



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

June 6, 2013

Members Present

Nancy Oughton, Board Chair
Eva Hallis, Secretary
Alice Belmont
Tuanya Layton
Grace Peters

Members Excused

Office Staff

Nancy Godby, Executive Director
Sharon Bleau, Office Secretary
Katherine Campbell, Attorney

I. CALL MEETING TO ORDER

The meeting was called to order at 5:00pm by Nancy Oughton, Board Chair at the Braxton County Technology Center in Sutton, WV.

II. RECOGNIZE GUESTS

There were no guests in attendance at the Board Meeting.

III. ESTABLISH QUORUM

Ms. Oughton established that a quorum was present.

IV. ACCEPT AGENDA

A motion was made by Grace Peters to accept the Agenda as presented, Tuanya Layton seconded, and the motion was approved by the Board.

V. MINUTES FROM APRIL 18, 2013 MEETING

A motion was made by Ms. Layton to accept the minutes of the April 18, 2013 Board Meeting without modifications, Alice Belmont seconded, and the motion was approved by the Board.

VI. FINANCIAL STATEMENTS

A. Monthly Reports: Sharon Bleau presented the April 2013 and May 2013 Financial Reports for consideration by the Board, and provided a detail of purchases made using the Purchasing Card (P-Card).

B. Travel Expense Details and Balance: Nancy Godby presented details of travel expenses for April 2013 and May 2013 in addition to the year to date expense and balance remaining for fiscal year 2013 (FY-2013). After discussion and review of both the Monthly Financial Reports and Travel Expense a motion was made by Eva Hallis to accept the report as detailed, Ms. Layton seconded, and the motion was approved by the Board.

C. 2014 Expenditure Schedules: Ms. Godby provided the Board with an excel spreadsheet detailing Expenditure Schedules for FY-2012, FY-2013, and the



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proposed FY-2014 Expenditure Schedule in a side by side format. Ms. Godby described instances of increases and/or decreases from the previous two years to the FY-2014 proposed that results in an overall decrease in expenditures compared to the previous two years. After discussion, a motion was made by Ms. Peters to accept the proposed 2014 Expenditure Schedules, Ms. Layton seconded, and the motion was approved by the Board.

VII. OLD BUSINESS

A. Legislative Audit, Update: Ms. Godby indicated that she had been informed by the Legislative Auditor's Office that the Board's Audit is nearing completion and could be discussed in an interim session in June, pending completion and review by all parties. No action was needed for this update.

B. Ethics: Consent Agreements and Fines, Update: Ms. Godby reviewed the Continuing Education Titles submitted by Brenda Tonkin (03-FY-2013) and discussed the terms of her Consent Agreement. After discussion, a motion was made by Ms. Belmont to accept the titles as submitted and without modification in compliance with the Consent Agreement. Ms. Layton seconded, and the motion was approved by the Board.

1. 08-FY-2013, Practice Violation: Rachel Boothe and MedExpress. Ms. Godby reported that Ms. Boothe had signed and returned her Consent Agreement; paid fine; and fine was paid by MedExpress. Administrative fee remains to be paid.
2. 09-FY-2013, Practice Violation: David Duritza and Bluefield Regional Hospital. Ms. Godby reported that Mr. Duritza had signed and returned his Consent Agreement; fine and administrative fees were paid by Mr. Duritza; and fine was paid by Bluefield Regional Hospital.
3. 10-FY-2013, Practice Violation: Rae Ann Stoneking and United Hospital Center. Ms. Godby reported that Ms. Stoneking had signed and returned her Consent Agreement; fine and administrative fees were paid by Ms. Stoneking; and fine was paid by United Hospital Center.
4. 11-FY-2013, Practice Violation: Heather Straight and Manchin Clinic. Ms. Godby reported that Ms. Straight had signed and returned her Consent Agreement; paid fine; and fine was paid by Manchin Clinic. Administrative fee remains to be paid.
5. 12-FY-2013, Complaint: Ms. Godby reported that this complaint had been forwarded to the Board of Nursing. No new information was available for discussion.



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6. 01-FY-2009, Kenneth Harrison: Ms. Godby reported Mr. Harrison's License would change from Suspended to Probationary for June 18, 2013 through June 18, 2016.

C. Equipment Update: Ms. Godby reported that she has budgeted for the desk for the office in the FY-2014 Expenditure Schedule and would not make a purchase prior to the end of FY-2013. No additional action was needed for this update.

D. (There was no item listed on the Agenda for "D").

E. Website, Update of Completed Items: Ms. Godby reported that she had updated the website with items approved during the April 18, 2013 Board Meeting, as follows: Mission and Vision Statement; State Examinations; Apprentice Licensure Application and Renewal; Sanction List; Elimination of Cash at Board Office; WV Accredited Schools; Board Meeting Minutes for January 17 and 31, 2013; and FAQ for Biopsy Imaging Device. No additional action was needed for this update.

F. Board Candidates Update: Ms. Godby reported that she had submitted a letter to the Governor's Office along with a list of interested individuals for vacant Board Positions. No additional action was needed for this update.

G. WV Oasis, Update (Implementation Schedule): Ms. Godby discussed the implementation schedule for the WV Oasis project that would move all of State Government from the current computer systems to WV Oasis. No additional action was needed for this update.

VIII. NEW BUSINESS

A. Ethics Committee: The Ethics Committee was comprised of Ms. Oughton, Ms. Hallis, Ms. Godby and Ms. Campbell.

1. **14-FY-2013, Practice Violation:** Ms. Godby informed the Board that the Ethics Committee found probable cause during the Informal Ethics Meeting with this licensee and recommends that the Board offer the standard Consent Agreement for working on a lapsed license to include \$100.00 in administrative fees and \$100.00 fine. A motion was made by Ms. Belmont to accept the recommendation of the Ethics Committee, Ms. Peters seconded, and the motion was approved by the Board.



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B. Licensing

- 1. New Graduates:** Ms. Godby reported that there had been questions regarding the request by the Board Office for a notarized list of graduates from educational programs for imaging. After discussion and review of the regulations, a motion was made by Ms. Belmont to continue to request a notarized list of graduates and to add information to the “FAQ” section of the Website to explain the reason for the request. Ms. Hallis seconded, and the motion was approved by the Board.

- 2. Foreign Graduate License Request:** Ms. Godby reported that the Board had received documents from a foreign graduate, but that the candidate had not yet submitted an application for licensure. Ms. Godby discussed a previous determination by the Board to approve World Education Services (WES) as a resource to validate credentials and education of foreign graduates during the September 16, 2009 Board Meeting. The review conducted by WES would be at the expense of the candidate in addition to any application fees and testing fees if the credentials and education of the candidate met with approved standards. Ms. Belmont asked Ms. Godby to also contact the American Registry of Radiologic Technologists to determine if this individual had applied for national certification. A motion was made by Ms. Layton to follow the previously approved process for the candidate to work through validation of his credentials with WES to include their costs in addition to any fees for state examination and licensures. Ms. Belmont seconded, and the motion was approved by the Board.

C. Inspection Results: Ms. Godby reviewed the list of fines for facilities as well as for payments resulting from Consent Agreements.

- 1. Fining Facilities:** Katherine Campbell discussed with the Board concerns related to fining facilities. After discussion, a motion was made by Ms. Layton to discontinue fining facilities. Ms. Peters seconded, and the motion was approved by the Board.

D. Safety Committee Report: Ms. Layton presented the Safety Committee Report on behalf of the Board Office. Ms. Belmont made a recommendation that the “No Cash” notice posted on the door of the office be modified to state that cash is not accepted and is not kept on the premises. A motion was made by Ms. Hallis to approve the Safety Committee Report. Ms. Peters seconded, and the motion was approved by the Board.



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E. Closure Devices and Pulling Sheaths

1. **WVUH Previously Approved Staff:** Ms. Godby reported that West Virginia University Hospital had submitted renewals for their staff members previously approved by the Board to remove sheaths and hold pressure. Ms. Oughton indicated that Ms. Godby can approve these renewals on behalf of the Board and that it is not necessary to bring for a vote. No additional action was needed for this item.
2. **WVUH, Request for training modification:** Ms. Godby reported that she conducted a site visit on May 30, 2013 along with Nancy Oughton and Alice Belmont to review the proposed changes to the training program at WVUH that would allow one on one oversight of Radiologic Technologists to pull sheaths and hold pressure. Staff members would then be required to complete the full educational program in the simulation laboratory at the next scheduled training and annually thereafter. After discussion, a motion was made by Ms. Belmont to accept the modified training proposed by WVUH. Ms. Layton seconded, and the motion was approved by the Board.

F. School Reports

1. **JRCERT Report Summary:** Ms. Godby reviewed the JRCERT Report Summary of recent actions taken related to programs in WV. No additional action was needed.
2. **New Graduate Totals:** Ms. Godby reviewed the spreadsheet of graduate totals that had been reported to date that indicate there were 95 graduates in Radiology; 4 graduates in MR; 11 graduates in NM (pending additional information); and 4 graduates in Radiation Therapy for a total of 114 new graduates for 2013. No additional action was needed.

- G. FOIA Decision:** Ms. Campbell reviewed a recent Freedom of Information Act Decision with the Board related to charging fees to the individual requesting the information. Ms. Godby indicated that the Board does not charge a fee to provide information related to FOIA requests. No additional action was needed.

- H. Board Member Concerns:** No concerns were presented.

- I. Executive Director's Report:** Ms. Godby provided a verbal description and summary of the written Executive Director Report that detailed her activity since the April 18, 2013 Board Meeting. Board members were provided with spreadsheets detailing total inspections completed to date and an updated



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Executive Director Performance Standards spreadsheet. Ms. Godby indicated that she would like to meet with the Board to prepare a new work plan for FY-2014. A motion was made by Ms. Layton to accept the Executive Director Report and for Ms. Godby to arrange a meeting to prepare a new work plan. Ms. Belmont seconded, and the motion was approved by the Board.

- J. Lease for Board Office:** Ms. Godby discussed the need to determine if we are interested in relocating the office or if we plan to remain in the current location to allow the Real Estate Division to begin their preparation for either relocation of the Board Office to a new site or renewal of the current lease. After discussion, a motion was made by Ms. Layton to renew the lease for the current location. Ms. Peters seconded, and the motion was approved by the Board.
- K. ARRT Task Inventory Revision:** Ms. Godby indicated the ARRT has issued notice of revision of the task inventory and a copy was provided to each Board Member. No additional action was needed.
- L. Executive Session, Personnel Issues:** A motion was made by Ms. Belmont at 7:30pm to go into Executive Session to discuss Personnel Issues. Ms. Peters seconded, and the motion was approved by the Board. A motion was made by Ms. Layton at 8:30pm to come out of Executive Session. Ms. Peters seconded, and the motion was approved by the Board.

Executive Director's Performance Evaluation: A motion was made by Ms. Layton to accept the Performance Evaluation with the discussed revisions related to the review of the goals, results, and pay increase to be discussed with Ms. Godby by Ms. Oughton after revisions are completed before the end of June. The evaluation indicated an overall rating score of 2.081 which equates to a pay percentage increase of 2.75%. Ms. Layton further motioned that Ms. Godby coordinate a meeting to prepare FY-2014 Work Plan. Ms. Belmont seconded, and the motion was approved by the Board.

- M. Election of Officers:** A motion was made by Ms. Belmont to nominate Ms. Oughton as Board Chair, and seconded by Ms. Layton. Ms. Hallis made a motion to close nominations, Ms. Layton seconded, and Ms. Oughton was re-elected to Board Chair by acclamation. A motion was made by Ms. Oughton to nominate Ms. Hallis as Board Secretary, and seconded by Ms. Peters. Ms. Layton made a motion to close nominations, Ms. Belmont seconded, and Ms. Hallis was re-elected to Board Secretary by acclamation.



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IX. MEETING DATES AND LOCATIONS

It was determined and announced that the next Board Meeting is scheduled for September 19, 2013, and after discussion determined that the meeting will be held at the Elkview Inn & Suites in Elkview, WV. The Board Meeting will begin at 5:00pm with Ethics Committee at 4:00pm.

X. ADJOURN

A motion to Adjourn was made by Ms. Layton at 9:05pm, seconded by Ms. Peters, and the motion was approved by the Board.

Minutes submitted for consideration by Nancy Godby, Executive Director.
Minutes approved without modifications during the September 19, 2013 Board Meeting.