

**LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS**  
**Louisiana State Archives Building**  
**3851 Essen Lane, Baton Rouge, LA**  
**Gallery Meeting Room**  
**July 8, 2020**  
**BUSINESS MEETING MINUTES**

**CALL TO ORDER**

Chairman Susan Hammonds-Guarisco called the meeting to order at 11:02am

Chairman welcomed the following new Board Members:

Frederick Drouant  
Jessica Soileau-Canning

**ROLL CALL**

The following Board members were present:

Naveed Awan  
Desiree Bell  
Brett Bennett  
Frederick Drouant  
Susan Hammonds-Guarisco  
Thea Moran, MD  
Kirk Soileau  
Jessica Soileau-Canning

The following Board members were absent with prior excuse:

Gregory Bradley  
Abbie Kemper-Martin, MD  
Robert Newsome, MD

Also present:

Kenneth Jones, Executive Director  
Katherine Muslow, Counsel

**MINUTES**

Minutes of the January 8, 2020 meeting had been previously circulated to the Board members by mail and were accepted as presented.

**MOTION** to approve minutes of January 8, 2020 by K.Soileau

**SECOND** by B.Bennett

**ACTION** Voice Vote: Motion passed unanimously

It is to be noted that the April 8, 2020 meeting was cancelled

**FINANCIAL REPORT**

Financial Review Committee Report

The financial review committee reviews all monthly expenses, bank statements, and income provided by the Executive Director. The committee consists of Brett Bennett, Susan Hammonds-Guarisco, and Gregory Bradley. The committee reported that the financial documents are in order, easy to read, well organized, and there are no problems.

Financial Report by Executive Director

Financial reports ending March 31, 2020 were distributed to all members by email. There were no questions, concerns or responses.

Financial reports ending June 30, 2020 were distributed to all members by email prior to meeting

Executive Director discussed the following financial reports.

- Fiscal Year Comparison: July 1, 2019 to June 30, 2020
- Fiscal Year Comparison to Budget: July 1, 2019 to June 30, 2020
- Assets and Liabilities as of June 30, 2020

## **PROPOSED BUDGET FOR FY JULY 1, 2021 to JUNE 30, 2022**

**MOTION** to accept July 1, 2021 to June 30, 2022 proposed budget as presented by B.Bennett

**SECOND** by N.Awan

**ACTION** Voice Vote: Motion passed unanimously

## **NOMINATION, ELECTION & INSTALLATION OF OFFICERS**

**MOTION** to maintain Susan Hammonds-Guarisco as Chairman by B.Bennett

**SECOND** by N.Awan

**ACTION** Voice Vote: Motion passed unanimously

**MOTION** to maintain Abbie Kemper Martin as First Vice Chairman by B.Bennett

**SECOND** by F.Drouant

**ACTION** Voice Vote: Motion passed unanimously

**MOTION** to maintain Greg Bradley as Second Vice Chairman by B.Bennett

**SECOND** by D.Bell

**ACTION** Voice Vote: Motion passed unanimously

**MOTION** to maintain Thea Moran as Secretary/Treasurer by B.Bennett

**SECOND** by D.Bell

**ACTION** Voice Vote: Motion passed unanimously

Board voted to maintain the officers and their position as previously installed. Per legal counsel, since the slate of officers were to remain, it was not necessary to re-install the officers.

## **CHAIRMAN'S REPORT**

- Expressed appreciation for the new Board members and look forward to working with them
- Worked with Executive Director on changing the licensing process while maintaining standards as required by the Governor during this COVID-19 emergency
- Executive Director and Chairman have had several Zoom meetings in an effort to ensure meetings could be run smoothly if this were to replace live meetings in the future due to the pandemic
- Chairman expressed condolences in the passing of Kathy Muslow's father

## **LICENSURE**

Executive Director reported;

- Audit Statistics
- 2020 Renewal Data
- License Statistics

## **BUSINESS ADMINISTRATION**

Board Operations

- Office lease renewed through August 31, 2025
- Executive Director reviewed changes in the Board office and licensure process during the COVID-19 emergency

## **OLD BUSINESS**

- Board Counsel contract has been approved
- Executive Director thanked all Board members in completing their annual board member requirements
- Executive Director sent an email March 20, 2020 reminding Board members to complete the Annual Financial Disclosure document
- Current CD rates were discussed
- Executive Director sent an email to all Board members on April 9, 2020 following-up on the Board's request to research moving the Board office through new construction, purchasing, or leasing. There were no questions, concerns or responses.
- The results of work by Board Counsel and Executive Director regarding the disciplinary process was reviewed and will be placed in the Operations Manual

### **NEW BUSINESS**

- Executive Director reviewed the following from the 2020 Regular Legislative Session and 2020 First Extraordinary Session;
  - HB 91
  - HB 497
  - HB 498
  - SB 27
  - SB 469
  - House Concurrent Resolution 71
- JRCERT accreditation has been withdrawn from Fortis College, Baton Rouge
- Senate and Governmental Affairs Committee has made board member recommendations for appointments, Executive Director will monitor the confirmation process.
- Board agreed to upgrade office furniture and purchase laptops for staff to improve operations

### **NEXT MEETING DATE**

- Wednesday, October 14, 2020

### **TENTATIVE FUTURE MEETING DATES**

Executive Director will confirm location and date for the following;

- Wednesday, January 13, 2021
- Wednesday, April 14, 2021
- Wednesday, July 14, 2021
- Wednesday, October 13, 2021

**MOTION** made to close Business Session and move into Executive Session by T.Moran

**SECOND** by B.Bennett

**ACTION** Voice Vote: Motion passed unanimously

### **RETURN TO BUSINESS SESSION**

**MOTION** made to approve and close the following from Executive Session,

Complaint Codes 2019-04, 2019-34, 2020-01, 2020-03, 2020-04, 2020-05, 2020-06 by B.Bennett

**SECOND** by N.Awan

**ACTION** Voice Vote: Motion passed unanimously

Chair requested a **MOTION** to adjourn meeting

**MOTION** made by B.Bennett

**SECOND** by F.Drouant

**ACTION** Voice Vote: Motion passed unanimously

Meeting adjourned at 12:38pm

**RESPECTFULLY SUBMITTED**

---

**Kenneth W. Jones, Executive Director**