



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

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BOARD MEETING MINUTES

CAMC Cancer Center, 3415 MacCorkle Ave, SE, Charleston WV 25304

Thursday, November 16, 2017 at 5:00PM

1. Call Meeting to Order

- a. Meeting was called to order at 5:00PM by the Chairman of the Board, Tuanya Layton.

2. Recognize Guests

- a. Linda Lyter, President of the WV Association of Licensing Boards was recognized.

3. Establish Quorum

- a. Board Members in attendance were Chairman Layton, Secretary Rose Trupo, Sherri Snead, Kristi Justice, Paul D Ratcliff, Jr, DO and Tonya Painter (telephonically). Staff present were the Executive Director, Jamie Browning and the Executive Assistant, Sharon Bleau (telephonically). Excused were Kim Hoffman, Howard Blom, MD, and Howard Lafferty, DO.

4. Approve Board Meeting Agenda

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

5. Approve Board Meeting Minutes

a. August 31, 2017

- i. A motion was made by Ms. Snead to approve the August 31, 2017 Board Minutes. Secondary Trupo seconded the motion, and the motion was approved by the Board.

6. Old Business

a. Ethics Committee Update

- i. Director Browning reported that Terrance Farley #8802 (03-FY-2017) is complying with his random drug testing.
- ii. Director Browning reported that Aimee Estep #9088 (11-FY-2017) signed her consent agreement.
- iii. Director Browning reported that Haley Daniel #9761 (12-FY-2017) signed her consent agreement.
- iv. Director Browning reported that the licensee (14-FY-2017) has not signed her consent agreement.

b. Legislative Code and Rules

- i. Director Browning reminded the Board that they need to revise the Code and/or Rules regarding Radiation Therapy Requirements, Background Checks and Continuing Education Audits.

7. New Business

a. Umbrella Board

- i. Chairman Layton moved this agenda item up to accommodate our guest.
- ii. Linda Lyter, President of the WV Association of Licensing Boards presented proposed Legislation that would create an oversight division for all boards including some pay for service options like finance and purchasing.

b. Ethics

i. Ethics Committee Meeting

1. Chairman Layton, Board Member Justice and Director Browning met on November 9, 2017 at the CAMC Cancer Center in Charleston, WV. The Ethics Committee reviewed cases 14-FY-2017 and 01-FY-2018. The Ethics Committee held Informal Conferences with the licensees and their employers involved in cases 02-FY-2018 and 03-FY-2018.

ii. 14FY-2017

1. Ms. Justice presented the information gathered in the Ethics Committee meeting with a recommendation of hearing. After careful review and consideration of all available information, a motion was made by Secretary Trupo to reprimand the licensee and recoup administrative and legal costs. Ms. Snead seconded the motion, and the motion was approved by the Board.

iii. 01-FY-2018

1. Ms. Justice presented the information gathered in the Ethics Committee meeting with a recommendation of dismissal. After careful review and consideration of all available information, a motion was made by Ms. Snead for dismissal. Dr. Ratcliff seconded the motion, and the motion was approved by the Board.

iv. 02-FY-2018

1. Ms. Justice presented the information gathered in the Ethics Committee meeting with a recommendation of standard consent. After careful review and consideration of all available information, a motion was made by Secretary Trupo to reprimand the licensee and recoup administrative and legal costs. Ms. Snead seconded the motion, and the motion was approved by the Board.

v. 03-FY-2018

- a. Ms. Justice presented the information gathered in the Ethics Committee meeting with a recommendation of standard consent. After careful review and consideration of all available information, a motion was made by Secretary Trupo to reprimand the licensee and recoup administrative and legal costs. Ms. Snead seconded the motion, and the motion was approved by the Board.

c. Finance

i. Finance Committee Meeting

1. Chairman Layton, Board Member Justice and Director Browning met on November 9, 2017 at the CAMC Cancer

Center in Charleston, WV and reviewed all financial transactions of the Board for July 2017, August 2017 and September 2017. Ms. Justice reported that the Finance Committee is still concerned about the current financial situation with the upcoming move ahead.

ii. July 2017

1. Ms. Justice reported that the Finance Committee reviewed all Financial Transactions for July 2017 and presented a summary. Ms. Justice recommended approving the July 2017 Financial Report. After careful review and discussion, a motion was made by Secretary Trupo to accept the July 2017 Finance Report. Ms. Snead seconded the motion, and the motion was approved by the Board.

iii. August 2017

1. Ms. Justice reported that the Finance Committee reviewed all Financial Transactions for August 2017 and presented a summary. Ms. Justice recommended approving the August 2017 Financial Report. After careful review and discussion, a motion was made by Secretary Trupo to accept the July 2017 Finance Report. Ms. Snead seconded the motion, and the motion was approved by the Board.

iv. September 2017

1. Ms. Justice reported that the Finance Committee reviewed all Financial Transactions for September 2017 and presented a summary. Ms. Justice recommended approving the September 2017 Financial Report. After careful review and discussion, a motion was made by Secretary Trupo to accept the September 2017 Finance Report. Ms. Snead seconded the motion, and the motion was approved by the Board.

d. BRIMM Safety Requirements

i. Safety Committee

1. Chairman Layton, Board Member Justice and Director Browning met on November 9, 2017 at the CAMC Cancer Center in Charleston, WV.

ii. Organizational Safety

1. Safety Loss Control Policy

- a. Ms. Justice reported that the Safety Committee reviewed Safety Loss Control Policy. Ms. Justice recommended approving Policy as presented. After careful review and discussion, a motion was made by Ms. Snead to accept the Safety Loss Control Policy. Secretary Trupo seconded the motion, and the motion was approved by the Board.

iii. Driver and Vehicle Safety

1. Safe Driving Tips

- a. Director Browning distributed and discussed the Fleet Management's Safe Driving Tips for October 2017 and November 2017.

2. Preventive Maintenance

- a. Director Browning reported that 2012 Jeep Patriot has received a safety recall notice for the Occupant Restraint Controller. Director Browning also reported that Jeep has not resolved a solution to the safety recall yet.

3. Hands-Free Talking Device

- a. Director Browning suggested purchasing a Hands-Free Bluetooth device for safe cell phone operation in the state vehicle. After careful review and discussion, a motion was made by Ms. Snead to purchase a hands-free Bluetooth device not to exceed \$100. Secretary Trupo seconded the motion, and the motion was approved by the Board.

4. Safe Driving Recognition

- a. Chairman Layton recognized all Board Members and Staff for their safe driving practices.

iv. Facility Safety

1. Termination of Office Lease

- a. Director Browning presented lease RTB-003-414 between the WV Real Estate Division and Shiv, Inc. for the property (672 Sq. Ft) located at 1715 Flat Top Road, Cool Ridge, WV 25825 for review. Director Browning also presented communications with the Real Estate Division that stated it was permissible to terminate the lease to be in compliance with the PERD Audit recommendations. After careful review and discussion, a motion was made by Secretary Trupo to terminate the lease on March 31, 2018. Ms. Snead seconded the motion, and the motion was approved by the Board.

2. New Office Lease

- a. Director Browning presented a Letter of Intent between the WV Real Estate Division and the WV Medical Imaging & Radiation Therapy Technology Board of Examiners for the property (960 Sq. Ft) located at 1124 Smith Street, Suite B300, Charleston WV 25301 for review. After careful review and discussion, a motion was made by Secretary Trupo to begin the lease on January 1, 2018. Ms. Snead seconded the motion, and the motion was approved by the Board

3. New Furniture

- a. Director Browning and Chairman Layton purchased office furniture at the WV Correctional Industries Furniture Showroom on September 1, 2017 in Charleston WV.

4. Surplus Furniture

- a. The Surplus Office recommended that we dispose our old desks as waste. The Board voted at the August 31, 2017 Board Meeting to donate all surplus furniture to a nonprofit organization and request that they pick the furniture up. Director Browning is working on this.

v. Cyber Information Security and Privacy

1. Enhance Board Website

- a. Director Browning reported that the WV State Treasures Office is in process of enhancing website.

2. Secure File Storage

- a. Director Browning reported that it is the goal of the office to be completely paperless prior to closing the Cool Ridge Office on March 30, 2018.

3. Loss

- a. Chairman Layton reported that there has been no loss of property or time. Chairman Layton recognizes all Board members and staff for their safe practices.

e. Director's Reports

i. September 2017

- 1. Director Browning presented the September 2017 Director's report for review and discussion.

ii. October 2017

- 1. Director Browning presented the October 2017 Director's report for review and discussion.

f. Schools Report

i. JRCERT & JRCNMT Update

- 1. Secretary Trupo presented communications received by The Joint Review Committee on Education in Radiologic Technology (JRCERT) and The Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) to the Board for review and discussion.

ii. Bluefield State College – Site Visit, November 6-8, 2017

- 1. Director Browning reported that Chairman Layton and Director Browning attended the Joint Review Committee on Education in Radiologic Technology (JRCERT) audit on November 7-8, 2017 in Bluefield, WV.

g. New Application Process

- i. Chairman Layton, Director Browning and Secretary Trupo met on September 9, 2017 and October 5, 2017 at the Braxton County Technical Center, 89 Richard D. Minnich Street, Sutton WV 26601 to review and revise the application process.
- ii. Director Browning presented the Board with the revised applications for a New License, a Renewal License, a Late Renewal License, a Reinstatement License, and a Temporary License. After careful review and discussion, a motion was made by Ms. Snead to implement the new application process as soon as we get the website updated with the applications. Ms. Justice seconded the motion, and the motion was approved by the Board.

h. Administrative Assistant Retirement Date

- i. Director Browning presented Ms. Bleau's resignation letter for review. After careful review and discussion, a motion was made by Secretary Trupo to accept Ms. Bleau's resignation letter effective March 30, 2018. Ms. Snead seconded the motion, and the motion was approved by the Board

i. Administrative Services Assistant Three (3)

- i. Chairman Layton, Board Member Hoffman and Director Browning met on October 23, 2017 at the CAMC Cancer Center in Charleston, WV and interviewed 11 candidates.
- ii. Chairman Layton presented the resumes of the top candidates with their salary requirements for review and discussion.
- iii. After careful review and discussion, a motion was made by Secretary Trupo to offer the Administrative Services Assistant Three (3) position to Lori Elliott for \$35,000. Ms. Snead seconded the motion, and the motion was approved by the Board

j. New Office Purchases

- i. Director Browning suggested the board purchase various office items for the new office. After careful review and discussion, a motion was made by Ms. Snead to allow director Browning to spend \$2,000 on various office items. Ms. Snead seconded the motion, and the motion was approved by the Board.

8. Training / Conferences

a. WWSAO Board Member Training 11/29/2017

- i. Director Browning reported that herself, Chairman Layton, Ms. Painter and Dr. Ratcliff are registered to attend the 2017 WV State Auditor's Office Chapter 30 Board Member Training Seminar on November 29, 2017 at the Marriott in Charleston, WV.

9. Upcoming Board Meetings

- a. March 22, 2018
- b. July 26, 2018
- c. November 15, 2018

10. Adjourn

- a. Ms. Snead made a motion to adjourn at 6:44PM



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**Executive Director Monthly Report
September 2017**

1. Site Inspections

2. Ethics Investigations and Follow-Up

- a. 03-FY-2017
- b. 11-FY-2017
- c. 12-FY-2017
- d. 13-FY-2017
- e. 14-FY-2017
- f. 01-FY-2018
- g. 02-FY-2018

3. Office

- a. Expiration Warning E-mails – 581
- b. Expired Post Cards & Investigation – 27

4. Meetings, Training and events

- a. September 1, 2017 – Furniture / Surplus, Charleston, WV
- b. September 19, 2017 – Application Process Meeting, Flatwood, WV
- c. September 20, 2017 – SAWC Training, Charleston WV

5. Upcoming Meeting and Events

- a. October 26-28, 2017 – WVSRT Conference, Canaan Valley WV
- b. November 29, 2017 – Auditor's Seminar, Charleston WV
- c. November 09, 2017 – Ethics Committee, Charleston WV
- d. November 16, 2017 – Board Meeting, Charleston WV



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**Executive Director Monthly Report
October 2017**

1. Site Inspections

2. Ethics Investigations and Follow-Up

- a. 03-FY-2017
- b. 12-FY-2017
- c. 14-FY-2017
- d. 01-FY-2018
- e. 02-FY-2018
- f. 03-FY-2018

3. Office

- a. Expiration Warning E-mails – 702
- b. Expired Post Cards & Investigation – 33

4. Meetings, Training and events

- a. October 5, 2017 – Application Process Meeting, Flatwoods WV
- b. October 23, 2017 – ASA 3 Interviews, Charleston WV
- c. October 26-28, 2017 – WVSRT Conference, Canaan Valley WV
- d. October 30, 2017 – wvOASIS Training, Charleston, WV

5. Upcoming Meeting and Events

- a. November 09, 2017 – Ethics Committee, Charleston WV
- b. November 16, 2017 – Board Meeting, Charleston WV
- c. November 29, 2017 – Auditor's Seminar, Charleston WV
- d. March 22, 2018 – Board Meeting
- e. July 26, 2018 – Board Meeting
- f. November 15, 2018 – Board Meeting

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**FINANCIAL STATEMENT
July 2017**

Beginning Balance as of July 1, 2017:	\$282,301.06
Deposits for July:	19,600.00
Total Receipts:	\$301,901.06

Disbursements for July:

1200 Payroll	\$7,307.68
1201 Temporary Employees	\$150.00
1206 Annual Increment	\$1,200.00
2202 SS & Medicare	637.79
2203 P/E Insurance Agency	577.98
2205 Workers Compensation	300.00
2207 P/E Retirement System	972.39
2208 PEIA	354.00
3201 Printing and Binding	265.10
3202 Rent	400.00
3203 Utilities	39.62
3204 Telecommunications	345.59
3206 Contractual Services	200.00
3207 Professional Services	1,197.00
3211 Travel Expenses	570.90
3213 Computer Services	544.94
3216 Vehicle Rental	12.00
3219 Insurance-BRIM	812.00
3225 Vehicle Operating Expense	46.03
3235 Energy Expense Motor Vehicle	161.66
3238 Energy Expense Utilities	163.37
3244 Postal Expenses	117.00
3245 Freight	9.92
3246 Supplies-Computer	204.39
3263 Bank Costs	449.63
3324 State Treasurer's Office Fees	65.00

Total Disbursements: \$ 17,103.99

Balance as of July 31, 2017:	\$ 284,797.07
Balance as of July 31, 2016:	\$ 296,119.05
Year to Year Balance Decrease:	\$ (11,321.98)

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ANNUAL FINANCIAL STATEMENT
FISCAL YEAR 2017

Beginning Balance as of July 1, 2016:	\$292,360.38
Deposits for FY 2017:	214,472.98
Total Receipts:	\$506,833.36

Disbursements for FY 2017:

1200 Payroll	\$94,759.47
1201 Per Diem	17,875.00
1206 Annual Increment	1,080.00
2200 PEIA Admin. Fee	209.76
2202 SS & Medicare	8,454.77
2203 P/E Insurance Agency	7,152.25
2205 Workers Compensation	300.00
2206 Unemployment Compensation	675.25
2207 P/E Retirement System	11,553.45
2208 OPEB Contribution	3,972.02
3200 Office Expenses	2,838.45
3201 Printing	1,075.85
3202 Rent	4,800.00
3203 Utilities	537.77
3204 Telecommunications	2,873.06
3206 Contractual Services	10,888.17
3207 Professional Services (Legal)	8,831.18
3211 Travel Expenses	16,671.38
3213 Computer Services	4,989.69
3216 Vehicle Rental	1,215.95
3218 Assoc. Dues & Prof. Memberships	710.00
3219 Liability Insurance	2,924.00
3220 Food Products	159.35
3222 Supplies-Household	11.72
3225 Vehicle Operating Expense	1,194.02
3229 Maintenance Contracts	640.00
3233 Hospitality	1,043.82
3235 Energy Expense Motor Vehicles	1,220.22
3238 Energy Expense Utilities	2,053.52
3242 Training and Development-In State	700.00
3243 Training and Development-Out of State	1,295.00
3244 Postal Expenses	3,265.91
3245 Freight	58.00
3246 Supplies-Computer	2,599.15
3252 Misc Equipment Purchase	61.37
3254 Payment of Taxes	19.53
3263 Bank Costs (Credit Cd Expenses)	4,463.22
3272 PEIA Reserve Transfer	950.00
3324 State Treasurer's Office Fees	410.00

Total Disbursements: \$ 224,532.30

Balance as of June 30, 2017:	\$282,301.06
Year to Year Revenue Decrease:	\$10,059.32

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**FINANCIAL STATEMENT
August 2017**

Beginning Balance as of August 1, 2017:	\$284,797.07
Deposits for August:	18,495.00
Total Receipts:	\$303,292.07

Disbursements for August:

1200 Payroll	\$7,307.68
2202 SS & Medicare	534.49
2203 P/E Insurance Agency	577.98
2207 P/E Retirement System	803.84
2208 PEIA	354.00
3201 Printing and Binding	115.14
3202 Rent	400.00
3203 Utilities	39.62
3204 Telecommunications	242.43
3207 Professional Services	113.00
3211 Travel Expenses	1,560.11
3213 Computer Services	15.00
3216 Vehicle Rental	12.00
3220 Food Products	40.13
3221 Supplies (hand soap)	11.72
3235 Energy Expense Motor Vehicle	146.51
3238 Energy Expense Utilities	115.62
3244 Postal Expenses	510.95
3245 Freight	9.06
3263 Bank Costs	402.03
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 13,341.31

Balance as of August 31, 2017:	\$ 289,950.76
Balance as of August 31, 2016:	\$ 294,323.30
Year to Year Balance Decrease:	\$ (4,372.54)

Reconciled with state reports and prepared by Sharon E. Bleau, Executive Assistant

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**FINANCIAL STATEMENT
September 2017**

Beginning Balance as of September 1, 2017:	\$289,950.76
Deposits for September:	19,280.00
Total Receipts:	\$309,230.76

Disbursements for September:

1200 Payroll	\$10,961.52
1201 Temporary Employees	\$1,350.00
2202 SS & Medicare	911.96
2203 P/E Insurance Agency	577.98
2206 Unemployment Compensation	421.93
2207 P/E Retirement System	1,205.76
2208 PEIA	354.00
3200 Office Expenses	424.61
3202 Rent	400.00
3203 Utilities	40.16
3204 Telecommunications	134.95
3207 Professional Services	112.50
3211 Travel Expenses	926.20
3213 Computer Services	157.34
3216 Vehicle Rental	12.00
3225 Vehicle Operating Expense	68.58
3233 Hospitality	29.90
3235 Energy Expense Motor Vehicle	68.99
3238 Energy Expense Utilities	62.09
3244 Postal Expenses	29.40
3263 Bank Costs	388.96
3324 State Treasurer's Office Fees	35.00

Total Disbursements: \$ 18,673.83

Balance as of September 30, 2017:	\$ 290,556.93
Balance as of September 30, 2016:	\$ 291,726.38
Year to Year Balance Decrease:	\$ (1,169.45)

Reconciled with state reports and prepared by Sharon E. Bleau, Executive Assistant