WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS
1124 Smith Street, Suite B-300, Charleston WV 25301
Telephone: (304) 558-4012 Toll Free: (877) 609-9869 Fax: (304) 957-0177
E-mail: rtboard@wv.gov Web Page: www.wvrtboard.org

Executive Director Annual Report
FY 2024

1. Revenue

a. Total Revenue $241,960.00

i. **License Applications -** **3716 - $241,370**

1. **Renewal Applications –** **3009 - $180,540**
2. **New Applications –** **556 - $51,152**
3. **Late / Reinstatement Applications –** **87 - $7,400.00**
4. **Temporary Applications -** **64 - $2,368.00**

ii. **Consent Agreements -** **2 - $500.00**

b. Monthly Revenue – $241,960.00

i.	July 2023	$18,940.00
ii.	August 2023	$23,083.00
iii.	September 2023	$23,204.00
iv.	October 2023	$28,742.00
v.	November 2023	$25,185.00
vi.	December 2023	$20,568.00
vii.	January 2024	$15,947.00
viii.	February 2024	$11,743.00
ix.	March 2024	$13,462.00
x.	April 2024	$13,360.00
xi.	May 2024	$27,823.00
xii.	June 2024	$19,903.00

c. Quarterly Revenue – $241,960.00

i.	1st Quarter FY 2024	$65,227.00
ii.	2nd Quarter FY 2024	$74,495.00
iii.	3rd Quarter FY 2024	$41,152.00
iv.	4th Quarter FY 2024	$61,086.00

d. Quarterly Budgeted Revenue - $228,026.00

i.	1st Quarter FY 2024	$58,026.00
ii.	2nd Quarter FY 2024	$80,000.00
iii.	3rd Quarter FY 2024	$45,000.00
iv.	4th Quarter FY 2024	$45,000.00

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2. Expenditures

a. Total Expenses $221,952.53

i.	Payroll	$125,563.66
ii.	Benefits	$24,622.54
iii.	Expenditures	$91,773.80

b. Monthly Expenditures $221,952.53

i.	July 2023	$17,524.24
ii.	August 2023	$14,003.80
iii.	September 2023	$15,341.09
iv.	October 2023	$20,933.56
v.	November 2023	$18,786.79
vi.	December 2023	$25,125.12
vii.	January 2024	$15,919.71
viii.	February 2024	$15,311.32
ix.	March 2024	$16,959.03
x.	April 2024	$22,193.85
xi.	May 2024	$22,205.05
xii.	June 2024	$17,648.97

c. Quarterly Expenditures $221,952.53

i.	1st Quarter FY 2023	$46,869.13
ii.	2nd Quarter FY 2023	$64,845.47
iii.	3rd Quarter FY 2023	$48,190.06
iv.	4th Quarter FY 2023	$62,047.87

d. Quarterly Budgeted Expenditures - $228,026.00

i.	1st Quarter FY 2024	$57,006.00
ii.	2nd Quarter FY 2024	$57,006.00
iii.	3rd Quarter FY 2024	$57,007.00
iv.	4th Quarter FY 2024	$57,007.00

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3. **FY Ending Balances - https://www.wvrtboard.gov/Financials#1131238-annual-financial-reports**

    a. **FY-2024 – $485,095.68**
    b. **FY-2023 – $465,410.64**
    c. **FY-2022 – $500,394.43**
    d. **FY-2021 – $464,013.19**
    e. **FY-2020 – $408,539.15**

4. **Disciplinary Actions - https://www.wvrtboard.gov/Disciplinary-Actions**

    a. **01-FY-2024 – ARRT Complaint, No probable cause - dismissed**

    b. **02-FY-2024 – Failed pre-employment drug test, No probable cause – dismissed**

    c. **03-FY-2024 – Worked on a lapsed license, signed a consent agreement**

    d. **04-FY-2024 – Worked on an expired Temp License, No probable cause - dismissed**

    e. **05-FY-2024 – Working while impaired, signed a consent agreement, probation for 18 months with mandatory discipline program**

    f. **06-FY-2024 – X-rayed a coworker without an order, No probable cause – dismissed**

    g. **07-FY-2024 - Working while impaired, Consent Agreement offered, Summary Suspension and Hearing scheduled on 8/20/2024**

    h. **08-FY-2024 - Worked without a Radiation Therapy License, No probable cause - dismissed**

    i. **09-FY-2024 – Maryland Revocation, Withheld revocation on application, Summary suspension**

    j. **10-FY-2024 – HIPPA violation, No license, Complaint referred**

    k. **11-FY-2023 – Terminated for unethical conduct, Summary Suspension and Consent Agreement offered**

    l. **12-FY-2024 – Worked while impaired, resigned and self-reported, Consent agreement offered**

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5. **Board Meeting Agendas**

    a. **https://www.wvrtboard.gov/Board-Information#1106257-board-meeting-agendas**

6. **Board Meeting Minutes**

    a. **https://www.wvrtboard.gov/Board-Information#1106258-board-meeting-minutes**

7. **Duties**

    a. **Boardable Board Management Software**
    b. **Legislative Session**
    c. **Licensing**
    d. **Complaints**
    e. **Office Communications**
    f. **Website**
    g. **Data Management**
    h. **Information Security and Privacy**
    i. **Policies and Procedures**
    j. **Training**
    k. **Payroll**
    l. **Payment of Expenditures via wvOASIS**
    m. **Financial Reconciliation**
    n. **Monthly Financial Reports**
    o. **P-Card Agency Coordinator**
    p. **Budget Administrator**
    q. **Agency Procurement Officer**
    r. **BRIM Coordinator**
    s. **Stakeholder Liaison**

8. **Calendar of Events**

    a. **August 17, 2023 – Committee Meetings**
    b. **August 17, 2023 – Board Meeting**
    c. **September 7, 2024 – Hearing**
    d. **September 21, 2024 - Committee Meetings**
    e. **September 21, 2024 – Board Meeting**
    f. **October 17-20, 2024 – Purchasing Conference**
    g. **October 19, 2024 – Committee Meetings**
    h. **October 19, 2024 – Board Meeting**
    i. **November 1, 2023 – Legislative Rule Making Committee**
    j. **November 2, 2023 – Licensing Board's Annual Meeting**
    k. **November 9-11, 2023 – WVSRT Annual Meeting**

l. November 16, 2023 – Committee Meetings

m. November 16, 2023 – Board Meeting
n. January 18, 2023 – Committee Meetings
o. January 18, 2023 – Board Meeting
p. January 18, 2024 – Telehealth Rules Committee Meeting
q. February 15, 2024 – Ethics Meeting
r. February 15, 2024 – Board Meeting
s. February 15, 2024 – Telehealth Rules Committee Meeting
t. March 6-8, 2023 – JRCERT Site Visit at UC Beckley
u. March 21, 2023 – Committee Meetings
v. March 21, 2023 – Board Meeting
w. April 17, 2023 – UC Joint Advisory Committee Meeting
x. April 18, 2024 – Committee Meetings
y. April 18, 2024 – Board Meeting
z. May 15, 2024 – Board Member Interviews
aa. May 16, 2024 – Committee Meetings
bb. May 16, 2024 – Board Meeting
cc. May 19-23, 2024 – CRCPD Conference
dd. June 20, 2024 - Committee Meetings
ee. June 20, 2024 – Board Meeting

9. Future Goals

a. Add Radiation Therapy Requirements to the Code
b. Add Background Checks to the Code