

KENTUCKY BOARD OF MEDICAL IMAGING & RADIATION THERAPY
August 12, 2015
Minutes

Board Members Present: Sheryl Abercrombie, Amy Adkins, Andrea Cornuelle, Carol Scherbak, Betty Brown, Steve Wells, and Cynthia Knapp

Board Members Absent:

ExOfficio Members: Brain Judy

Guests: Dewey Crawford, Ellis Blanton, Doyle Decker, Karen Sanders

AGENDA ITEM	Time	DISCUSSION	Action
Call to order Sheryl Abercrombie	1 minute	Called to order at 1:10 PM	
Approval of July Minutes	2 minutes		The approval of the July minutes was suspended due to an administrative problem with the minutes submitted for approval.
Approval of Board Travel and per diem	1 minute		A motion was made by Andrea Cornuelle to approve payment for travel and per diem expenses. Seconded by Steve Wells. Motion passed.
Review of Office Personnel Time Records	3 minutes	Sheryl Abercrombie reported that staff support was working 37.5 to 40 hours during this time and was maintaining office standards.	
Committee Work Sessions	30 minutes		
Committee Reports	20 minutes	<u>Education Committee:</u> See Action Items <u>Complaint/Violation Committee:</u> No activity <u>Applications Committee:</u> No activity <u>Communications Committee:</u> <u>Regulations Revision Committee:</u>	Recommendation made by Education committee to reject CE submission from non-RCEEM provider. Licensee to be notified via phone with a follow-up letter. Betty Brown to contact program requestors from Baptist Healthcare Paducah and Sheryl Abercrombie to contact Our Lady of Bellefonte Hospital requesting more information on programs submitted for relevant objectives for imaging professionals and content outlines. Without further information, both requests would be denied. Communication Committee has not been very active over the last month. Some emails were sent in response to specific questions received. The

AGENDA ITEM	Time	DISCUSSION	Action
			<p>communication committee will begin work to create a newsletter that will be released to licensees on a regular basis in the near future.</p> <p>Regulation committee advised that the regs had been deferred and would be before committee on September 8, 2015. During the interim board representatives and legal counsel would meet with LRC to resolve outstanding questions.</p>
Old Business	15 minutes	<p><u>New Board Member Training:</u> Scheduled for September 29, 2015. Applicable board members were previously notified of date. Further details will be sent as received</p> <p><u>Office Issues:</u></p> <ol style="list-style-type: none"> a. <u>Employee Job Description</u> b. <u>Computer system delays and updates</u> c. <u>SOP's</u> d. <u>Mail/ CE Processing Status</u> e. <u>Picture</u> f. <u>Website Maintenance</u> 	<p>.</p> <p>Amy Adkins made a motion to table employee job description. Steve seconded. Motion passed.</p> <p>Cynthia Knapp made a motion to remove computer delays and system updates from the agenda. Andrea Cornuelle seconded. Motion passed.</p> <p>Cynthia Knapp presented SOP's that she had drafted for review. Feedback was provided from board members. Cynthia to continue this work. Board members to send additional suggestions of SOP's to Cynthia for consideration.</p> <p>Sheryl reported that office operations remain timely with CE documents uploaded within 1-2 days.</p> <p>Andrea Cornuelle finished the framing of Jackie Darling's picture that will be hung in the board conference room. Sheryl will have it hung before the next meeting.</p> <p>Amy Adkins met with Ky. Interactive and Vanessa Breeding on July 28, 2015, to discuss the outstanding updates needed for the office computer program and the pending needs once the new regulations are</p>

AGENDA ITEM	Time	DISCUSSION	Action
			<p>approved. The board was presented with the proposed updates and was encouraged to provide feedback.</p> <p>Amy Adkins will be updating and enhancing the website to include needed materials for licensees and make it more user friendly.</p>
Monthly Update	15 minutes	<p><u>License Update:</u></p> <ul style="list-style-type: none"> a. New b. Renewal c. ISC d. Late e. Follow-up to late license submissions <p><u>Related legislative activity:</u> Andrea Cornuelle reviewed legislative bill postings and identified none that would impact the Board of Medical Imaging and Radiation Therapy</p> <p><u>Budget:</u></p> <ul style="list-style-type: none"> a.Revenues b.Expenditures c.YTD Balance d. Outstanding Bills <p><u>Other:</u></p>	<p>Sheryl to provide this update with the August meeting minutes submitted for review.</p> <p>Andrea suggested that the board consider reviewing submitted regulation updates on the LRC website.</p> <p>Sheryl to submit this information with the drafted August meeting minutes to board members.</p>
New Business		<p><u>Office Vacancy</u> The board will be holding interviews to select a new Executive Director during the August board meeting</p> <p><u>Transition Plan</u></p> <p><u>COT Charges</u> The board chair informed the board that COT representatives had identified the charges processed against the board.</p>	<p>Sheryl will continue to update the transition plan and distribute to board members.</p> <p>The board chair will ensure that COT reimburses the board for the inaccurate emails that were billed to the</p>

AGENDA ITEM	Time	DISCUSSION	Action
		<p>The Chair has requested authorization to view the website that lists these charges. This authorization is pending.</p> <p><u>LXMO log entries</u></p> <p><u>PA's Performing fluoroscopy independently</u></p>	<p>board within the current fiscal year.</p> <p>Sheryl informed the board of an inquiry by an individual working on an independent study course called to clarify how to appropriately log exams. The board determined that a review of the LXMO independent study program was warranted. Amy Adkins made a motion for the education committee to review the program and come back to the board with recommendations. Steve Wells seconded. Motion passed.</p> <p>Another inquiry was made to the board regarding the ability of a PA to perform fluoroscopy independently of the radiologist. The board directed Chair to refer the individual to the Board of Medical Licensure.</p> <p>Andrea Cornuelle made a motion for the board to go into close session under KAR 61.810(f). Carol Scherbak seconded. Motion passed to move into closed session.</p> <p>Andrea Cornuelle made a motion to return to open session. Carol Scherbak seconded the motion to return to open session. The Chair requested that the minutes reflect that she and Cynthia Knapp-recuse themselves from any participation in the interviewing of candidates or discussion of candidates as both had presented themselves for consideration to fill the Executive Director position.</p> <p>Meeting was adjourned.</p>
Future meetings		<p>September 9 , 2015</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			

