



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

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BOARD MEETING AGENDA

CAMC Cancer Center, 3415 MacCorkle Ave, SE, Charleston WV 25304

Thursday, May 18, 2017 at 5:00PM

- 1. Call Meeting to Order**
- 2. Recognize Guests**
- 3. Establish Quorum (5)**
- 4. Approve Board Meeting Agenda – **Vote****
- 5. Approve Board Meeting Minutes**
 - a. February 23, 2017 Minutes – **Vote****
 - b. March 27, 2017 Minutes – **Vote****
- 6. Old Business**
 - a. Ethics Committee Update**
 - i. 03-FY-2017 Terrance Farley #8802**
 - 1. Continued Random Drug Testing**
 - b. Enhance Application Process**
 - i. Board Chair Layton, Director Browning and Board Secretary Trupo met on 11/16/2016 at CAMC Imaging Center. **Follow-up meeting needed.****
 - c. Legislative Rules**
 - i. Add Radiation Therapy Requirements**
 - ii. Add Background Checks**
 - iii. Revise Continuing Education Audit**

7. New Business

a. Ethics

- i. 08-FY-2017 Lapsed License– **Vote**
- ii. 09-FY-2017 Lapsed License– **Vote**
- iii. 10-FY-2017 CE Audit – **Vote to proceed**
- iv. 11-FY-2017 Lapsed License – **Vote to proceed**
- v. 12-FY-2017 Lapsed License – **Vote to proceed**
- vi. 13-FY-2017 Unlicensed Individual – **Vote to proceed**

b. Finance

- i. February 2017 – **Vote**
- ii. March 2017 – **Vote**
- iii. April 2017 – **Vote**

c. BRIMM Safety Requirements

- i. Organizational Safety
 1. Annual Assessment due August 1, 2017
- ii. Employment Practices
 1. Reviewed Job descriptions
- iii. Driver and Vehicle Safety
 1. Safety Driving Tips
 - a. March 2017
 - b. April 2017
 - c. May 2017
 2. Safety Recall Received
 - a. Occupant Restraint Controller
 3. No MVA's – Recognition for all Board Members and Staff for safe driving practices
- iv. Facility Safety
 1. Facility Inspection Report – Tabled 10-20-16
 - a. New Fire Extinguisher
 - b. New Exit Signs
 - c. Ice Melt

- 2. New Office Location – 1124 Smith Street, Charleston WV
 - a. Build out cost
- v. Cyber Information Security and Privacy
 - 1. Enhance Board Website
 - a. WV State Treasures Office is in process of enhancing website
 - 2. Secure file storage
 - a. Inactive licensee files are scanned
- vi. Loss
 - 1. No Loss of Property or Time – Recognition for all Board Members and Staff for safe practices
- d. Director's Report
 - i. February 2017 – **Vote**
 - ii. March 2017 – **Vote**
 - iii. April 2017 – **Vote**
- e. Schools Report
- f. Revised Continuing Education Audit Process – **Vote**
- g. Revised Position Statements – **Vote**
- h. Joint Committee on Government Organization PERD Request
 - i. Fleet Management Policies and Procedures, May 5, 2017 - **Vote**
- i. Reappointment of Board Members
 - i. Tuanya Layton – expires June 30, 2016
 - ii. Paul Blom MD – expires June 30, 2017
 - iii. Kristi Justice – expires June 30, 2017
 - iv. Sherri Snead – expires June 30, 2017
- j. Website Disciplinary Action
- k. CT Simulation Request
- l. WV State Treasury Conference
 - i. Lock Box
 - ii. Check Scanning

iii. Online Applications Only

m. Employee Performance Appraisals

- i. Executive Director
- ii. Executive Assistant

8. Training

- a. ~~CRCPD Annual Conference – Scottsdale AZ, May 8-11, 2017~~
- b. ~~ASRT Annual Conference – Orlando FL, June 22-25, 2017~~
- c. CLEAR Investigator Training #2 - Baltimore MD, July 11-15, 2017 – **Vote**
- d. Purchasing Conference - Canaan Valley State Park, August 22-25, 2017 – **Vote**
- e. ~~CLEAR Annual Conference – September 13-16, 2017~~
- f. P-Card Training – Flatwoods, October 2017 – **Vote**
- g. WVSRT Annual Conference – October 26-28, 2017 – **Vote**
- h. Auditor’s Board Member Seminar – Charleston, November 29, 2017 - **Vote**

9. Upcoming Meetings

- a. August 24, 2017 - Board Meeting - CAMC Cancer Center
- b. November 2017 – Board Meeting – **Date**

10. Adjourn

NOTE:

Meetings will be Noticed five (5) business days in advance. The Agenda will be available 3 business days in advance. New agenda items may be added up to two (2) business days in advance. The Agenda will be available at the Board Office. The Board reserves the option to reorder the Agenda items at the beginning of the meeting.

ADA Notice: The West Virginia Medical Imaging & Radiation Therapy Technology Board of Examiners is committed to providing meeting access through reasonable accommodation under the Americans with Disabilities Act (ADA). Kindly notify the Board prior to the meeting for special accommodations