



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

Mailing Address: P.O. Box 638 – Cool Ridge, WV 25825-0638

Physical Address: 1715 Flat Top Road - Cool Ridge, WV 25825-0638

Telephone: (304) 787-4398 / TOLL FREE: (877) 609-9869 / Fax: (304) 787-3030

E-mail: rtboard@wv.gov Web Page: www.wvrtboard.org

BOARD MEETING AGENDA

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

Thursday, November 16, 2017 at 5:00PM

- 1. Call Meeting to Order**
- 2. Recognize Guests**
- 3. Establish Quorum (5)**
- 4. Approve Board Meeting Agenda**
 - a. November 16, 2017– Handout #1 - Vote**
- 5. Approve Board Meeting Minutes**
 - a. August 31, 2017 Minutes – Handout #2 - Vote**
- 6. Old Business**
 - a. Ethics Update**
 - i. 03-FY-2017 - Terrance Farley #8802**
 - 1. Continued Random Drug Testing**
 - 2. \$589 due by 12/31/2017**
 - ii. 11-FY-2017 – Aimee Estep #9088**
 - 1. Signed Consent 9/21/17**
 - 2. \$212.08 due by 12/31/2017**
 - iii. 12-FY-2017 – Haley Daniel #9761**
 - 1. Signed Consent 10/13/17**
 - 2. \$197.50 due by 12/31/2017**
 - iv. 14-FY-2017**

1. Consent unsigned

b. Legislative Rules

- i. Add Radiation Therapy Requirements**
- ii. Add Background Checks**
- iii. Revise Continuing Education Audit**

7. New Business

a. Ethics

- i. Ethics Committee consisting of Board Chair Layton, Director Browning and Ms. Justice met on 11/9/2017 at the CAMC Cancer Center.**

- 1. 14FY-2017 - Vote**
- 2. 01-FY-2018 - Vote**
- 3. 02-FY-2018 - Vote**
- 4. 03-FY-2018 - Vote**

b. Finance

- i. Finance Committee consisting of Board Chair Layton, Director Browning and Ms. Justice met on 11/9/2017 at the CAMC Cancer Center.**

- 1. July 2017 – Handout #3 - Vote**
- 2. August 2017 – Handout #3 - Vote**
- 3. September – Handout #3 - Vote**

c. BRIMM Safety Requirements

- i. Safety Committee consisting of Board Chair Layton, Director Browning and Ms. Justice met on 11/9/2017 at the CAMC Cancer Center.**

- 1. Organizational Safety**
 - a. Safety Loss Control Policy reviewed - Handout #4 - Vote**

2. Driver and Vehicle Safety

- a. Fleet Safety Driving Tips**
 - i. October 2017**

ii. November 2017

b. Safety Recall Received

i. Occupant Restraint Controller

c. Hands Free Talking Device - **Handout #5 - Vote**

3. Facility Safety

a. Termination of Cool Ridge Lease - **Handout #6 - Vote**

b. New Office Location Update – 1124 Smith Street, Charleston WV

i. January 1, 2018 - **Handout #7 - Vote**

c. New Furniture

i. December 15, 2017 Delivery Date

d. Surplus Three (3) Office Desks

i. Non- Profit Organization

4. Cyber Information Security and Privacy

a. Enhance Board Website

i. WV State Treasures Office is in process of enhancing website

5. Secure File Storage

a. Administrative Assistant is going paperless with all FY-2018 Files

b. Administrative Assistant is going to store all electronic files on the secured drive

c. License files will be pulled and scanned by precision Services after renewal date

d. Paperless – January 1, 2018

6. Loss

a. No Loss of Property or Time – Recognition for all Board Members and Staff for safe practices

d. Director's Reports – **Handout #8**

i. September 2017

ii. October 2017

- e. Schools Report
 - i. JRCERT & JRCNMT Update
 - ii. Bluefield State College – Site Visit, November 6-8, 2017
 - f. New Application Process
 - i. Board Chair Layton, Director Browning and Board Secretary Trupo met on 09/19/2017 and 10/5/2017 at the Braxton County Technical Center.
 - ii. New Applications – **Handout #9 - Vote**
 - g. Administrative Assistant Retirement Date - **Handout #10 - Vote**
 - h. Administrative Services Assistant Three (3)
 - i. Board Chair Layton, Director Browning and Ms. Hoffman met on 10/16/2017 at the CAMC Cancer Center.
 - ii. Applicant Review – **Handout #11 - Vote**
 - i. New Office Purchases - **Handout #12 - Vote**
 - j. Umbrella Board
8. Training / Conferences
- a. WVSAO Board Member Training 11/29/2017
 - i. Layton, Painter, Browning registered
9. Upcoming Meetings
- a. March 22, 2018 – Board Meeting – CAMC Cancer Center
 - b. July 26, 2018 – Board Meeting – CAMC Cancer Center
 - c. November 15, 2018 – Board Meeting – CAMC Cancer Center
10. Adjourn

NOTE:

Meetings will be Noticed five (5) business days in advance. The Agenda will be available 3 business days in advance. New agenda items may be added up to two (2) business days in advance. The Agenda will be available at the Board Office. The Board reserves the option to reorder the Agenda items at the beginning of the meeting.

ADA Notice: *The West Virginia Medical Imaging & Radiation Therapy Technology Board of Examiners is committed to providing meeting access through reasonable accommodation under the Americans with Disabilities Act (ADA). Kindly notify the Board prior to the meeting for special accommodations*