Virtual Board Meeting

Thu Aug 14, 2025 4:00 PM - 7:00 PM EDT

1. Meeting to Order

The virtual board meeting was officially convened at 4:03 PM on Thursday, August 14, 2025, by Board Chairman Tyson Judy.

Chairman Judy stated that, in accordance with the statutory requirements for Open Meeting Notices under WV Code § 6-9A-1, the notice for this meeting was posted on the Secretary of State's website on June 15, 2025.

2. Board's Mission

To align everyone's mindset, Chairman Judy presented the Board's purpose, mission, and vision.

The purpose of the Board is to safeguard the public health, safety and welfare by regulating persons engaged in the practice of medical imaging.

The Board's Mission is to be the driving force behind the highest quality imaging and radiation safety standards in West Virginia through the licensure of educationally prepared and clinically competent professionals.

The Board's Vision is to ensure public safety through a highly skilled and qualified workforce across the entire state of West Virginia providing quality imaging and radiation therapy services in every community and clinical setting.

3. Guests

Chairman Judy acknowledged that there were no guests in attendance.

4. Attendance

Chairman Judy confirmed the presence of a quorum.

Board members in attendance included: Chairman Tyson Judy, Secretary Tuanya Layton, Jeffrey Jones, Esq., Kristi Barnett, Brian Martin, Erin Butcho, MD, Melissa Jung, MD, Mindy Smith, DEL, and Adam Kassar, MD. Also present were Executive Director Jamie Browning and counsel for the Board, Adriana Marshall Esq.

5. Agenda

Chairman Judy stated that, in accordance with the statutory requirements for Open Meeting Notices outlined in WV Code § 6-9A-1, the meeting agenda was posted on the Board's website on August 8, 2025

Chairman Judy presented the agenda for review and discussion.

Dr. Kassar made a motion to accept the agenda as presented. Ms. Barnett seconded the motion and the Board concurred.

6. Board Meeting Minutes

Chairman Judy presented the June 12, 2025 board meeting minutes for review and discussion.

A motion was made by Mr. Jones to approve and publish the June 12, 2025 board meeting minutes. Dr. Jung seconded the motion and the Board concurred.

7. Ethics

Chairman Judy reported that the Ethics Committee—comprised of himself, Secretary Layton, Director Browning and Ms. Marshall —met on August 14, 2025, to review ethics cases 05-FY-2024, 07-FY-2024, 09-FY-2024, and 06-FY-2025.

a. Executive Session

Ms. Barnett moved to enter executive session at 4:03 PM for the purpose of discussing ethics cases. The motion was seconded by Dr. Kassar and unanimously approved by the Board.

Dr. Smith then made a motion to exit executive session at 4:12 PM. Dr. Kassar seconded the motion, and unanimously approved by the Board.

b. 05-FY-2024

Chairman Judy reported that the licensee in case 05-FY-2024 entered into a consent agreement on March 25, 2024, initiating a mandatory 18-month program set to conclude on November 17, 2025.

Chairman Judy presented the board with an update for review and discussion.

No action was taken.

c. 07-FY-2024

Chairman Judy reported that the licensee in case 07-FY-2024 entered into a consent agreement on July 19, 2024, initiating a mandatory 36-month program set to conclude on January 22, 2028.

Chairman Judy presented the board with an update for review and discussion.

No action was taken.

d. 09-FY-2024

Chairman Judy reported that the Board received the Hearing Examiner’s recommended decision on June 30, 2025, for the reciprocal discipline hearing held on March 11, 2025,

concerning the individual whose Maryland license was revoked on June 30, 2023, for professional incompetence.

Mr. Jones moved that the final order include the following terms: 1) In order to reinstate her license, which is currently suspended, Respondent must complete a fitness for duty examination by a medical professional designated by the Board; 2) following reinstatement, Respondent will be placed on probation with the Board and supervised practice with her employer for three years. Respondent's supervisor must submit quarterly reports to the Board; 3) Respondent shall pay for the costs of the proceeding in the amount of $1,802.05; 4) Respondent must provide the Board with documentation demonstrating her compliance with the above terms prior to reinstatement. After review and discussion, Mr. Martin seconded the motion, and the Board unanimously approved.

e. 06-FY-2025

Chairman Judy reported that the ethics committee met with an individual who worked at a West Virginia hospital while attending radiology school and indicated on her license application that she practiced as a licensed radiographer without a license. The Board considered the Response to the Complaint filed by counsel on her behalf. The committee also met with her supervisors. The Board notes that Respondent is now properly licensed.

Dr. Smith moved to dismiss the case. After reviewing all information, Dr. Kassar seconded, and the Board unanimously agreed.

8. June 2025 Monthly Financial Report

Chairman Judy reported that the Finance Committee, consisting of himself, Secretary Layton, and Director Browning, met on August 14, 2025, to review the June 2025 financial statements.

He presented the June monthly financial report, noting an ending cash balance of $451,475.15, total revenue of $24,422.00, and total expenditures of $19,996.06, and recommended its approval.

Ms. Barnett moved to approve the report as presented, and after review, Mr. Martin seconded. The Board unanimously approved the motion.

9. FY-2025 Annual Financial Reports

Chairman Judy reported that the Finance Committee, consisting of himself, Secretary Layton, and Director Browning, met on August 14, 2025, to review the FY 2025 financial statements.

He presented the annual financial report, noting an ending cash balance of $451,475.15, total revenue of $249,328.00, and total expenditures of $282,948.53, and recommended its approval. Chairman Judy noted a $33,620.53 loss which inluded a $29,043.68 transfer to the General Fund and $37,104.19 in Attorney General fees.

Dr. Kassar moved to approve the report as presented, and after review, Ms. Barnett seconded. The Board unanimously approved the motion.

10. July 2025 Monthly Financial Report

Chairman Judy reported that the Finance Committee, consisting of himself, Secretary Layton, and Director Browning, met on August 14, 2025, to review the July 2025 financial statements.

He presented the July monthly financial report, noting an ending cash balance of $451,838.02, total revenue of $22,513.00, and total expenditures of $22,838.02, and recommended its approval.

Ms. Barnett moved to approve the report as presented, and after review, Mr. Martin seconded. The Board unanimously approved the motion.

11. June 2025 Purchasing Card Reports

Chairman Judy reported that the Finance Committee, consisting of himself, Secretary Layton, and Director Browning, met on August 14, 2025, to review the June 2025 P-Card Reports.

He presented the report, showing total purchases of $175, for review, discussion, and approval.

Dr. Smith moved to approve the report as presented, and after review, Mr. Martin seconded. The Board unanimously approved the motion.

12. July 2025 Purchasing Card Reports

Chairman Judy reported that the Finance Committee, consisting of himself, Secretary Layton, and Director Browning, met on August 14, 2025, to review the July 2025 P-Card Reports.

He presented the report, showing total purchases of $965.09, for review, discussion, and approval.

Dr. Smith moved to approve the report as presented, and after review, Mr. Martin seconded. The Board unanimously approved the motion.

13. June 2025 Director's Report

Chairman Judy presented the June 2025 Director’s Report for the Board’s review and discussion. He highlighted that the report contained 78 new license applications, 3 temporary applications, 270 renewals, and 11 reinstatements, and recommended approval.

Secretary Layton moved to approve the June 2025 Director’s Report as presented. After reviewing all available information, Mr. Jones seconded the motion, and the Board approved it unanimously.

14. FY-2025 Director's Report

Chairman Judy presented the FY 2025 Director’s Report for the Board’s review and discussion. He highlighted that the report contained 533 new license applications, 41 temporary applications, 3146 renewals, and 109 reinstatements, and recommended approval.

Secretary Layton moved to approve the FY 2025 Director's Report as presented. After reviewing all available information, Mr. Jones seconded the motion, and the Board approved it unanimously.

15. July 2025 Director's Report

Chairman Judy presented the July 2025 Director's Report for the Board's review and discussion. He highlighted that the report contained 53 new license applications, 1 temporary applications, 282 renewals, and 8 reinstatements, and recommended approval.

Secretary Layton moved to approve the July 2025 Director's Report as presented. After reviewing all available information, Mr. Jones seconded the motion, and the Board approved it unanimously.

16. Professional Development

a. WVSAO Licensing Board Orientation Seminar

Chairman Judy reminded board members that funding had been approved for attendance at the WVSAO Licensing Board Orientation Seminar on November 6, 2025 in Charleston, WV.

Chairman Judy noted that according to West Virginia Code §30-1-2a, the chairperson, executive director, or chief financial officer of each licensing board must attend the State Auditor's Office training every year and each board member shall attend at least one training during each term of office.

b. WVSRT Annual Conference

Chairman Judy reminded board members that funding had been approved for attendance at the WVSRT Annual Conference on November 13–15, 2025, in Bridgeport, WV.

17. Title 18 Series 1 Legislative Rule - General Requirements

Chairman Judy reported that the agency-approved rules and public comments were submited to the WV Secretary of State on June 5, 2025.

He noted that the rules were reviewed and modified at the August 13, 2025 Legislative Rule Making Committee. The modified rules were submited to the WV Secretary of State on August 13, 2025, in preparation for the 2026 legislative session.

No action was taken.

18. Title 18 Series 2 Legislative Rule - Continuing Education

Chairman Judy reported that the agency-approved rules and public comments were submited to the WV Secretary of State on June 5, 2025 and reviewed at the August 13, 2025 Legislative Rule Making Committee in preperation for the 2026 legislative session.

No action was taken.

19. Title 18 Series 3 Procedural Rule - Hearing Procedures

Chairman Judy reported that the agency approved rules and public comments were submited to the WV Secretary of State on July 16, 2025 and are effective August 16, 2025.

No action was taken.egulations

20. Title 18 Series 4 Procedural Rule - Disciplinary and Complaints Procedures

Chairman Judy reported that the agency approved rules and public comments were submited to the WV Secretary of State on July 16, 2025 and are effective August 16, 2025.

No action was taken.

21. Title 18 Series 5 Legislative Rule - Standard of Ethics

Chairman Judy reported that the agency approved rules and public comments were submited to the WV Secretary of State on June 5, 2025.

He noted that the rules were reviewed and modified at the August 13, 2025 Legislative Rule Making Committee. The modified rules were submited to the WV Secretary of State on August 13, 2025, in preparation for the 2026 legislative session.

No action was taken.

22. Chapter 30 Article 23 Code Revision

Chairman Judy reported that the review of Chapter 30 - Article 23, which regulates the practice of medical imaging and radiation therapy, is in revision for the 2026 Legislative Session and reminded those interested in participating to inform Director Browning. No action was taken.

23. Radiologist Assistant

Chairman Judy reported that the Board of Medicine will support the transfer of Radiologist Assistants to this Board.

No action was taken.

24. FY-2026 Procurement Officer Designation

Chairman Judy reported that Director Browning will serve as the procurement officer, overseeing all procurement activities in line with purchasing policies and completing a minimum of 10 hours of annual purchasing training.

No action was taken.

25. FY-2026 Asset Coordinator Designation & FY-2025 Fixed Asset Certification

Chairman Judy reported that Director Browning has been appointed as asset coordinator, responsible for overseeing fixed assets, approving reports of lost, stolen, or damaged items,

and ensuring accurate recording in the wvOASIS system. He noted that the annual physical inventory of all computers and items valued at $1,000 or more has been completed.

No action was taken.

26. Annual Debt Management Certification

Chairman Judy reported that the Annual Debt Management Certification has been submitted as required.

No action was taken.

27. Required Purchasin Card Training

Chairman Judy reported that Director Browning has been appointed Purchasing Card Program Coordinator and has completed the required annual Agency Coordinator and Ethics training.

No action was taken.

28. Legislative Auditor's Data Request

Chairman Judy reported the the Legislator Auditor requested the number of issued licensees for FY 2024 and the number of employees emploed. He noted that the report was submitted and included 3,829 licenses issued in FY 2024 with a full time director and part time assistannt.

No action was taken.

29. Annual Cybersecurity Training

Chairman Judy reported that Director Browning and Lori Elliott have completed the required Cybersecurity training, which equips state employees to recognize phishing attempts, avoid common scams, and make safer online decisions. These skills are vital for protecting the Board’s information, systems, and daily operations.

No action was taken.

30. Medical Imaging Schools Report

a. The Joint Review Committee on Education in Radiologic Technology

Chairman Judy presented the May 19, 2025 and June 9, 2025 Joint Review Committee on Education in Radiologic Technology Accreditation Actions for review and discussion.

No action was taken.

b. West Virginia University Hospitals Radiation Therapy Program

Chairman Judy reported that Morgan Dyer and Shyanne Smith were appointed as clinical preceptors.

No action taken.

c. University of Charleston-Beckley Radiography Program

Chairman Judy reported that Courtney Hall was appointed as a clinical coordinator and that Webster Memorial Hospital was disaffiliated as a clinical setting.

No action taken.

d. Bluefield State University Radigraphy Program

Chairman Judy reported that all required Self-Study Report documents were submitted and the JRCERT site visit is set for November 17–18, 2025.

No action was taken.

e. West Virginia University Parkersburg Radiography Program

Chairman Judy reported that they were issued a Final Initial Application Letter.

No action was taken.

f. West Virginia University Hospitals Radiography Program

Chairman Judy reported that all required Self-Study Report documents were submitted.

No action was taken.

g. West Virginia University Hospitals MRI Program

Chairman Judy reported that all the Annual Report was submitted.

No action was taken.

h. WV Northern Community College Radiography Program

Chairman Judy presented the Program Advisory Committee Meeting minutes and the JRCERT Site Visit findings for review and discussion.

No action was taken.

i. West Virginia Junior College Radiography Program

Chairman Judy presented the application and market analysis for review and discussion.

No action was taken.

j. Southern West Virginia Community and Technical College Radiography Program

Chairman Judy reported that Brandi Taylor was appointed as a clinical preceptor.

No action was taken.

31. Upcoming Meetings

Mr. Jones made a motion to have the next Board Meeting on Thursday, September 11, 2025. After review and discussion of all available information, Dr. Jung seconded the motion and the Board unanimously concurred.

a. September 11, 2025

Mr. Jones made a motion to have the next Board Meeting on Thursday, September 11, 2025. After review and discussion of all available information, Dr. Jung seconded the motion and the Board unanimously concurred.

32. Adjournment

Mr. Jones made a motion to adjourn the meeting at 4:30PM. Dr. Kasar seconded the motion and the Board concurred.