



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

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BOARD MEETING AGENDA

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

Thursday, August 31, 2017 at 5:00PM

- 1. Call Meeting to Order**
- 2. Recognize Guests**
- 3. Establish Quorum (5)**
- 4. Approve Board Meeting Agenda**
 - a. August 31, 2017– **Vote****
- 5. Approve Board Meeting **Amended** Minutes**
 - a. May 18, 2017 Minutes – **Vote****
- 6. Old Business**
 - a. Ethics Update**
 - i. 03-FY-2017 Terrance Farley #8802**
 - 1. Continued Random Drug Testing**
 - b. Enhance Application Process**
 - i. Board Chair Layton, Director Browning and Board Secretary Trupo met on 11/16/2016 at CAMC Imaging Center.**
 - ii. Process needs approved at November 16, 2017 Board Meeting.**
 - iii. Effective January 1, 2018**
 - iv. **Follow-up meeting needed.****
 - c. Legislative Rules**

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

7. New Business

a. Ethics

- i. 11-FY-2017 - Vote
- ii. 12-FY-2017 - Vote
- iii. 14-FY-2017 - Vote
- iv. Consent Agreement Cost - Vote

b. Finance

- i. May 2017 - Vote
- ii. June 2017 - Vote
- iii. FY 2017 - Vote

c. BRIMM Safety Requirements

i. Organizational Safety

- 1. Annual Assessment submitted prior to August 1, 2017

ii. Driver and Vehicle Safety

1. Fleet Safety Driving Tips

- a. June 2017
- b. July 2017
- c. August 2017
- d. September 2017

2. Safety Recall Received

- a. Occupant Restraint Controller

3. Driver's License Verification Completed

4. Vehicle Registration, Insurance & Inspection Sticker Verification Completed

5. No MVA's - Recognition for all Board Members and Staff for safe driving practices

iii. Facility Safety

1. New Office Location Update – 1124 Smith Street, Charleston WV
 - a. January 1, 2018
 - b. OT Phone & Internet wires already ran
2. Three (3) Office Desks
 - a. Approval to dump
 - b. Vendor and Cost - Vote

iv. Cyber Information Security and Privacy

1. Enhance Board Website
 - a. WV State Treasures Office is in process of enhancing website
 - b. 2000 – 2008 Sanctions added to the website
 - c. License Search updated
2. Secure File Storage
 - a. Safety Meeting held on 6/15/2017 at Cool Ridge Office. Board Chair, Executive Director and Assistant Director in attendance.
 - b. Chairman Layton approved two (2) new scanners
 - c. Ethics Files sent for scanning
 - d. Sharon is going paperless with all FY-2018 Files
 - e. Sharon is going to store all electronic files on the secured drive
 - f. License files will be pulled and scanned by precision Services after renewal date
 - g. Approval to shred scanned files received
 - h. Personnel files and Financial files scanned
 - i. Paperless – January 1, 2018

v. Loss

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

d. Director's Report

- i. May 2017 – Vote
- ii. June 2017 – Vote
- iii. July 2017 – Vote
- iv. August 2017 - Vote

e. Schools Report – Vote

- i. JRCERT & JRCNMT Update

- ii. WV Northern – JRCERT 8 Year Accreditation
 - iii. Bluefield State College – Site Visit, November 6-8, 2017
- f. ARRT Sanction Report – **Vote**
- g. Terence Farley
 - i. Consent Order Change Request
- h. Paula Liman
 - i. Therapy only techs performing CT Simulation
- i. House Bill 2631 – General Provisions Applicable to all State Boards
 - i. Effect July 8, 2017
 - ii. Minimum 1 Annual Meeting
 - iii. Investigate & Resolve all Complaints
 - iv. Status Reports – 6 months & 12 months
 - v. Public Access to Record of Disposition of all Complaints
- j. Public Employment Retirement System (PERS) Retirement Change
 - i. Employer Contribution Rate Change
 - ii. 12% to 11%
 - iii. Effective July 1, 2017
- k. State Agency Workers Compensation (SAWC) Change
 - i. Zurich Insurance Company, October 2011 – June 2017
 - ii. BrickStreet Mutual Insurance Company, Starts July 1, 2017
- l. ARRT Change
 - i. Bone Density Exam Change
 - ii. Major Changes Content Specifications
 - iii. Effective January 1, 2018
- m. Grandfather License
 - i. Expiration date?
- n. Budget – Appropriation Request - **Vote**
 - i. Submitted prior to 9/1/2017
 - ii. \$229,230.00
- o. Furniture Purchase - **Vote**

- i. Desk & Hutch
- ii. Conference Table
- iii. Chairs

- p. Printer Purchase - **Vote**
 - i. License Certificate problems

- q. Scanner Purchase – **Vote**
 - i. Paperless & Secure Storage

- r. New Administrative Assistant

- i. Job Description - **Vote**
- ii. Salary Range - **Vote**
- iii. Interview Committee - **Vote**
- iv. January 1, 2018 - **Vote**

- s. Reappointment of Board Members

- i. Tuanya Layton – expires June 30, 2019
- ii. Paul Blom MD – expires June 30, 2020
- iii. Kristi Justice – expires June 30, 2020
- iv. Sherri Snead – expires June 30, 2020

- t. Election of Officers

- i. Chairman - **Vote**
- ii. Secretary - **Vote**

8. Training / Conferences

- a. CLEAR Investigator Training II – Passed Examination
- b. SAWC Training, September 20, 2017 - **Vote**
- c. WVSAO P-Card Training – Approved at the May 18, 2017 Board Meeting
- d. WVSRT – Approved at the May 18, 2017 Board Meeting
- e. WVSAO Board Member Training – Approved at the May 18, 2017 Board Meeting

9. Upcoming Meetings

- a. November 16, 2017 – Board Meeting – CAMC Cancer Center
- b. March 22, 2018 – Board Meeting – CAMC Cancer Center
- c. July 26, 2018 – Board Meeting – CAMC Cancer Center
- d. 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*