LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS
BUSINESS MEETING

Louisiana Hospital Association
9521 Brookline Avenue
Baton Rouge, LA 70809

April 11, 2024

BUSINESS MEETING MINUTES – APPROVED

CALL TO ORDER

Chairman Susan Hammonds-Guarisco called the meeting to order at 11:02 a.m.

ROLL CALL

The following Board members were present:

Desiree Bell
Brett Bennet
Gregory Bradley
Frederick Drouant
Susan Hammonds-Guarisco
Abbie Kemper-Martin, M.D.
Robert Newsome, M.D.
Kirk Soileau
Jessica Soileau-Canning

The following board members were absent with excuse:

Naveed Awan
Brent Boudreaux, M.D.

Also absent with excuse:

Katherine Muslow, Counsel

MOTION made to reorder agenda and enter Executive Session: Kirk Soileau
SECOND by: Desiree Bell
ACTION Voice Vote: Motion passed unanimously.

EXECUTIVE SESSION

MINUTES

Minutes of the January 11, 2023 meeting had been previously circulated to the Board Members by mail and were accepted as presented.

MOTION to approve minutes of January 11, 2023 by: Dr. Newsome
SECOND by Kirk Soileau
ACTION Voice Vote: Motion passed unanimously.

FINANCIAL REPORT

Financial Review Committee: Brett Bennett, Susan Guarisco, and Greg Bradley. The report for January 2024 was provided to the committee prior to the meeting, and is in review. February and March reports are pending and will be provided to the committee when complete.

Financial Report by Executive Director:

- Fiscal Year Comparison: July 1, 2023 to March 31, 2024
- Fiscal Year Comparison to Budget: July 1, 2023 to March 31, 2024
- Assets and Liabilities as of March 31, 2024

Discussion was held on reports, and Executive Director answered Board member's questions.

PROPOSED BUDGET:

Executive Director presented proposed budget for 7/1/24- 6/30/25 and answered Board member's questions. Discussion of the budget and specific line items was held and vote taken.

> **MOTION** to approve the proposed budget FY2025 budget as presented by Kirk Soileau
> **SECOND** by Brett Bennett
> **ACTION** Voice Vote: 8 Yea, 1 Abstained, motion passed.

CHAIRPERSON'S REPORT

The Chairman provided a verbal report. The complaint codes have been discussed with legal counsel. Renewal season started 3/1/24, to include the verification of all technologists are in good standing with the ARRT. The Compliance Officer position remains open with interviews conducted. An update on office staffing was provided. The Chairman has continued to work with Dr. Newsome on his transition into the Chairman's position in July.

LICENSURE STATISTICS

Executive Director reported on progress of renewals and provided current statistics. Moving licensure by endorsement and licensure by examination paper applications to online was discussed with requests to have this in place for the 2025 renewal season.

BUSINESS ADMINISTRATION

A. BOARD OPERATIONS

1. **Compliance Officer Position**
   Position is currently open with interviews conducted.

2. **Office Updates**
   Turn Key Computer Services – Onboarding is continuing and Turn Key has installed security and encryption programs on all office computers. They have worked on access, scanning, and email issues. They have recommended purchasing 2 additional Microsoft 365 accounts, with the future plan to consolidate Microsoft licenses through Turn Key and implement MS365 to increase productivity.

3. **State Reports** – required state reports are in the process of being completed.

B. CLOSED INVESTIGATIONS REQUIRING BOARD APPROVAL

2 investigations have been closed that do not require board approval. 26 investigations remain open.

C. LEGISLATIVE UPDATE

2 bills in the current session are of notice. H959- Sunset bill for professional licenses in the state. S456- Term limits for boards.

OLD BUSINESS

A. FUSION LICENSES

No new information received. Executive Director to provide information requested at the January meeting regarding the number of Fusion Technologist registered by the ARRT and NMTCB. Information on how other states handle licensure of technologists performing PET will be included.

B. RESCISSION OF EMERGENCY RULE

Tabled to July meeting since K. Muslow not in attendance to provide report.

C. ACKNOWLEDGE AND APPROVAL OF REVISED CONSENT MONITORING POLICY

Tabled to July meeting since K. Muslow not in attendance to provide report.

D. CONFIDENTIALITY AGREEMENT

Legal counsel submitted a confidentiality agreement that will be put in place within the office.

D. ANNUAL REQUIRED TRAINING FOR BOARD MEMBERS AND STAFF

Reminder was given for annual completion of Ethics, Preventing Sexual Harassment, and Defensive Driving training. Certificates of completion are to be sent to the Executive Director.

E. RT ASSISTANTS

A letter was received from H. Koepp requesting the LSRTBE's position on RT assistants. The Executive Director is to respond to H. Koepp with a copy of the current LSRTBE position statement.

F. AD HOC COMMITTEES:

1. PRIVATE RADIOLOGIC TECHNOLOGISTS – G. BRADLEY

G. Bradley reported that there has not been a follow-up meeting with the LSBME. Discussion followed on the plan of action. A letter was to have been sent to the DEQ on the regulations and laws for the safety of patients, with the LSBME copied on the letter. The Executive Director is to work with J. Soileau-Canning on the letter.

2. CONTRACTS – J. SOILEAU-CANNING, B. BOUDREAUX

No update available.

3. RENEWAL PROCESS – D. BELL, G. BRADLEY

No new information presented. Original recommendations made and are in place.

NEW BUSINESS

A. ARRT PROPOSED REQUIREMENTS FOR OBTAINING AND MAINTAINING CERTIFICATION & REGISTRATION

Discussion was held on potential changes to the ARRT requirements. G. Bradley and B. Bennett to monitor and provide follow-up at the July meeting.

MOTION made to move into Executive Session: Fred Drouant
SECOND by: Greg Bradley
ACTION Voice Vote: Motion passed unanimously.

EXECUTIVE SESSION

CONSENT ORDERS

MOTION made by to approve the consent orders discussed in Executive Session: K. Soileau
SECOND by: J. Soileau-Canning
ACTION Voice Vote: Motion passed unanimously.

NEXT MEETING DATE

It was noted that the July 11, 2024 causes a conflict with the dates of LSRT annual meeting in Shreveport with several board members and the Executive Director attending. Decision was made to move the July meeting one week later to July 18, 2024. The Executive Director will notify the absent board members and secure the meeting room.

Thursday, July 18, 2024, 11 am
Louisiana Hospital Associate office, 9521 Brookline Avenue, Baton Rouge, LA 70809

FUTURE MEETING DATES

Thursday, October 10, 2024
Thursday, January 9, 2025

ADJOURN

The Chairman requested a motion to adjourn meeting.

MOTION made to adjourn by: Kirk Soileau
SECOND by: Fred Drouant
ACTION Voice Vote: Motion passed unanimously.

Meeting adjourned at 3:16 p.m.

RESPECTFULLY SUBMITTED

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Russ Griffin, MBA, RT(R)(M)(CT)
Hollie Taranto, MBA, RT(R), Current Executive Director
Executive Director