



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS

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BOARD MEETING MINUTES

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

Thursday, May 18, 2017 at 5:00PM

1. Call Meeting to Order

- a. Meeting was called to order at 5:14PM by the Chairman of the Board, Tuanya Layton.

2. Recognize Guests

- a. There were no guests.

3. Establish Quorum

- a. Board Members in attendance were Chairman Layton, Sherri Snead, Kim Hoffman, Kristi Justice and Paul Ratcliff, Jr, DO. Staff present were the Executive Director, Jamie Browning and the Attorney General's Representative Katherine Campbell, Esq. Excused were Secretary Rose Trupo, Tonya Painter, Howard Lafferty, DO, and Howard Blom, MD.

4. Approve Board Meeting Agenda

- a. A motion was made by Ms. Snead to approve the meeting Agenda as presented. Ms. Hoffman seconded, and the motion was approved by the Board.

5. Approve Board Meeting Minutes

a. February 23, 2017

- i. A motion was made by Ms. Justice to approve the February 23, 2017 Board Minutes. Ms. Hoffman seconded the motion, and the motion was approved by the Board.

b. March 27, 2017

- i. A motion was made by Ms. Snead to approve the March 27, 2017 Board Minutes. Ms. Hoffman seconded the motion, and the motion was approved by the Board.

6. Old Business

a. Ethics Committee Update

i. 03-FY-2017

- 1. Director Browning reported that Terrance Farley #8802 is complying with his random drug testing.

b. Enhance Application Process

- i. Director Browning reported that Chairman Layton, Director Browning and Secretary Trupo met on 11/16/2016 at CAMC Imaging Center to discuss the enhanced application process and that follow up meetings are needed.

c. Legislative Code and Rules

- i. Director Browning reminded the Board that they need to revise the Code and/or Rules regarding Radiation Therapy Requirements, Background Checks and Continuing Education Audits.

7. New Business

a. Ethics

i. Executive Session

- 1. Ms. Snead made a motion to enter executive session at 5:40PM to discuss ethical matters. Ms. Hoffman seconded the motion, and the motion was approved by the Board. While in Executive Session, the Board discussed the following cases, 08-FY-2017, 09-FY-2017, 10-FY-2017, 11-FY-2017, 12-FY-2017, 13-FY-2017.
- 2. Ms. Snead made a motion to exit executive session at 6:01PM. Ms. Hoffman seconded the motion, and the motion was approved by the Board. After exiting Executive Session, the Board voted on following cases, 08-FY-2017,

09-FY-2017, 10-FY-2017, 11-FY-2017, 12-FY-2017, 13-FY-2017.

ii. 08-FY-2017

1. After careful review and consideration of all available information, a motion was made by Ms. Hoffman to reprimand the licensee and recoup administrative and legal costs. Ms. Justice seconded the motion, and the motion was approved by the Board.

iii. 09-FY-2017

1. Chairman Layton recused herself from the vote.
2. After careful review and consideration of all available information, a motion was made by Ms. Hoffman to reprimand the licensee and recoup administrative and legal costs. Dr. Ratcliff seconded the motion, and the motion was approved by the Board.

iv. 10-FY-2017

1. After careful review and consideration of all available information, a motion was made by Ms. Snead to dismiss this case. Ms. Justice seconded the motion, and the motion was approved by the Board.

v. 11-FY-2017

1. After careful review and consideration of all available information, a motion was made by Ms. Snead to initiate a Board Investigated Complaint. Ms. Hoffman seconded the motion, and the motion was approved by the Board.

vi. 12-FY-2017

1. After careful review and consideration of all available information, a motion was made by Ms. Snead to initiate a Board Investigated Complaint. Ms. Hoffman seconded the motion, and the motion was approved by the Board.

vii. 13-FY-2017

1. After careful review and consideration of all available information, a motion was made by Ms. Snead to dismiss

this case. Ms. Hoffman seconded the motion, and the motion was approved by the Board.

b. Finance

i. Finance Committee Meeting

1. Chairman Layton, Board Member Justice and Director Browning met on May 11, 2017 at the CAMC Cancer Center in Charleston, WV and reviewed all financial transactions of the Board for February 2016, March 2016 and April 2017. Ms. Justice reported that the Finance Committee is very concerned about our current financial situation. The Board's expenditures have exceeded the Board's revenue.

ii. February 2017

1. Ms. Justice reported that the Finance Committee reviewed all Financial Transactions for February 2017 and presented a summary of the February 2017 Finance Report. Ms. Justice recommended approving the February 2017 Financial Report. After careful review and discussion, a motion was made by Ms. Snead to accept the February 2017 Finance Report. Ms. Hoffman seconded the motion, and the motion was approved by the Board.

iii. March 2017

1. Ms. Justice reported that the Finance Committee reviewed all Financial Transactions for March 2017 and presented a summary of the March 2017 Finance Report. Ms. Justice recommended approving the March 2017 Financial Report. After careful review and discussion, a motion was made by Ms. Snead to accept the March 2017 Finance Report. Ms. Hoffman seconded the motion, and the motion was approved by the Board.

iv. April 2017

1. Ms. Justice reported that the Finance Committee reviewed all Financial Transactions for April 2017 and presented a summary of the April 2017 Finance Report. Ms. Justice recommended approving the April 2017 Financial Report. After careful review and discussion, a motion was made by Ms. Snead to accept the April 2017 Finance Report. Ms. Hoffman seconded the motion, and the motion was approved by the Board.

c. BRIMM Safety Requirements

i. Employment Practices

1. Review Job Descriptions

- a. A Committee consisting of Director Browning, Chairman Layton and Ms. Justice met and reviewed the current job descriptions on May 11, 2018 at CAMC Cancer Center in Charleston WV.

ii. Driver and Vehicle Safety

1. Safe Driving Tips

- a. Director Browning distributed and discussed the Fleet Management's Safe Driving Tips for March 2017, April 2017, May 2017.

2. Preventive Maintenance

- a. Director Browning reported that 2012 Jeep Patriot has received a safety recall notice for the Occupant Restraint Controller. Director Browning also reported that Jeep has not resolved a solution to the safety recall yet.

3. Safe Driving Recognition

- a. Chairman Layton recognized all Board Members and Staff for their safe driving practices.

iii. Facility Safety

1. Cool Ridge Office

- a. Director Browning reported that new fire extinguishers, exit signs and ice melt was purchased.

iv. Cyber Information Security and Privacy

1. Enhance Board Website

- a. Director Browning reported that the WV State Treasures Office is in process of enhancing website.

2. Secure File Storage

- a. Director Browning reported that the inactive licensee files have been scanned by Precision Services, Inc.

v. Loss

1. Chairman Layton reported that there has been no loss of property or time. Chairman Layton recognizes all Board members and staff for their safe practices.

d. Director's Report

i. February 2017

1. Director Browning presented the February 2017 Director's report. After careful review and discussion, Ms. Hoffman made a motion to accept the report as presented. Ms. Snead seconded the motion, and the Board approved the motion.

ii. March 2017

1. Director Browning presented the March 2017 Director's report. After careful review and discussion, Ms. Hoffman made a motion to accept the report as presented. Ms. Snead seconded the motion, and the Board approved the motion.

iii. April 2017

1. Director Browning presented the April 2017 Director's report. After careful review and discussion, Ms. Snead made a motion to accept the report as presented. Ms. Justice seconded the motion, and the Board approved the motion.

e. Schools Report

- i. Director Browning presented communications received by The Joint Review Committee on Education in Radiologic Technology (JRCERT) and The Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) to the Board.

f. Continuing Education Policy and Process

- i. Director Browning, Chairman Layton, Secretary Trupo, Ms. Snead and Ms. Hoffman met on May 9, 2017 at the CAMC Cancer Center in Charleston WV to review and revise the current Continuing

Education Policy and Procedure. Ms. Snead presented the revised Continuing Education Policy and Process to the Board. After careful review and discussion, Ms. Justice made a motion to accept the revised Continuing Education Policy and Process as presented. Dr. Ratcliff seconded the motion, and the Board approved the revised Continuing Education Policy and Process.

g. Position Statements

- i. Director Browning, Chairman Layton, Secretary Trupo, Ms. Snead and Ms. Hoffman met on May 9, 2017 at the CAMC Cancer Center in Charleston WV to review and revise the Board's Position Statements. Ms. Snead presented the revised Position Statements to the Board. After careful review and discussion, Dr. Ratcliff made a motion to accept the revised Position Statements as presented. Ms. Justice seconded the motion, and the Board approved the revised Position Statements.

h. PERD Fleet Management Request

- i. Director Browning presented the PERD Fleet Management Request and response. After careful review and discussion, Ms. Snead made a motion to accept the response as presented. Ms. Hoffman seconded the motion, and the Board approved the motion.

i. Reappointment of Board Members

- i. Director Browning reported that she had notified the Governor's office that Chairman Layton, Dr. Blom, Ms. Justice and Ms. Snead are all willing to be reappointed to the Board.

j. Website Disciplinary Action Indicator

- i. Director Browning reported that the disciplinary action indicator on the website had been accidentally removed and the disciplinary information is no longer available under the "License Search" section of the website. However, it was reported that disciplinary information that was found under the "License Search" is available under "Disciplinary Action", and this change is noticed in "License Search". After careful review and lengthy discussion of the disciplinary information available under the "Disciplinary Action" section of the website, Ms. Hoffman made a motion to leave the website as is. Ms. Snead seconded the motion, and the Board approved.

k. CT Simulation Request

- i. Director Browning presented a licensee who is only licensed in Radiation Therapy and now wants to perform CT Simulation in Radiation Therapy. After careful review and lengthy discussion, Ms. Hoffman made a motion to allow the licensee to take the CT Fusion Test. Ms. Snead seconded the motion, and the Board approved.

I. WV State Treasury Annual Conference

- i. Director Browning reported that she attended the WVSTO's 2017 Cash Management Conference. Director Browning informed the Board of the advantages to only accepting online applications.

m. Employee Performance Appraisals

- i. Chairman Layton asked the Board to table the Employee Performance Appraisals. Chairman Layton also suggested that due to budgetary constraints, not giving compensatory or cost of living raises this year. After careful review and lengthy discussion, Ms. Hoffman made a motion to table the employee performance appraisals and to table all raises until next year. Ms. Snead seconded the motion, and the Board approved.

8. Training

a. CLEAR Investigator Training – Part 2

- i. Director Browning requested permission to attend the CLEAR Investigator Training in Baltimore MD in July of 2017. After careful review and discussion, Ms. Hoffman made a motion to allow Director Browning to attend the training. Ms. Snead seconded the motion, and the Board approved.

b. State of WV Annual Purchasing Conference

- i. Director Browning requested permission to attend the Purchasing Conference in Canaan Valley in August of 2017. After careful review and discussion, Ms. Snead made a motion to allow Director Browning to attend the Conference. Ms. Hoffman seconded the motion, and the Board approved.

c. WVSAO Annual P-Card Training

- i. Director Browning requested permission to attend the Purchasing Conference in Flatwoods in October of 2017. After careful review and discussion, Ms. Hoffman made a motion to allow Director

Browning to attend the conference. Ms. Snead seconded the motion, and the Board approved.

d. WVSRT Annual Conference

- i. Director Browning requested permission to attend the WVSRT Conference in Canaan Valley in October of 2017. After careful review and discussion, Ms. Hoffman made a motion to allow Director Browning to attend the conference. Ms. Snead seconded the motion, and the Board approved.

e. WVSAO Board Member Seminar

- i. Director Browning requested permission to attend the WVSAO Board Member Seminar in November of 2017. After careful review and discussion, Ms. Hoffman made a motion to allow Director Browning, chairman Layton and any Board Member who did not attend the previous year to attend the seminar. Ms. Snead seconded the motion, and the Board approved.

9. Upcoming Meetings

- a. August 31, 2017 - Board Meeting
- b. November 16, 2017 - Board Meeting
- c. March 22, 2018 - Board Meeting
- d. July 26, 2018 - Board Meeting
- e. November 15, 2018 - Board Meeting

10. Adjourn

- a. Ms. Snead made a motion to adjourn, Ms. Hoffman seconded the motion and the Board approved.



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**Executive Director Monthly Report
February 2017**

1. Site Inspections

- a. None

2. Ethics Investigations and Follow-Up

- a. 03-FY-2017
- b. 06-FY-2017
- c. 07-FY-2017
- d. 08-FY-2017

3. Office

- a. Expiration Warning E-mails – 243
- b. Expired Post Cards & Investigation – 23
- c. Continuing Education Audit – 7

4. Meetings, Training and events

- a. February 1, 2017 – Precision Services Scanning, Cool Ridge WV
- b. February 1, 2017 – Real Estate Division, Cool Ridge, WV
- c. February 8, 2017 – Travel Management Training, Charleston, WV
- d. February 8, 2017 – Senate Bill 195 – Termination of the WV Medical Imaging & Radiation Therapy Technology Board of Examiners introduced
- e. February 9, 2017 – Emergency Board Meeting (SB-195), Teleconference
- f. February 14, 2017 – ASRT Teleconference
- g. February 15, 2017 – Meetings with Senator Takubo & Senator Facemire, State Capitol, Charleston, WV
- h. February 16, 2017 – Finance Committee Meeting, Charleston WV
- i. February 17, 2017 – Meetings with Senator Maroney & Senator Sypolt, State Capitol, Charleston WV
- j. February 23, 2017 – Meetings with Senator Smith and Senator Boso, State Capitol, Charleston WV
- k. February 23, 2017 – Association of Boards Meeting, Charleston WV
- l. February 23, 2017 – House Bill 2681 – Termination of the WV Medical Imaging & Radiation Therapy Technology Board of Examiners introduced
- m. February 23, 2017 – House Bill 2681 – Termination of the WV Medical Imaging & Radiation Therapy Technology Board of Examiners introduced
- n. February 23, 2017 – Board Meeting, Charleston WV



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5. Upcoming Meeting and Events

- a. **March 15-17, 2017 – Annual Leave**
- b. **April 10-14, 2017 – Annual Leave**
- c. **April 24-27, 2017 – Cash Management Seminar, Stonewall Resort**
- d. **May 9, 2017 – Committee Meetings, CE Process, Position Statements, and Job Descriptions**
- e. **May 11, 2017 – Committee Meetings, Finance and Ethics**
- f. **May 18, 2107 – Board Meeting, Charleston WV**
- g. **July 11-15, 2017 – CLEAR Investigator Training #2, Baltimore MD**
- h. **August 22-25, 2017 - Purchasing Conference, Canaan Valley WV**
- i. **August 24, 2017 - Board Meeting, Charleston, WV**
- j. **October 2017 – P Card Training, Flatwoods WV**
- k. **October 26-28, 2017 – WVSRT Conference, Canaan Valley WV**
- l. **November 29, 2017 – Auditor’s Seminar, Charleston WV**
- m. **November 2017 – Board Meeting, Charleston WV**



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**Executive Director Monthly Report
March 2017**

1. Site Inspections

- a. None

2. Ethics Investigations and Follow-Up

- a. 03-FY-2017
- b. 08-FY-2017
- c. 09-FY-2017

3. Office

- a. Expiration Warning E-mails – 228
- b. Expired Post Cards & Investigation - 23
- c. Continuing Education Audit – 5

4. Meetings, Training and events

- a. March 9, 2017 – Locked up keys, Cool Ridge WV
- b. March 13, 2017 – Compass Training, Charleston WV
- c. March 15-17, 2017 – Annual Leave
- d. March 24, 2017 – House Committee on Government Organizations meeting, HB-2681 & HB-3109
- e. February 8, 2017 – March 29, 2017 – Senate Bill 195 – Termination of the WV Medical Imaging & Radiation Therapy Technology Board of Examiners introduced
- f. February 23, 2017 – March 29, 2017 – House Bill 2681 – Termination of the WV Medical Imaging & Radiation Therapy Technology Board of Examiners introduced
- g. March 24, 2017 – March 29, 2017 – House Bill 3109 – Establishing the Board of Nurses and Health Services
- h. March 30, 2017 - House Committee on Government Organizations meeting, Study of Occupational Boards

5. Upcoming Meeting and Events

- a. April 10-14, 2017 – Annual Leave
- b. April 24-27, 2017 – Cash Management Seminar, Stonewall Resort
- c. May 9, 2017 – Committee Meetings, CE Process, Position Statements, and Job Descriptions
- d. May 11, 2017 – Committee Meetings, Finance and Ethics
- e. May 18, 2107 – Board Meeting, Charleston WV



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**Executive Director Monthly Report
April 2017**

1. Site Inspections

- a. None

2. Ethics Investigations and Follow-Up

- a. 03-FY-2017
- b. 06-FY-2017
- c. 07-FY-2017
- d. 08-FY-2017
- e. 09-FY-2017

3. Office

- a. Expiration Warning E-mails – 273
- b. Expired Post Cards & Investigation – 23
- c. Continuing Education Audit – 9

4. Meetings, Training and events

- a. April 5, 2017 – Family Sick Leave
- b. April 10-14, 2017 – Annual Leave
- c. April 18, 2017 – Surplus Meeting, Charleston WV
- d. April 19-20, 2017 – CT Fusion Testing, Morgantown WV
- e. April 21, 2017 – Sick Leave
- f. April 24, 2017 – Annual Leave
- g. April 25-26, 2017 – WVSTO Annual Conference, Stonewall Resort

5. Upcoming Meeting and Events

- a. July 11-15, 2017 – CLEAR Investigator Training #2, Baltimore MD
- b. August 22-25, 2017 - Purchasing Conference, Canaan Valley WV
- c. August 24, 2017 - Board Meeting, Charleston, WV
- d. October 2017 – P Card Training, Flatwoods WV
- e. October 26-28, 2017 – WVSRT Conference, Canaan Valley WV
- f. November 29, 2017 – Auditor's Seminar, Charleston WV
- g. November 2017 – Board Meeting, Charleston WV

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**FINANCIAL STATEMENT
FEBRUARY 2017**

Beginning Balance as of Feb. 1, 2017:	\$307,754.94
Deposits for February:	12,012.98
Total Receipts:	<u>\$319,767.92</u>

Disbursements for February:

1200 Payroll	\$7,307.68
1201 Temporary Employees	\$150.00
2202 SS & Medicare	551.68
2203 P/E Insurance Agency	606.60
2207 P/E Retirement System	876.94
2208 PEIA	249.24
3200 Office Expenses	356.24
3202 Rent	400.00
3203 Utilities	39.62
3204 Telecommunications	239.26
3207 Professional Services	190.00
3211 Travel Expenses	1,410.67
3213 Computer Services	561.57
3216 Vehicle Rental	12.00
3218 Assoc. Dues & Prof. Memberships	85.00
3235 Energy Expense Motor Vehicle	174.91
3238 Energy Expense Utilities	342.39
3244 Postal Expenses	136.41
3263 Bank Costs	269.45
3324 State Treasurer's Office Fees	35.00

Total Disbursements: \$ 13,994.66

Balance as of February 28, 2017:	\$ 305,773.26
Balance as of February 29, 2016:	\$ 305,368.09
Year to Year Revenue Increase:	\$ 405.17

Reconciled with state reports and prepared by Sharon E. Bleau, Executive Assistant

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**FINANCIAL STATEMENT
MARCH 2017**

Beginning Balance as of Mar. 1, 2017:	\$305,773.26
Deposits for March:	8,860.00
Total Receipts:	<u>\$314,633.26</u>

Disbursements for March:

1200 Payroll	\$10,961.52
1201 Temporary Employees	\$3,275.00
2202 SS & Medicare	1,060.85
2203 P/E Insurance Agency	909.90
2207 P/E Retirement System	1,315.41
2208 PEIA	373.86
3200 Office Expenses	29.13
3202 Rent	400.00
3203 Utilities	39.67
3204 Telecommunications	258.74
3207 Professional Services	532.00
3211 Travel Expenses	605.00
3213 Computer Services	260.75
3216 Vehicle Rental	12.00
3220 Food Products	40.13
3233 Hospitality	164.71
3235 Energy Expense Motor Vehicle	100.89
3238 Energy Expense Utilities	290.66
3244 Postal Expenses	133.41
3263 Bank Costs	226.17
3324 State Treasurer's Office Fees	40.00
Total Disbursements:	<u>\$ 21,029.80</u>

Balance as of March 31, 2017:	\$ 293,603.46
Balance as of March 31, 2016:	\$ 300,765.18
Year to Year Revenue Decrease:	\$ (7,161.72)

Reconciled with state reports and prepared by Sharon E. Bleau, Executive Assistant

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**FINANCIAL STATEMENT
APRIL 2017**

Beginning Balance as of Apr. 1, 2017:	\$293,603.46
Deposits for April:	8,085.00
Correction of error in state account from Sept. 2016	(94.67)
Total Receipts:	\$301,593.79

Disbursements for April:

1200 Payroll	\$7,307.68
1201 Temporary Employees	\$1,050.00
2202 SS & Medicare	620.55
2203 P/E Insurance Agency	606.60
2207 P/E Retirement System	876.94
2208 PEIA	249.24
3200 Office Expenses	548.85
3201 Printing and Binding	760.85
3202 Rent	400.00
3203 Utilities	39.60
3204 Telecommunications	276.48
3207 Professional Services	883.50
3211 Travel Expenses	12.84
3213 Computer Services	560.81
3219 Insurance-BRIM	731.00
3235 Energy Expense Motor Vehicle	22.35
3238 Energy Expense Utilities	252.00
3242 Training & Development-In State	150.00
3244 Postal Expenses	594.94
3245 Freight	29.00
3252 Misc Equipment	61.37
3263 Bank Costs	188.84
3324 State Treasurer's Office Fees	45.00
Total Disbursements:	\$ 16,268.44

Balance as of April 30, 2017:	\$ 285,325.35
Balance as of April 30, 2016:	\$ 294,102.05
Year to Year Revenue Decrease:	\$ (8,776.70)

Reconciled with state reports and prepared by Sharon E. Bleau, Executive Assistant