

LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

BUSINESS MEETING MINUTES

July 22, 2015

CALL TO ORDER

Chairman Susan Hammonds-Guarisco called the meeting to order at 11:30am

ROLL CALL

The following Board members were present:

Brett Bennett
Gregory Bradley
Susan Hammonds-Guarisco
Abbie Kemper-Martin, MD
Thea Moran, MD
Robert Newsome, MD

The following Board members were absent with prior excuse;

Naveed Awan
James Frazier
Elizabeth Frizzell
Kirk Soileau

Also present were:

Kenneth Jones, Executive Director
Katherine Muslow, Counsel

MINUTES

Minutes of April 15, 2015 had been previously circulated to the Board members by mail and were accepted as presented.

MOTION to approve minutes of April 15, 2015 by R.Nesome

SECOND by A.Kemper-Martin

ACTION: by Voice Vote: Ayes = 5, 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 has been 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 June 30, 2015
- Fiscal Year Comparison to Budget: July 1, 2014 to June 30, 2015
- Calendar Year Comparison: January 1, 2015 to June 30, 2015
- Assets and Liabilities as of June 30, 2015

The following are Board expense increases;

- Retirement/Lasers, \$490 per year, effective 7/1/15
- Health insurance, \$1301 per year, effective 7/1/15
- Rent, \$3480 per year, effective 9/1/15

July 1, 2016 to June 30, 2017 Proposed Budget

After discussion, Board requested the following change;

Line 31, Penalty Fees/Late Fees be reduced from \$28,915 to \$19,165 as late fees should be reduced with on-line renewals and payment by credit cards during the 2016-2017 fiscal year.

MOTION to approve 2016-2017 budget with line 31 change by B.Bennett

SECOND by A.Kemper-Martin

ACTION: by Voice Vote: Ayes = 5, Nays = 0 Motion passed unanimously

CHAIRMAN'S REPORT

Chairman and Executive Director have been working on the following;

- Finalizing Teknarus contract for web development
- Streamline Board packets

Chairman attended the LSRT annual meeting, along with B.Bennett, G.Bradley, and Executive Director. Executive Director gave a presentation at the business session to all members.

NOMINATION, ELECTION AND INSTALLATION OF OFFICERS

There were no nominations.

MOTION to keep the same officers in their positions by B.Bennett

SECOND by R.Newsome

ACTION: by Voice Vote: Ayes = 5, Nays = 0 Motion passed unanimously

Board Counsel installed the 2015-2016 officers.

LICENSURE

Executive Director reported on;

- Current licensing statistics as of July 1, 2015
- 2015 License Renewals as of June 30, 2015

Executive Director will streamline and simplify statistical forms for the October, 2015 meeting.

BUSINESS ADMINISTRATION

Board Operations

Executive Director reported on the following;

- Performance evaluation of the Administrative Coordinator
- Board office lease agreement has been signed by lessor and lessee, awaiting for final approval from the Louisiana Facility Planning and Control department.
- Office renovations have been completed.

Staff Vacation/Sick Leave Report

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

Board requested this report no longer be included in Board packet, but sent to the Chairman prior to Board meeting.

OLD BUSINESS

Statute and Rule Update

The Board reviewed and discussed letter dated 7/22/15 from the LSRT. Board members requested time to research and draft a response. This item will be placed on the October agenda.

Web Development Update

Executive Director met with Teknarus to sign contract and hand delivered to the Office of State Procurement (OSP) on 6/26/15. OSP has requested additional documentation, Executive Director responded on 7/20/15.

NMTCB Entry Level CT Certification

The second certification exam occurred on April 17, 2015, nobody from Louisiana has taken or has been certified by the NMTCB-CT exam. Next exam is scheduled November 20, 2015.

Board requested this item be removed from future agendas unless new information becomes available.

Private Radiologic Technologists

There is no new information. Board requested this item be removed from future agendas unless new information becomes available.

Radiologist Assistants

There is no new information. Board requested this item be removed from future agendas unless new information becomes available.

NEW BUSINESS

Licensee Addiction Monitoring

Executive Director has been researching, and will continue researching vendors to monitor licensees. Several Board members offered additional vendor names to research.

Board Reporting Responsibilities to DHH and Attorney General Office

Board Counsel advised to report, Board members agreed.

Approved 2016 Meeting Dates

Wednesday, January 20, 2016

Wednesday, April 20, 2016

Wednesday, July 20, 2016

Wednesday, October 19, 2016

2016 meetings, 11:00am in the board room, Louisiana Hospital Association, 9521 Brookline, Baton Rouge

NEXT MEETING DATE

October 14, 2015

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

SECOND by G.Bradley

ACTION: by Voice Vote: Ayes = 5, Nays = 0 Motion passed unanimously

Chair requested a **MOTION** to adjourn meeting

MOTION made by B.Bradley

SECOND by R.Newsome

ACTION: by Voice Vote: Ayes = 5, Nay = 0 Motion passed unanimously, meeting ended at 3:05pm

ADJOURN 3:05pm

RESPECTFULLY SUBMITTED

Kenneth W. Jones
Executive Director