



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS
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BOARD MEETING MINUTES

Albert T. Summers Center, 1124 Smith Street, Suite B-300, Charleston WV 25301

Thursday, February 20, 2020

1. Call Meeting to Order

- a. Meeting was called to order at 2:00 PM by the Chairman of the Board, Rosemary Trupo.

2. Recognize Guests

- a. There were no guests.

3. Establish Quorum

- a. Board members in attendance were Chairman Rosemary Trupo, Secretary Kimberly Hoffman, Kristi Justice, Dee Workman, Todd Resley, MD., and Victoria Novick. Excused were Board member Mercedes Ramas, MD and Sheryl Snead. The Executive Director, Jamie Browning, Administrative Assistant, Amanda Moore and Attorney General representative Keith Fisher were also in attendance.

4. Approve Board Meeting Agenda

- a. A motion was made by Dr. Resley to approve the meeting agenda as presented. Ms. Justice seconded the motion and the motion was approved by the Board.

5. Approve Board Meeting Minutes

- a. A motion was made by Dr. Resley to approve the November 21, 2019 board minutes. Ms. Workman seconded the motion and the motion was approved by the Board.

6. Old Business

a. Web-based Licensing System

- i. Director Browning reported that InLumon's projected "go live" date is delayed and projected to be completed by March 17, 2020. The current contract expires May 6, 2020.

b. iPads

- i. Director Browning reported that three (3) Apple iPad Pros were ordered, delivered and are now in use.

c. Laptops

- i. Director Browning reported that two (2) Dell Latitude 5300 2 in 1 laptop computers were ordered, delivered and are now in use.

d. Series 1 Rule

- i. Director Browning reported that the Series 1 Rules were amended and accepted by the Legislative Rule Making Committee on October 24, 2019.
- ii. SB 405 was introduced on January 14, 2020.
- iii. HB 4301 was introduced on January 14, 2020.
- iv. HB 4301 passed the House Health and Human Resource Committee on January 21, 2020.
- v. HB 4301 passed the House Judiciary Committee on January 29, 2020.

7. New Business

a. Ethics

- i. The Ethics Committee, consisting of Secretary Hoffman, Ms. Justice and Director Browning met on February 13, 2020 at the Albert T. Summers Center in Charleston, WV to review cases 01-FY-2020, 02-FY-2020, 03-FY-2020, 04-FY-2020 and 05-FY-2020. The Ethics Committee met informally with licensees involved in cases 04-FY-2020 and 05-FY-2020.

A motion was made by Ms. Workman to go into executive session to discuss Ethics cases, 01-FY-2020, 02-FY-2020, 03-FY-2020, 04-FY-2020 and 05-FY-2020. The motion was seconded by Dr. Resley and

carried by the Board. The meeting went into executive session at 2:11 PM.

A motion was made by Dr. Resley to exit the executive session of the meeting and seconded by Ms. Workman. The meeting resumed in regular session at 2:29 PM.

1. Dr. Resley made a motion to offer a consent agreement including payment of all administrative fees for the Ethics Cases 04-FY-2020 and 05-FY-2020; and close Ethics Cases 01-FY-2020, 02-FY-2020, and 03-FY-2020. After review of all available facts, Ms. Workman seconded the motion and the Board approved. Ms. Novick abstained from voting citing a conflict of interest regarding 04-FY-2020.

b. Finance

1. The Finance Committee consisting of Secretary Hoffman, Ms. Justice, Ms. Novick and Director Browning met on February 13, 2020, at the Albert T. Summers Center in Charleston, WV. Secretary Hoffman reported that the Finance Committee reviewed all purchasing card transactions of the Board for October, November and December 2019.
2. Ms. Justice reported that the Board had a balance of \$385,068.43 on October 1, 2019 and ended with a balance of \$408,698.00 on December 31, 2019. A motion was made by Ms. Novick to accept the financial reports as presented. After review of all available information, Dr. Resley seconded the motion and the Board approved.

c. BRIMM Safety Requirements

i. Organizational Safety

1. Chairman Trupo reported that Director Browning had disseminated the Safety Policy for review and approval. Director Browning stated that there were no substantial changes. Ms. Workman made a motion to accept the Safety Policy as presented. Ms. Novick seconded the motion and the Board passed the motion. Chairman Truman noted that this review would be considered as annual training and fielded all questions.

ii. Employment Practices

1. Chairman Trupo requested that all Board Members and staff sign the Harassment Policy. Chairman Trupo reminded all staff of the importance of a safe work environment..

iii. Driver and Vehicle Safety

1. Chairman Trupo reported that Director Browning had disseminated the Fleet Management monthly safe driving tips for October 2019, November 2019 and December 2019.

iv. Cyber Information and Security

1. Chairman Trupo requested that all Board Members and staff sign the Confidentiality, Harassment and Information Security Policies. Chairman Trupo reminded all staff of the importance of confidentiality and security.

v. Loss

1. Chairman Trupo recognized all Board Members and staff for their safe practices and reported that there has been no loss of property or work time.

d. Director's Reports

- i. Director Browning presented the Director's Reports for October 2019, November 2019 and December 2019 for review and discussion. Dr. Resley made a motion to accept the Director's Reports as presented. Ms. Workman seconded the motion and the Board approved.

e. Schools Report

i. JRCERT & JRCNMT Update

1. Chairman Trupo provided a summation of accreditation actions related to WV Medical Imaging Programs. Additionally, an overview of revisions reflected in the Third Revision of JRCERT Standards for accredited educational programs in radiography, magnetic resonance and radiation therapy technology was provided.

f. CRNA Pain Management

- i. Kellon Smith of the WV Association of Nurse Anesthetists proposed that certified registered nurse anesthetists be permitted to provide

technologist supervision during fluoroscopic procedures for pain management in lieu of supervision by a licensed practitioner as required by the current Code. Dr. Resley made a motion to seek counsel from the WV Board of Medicine and table the action until the next meeting to allow further investigation.

g. Annual Report FY-2019

- i. Director Browning presented the Annual Report FY-2019 for review and discussion. Ms. Hoffman made a motion to accept the Annual Report FY-2019 as presented. Ms. Novick seconded the motion and the Board passed the motion.

h. Arkansas Reciprocity Request

- i. The Arkansas Department of Health requested reaffirmation of the reciprocity agreement shared between West Virginia and Arkansas. Ms. Hoffman made a motion to seek the original reciprocity agreement for review. After review of all available information, Dr. Resley seconded the motion and the Board approved.

i. CRCPD Annual Conference

- i. Director Browning requested to attend the 52nd CRCPD National Conference on Radiation Control in Williamsburg, VA, on May 4th-7th 2020. Dr. Resley made a motion to allow Director Browning to attend the conference. After review of all available information, Secretary Hoffman seconded the motion and the Board approved.

j. Reinstatement Applications

- i. Director Browning requested an alternative method be established for reinstatement applicants who are unable to provide proof of graduation from a Board approved and accredited medical imaging and radiation therapy education program. Secretary Hoffman made a motion to adopt the Reinstatement College Graduation Affidavit Form in lieu of traditional proof of graduation when diplomas or transcripts are unavailable. After review of all available information, Ms. Workman seconded the motion and the Board approved.

k. Mon Health Stonewall Jackson Memorial Hospital Request

- i. Chairman Trupo reported that Brenda Tonkin, Radiology Director at Mon Health Stonewall Jackson Memorial Hospital, requested that Mistey Rhoades, licensed Nuclear Medicine Apprentice, be

permitted to take the Board approved nuclear medicine certification test. The Board advised Ms. Rhoades on the qualification requirements for testing.

I. CT Fusion Testing

- i. Chairman Trupo suggested the adoption of the NMTCB's CT Certification Test to replace the state CT Fusion Test. Ms. Hoffman made a motion to table the matter. After review of all available information, Ms. Workman seconded the motion and the Board approved.

m. 2013 Board Regulatory Review

- i. Chairman Trupo presented the Board with the historical 2013 Board Regulatory Review by the Legislative Auditor's Performance Evaluation and Research Division for review. Several changes have been implemented in response to recommendations.

n. Proposed Legislation

- i. Director Browning presented the Board with proposed legislation that may impact the Board.

o. Shielding

- i. Chairman Trupo presented the American Association of Physicists in Medicine (AAPM) and the American College of Radiology's (ACR) new recommendations for patient gonadal and fetal shielding.

p. CLEAR Board Member Training

- i. Director Browning presented the Board with the Counsel on Licensure, Enforcement and Regulation (CLEAR) Regulatory Governance Webinar Series. Secretary Hoffman made a motion to purchase the CLEAR Regulatory Governance Webinar Series. After review of all available information, Ms. Workman seconded the motion and the Board approved.

q. Office Furniture

- i. Director Browning presented quotes for a new conference table leaf and chairs to accommodate the new Board members. Ms. Justice made a motion to approve the purchase of the chairs and conference table extension. After review of all available information, Ms. Hoffman seconded the motion and the Board approved.

r. ASRT Educational Symposium and Annual Governance/House of Delegates Meeting

- i. Chairman Trupo requested to attend the 2020 ASRT Educational Symposium and Annual Governance/House of Delegates Meeting in Albuquerque, NM on June 24th – 28th, 2020. Dr. Resley made a motion to allow Chairman Trupo to attend the meeting. After review of all available information, Secretary Hoffman seconded the motion and the Board approved.

s. New Applications

- i. Director Browning presented the Board with a Low-Income Initial License Application, a Military Family Initial License Waiver Application, a Military Family Renewal License Application and a Petition for Initial Licensure Eligibility to comply with SB 396 that passed in the 2019 Legislative Session. Ms. Hoffman made a motion to approve the new applications as presented. After review of all available information, Dr. Resley seconded the motion and the Board approved.

t. Administrative Assistant

- i. A motion was made by Secretary Hoffman to go into executive session to discuss personnel matters. The motion was seconded by Ms. Novick and carried by the Board. The meeting went into executive session at 4:02 PM.
- ii. A motion was made by Secretary Hoffman to exit the executive session of the meeting and seconded by Dr. Resley. The meeting resumed in regular session at 4:22PM.
- iii. Director Browning presented the Board with Amanda Moore's resignation letter.
- iv. Ms. Novick made a motion to accept Ms. Moore's resignation letter and accept her offer to work temporarily at a rate of \$20.00 per hour. After review of all available facts, Ms. Workman seconded the motion and the Board agreed.
- v. Dr. Resley made a motion to initiate a search for a permanent part time employee working 16 – 24 hours per week at a rate of \$20.00 per hour. After review of all available information, Ms. Workman seconded the motion and the Board agreed.

8. Upcoming Board Meetings

- a. Board Meeting – May 21, 2020
- b. Board Meeting – August 20, 2020
- c. Board Meeting – November 19, 2020
- d. Board Meeting – February 18, 2021
- e. Board Meeting – May 20, 2021

9. Adjournment

- a. Dr. Resley made a motion to adjourn the meeting at 4:23 PM, which was seconded by Ms. Workman.

10. Approval

- a. These minutes were approved at the May 21, 2020 board meeting.