



WEST VIRGINIA MEDICAL IMAGING & RADIATION THERAPY TECHNOLOGY BOARD OF EXAMINERS  
1124 Smith Street, Suite B-300, Charleston, WV 25301  
Phone: 304-558-4012 / Toll Free: 877-558-4012 / Fax: 304-957-0177  
Email: [rtboard@wv.gov](mailto:rtboard@wv.gov) Web Page: [www.wvrtboard.org](http://www.wvrtboard.org)

## BOARD MEETING MINUTES

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

Thursday, August 20, 2020

### 1. Call Meeting to Order

- a. Video conference meeting was called to order at 2:04 PM by the Chairman of the Board, Rosemary Trupo.

### 2. Recognize Guests

- a. Chairman Trupo welcomed new Board Members, Roxanne Clay, and Tyson Judy.

### 3. Establish Quorum

- a. Board members in attendance were Chairman Rosemary Trupo, Secretary Kimberly Hoffman, Roxanne Clay, Dee Workman, Tyson Judy, and Victoria Novick. Excused were Board member Todd Resley, MD, 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 Secretary Hoffman to approve the meeting agenda as presented. Ms. Workman seconded the motion and the motion was approved by the Board.

### 5. Approve Board Meeting Minutes

- a. A motion was made by Ms. Workman to approve the June 10, 2020 board minutes. Ms. Novick seconded the motion and the motion was approved by the Board.

## **6. Old Business**

### **a. Web-based Licensing System**

- i. Director Browning reported that Lori Tarr with the WV State Privacy Office reported that the possible breach of privacy incident remained within the state system, thus no further action is needed.
- ii. Director Browning also reported that InLumon was notified via certified mail on June 11, 2020 that the Board did not wish to renew the expired contract.
- iii. Director Browning reported that Certemy's contractual agreement was approved by John Gray, Office of the Attorney General for the State of West Virginia on July 11, 2020. Certemy's web-based licensing system is progressing as expected with a "go-live" date of September 15, 2020. Board website will be unavailable to license applications and renewals for two weeks prior; appropriate banner messaging has been displayed on the website, and licensees have been notified, as appropriate.

### **b. Conference Table**

- i. Director Browning reported that the conference table was picked up on February 25, 2020 for modification and she is still awaiting delivery.

### **c. Part Time Administrative Assistants**

- i. Director Browning reported that Summar Steele started working on July 16, 2020. Lori Elliott continues to work, as needed and available.

## **7. New Business**

### **a. Ethics**

- i. The Ethics Committee, consisting of Chairman Trupo, Secretary Hoffman and Director Browning met on August 13, 2020 via video conferencing to review cases 06-FY-2020, 07-FY-2020, 08-FY-2020, 09-FY-2020, 10-FY-2020 and 01-FY-2021.
- ii. A motion was made by Ms. Novick to go into executive session to discuss Ethics cases, 06-FY-2020, 07-FY-2020, 08-FY-2020, 09-FY-2020, 10-FY-2020 and 01-FY-2021. The motion was seconded by Mr. Judy and carried by the Board. The meeting went into

executive session at 2:25 PM. A motion was made by Ms. Novick to exit the executive session of the meeting and seconded by Ms. Workman. The meeting resumed in regular session at 3:16 PM.

- iii. Mr. Judy made a motion to offer a consent agreement, including a written reprimand, a fine of \$250.00, and payment of all related administrative and legal fees for Ethics Cases 06-FY-2020 and 07-FY-2020. After review of all available facts, Ms. Novick seconded the motion and the Board approved.
- iv. Mr. Judy made a motion to offer a consent agreement, including a written reprimand and payment of all related administrative and legal fees for Ethics Cases Ethics Cases 08-FY-2020, 09-FY-2020, 10-FY-2020 and 01-FY-2021. After review of all available facts, Ms. Clay seconded the motion and the Board approved.

## **b. Finance**

1. The Finance Committee consisting of Chairman Trupo, Secretary Hoffman, and Director Browning met on August 13, 2020 via video conferencing. Director Browning reported that the Finance Committee reviewed all purchasing card transactions for April 2020, May 2020, June 2020, and the annual financial reports for FY-2020.
2. Director Browning reported that the Board had a balance of \$390,946.51 on April 1, 2020 and ended with a balance of \$408,539.15 on June 30, 2020. A motion was made by Ms. Novick to accept the financial reports as presented. After review of all available information, Mr. Judy seconded the motion and the Board approved.
3. Director Browning reported that the Annual Financial Reports for FY-2020 started with a balance of 365,867.01 on July 1, 2020 and ended with a balance of 408,539.15. A motion was made by Ms. Novick to accept the financial reports as presented. After review of all available information, Mr. Judy seconded the motion and the Board approved.

## **c. BRIMM Safety Requirements**

### **i. Employment Practices**

1. Director Browning reported that Director Browning had disseminated the CLEAR webinar information prior to the meeting and discussed all questions regarding these training webinars.

- a. CLEAR Webinar - Professional Discipline
- b. CLEAR Webinar – Accessing Competence

**ii. Driver and Vehicle Safety**

1. Director Browning reported that Director Browning had disseminated the Fleet Management monthly safe driving tips for April 2020, Driving in the Rain, for May 2020, Car Sanitizing and for June 2020, Avoiding Road Rage via email prior to the meeting and discussed all questions regarding these training topics.
2. Director Browning also reported that Director Browning had disseminated the Vehicle and Driver Safety Agreement for signature prior to the meeting.

**iii. Facility Safety**

1. Director Browning reported that office is offering in-person meetings by appointment only due to the coronavirus pandemic.
2. Director Browning also reported that the Board Meetings are being conducted by video conferencing for everyone's safety.
3. Director Browning reported that she is requiring temperature checks for anyone who enters the office. Director Browning also stated that no one will be allowed in the office with a temperature or signs of illness.

**iv. Loss**

1. Director Browning 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 April 2020, May 2020 and June 2020 for review and discussion. Ms. Novick made a motion to accept the Director's Reports as presented. After review of all available information, Secretary Hoffman seconded the motion and the Board approved.

**e. Schools Report**

- i. Chairman Trupo reported no accreditation or other actions regarding WV Medical Imaging Programs since the May board meeting. Secretary Hoffman made a motion to accept the School's Report as presented. After review of all available information, Mr. Judy seconded the motion and the Board approved.

**f. CLEAR Educational Seminar**

- i. Director Browning suggested that the Board provide funding to permit AG Fisher, Director Browning and any interested Board Members to participate in the 2020 Annual Virtual Educational Conference from Seattle, Washington on September 23-26, 2020. Secretary Hoffman made a motion to pay for AG Fisher, Director Browning and any board member interested and available to attend the conference. After review of all available information, Mr. Judy seconded the motion and the Board approved.

**g. FARB Regulatory Law Seminar**

- i. Director Browning suggested that the Board provide funding to permit AG Fisher, Director Browning, and any interested Board Members to participate in the 2020 FARB Regulatory Law Seminar hosted remotely from Reston VA on October 2-4, 2020. Ms. Novick made a motion to pay for AG Fisher, Director Browning and any board member interested and available to attend the conference. After review of all available information, Mr. Judy seconded the motion and the Board approved.

**h. FARB Membership**

- i. Director Browning suggested that the Board pursue annual membership in the Federation of Associations of Regulatory Boards (FARB). Ms. Novick made a motion to become annual members of FARB. After review of all available member benefits, Mr. Judy seconded the motion and the Board approved.

**i. Legislative Interim Study**

- i. Chairman Trupo and Director Browning briefly overviewed the meeting held with the Joint Committee on Government Organization including, Jaclyn Schiffour, Chief Counsel, House Government Organization, Carl Fletcher, Chief Counsel, Senate Government Organization, Steve Thompson, Legislative Analyst, House Government Organization, and Isabel Kinnison, Legislative Analyst Senate Government organization held on June 15, 2020 at the State Capitol Complex in Charleston, WV. Chairman Trupo commended

efforts by the Joint Committee on Government Organizations to better understand the board, its regulatory authority, and potential areas of workflow improvement.

**j. Practice FAQ's**

- i. Director Browning distributed the web-document, Practice Frequently Asked Questions with recent revisions. Ms. Novick made a motion to accept the Practice Frequently Asked Questions as presented. After review of all available information, Ms. Workman seconded the motion and the Board approved.

**k. Annual Report FY-2020**

- i. Director Browning disseminated the FY-2020 Annual Report for review. After review of all available information, Ms. Novick made a motion to accept the Annual Report as presented. Mr. Judy seconded the motion and the Board approved.

**l. Executive Director Annual Evaluation**

- i. Chairman Trupo disseminated Director Browning's annual employee performance appraisal for review.
- ii. A motion was made by Secretary Hoffman to go into executive session to discuss personnel matters. The motion was seconded by Ms. Novick and carried by the Board. The meeting went into executive session at 4:13PM PM. A motion was made by Mr. Judy to exit the executive session of the meeting and seconded by Ms. Novick. The meeting resumed in regular session at 4:43 PM
- iii. After review of all available information, Mr. Judy made a motion to accept Director Browning's annual employee appraisal as presented and to authorize a 5% increase in Director Browning's salary. Secretary Hoffman seconded the motion and the Board approved.

**8. Upcoming Board Meetings**

- a. WVSAO Board Member Training – October 27, 2020
- b. Board Meeting – November 19, 2020
- c. Board Meeting – February 18, 2021
- d. Board Meeting – May 20, 2021

**9. Adjournment**

- a. Secretary Hoffman made a motion to adjourn the meeting at 4:49PM, which was seconded by Ms. Novick.

**10. Approval**

- a. These minutes were approved on November 19, 2020.