

# LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

## BUSINESS MEETING MINUTES

October 17, 2012

### CALL TO ORDER

Chairman Susan Hammonds-Guarisco called the meeting to order at 11:22am

### ROLL CALL

The following Board members were present:

Gregory Bradley, MEd, RT(R)  
Luke Bujenovic, MD  
Elizabeth Frizzell, RT(R)  
Susan Hammonds-Guarisco, BSRT(R)  
Abbie Kemper-Martin, MD

The following Board members were absent with prior excuse:

Edward Bluth, MD  
Jack LaTour, Jr., LHA  
Dawn Matte, LHA  
Larry Walker, LHA  
Curtis Sutton, MD

Also present were:

Kenneth Jones, Executive Director  
Katherine Muslow, Counsel

### MINUTES

The minutes of July 25, 2012 had been previously circulated to the Board members by mail.

**MOTION BY CONSENSSES** to approve minutes of July 25, 2012 by L.Bujenovic

**SECOND BY CONSENSSES** by G.Bradley

**ACTION:** by Voice Vote: Ayes = 4, Nays = 0. Motion passed

**A quorum was not present, therefore the minutes will go to the Board for discussion and vote at its next meeting.**

### FINANCIAL REPORT

Financial Review Committee Report

The Chairman reported that all monthly financial review packets have been accepted and approved.

Financial Report by Executive Director

The Executive Director discussed the following reports;

- Compilation Report Year Ending June 30, 2012
- Budgeted v. Actual Ending June 30, 2012
- Calendar Year Comparison January 1, 2012 to September 30, 2012
- Fiscal Year, First Qtr Comparison July 1, 2012 to September 30, 2012
- Assets and Liabilities September 30, 2012
- Budget (Proposed) Fiscal Year July 1, 2013 to June 30, 2014

Discussion occurred regarding increasing licensing fees, penalties, and initiating hearing fees and investigative fees. Licensing fees have never changed since inception of the LSRTBE.

The Executive Director will research;

- Licensing fees for nursing and laboratory personnel
- Salary history trends for Louisiana
- Cost of administrative hearings from other Boards

K.Muslow will research the following questions;

- What is the earliest the Board could present law changes to the legislature?
- Will changes to the law have to go through the State Society (LSRT)? Does the State Society have to sponsor changes?
- Can the Board use other means of voting when a quorum is not physically present such as telephone conference calling, web conferences, proxy voting, email voting?

Dr. Bujenovic will have a preliminary discussion with Senator Claitor regarding sponsorship of a bill to increase licensing fees.

Further discussion regarding increasing licensing fees and penalties will occur at the next meeting.

K.Muslow did not see a problem with adding a convenience/processing fee when the Board implements on-line renewals using credit cards as long as there is still the option of paying by check, money order, or cashier's check.

**A quorum was not present, therefore the proposed budget for fiscal year July 1, 2013 to June 30, 2014 will go to the Board for discussion and vote at its next meeting**

## **CHAIRMAN'S REPORT**

The Chairman reported;

- An updated operational manual is completed. Copies went to the Chairman, 1<sup>st</sup> Vice-Chairman, and 2<sup>nd</sup> Vice Chairman.
- All complaint codes have now been historically tracked and in the computer to use as references.
- Board operations are back to normal, Margaret is back in the office.

## **LICENSURE**

The Executive Director submitted and discussed the following reports;

- State Radiologic Technology Board Statistics, Number of Issued Licenses
- 2012 License Renewal Statistics, as of September 30, 93% of technologists have renewed

## **BUSINESS ADMINISTRATION**

Internal Affairs Committee Report

No committee report.

Continuing Education Committee Report

The Chairman reported the following;

- LSRT withdrew their request to change continuing education requirements
- Southeastern University has MRI and CT on-line continuing education for those holding associates degrees
- LSRT will hold its next meeting in Lake Charles, LA in March, 2013

Web Site Report

Executive Director reported the following;

- The Rules and Regulations, and Law that includes Fusion Technology has been updated on the website

Staff Vacation/Sick Leave Report

- Report was made available to Board members for review.

Board Operations

The Executive Director reported:

- As requested at the last Board meeting the domain names of lsrtbe.net and lsrtbe.co were purchased for the next five years
- Old hard drives have been destroyed by F1 Solutions
- On-line renewals are on hold until the budget is approved and decisions are made regarding increasing licensing fees, late fees, adding a convenience/processing fee, and how added expenses will affect the Board budget.
- Since on-line renewals will not occur in 2013, the Executive Director requested approval to spend \$1,275.39 to upgrade third computer to store all scanned 2013 renewals and network with the other 2 computers.

Board approved by consensus for the Executive Director to spend \$1,275.39 to network the third computer that will save all scanned renewal applications for 2013 and get backed up by Carbonite.

## **OLD BUSINESS**

### Rules and Regulation Review

Changes that were discussed at the July Board meeting (7/25/12) and with K.Muslow at the Board office (9/19/12) were emailed to all Board members for review prior to the October meeting.

The Board made two additional changes.

- KJ5 and KJ7 added and deleted by K.Muslow
- KJ18 removed to read as original. Removed “radiation therapy” from §1129.A .1, on page 11

Revised Rules and Regulations will be distributed for review prior to the next Board meeting.

**A quorum was not present, therefore the changes to the Rules and Regulations will go to the Board for discussion and vote at its next meeting.**

### Fluoroscopy Position Statement

Discussion occurred after reviewing the revised statement of August 2012 and the proposed statement by the Executive Director

The Executive Director will research the following;

- ASRT fluoroscopy statement from the Scope of Practice for Radiographers and Radiologist Assistants
- Fluoroscopy statements from other licensing states

A suggestion was to revise the position statement to read:

Licensed Radiologic Technologists in Radiography are permitted to assist and perform fluoroscopic procedures under the supervisory level of a Licensed Physician. The required level of supervision is defined by the Centers for Medicare and Medicaid Services (CMS) and applies to all fluoroscopic procedures performed in Louisiana.

**A quorum was not present, therefore the changes to the Fluoroscopy Position Statement will go to the Board for discussion and vote at its next meeting.**

### Board Appointments/Reappointments by Governor

There have been no formal updates from the Governor’s office

Several Board members mentioned they have been contacted by the Governor’s office

### RA Legislation

The Chairman reported that discussion had occurred at the last LSRT Board meeting. The LSRT agrees they do need to move forward and will contact their two legislative advisors to be ready to introduce into future legislation.

### Installation of Officers

K.Muslow, Board Attorney, installed Susan Hammonds-Guarisco as Chairman, Abbie Kemper-Martin as 1<sup>st</sup> Vice Chairman, and Elizabeth Frizzell as Secretary/Treasurer. Edward Bluth was not present.

## **NEW BUSINESS**

No new business

### **NEXT MEETING DATE**

Wednesday, November 14, 2012 at 1:00pm

#### 2013 Quarterly Board Meetings

- Wednesday, January 16, 2013
- Wednesday, April 17, 2013
- Wednesday, July 17, 2013
- Wednesday, October 16, 2013

### **EXECUTIVE SESSION**

Chair moved into Executive Session with only Board members present

Chair moved out of Executive Session and returned to Business Session

### **ADJOURN**

Chair requested a **MOTION** to adjourn meeting

**MOTION** made by G. Bradley

**SECOND** by L. Bujenovic

**ACTION**: by Voice Vote: Ayes = 4, Nay = 0.

Motion passed unanimously, meeting ended at 2:30pm

### **RESPECTFULLY SUBMITTED**

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**Kenneth W. Jones, MEd,RT(R)**  
**Executive Director**