

# LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

## BUSINESS MEETING MINUTES

April 15, 2015

### CALL TO ORDER

Chairman Susan Hammonds-Guarisco called the meeting to order at 11:15am

### ROLL CALL

The following Board members were present:

Naveed Awan  
Gregory Bradley  
James Frazier  
Susan Hammonds-Guarisco  
Kirk Soileau

The following Board members were absent with prior excuse;

Brett Bennett  
Elizabeth Frizzell  
Abbie Kemper-Martin, MD  
Thea Moran, MD

Also present were:

Kenneth Jones, Executive Director  
Katherine Muslow, Counsel

### MINUTES

Minutes of January 14, 2015 had been previously circulated to the Board members by mail and were accepted as presented.

**MOTION** to approve minutes of January 14, 2015 and Resolution to contract K.Muslow for professional legal services by N.Awan

**SECOND** by G.Bradley

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

### FINANCIAL REPORT

Financial Review Committee Report

Members include Brett Bennett, Susan Hammonds-Guarisco, and Elizabeth Frizzell.

S.Hammonds-Guarisco reported that everything is in order, there have been no questions or problems.

Financial Report by Executive Director

Executive Director discussed the following reports:

- Fiscal Year Comparison: July 1, 2014 to March 31, 2015.
- Fiscal Year Comparison to Budget: July 1, 2014 to March 31, 2015.
- Calendar Year Comparison: January 1 to March 31, 2015.
- Assets and Liabilities as of March 31, 2015.

Fiscal year 2016-2017 budget will be discussed at July meeting.

### CHAIRMAN'S REPORT

Board office has been busy with renewals.

### LICENSURE

Executive Director reported on;

- Current licensing statistics as of April 1, 2015.
- 2015 License Renewals as of April 1, 2015.

## **BUSINESS ADMINISTRATION**

### Board Operations

#### Office Space, Lease Update

Current lease expires August 31, 2015, Executive Director discussed the upcoming lease rate along with future plans to vacate suite 208 and move entire Board operations into suite 207. The Board approved by consensus to renew lease at 3108 Cleary Avenue, Metairie, LA if landlord will agree in writing to the option of reducing space within two years after new lease commences.

- K.Muslow will check into the standard State lease agreement terms. Current terms are 5 years with 5 year option to renew, total 10 years.
- Executive Director will discuss with the landlord the option of vacating suite 208 within two years after the new lease commences.

All computers in the office have been updated to include a new router for increase speed.

Executive Director signed the 2015 contract for Hienz and Macaluso, Certified Public Accountants, to complete this fiscal year's compilation report. Compilation report fee has remained the same at \$950.

The following Board expenses will be increased;

State Retirement, Lasers on July 1, 2015.

Blue Cross/Blue Shield on July 1, 2015.

Rent on September 1, 2015.

Board received certification of annual property inventory.

Staff Vacation/Sick Leave Report

M.Scott and K.Jones accrued and used vacation and sick time was reviewed.

## **OLD BUSINESS**

### Legislative Updates

Recent changes to the Rules, Title 46, Part LXVI was discussed and will be place on the July agenda.

### Potential Web Development Update

Original and updated proposals from Teknarus and GL Solutions was discussed. In February, Board members were polled by email as to their preference in web developers. Board members overwhelmingly selected Teknarus. In March the Chairman and Executive Director met with Teknarus in Baton Rouge to discuss issues brought up during the January Board meeting. Teknarus updated their proposal to include more detail and Board requested items.

Executive Director will ask Teknarus to include in the next written proposal;

- Reduction in cost if another State agency selects Teknarus for web development.
- A completion time with penalty to Teknarus.
- Roll-over maintenance hours.

**MOTION** made for Executive Director to proceed with Teknarus and for Executive Director to work within the 2/2/15 parameters and include; (1) reduction in cost if another State agency selects Teknarus for web development, (2) a completion time with penalty to Teknarus, (3) roll-over maintenance hours, in an updated proposal by K.Soileau

**SECOND** by N.Awan

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

### NMTCB Entry Level CT Certification

The first certification exam occurred was in November 2014, next exam is scheduled April 17, 2015. Nobody in Louisiana took the November exam, there are no NMTCB-CT certified individuals in Louisiana. Will remain as an agenda item.

### Private Radiologic Technologists

There is no new information; will remain as an agenda item.

### Radiologist Assistants

There is no new information; will remain as an agenda item.

### Radiation Therapist/CT

It is within the ASRT's Scope of Practice for ARRT certified therapists to use CT for the explicit purpose of simulation, treatment planning, and treatment delivery as prescribed by a radiation oncologist. The ARRT requires clinical competencies for simulation procedures whether using radiographic, fluoroscopic or CT equipment.

**NEW BUSINESS**

Susan Hammonds-Guarisco and Greg Bradley requested reimbursement to attend the LSRT Annual Meeting in Lafayette during July 9-11, 2015. Reimbursement for both to attend will be approximately \$629.44. Executive Director will forward requests to Abbie Kemper-Martin for final review and approval.

**NEXT MEETING DATE**

July 22, 2015

Future Meeting Date: October 14, 2015

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

**SECOND** by G.Bradley

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

Chair requested a **MOTION** to adjourn meeting

**MOTION** made by G.Bradley

**SECOND** by N.Awan

**ACTION:** by Voice Vote: Ayes = 4, Nay = 0 Motion passed unanimously, meeting ended at 1:30pm

**ADJOURN 1:35pm**

**RESPECTFULLY SUBMITTED**

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