



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS
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Executive Director Report April 2016

1. **Site Inspection Report:** Totals are as follows:

4	Counties
9	Facilities
82	Licenses verified

2. **Training:** Worked with former Executive Director on March 12, March 19, and April 17, 2016 for hands on training and orientation. I do not yet have access to Oasis, and additional training is needed in order to be able to navigate the new Oasis system.

Received in person training and handoff from previous Executive Director for the Jeep and completed documents to notify the WV Fleet Office that I am the new Fleet Coordinator for our Agency.

Trained with Executive Assistant at the Board Office in Cool Ridge April 19-21, 2016 and covered the Board Office April 30, 2016 during Executive Assistant's day off.

Completed online P-Card Training and submitted certificates to the State Auditor's Office. As of April 30, 2016, I still awaiting for P-Card to be issued.

3. **Calendar of Conferences:**

- a. **May 1, 2016:** Scheduled to work with former Executive Director for training;
- b. **May 4, 2016:** 2016 Purchasing Open House and Training, Charleston, WV;
- c. **May 13, 2016:** Association of Boards Meeting with Training and Webinar regarding FTC Case, (Part One of Two);
- d. **May 18, 2016:** Association of Boards Meeting with Training and Webinar regarding FTC Case, (Part Two of Two);
- e. **June 20 – July 8, 2016:** Annual Summer Vacation;
- f. **June 23-26, 2016:** 2016 ASRT Governance Conference in Las Vegas, NV;
- g. **September 12-17, 2016:** CLEAR NCIT Specialized Investigator Training and 2016 Educational Conference in Portland, OR;
- h. **October 25 or 26, 2016:** Mandatory P-Card Coordinator and Co-Coordinator Seminar, Flatwoods, WV;
- i. **November 10-13, 2016:** WVSRT Conference in Morgantown, WV;
- j. **November 29, 2016:** Annual Auditor's Seminar for Boards, Charleston Marriott, Charleston, WV.