



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, November 21, 2019

1. Call Meeting to Order

- a. Meeting was called to order at 2:06 PM by the Chairman of the Board, Rosemary Trupo.

2. Recognize Guests

- a. Kellon Smith with the WV Association of Nurse Anesthetists along with new board members Todd Resley, MD and Dee Workman were recognized.

3. Establish Quorum

- a. Board members in attendance were Chairman Rosemary Trupo, Secretary Kim Hoffman, Kristi Justice, Dee Workman, Todd Resley, MD. and Sherri Snead. Excused were Board members Victoria Novick and Mercedes Ramas, MD. The Executive Director, Jamie Browning, and Attorney General representative Keith Fisher 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. Justice seconded the motion and the motion was approved by the Board.

5. Approve Board Meeting Minutes

- a. A motion was made by Secretary Hoffman to approve the August 22, 2019 board minutes. Ms. Snead seconded the motion and the motion was approved by the Board.

6. Old Business

a. Ethics Update

- i. Director Browning reported that Terrance Farley's (03-FY-2017) probation ended on November 16, 2019. He complied with all consent agreement requirements.
- ii. Director Browning reported that the Board of Medicine determined that disciplinary action against Okpani Martin Nnachi, MD. (13-FY-2019) was not warranted.

b. Web-based Licensing System

- i. Director Browning reported that InLumon's projected "go live" date is delayed and projected to be January 1, 2020.

c. iPads

- i. Director Browning reported that six (6) iPads were ordered, delivered and are now in use.

d. State Only Test

- i. Director Browning reported that the Board did not renew the contract with the American Registry of Radiologic Technologist (ARRT) to provide state testing.

e. Series 1 Rule

- i. Director Browning reported that the Series 1 Rules were amended and accepted by the Legislative Rule Making Committee on October 24, 2019.

7. New Business

a. Ethics

- i. The Ethics Committee, consisting of Secretary Hoffman, Ms. Justice, Mr. Fisher and Director Browning met on November 14, 2019 at the Albert T. Summers Center in Charleston, WV to review cases 09-FY-2019, 10-FY-2019, 19-FY-2019, 20-FY-2019 21-FY-2019, 01-FY-2020, 02-FY-2020, 03-FY-2020. The Ethics Committee met informally with licensees involved in cases 19-FY 2019 and 01- FY-2019, 02-FY-2019, 03-FY-2019.

A motion was made by Ms. Snead to go into executive session to discuss Ethics cases, 19-FY-2019, 01-FY-2020, 02-FY-2020, and 03-FY-2020. The motion was seconded by Ms. Justice and carried by the Board. The meeting went into executive session at 3:14 PM.

A motion was made by Ms. Snead to exit the executive session of the meeting and seconded by Secretary Hoffman. The meeting resumed in regular session at 3:29 PM.

1. Ms. Snead made a motion to dismiss Ethics Case 19-FY-2019; offer consent agreements including payment of all administrative fees for Ethics Cases 01-FY-2020, 02-FY-2020, 03-FY-2020; and close Ethics Cases 03-FY-2017, 09-FY-2019, 10-FY-2019, 20-FY-2019 and 21-FY-2019. After review of all available facts, Ms. Workman seconded the motion and the Board approved the motion.

b. Finance

1. The Finance Committee consisting of Secretary Hoffman, Ms. Justice and Director Browning met on November 14, 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 July, August, and September 2019.
2. Secretary Hoffman reported that the Board had a balance of \$365,867.01 on July 1, 2019 and ended with a balance of \$385,068.43 on September 30, 2019. Secretary Hoffman reported that the current balance represents an increase of \$80,232.95 from one year ago. A motion was made by Ms. Snead to accept the financial reports as presented. After review of all available information, Ms. Workman seconded the motion and the Board approved the motion.

c. BRIMM Safety Requirements

i. Driver and Vehicle Safety

1. Chairman Trupo reported that Director Browning had disseminated the Fleet Management monthly safe driving tips for July 2019, August 2019 and September 2019.
2. Chairman Trupo requested that all new Board Members sign the Safe Driver Agreement that states 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.

ii. Cyber Information and Security

1. Chairman Trupo reported that she along with Secretary Hoffman, Ms. Workman, Ms. Justice, Ms. Novick and Director Browning attended the WWSAO Annual Board Member Training that was held on October 29, 2019 at the Charleston Marriott.

iii. Loss

1. Chairman Trupo 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 July 2019, August 2019, and September 2019 for review and discussion. Ms. Snead made a motion to accept the Director's Reports as presented. Ms. Workman seconded the motion and the Board passed the motion.

e. Schools Report

i. JRCERT & JRCNMT Update

1. Chairman Trupo provided a summation of accreditation actions related to WV Medical Imaging Programs. Credentialing pass rates, student completion rates and employment rates for 2018 program graduates in Radiologic Technology, Magnetic Resonance and Radiation Therapy Technology Programs were reported. Additionally, an overview of revisions reflected in the Third Revision of JRCERT Standards for accredited educational programs in radiography, magnetic resonance and radiation therapy technology were described.

f. CRNA Pain Management

- i. Kellon Smith of the WV Association of Nurse Anesthetists proposed that certified registered nurse anesthetists be permitted to provide technologist supervision during fluoroscopic procedures for pain management in lieu of supervision by a licensed practitioner as

required by the current Code. Dr. Resley made a motion to table the action until the next meeting to allow further investigation. After review of all available information, Ms. Hoffman seconded the motion and the board approved.

g. Federation of Associations of Regulatory Boards (FARB)

- i. Attorney General representative Keith Fisher attended the FARB Law Conference on October 3, 2019 in St. Louis, MO. The total cost of the trip was \$1,948.56. Dr. Resley made a motion to pay \$389.71 and cost-share with four (4) other licensing boards. After review of all available information, Ms. Snead seconded the motion and the board approved.

h. New Equipment Purchases

- i. Ms. Snead made a motion to purchase three (3) additional iPads for the new board members and staff. After review of all available information, Secretary Hoffman seconded the motion and the board approved.
- ii. Secretary Hoffman made a motion to purchase two (2) new laptops (Dell Latitude 5300 2-in-1) and accessories with a spending limit of \$4,000. After review of all available information, Ms. Snead seconded the motion and the board approved.

i. Purchasing Audit

- i. On August 29, 2019, an audit was conducted by the WV Purchasing Division. No findings were reported, and the board received an “A” rating. Secretary Hoffman praised Director Browning and made a motion to accept the report as presented. After review, Ms. Workman seconded the motion and the Board agreed.

j. Administrative Assistant

- i. The Selection committee consisting of Chairman Trupo, Ms. Novick, Ms. Justice and Director Browning met on October 28, 2019 at the Albert T. Summers Board Office. The committee shared interview comments regarding six (6) applicants. Dr. Resley made a motion to hire Amanda Moore as an Administrative Assistant with a \$35,000.00 annual salary. After review of all available information, Secretary Hoffman seconded the motion and the Board approved the motion as proposed.

8. Upcoming Board Meetings

- a. Board Meeting – February 20, 2020
- b. Board Meeting – May 21, 2020
- c. Board Meeting – August 20, 2020
- d. Board Meeting – November 19, 2020

9. Adjournment

- a. Ms. Snead made a motion to adjourn the meeting at 4:18 PM, which was seconded by Ms. Workman.

10. Approval

- a. These minutes were approved at the February 20, 2020 Board Meeting.