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
December 2025

1. **Revenue**

    a. **Total Revenue $24,241.96**

i.	**Renewal Applications –**	**$60 x 336 = $20,160**
ii.	**New Applications –**	**$92 x 34 = $3,128**
iii.	**Reinstatement Applications –**	**$85 x 8 = $680**
iv.	**Temporary Applications –**	**$37 x 4 = $148**
v.	**Reimbursement -**	**$125.96 x 1 = $125.96**

2. **Expenditures**

    a. **Total Expenses $20,490.70**

i.	**Payroll**	**$12,440.84**
ii.	**Benefits**	**$2,378.26**
iii.	**Expenditures**	**$5,671.6**

3. **December Ending Balances**

    a. **December 2025 - $460,117.84**
    b. **December 2024 - $470,298.11**
    c. **December 2023 - $493,095.61**
    d. **December 2022 - $469,361.24**
    e. **December 2021 - $502.774.46**

4. **Disciplinary Actions**

    a. **05-FY-2024 – Probation / WVPRN Discipline Program**
    b. **07-FY-2024 – Probation / WVPRN Discipline Program**
    c. **04-FY-2026 – Ethics Meeting 01/15/2026**

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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. **December 2, 2025 – Employee Appreciation dinner with Lori**
    b. **December 4, 2025 – Board Meeting Minutes Review with Attorney**
    c. **December 9, 2025 – Association of WV Licensing Boards meeting**
    d. **December 17, 2025 - Purchasing training for Boards and Commissions**

7. **Future Goals**

    a. **Add Radiation Therapy Requirements**
    b. **Add Radiologist Assistants Requirements and Scope**
    c. **Remove Nuclear Medicine Apprenticeship**
    d. **Update All Scopes of Practices**
    e. **Exempt Podiatric Assistants**
    f. **Eliminate Temporary License**