



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS
1715 Flat Top Road / PO Box 638 / Cool Ridge, WV 25825-0638 / WEBSITE: www.wvrtboard.org
Phone: 304-787-4398 / Fax: 304-787-3030 / Email: wvrtboe@suddenlinkmail.com

BOARD MEETING
March 13, 2014
Braxton County Technology Center, Sutton WV

Members Present

Nancy Oughton, Board Chair
Eva Hallis, Board Secretary
Alice Belmont-(via Telephone)
Tuanya Layton

Members Excused

Office Staff

Nancy Godby, Executive Director
Sharon Bleau, Office Secretary
Katherine Campbell, Attorney

I. CALL MEETING TO ORDER

The meeting was called to order at 5:00pm by Nancy Oughton, Board Chair at the Braxton County Technology Center in Sutton, WV.

II. RECOGNIZE GUESTS

There were no guests in attendance at the Board Meeting.

III. ESTABLISH QUORUM

Ms. Oughton established that a quorum was present, noting that Alice Belmont was attending by telephone.

IV. ACCEPT AGENDA

Nancy Godby indicated that the original Agenda was revised and posted on March 11, 2014. A motion was made by Tuanya Layton to accept the Agenda as presented; Eva Hallis seconded; and the motion was approved by the Board.

V. APPROVAL OF MEETING MINUTES

- 1. December 2, 2013:** A motion was made by Ms. Layton to accept the Meeting Minutes for the December 2, 2013 Board Meeting; Ms. Belmont seconded; and the motion was approved by the Board.
- 2. February 20, 2014, (Conference Call):** A motion was made by Ms. Layton to accept the Conference Call Meeting Minutes for the February 20, 2014 Board Meeting; Ms. Belmont seconded; and the motion was approved by the Board.



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VI. OLD BUSINESS

1. **Ethics and Consent Agreement Updates:** Ms. Godby provided the Board with an update of the following Ethics and Consent Agreements:
 - a. **03-FY-2013, Brenda Tonkin:** Ms. Tonkin has completed the required Category-A CEU elements of her Consent Agreement. Ms. Tonkin remains on Probation through April 18, 2015.
 - b. **02-FY-2014, Michelle Hinerman:** Ms. Hinerman has completed all elements of her Consent Agreement and paid both the Fine and Administrative Fee. This case is now closed and requires no further action.
 - c. **10-FY-2014, Ernesto Stuart:** Mr. Stuart has completed all elements of his Consent Agreement and paid both the Fine and Administrative Fee. This case is now closed and requires no further action.
 - d. **11-FY-2014, Joshua Morgan:** Mr. Morgan has completed all elements of his Consent Agreement and paid both the Fine and Administrative Fee. This case is now closed and requires no further action.
2. **Board Candidate Update:** Ms. Godby provided the Board with a letter of interest and resume for a Radiation Therapy candidate, and informed the Board that there has been no action from the Governor's office related to the submission of candidates for the vacant Board positions. Ms. Godby stated that a Resolution was discussed on Legislature Live regarding appointments, but there were no details provided related to Board appointments.
3. **WV Oasis Update:** Ms. Godby provided the Board with copies of the November 2013 through March 2014 WV Oasis Newsletters. Ms. Godby stated that meetings continue and that the Agency continues to meet all deadlines for submission of information. There was no action needed for this update. Additional information will be provided at the next Board Meeting.
4. **Legislative Audit Update:** Ms. Godby provided the Board with a verbal report of her meeting with members of the Legislative Auditor's office on February 25, 2014. There was no action needed for this update.



VII. NEW BUSINESS

1. **Ethics Committee:** Ms. Oughton and Ms. Layton served as the Ethics Committee. The following cases were reviewed, and (for some cases as noted), licensees met informally with the Committee. Ms. Layton provided recommendations from the Ethics Committee, as follows:
 - a. **04-FY-2014, Complaint - Termination for gross misconduct, including theft and violation of facility behavior standards:** After review of all the available information, the Ethics Committee found no probable cause, and recommends dismissal of this complaint. Ms. Hallis made a motion to accept the recommendation of the Ethics Committee; Ms. Belmont seconded; and the motion was approved by the Board.
 - b. **07-FY-2014, Practice Violation-Performing Imaging with a Lapsed License:** After review of all the available information, the Ethics Committee recommends that the Board accept a settlement that will be negotiated by the attorney appointed by the Board of Risk & Insurance Management (**BRIM**). Ms. Hallis made a motion to accept the recommendation of the Ethics Committee; Ms. Belmont seconded; and the motion was approved by the Board.
 - c. **09-FY-2014, Practice Violation- Performing Imaging with a Lapsed License:** After an informal meeting with this licensee and review of all the available information, the Ethics Committee found probable cause, and recommends that the Board offer the Standard Consent Agreement for performing imaging with a lapsed license to include \$100.00 fine and \$100.00 administrative fee. Ms. Belmont made a motion to accept the recommendation of the Ethics Committee; Ms. Hallis seconded; and the motion was approved by the Board.
 - d. **14-FY-2014, Complaint- Alleged Unprofessional Conduct:** After careful review of all the available information submitted by all parties, the Ethics Committee found no probable cause and recommends that the Board dismiss this complaint. Ms. Belmont made a motion to accept the recommendation of the Ethics Committee; Ms. Hallis seconded; and the motion was approved by the Board.



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- e. **15-FY-2014, Practice Violation- Performing Imaging with a Lapsed License:** After an informal meeting with this licensee and the employer and review of all the available information, the Ethics Committee found probable cause and recommends that the Board offer the Standard Consent Agreement for performing imaging with a lapsed license to include \$100.00 fine and \$100.00 administrative fee. Ms. Hallis made a motion to accept the recommendation of the Ethics Committee; Ms. Belmont seconded; and the motion was approved by the Board.
 - f. **16-FY-2014, Practice Violation- Performing Imaging with a Lapsed License:** After an informal meeting with this licensee and the employer, (via telephone), and review of all the available information, the Ethics Committee found probable cause and recommends that the Board offer the Standard Consent Agreement for performing Radiation Therapy with a lapsed license to include \$100.00 fine and \$100.00 administrative fee. Ms. Hallis made a motion to accept the recommendation of the Ethics Committee; Ms. Belmont seconded; and the motion was approved by the Board.
2. **Financial Report:** Sharon Bleau presented a summary of the Financial Statements for November 2013; December 2013; January 2014; and February 2014. Ms. Bleau also presented a summary of Purchase Card (P-Card) transactions for the same period of time. Ms. Godby provided a year to date snapshot of revenue and expenses for review. After discussion, Ms. Belmont made a motion to accept the financial report as presented; Ms. Layton seconded; and the motion was approved by the Board.
3. **Executive Director Report:** Ms. Godby provided a verbal summary of the report of activities for December 2013 through February 2014. After discussion, Ms. Layton made a motion to accept the Executive Director Report; Ms. Hallis seconded; and the motion was approved by the Board.

(Note: A copy of the Financial Statements follow as attachment).

(Note: A copy of the Executive Director Report follows as attachment).



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4. **Board Member Concerns:** There were no concerns offered for discussion, and no additional action was required.
5. **Joint Review Committee on Education in Radiologic Technology (JRCERT) Summary Report:** Ms. Godby provided a summary of the information received from the Joint Review Committee on Education in Radiologic Technology (JRCERT). Ms. Godby informed the Board that there are no issues within the summary in need of additional action by the Board at this time. Ms. Godby informed the Board that the findings from recent JRCERT Site Visits to United Hospital Center, St. Mary's Medical Center, and West Virginia University Hospital MRI Program are pending a final report from JRCERT. This item did not require a vote, and no further action was needed.
6. **Safety Committee Report:** Ms. Layton presented the March 13, 2014 Safety Committee Report on behalf of the Agency. There were no accidents or injuries to report, and staff members are commended for their dedication to assuring continued safety. After discussion, Ms. Belmont made a motion to accept the Safety Committee Report; Ms. Hallis seconded; and the motion was approved by the Board.

(Note: A copy of the Safety Committee Report follows as attachment).
7. **Alternate Schedule Policy:** Ms. Godby informed the Board that a recommendation had been made during a recent Association of Boards WV Oasis Workshop to prepare a policy for Compensatory (COMP) time, Holiday Bank time, and Schedule Adjustment time. Ms. Godby presented the Alternate Schedule Policy for review and consideration by the Board. Ms. Layton noted that there is a typographical error on page two, and Ms. Godby will correct this error. After discussion, Ms. Layton made a motion to approve the Alternate Schedule Policy as written with the correction noted; Ms. Belmont seconded; and the motion was approved by the Board.
8. **ARRT Updates:** Ms. Godby provided information from the American Registry of Radiologic Technologists (ARRT) regarding upcoming changes to Certification requirements and Task Inventories. There was no action needed for this update. Ms. Godby also provided the Board with information regarding the Northwest Commission on Colleges and Universities (NWCCU) that has requested the Board to recognize their accreditation. Ms. Godby indicated she has verified that NWCCU is recognized by the ARRT. After discussion, Ms. Hallis made a motion to follow the process of the ARRT and accept NWCCU's accreditation; Ms. Layton seconded; and the motion was approved by the Board.



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9. **November 11, 2011 Board Minutes:** Ms. Godby informed the Board that Grady Bowyer had identified an error in the November 11, 2011 Board Meeting Minutes that incorrectly indicated attendance by the Office Staff, (Grady Bowyer, Randy Fink, and Kate Campbell). Ms. Godby stated that she was not in attendance for the entire meeting as this was the day of interviews that took place on Veterans Day, which is a State Holiday. After discussion, Ms. Belmont made a motion to amend the November 11, 2011 Board Minutes indicate that the Office Staff Members were not present due to the WV State Holiday; Ms. Hallis seconded; and the motion was approved by the Board. Ms. Godby was instructed to determine if there is a mechanism available to allow the Board to resubmit the FY-2013 Annual Report with a copy of the newly revised minutes.

10. **Educational Conferences:**
 - a. **2014 CLEAR Midyear Meeting, update:** Ms. Godby provided the Board with a verbal summary of the report she provided for the 2014 CLEAR Midyear Meeting to include a copy of the upcoming Conference Matrix. This item did not require a vote and no further action was needed.

 - b. **2014 CRCPD Conference, May in Atlanta GA:** Ms. Godby provided Conference Travel Request Form for consideration. After review of all the available information and discussion, Ms. Belmont made a motion that Ms. Godby not attend this meeting; Ms. Layton seconded; and the motion was approved by the Board.

 - c. **2014 ASRT Conference, June 26-29 in Orlando FL:** Ms. Godby provided Conference Travel Request Form for consideration and noted that to date there is \$9,011.62 remaining for the FY-2014 travel budget. After review of all the available information and discussion, the Board took no action on this request.

 - d. **2014 WVSRT Conference, October 9-12:** Ms. Godby provided Conference Travel Request Form for consideration. After review of all the available information and discussion, the Board took no action; requested that Ms. Godby contact the WVSRT to determine if they would be asking her to provide a presentation; and asked that Ms. Godby provide an update at the next Board Meeting.



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- VIII. Outstanding Items for discussion-decisions:** Nancy Godby opened the discussion of consideration of the renewal of the lease for the Board Office in Cool Ridge. Ms. Godby provided a copy of the proposed lease renewal document and relayed to the Board her email communication with the Real Estate Division (**RED**) regarding the request of the property owner to increase the monthly lease from \$350.00 to \$400.00. Ms. Godby stated that RED did not believe it to be an unrealistic request as this is the first increase since 1997. Additionally, the property owner had made numerous improvements over the past year and has agreed to make the modifications noted in the lease renewal document. Ms. Godby stated that RED verified the Board will be able to terminate the lease if the Legislature mandated a move to Charleston or eliminated the Board. After discussion, Alice Belmont made a motion to accept the renewal of the lease with the \$50.00 monthly increase; Tuanya Layton seconded; and the Board approved the motion.
- IX. Next Meeting Date and Meeting Location:** The next Board Meeting date is June 5, 2014. After discussion, Ms. Belmont made a motion to schedule the June 5, 2014 Board Meeting at the Braxton County Technology Center; Ms. Layton seconded; and the motion was approved by the Board.
- X. Adjourn:** A motion to Adjourn was made by Ms. Hallis at 7:00pm; Ms. Belmont seconded; and the motion was approved by the Board.

Minutes submitted for consideration by Nancy Godby, Executive Director and Sharon Bleau, Secretary.
Minutes approved with corrections, June 5, 2014.



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**Executive Director Report
March 13, 2014 Board Meeting**

1. Inspection Report: Inspections of thirteen (26) facilities (4 hospitals and 22 other facilities) with a verification of 280 licenses were completed in the following counties during December 2013, January 2014 and February 2014:
 - Greenbrier
 - Mercer
2. Prepared and submitted information for the WV Oasis, as scheduled. The project continues on schedule with training meetings, webinars, and hands on workshops.
3. Attended Purchasing Division In-House Training December 18-19, 2013.
4. Attended the 2014 CLEAR Midyear Business Meeting in January 2014. Acted as the Chair of the Administrative Legislative Committee, (*the Chair was unable to attend at the last minute and as Vice Chair it was my responsibility to step in and oversee the meeting*). Collaborated with various sub-committees to identify the best proposals to advance to the Annual Conference Matrix.
5. Met with Legislative Auditor on February 25, 2014 to discuss actions and to gain a better understanding of the rationale behind their recommendations. Also, discussed specifics of the web site evaluation. (*Determined that the Auditor has a scoring tool that was created internally and did not have a resource for the Board to reference.*)
6. Attended the Senate Session and the Government Organization Committee Meeting on February 25, 2014. Met with Senator Kirkendoll from Logan County to discuss SB-617. Attempted to meet with Senator(s) Stollings, Snyder, Wells, and Jenkins but none were in their offices. Monitoring of legislative actions ongoing.
7. Met with Jim Kranz at the WV Hospital Association to discuss SB-617.
8. Participated (along with Tuanya Layton) in the JRCERT Site Visit at West Virginia University Hospital – MRI Program, (January 22-24, 2014). Results of the visit are pending the JRCERT official report, but the visit went well with few recommendations.
9. Worked at the Cool Ridge Office January 30 and February 10, 2014.
10. Community Service Organization Meetings, (used personal time and at personal expense):
11. PRIDE in Logan County, (Board Chair for this elder care and early childhood Community Services Organization), February 24, 2014 and ongoing monthly.



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12. Updates the website continue, and recent items added include:

- a. Updated Change Address or Employer Form;
- b. Updated Complaint Form;
- c. Added Duplicate License Request Form;
- d. Added Freedom of Information Act (FOIA) Guidance Document and Request Form;
- e. Added Name Change Request Form;
- f. Updated Disciplinary Action Sanction List;
- g. Added September 2013 Board Meeting Minutes;
- h. Updated Board Office Information and added Organizational Chart;
- i. Added January 2014 Newsletter;
- j. Added information to the LINKS option;
- k. Added Multilingual Support;
- l. Added Privacy Notice;
- m. Added Career Opportunities;
- n. Updated Disclaimer;
- o. Added HELP option;
- p. Added and updated "Pending Legislation" information to the homepage;
- q. Continuing monitoring the website and add updates as needed.

13. Upcoming Site Visits:

- a. Inspections continue for the following counties: (Barbour, Brooke, Calhoun, Hancock, Marshall, Monroe, Ohio, Preston, Raleigh, Randolph, Tyler, Wetzel, Wood).

14. Announcement of upcoming conferences and events of note:

- a. 2014 CRCPD Educational Conference, (May 2014, Atlanta GA);
- b. JRCERT Site Visitor Training and 2014 ASRT Governance Conference, (June 2014 in Orlando, FL);
- c. 2014 CLEAR Annual Educational Conference, (September 2014 in New Orleans, LA);
- d. 2014 WVSRT Annual Conference, (October 2014 in Charleston, WV).

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**FINANCIAL STATEMENT
NOVEMBER 2013**

Beginning Balance as of November 1, 2013:	\$226,776.13
Deposits for November:	23,385.00
Total Receipts:	\$250,161.13

Disbursements for November:

001 Payroll	\$6,364.60
011 SS & Medicare	474.55
012 P/E Insurance Agency	228.00
014 Workers' Compensation	174.00
016 P/E Retirement System	922.86
020 Office Expenses	136.86
022 Rent	350.00
023 Utilities	38.61
024 Telecommunications	255.30
025 Contractual and Professional	142.50
026 Travel Expenses	3,470.66
027 Computer Services	362.50
029 Vehicle Rental	409.12
031 Assoc. Dues & Prof. Memberships	315.00
038 Copy machine annual service contract	882.00
041 Cellular Charges	76.84
044 Energy Expense Motor Vehicles	139.35
047 Energy Expense Utilities	47.99
053 Postal Expenses	637.24
089 Bank Cost (Credit Cd Expenses)	517.01
160 PEIA	176.00
175 State Treasurer's Office Fees	30.00
Total Disbursements:	\$ 16,150.99

Balance as of November 30, 2013:	\$ 234,010.14
Balance as of November 30, 2012:	\$ 210,675.29
Year to Year Revenue Increase:	\$ 23,334.85

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**FINANCIAL STATEMENT
DECEMBER 2013**

Beginning Balance as of December 1, 2013:	\$234,010.14
Deposits for December:	<u>27,565.00</u>
Total Receipts:	\$261,575.14

Disbursements for December:

001 Payroll	\$6,364.60
002 Per Diem	1,575.00
011 SS & Medicare	595.04
012 P/E Insurance Agency	228.00
016 P/E Retirement System	922.86
020 Office Expenses	400.52
022 Rent	350.00
023 Utilities	38.61
024 Telecommunications	274.74
025 Contractual and Professional	761.50
026 Travel Expenses	2,143.74
027 Computer Services	37.50
029 Vehicle Rental	408.35
031 Assoc. Dues & Prof. Memberships	155.00
041 Cellular Charges	76.84
042 Hospitality	145.16
044 Energy Expense Motor Vehicles	85.73
047 Energy Expense Utilities	96.12
052 Training and Development	845.00
053 Postal Expenses	193.48
089 Bank Cost (Credit Cd Expenses)	519.68
160 PEIA	176.00
175 State Treasurer's Office Fees	30.00
Total Disbursements:	\$ 16,423.47

Balance as of December 31, 2013:	\$ 245,151.67
Balance as of December 31, 2012:	\$ 217,672.87
Year to Year Revenue Increase:	\$ 27,478.80

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FINANCIAL STATEMENT

JANUARY 2014

Beginning Balance as of January 1, 2014:	\$245,151.67
Deposits for January:	<u>13,570.00</u>
Total Receipts:	\$258,721.67

Disbursements for January:

001 Payroll	\$6,364.60
011 SS & Medicare	474.55
012 P/E Insurance Agency	228.00
016 P/E Retirement System	922.86
020 Office Expenses	134.43
022 Rent	640.40
023 Utilities	40.56
024 Telecommunications	299.32
025 Contractual and Professional	1,057.00
026 Travel Expenses	955.41
027 Computer Services	217.50
029 Vehicle Rental	407.58
032 Insurance	506.00
041 Cellular Charges	76.84
042 Hospitality	185.13
044 Energy Expense Motor Vehicles	94.91
047 Energy Expense Utilities	165.97
052 Training and Development	240.00
053 Postal Expenses	606.61
089 Bank Cost (Credit Cd Expenses)	528.29
160 PEIA	176.00
175 State Treasurer's Office Fees	30.00
Total Disbursements:	\$ 14,351.96

Balance as of January 31, 2014:	\$ 244,369.71
Balance as of January 31, 2013:	\$ 218,896.58
Year to Year Revenue Increase:	\$ 25,473.13

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FINANCIAL STATEMENT

FEBRUARY 2014

Beginning Balance as of February 1, 2014:	\$244,369.71
Deposits for February:	9,935.00
Total Receipts:	\$254,304.71

Disbursements for February:

001 Payroll	\$6,364.60
002 Per Diem	300.00
011 SS & Medicare	497.50
012 P/E Insurance Agency	228.00
016 P/E Retirement System	922.86
022 Rent	350.00
023 Utilities	38.63
024 Telecommunications	296.79
025 Contractual and Professional	1,102.50
026 Travel Expenses	1,497.29
027 Computer Services	52.99
029 Vehicle Rental	406.81
041 Cellular Charges	76.99
044 Energy Expense Motor Vehicles	125.09
047 Energy Expense Utilities	243.16
053 Postal Expenses	711.41
089 Bank Cost (Credit Cd Expenses)	277.60
160 PEIA	176.00
175 State Treasurer's Office Fees	45.00
Total Disbursements:	\$ 13,713.22

Balance as of February 28, 2014:	\$ 240,591.49
Balance as of February 28, 2013:	\$ 214,974.83
Year to Year Revenue Increase:	\$ 25,616.66

FY 2014 MONTHLY REVENUE & EXPENDITURES

LINE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS	BUDGETED	Variance	UNDER	OVER	LINE	Description
001	\$6,307.31	\$6,364.60	\$6,364.60	\$6,364.60	\$6,364.60	\$6,364.60	\$6,364.60	\$6,364.60					\$50,859.51	\$95,000.00	\$44,140.49	\$44,140.49		001	Payroll
002	\$325.00	\$200.00	\$700.00	\$375.00	\$0.00	\$1,575.00	\$0.00	\$300.00					\$3,475.00	\$10,000.00	\$6,525.00	\$6,525.00		002	PerDiem
004	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$180.00	\$180.00	\$0.00	\$0.00		004	Annual Increment
010	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$100.00	\$1,000.00	\$900.00	\$900.00		010	DOP Insurance
011	\$508.81	\$489.87	\$528.11	\$503.24	\$474.55	\$595.04	\$474.55	\$497.50					\$4,071.67	\$10,000.00	\$5,928.33	\$5,928.33		011	SS & Medicare
012	\$228.00	\$228.00	\$228.00	\$228.00	\$228.00	\$228.00	\$228.00	\$228.00					\$1,824.00	\$3,000.00	\$1,176.00	\$1,176.00		012	P/E Insurance
014	\$174.00	\$0.00	\$0.00	\$0.00	\$174.00	\$0.00	\$0.00	\$0.00					\$348.00	\$1,000.00	\$652.00	\$652.00		014	Worker's COMP
016	\$940.65	\$922.86	\$922.86	\$922.86	\$922.86	\$922.86	\$922.86	\$922.86					\$7,400.67	\$15,000.00	\$7,599.33	\$7,599.33		016	P/E Retirement
020	\$4.50	\$63.98	\$21.06	\$1,249.60	\$136.86	\$400.52	\$134.43	\$0.00					\$2,010.95	\$4,000.00	\$1,989.05	\$1,989.05		020	Office Expenses
021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$1,500.00	\$1,500.00	\$1,500.00		021	Printing & Binding
022	\$350.00	\$350.00	\$350.00	\$425.00	\$350.00	\$350.00	\$640.40	\$350.00					\$3,165.40	\$6,500.00	\$3,334.60	\$3,334.60		022	Rent
023	\$96.28	\$38.61	\$38.61	\$38.61	\$38.61	\$38.61	\$40.56	\$38.63					\$368.52	\$1,000.00	\$631.48	\$631.48		023	Utilities
024	\$258.40	\$249.02	\$323.86	\$249.12	\$255.30	\$274.74	\$299.32	\$296.79					\$2,206.55	\$4,000.00	\$1,793.45	\$1,793.45		024	Telecommunications
025	\$0.00	\$1,406.00	\$589.00	\$931.00	\$142.50	\$761.50	\$1,057.00	\$1,102.50					\$5,989.50	\$14,000.00	\$8,010.50	\$8,010.50		025	Contract-Professional
026	\$472.83	\$382.86	\$1,918.59	\$147.00	\$3,470.66	\$2,143.74	\$955.41	\$1,497.29					\$10,988.38	\$20,000.00	\$9,011.62	\$9,011.62		026	Travel Expenses
027	\$352.80	\$43.00	\$33.50	\$39.50	\$362.50	\$37.50	\$217.50	\$52.99					\$1,139.29	\$2,500.00	\$1,360.71	\$1,360.71		027	Computers
029	\$412.17	\$411.41	\$410.65	\$409.89	\$409.12	\$408.35	\$407.58	\$406.81					\$3,275.98	\$5,888.00	\$2,612.02	\$2,612.02		029	Vehicle Rental
030	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$500.00	\$500.00	\$500.00		030	Rentals
031	\$0.00	\$240.00	\$295.00	\$0.00	\$315.00	\$155.00	\$0.00	\$0.00					\$1,005.00	\$1,075.00	\$70.00	\$70.00		031	Assoc Dues-Feed
032	\$506.00	\$0.00	\$0.00	\$506.00	\$0.00	\$0.00	\$506.00	\$0.00					\$1,518.00	\$3,000.00	\$1,482.00	\$1,482.00		032	Fire, Auto, Bond, INS
033	\$0.00	\$0.00	\$29.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$29.48	\$150.00	\$120.52	\$120.52		033	Food Products
034	\$0.00	\$365.73	\$0.00	-\$365.73	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00		034	Janitorial Services
035	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00		035	Adv-Publishing
036	\$0.00	\$70.49	\$67.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$138.36	\$1,500.00	\$1,361.64	\$1,361.64		036	Vehicle Maintenance
037	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00		037	RSH EDU Supplies
038	\$0.00	\$0.00	\$0.00	\$0.00	\$882.00	\$0.00	\$0.00	\$0.00					\$882.00	\$1,000.00	\$118.00	\$118.00		038	Main Contracts-Warr
041	\$73.72	\$76.77	\$76.77	\$76.77	\$76.84	\$46.84	\$76.84	\$76.99					\$581.54	\$1,500.00	\$918.46	\$918.46		041	Cell Phone
042	\$100.63	\$0.00	\$0.00	\$153.26	\$0.00	\$145.16	\$185.13	\$0.00					\$584.18	\$1,500.00	\$915.82	\$915.82		042	Hospitality
044	\$110.45	\$174.70	\$68.99	\$126.33	\$139.35	\$85.73	\$94.91	\$125.09					\$925.55	\$2,000.00	\$1,074.45	\$1,074.45		044	Gasoline
047	\$0.00	\$38.45	\$36.61	\$39.36	\$47.99	\$96.12	\$165.97	\$243.16					\$667.66	\$1,500.00	\$832.34	\$832.34		047	Utilities
051	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$5.00	\$200.00	\$195.00	\$195.00		051	Miscellaneous
052	\$0.00	\$990.00	\$99.00	\$0.00	\$0.00	\$845.00	\$240.00	\$0.00					\$2,174.00	\$2,000.00	\$174.00	\$174.00		052	Training-Development
053	\$783.91	\$462.06	\$571.08	\$64.51	\$637.24	\$193.48	\$606.61	\$711.41					\$4,030.30	\$5,000.00	\$969.70	\$969.70		053	Postage
054	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$1,000.00	\$1,000.00	\$1,000.00		054	Computer Supplies
058	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$1,425.00	\$1,425.00	\$1,425.00		058	MSC Equipment
061	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$250.00	\$250.00	\$250.00		061	Office Equip Repairs
065	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$1,000.00	\$1,000.00	\$1,000.00		065	Vehicle Repairs
070	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$3,000.00	\$3,000.00	\$3,000.00		070	Office Equipment
089	\$369.45	\$438.21	\$395.48	\$432.23	\$517.01	\$519.68	\$528.29	\$277.60					\$3,477.95	\$4,500.00	\$1,022.05	\$1,022.05		089	Bank Costs
110	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$1,500.00	\$1,500.00	\$1,500.00		110	PEIA Transfer
160	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00					\$1,408.00	\$2,112.00	\$704.00	\$704.00		160	OPEB
175	\$0.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$45.00					\$225.00	\$0.00	\$225.00	\$0.00	\$225.00	175	Treasurer's Office Fee
EXP.	\$12,835.91	\$14,212.62	\$14,275.12	\$13,122.15	\$16,150.99	\$16,393.47	\$14,351.96	\$13,713.22	\$0.00	\$0.00	\$0.00	\$0.00	\$115,055.44	\$230,280.00	\$115,224.56	49.96%			
REV.	\$23,770.00	\$19,580.00	\$21,080.00	\$27,910.00	\$23,385.00	\$27,565.00	\$13,570.00	\$9,935.00					\$166,795.00	\$215,204.00	\$48,409.00				

NOTE: \$2112.00 Reallocated from OBJ-029 to OBJ-160 on October 24, 2013 to cover new insurance fees for Secretary position.

**Monthly Activity Report Totals
FY-2014**

FY-2014	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
TRAVEL													
Miles	1194	578	894	1020	683	748	823	603					6543
Gas Charges	\$184.19	\$72.80	\$133.20	\$147.36	\$90.67	\$101.38	\$132.94	\$78.05					\$940.59
FACILITY INSPECTIONS													
FY-2014	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Hospitals	3	1	3	3	0	2	0	2					14
Other Facilities	17	7	1	6	0	14	0	8					53
TOTAL	20	8	4	9	0	16	0	10					67
# License Reviewed	139	277	0	194	0	95	0	185					890

Pending Site Visits
March 13, 2014

	HOSP	OTHR	LIC
Berkeley			
Clay			
Calhoun	1	0	12
Doddridge		1	1
Grant			
Greenbrier			
Hampshire			
Hardy			
Jackson			
Jefferson			
Marion			
Marshall	1	10	38
Mason			
Mercer			
Mineral			
Monongalia		1	2
Monroe		5	7
Morgan			
Ohio	2	24	215
Pendleton			
Plesants		1	1
Pocohontas		1	1
Preston	1	3	16
Putnam			
Raleigh		11	16
Randolph	1	5	48
Ritchie		1	1
Roane			
Summers			
Taylor			
Tyler	1	0	6
Upshur			
Wayne			
Webster			
Wetzel	1	2	20
Wood		13	22
Wyoming			
	8	78	406

Hospital Inspection Log
March 13, 2014

Name	Street	City	Zip	Phone	Survey Date	County
BECKLEY ARH HOSPITAL	306 STANAFORD ROAD	BECKLEY	25801	3042553456	6/10/2013	Raleigh
BLUEFIELD REGIONAL MEDICAL CENTER	500 CHERRY ST	BLUEFIELD	24701	3043271100	2/11/2014	Mercer
BOONE MEMORIAL HOSPITAL	701 MADISON AVENUE	MADISON	25130	3043691230	5/24/2013	Boone
BRAXTON COUNTY MEMORIAL HOSPITAL	100 HOYLMAN DRIVE	GASSAWAY	26624	3043645156	4/17/2012	Braxton
BROADDUS HOSPITAL ASSOCIATION, INC	MANSFIELD HILL P O BOX 930	PHILIPPI	26416	3044571760		Barbour
CABELL-HUNTINGTON HOSPITAL INC	1340 HAL GREER BOULEVARD	HUNTINGTON	25701	3045262000	8/9/2012	Cabell
CAMC TEAYS VALLEY HOSPITAL	1400 HOSPITAL DRIVE	HURRICANE	25526	3047571700	8/9/2012	Putnam
CAMDEN CLARK MEDICAL CENTER	800 GARFIELD AVE	PARKERSBURG	26101	3044242111	10/24/2013	Wood
CHARLESTON AREA MEDICAL CENTER	501 MORRIS STREET	CHARLESTON	25301	3043886203	9/19/2012	Kanawha
CHARLESTON AREA MEDICAL CENTER	501 MORRIS STREET	CHARLESTON	25301	3043886203	9/19/2012	Kanawha
CHARLESTON AREA MEDICAL CENTER	501 MORRIS STREET	CHARLESTON	25301	3043886203	9/19/2012	Kanawha
CHARLESTON SURGICAL HOSPITAL	1306 KANAWHA BL E	CHARLESTON	25301	3043434371	6/19/2012	Kanawha
CITY HOSPITAL	P O BOX 1418 DRY RUN ROAD	MARTINSBURG	25401	3042641000	10/25/2012	Berkeley
DAVIS MEMORIAL HOSPITAL	PO BOX 1484	ELKINS	26241	3046363300		Randolph
FAIRMONT GENERAL HOSPITAL	1325 LOCUST AVENUE	FAIRMONT	26554	3043677100	5/3/2012	Marion
GRAFTON CITY HOSPITAL	500 MARKET STREET	GRAFTON	26354	3042650400	4/12/2012	Taylor
GRANT MEMORIAL HOSPITAL	P O BOX 1019	PETERSBURG	26847	3042571026	10/24/2012	Grant
GREENBRIER VALLEY MEDICAL CENTER	202 MAPLEWOOD AVENUE PO BOX 497	RONCEVERTE	24970	3046474411	12/12/2013	Monroe
HAMPSHIRE MEMORIAL HOSPITAL	363 SUNRISE BOULEVARD	ROMNEY	26757	3048224561	10/24/2012	Hampshire
HEALTHSOUTH MOUNTAINVIEW REGIONAL REHAB HOSPITAL	1160 VAN VOORHIS ROAD	MORGANTOWN	26504	3045981100	7/16/2013	Monongalia
HEALTHSOUTH REHABILITATION HOSPITAL OF HUNTINGTON, QUALITY MOBILE IMAGING	6900 WEST COUNTRY CLUB DRIVE	HUNTINGTON	25705	3047331060	9/25/2013	Cabell
HEALTHSOUTH SOUTHERN HILLS REGIONAL REHAB, NO XRAY	120 12TH ST	PRINCETON	24740	3044878000	2/12/2014	Mercer
HEALTHSOUTH WESTERN HILLS REGIONAL REHAB HOSPITAL	#3 WESTERN HILLS DRIVE	PARKERSBURG	26105	3044201300	10/24/2013	Wood
HIGHLAND HOSPITAL	300 56TH ST SE	CHARLESTON	25304	3049261600	9/20/2012	Kanawha
JACKSON GENERAL HOSPITAL	122 PINNELL ST	RIPLEY	25271	3043722731	2/12/2013	Jackson
JEFFERSON MEMORIAL HOSPITAL	300 SOUTH PRESTON STREET	RANSON	25438	3047281600	10/23/2012	Jefferson
LOGAN REGIONAL MEDICAL CENTER	20 HOSPITAL DRIVE	LOGAN	25601	3048311350	4/30/2012	Logan
MILDRED MITCHELL-BATEMAN HOSPITAL, QUALITY MOBILE IMAGING	1530 NORWAY AVENUE	HUNTINGTON	25709	3045257801	9/25/2013	Cabell
MINNIE HAMILTON HEALTH CARE CENTER	186 HOSPITAL DRIVE	GRANTSVILLE	26147	3043549244		Calhoun
MONONGALIA COUNTY GENERAL HOSPITAL	1200 JD ANDERSON DR	MORGANTOWN	26505	3045981200	7/16/2013	Monongalia
MONTGOMERY GENERAL HOSPITAL, INC	401 SIXTH AVENUE, FAYETTE COUNTY	MONTGOMERY	25136	3044425151	7/11/2012	Kanawha
OHIO VALLEY MEDICAL CENTER	2000 EOFF STREET	WHEELING	26003	3042340123		Ohio
PETERSON REHABILITATION HOSPITAL & GERIATRIC CEN	HOMESTEAD AVENUE	WHEELING	26003	3042340500		Ohio
PLATEAU MEDICAL CENTER	430 MAIN STREET	OAK HILL	25901	3044698600	4/17/2012	Fayette
PLEASANT VALLEY HOSPITAL	2520 VALLEY DRIVE	POINT PLEASANT	25550	3046754340	2/14/2013	Mason
POCAHONTAS MEMORIAL HOSPITAL	RR BOX 52 WEST	BUCKEYE	24924	3047997400	4/25/2013	Pocahontas
POTOMAC VALLEY HOSPITAL	100 PIN OAK LANE	KEYSER	26726	3045973500	10/24/2012	Mineral
PRESTON MEMORIAL HOSPITAL	300 S PRICE STREET	KINGWOOD	26537	3043291400		Preston
PRINCETON COMMUNITY HOSPITAL	122 12TH STREET	PRINCETON	24740	3044877260	2/12/2014	Mercer
RALEIGH GENERAL HOSPITAL	1710 HARPER ROAD	BECKLEY	25801	3042564100	8/16/2012	Raleigh
REYNOLDS MEMORIAL HOSPITAL	800 WHEELING AVE	GLEN DALE	26038	3048433230		Marshall
RIVER PARK HOSPITAL, QUALITY MOBILE IMAGING	1230 SIXTH AVENUE	HUNTINGTON	25701	3045269100	9/25/2013	Cabell
ROANE GENERAL HOSPITAL	200 HOSPITAL DRIVE	SPENCER	25276	3049274444	5/16/2013	Roane
SISTERSVILLE GENERAL HOSPITAL	314 SOUTH WELLS STREET	SISTERSVILLE	26175	3046522611		Tyler
ST FRANCIS HOSPITAL	333 LAIDLEY ST	CHARLESTON	25301	3043476500	10/18/2012	Kanawha
ST JOSEPH HOSPITAL	1 AMALIA DRIVE	BUCKHANNON	26201	3044722000	5/30/2013	Upshire
ST MARY'S MEDICAL CENTER	2900 1ST AVENUE	HUNTINGTON	25701	3045261234	8/7/2012	Cabell
STONEWALL JACKSON MEM HOSP	230 HOSPITAL PLAZA	WESTON	26452	3042698080	7/26/2012	Lewis
SUMMERS COUNTY ARH HOSPITAL	TERRACE STREET P O BOX 940	HINTON	25951	3044661000	4/17/2012	Summers
SUMMERSVILLE REGIONAL MEDICAL CENTER	400 FAIRVIEW HEIGHTS ROAD	SUMMERSVILLE	26651	3048722891	4/17/2012	Nicholas
THOMAS MEMORIAL HOSPITAL	4605 MACCORKLE AVE SW	SOUTH CHARLESTON	25309	3047663600	2/20/2013	Kanawha
UNITED HOSPITAL CENTER	327 MEDICAL PARK DRIVE	BRIDGEPORT	26330	6813421000	5/4/2012	Harrison
WAR MEMORIAL HOSPITAL INC	109 WAR MEMORIAL	BERKELEY SPRINGS	25411	3042581234	10/23/2012	Morgan
WEBSTER COUNTY MEMORIAL HOSPITAL	P O BOX 312 (MILLER MOUNTAIN DRIVE)	WEBSTER SPRINGS	26288	3048475682	4/25/2013	Webster
WEIRTON MEDICAL CENTER	601 COLLIER'S WAY	WEIRTON	26062	3047976000		Hancock
WELCH COMMUNITY HOSPITAL	454 MCDOWELL STREET	WELCH	24801	3044368461	4/30/2012	McDowell
WEST VIRGINIA UNIVERSITY HOSPITALS	MEDICAL CENTER DRIVE	MORGANTOWN	26506	3045984000	8/21/2013	Monongalia
WETZEL COUNTY HOSPITAL	#3 EAST BENJAMIN DRIVE	NEW MARTINSVILLE	26155	3045580000		Wetzel
WHEELING HOSPITAL	1 MEDICAL PARK	WHEELING	26003	3042433000		Ohio
WILLIAM R SHARPE, JR HOSPITAL	936 SHARPE HOSPITAL ROAD	WESTON	26452	3042691210	NO XRAY	Lewis
WILLIAMSON MEMORIAL HOSPITAL	859 ALDERSON STREET	WILLIAMSON	25661	3042352500	4/23/2012	Mingo



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS
1715 FLAT TOP ROAD - P.O. BOX 638 - COOL RIDGE, WV 25825-0638
Telephone: (304) 787-4398 Toll Free: (877) 609-9869 Fax: (304) 787-3030
E-mail: wvrtboe@suddenlinkmail.com Web Page: www.wvrtboard.org

March 13, 2014 Safety Committee Report

1. Office Safety

- a. No accidents or injuries to report;
- b. Batteries replaced in Smoke Detectors, January 2014;
- c. Electric heater replaced by property owner, February 10, 2014;
- d. Overhead light fixture in Executive Director's Office replaced by property owner, February 10, 2014.

2. FLEET Management

- a. No accidents or injuries to report;
- b. Defensive Driving Course completed by Executive Director, February 21, 2014;
- c. Defensive Driving Course completed by Secretary, February 26, 2014.

3. Upcoming Events

The Executive Director is registered to attend the FLEET Coordinator Training in Charleston, March 18, 2014. This is planned to be a full day of training and education, including additional information related to defensive driving and accident reporting.

Staff members are commended by the Board for their dedication to assuring continued safety.