



WV Medical IMAGING BOARD

Minutes

Board Meeting

📅 Thu April 15th, 2021

🕒 4:00pm - 6:00pm EDT

👤 In Attendance

1. Meeting to Order

Video conference meeting was called to order at 4:04PM by the Chairman of the Board, Rosemary Trupo.

2. Guests

Chairman Trupo noted that there were no guests in attendance.

3. Attendance

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

4. Agenda as Presented

A motion was made by Secretary Hoffman to approve the agenda as presented. Mr. Judy seconded the motion and the motion was approved by the Board.

5. Board Meeting Minutes

A motion was made by Mr. Judy to approve the March 18, 2021 Board Minutes. Ms. Clay seconded the motion and the motion was approved by the Board.

6. Old Business

a. Public Safety

Director Browning updated the frequently asked question portion of the website regarding public safety.

b. **Fluoroscopy Supervision**

Director Browning updated the frequently asked question portion of the website regarding fluoroscopy supervision.

c. **Specimen Imaging**

Director Browning updated the frequently asked question portion of the website regarding specimen imaging.

d. **Apprentice License**

Director Browning updated the frequently asked question portion of the website regarding apprentice licensing.

Chairman Trupo distributed the 2021 Newsletter to the licensees which included apprentice licensing information.

e. **Boardable Annual Subscription**

Director Browning provided the annual Boardable subscription receipt.

f. **53rd National CRCPD Annual Conference on Radiation Control**

Director Browning provided the registration receipts for the conference.

g. **2021 CLEAR Annual Educational Conference: A Virtual Experience**

Director Browning provided the registration receipts for the conference.

h. **Certemy License Management System**

Director Browning detailed updates to the license management system that will help licensees better navigate the online licensing application.

7. **Legislation**

a. **HB2024 - Expand use of telemedicine to all medical personnel**

AG Fisher provided a brief description of this legislation and its impact on our Board.

b. **SB280 - Relating to e-commerce modernization**

AG Fisher provided a brief description of this legislation and its impact on our Board.

c. **SB472 - Updating criteria for regulating certain occupations and professions**

AG Fisher provided a brief description of this legislation and its impact on our Board.

d. **SB517 - Relating to sunset provisions of legislative rules**

AG Fisher provided a brief description of this legislation and its impact on our Board.

8. **Ethics**

The Ethics Committee, consisting of Chairman Trupo, Secretary Hoffman, AG Fisher and Director Browning, met via video conference prior to the Board Meeting to discuss Ethics cases 07-FY-2020, 02-FY-2021, 03-FY-2021, 04-FY-2021 and 05-FY-2021.

A motion was made by Mr. Judy to enter into executive session at 4:29PM to discuss Ethics cases 07-FY-2020, 02-FY-2021, 03-FY-2021, 04-FY-2021 and 05-FY-2021. The motion was seconded by Ms. Workman and approved by the Board.

A motion was made by Secretary Hoffman to exit out of executive session at 4:40PM. The motion was seconded by Mr. Judy and approved by the Board.

a. **07-FY-2020**

Mr. Judy made a motion to close ethics case 07-FY-2020. After a review of available information, Secretary Hoffman seconded the motion and the Board concurred.

b. **02-FY-2021**

Mr. Judy made a motion to take no action on 02-FY-2021. After a review of available information, Secretary Hoffman seconded the motion and the Board concurred.

c. **03-FY-2021**

Mr. Judy made a motion to not revise or dismiss the offered Consent Agreement. After a review of available information, Secretary Hoffman seconded the motion and the Board concurred.

d. **04-FY-2021**

Mr. Judy made a motion to close ethics case 04-FY-2021. After a review of available information, Secretary Hoffman seconded the motion and the Board concurred.

e. **05-FY-2021**

Mr. Judy made a motion to offer a consent agreement with written reprimand and reimbursement of all incurred fees. Secretary Hoffman seconded the motion and the Board concurred.

9. **March Financial Report**

The Finance Committee, consisting of Chairman Trupo, Secretary Hoffman, and Director Browning, met via video conference prior to the Board Meeting to review the March purchasing card transactions and the March finance report.

Ms. Clay made a motion to approve the finance report as presented showing a balance of \$456,087.34. After review of all available information, Mr. Judy seconded the motion and the Board concurred.

10. **March Director's Monthly Report**

Mr. Judy made a motion to approve the Director's Report as presented. After review of all available information, Ms. Workman seconded the motion and the Board concurred.

11. **Schools Report**

Chairman Trupo submitted the Schools Report reflecting JRCERT action regarding faculty appointments at WV Northern Community College. Ms. Workman made a motion to approve the School Report. Secretary Hoffman seconded the motion and the Board concurred.

12. **Professional Development**

a. **Boardable**

Director Browning participated in the following Boardable webinar trainings.

- i. **Boardable Success Manager - Welcome to Boardable**
- ii. **Boardable Success Manager - Individualized Training**
- iii. **Boardable Webinar - Creating Agendas and Minutes**
- iv. **Boardable Webinar - Managing Digital Documents**
- v. **Boardable Webinar - Getting Ready for Hybrid Meetings**
- vi. **Boardable Webinar - New User Training**

b. **Certemy Webinar - Telepractice, Understanding the Changing Regulatory Landscape**

Director Browning participated in this Certemy webinar training.

c. **Purchasing**

Director Browning participated in the following WV State Purchasing webinar trainings.

- i. **Purchasing Webinar - Vendor Management**
- ii. **Purchasing Webinar - Solicitation Process**
- iii. **Purchasing Webinar - Vendor Registration**

d. **Google**

Director Browning participated in the following Google Workplace webinar trainings.

- i. **Google Ambassador Webinar - Welcome to Google Workplace**
- ii. **Google Ambassador Webinar - Advanced Google Workplace**
- iii. **Google Ambassador Webinar - Gmail and Calendar Conversion**
- iv. **Google Ambassador Webinar - Google Meet and Google Chat**
- v. **Google Ambassador Webinar - Google Drive**
- vi. **Google Ambassador Webinar - Global Kick Off**

13. **Cone Beam CT Operators**

Secretary Hoffman made a motion to allow licensed radiologic technologists, as well as dental hygienists and dental assistants under the direct supervision of a licensed dentist to operate cone beam CT systems. After review of all available information, Mr. Judy seconded the motion and the Board concurred.

14. **Advanced Provider Supervising Fluoroscopy**

Mr. Judy made a motion to amend the Board's Series 6 rules to say licensed practitioner instead of licensed physician. After review of all available information, Ms. Workman seconded the motion and the Board concurred.

15. **Website Disclaimer**

Secretary Hoffman made a motion to take no action. After review of all available information, Mr. Judy seconded the motion and the Board concurred.

16. **Board of Risk and Insurance Management Safety Requirements**

Director Browning overviewed all BRIM Safety requirements with the Board and fielded questions.

a. **Organizational Safety**

i. **Approved Safety Policy Reviewed Annually**

The policy was provided for review.

ii. **Safety Policy Training**

The signed policies were provided for review.

iii. **Safety Committee Minutes**

Safety Committee Minutes are found within the Board Meeting Minutes located on the Board's website

<https://www.wvrtboard.org/Board-Information#740258-board-meeting-minutes>

iv. **BRIM Insurance Premium**

The paid premiums were provided for review.

v. **Loss Control Questionnaire**

The submitted questionnaire was provided for review.

vi. **Liability Insurance Questionnaire**

The submitted questionnaire was provided for review.

b. **Employment Practices**

i. **WV Department of Personnel's Employment Policies**

The WVDOP policy's are used for hiring, promotion, discipline and termination
<https://personnel.wv.gov/>

ii. **Harassment Policies**

iii. **Job Descriptions**

The job description policies were provided for review.

iv. **Board Member Appointments**

The Board Member Appointments were provided for review.

v. **Board Member Training**

The WVSAO Board Member Training Certificates were provided for review.

c. **Vehicle and Driver Safety**

i. **Vehicle and Driver Safety Agreement**

The signed agreements were provided for review.

d. **Facility Safety**

i. **Documented Facility Inspections**

The facility inspection was provided for review.

e. **Cyber and Information Security and Privacy**

i. **Confidentiality Agreements**

The signed agreements were provided for review.

The signed agreements were provided for review.

ii. **Privacy Agreements and Training**

The signed agreements were provided for review.

iii. **Information Security Agreements**

The signed agreements were provided for review.

iv. **Retention Policy**

The approved policy was provided for review.

v. **WV Office of Technology Security**

Data-at-rest protection (encryption) on all entity owned laptop computers and tablets

Strong Authentication to access information systems

Quarterly Vulnerability Scanning of Information Safety

Backup Policy for Critical Information Systems

17. **Upcoming Meetings**

a. **May 20, 2021**

b. **June 17, 2021**

c. **July 15, 2020**

18. **Adjournment**

Ms. Workman made a motion to adjourn at 5:35PM. Secretary Hoffman seconded the motion and the Board concurred.