

KENTUCKY BOARD OF MEDICAL IMAGING & RADIATION THERAPY

October 12, 2016

1:00 pm

Board Members Present: Sheryl Abercrombie, Amy Adkins, Betty Brown, Jacob Hack, Cynthia Knapp, Carol Scherbak, Steve Wells

Board Members Absent: Andrea Cornuelle

ExOfficio Members: Brian Judy, Elizabeth Morgan

Guests:

AGENDA ITEM	Time	DISCUSSION	Action
Call to order Sheryl Abercrombie	1 minute		Meeting was called to order at 1:01 pm.
Approval of September Minutes	2 minutes		A motion to approve the September minutes was made by Cynthia Knapp. Carol Scherbak seconded motion. Motion passed.
Approval of Board Travel and per diem	1 minute		Carol Scherbak made a motion to approve Board travel and per diem pay. Amy Adkins seconded motion. Motion passed.
Review of Office Personnel Time Records	3 minutes		Office time records were reviewed by board chair and no issues were found.
Committee Work Sessions			
Committee Reports	20 minutes	<u>Education Committee:</u> No report. a. LXMO program <u>Complaint/Violation Committee:</u> 16.06 ongoing 16.07 ongoing 16.11 ongoing 16.14 ongoing 16.15 ongoing 16.16 ongoing 16.17 ongoing 16.18 ongoing 16.19 ongoing 16.20 ongoing 16.21 ongoing 16.22 ongoing 16.23 ongoing	The committee made a recommendation to ratify initiating complaints of Executive Director in 16.25, 16.26, 16.27, 16.28, and 16.30. Betty Brown seconded recommendation. Recommendation passed. The committee made a recommendation to give the Executive Director the authority to execute the disciplinary action once the time for appeal has expired. Cynthia Knapp seconded. Recommendation passed.

AGENDA ITEM	Time	DISCUSSION	Action
Old Business	15 minutes	<p><u>Office Issues:</u></p> <ul style="list-style-type: none"> a. FAQ list <p><u>Other:</u></p> <ul style="list-style-type: none"> a. Revised Dress Code Policy was presented to the board after the Personnel Cabinet reviewed the original policy and requested additional information to be included. 	<p>Cynthia Knapp made a recommendation to approve the frequently asked questions list and have it posted to the KBMIRT website. Steve Wells seconded. Recommendation passed.</p> <p>Steve Wells made a recommendation to approve revised dress code policy. Carol Scherbak seconded. Recommendation passed.</p>
Executive Director Update	5 minutes	<p><u>License Update:</u></p> <ul style="list-style-type: none"> a. New: 31 b. Renewal: 254 c. ISC: 4 d. Late: 4 e. Follow-up to late license submissions <p><u>Related legislative activity:</u> none</p> <p><u>Budget: Report was presented to Board.</u></p> <ul style="list-style-type: none"> a.Revenues b.Expenditures c.YTD Balance d. Outstanding Bills <p><u>Other:</u></p> <ul style="list-style-type: none"> a. RCEEM Meeting will be held on October 28. Report will be presented at November meeting. b. Executive Director reported that, beginning January, there will be double the number of renewals which will increase the amount of time and cost of notifications. Discussion ensued about the possibility for renewal notifications to be sent via post card to reduce cost and personnel cost. c. Executive Director to work with Libraries and Archives and present proposal for a Continuing Education 	<p>Carol Scherbak made a recommendation to supplement the renewal notification mailings with an email notification to licensees about renewal of their license. Steve Wells seconded. Recommendation passed.</p>

AGENDA ITEM	Time	DISCUSSION	Action
		retention schedule at the November meeting.	
New Business		<p>In recognition of board members Sheryl Abercrombie and Andrea Cornuelle for their dedication and service to the Commonwealth of Kentucky through the Board of Medical Imaging and Radiation Therapy:</p> <ul style="list-style-type: none"> • Sheryl Abercrombie, R.T. (R)(CT) was first elected to the board on October 5, 2012 and has served as Chair of the board since December 2012. • Andrea Cornuelle, R.T. (R), was first elected to the board on October 5, 2012 and has served as Vice Chair of the board since December 2012. 	<p>Sheryl Abercrombie made a motion to designate Carol Scherbak the Authorized Employee to sign payroll documents as well as other personnel issues. Amy Adkins seconded motion. Motion passed.</p> <p>Notification was given that board officer elections will be held for a Board Chair and Vice Chair during the November board meeting. Any board member interested in running for one of the positions should submit his/her name to the Executive Director.</p>
Future meetings		<p>November 9, 2016</p> <p><i>All meetings are scheduled to start at 1:00 p.m. and are held at the KBMIRT office: 42 Fountain Place, Frankfort</i></p>	
Meeting adjourned			<p>Carol Scherbak made a motion to adjourn meeting. Steve Wells seconded. Meeting adjourned at 2:28pm.</p>