

# LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

## BUSINESS MEETING MINUTES

October 19, 2016

### CALL TO ORDER

Chairman Susan Hammonds-Guarisco called the meeting to order at 11:20am

### ROLL CALL

The following Board members were present:

Naveed Awan  
Brett Bennett  
Gregory Bradley  
Susan Hammonds-Guarisco  
Abbie Kemper-Martin, MD  
Robert Newsome, MD  
Kirk Soileau

The following Board members were absent with prior excuse:

James Frazier  
Thea Moran, MD

Also present:

Kenneth Jones, Executive Director

Absent with prior excuse but available by telephone:

Katherine Muslow, Counsel

### MINUTES

Minutes of July 6, 2016 had been previously circulated to the Board members by mail and were accepted as presented.

**MOTION** to approve minutes of July 6, 2016 by R.Nesome

**SECOND** by B.Bennett

**ACTION** Voice Vote: Ayes=6, Nays=0, Motion passed unanimously

### FINANCIAL REPORT

Financial Review Committee Report

Monthly financial review report is in order, organized, all money is accounted for.

Financial Report by Executive Director

Executive Director discussed the following reports.

- Fiscal Year Comparison: July 1, 2016 to September 30, 2016
- Fiscal Year Comparison to Budget: July 1, 2016 to September 30, 2016
- Calendar Year Comparison: January 1, 2016 to September 30, 2016
- Assets and Liabilities as of September 30, 2016

### CHAIRMAN'S REPORT

Chairman spent time with new web developer working out various issues. New web site is close to being finished and tested.

### LICENSURE

Executive Director reported on;

- 2016 Renewals, 91% percent of radiologic technologists have renewed as of September 30, 2016
- License statistics as of September 30, 2016

### BUSINESS ADMINISTRATION

Board Operations

The President of the Louisiana Society of Radiologic Technologists (LSRT) is seeking interested members to fill the vacant position on the licensure board. Final approval is from the Governor and Senate confirmation.

Board share health insurance through the Office of Group Benefits will increase \$1200 January 1, 2017.

The Licensee Health Monitoring Policy is on the LSRTBE website.

The Annual Financial Review has been completed by Hienz and Macaluso and sent to the Louisiana Legislative Auditor.

## **OLD BUSINESS**

### **New Website Update**

The web site is near completion, web developer is now working on requested enhancements and additions for greater efficiency and work flow.

**MOTION** to pay Teknarus \$3885 for 37 hours to enhance website for greater efficiency and work flow by A.Kemper-Martin

**SECOND** by N.Awan

**ACTION** Voice Vote: Ayes=6, Nays=0, Motion passed unanimously

Chairman shared letter that all ARRT renewals beginning in November will be on-line and credit card payment only.

**MOTION** to go 100% on-line with 2017 license renewals with credit card payment only, personal checks are no longer accepted, if technological feasible, by R.Newsoms

**SECOND** by N.Awan

**ACTION** Voice Vote: Ayes=5, Nays=1, Motion passed

Executive Director will send the renewal procedure, revised renewal application and continuing education form to all Board members for review.

After Board review, Executive Director will send letter to all 2017 license renewing technologists of website and renewal changes.

### **Revision to Rules Update**

Notice of Intent was published in the September 20, 2016 Louisiana Register. There were no public comments by the deadline, therefore a public hearing is not necessary. A first report was sent to the Senate and House Oversight Committees. A second report to the Senate and House Oversight Committees is now required. If the Board receives a favorable oversight review, the Final Rule to the State Register must be submitted by December 10, 2016 to be published in the December 20, 2016 Louisiana Register.

The Notice of Intent to the Rule change is available on the Board's website.

### **Auditing Continuing Education and Payment Follow-up**

Executive Director reported on how other Boards randomly audit renewal applications and continuing education. Board requested the following be researched;

What would be a statistically significant population to audit?

Can web developer build a program that randomly selects licensees for audit?

Can the licensee's expiration date be automatically updated once renewal, continuing education, and payment is made?

Will the licensee be able to print a receipt?

If licensee is audited and a problem found, license is suspended at that time, how will Executive Director inform licensee and employer?

Executive Director will write a procedure regarding auditing renewal applications and continuing education. Procedure is to be reviewed by Board members and approved at the January meeting.

**MOTION** to allow Executive Director to approve and make payments for future website project additions, enhancements, and changes by N.Awan

**SECOND** by B.Bennett

**ACTION** Voice Vote: Ayes=6, Nays=0, Motion passed unanimously

Compliance Officer Follow-up

Executive Director researched several positions available through Civil Service. The job description of Compliance Investigator would meet our needs. When needed, Board will consider in the future.

Senate Resolution 65 Update "Taskforce on Meaning Oversight"

Executive Director attended the August 29, 2016 meeting and updated the Board. Next meeting is November 7, 2016 in Baton Rouge.

**NEW BUSINESS**

Investment Opportunities Follow-up

Executive Director researched potential investment opportunities. License fees are considered public funds, many investments are risky and not insured, therefore, Board decided to maintain current certificate of deposits and money market accounts.

New Travel Reimbursement Requirements

Board members requesting travel reimbursement must complete the Louisiana Driver Authorization Form and the Defensive Driving course with printed certificate of completion.

**NEXT MEETING DATE**

January 11, 2017

Future Meeting Dates:

April 12, 2017

July 12, 2017

October 11, 2017

**MOTION** made to move into Executive Session and close Business Session by R.Newsme

**SECOND** by G.Bradley

**ACTION** Voice Vote: Ayes=6, Nays=0, Motion passed unanimously

Chair requested a **MOTION** to adjourn meeting

**MOTION** made by A.Kemper-Martin

**SECOND** by R.Newsme

**ACTION** Voice Vote: Ayes=6, Nays=0, Motion passed unanimously

Meeting adjourned at 2:16pm

**RESPECTFULLY SUBMITTED**

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**Kenneth W. Jones**  
**Executive Director**