



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, March 22, 2018 at 5:00PM

### 1. Call Meeting to Order

- a. Meeting was called to order at 5:13 p.m. by the Chairman of the Board, Tuanya Layton.

### 2. Recognize Guests

- a. Nancy Godby, former Executive Director of the WV Medical Imaging & Radiation Therapy Technology Board of Examiners, was recognized.

### 3. Establish Quorum

- a. Board members in attendance were Chairman Tuanya Layton, Secretary Rose Trupo, Kimberly Hoffman, Howard Lafferty, DO, Kristi Justice, and Paul D. Ratcliff, Jr., DO. Staff members present were the Executive Director, Jamie Browning, Executive Assistant, Sharon Bleau, and Administrative Assistant, Lori Elliott. Excused were Board members Howard Blom, MD, Tonya Painter and Sherri Snead.

### 4. Approve Board Meeting Agenda

- a. A motion was made by Ms. Hoffman to approve the meeting agenda as presented. Dr. Lafferty seconded the motion and the motion was approved by the Board.

### 5. Approve Board Meeting Minutes

- a. **November 16, 2017**
  - i. A motion was made by Ms. Trupo to approve the November 16, 2017 Board 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 #8802 (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 Aimee Estep #9088 (11-FY-2017) signed her consent agreement and has paid \$212.08 in fees to the Board.
- iii. Director Browning reported that Haley Daniel (12-FY-2017) signed her consent agreement and has paid \$197.50 in fees to the Board.
- iv. Director Browning reported that Jenny Hampton (14-FY-2017) signed her consent agreement and was billed \$500 for fees to be paid to the Board.
- v. Director Browning reported that Danielle Schmader (02-FY-2018) signed her consent agreement and has paid \$225.00 in fees to the Board.
- vi. Director Browning reported that Brittany Russell (03-FY-2018) signed her consent agreement and has paid \$225.00 in fees to the Board.

### b. Administrative Assistant

- i. Chairman Layton reported that the new Administrative Assistant, Lori Elliott, was hired at an annual salary of \$34,000 instead of the Board approved amount of \$35,000 because of the budget. Director Browning reported that Ms. Elliott agreed to the salary adjustment and Ms. Elliott's salary will be increased to \$35,000 beginning July 1, 2018 to reflect the Board's original agreed upon amount.
- ii. Chairman Layton recognized Sharon Bleau for her retirement. Ms. Layton thanked and commended Ms. Bleau for her five years of service to the Board. Ms. Bleau's last day with the Board will be March 30, 2018.

### c. Scanning Complete

- i. Chairman Layton reported that \$12,948.07 of the approved \$20,000 has been spent on scanning. Director Browning informed the Board that there are approximately 15 boxes of documents left to scan.

**d. Old Office**

- i. Chairman Layton reported that the lease termination for the Cool Ridge office is effective March 30, 2018. Director Browning reported that a certified letter was mailed to the owner of the building notifying them of the lease termination.

**e. New Office**

- i. Chairman Layton reported that the lease agreement for the Charleston office begins April 1, 2018.

**f. New Website**

- i. Director Browning reported that the Board's new website is scheduled to launch on April 1, 2018.

**g. New Application Process**

- i. Director Browning reported that the new application process will launch with the new website on April 1, 2018.

**h. Legislative Rules**

- i. Director Browning reminded the Board that they need to revise the WV Code and/or Legislative Rules regarding radiation therapy requirements, background checks, and continuing education audits.
  
- ii. Director Browning reported to the Board that the Governor has yet to sign Senate Bill 313. Director Browning explained that the bill is intended to waive initial licensing fees for low income, young workers or military veterans. Ms. Browning told the Board that if the bill passes, the budgetary effect would be approximately \$4,100 for young licensees and there is currently no way for us to calculate the effect for low income or military veterans. Director Browning encouraged Board members to call the Governor's Office and ask him to veto the bill as none of the Chapter 30 Boards were asked for the financial impacts of this legislation.

**7. New Business**

**a. Ethics**

- i. Chairman Layton, Board Member Justice, Director Browning, and Administrative Assistant Elliott met on March 8, 2018 at the CAMC Cancer Center in Charleston, WV. The Ethics Committee reviewed case 04-FY-2018. The Ethics Committee held an informal phone conference with the licensee and her supervisor.

A motion was made by Dr. Lafferty to go into executive session to discuss Ethics Case 04-FY-2018. The motion was seconded by Ms.

Trupo and carried by the Board. The meeting went into executive session at 5:34 pm.

A motion was made by Dr. Lafferty to exit the executive session of the meeting and seconded by Ms. Trupo. The meeting resumed in regular session at 5:38 pm.

1. A motion to accept the consent agreement for Ethics Case 04-FY-2018 was made by Ms. Trupo and seconded by Ms. Hoffman. The Board approved the motion.

**b. Finance**

- i. Chairman Layton, Board Member Justice, Director Browning, and Administrative Assistant Elliott met on March 8, 2018 at the CAMC Cancer Center in Charleston, WV. Ms. Justice reported that the Finance Committee reviewed all financial transactions of the Board for October 2017, November 2017, December 2017 and January 2018. Director Browning reported on the office move costs and an office expense comparison was presented. A motion was made by Ms. Trupo to accept the financial reports and seconded by Ms. Hoffman. The motion was approved by the Board.

**c. BRIMM Safety Requirements**

**i. Organization Safety**

1. Chairman Layton reported that Ms. Elliott had reviewed and signed the safety policy. Also, Ms. Browning and Ms. Elliott updated and signed the State Auditor Agency Administrator Form, State Budget Authorized Personnel Form, wvOASIS Agency Contact Form and P-Card Coordinator Form.

**ii. Employment Practices**

1. Chairman Layton reported that Ms. Elliott had reviewed and signed the Department of Administration Harassment Policy. Also, Ms. Elliott signed her performance evaluation goals and objectives. Finally, Director Browning had a performance evaluation that will be discussed later in the meeting.

**iii. Driver and Vehicle Safety**

1. Chairman Layton reported that safe driving tips had been disseminated by Director Browning from December 2017 through February 2018.
2. Director Browning reported that the following vehicle maintenance steps had been performed.
  - i. Occupant Restraint Controller fixed
  - ii. New battery installed

- iii. Oil change and tire rotation
- iv. Hands free talking device – installed and set up

- 3. Chairman Layton reported that Ms. Elliott had watched the Fleet Management Safe Driving video.

**iv. Facility Safety**

- 1. Chairman Layton reported on the termination of the Cool Ridge office lease effective March 31, 2018 and signing the Charleston office lease effective April 1, 2018.

**v. Cyber Information Security and Privacy**

**1. Enhanced website**

- a. Chairman Layton reported that the new website will be launched on April 1, 2018.

**2. Confidentiality Agreement**

- a. Chairman Layton reported that Ms. Elliott signed the Dept. of Administration Confidentiality Agreement.

**3. Privacy Policy**

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

**4. State Auditor's Annual Seminar**

- a. Chairman Layton reported that herself, Ms. Elliott, Ms. Browning, Dr. Ratcliff and Ms. Painter attended the State Auditor's Annual Seminar for Board Members.

**d. Director's Reports**

- i. Director Browning presented the Director's Reports for November 2017 through February 2018 for review and discussion.

**e. Schools Report**

**i. JRCERT & JRCNMT Update**

- 1. Chairman Layton reported an update on the upcoming JRCERT visits.

**ii. Bluefield State College**

- 1. Ms. Trupo reported that Bluefield State College received accreditation for eight more years.

**iii. JRCERT Revised Standards**

- 1. Ms. Trupo reported that a draft of the revised standards were available for public comment.

**f. Website Conditional Certificate**

- i. Director Browning and our guest, Nancy Godby, explained that the conditional certificate that licensees receive online after they renew their license is more like a payment receipt than a certificate. They explained that there is no WV Code or Legislative Rule justifying the use of or need for the conditional certificate.

A motion was made by Dr. Lafferty to change the conditional certificate to a receipt of payment. Ms. Hoffman seconded the motion and the Board approved the motion.

**g. Website Board Member Information**

- i. Director Browning asked if the Board members wanted to add their picture and biographical information to the new website. After a short discussion, the Board tabled the matter until the next meeting.

**h. CT Fusion Test**

- i. Director Browning reported that the CT Fusion Test will be reviewed and revised prior to the July Board meeting.

**i. Mileage Reimbursement Change**

- i. Director Browning reported that the mileage reimbursement rate for 2018 changed to \$0.54 per mile.

**j. CPRB Employer Verification Form**

- i. Director Browning reported that the CPRB Employer Verification Form now has a five-day deadline. Ms. Elliott was tasked with completing Ms. Bleau's form within five days of her retirement.

**k. Retention Policy Annual Review**

- i. Director Browning made a request to the Board to create a committee to review the Board's Record Retention Policy. The Board appointed Chairman Layton, Ms. Trupo, and Ms. Snead to the new committee.

**l. Office Hours**

- i. Director Browning explained the hardship on employers to verify license renewals when the end of the month falls on a weekend. She requested the Board to approve evening hours/weekend shifts from our home offices for license renewals to be processed timely. Also, Ms. Elliott will have an 8:00 am-4:00 pm shift and Ms. Browning will have a 9:00 am-5:00 pm shift, so the Board office can operate from 8:00 am-5:00 pm, Monday through Friday.

Ms. Trupo made a motion to approve the evening hours/weekend shifts from home for end of the month renewals and to set the Board

office hours from 8:00 am-5:00 pm, Monday through Friday. The motion was seconded by Dr. Lafferty and approved by the Board.

**m. New Office Purchase Request**

- i. Director Browning reported on additional purchases of equipment that were necessary for the new office. Ms. Hoffman made a motion to approve \$4,000 to cover the additional office expenses. Ms. Trupo seconded the motion and the motion was approved by the Board.

**8. Training / Conferences**

**a. UC JRCERT Inspection**

- i. Chairman Layton reported that University of Charleston will have their JRCERT inspection on March 29-30, 2018. She and Director Browning will attend the inspection.

**b. P-card Training**

- i. Director Browning reported that the State Auditor's Office will have a free P-card training in Charleston on April 9-10, 2018. She will attend the session on April 9<sup>th</sup> and Ms. Elliott will attend the session on April 10<sup>th</sup>. A motion was made by Ms. Trupo to allow Ms. Browning and Ms. Elliott to attend this training. Dr. Lafferty seconded the motion and it was approved by the Board.

**c. OVMC JRCERT Inspection**

- i. Chairman Layton reported that Ohio Valley Medical Center will have their JRCERT inspection on April 16-17, 2018 in Wheeling, WV. She and Director Browning will attend the inspection.

**d. SWVCC JRCERT Inspection**

- i. Chairman Layton reported that Southern West Virginia Community College will have their JRCERT inspection on April 23-24, 2018 in Logan, WV. She and Director Browning will attend the inspection.

**e. WVSTO Cash Management Conference**

- i. Director Browning reported that the State Treasurer's Office is having a Cash Management Conference at Stonewall Resort in Roanoke, WV on April 24-26, 2018. Ms. Browning and Ms. Elliott would like to attend. A motion was made by Ms. Trupo to allow Ms. Browning and Ms. Elliott to attend this training conference. Ms. Hoffman seconded the motion and the motion was approved by the Board.

**f. CLEAR Investigator Training**

- i. Director Browning reported that there is a possibility for CLEAR Investigator Training to be held in Charleston, WV. She explained the importance of cross-training Ms. Elliott on Ms. Browning's duties and vice-versa. She requested the Board allow Ms. Elliott to attend

this training if it comes to Charleston. A motion was made by Ms. Trupo to provide funding for Ms. Elliott to attend the training conference if it comes to Charleston. The motion was seconded by Dr. Lafferty and approved by the Board.

## **9. Personnel Matters**

- a. Chairman Layton made a motion for the meeting to go into executive session to discuss personnel matters. Dr. Lafferty seconded the motion and the motion was approved by the Board. The meeting went into executive session at 6:49 pm.

Ms. Hoffman made a motion that the meeting exit executive session at 7:01 pm. Dr. Lafferty seconded the motion and the Board approved the motion.

### **i. Lori Elliott**

1. A motion was made by Ms. Trupo to increase Ms. Elliott's salary by \$1,000 for the intended starting salary of \$35,000 and approve the State Across the Board increase of \$2,160. The motion was seconded by Dr. Lafferty and approved by the Board.

### **ii. Jamie Browning**

1. A motion was made by Ms. Trupo to increase Ms. Browning's salary by 5% for a market adjustment and approve the State Across the Board increase of \$2,160. The motion was seconded by Ms. Hoffman and approved by the Board.

## **10. Upcoming Meetings**

- a. July 26, 2018
- b. November 15, 2018
- c. January 17, 2019
- d. May 23, 2019
- e. September 26, 2019

## **11. Adjournment**

- a. Dr. Lafferty made a motion to adjourn the meeting at 7:06 pm. The motion was seconded by Dr. Ratcliff and approved by the Board.

## **12. Approval**

- a. Meeting Minutes approved on November 15, 2018.

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**FINANCIAL STATEMENT  
October 2017**

Beginning Balance as of October 1, 2017:	\$290,556.93
Deposits for October:	29,395.00
<b>Total Receipts:</b>	<b><u>\$319,951.93</u></b>

Disbursements for October:

1200 Payroll	\$7,307.68
1201 Temporary Employees	\$600.00
2202 SS & Medicare	580.41
2203 P/E Insurance Agency	577.98
2207 P/E Retirement System	803.84
2208 PEIA	354.00
3200 Office Expenses	13.11
3201 Printing and Binding	0.14
3202 Rent	400.00
3203 Utilities	84.93
3204 Telecommunications	242.36
3207 Professional Services	262.50
3211 Travel Expenses	93.63
3213 Computer Services	172.78
3216 Vehicle Rental	12.00
3218 Assoc Dues & Prof Mem.	145.00
3219 Insurance-BRIM	812.00
3220 Food Products	40.13
3225 Vehicle Operating Expense	19.43
3233 Hospitality	165.32
3235 Energy Expense Motor Vehicle	38.36
3238 Energy Expense Utilities	86.89
3242 Training & Development-In State	575.00
3244 Postal Expenses	537.29
3254 Payment of Taxes	0.93
3263 Bank Costs	428.18
3324 State Treasurer's Office Fees	50.00

**Total Disbursements:    \$ 14,403.89**

<b>Balance as of October 31, 2017:</b>	<b>\$ 305,548.04</b>
<b>Balance as of October 31, 2016:</b>	<b>\$ 299,261.69</b>
<b>Year to Year Balance Increase:</b>	<b>\$ 6,286.35</b>

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**FINANCIAL STATEMENT  
November 2017**

Beginning Balance as of November 1, 2017:	\$305,548.04
Deposits for November:	26,100.00
<b>Total Receipts:</b>	<b>\$331,648.04</b>

Disbursements for November:

1200 Payroll	\$7,307.68
1201 Temporary Employees	\$750.00
2200 PEIA Fees	\$48.15
2202 SS & Medicare	591.88
2203 P/E Insurance Agency	577.98
2207 P/E Retirement System	803.84
2208 PEIA	354.00
3201 Printing and Binding	230.28
3202 Rent	400.00
3203 Utilities	95.88
3204 Telecommunications	345.08
3206 Contractual Services	300.00
3207 Professional Services	950.00
3211 Travel Expenses	917.95
3213 Computer Services	211.54
3216 Vehicle Rental	12.00
3233 Hospitality	42.08
3235 Energy Expense Motor Vehicle	54.48
3238 Energy Expense Utilities	127.97
3244 Postal Expenses	124.50
3245 Freight	17.89
3263 Bank Costs	624.26

**Total Disbursements:    \$ 14,887.44**

<b>Balance as of November 30, 2017:</b>	<b>\$ 316,760.60</b>
<b>Balance as of November 30, 2016:</b>	<b>\$ 304,755.90</b>
<b>Year to Year Balance Increase:</b>	<b>\$ 12,004.70</b>

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**FINANCIAL STATEMENT  
December 2017**

Beginning Balance as of December 1, 2017:	\$316,760.60
Deposits for December:	24,093.58
<b>Total Receipts:</b>	<b><u>\$340,854.18</u></b>

Disbursements for December:

1200 Payroll	\$7,307.68
1201 Temporary Employees	\$1,650.00
2202 SS & Medicare	660.70
2203 P/E Insurance Agency	577.98
2207 P/E Retirement System	803.84
2208 PEIA	354.00
3202 Rent	400.00
3203 Utilities	47.11
3204 Telecommunications	156.49
3206 Contractual Services-Mowing	520.00
3207 Professional Services	412.50
3211 Travel Expenses	1,539.81
3213 Computer Services	172.99
3216 Vehicle Rental	12.00
3220 Food Products	35.94
3233 Hospitality	140.85
3238 Energy Expense Utilities	201.78
3246 Supplies-Computer	380.00
3252 Misc Equipment Purchases	1,173.50
3263 Bank Costs	566.06
3324 State Treasurer's Office Fees	75.00

**Total Disbursements:    \$ 17,188.23**

<b>Balance as of December 31, 2017:</b>	<b>\$ 323,665.95</b>
<b>Balance as of December 31, 2016:</b>	<b>\$ 310,804.61</b>
<b>Year to Year Balance Increase:</b>	<b>\$ 12,861.34</b>

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

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**FINANCIAL STATEMENT  
January 2018**

Beginning Balance as of January 1, 2018:	\$323,665.95
Deposits for January:	16,755.00
<b>Total Receipts:</b>	<b>\$340,420.95</b>

Disbursements for January:

1200 Payroll	\$7,307.68
2202 SS & Medicare	534.50
2203 P/E Insurance Agency	577.98
2207 P/E Retirement System	803.84
2208 PEIA	354.00
3200 Office Expenses	20.05
3201 Printing and Binding	171.00
3202 Rent	400.00
3203 Utilities	39.65
3204 Telecommunications	193.68
3207 Professional Services	1,014.22
3213 Computer Services	173.14
3216 Vehicle Rental	12.00
3219 BRIM	812.00
3222 Supplies-Household	396.55
3238 Energy Expense Utilities	257.75
3244 Postal	70.16
3245 Freight	31.14
3246 Supplies-Computer	128.98
3263 Bank Costs	565.87
3324 State Treasurer's Office Fees	50.00

**Total Disbursements:    \$ 13,914.19**

<b>Balance as of January 31, 2018:</b>	<b>\$ 326,506.76</b>
<b>Balance as of January 31, 2017:</b>	<b>\$ 307,754.94</b>
<b>Year to Year Balance Increase:</b>	<b>\$ 18,751.82</b>

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