

LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

BUSINESS MEETING MINUTES

October 15, 2014

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
Thea Moran, MD
Hugh Robertson, MD
Kirk Soileau

The following Board members were absent with prior excuse;

James Frazier
Elizabeth Frizzell

Also present were:

Kenneth Jones, Executive Director
Katherine Muslow, Counsel (Available by telephone conferencing if needed)

MINUTES

Minutes of July 16, 2014 had been previously circulated to the Board members by mail and were accepted as presented.

MOTION to approve minutes of July 16, 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

Members include Brett Bennett, Susan Hammonds-Guarisco, and Elizabeth Frizzell. B.Bennett and S.Hammonds-Guarisco reported that the monthly financial report is organized, set-up well, and have had no problems.

Financial Report by Executive Director

Executive Director discussed the following reports:

- Fiscal Year Comparison: July 1, 2014 to September 30, 2014.
- Fiscal Year Comparison to Budget: July 1, 2014 to September 30, 2014.
- Calendar Year Comparison: January 1 to September 30, 2014.
- Assets and Liabilities as of September 30, 2014.
- Compilation Report for Year Ending June 30, 2014.

Each Board member received a bound copy of this report.

CHAIRMAN'S REPORT

Chairman reported that it has been a busy Legislative year and finally winding down.

Requested the Executive Director to include all future scheduled dates in Board meeting packets.

B.Bennett asked the Board to consider a one year renewal cycle verses the current two year renewal cycle. Board will consider after the implementation of on-line licensing.

LICENSURE

Executive Director reported on;

- Current licensing statistics as of October 1, 2014.
- 2014 License Renewals as of September 30, 2014.

In February Executive Director will send a letter to Radiology Directors at LHA facilities reminding their technologists to renew licenses and how non-renewal could affect reimbursement.

Board requested a report at the January meeting by the Executive Director;

- Number of active license holders compared to ARRT statistics.
- Recent expired licenses comparing date of birth.

BUSINESS ADMINISTRATION

Continuing Education Report

There was nothing to report at this time. Item will be removed from the agenda pending a future report.

LSRT Update

Mid-Winter Conference is in March. Executive Director will send out Meeting Travel Request Form with a late December due date for approval during the January 21, 2015 meeting.

Board Operations

Executive Director reported:

- Recent banking issues due to changes in our financial institution's new software and database.
Board discussed multiple options and agreed to go to a "single signature" system with several Board members to also have transaction authorization. Current internal audit process will remain the same. Louisiana Legislative Auditors Office in Baton Rouge said there is nothing in State Statute requiring two signatures.

MOTION for a Board Resolution to remain with current financial institution but change to a single signature process yet maintain Chairman and Secretary/Treasurer to also have transaction authorization by K. Soileau.

SECOND by N.Awan

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

Executive Director will follow-up with financial institution's contact person.

Executive Director will update Board's Operation Manual to include Financial Review Committee purpose and process.

- Whitney Bank CD matured 8/24/14. Executive Director let it automatically renew since there was no change in interest rate.
- Texas will not deregulate radiologic technologists and medical physicists, thereby preserving current licensing of its radiologic technologists.
- Staff Vacation/Sick Leave Report
M.Scott and K.Jones accrued and used vacation and sick time was reviewed.

On-line Licensing

Chairman opened discussion regarding the implementation of on-line licensing.

Timeline

November/December 2014 - Executive Director to contact potential vendors

January 2015 - Executive Director to give report, have proposals, with possible vendor demonstrations

Summer 2015 – Testing

November 2015- Testing completed

January 2016 - Full implementation

Vendor

Executive Director reported;
GL Solutions out of Oregon did a web base demonstration a year ago, will contact them.
Virtual Form, spoke with Dino, might be most cost effective since already host Board's website, has our data, and already stored on their servers. Dino has done this before for government agencies.
Will contact BME's IT person for recommendations and review their on-line licensing applications.

Executive Director will contact Board's attorney for guidance on the State's vendor approval process.

Operations Manual and Succession Plan

Chairman discussed the purpose and scope of these documents and will be updated by the Executive Director.

Board and Staff Email Accounts

Board email (laradbrd@bellsouth.net) is public record and accessible to all Board members and staff.
Staff should have their own email accounts to use for confidential communication between staff and Board Members and never for personal use.

IT Policy

Board Counsel will review and revise if necessary. Discussion will occur at the January 21, 2015 meeting.

OLD BUSINESS

House Bill 610 to Act 250

May 28, 2014 signed by Governor
August 1, 2014 effective date
Revised statute is on the Board's website

Rules, Title 46, Part LXVI

August 20, 2014 Notice of Intent was printed in the August Register
September 10, 2014 no public hearing was requested
September 19 no public comments submitted
September 23, 2014 second report sent to oversight committees

November 10, 2014 deadline to publish Rule in Louisiana Register

Process in Rule adoption and deadlines have been on the Board's website

NMTCB Entry Level CT Certification

First CT certification exam in November. Executive Director will report back during January 21, 2015 Board meeting.
Board requested this item remain on agenda.

Private Radiologic Technologists

Discussion will occur at future meetings.
Board requested this item remain on agenda.

Radiologist Assistants

There is a national push by the ASRT.
Board requested this item remain on agenda.

NEW BUSINESS

Board discussed Therapy license holders doing CT for simulation and treatment planning without holding a valid Radiography license. Executive Director will research and report findings at the January 21, 2015 meeting.

Board reaffirms its position at this time that the law does not distinguish between diagnostic and non-diagnostic radiation. Therefore, the CT component must be done with a valid Radiography license holder, and the therapeutic component must be done with a valid Therapy license holder.

NEXT MEETING DATE

January 21, 2015

MOTION made to move into Executive Session and close Business Session by K. Soileau

SECOND by B.Bennett

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

MOTION made to move out of Executive Session by B.Bennett

SECOND by G.Bradley

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

Chair requested a **MOTION** to adjourn meeting

MOTION made by B.Bennett

SECOND by T.Moran

ACTION: by Voice Vote: Ayes = 8, Nays = 0 Motion passed unanimously, meeting ended at 1:30pm

ADJOURN

RESPECTFULLY SUBMITTED

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