



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS
1715 Flat Top Road / PO Box 638 / Cool Ridge, WV 25825-0638 / WEBSITE: www.wvrtboard.org
Phone: 304-787-4398 / Fax: 304-787-3030 / Email: wvrtboe@suddenlinkmail.com

BOARD MEETING
December 1, 2014
Charleston Marriott, Charleston WV

Members Present

Tuany Layton, Board Chair
Eva Hallis, Board Secretary
Alice Belmont
Nancy Oughton

Members Excused

Office Staff

Nancy Godby, Executive Director
Sharon Bleau, Office Secretary
Katherine Campbell, Attorney

I. CALL MEETING TO ORDER

The meeting was called to order at 5:08pm by Tuany Layton, Board Chair at the Charleston Marriott in Charleston, WV.

II. RECOGNIZE GUESTS

There were no guests in attendance at the Board Meeting.

III. ESTABLISH QUORUM

Ms. Layton established a quorum.

IV. ACCEPT AGENDA

A motion was made by Alice Belmont to accept the Agenda as presented. Nancy Oughton seconded, and the motion was approved by the Board.

V. APPROVAL OF MEETING MINUTES

- 1. October 16, 2014:** After review, a motion was made by Ms. Oughton to accept the Meeting Minutes for the October 16, 2014 Board Meeting. Eva Hallis seconded, and the motion was approved by the Board.
- 2. November 6, 2014:** After review, a motion was made by Ms. Hallis to accept the Meeting Minutes for the November 6, 2014 Conference Call. (**Note:** *Ms. Belmont and Ms. Oughton abstained*).



VI. OLD BUSINESS

1. **Ethics and Consent Agreement Updates:** Nancy Godby provided the Board with an update of the following Ethics and Consent Agreements:
 - a. **18-FY-2014, Teresa Young:** Consent Agreement signed and returned, awaiting payment of Administrative Fees.
 - b. **01-FY-2015:** No action.
 - c. **04-FY-2015, Thomas Cottrell:** Consent Agreement signed and returned, awaiting payment of Fine and Administrative Fee.
2. **WV Oasis Update:** Ms. Godby provided the Board with a copy of the November 2014 Oasis Newsletter. Ms. Godby also presented the WV Oasis Position Control Business Processes and WV Oasis Implementation and Communication Plan for the Board. After review and discussion, Ms. Oughton made a motion to approve the Board's Implementation and Communication Plan as presented. Ms. Belmont seconded, and the motion was approved by the Board.
3. **Legislative Update:** Ms. Godby provided information regarding recent publication of information related to EBOLA from the West Virginia Division of Health and Human Resources (DHHR) indicating potential patients would be stabilized and transferred to one of the established treatment centers. No action was needed for this update.
4. **Audit of Continuing Education Credits, Update:** Ms. Godby demonstrated information added to the website to alert licensees of the audit plan. No action was needed for this update.
5. **Remote Computer Backup, Update:** Ms. Godby informed the Board that one of the external hard drives approved for purchase during the October Board Meeting was not available. She was able to find an external hard drive with more storage space for a cheaper price at Office Max, and Ms. Layton had granted approval to move forward with purchase. All purchases approved (External Hard Drives; Vacuum Cleaner; Shredder; Fireproof Boxes) were purchased and received. No action was needed for this update.
6. **Board Appointments, Update:** Ms. Godby informed the Board of her recent meeting with representatives at the Governor's Office to review potential appointments. No action was needed for this update.



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7. **Sheath Program, Update:** Ms. Godby informed the Board of the addition of three (3) additional Radiologic Technologists to the Sheath Program at St. Mary's Medical Center. No action was needed for this update.
8. **ASRT Position Statement Changes:** Ms. Godby provided an update of recent changes to the ASRT Position Statements related to Digital Imaging Cropping or Masking in Radiology. After discussion, it was determined that the Board would schedule a meeting to review the current Position Statements. Ms. Godby will coordinate a meeting date in the April 2015 timeframe.

VII. NEW BUSINESS

1. **Ethics Committee:** There were no new cases for review; therefore, the Ethics Committee did not meet.
 - a. **ARRT Sanction List:**

Ms. Godby presented the ARRT Sanction List received in the Board Office on November 3, 2014. There were no individuals listed holding a WV Medical Imaging License. No action was needed for this discussion.
2. **Financial Report:** Sharon Bleau presented a summary of the Financial Statements for October 2014. Ms. Bleau also presented a summary of Purchase Card (**P-Card**) transactions for the same period of time. Ms. Godby presented a summary of the year to date revenue and expenses. After discussion, Ms. Oughton made a motion to accept the financial report as presented; Ms. Belmont seconded; and the motion was approved by the Board.

(Note: A copy of the Financial Statement follows as an attachment).
3. **Executive Director Report:** Ms. Godby presented a verbal summary of the Monthly report of activities for October 2014. After discussion, Ms. Oughton made a motion to accept the Executive Director Report; Ms. Belmont seconded; and the motion was approved by the Board.

(Note: A copy of the Executive Director Report follows as an attachment).
4. **ARRT Agreement Letters:** Ms. Godby provided copies of agreement letters with the American Registry of Radiologic Technologists (**ARRT**) for the provision of testing. After discussion, Ms. Hallis made a motion to accept the ARRT Agreement Letters and allow Ms. Godby to sign on behalf of the Board; Ms. Oughton seconded; and the motion was approved by the Board.



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5. **Safety Committee Report:** Ms. Layton presented the December 1, 2014 Safety Committee Report on behalf of the Agency. There were no accidents or injuries to report, and Ms. Layton commended staff members for their dedication to ensuring continued safety. After discussion, Ms. Oughton made a motion to accept the Safety Committee Report. Ms. Belmont seconded, and the motion was approved by the Board.

(Note: A copy of the Safety Committee Report follows as an attachment).

6. **JRCERT Report:** Ms. Godby provided a summary of actions taken by the Joint Review on Education in Radiologic Technology (JRCERT). No action was needed for this Agenda Item.
7. **Legislative Rule - Series One Rule - ARRT Exam Fee Increase**
Ms. Godby provided a copy of WV Code 30-23 and Series One Rule for reference and discussion of potential changes. The Board conducted a complete review of the Series One Rule, noting several opportunities to correct grammar and punctuation, in addition to proposed revision of the fee for the State Only examination administered by the ARRT. After review and discussion, Ms. Oughton made a motion to approve the proposed changes to the Series One Rule; Ms. Belmont seconded; and the motion was approved by the Board. Ms. Godby will prepare and distribute a draft for final review prior to uploading to the Secretary of State.
8. **Board Member Concerns:** There were no concerns presented. No action was needed for this Agenda Item.

VIII. Next Meeting: Ms. Layton announced the next Board Meeting will be held on March 12, 2015 at the Braxton County Technology Center in Sutton-Flatwoods, WV.

IX. Adjourn: A motion was made by Ms. Oughton to adjourn the meeting at 7:15pm; Ms. Hallis seconded; and the motion was approved by the Board.

Minutes prepared and submitted for consideration by Nancy Godby, Executive Director and Sharon Bleau, Administrative Secretary.

Minutes approved without revisions, March 12, 2015.

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**FINANCIAL STATEMENT
OCTOBER 2014**

Beginning Balance as of October 1, 2014:	\$255,258.40
Deposits for October:	<u>24,970.00</u>
Total Receipts:	\$280,228.40

Disbursements for October:

1200 Payroll	\$6,663.32
1201 Per Diem	300.00
2202 SS & Medicare	522.19
2203 P/E Insurance Agency	240.00
2207 P/E Retirement System	932.88
2208 PEIA	164.00
3200 Office Expenses	433.26
3202 Rent	400.00
3203 Utilities	40.33
3204 Telecommunications	303.63
3207 Professional Services	1,092.50
3211 Travel Expenses	1,664.47
3213 Computer Services	15.00
3216 Vehicle Rental	394.99
3219 Insurance--BRIM	616.00
3220 Food Products	20.26
3232 Cellular Charges	76.92
3235 Energy Expense Motor Vehicles	59.85
3238 Energy Expense Utilities	61.31
3244 Postal Expenses	42.93
3263 Bank Cost (Credit Cd Expenses)	422.62
3324 State Treasurer's Office Fees	30.00
Total Disbursements:	<u>\$ 14,496.46</u>

Balance as of October 31, 2014:	\$ 265,731.94
Balance as of October 31, 2013:	\$ 226,776.13
Year to Year Revenue Increase:	\$ 38,955.81

WVOASIS TRANSACTIONS

OCTOBER 2014

DATE	VENDOR	LINE ITEM	TYPE	AMOUNT	DOC #	STATUS				
9/24/2014	Cool Ridge-Flat Top PSD	3203	GAX	\$21.22	1500048264	COM				
9/25/2014	Sharon Bleau	3211	TVE	\$85.55	1500020745	COM				
10/6/2014	Wex Bank/Fuel	3235	GAX	\$59.85	1500055964	COM				
10/6/2014	SHIV	3202	GAX	\$400.00	1500056085	COM				
10/6/2014	Lusk Disposal Services	3203	GAX	\$19.11	1500056109	COM				
10/6/2014	Fleet Management	3216	IET	\$394.99	1500009132	COM				
10/7/2014	DAIN	3204-3213	IET	\$183.68	1500009310	COM				
10/7/2014	BRIM Quarterly Payment	3219	IET	\$616.00	1500009317	COM				
10/7/2014	Attorney General--Legal	3207	IET	\$1,092.50	1500009322	COM				
10/8/2014	E-Gov Credit card transactions	3263	IET	\$422.62	1500009415	COM				
10/8/2014	United Bankcard	3211	GAX	\$1,265.90	1500057656	COM				
10/22/2014	Eva Hallis	3211	TVE	\$68.62	1500028311	COM				
10/22/2014	Tuanya Layton	3211	TVE	\$60.16	1500028342	COM				
10/22/2014	Alice Belmont	3211	TVE	\$89.77	1500028348	COM				
10/22/2014	Sharon Bleau	3211	TVE	\$94.47	1500028354	COM				
10/22/2014	Citi Card Charges	Var		\$769.63						
10/23/2014	Treasurer--Web Hosting	3324	IET	\$30.00	1500011361	COM				
							LINE ITEM	PAID	LINE ITEM	PAID
							1200	\$6,663.32	3218	
							1201	\$300.00	3219	\$616.00
							1206		3220	\$20.26
							2200		3221	
							2202	\$522.19	3224	
	PERSONAL SERVICES	1200		\$6,663.32			2203	\$240.00	3225	
	PER DIEM	1201		\$300.00			2206		3229	
	SSI & MEDICARE	2202		\$522.19			2207	\$932.88	3232	\$76.92
	INSURANCE	2203		\$240.00			2208	\$164.00	3233	
	RETIREMENT	2207		\$932.88			3200	\$433.26	3235	\$59.85
	PEIA	2208		\$164.00			3201		3238	\$61.31
							3202	\$400.00	3241	
							3203	\$40.33	3242	
							3204	\$303.63	3244	\$42.93
							3207	\$1,092.50	3246	
	NOT PAID - CARRIED OVER						3211	\$1,664.47	3252	
							3213	\$15.00	3263	\$422.62
	TOTALS FROM SHEET 2			\$0.00			3216	\$394.99	3324	\$30.00
							3217		6105	
			DISBURSEMENTS:	\$14,496.46			TOTAL PAID BY LINE ITEM			\$14,496.46

CITIBANK LINE ITEMS - TOTAL OF ACCOUNT - \$769.63 - 3200 Office Max \$433.26 3204 Suddenlink \$134.95 3220 WVARF \$20.26 3232 AT&T \$76.92 3238 AEP \$61.31 3244 USPS \$42.93

FY-2015 Monthly Review Spreadsheet

OSAIS	1-Jul	2-Aug	3-Sep	4-Oct	TOTAL	2015 BUD	VAR	OSAIS	Description
1200	\$6,513.96	\$6,663.32	\$6,663.32	\$6,663.32	\$26,503.92	\$95,000.00	\$68,496.08	1200	Payroll
1201	\$0.00	\$375.00	\$0.00	\$300.00	\$675.00	\$10,000.00	\$9,325.00	1201	PerDiem
1206	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00	\$240.00	\$0.00	1206	Annual Increment
2200	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$1,000.00	\$900.00	2200	Civil Serv PEIA/PERS
2202	\$506.17	\$527.93	\$499.23	\$522.19	\$2,055.52	\$10,000.00	\$7,944.48	2202	SS & Medicare
2203	\$240.00	\$240.00	\$240.00	\$240.00	\$960.00	\$4,740.00	\$3,780.00	2203	P/E Insurance
2205	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$500.00	\$200.00	2205	Workers Comp
2206	\$0.00	\$86.25	\$0.00	\$0.00	\$86.25	\$500.00	\$413.75	2206	Unemployment
2207	\$945.56	\$932.88	\$932.88	\$932.88	\$3,744.20	\$15,000.00	\$11,255.80	2207	P/E Retirement
2208	\$164.00	\$164.00	\$164.00	\$164.00	\$656.00	\$2,137.00	\$1,481.00	2208	WV OPEB Contributions
3200	\$0.00	\$0.00	\$513.64	\$433.26	\$946.90	\$4,000.00	\$3,053.10	3200	Office Expenses
3201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	3201	Printing & Binding
3202	\$400.00	\$400.00	\$400.00	\$400.00	\$1,600.00	\$6,500.00	\$4,900.00	3202	Rent
3203	\$19.11	\$38.63	\$38.63	\$40.33	\$136.70	\$1,000.00	\$863.30	3203	Utilities
3204	\$134.95	\$299.50	\$298.45	\$303.63	\$1,036.53	\$3,500.00	\$2,463.47	3204	Telecommunications
3206	\$0.00	\$0.00	\$0.00	\$1,092.50	\$1,092.50	\$13,800.00	\$12,707.50	3206	Contractual/Professional
3207	\$0.00	\$1,216.00	\$247.00	\$0.00	\$1,463.00	\$500.00	(\$963.00)	3207	Professional Services
3211	\$78.96	\$516.76	\$309.73	\$1,664.47	\$2,569.92	\$20,000.00	\$17,430.08	3211	Travel Expenses
3213	\$156.00	\$15.25	\$15.00	\$15.00	\$201.25	\$2,000.00	\$1,798.75	3213	Computers
3216	\$397.34	\$396.56	\$395.78	\$394.99	\$1,584.67	\$5,888.00	\$4,303.33	3216	Vehicle Rental
3217	\$0.00	\$0.00	\$295.00	\$0.00	\$295.00	\$500.00	\$205.00	3217	Rental (Machines&MSC)
3218	\$0.00	\$240.00	\$0.00	\$0.00	\$240.00	\$1,075.00	\$835.00	3218	Assn Dues & Prof Fees
3219	\$616.00	\$0.00	\$0.00	\$616.00	\$1,232.00	\$3,000.00	\$1,768.00	3219	Fire/Auto/Bond/Other INS
3220	\$0.00	\$0.00	\$0.00	\$20.26	\$20.26	\$125.00	\$104.74	3220	Food Products
3221	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	\$125.00	3221	Janitorial Services
3224	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	3224	Advertising/Promotions
3225	\$0.00	\$13.29	\$0.00	\$0.00	\$13.29	\$1,000.00	\$986.71	3225	Vehicle Maintenance
3229	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	3229	Routine Maint Contracts
3232	\$0.00	\$76.92	\$76.92	\$76.92	\$230.76	\$1,500.00	\$1,269.24	3232	Cell Phone
3233	\$0.00	\$0.00	\$64.75	\$0.00	\$64.75	\$1,500.00	\$1,435.25	3233	Hospitality
3235	\$125.45	\$121.45	\$73.24	\$59.85	\$379.99	\$2,000.00	\$1,620.01	3235	Gasoline
3238	\$117.64	\$61.39	\$60.17	\$61.31	\$300.51	\$1,800.00	\$1,499.49	3238	Utilities
3241	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$200.00	3241	Miscellaneous
3242	\$0.00	\$624.00	\$0.00	\$0.00	\$624.00	\$2,500.00	\$1,876.00	3242	Training & Development
3244	\$16.42	\$639.48	\$769.48	\$42.93	\$1,468.31	\$4,500.00	\$3,031.69	3244	Postage
3245	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	3245	Freight
3246	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	3246	Computer Supplies
3252	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00	3252	MSC Equip Purchases
6100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00	6100	Office & Comm Equip Repairs
6105	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	6105	Vehicle Repairs
5200	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	5200	Office & Comm Equip
3263	\$377.48	\$447.50	\$400.10	\$422.62	\$1,647.70	\$4,500.00	\$2,852.30	3263	Bank Costs
3272	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	3272	PEIA Reserve Transfer
3324	\$30.00	\$45.00	\$30.00	\$30.00	\$135.00	\$500.00	\$365.00	3324	Treasurer's Office Fee
EXP	\$11,479.04	\$14,141.11	\$12,487.32	\$14,496.46	\$52,603.93	\$229,230.00			

REV	\$22,225.00	\$17,985.00	\$21,710.00	\$24,970.00	\$86,890.00
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**Executive Director Report
December 1, 2014 Board Meeting**

1. **Site Inspection Report:** The second round of site inspections have begun, and were completed in the following counties:
Berkeley, Braxton, Clay, Doddridge, Gilmer, Grant, Hampshire, Hardy, Harrison, Jefferson, Lewis, Logan, Marion, Mineral, Mingo, Morgan, Pendleton, Roane, Taylor, Tucker, Upshur and Wayne.
2. **WVOASIS:** There were no training sessions in October 2014. Phase C & D are underway with upcoming training.
3. **Purchasing:** Completed all elements of the Basic Purchasing Certification and passed the Certification Examination. This is a voluntary process that is strongly encouraged by the Purchasing Division for all Procurement Officers. Less than one hundred Procurement Officers have taken and passed the Basic Purchasing Certification Examination.
4. **Meetings and events attended October and November 2014:**
 - a. **October 9-11, 2014:** Attended and presented at the West Virginia Society of Radiologic Technologists Annual Conference in Charleston WV;
 - b. **October 14-17, 2014:** Site Inspections in Marion, Harrison and Taylor Counties;
 - c. **October 16, 2014:** Ethics Committee and Board Meeting, Braxton County Technology Center;
 - d. **October 20-21, 2014:** Worked at Cool Ridge, (Sharon scheduled time off);
 - e. **October 22, 2014:** Site Inspections in Logan, Mingo and Wayne Counties;
 - f. **October 27-31, 2014:** Site Inspections in Tucker, Pendleton, Grant, Hardy, Mineral, Hampshire, Morgan, Berkeley and Jefferson Counties;
 - g. **November 5, 2014:** Association of Boards Meeting and WV Oasis Training;
 - h. **November 6, 2014:** Annual Purchasing Training, (Webinar);
 - i. **November 12, 2014:** Purchasing Examination and meeting with Rebecca Neal at the Governor's Office for Board Appointments;
 - j. **November 13-14, 2014:** Site Inspections in Lewis, Gilmer, Upshur and Braxton Counties;
 - k. **November 17, 2014:** Hospice Board Meeting, (personal time);
 - l. **November 19, 2014:** Presentation to the Wheeling Area Students. Between 50 and 60 individuals attended a presentation on Certification and Licensure that included Ethics;
 - m. **November 21, 2014:** Health Care Compliance Regional Conference in Nashville, TN, (personal time and expense).



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December 1, 2014 Safety Committee Report

1. **Office Safety**
 - a. No office accidents or injuries to report.

2. **FLEET Management**
 - a. No accidents or injuries to report.

3. **Lost Days**

There were no lost days 2014 to date.

4. Staff members are commended by the Board for their efforts and dedication to ensure continued safety.