



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
June 4, 2015
Braxton County Technology Center, Sutton, WV

Members Present

Tuanya Layton, Board Chair
Eva Hallis, Board Secretary
Nancy Oughton
Tonya Painter
Howard W. Lafferty, D.O.

Members Excused

Jamie Browning
Kristi Justice
Paul Blom, M.D.
Katherine Campbell, Attorney

Office Staff

Nancy Godby, Executive Director
Sharon Bleau, Administrative Secretary

I. CALL MEETING TO ORDER

The meeting was called to order at 5:00pm by Tuanya Layton, Board Chair, at the Braxton County Technology Center in Sutton, WV. This meeting was originally scheduled for May 14, 2015, but was rescheduled to June 4, 2015.

II. RECOGNIZE GUESTS

There were no guests present for this meeting.

III. ESTABLISH QUORUM

Ms. Layton established a quorum.

IV. ACCEPT AGENDA

A motion was made by Nancy Oughton to accept the Agenda as presented. Howard W. Lafferty, D.O. seconded; and the motion was approved by the Board.

V. APPROVAL OF MEETING MINUTES

1. **March 12, 2015:** After review, a motion was made by Ms. Oughton to approve the Meeting Minutes as presented. Dr. Lafferty seconded, and the motion was approved by the Board.

VI. OLD BUSINESS

1. **Ethics and Consent Agreement Updates:** Nancy Godby provided the Board with an update of the following Ethics and Consent Agreements:
 - a. **18-FY-2014, Teresa Young:** Ms. Young accepted and signed the Consent Agreement offered by the Board that included payment of and Administrative Fee of \$353.84; fifteen (15) Category A



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Continuing Education Credits to include eight (8) in medical ethics, four (4) in radiation safety, and three (3) to be selected by Ms. Young. All Category A Continuing Education Credits must be submitted to the Board for prior approval. Ms. Young's license will also include a permanent indication of "Disciplinary Action". Ms. Young has paid the fine, however she has yet to submit proposed Category A Continuing Education Credits for approval by the Board. Ms. Godby indicated she had contacted Ms. Young by email following the June 2015 Board Meeting to remind her to submit courses for prior approval, but she has not provided a list to date. Ms. Godby stated she will be contacting Ms. Young again prior to the next regularly scheduled Board Meeting.

- b. **05-FY-2015, Kristina Holman:** Ms. Holman was offered the "Standard Consent Agreement" for performing imaging during the time her license lapsed and was in the expired status to include a fine of \$100.00; Administrative Fee of \$100.00; and a permanent indication of "Disciplinary Action" on her license. The Consent Agreement was signed by Ms. Holman and payment of the Fine and Administrative Fee are complete. This file is now closed.
 - c. **06-FY-2015, Jason Mead:** Mr. Mead was offered the "Standard Consent Agreement" for performing imaging during the time his license lapsed and was in the expired status to include a fine of \$100.00; Administrative Fee of \$100.00; and a permanent indication of "Disciplinary Action" on his license. The Consent Agreement was signed by Mr. Mead and payment of the Fine and Administrative Fee are complete. This file is now closed.
 - d. **07-FY-2015, Kristy Perdue:** Ms. Perdue was offered the "Standard Consent Agreement" for performing imaging during the time his license lapsed and was in the expired status to include a fine of \$100.00; Administrative Fee of \$100.00; and a permanent indication of "Disciplinary Action" on her license. The Consent Agreement was signed by Ms. Perdue and payment of the Fine and Administrative Fee are complete. This file is now closed.
2. **WV Oasis Update:** Ms. Godby provided the Board with a copy of the April 2015 Oasis Newsletter and an update of the ongoing training events related to the project. No action was needed for this update.



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3. **Legislative Update:** Ms. Godby provided information regarding the proposed changes to the Series One Rule. Public comment period was completed April 1 through May 1, 2015, and Board Members discussed the single comment received.
 - a. **Legislative Rule Change:** Following review, Eva Hallis made a motion to approve the proposed original rule changes without modification; Dr. Lafferty seconded and the motion was approved by the Board. Ms. Godby stated she has scheduled time to upload the Agency Approved Rule on June 8, 2015.
4. **North Carolina Dental Board FTC Ruling, Update:** Ms. Godby updated the Board with available information. No action was needed for this update.
5. **Purchase Card Audit Review, Update:** Ms. Godby updated the Board with available information. No action was needed for this update.

VII. NEW BUSINESS

1. **Ethics Committee:** Ms. Layton and Ms. Hallis served as representatives of the Board for the Ethics Committee Meeting with Katherine Campbell, Assistant Attorney General attending by phone.
 - a) **04-FY-2015, ARRT Sanction:**

Ms. Godby presented a summary of the sanctions issued to this licensee by the American Registry of Radiologic Technologists (ARRT), detailed in a letter to the Board dated April 14, 2015. Ms. Hallis stated the Ethics Committee recommended no action. After discussion and careful consideration, Dr. Lafferty made a motion to accept the recommendation of the Ethics Committee and also moved for Ms. Godby to perform a review of the licensee's CE's if a renewal application is received. Ms. Oughton seconded, and the motion was approved by the Board.
 - b) **09-FY-2015, Board initiated investigation of suspected falsified license:**

Ms. Godby presented a summary of the allegations and informed the Board this issue has been reported to the Office of the Prosecutor in the county of the suspected infraction, after careful review and investigation at the direction of the Board's attorney. Ms. Layton stated the Ethics Committee agreed with and recommends approval of the actions taken. After discussion, Dr. Lafferty made a motion to accept the recommendation of the Ethics Committee. Ms. Oughton seconded, and the motion was approved by the Board. (*Note: Ms. Hallis was recused from discussion and voting on this issue*).



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c) 10-FY-2015, Complaint alleging allowing unlicensed personnel to operate equipment in an imaging suite:

Ms. Godby presented a summary of the allegations. Ms. Hallis stated the Ethics Committee met with the facility to discuss the allegations and actions that have been taken to correct this issue. Ms. Hallis stated the Ethics Committee recommends acceptance of the corrective actions taken and closure of this case. After discussion and careful consideration, Dr. Lafferty made a motion to accept the recommendation of the Ethics Committee. Tonya Painter seconded, and the motion was approved by the Board. (*Note: Ms. Oughton was recused from discussion and voting on this issue.*)

d) 11-FY-2015, Practice Violation performing imaging on a lapsed license:

Ms. Godby presented a summary of the allegations. Ms. Hallis stated the Ethics Committee met with the facility and licensee via phone conference to discuss the allegations and actions that have been taken to correct this issue. Ms. Hallis stated the Ethics Committee found probable cause and recommends the standard consent agreement to include \$100.00 fine and \$100.00 administrative fee. After discussion and careful consideration, Dr. Lafferty made a motion to accept the recommendation of the Ethics Committee. Ms. Oughton seconded, and the motion was approved by the Board.

e) CE Audit: Ms. Godby provided the Board with an update of the progress to date of the newly developed CE Audit process, and detailed one issue for which she recommended we accept the documents received and require the individual to submit evidence of CE completion for the next two (2) annual renewal periods of 2016 and 2017. After review and careful consideration, Ms. Oughton made a motion to accept this recommendation. Dr. Lafferty seconded, and the motion was approved by the Board. (*Note: Ms. Layton was recused from discussion and voting on this issue.*)

f) ARRT Sanction List, March 20, 2015: Ms. Godby provided the Board with an update of this report.

g) ARRT Sanction List, April 15, 2015: Ms. Godby provided the Board with an update of this report.

Ms. Godby informed the Board that one additional Complaint had been received (**08-FY-2015**) and that after discussion by the Ethics Committee it was determined the complaint would be referred to the Board of Medicine for investigation.

2. Financial Report: 2.a. Monthly Financials:

Sharon Bleau presented a summary of the Financial Statements for March, April and May 2015. Ms. Bleau also presented a summary of Purchase Card (**P-Card**) transactions for the same period of time and indicated original documentation of



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each transaction is available for review by Board Members. Ms. Godby provided the Board with the side by side expenditure spreadsheet and WV Oasis report of expenditures year to date. Following review and discussion, Dr. Lafferty made a motion to approve the financial report as presented. Ms. Oughton seconded, and the motion was approved by the Board.

b. FY-2016 Budget, Final Documents: Ms. Godby presented the budget for FY-2016 for final review and approval. After review and discussion, Dr. Lafferty made a motion to approve the FY-2016 Budget as presented. Ms. Oughton seconded, and the motion was approved by the Board. (*Note: A copy of the Financial Statements follows as an attachment*).

- 3. Executive Director Report:** Ms. Godby presented a verbal summary of the monthly report of activities for March through April 2015. Ms. Godby also provided an update of the completion of elements of the goals set by the Board for her annual performance. After review and discussion, Ms. Painter made a motion to approve the Executive Director Report. Dr. Lafferty seconded, and the motion was approved by the Board. (*Note: A copy of the Executive Director Report follows as an attachment*).
- 4. Safety Committee Report:** Ms. Layton presented the June 4, 2015 Safety Committee Report on behalf of the Agency. There were no accidents or injuries to report, and Ms. Layton commended staff members for their dedication to ensuring continued safety. After review and discussion, Ms. Oughton made a motion to approve the Safety Committee Report. Ms. Painter seconded, and the motion was approved by the Board. (*Note: A copy of the Safety Committee Report follows as an attachment*).
- 5. CAMC Sheath Application:** Ms. Godby summarized the documents received from CAMC to document their program to train Radiologic Technologists to remove sheaths and hold pressure following procedures in the CDL and CATH Labs. After review and discussion, Dr. Lafferty made a motion to approve the CAMC Sheath Program. Ms. Oughton seconded; and the motion was approved by the Board. (*Note: Ms. Layton was recused from discussion and voting on this issue*).
- 6. JRCERT Summary Report:** Ms. Godby provided a summary of actions taken by the Joint Review on Education in Radiologic Technology (JRCERT). No action was needed for this Agenda Item.
- 7. Miscellaneous Information:** Ms. Godby provided a summary of information gathered as informational items for Board Members. No action was needed for this Agenda Item.



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- 8. Internal Controls-Purchase Card for Travel DRAFT Policy:** Ms. Godby presented the newly developed Purchase Card for Travel Policy for review by Board Members. After careful review and discussion, Dr. Lafferty made a motion to approve the Internal Controls - Purchase Card for Travel DRAFT Policy. Ms. Oughton seconded, and the motion was approved by the Board. Ms. Godby stated she would forward the policy to the Auditor's Office and inform the Board of any additional action needed.
- 9. Board Member Concerns:** Ms. Painter offered her concerns for those individuals who violate the Board's Code and Rules by working on a lapsed license and also for failure to have evidence of continuing education.
- 10. Performance Evaluations, (*Executive Session anticipated*):**

Ms. Oughton made a motion to go into executive session at 7:12pm for approximately thirty-five (35) minutes for the purpose of discussion of personnel issues related to Performance Evaluations. Dr. Lafferty seconded, and the motion was approved by the Board.

Ms. Oughton made a motion to come out of executive session at 8:00pm. Dr. Lafferty seconded, and the motion was approved by the Board.

A motion was made by Dr. Lafferty to issue a Market Adjustment pay increase for the Administrative Secretary (Sharon E. Bleau) with a new base salary of \$36,000.00 effective July 1, 2015. Ms. Oughton seconded, and the motion was approved by the Board. A motion was made by Dr. Lafferty to change Ms. Bleau's title from Administrative Secretary to Executive Assistant. Ms. Painter seconded, and the motion was approved by the Board. A motion was made by Ms. Painter to follow the Board's established annual pay scale percentage going forward. Ms. Oughton seconded, and the motion was approved by the Board.

A motion was made by Dr. Lafferty to issue a Market Adjustment pay increase for the Executive Director (Nancy A. Godby) with a new base salary of \$62,000.00 effective July 1, 2015 and to follow the Board's established annual pay scale percentage going forward. Ms. Oughton seconded, and the motion was approved by the Board.

- VIII. Next Meeting:** Ms. Layton announced the next Board Meeting will be held on August 20, 2015 at the Braxton County Technology Center in Sutton-Flatwoods, WV. Ms. Godby reminded Board Members of the Annual Auditor's Seminar to be held later this year and asked if the November/December Meeting should be arranged at the Charleston Marriott as in previous years. Board Members concurred, and Ms. Godby will start the process of reservations as soon as a date has been announced by the Auditor's Office.



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- IX. Adjourn:** A motion was made by Dr. Lafferty to adjourn the meeting at 8:15pm. Ms. Oughton seconded, and the motion was approved by the Board.

Minutes prepared and submitted for consideration by Nancy Godby, Executive Director and Sharon Bleau, Administrative Secretary.

Minutes approved without revisions, August 20, 2015.

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FINANCIAL STATEMENT

MARCH 2015

Beginning Balance as of March 1, 2015:	\$281,831.72
Deposits for March:	<u>9,770.00</u>
Total Receipts:	\$291,601.72

Disbursements for March:

1200 Payroll	\$6,663.32
1201 Per Diem	\$675.00
2202 SS & Medicare	550.89
2203 P/E Insurance Agency	240.00
2207 P/E Retirement System	932.88
2208 PEIA	164.00
3200 Office Expenses	51.97
3202 Rent	400.00
3203 Utilities	39.87
3204 Telecommunications	469.39
3206 Snow removal	360.00
3207 Professional Services	76.00
3211 Travel Expenses	542.22
3213 Computer Services	32.00
3216 Vehicle Rental	391.05
3232 Cellular Charges	77.14
3235 Energy Expense Motor Vehicles	67.28
3238 Energy Expense Utilities	275.03
3244 Postal Expenses	101.29
3252 Miscellaneous Equipment	324.91
3263 Bank Cost (Credit Cd Expenses)	228.40
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 12,692.64

Balance as of March 31, 2015:	\$ 278,909.08
Balance as of March 31, 2014:	\$ 236,233.74
Year to Year Revenue Increase:	\$ 42,675.34

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**FINANCIAL STATEMENT
APRIL 2015**

Beginning Balance as of April 1, 2015:	\$278,909.08
Deposits for April	<u>8,940.00</u>
Total Receipts:	\$287,849.08

Disbursements for April:

1200 Payroll	\$6,663.32
1201 Per Diem	25.00
2202 SS & Medicare	501.14
2203 P/E Insurance Agency	240.00
2207 P/E Retirement System	932.88
2208 PEIA	164.00
3200 Office Expenses	43.97
3201 Printing	1,361.75
3202 Rent	400.00
3203 Utilities	42.16
3204 Telecommunications	300.68
3207 Professional Services	380.00
3211 Travel Expenses	1,966.86
3213 Computer Services	14.00
3216 Vehicle Rental	390.25
3219 Insurance--BRIM	620.00
3220 Food Products	40.52
3232 Cellular Charges	77.14
3233 Hospitality	106.55
3235 Energy Expense Motor Vehicles	128.43
3238 Energy Expense Utilities	309.41
3241 Misc	4.00
3242 Training & Development - In State	105.00
3243 Training & Development - Out of State	475.00
3244 Postal Expenses	153.38
3245 Freight	14.76
3263 Bank Cost (Credit Cd Expenses)	190.82
3272 PEIA 1% Transfer	800.00
3324 State Treasurer's Office Fees	30.00

Total Disbursements: \$ 16,481.02

Balance as of April 30, 2015:	\$ 271,368.06
Balance as of April 30, 2014:	\$ 232,612.17
Year to Year Revenue Increase:	\$ 38,755.89

Report ID: WV-AB-ES-011

Run Date: 05/01/2015

Run Time: 4:12:55 PM

State of West Virginia
wvOASIS - Operational
Expenditure Schedule
Summary by Department



CABINET CAMISC MISCELLANEOUS

DEPARTMENT 0915 BOARD OF MEDICAL IMAGING AND RADIATION THERAPY TECHNICIANS

FUND CLASS SPEC - SPECIAL REVENUE

FUND 8543 BD OF EXAMINERS MEDICAL IMAGING TECHNOLOGY FUND

APPROPRIATION 09900 UNCLASSIFIED

Budget Object	Budget Object Name	Current Year	Expenditure Schedule
FTE	FTE COUNT	2.00	2.00
1200	Pers Serv Perm Pos(W/ Pr Deduc)	95,000	100,200
1201	Pers Serv Temp Pos(W/O Pr Deduct)	10,000	10,000
1206	Annual Increment	240	300
2200	Peia Fees	1,000	1,000
2202	Social Security Matching	10,000	10,000
2203	Public Employees Ins	4,740	4,740
2205	Workers Compensation	500	500
2206	Unemployment Compensation	500	500
2207	Pension And Retirement	15,000	15,000
2208	Wv Opeb Contribution	2,137	2,137
3200	Office Expenses	4,000	4,000
3201	Printing And Binding	1,500	1,500
3202	Rent Exp (Real Prop) Bldg	6,500	6,500
3203	Utilities	1,000	1,000
3204	Telecommunications	3,500	3,500
3206	Contractual Services	13,800	3,100
3211	Travel Employee	20,000	15,000
3213	Computer Services Internal	2,000	2,000
3216	Vehicle Rental	5,888	5,888
3217	Rental (MacHine & Misc)	500	500
3218	Assoc Dues & Prof Members	1,075	1,075
3219	Fire/Auto/Bond/ & Othr In	3,000	3,030
3220	Food Products	125	125
3221	Supplies-Clothing	125	125
3224	Advertising & Promotional	50	50
3225	Vehicle Operating Exp	1,000	1,000
3229	Routine Maint Contracts	1,000	1,000
3232	Cellular Charges	1,500	1,440
3233	Hospitality	1,500	1,500
3235	Energy Exp Mtr Veh/Air.	2,000	2,000
3238	Energy Expense Utilities	1,800	1,800
3241	Miscellaneous	200	200
3242	Training & Dev - In State	2,500	1,500
3244	Postal	4,500	5,500
3246	Supplies-Computer	1,000	1,000
3252	Misc Equipment Purchases	800	800
3272	Peia Reserve Transfer	1,500	1,500
3324	State Treasurer's Office Fees	500	470
5200	Office Equipment-Assets	500	500
6100	Office Repairs	250	250

Report ID: WV-AB-ES-011

Run Date: 05/01/2015

Run Time: 4:12:55 PM

State of West Virginia
wvOASIS - Operational
Expenditure Schedule
Summary by Department



CABINET CAMISC MISCELLANEOUS

DEPARTMENT 0915 BOARD OF MEDICAL IMAGING AND RADIATION THERAPY TECHNICIANS

FUND CLASS SPEC - SPECIAL REVENUE

FUND 8543 BD OF EXAMINERS MEDICAL IMAGING TECHNOLOGY FUND

APPROPRIATION 09900 UNCLASSIFIED

Budget Object	Budget Object Name	Current Year	Expenditure Schedule
6105	Vehicle Repairs	1,000	1,000
3263	Bank Costs	4,500	4,500
3245	Freight	500	500
3243	Training & Dev - Out Of State	0	1,000
3207	Professional Services	500	10,000
		229,230	229,230
Total for Fund - 8543		229,230	229,230
Total for Department - 0915		229,230	229,230
Total for Cabinet - CAMISC		229,230	229,230
Overall Total		229,230	229,230

Report ID: WV-AB-AR14

Run Date: 05/01/2015

Run Time: 4:11:21 PM

State of West Virginia
wvOASIS Advantage Budgeting
Dues and Memberships



MISCELLANEOUS

BOARD OF MEDICAL IMAGING AND RADIATION THERAPY TECHNICIANS

Name or Group of Association	Prior Year Actuals	Current Year Budgeted	wvOASIS no.
Annual Dues American Society of Radiologic Technologists, (ASRT)	\$135	\$150	8543 - 0915 - 09900
Annual Dues Council on Licensure, Enforcement and Regulation, (CLE	\$240	\$275	8543 - 0915 - 09900
Annual Dues WV Association of Licensing Boards	\$315	\$315	8543 - 0915 - 09900
Annual Dues WV Society of Radiologic Technologists, (WVSRT)	\$20	\$40	8543 - 0915 - 09900
Annual Dues Health Care Compliance Association, (HCCA)	\$295	\$295	8543 - 0915 - 09900
Total for BOARD OF MEDICAL IMAGING AND RADIATION THERAPY	\$1,005	\$1,075	
Total for MISCELLANEOUS	\$1,005	\$1,075	



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**Executive Director Report
May 14, 2015**

1. **Site Inspection Report:** Site inspections were completed in Cabell, Kanawha, McDowell, Putnam, Wayne and Wyoming Counties with the following totals:

Hospitals	Other	Licenses Certified
8	83	1080

2. **WVOASIS:** There were no training sessions in March 2015. Fixed Asset and Year End Closeout training sessions on April 24 and 29.

3. **Meetings and events:**

- a. **March 6, 2015:** Proposed Series One Rule Changes uploaded electronically;
- b. **March 9, 2015:** Worked at Cool Ridge Office (Sharon off), Surplus to Recycle Center;
- c. **March 10, 2015:** Legislature and Surplus Property to retire equipment;
- d. **March 12, 2015:** Ethics Committee and Board Meeting;
- e. **March 13, 2015:** FARB Webinar addressing NC FTC Ruling;
- f. **March 16-20, 2015:** Site Inspections in Cabell, Putnam and Wayne Counties;
- g. **March 24, 2015:** Public Notice Post Cards prepared for mailing;
- h. **March 25, 2015:** Public Notice Post Cards mailed and meeting with P-Card Audit team;
- i. **March 26, 2015:** Public Notice documents added to website for public viewing;
- j. **March 27, 2015:** 8 hours Annual Leave;
- k. **March 30, 2015:** Community Service PRIDE Board Meeting, (personal time);
- l. **March 31, 2015:** CLEAR Webinar, Relational Regulation;
- m. **April 1, 2015:** Site Inspections McDowell and Wyoming Counties;
- n. **April 6, 2015:** F/U Site Inspection Putnam County;
- o. **April 7-10, 2015:** Site Inspections in Kanawha County;
- p. **April 14, 2015:** SWVCTC Advisory Board Meeting and Site Inspection;
- q. **April 15-17, 2015:** WV Treasurer's Office Cash Management Training;
- r. **April 22, 2015:** Association of Boards Meeting and CLEAR Webinar;
- s. **April 24, 2015:** OASIS Webinar;
- t. **April 27, 2015:** Community Service, PRIDE Board Meeting (personal time);
- u. **April 29, 2015:** OASIS Fixed Asset Training and Year End Closeout Part 1.

**Monthly Activity Report Totals
FY-2015**

TRAVEL																
FY-2015	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY-2015 TOTAL	2014	2013	2012
Miles	791	569	597	2447	1106	613	741	804	1344	1095			10107	10,833	16,305.80	3,790.80
Fuel	\$128.71	\$77.39	\$83.96	\$298.12	\$151.97	\$59.38	\$53.41	\$73.44	\$139.39	\$120.30			\$1,186.07	\$1,587.60	\$2,481.67	\$549.69

FACILITY INSPECTIONS																
FY-2015	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY-2015 TOTAL	2014	2013	2012
Hospitals	0	0	0	11	4	0	1	0	3	5			24	26	38	13
Other	0	1	0	66	10	0	5	0	45	38			165	117	208	60
TOTAL	0	1	0	77	14	0	6	0	48	43			189	143	246	73
# License	0	1	0	608	117	0	18	0	460	620			1824	1492	2194	612
														<i>(First Inspection Rotation)</i>		



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~~(May 14, 2015)~~, June 4, 2015 Safety Committee Report

1. **Office Safety**
 - a. Nothing to report.

2. **FLEET Management**
 - a. Nothing to report.

3. **Lost Days**

There were no lost days in 2014 and none for 2015 to date.

4. Staff members are commended by the Board for their efforts and dedication to ensure continued safety.