



Minutes

WV Medical Imaging & Radiation Therapy Technology Board - Board Meeting

📅 Thu March 18th, 2021

🕒 4:00pm - 6:00pm EDT

📍 Video Conference

👥 In Attendance

1. Meeting to Order

Video conference meeting was called to order at 4:13 PM by the Chairman of the Board, Rosemary Trupo.

2. Guests

Chairman Trupo noted that there were no guests in attendance.

3. Roll Call

Board members in attendance were Chairman Rosemary Trupo, Secretary Kimberly Hoffman, Roxanne Clay, Dee Workman, Tyson Judy, and Victoria Novick. Excused were Board members Mercedes Ramas, MD and Todd Resley, MD. The Executive Director, Jamie Browning and Attorney General representative, Keith Fisher were also in attendance.

4. Agenda

A motion was made by Ms. Novick to approve the meeting agenda as presented. Secretary Hoffman seconded the motion and the board concurred.

5. Board Meeting Minutes

A motion was made by Secretary Hoffman to approve the February 18, 2021 meeting minutes as presented. Secretary Hoffman seconded the motion and the board concurred.

Hoffman cannot make and second the same motion

6. Old Business

- a. **TV**
Director Browning reported that the Conference Room TV was purchased as directed and provided the receipt of payment for review.
- b. **Computer Monitors**
Director Browning reported that the Computer Monitors were purchased as directed and provided the receipt of payment for review.
- c. **Conference Table**
Director Browning reported that the Conference Table was modified as directed and provided the receipt of payment for review.

7. **Legislation**

- a. **HB2007 - Universal Recognition of Occupational Licenses Act**
AG Fisher provided a brief description of this legislation and its impact on our Board.
- b. **HB3034 - Sunsetting the Board of Medical Imaging and Radiation Therapy Board**
AG Fisher provided a brief description of this legislation and its impact on our Board.
- c. **SB280 - E Commerce Modernization - Completed Legislation**
AG Fisher provided a brief description of this legislation and its impact on our Board.
- d. **SB472 - Updating criteria for regulating certain occupations and professions**
AG Fisher provided a brief description of this legislation and its impact on our Board.
- e. **SB517 - Sunset Provisions of Legislative Rules**
AG Fisher provided a brief description of this legislation and its impact on our Board.

8. **Staffing**

Director Browning praised Lori Elliott for her value and reliability as the part time assistant.

9. **Professional Development**

- a. **CLEAR Foundations of Occupational and Professional Regulation Webinar**
Director Browning reported that AG Fisher, Ms. Workman and herself attended this webinar. The webinar handouts were provided to those who were unable to attend.
- b. **CLEAR Roles and Responsibilities of a Board Member Webinar**
Director Browning reported that Ms. Clay, Ms. Workman and herself attended this webinar. Webinar slides were provided to those who were unable to attend.
- c. **ARPL - Valuing Professional Licensing**
Director Browning reported that she attended this webinar. The webinar handouts were provided to those who were unable to attend.

d. **Purchasing Training - Preparing and Evaluating Request for Proposals (RFPs)**

Director Browning reported that she attended this webinar.

e. **Purchasing Training - wvOASIS Procurement**

Director Browning reported that she attended this webinar.

f. **Purchasing Training - Vendor Management**

Director Browning reported that she attended this webinar.

10. **Certemy License Management System**

a. **Payment Integration**

Director Browning reported that Certemy was originally scheduled to complete this task by March 31, 2021. This deadline has been pushed back by Certemy until April 30, 2021.

b. **Upload Document Link Removal**

Director Browning reported that Certemy was originally scheduled to complete this task by March 31, 2021. This deadline has been pushed back by Certemy until April 30, 2021.

c. **Double Renewals**

Director Browning reported that Certemy is working on this issue.

d. **Feedback**

Director Browning provided both good and bad feedback for review.

11. **Ethics**

The Ethics Committee consisting of Chairman Trupo, Secretary Hoffman, AG Fisher and Director Browning reviewed all ethics cases prior to the meeting.

Ms. Workman made a motion to enter into executive session at 4:54PM. for discussion of the ethics cases. Ms. Novick seconded the motion and the board concurred.

Secretary Hoffman made a motion to exit executive session at 5:11PM. Mr. Judy seconded the motion and the board concurred.

a. **07-FY-2020**

i. **Hearing Pending**

No action was taken.

b. **02-FY-2021**

i. **Voluntary Surrender of License Response**

No action was taken.

c. **03-FY-2021**

i. **Complaint Response**

Secretary Hoffman and Mr. Judy were recused from this case.

Ms. Workman made a motion to offer a consent agreement with a written reprimand and reimbursement of all incurred fees. After review of all available facts, Ms. Clay seconded the motion and the Board concurred.

d. **04-FY-2021**

i. **Complaint Response**

Ms. Workman made a motion to offer a consent agreement with a written reprimand and reimbursement of all incurred fees. After review of all available facts, Ms. Clay seconded the motion and the Board concurred.

12. **Finance**

The Finance Committee consisting of Chairman Trupo, Secretary Hoffman, and Director Browning reviewed all monthly finance reports and purchasing card transactions prior to the meeting.

a. **January 2021**

Chairman Trupo noted that the January 31, 2021 account balance was \$460,390.79.

i. **Financial Statement**

Mr. Judy made a motion to approve the financial reports as presented. After review of all available facts, Secretary Hoffman seconded the motion and the Board concurred.

ii. **P-Card Expenditures**

Mr. Judy made a motion to approve the Purchasing Card Report as presented. After review of all available facts, Secretary Hoffman seconded the motion and the Board concurred.

b. **February 2021**

Chairman Trupo noted that the February 28, 2021 account balance was \$462,930.74.

i. **Financial Statement**

Mr. Judy made a motion to approve the financial reports as presented. After review of all available facts, Secretary Hoffman seconded the motion and the Board concurred.

ii. **P-Card Expenditures**

Mr. Judy made a motion to approve the Purchasing Card Report as presented. After review of all available facts, Secretary Hoffman seconded the motion and the Board concurred.

13. **Director's Monthly Reports**

a. **January 2021**

Secretary Hoffman made a motion to approve the Director's Report as presented. After review of all available facts, Ms. Clay seconded the motion and the Board concurred.

b. **February 2021**

Secretary Hoffman made a motion to approve the Director's Report as presented. After review of all available facts, Ms. Clay seconded the motion and the Board concurred.

14. **Schools Report**

Secretary Hoffman made a motion to approve the Schools Report as presented. After review of all available facts, Mr. Judy seconded the motion and the Board concurred.

15. **Retention Policy**

Mr. Judy made a motion to approve the Retention Policy as presented. After review of all available facts, Ms. Novick seconded the motion and the Board concurred.

16. **Safety Policy**

Secretary Hoffman made a motion to approve the Safety Policy as presented. After review of all available facts, Ms. Clay seconded the motion and the Board concurred.

17. **2021 CRCPD Annual Conference**

Director Browning suggested that the Board provide funding to permit Board Members or staff to participate in the upcoming CRCPD Annual Conference.

Ms. Novick made a motion to fund attendance to the CRCPD Annual Conference. After review of all available facts, Secretary Hoffman seconded the motion and the Board concurred.

18. **2021 CLEAR Annual Educational Conference**

Director Browning suggested that the Board provide funding to permit Board Members or staff to participate in the upcoming CLEAR Annual Educational Conference.

Mr. Judy made a motion to fund attendance to the CLEAR Annual Educational Conference. After review of all available facts, Secretary Hoffman seconded the motion and the Board concurred.

19. **Specimen Imaging Requirements**

United Hospital requested the Board's breast specimen imaging requirements.

Secretary Hoffman made a motion to only allow medical imaging professionals licensed in Radiography to image a breast specimen. After review of all available facts, Ms. Novick seconded the motion and the Board concurred.

20. **Public Employee Retirement Contribution Rate**

Director Browning reported that the Public Employees Retirement Contribution Rate is unchanged for FY2022.

21. **Boardable Board Management System**

Ms. Novick made a motion to purchase an annual subscription of the Boardable Board Management System Professional Version. After review of all available facts, Ms. Workman seconded the motion and the Board concurred.

22. **BRIM Safety Requirements**

a. **Driver and Vehicle Safety**

i. **January 2021 - How to React in a Skid**

1. Director Browning disseminated the Fleet Management monthly safe driving tips and discussed all questions regarding these training topics.

ii. **February 2021 - Forgotten Driving Safety Topics**

1. Director Browning disseminated the Fleet Management monthly safe driving tips and discussed all questions regarding these training topics.

b. **Facility Safety**

i. **COVID Protocols**

Director Browning reported that the office is offering in-person meetings by appointment only due to the coronavirus pandemic.

Director Browning also reported that the Board Meetings are being conducted by video conferencing for everyone's safety

23. **Upcoming Meetings**

a. **April 15, 2021**

b. **May 20, 2021**

24. **Adjournment**

Ms. Clay made a motion to adjourn the meeting at 5:48PM, which was seconded by Secretary Hoffman.