



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS
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BOARD MEETING MINUTES

Albert T. Summers Center, 1124 Smith Street, Suite B-300, Charleston WV 25301

Thursday, August 22, 2019

1. Call Meeting to Order

- a. Meeting was called to order at 2:11 PM by the Chairman of the Board, Tuanya Layton.

2. Recognize Guests

- a. There were no guests recognized.

3. Establish Quorum

- a. Board members in attendance were Chairman Tuanya Layton, Secretary Rose Trupo, Kristi Justice, Kimberly Hoffman and Sherri Snead. Excused were Board member Paul H Blom, MD. The Executive Director, Jamie Browning, and Attorney General representative Keith Fischer were also in attendance.

4. Approve Board Meeting Agenda

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

5. Approve Board Meeting Minutes

- a. A motion was made by Secretary Trupo to approve the May 23, 2019 and July 19, 2019 Board Meeting minutes. Ms. Hoffman seconded the motion and the motion was approved by the Board.

6. Old Business

a. Ethics Update

- i. Director Browning reported that Terrance Farley (03-FY-2017) is on probation through November 16, 2019 and complying with all random drug testing.

b. Web-based Licensing System

- i. Director Browning reported that InLumon's projected "go live" date is November 1, 2019.

c. Cabinets

- i. Director Browning reported that the storage cabinets were ordered and delivered from Correctional Industries.

d. iPads

- i. Director Browning reported that two (2) iPads cabinets were ordered, delivered and are now in use.

7. New Business

a. Ethics

The Ethics Committee, consisting of Chairman Layton, Ms. Hoffman, Mr. Fisher and Director Browning met on August 15, 2019 at the Albert T. Summers Center in Charleston, WV to review cases 09-FY-2019, 10-FY-2019, 20-FY-2019 21-FY-2019. The Ethics Committee met informally with licensees involved in cases 09-FY 2019 and 10- FY 2019, along with their supervisors.

A motion was made by Secretary Trupo to go into executive session to discuss Ethics cases 09-FY-2019, 10-FY-2019, 11-FY-2019, 12-FY-2019, 14-FY-2019, 19-FY-2019, 20-FY-2019, 21-FY-2019. The motion was seconded by Ms. Hoffman and carried by the Board. The meeting went into executive session at 2:19 PM.

A motion was made by Ms. Hoffman to exit the executive session of the meeting and seconded by Ms. Snead. The meeting resumed in regular session at 3:06 PM.

1. Secretary Trupo made a motion to further investigate Ethics Cases 19-FY-2019; offer consent agreements including payment of all administrative fees for Ethics Cases 09-FY-2019, 10-FY-2019, 20-FY-2019 and 21-FY-2019; and close

Ethics Cases 11-FY-2019, 12-FY-2014, and 14-FY-2019. After review of all available facts, Ms. Hoffman seconded the motion and the Board approved the motion.

b. Finance

1. The Finance Committee consisting of Chairman Layton, Ms. Hoffman and Director Browning met on August 15, 2019 at the Albert T. Summers Center in Charleston, WV. Ms. Hoffman reported that the Finance Committee reviewed all financial transactions of the Board for June 2019 and July 2019.
2. Ms. Hoffman reported that the Board had a balance of \$357,715.67 on June 1, 2019 and ended with a balance of \$371,358.48 on July 31, 2019. Ms. Hoffman reported that the current balance represents an increase of \$72,861.59 from one year ago. A motion was made by Secretary Trupo to accept the financial reports as presented. After review of all available information, Ms. Snead seconded the motion and the Board approved the motion.
3. Director Browning reported that the FY-2021 Appropriation Request has been submitted to the Budget Office totaling in the amount of \$225,000.

c. BRIMM Safety Requirements

i. Organizational Safety

1. Chairman Layton reported that Director Browning had submitted the Annual Loss Control Questionnaire to WV Board of Risk and Insurance Management as requested and in a timely manner.

ii. Driver and Vehicle Safety

1. Chairman Layton reported that Director Browning had disseminated the Fleet Management monthly safe driving tips for May 2019, June 2019, and July 2019.
2. Chairman Layton also had all Board Members and staff sign the Safe Driver Agreement stating that all drivers have watched the WV Safe driving video, currently have a valid driver's license, valid vehicle insurance, valid vehicle registration and a valid inspection sticker on all vehicles for business use.

iii. Cyber Information and Security

1. Chairman Layton reported that WVSAO Annual Board Member Training will be held on October 29, 2019 at the Charleston Marriott. Chairman Layton encouraged all Board Members to attend.

iv. Loss

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

d. Director's Reports

- i. Director Browning presented the Director's Reports for May 2019, June 2019, and July 2019 for review and discussion. Secretary Trupo made a motion to accept the Director's Reports as presented. Ms. Snead seconded the motion and the Board passed the motion.

e. Schools Report

i. JRCERT & JRCNMT Update

1. Secretary Trupo gave a WV school's update report. Representatives of the JRCERT conducted an accreditation Site Visit of the WVUH Radiography Program on August 8 & 9, 2019.
2. An Interim Report is due in December 2019 for the Radiologic Technology Program sponsored by the University of Charleston at Beckley; this is a requirement to maintain the Eight Year Accreditation Award.
3. Secretary Trupo reported that Stephanie Stauver, Radiography Program at Ohio Valley Medical Center, has transferred sponsorship of the program to Belmont College in St. Clairsville, OH.
4. Secretary Trupo reported that the JRCERT is continuing the Standards revision process by releasing a third draft of Standards for Accredited Programs in Radiography, Radiation Therapy and MRI in July. Significant changes for each program were distributed by Secretary Trupo via spreadsheet. The draft Standards for each program is

available for public comment until January 17, 2020 on the JRCERT website at www.jrcert.org. Final implementation of the new Standards for each program is planned for January 2021.

f. Board Licensure Examination

- i. Secretary Trupo made a motion to no longer offer a “State Only” Licensure Examination. After a lengthy discussion and review of all the available facts, Ms. Snead seconded the motion and the Board concurred.

g. Series One (1) Rule Revision

- i. Chairman Layton, Secretary Trupo and Director Browning met on August 7, 2019 at United Hospital Center in Clarksburg WV and reviewed and revised the Series One (1) Rule to include language from the passage of House Bill 118.
- ii. Chairman Layton presented the revised rule with revisions from AG Representative Keith Fisher. Secretary Trupo made a motion to accept the revised Series One (1) Rule as presented. After review of all available information, Ms. Snead seconded the motion and the Board approved the motion as proposed.

h. Equipment Purchases

- i. Director Browning discussed the need to purchase additional I-Pads to enable electronic access to documents by Board Members during meetings. Ms. Snead made a motion to purchase six (6) 12.9-inch iPads. After review of all available information, Secretary Trupo seconded the motion and the Board approved the motion as proposed.

i. Contract Employees

- i. Director Browning suggested the need for contract employees to serve on for the Finance and Ethics Committee. Board Member Hoffman volunteered to serve on the Finance Committee. Further discussion on Ethics Committee membership was tabled.

j. Executive Director Salary Review

- i. A motion was made by Ms. Snead to go into executive session to discuss Director Browning’s current salary. The motion was

seconded by Ms. Hoffman and carried by the Board. The meeting went into executive session at 4:35 PM.

- ii. A motion was made by Ms. Snead to exit the executive session of the meeting and seconded by Secretary Trupo. The meeting resumed in regular session at 4:44 PM.
- iii. Chairman Layton presented the Board with salary history for the two prior Board Chairs, as well as Director Browning's current salary. For comparison, the current salaries of other Chapter 30 Board Chairs representing medical professionals were also reviewed. Secretary Trupo made a motion to increase Director Browning's salary to \$68,000 annually. After review of all available information, Ms. Hoffman seconded the motion and the Board approved the motion as proposed.

k. Administrative Assistant

- i. Ms. Hoffman made a motion to hire an Executive Assistant with an annual salary of \$35,000. After review of all available information, Ms. Snead seconded the motion and the Board approved the motion as proposed.

l. Officers

- i. Ms. Justice made a motion to elect Secretary Trupo as the new Chairman of the Board and to elect Ms. Hoffman as the new Secretary. Ms. Snead seconded the motion and the Board unanimously agreed with the motion.

8. Upcoming Board Meetings

- a. Board Meeting – November 21, 2019
- b. Board Meeting – February 20, 2019

9. Adjournment

- a. Secretary Trupo made a motion to adjourn the meeting at 5:30 PM, which was seconded by Ms. Snead.

10. Approval

- a. These minutes were approved at the November 21, 2019 Board Meeting.