senate Bill 159:** Ms. Browning informed the Board the Governor vetoed this bill that had our proposed rule change bundled with other legislation. A letter was sent to the Governor on behalf of the Board requesting he assign this bill to the interim session for consideration. Ms. Oughton made a motion to wait for the Governor to make a ruling for the Interim Session. Tonya Painter seconded, and the motion was approved by the Board.
 2. **Senate Bill 619:** Katherine Campbell described the changes to rulemaking for Boards.
 3. **Senate Bill 4340:** Ms. Campbell described the addition of criminal background checks.
- 4. Purchase Card Audit Review, Document Review:** Ms. Browning provided a copy of the Audit Report. There were no adverse findings within the Purchase Card Audit Report from the Auditor's Office. Ms. Oughton made a motion to form a Finance Committee to review P-Card Logs and purchases. Ms. Justice seconded, and the motion was approved by the Board.
- 5. Original Application Process:** This item was tabled during the Board Meeting on November 30, 2015 after approval. Ms. Browning requested this change to be tabled at this time. Ms. Oughton made a motion to table this item. Ms. Painter seconded, and the motion was approved by the Board.
- 6. Pay Scale, Raise Recommendations:** This item was tabled during the Board Meeting on November 30, 2015. Ms. Browning provided a summary of the history of pay scale changes dating back to 2001. After review, Ms. Oughton made a motion to eliminate the Pay Scale altogether. Ms. Justice seconded, and the motion was approved by the Board.
- 7. GSA Rate Change:** Ms. Browning provided the Board with the newest rate change. This item required no additional action.

VII. NEW BUSINESS

1. **Ethics Committee:** Ms. Layton and Ms. Oughton served as the Ethics Committee along with Ms. Browning and Ms. Campbell.
 - a. **01-FY-2016:** Ms. Oughton 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. Painter made a motion to accept the



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recommendation of the Ethics Committee. Ms. Justice seconded, and the motion was approved by the Board.

- b. **02-FY-2016:** Ms. Oughton stated the Ethics Committee recommended subpoena of records from the Physician's office and forwarding this complaint to the Board of Medicine. After careful review and consideration of all the available information, Paul Blom, MD made a motion to accept the recommendation of the Ethics Committee. Ms. Justice seconded, and the motion was approved by the Board. Ms. Oughton made a motion to give authority to the Executive Director working in conjunction with the Board Chair to expedite complaints. Tonya Painter seconded, and the motion was approved by the board.
- c. **03-FY2016:** Ms. Oughton 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. Justice made a motion to accept the recommendation of the Ethics Committee. Ms. Painter seconded, and the motion was approved by the Board.
- d. **18-FY-2014, Teresa Young:** Ms. Browning presented a list of Category A Continuing Education Credits, and Ms. Oughton stated the Ethics Committee recommends the Board approve these courses for Ms. Young. After careful review and consideration of all the available information, Dr. Blom made a motion to accept the recommendation of the Ethics Committee. Ms. Justice seconded, and the motion was approved by the Board. Ms. Painter made a motion to give authority to the Executive Director working in conjunction with the Board Chair to expedite the approval of Continuing Education Approvals in the future. Dr. Blom seconded, and the motion was approved by the Board.
- e. **CE Audit, November 2015:** Ms. Browning presented information related to recent CE Audits. Ms. Oughton stated the Ethics Committee recommends acceptance of the credits as submitted without further action. After careful review and consideration of all the available information, Dr. Blom made a motion to accept the recommendation of the Ethics Committee. Ms. Justice seconded, and the motion was approved by the Board.
- f. **ARRT Sanction List:** Ms. Browning stated she had reviewed the ARRT Sanction List for April 2016 and there were no individuals listed with a WV Medical Imaging License. No further action was needed for this item.

2. Financial Report: Monthly Financials and Purchase Card Transactions for November and December 2015; January, February and March 2016:

- a. Sharon Bleau presented a summary of the Financial Statements for November 2015; December 2015; January 2016; February 2016; and, March 2016. Ms. Bleau also presented a summary of Purchase Card (**P-Card**) transactions for the same period(s) of time and indicated original documentation of each transaction is available for review by Board Members during this Board Meeting.



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The Board also received a side by side expenditure spreadsheet and WV Oasis report of expenditures for Fiscal Year to Date 2016. Following careful review and discussion, Ms. Oughton made a motion to approve the financial report as presented. Dr. Blom seconded, and the motion was approved by the Board.

- b. **Office Computer:** Ms. Browning reminded the Board of approval for purchase of a laptop during the November 2015 Board Meeting pending the Purchasing Division negotiation for a new Statewide Contract for computers. Ms. Browning stated the current desktop is extremely slow and needs to be replaced. She requested the Board to consider purchasing two (2) laptops rather than purchasing a desktop computer. After careful review and consideration of all the available information, Ms. Oughton made a motion to allow the Board to move forward with purchase of two (2) laptops for \$1,500.00 each. Ms. Justice seconded, and the motion was approved by the Board.
- c. **FY-2017 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-2017 Budget. Ms. Painter seconded, and the motion was approved by the Board.

(Note: A copy of the Financial Statement Report follows as an attachment).

3. **Executive Director Report:** Ms. Godby presented a verbal summary of her monthly report of activities for November and December 2016; January, February, March, and April 2016. Ms. Browning presented a verbal summary of her monthly report of activities for April 2016. After review and discussion, Ms. Oughton made a motion to approve the Executive Director Reports as presented. Dr. Blom seconded, and the motion 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 May 12, 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. Dr. Blom seconded, and the motion was approved by the Board.

(Note: A copy of the Safety Committee Report follows as an attachment).



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5. **Radiation Therapy License:** Ms. Browning and Ms. Campbell discussed their concerns around the licensure of Radiation Therapists. After review and discussion, Dr. Blom recommended we only issue licenses to individuals demonstrating national certification in Radiation Therapy. Ms. Oughton seconded, and the motion was approved by the Board.
6. **JRCERT and JRCNMT Summary Report:** Ms. Browning presented a verbal overview of the summary report. A site visit is scheduled for WVUH Radiation Therapy Program August 4-5, 2016. Ms. Browning, Ms. Layton and Ms. Painter will participate in this site visit. No further action was needed for this item.
7. **JRCNMT Summary of Actions and CT Observation for eligibility for exam:** Ms. Browning summarized information received from the NMTCB related to CT Observation to qualify to take the NMTCB national certification for CT. No additional action was needed for this item.
8. **WV Schools Report:** Ms. Browning requested the Board to table this discussion until the next meeting and the Board agreed.
9. **Fee for Roster of Licensees:** Ms. Campbell discussed recent decisions from the Auditor's Office related to information requests and fees. Ms. Campbell stated Boards are only allowed to charge the actual costs for production of lists (such as printing and mailing costs). After discussion, Ms. Oughton made a motion to follow the recommendation of Ms. Campbell. Ms. Painter seconded, and the motion was approved by the Board.
10. **ASRT Conference:** Ms. Browning requested to be allowed to travel from South Carolina to the ASRT Conference rather than West Virginia and stated the flight was cheaper. Following review and discussion, Ms. Oughton made a motion to grant Ms. Browning's request. Dr. Blom seconded, and the motion was approved by the Board.
11. **Dental CBCT:** After discussion, this item was tabled pending review and additional information and collaboration with the Board of Dentistry.
12. **Office Schedule:** Ms. Browning discussed the need for the Board Office to be closed during Lunch breaks. Ms. Justice recommended placing a sign on the door indicating the office is out for lunch and when the staff will return.
13. **Executive Director Transition:** Ms. Browning discussed training over the past few weeks and ongoing plans for continued training with Ms. Godby. Ms. Browning expressed her concern for the slow process for access to P-Card and Oasis and how important it has been to have the continued assistance and support from Ms. Godby. Ms. Browning also informed the Board she had received an application



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from an interested individual for the vacant Board position in Radiography and requested approval to forward the application to the Governor. The Board granted permission for Ms. Browning to move forward with submission and thanked Ms. Godby for her continuing support and training.

- 14. Performance Evaluation:** Ms. Godby requested the Board to go into Executive Session to discuss personnel issues. Ms. Oughton made a motion to go into Executive Session at 7:55pm to discuss personnel issues. Ms. Justice seconded, and the motion was approved by the Board.

Ms. Layton made a motion to come out of Executive Session. Ms. Oughton seconded, and the motion was approved by the Board.

Dr. Blom made a motion to accept the Performance Evaluation of Ms. Bleau with the recommendation to increase her salary to \$40,000.00 annually due to duty changes and increased responsibilities for bill payment. Ms. Justice seconded and the motion was approved by the Board.

- 15. Mid-Level Provider Procedures:** Ms. Browning provided a verbal summary of requests for determination of the ability for Mid-Level Providers to perform Radiology Procedures. After careful review and discussion, Dr. Blom made a motion to reject the request and refer the individuals to **W. Va. Code §30-23-12** and **W. Va. Code § 30-23-4.j**. Ms. Oughton seconded, and the motion was approved by the Board.

- 16. Board Member Concerns:** There were no concerns voiced.

- 17. Election of Officers:** Ms. Oughton made a motion that we table the election of officers until the next Board Meeting. Ms. Justice seconded and the motion was approved by the Board.

VIII. Next Meeting: Ms. Layton announced the next three Board Meetings will be held on August 18, 2016; October 20, 2016; and, November 28, 2016 at the CAMC Cancer Center location.

- IX. Adjourn:** A motion was made by Ms. Oughton to adjourn the meeting at 8:30pm. Ms. Painter 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.