



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, SE, Charleston WV
25301

Thursday, November 15, 2018

1. Call Meeting to Order

- a. Meeting was called to order at 4:58PM by the Chairman of the Board, Tuanya Layton.

2. Recognize Guests

- a. Ian McQuinn, General Manager of West Virginia Interactive, was recognized.

3. Establish Quorum

- a. Board members in attendance were Chairman Tuanya Layton, Secretary Rose Trupo, Kristi Justice, and Sherri Snead attended via teleconference. Excused were Board members Paul D. Ratcliff, Jr., DO, Kimberly Hoffman and Paul Henry Blom, MD. The Executive Director, Jamie Browning, was also present.

4. Approve Board Meeting Agenda

- a. A motion was made by Ms. Snead to approve the meeting agenda with a typographical correction. 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 March 22, 2018 and September 6, 2018 Board Meeting minutes. Ms. Justice 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 complying with his random drug testing. He's also paid \$589.00 in fees to the Board.
- ii. Director Browning reported that Jenny Hampton (14-FY-2017) signed her consent agreement and has paid \$500 in administrative fees to the Board. Director Browning also notified the Secretary of State and The American Registry of Radiologic Technologists of the Consent Agreement.
- iii. Director Browning reported that Danielle Schmader (02-FY-2018) signed her consent agreement and has paid \$235 in administrative fees to the Board. Director Browning also notified the Secretary of State and The American Registry of Radiologic Technologists of the Consent Agreement.
- iv. Director Browning reported that Brittany Russell (03-FY-2018) signed her consent agreement and has paid \$235 in administrative fees to the Board. Director Browning also notified the Secretary of State and The American Registry of Radiologic Technologists of the Consent Agreement.
- v. Director Browning reported that Cherie Pate (04-FY-2018) signed her consent agreement and has paid \$342.57 in administrative fees to the Board. Director Browning also notified the Secretary of State and The American Registry of Radiologic Technologists of the Consent Agreement.

b. Administrative Assistant

- i. Chairman Layton reported that the new Administrative Assistant, Olivia Klee, was hired at an annual salary of \$32,000 and started work on October 15, 2018.

c. Scanning

- i. Chairman Layton reported that \$14,155.40 of the approved \$20,000 has been spent on scanning. Director Browning informed the Board that the scanning process is complete.

7. New Business

a. Ethics

- i. Chairman Layton, Board Member Justice, Director Browning, and Administrative Assistant Olivia Klee met on November 8, 2018 at the Albert T Summers Center in Charleston, WV. The Ethics Committee reviewed cases 05-FY-2018, 06-FY-2018, 07-FY-2018, 01-FY-2019, 02-FY-2019, 03-FY-2019, 04-FY-2019, 05-FY-2019, 06-FY-2019. The Ethics Committee held an informal phone conference with the licensees and their supervisors.

A motion was made by Ms. Snead to go into executive session to discuss Ethics cases 05-FY-2018, 06-FY-2018, 07-FY-2018, 01-FY-2019, 02-FY-2019, 03-FY-2019, 04-FY-2019, 05-FY-2019, 06-FY-2019. The motion was seconded by Secretary Trupo and carried by the Board. The meeting went into executive session at 5:47 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 5:57 pm.

1. Secretary Trupo made a motion to dismiss Ethics Case's 05-FY-2018 and 07-FY-2018. After review of all available facts, Ms. Snead seconded the motion and the Board approved the motion.
2. Secretary Trupo made a motion to offer a standard consent agreement with a payment of all administrative costs to the Ethics Case's 06-FY-2018, 01-FY-2019, 02-FY-2019, 03-FY-2019, 04-FY-2019, 05-FY-2019, 06-FY-2019 a standard consent agreement with a payment of all administrative costs. 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 July 19, 2018 and again on October 8, 2018 at the Albert T Summers Center in Charleston, WV. Ms. Justice reported that the Finance Committee reviewed all financial transactions of the Board for February 2018 through October 2018. Ms. Justice reported that the Board had a balance of 326,506.76 on

February 1, 2018 and ended with a balance of \$337,833.05 on October 31, 2018. 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. Organization Safety

1. Chairman Layton reported that Ms. Klee had reviewed and signed the safety policy at a staff meeting on October 24, 2018.

ii. Employment Practices

1. Chairman Layton reported that Ms. Klee had reviewed and signed the Department of Administration Harassment Policy on October 24, 2018.

iii. Driver and Vehicle Safety

1. Chairman Layton reported that Director Browning had disseminated monthly safe driving tips every month from April 2018 through November 2018.
2. Director Browning reported that a WV State Inspection has been completed on the Board's vehicle.
3. Chairman Layton reported that Ms. Klee had watched the Fleet Management Safe Driving video.

iv. Facility Safety

1. Chairman Layton reported that a facility inspection had been completed.

v. Cyber Information Security and Privacy

1. Enhanced website

- a. Chairman Layton reported that the new website was launched on April 1, 2018 with no complications.

2. Confidentiality Agreement

- a. Chairman Layton reported that Ms. Klee signed the Department of Administration Confidentiality Agreement.

3. Privacy Policy

- a. Chairman Layton reported that Ms. Klee signed the Office of Technology Information Security Policy.

4. State Auditor's Annual Seminar

- a. Chairman Layton reported that she and Director Browning will be attending the State Auditor's Annual Seminar for Board Members.

5. Records Retention Policy

- a. Chairman Layton reported the Records Retention Policy had been reviewed and revised.

vi. Loss

1. Chairman Layton recognized all Board Members and Staff for their safe practices.

d. Director's Reports

- i. Director Browning presented the Director's Reports for March 2018 through October 2018 for review and discussion. Secretary Trupo made a motion to accept the Director's Reports as presented. Ms. Justice seconded the motion and the Board passed the motion.

e. Schools Report

i. JRCERT & JRCNMT Update

1. Secretary Trupo presented a summary of all JRCERT and JRCNMT accreditation actions.

ii. University of Charleston

1. Secretary Trupo reported that the University of Charleston Radiologic Technology Program received accreditation for eight more years.

iii. Southern WV Community and Technical College

1. Secretary Trupo reported that the Southern WV Community and Technical College received accreditation for eight more years.

iv. Program Effectiveness Data

1. Secretary Trupo presented for review a summary of Programs Effectiveness Data for review.

f. WV Interactive

- i. Ian McQuinn, General Manager of West Virginia Interactive, presented information regarding a new website and database

maintenance system. After reviewing all available information, the Board tabled the matter until the next meeting.

g. Background Checks

- i. Chairman Layton discussed the possibilities of requiring background checks on all new and reinstated licensees. After reviewing all available information, the Board tabled the matter until the next meeting.

h. Inspections

- i. Chairman Layton discussed the feasibility/capability of fining facilities for allowing technologists to work on an expired license. After reviewing all available information, the Board tabled the matter until the next meeting.
- ii. Chairman Layton discussed the feasibility/capability of fining facilities for not posting licenses according to code. After reviewing all available information, the Board tabled the matter until the next meeting.

i. CT Fusion Test

- i. Secretary Trupo presented a revised CT Fusion Test. Ms. Justice made a motion to start using the updated CT Fusion Test with multiple versions. After review of all available information, Ms. Snead seconded the motion and the Board approved the motion as proposed.

j. Maximum Single Item Purchase Limit

- i. Secretary Trupo made a motion to allow Director Browning the discretion to make single item purchases of less than \$500 to ensure efficient daily operations of the Board office. After reviewing all available information Ms. Snead seconded the motion and the Board approved the motion as proposed.

k. Record Retention Policy Annual Review

- i. A committee consisting of Chairman Layton, Secretary Trupo, and Ms. Justice met on July 19, 2018 at the Board office and reviewed and revised the Retention Policy. Chairman Layton presented the revised Records Retention Policy for review and discussion.

Secretary Trupo made a motion to accept the Retention Policy as presented. After review of all available information, Ms. Justice seconded the motion and the Board approved the motion as proposed.

I. Expenditure Policy

- i. Chairman Layton presented the revised Expenditure Policy for review and discussion. Secretary Trupo made a motion to accept the Expenditure Policy as presented. After review of all available information, Ms. Snead seconded the motion and the Board approved the motion as proposed.

m. Annual Report

- i. Chairman Layton presented the Annual Report for review and discussion. Secretary Trupo made a motion to accept the Annual Report as presented. After review of all available information, Ms. Snead seconded the motion and the Board approved the motion as proposed.

n. The University of New Mexico

- i. The University of New Mexico submitted a request for Board approval to offer an online Bachelor of Science Degree program in Radiologic Science. Secretary Trupo made a motion to inform the University of Mexico that the Board does not regulate post licensure college programs, thus this request is outside of the Board's jurisdiction. After discussion and review of all available facts, Ms. Justice seconded the motion and the Board concurred.

o. Board Member Update

- i. Director Browning informed the Board that several applicants have been submitted to the Governor for review and approval.

p. Employee Update

- i. Olivia Klee, Administrative Assistant resigned on November 15, 2018.
- ii. A motion was made by Secretary Trupo to go into executive session to discuss personnel matters. The motion was seconded by Ms. Snead and carried by the Board. The meeting went into executive session at 6:14PM.

- iii. 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 7:16PM
- iv. A motion was made by Secretary Trupo to close the office the week of Thanksgiving, accept Ms. Klee's resignation and to conduct an exit interview prior to her departure. After discussion and review of all available information Ms. Snead seconded the motion and the Board approved the motion.

q. Board Meeting Times

- i. A motion was made by Secretary Trupo to start all future Board Meetings at 2:00PM to comply with the WV Open Meeting Act. After discussion and review of all available information, Ms. Snead seconded the motion and the Board agreed.

r. Election of Officers

- i. A motion was made by Ms. Justice to keep the Chairman of the Board as Tuanya Layton and to keep the Secretary as Rosemary Trupo. After discussion of all the available information, Ms. Snead seconded the motion and the Board agreed.

8. Training / Conferences

a. Auditor's Seminar for Chapter 30 Licensing Boards

- i. Chairman Layton reported that she and Director Browning were planning on attending the Auditor's Seminar for Chapter 30 Licensing Boards. Chairman Layton also encouraged all the other Board Member to attend if possible.

b. Federation of Associations of Regulatory Boards (FARB) 2019 Forum

- i. Secretary Trupo made a motion to help finance Keith Fischer, Assistant Attorney General, to attend the 2019 FARB Forum on January 24-27, 2018 in New Orleans, LA. After discussion and review of all the available information, Ms. Snead seconded the motion and the Board agreed.

9. Upcoming Board Meetings

- a. Board Meeting - January 17, 2019
- b. Board Meeting - May 23, 2019

- c. Board Meeting - August 22, 2019
- d. Board Meeting - November 21, 2019

10. Adjournment

- a. Ms. Justice made a motion to adjourn the meeting at 8:52PM. The motion was seconded by Ms. Snead and approved by the Board.

11. Approval

- a. The minutes were approved on January 17, 2019.