WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS
1124 Smith Street, Suite B-300, Charleston WV 25301
Telephone: (304) 558-4012 Toll Free: (877) 609-9869 Fax: (304) 957-0177
E-mail: rtboard@wv.gov Web Page: www.wvrtboard.org

Executive Director Monthly Report
August 2025

1. **Revenue**

    a. **Total Revenue $21,514.00**

        i. **Renewal Applications – $60 x 269 = $16,140.00**
        ii. **New Applications – $92 x 46 = $4,232.00**
        iii. **Reinstatement Applications – $85 x 13 = $1,105.00**
        iv. **Temporary Applications – $37 x 1 = $37.00**
        v. **Consent Agreements - $250 x 0 = $0.00**

2. **Expenditures**

    a. **Total Expenses $13,747.87**

        i. **Payroll $9,750.84**
        ii. **Benefits $2,172.49**
        iii. **Expenditures $1,824.54**

3. **Ending Balances**

    a. **August 2025 - $458916.26**
    b. **August 2024 - $489,374.33**
    c. **August 2023 - $475,583.17**
    d. **August 2022 - $505,727.07**
    e. **August 2021 - $471,633.22**

4. **Disciplinary Actions**

    a. **05-FY-2024 – Probation / WVPRN Discipline Program**
    b. **07-FY-2024 – Probation / WVPRN Discipline Program**
    c. **11-FY-2024 – Hearing held on 3/11/2025**

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5. Duties

   a. Boardable Board Management Software
   b. Legislative Session
   c. Licensing
   d. Complaints
   e. Office Communications
   f. Website
   g. Data Management
   h. Information Security and Privacy
   i. Policies and Procedures
   j. Training
   k. Payroll
   l. Payment of Expenditures via wvOASIS
   m. Financial Reconciliation
   n. Monthly Financial Reports
   o. P-Card Agency Coordinator
   p. Budget Administrator
   q. Agency Procurement Officer
   r. BRIM Coordinator
   s. Stakeholder Liaison

6. Calendar of Events

   a. 08/04/2025 – WV Northern Advisory Committee Meeting8/
   b. 08/05/2025 – Certemy Database Meeting
   c. 08/12/2025 – Meeting with Board Attorney
   d. 08/14/2025 – Ethics and Finance Committee Meeting
   e. 08/14/2025 – Board Meeting
   f. 08/19/2025 – Meeting with Board Attorney
   g. 08/27-28/2025 – Purchasing Conference
   h. 08/29/2025 – Meeting with Office of Technology

7. Future Goals

   a. Add Radiation Therapy Requirements to the Code
   b. Remove Nuclear Medicine Apprenticeship from the Code