



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

Albert T Summers Center

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BOARD MEETING AGENDA

Thursday, November 8, 2018 at 5:00PM

- 1. Call Meeting to Order**
- 2. Recognize Guests**
- 3. Establish Quorum (4)**
- 4. Approve Board Meeting Agenda**
 - a. November 15, 2018 - **Vote****
- 5. Approve Board Meeting Minutes**
 - a. March 22, 2018 – **Vote****
 - b. September 6, 2018 - **Vote****
- 6. Old Business**
 - a. Ethics Update**
 - i. 03-FY-2017**
 - 1. Consent Agreement posted on website**
 - 2. Fees Paid (\$589)**
 - 3. NPDB Notified**
 - 4. Continued Random Drug Testing**
 - ii. 14-FY-2017**
 - 1. Consent Agreement signed**
 - 2. Fees Paid (\$500)**
 - 3. SOS & ARRT Notified**
 - iii. 02-FY-2018**
 - 1. Consent Agreement signed**

2. Fees Paid (\$235)
3. SOS & ARRT Notified

iv. 03-FY-2018

1. Consent Agreement signed
2. Fees Paid (\$235)
3. SOS & ARRT Notified

v. 04-FY-2018

1. Consent Agreement signed
2. Fees Paid (\$235)
3. SOS & ARRT Notified

b. Administrative Assistant Hired

- i. Olivia Klee

c. Scanning Cost (\$20,000)

- i. \$14,155.40

7. New Business

a. Ethics – **Executive Session - Vote**

- i. Ethics Committee consisting of Board Chair Layton, Director Browning and Ms. Justice met on 11/8/18 at the Board Office.

1. 05-FY-2018
2. 06-FY-2018
3. 07-FY-2018
4. 01-FY-2019
5. 02-FY-2019
6. 03-FY-2019
7. 04-FY-2019
8. 05-FY-2019
9. 06-FY-2019

b. Finance - **Vote**

- i. Finance Committee consisting of Board Chair Layton, Director Browning and Ms. Justice met on 7/19/2018 and 11/08/2018 at the Board Office.

1. February 2018
2. March 2018
3. April 2018
4. May 2018

5. June 2018
6. July 2018
7. August 2018
8. September 2018
9. October 2018

c. BRIMM Safety Requirements

i. Organizational Safety

1. Olivia Klee received the Safety Policy

ii. Employment Practices

1. Olivia Klee signed the DOA Harassment Policy

iii. Driver and Vehicle Safety

1. Olivia Klee watched Fleet Management safety video
2. Olivia Klee driving record check complete
3. Fleet Safety Driving Tips E-mailed
 - a. April 2018
 - b. May 2018
 - c. June 2018
 - d. July 2018
 - e. August 2018
 - f. September 2018
 - g. October 2018
 - h. November 2018

4. Vehicle Maintenance

- a. State Inspection

iv. Facility Safety

1. Inspection completed

v. Cyber Information Security and Privacy

1. Confidentiality Agreement

- a. Olivia Klee signed DOA Confidentiality Agreement

2. Privacy Policy

- a. Olivia Klee signed OT Information Security Policy

3. Privacy Awareness

- a. Jamie Browning, Tuanya Layton are scheduled to attend the Auditor's Seminar for Board Members

4. Security Awareness

a. Jamie Browning, Tuanya Layton are scheduled to attend the Auditor's Seminar for Board Members

b. Retention Policy Updated

vi. Loss

1. No Loss of Property or Time – Recognition for all Board Members and Staff for safe practices

d. Director's Reports - **Vote**

i. March 2018

ii. April 2018

iii. May 2018

iv. June 2018

v. July 2018

vi. August 2018

vii. September 2018

viii. October 2018

e. Schools Report

i. JRCERT & JRCNMT Update

f. WV Interactive Presentation

g. Background Check Discussion

h. Inspection Discussion

i. CT Fusion Test – **Vote**

j. Maximum Purchase Amount Approvals - **Vote**

k. Retention Policy – **Vote**

l. Expenditure Policy – **Vote**

m. Annual Report – **Vote**

n. UNM Request - **Vote**

o. Board Member Update

p. Employee Update

q. Board Meeting Times - **Vote**

r. Election of Officers - **Vote**

8. Training / Conferences

a. Auditor's Seminar for Licensing Boards
– Charleston, WV on November 27, 2018

b. Federation of Associations of Regulatory Boards (FARB) 2019 Forum
– January 24-27, 2019 in New Orleans, LA

9. Upcoming Meetings

a. January 17, 2019 – Board Meeting, Board Office

b. May 23, 2019 – Board Meeting, Board Office

c. September 26, 2019 – Board Meeting, Board Office

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*