

LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

BUSINESS MEETING MINUTES

April 16, 2014

CALL TO ORDER

Chairman Susan Hammonds-Guarisco;

- Called the meeting to order at 11:20am
- Welcomed all new Board Members
- Gave a history and overview of L.R.S 37:3200
- Introduced current Board Members

ROLL CALL

The following Board members were present:

Naveed Awan
Brett Bennett
Gregory Bradley
Susan Hammonds-Guarisco
Abbie Kemper-Martin, MD
Thea Moran, MD
Hugh Robertson, MD
Kirk Soileau

The following Board members were absent with prior excuse:

Luke Bujenovic, MD
James Frazier
Elizabeth Frizzell

Also present were:

Kenneth Jones, Executive Director
Katherine Muslow, Counsel

MINUTES

Minutes of January 15, 2014 had been previously circulated to the Board members by mail and were accepted as presented.

MOTION to approve minutes of January 15, 2014 by B.Bennett

SECOND by A.Kemper-Martin

ACTION: by Voice Vote: Ayes = 8, Nays = 0 Motion passed unanimously

FINANCIAL REPORT

Financial Review Committee Report

Chairman reported that the financial report is distributed monthly to the financial review committee. The purpose of this committee is to review the financial operations of the Board. There were no issues.

B.Bennett replaced E.Bluth as the third member of this committee.

Financial Report by Executive Director

Executive Director discussed the following reports:

- Fiscal Year Comparison: July 1, 2013 to March 31, 2014.
- Fiscal Year Comparison to Budget; July 1, 2013 to March 31, 2014.
- Calendar Year Comparison: January 1 to March 31, 2014.
- Assets and Liabilities as of March 31, 2014.

MOTION to approve financial reports by K.Soileau

SECOND by A.Kemper-Martin

ACTION: by Voice Vote: Ayes = 8, Nays = 0 Motion passed unanimously

CHAIRMAN'S REPORT

Chairman updated the Board on the progress of House Bill 610. There was no opposition in the House, now needs to be introduced in the Senate. Representative Abramson is suppose to contact Senator Claitor which has not been done at this time.

BOARD MEMBER ATTENDANCE

Chairman discussed the importance of attendance. A report will be generated each July and included in the Board meeting packet. After the Board meeting email goes out with the agenda, please let the Executive Director know as soon as possible whether or not you will be attending.

Meeting dates are determined one year in advance so everyone can plan accordingly.

LICENSURE

Executive Director reported on;

- Current licensing statistics as of April 1, 2014.
- 2014 License Renewals

B.Bennett will report in July the education program statistics and compare to the previous year.

BUSINESS ADMINISTRATION

Continuing Education Committee Report

There is no committee but will remain on the agenda.

LSRT Mid-Winter Meeting Follow-up

- Four Board members from this Board also serve on the State Society Board.
- At the Mid-Winter Meeting technologists and students were updated on changes coming to the licensing board and the progress of House Bill 610.

LSRT Annual Meeting will be held in New Orleans in July. Board reimbursement travel requests must be submitted to the Executive Director prior to the Mid-Winter and Annual meetings for Board approval.

MOTION to approve \$1200 to cover expenses of Board members attending the LSRT Annual Mtg by B.Bennett

SECOND by A.Kemper-Martin

ACTION: by Voice Vote: Ayes = 8, Nays = 0 Motion passed unanimously

A follow-up report will be required in October by those Board members attending.

Board Operations

Executive Director reported:

- Board share retirement expense will increase July 1 from 31.3% to 37% of gross income. Annual retirement expense will now be approximately \$43, 552.
- Board property was inspected and approved by the State of Louisiana Division of Administration. Next property certification will be in February 2015.
- Hienz and Macaluso contract was signed to do the annual State audit and financial compilation. There are no changes in the contract and fees remain the same.
- Capital One is raising their bank fees.
- The Whitney Bank CD is now classified as public funds.
- Thank you cards from the Wounded War Hero's and Mrs. Bourgeois were circulated.

Staff Vacation/Sick Leave Report

M.Scott and K.Jones accrued and used vacation and sick time was reviewed. The Board's liability at separation was added and will be included as an expense in the upcoming budget

OLD BUSINESS

House Bill 610

Chairman thanked all those that have been involved in the progress of HB 610 and hoped for continued support. Executive Director will email HB 610 to all Board members.

NMTCB CT Certification

Item will be placed on the July agenda as more information will be available in June. Executive Director will contact the ASRT and ARRT as to their position.

Private Radiologic Technologists

Item will be placed on the July agenda. Executive Director has requested information from the Board of Medical Examiners. There has been no response at this time.

Executive Director will report in July the number of LSRTBE verified license holders at the BME.

An action plan will be discussed in July.

Radiologist Assistants

Item will be placed on the July agenda. Collaboration will be required with the Board of Medical Examiners, Louisiana State Medical Society, Nursing Board, and Louisiana Radiological Society. It has been recommended to rewrite the Scope of Practice.

Executive Director will research the ARRT fluoroscopy certification exam and report back in July

An action plan will be discussed in July.

NEW BUSINESS

i-CAT (3-D Dental CT Unit)

Board discussed this equipment, no follow-up required as this applies to the Louisiana State Board of Dentistry.

Career Technical College is on accreditation probation.

Emergency Contact Information

Chairman requested all Board members and office staff to complete this form. It will only be used for emergency purposes.

Recognition of Previous Board Members

Board Counsel reported license money cannot be used for this purpose.

NEXT MEETING DATE

July 16, 2014

MOTION made to move into Executive Session and close Business Session by B.Bennett

SECOND by G.Bradley

ACTION: by Voice Vote: Ayes = 8, Nays = 0 Motion passed unanimously

ADJOURN

Chair requested a **MOTION** to adjourn meeting

MOTION made by B.Bennett

SECOND by N.Awan

ACTION: by Voice Vote: Ayes = 8, Nay = 0 Motion passed unanimously, meeting ended at 2:50pm

RESPECTFULLY SUBMITTED

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