**LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS**

**BUSINESS MEETING**

**Baton Rouge General Center for Health**

**4th Floor Conference Room**

**(Located behind the check in desk)**

**9001 Summa Avenue**

**Baton Rouge, LA 70809**

**October 11, 2023**

**BUSINESS MEETING MINUTES**

**CALL TO ORDER**

Chairman Susan Hammonds-Guarisco called the meeting to order at 11:10 a.m.

**ROLL CALL**

The following Board members were present:

Naveed Awan

 Desiree Bell

Brett Bennett

Gregory Bradley

Frederick Drouant

Susan Hammonds-GuariscoRobert Newsome, MDKirk Soileau

The following board members were absent with excuse:

 Abbie Kemper-Martin, MD Brent Boudreaux, M.D.

 Jessica Soileau-Canning

Also present:

Katherine Muslow, Counsel

Also present individuals representing professional organizations:

 Patricia Wilton, legal counsel LSBME

 Jeff Williams, MD – LSMS

 Lisa Bishop, Premier Health VP Training and Development

 Shannon Youngblood, Nuclear Medicine Technologist

 Alejandro Sosa, Nuclear Medicine Technologist

 Henry Overton, Turn Key Solutions

Motion was made to re-order the agenda to allow various individuals to address the Board.

**MOTION** to re-order agenda by F. Drouant

 **SECOND** by K. Soileau

 **ACTION** Voice Vote: Motion passed unanimously.

**IT OFFICE ANALYSIS**

Henry Overton with Turn Key Solutions provided a summary of their office analysis and submitted a proposal. Proposal must meet state procurement laws with proposal placed on state contract letterhead. Henry Overton to contact state to obtain this. Board office will proceed ahead with internet changes; however, Executive Director will obtain Internet and comparable IT Security bids by January board meeting for comparison.

**MOTION** to approve 36 month contract as presented by: K. Solieau

 **SECOND** bt: b. Bennett

 **ACTION** Voice Vote: Motion passed unanimously.

**PRIVATE RADIOLOGIC TECHNOLOGISTS**

Greg Bradley provided a summary of his meeting with the LSBME on August 28, 2023. Patricia Wilson, legal counsel for the LSBME addressed the Board on the current certification of private Radiologic Technologists. The Control the Dose program has been approved by the LSBME for certification of Private Radiologic Technologist.

An ad hoc committee was formed to work with the LSBME on the licensure and certification of radiologic technologists. The following will serve on the ad hoc committee: R. Newsome, M.D., G. Bradley, B. Bennett, the Executive Director R. Griffin, with the Chairman S. Guarisco to serve as ex-officio. A meeting with the LSBME is to be scheduled.

**FUSION LICENSE**

Shannon Youngblood, Nuclear Medicine Technologist addressed the Board members with a request to update the existing laws and regulations to recognize as equal the CT certifications offered for technologists by the American Registry of Radiologic Technologists (ARRT) and the Nuclear Medicine Certification Board (NMTCB), as well as include a nuclear medicine technologist representative to serve on the LSRTBE.

Clarification was provided on the appointment of Board members as various professional organizations submit a list of nominees to the Governor to serve on the LSRTBE board.

The board agreed in principle to recognize the 2 exams as equal but requested a direct comparison of the CT exams of the ARRT and NMTCB to assess requirements, training, and education. Executive Director to collect information and report at next meeting.

**MOTION** to re-order the agenda by: B. Bennett

**SECOND** by: Dr. R. Newsome

**ACTION** Voice Vote: Motion passed unanimously. Returned to Agenda Item #3

**MINUTES**

Minutes of the July 12, 2023 meeting had been previously circulated to the Board Members by mail and were accepted as presented.

**MOTION** to approve minutes of April 12, 2023 by F. Drouant

 **SECOND** by K. Soileau

 **ACTION** Voice Vote: Motion passed unanimously.

**FINANCIAL REPORT**

Financial reports were not available for this meeting and will be distributed to board members when they are. The Annual Financial Report was completed by the CPA and submitted to Ericksen Krentel, CPA, which was then submitted to the legislative auditor. No findings were reported.

A CPA to be utilized as a consultant to assist with office financials.Quickbooks software to be updated.

**MOTION** to approve CPA and Upgrading Quick Books made by: B. Bennett

 **SECOND** by: D. Bell

 **ACTION** Voice Vote: Motion passed unanimously.

**CHAIRPERSON’S REPORT**

The Chairman provided a verbal report. State reports have been completed. The Properties Report is in the process of being completed by the Executive Director. Compliant code files have been reviewed and are in discussion with legal counsel. Screening of applications for the Compliance Officer position are complete, with interviews to be conducted next week. Individuals were thanked for their assistance with board operations.

**LICENSURE STATISTICS**

Not available at this time.

**BUSINESS ADMINISTRATION**

1. **Board Operations**
2. **State Reports**

Annual Financial Report, Annual Agreement on Policies, Agency Summary Report, Aviation Report; the Properties Report is in the process of being completed by the Executive Director. The Board requested that the CPA present the report to the Board prior to submission of the report to the legislative auditor. The Chairman will contact the CPA firm on this process.

1. **Ad Hoc Committee Reports**
2. Review of Contracts – Jessica Canning, Brent Boudreaux, M.D. – no report
3. IT/Communications – Kirk Soileau, Brett Bennett – office communications evaluation completed
4. Renewal Process- Desiree Bell, Greg Bradley – information on renewals to be obtained from office staff with website also needing updates; conference call to be scheduled. Executive Director to review notes from last renewal, investigate monthly renewal vs yearly, and suggest website changes to improve renewal season and report to ad hoc committee.
5. **Civil Service Temporary Pay Policy**

Policy approved by Civil Service at September 6, 2023 meeting. Temporary pay provided to Administrative Assistant for period of 3 months for additional duties.

Discussion held on request from Administrative Assistant for change in title and pay grade as well as office staffing needs. Decision made to remain with the following positions – Executive Director, Compliance Officer, and Administrative Assistant.

1. **Compliance Officer Position**

Interviews to be conducted week of October 23, 2023. Statistics on the number of applications received provided. Several board members requested to be included in the interviews; a zoom interview to be scheduled by the Executive Director.

1. **Closed Investigations Not Requiring Board Action**

 None at this time.

**OLD BUSINESS**

1. **Board Certified Additive Medicine Physician List**

Additional physicians are needed in various areas of the state to be available to the licensees. **MOTION** made to close Business Session and move into Executive Session by: G. Bradley

**SECOND** by: B. Bennett

**ACTION** Voice Vote: Motion passed unanimously.

Executive Director to look at LSBME and Nursing board for comparable list and report.

1. **Emergency Meeting Policy**

 K. Muslow informed the Board that there must be six meetings per year to qualify for zoom

 meetings. Additional information on the policy to be provided by K. Muslow at the January

 meeting.

**NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS**

Dr. R. Newsome requested the Board go into executive session with the Chairman and 1st Vice Chairman excused at this time.

**MOTION** made to close Business Session and move into Executive Session by: G. Bradley

**SECOND** by: B. Bennett

**ACTION** Voice Vote: Motion passed unanimously.

**MOTION** made to close Executive Session and move into Business Session by:

**SECOND** by:

**ACTION** Voice Vote: Motion passed unanimously.

**RETURN TO BUSINESS SESSION**

The following members were nominated for office:

 Chairman – Susan Hammonds Guarisco

 1st Vice Chairman – Robert Newsome, M.D.

 2nd Vice Chairman – Greg Bradley

 Secretary-Treasurer – Fred Drouant

**MOTION** made to elect the slate of officers as presented: B. Bennett

**SECOND** by: F. Drouant

**ACTION** Voice Vote: Motion passed unanimously.

**CONSENT ORDERS**

**MOTION** to approve consent orders as presented made by: Dr. R. Newsome

**SECOND** by B. Bennett

**ACTION** Voice Vote: Motion passed unanimously.

**SWEARING IN OF OFFICERS**

Officers sworn in by K. Muslow.

**NEXT MEETING DATE**

Thursday, January 11, 2024, 11 am (Tentative)

***Note meeting date changed to Thursdays and location changed to Louisiana Hospital Associate office, 9521 Brookline Avenue, Baton Rouge, LA 70809***

**FUTURE MEETING DATES**

 Thursday, April 11, 2024

 Thursday, July 11, 2024

 Thursday, October 10, 2024

***Note meeting date changed to Thursdays and location changed to Louisiana Hospital Associate office, 9521 Brookline Avenue, Baton Rouge, LA 70809***

**ADJOURN**

Chairman requested a motion to adjourn meeting.

**MOTION** made by: B. Bennett

**SECOND** by: F. Drouant

**ACTION** Voice Vote: Motion passed unanimously.

**Meeting adjourned at 3:57 p.m.**

**RESPECTFULLY SUBMITTED**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Russ Griffin, MBA, RT(R)(M)(CT)**

**Executive Director**

Page 4 of 4 LSRTBE Business Session 10/11/2