

KENTUCKY BOARD OF MEDICAL IMAGING & RADIATION THERAPY

February 12, 2014

10:00 am

February 12, 2014 Conference Stuite A

10:00 am – 4:30 pm

Board Members Present: Sheryl Abercrombie, Andrea Cornuelle, Amy Adkins, Ellis Blanton, Carol Scherbak, Vicky Poplin, Cynthia Knapp

Board Members Absent: Rebecca Baker, Anne Marie Brown

ExOfficio Members: Vanessa Breeding, Brian Judy

Guests: Dewey Crawford, Charles Coulston

AGENDA ITEM	Time	DISCUSSION	Action
Call to order Sheryl Abercrombie	1 Minute	Meeting called to order at 10:20am	
Approval of January Minutes	2 Minutes	The board reviewed the January meeting minutes. There was discussion regarding if we should specify in the minutes regarding who is doing the investigating on violations/complaints. Brian stated that we do not need to unless it is someone else besides Vanessa. There were a couple of revisions made to the January meeting minutes. Andrea made a motion to approve the minutes as amended. Ellis seconded. Sheryl called for the vote, the motion passed.	
Committee Work Sessions	30-45 minutes		
Committee Reports	30 minutes	<u>Education Committee</u> No Report	

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		<p><u>Violations/Complaints</u></p> <p>13.01- Ongoing investigation 13.02- Ongoing investigation 13.03- Ongoing investigation 13.04- The committee made a motion to send a letter to the facility and the individual that submitted the complaint, thanking them for their report and compliance with investigation. Andrea seconded the motion. Sheryl called for a vote, motion passed.</p> <p>14.01A - Ongoing investigation 14.01 B- Ongoing investigation 14.01 C- Ongoing investigation 14.02- Ongoing investigation</p> <p><u>Application Committee</u></p> <p>The committee had 1 application to review. The committee made a motion to deny the application due to non-compliance of 201 KAR 46.030 Section 2. Andrea seconded. Sheryl called for a vote. 1 abstained, motion passed.</p>	
Executive Director Update Vanessa Breeding	15 Minutes	<p>Budget Report</p> <p>Fiscal Year 2013 ended with an estimated cash balance of \$43,300.96 Current 2014 YTD estimated cash balance is \$50, 397.79 Minus Executive Director Salary and fringe benefits</p>	

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		<p>January 2014 New Applications- 51 Renewals- 363 ISC- 3</p> <p>Administrative assistant help has improved and the individual has approached Vanessa to add additional duties to her role as she is not busy at all times. Vanessa is going to refresh the assistant on the continuing education transmittals.</p> <p>Vanessa will be attending an Executive Directors meeting on February 18th at the Medical Licensure Board in Louisville. Vanessa has received several emails regarding the state budget office taking monies from the boards as general fund transfers in 2015 and 2016. Vanessa contacted Kara Smothermon and she said our board is not on the fund transfer list from the state budget.</p> <p>Travel was submitted on January 24th and board members should be receiving checks soon. Vanessa reminded the board to bring their travel voucher to each meeting for submission.</p> <p>Vanessa has contacted John Russ regarding the progress on our data management and he sent her an email stating that he had been in and out of the office due to a family</p>	<p>-Vanessa will refresh the assistant on the continuing education transmittals.</p> <p>-Vanessa will attend the upcoming Executive Director Meeting on February 18th at the Medical Licensure Board in Louisville.</p> <p>-Vanessa will contact John Russ and set up some time to go over what the needs are of the board and how she currently interacts with the system. She will also ask John how quickly we could get a base website up to</p>

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		<p>situation and that he is working on our system. He said our plan is to import our data into the Data Management application and then identify where the gaps are between what service offers and the functionality that we currently have. John has requested that Vanessa start documenting her daily activity and interaction with the current system. He asked for her to document the different ways that she currently interacts with the system and all the functionality of the system. Once Vanessa has everything documented, John will come over and they will work to identify the gaps and see how to best give us the functionality we need.</p> <p>The regulation sub-committee met on Monday February 10, 2014. Sheryl, Brian, and Vanessa attended. After the introductions were made they asked if the committee had any questions, there were none. This was 201 KAR 46:015 and 201 KAR 46:090</p> <p>Vanessa shared with the board what occurs on her end for the JRCERT visits. The program sends self study information to Vanessa. She accompanies the site visitors when interviewing students, hospital CI's, and faculty on the program. She is able to see what is happening with in the program. JRCERT also sends a letter to Vanessa each</p>	<p>communicate with the technologists and continue build it in the meantime.</p> <p>-Vanessa will attend the JRCERT visit at Owensboro Community and Technical College on March 27-28th.</p>

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		<p>time correspondence is made to a program.</p> <p>The board decided that our goal as a board on JRCERT site visits is to be visible for the programs and technologists. The role is not to evaluate the program on any level. The board can provide public relations during these visits.</p> <p>Andrea made a motion to allow Vanessa to attend the upcoming JRCERT site visit at Owensboro Community and Technical College on March 27-28th. Ellis seconded. Sheryl called for a vote, the motion passed.</p>	
Updates from Board Attorney Brian Judy	5-15 Minutes	<p><u>Budget update/Letter update</u></p> <p>Sheryl and Brian communicated to the board that we have not received any communication regarding the letter we submitted to the commissioner, secretary and David Spenard. During the board meeting Brian was able to confirm that a meeting had been held regarding our letter and that a response letter had been sent to the board. The board has not received the letter as of today.</p> <p>Vanessa cannot be trained on the financial system until the funds are transferred into our new account from the cabinet. Cynthia made a motion to allow Vanessa to contact</p>	<p>-Vanessa will contact Kara to find out what the board needs to do or who to contact in order to initiate the transfer of funds from 2013 and 2014 YTD to our account. In additional, how we move forward with depositing</p>

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		Kara Smothermon and find out what the board needs to do or who to contact in order to initiate the transfer of funds from 2013 and 2014 YTD to our account. In additional, how we move forward with depositing future funds. Ellis seconded. Sheryl called for a vote, the motion passed.	future funds.
Board Chair Update		<p>Andrea made a motion to approve the boards travel. Amy seconded. Sheryl called for a vote, the motion passed.</p> <p>Sheryl asked the board if anyone felt as we should change or re-vote on any of the offices we currently have for the board (board chair, vice chair and secretary). Ellis made a motion to retain the current board officers. Carol seconded. Sheryl called for a vote, motion passed.</p> <p>Amy made a motion to create a communications subcommittee. Ellis seconded. Sheryl called for a vote. Motion passed. Amy and Andrea volunteered to work on the communications subcommittee.</p>	-Amy and Andrea will work on a proposal for communicating to the technologists in the state.
Regulations Review by Board Members	60 Minutes		
Future meetings		<u>March 12th</u> - DCLC Room A available from 10:00 am – 4:30 pm <u>April 9th</u> - DCLC Room A available from 10:00 am – 4:30 pm	

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Meeting adjourned		Carol made a motion to adjourn, Cynthia seconded. Sheryl called for a vote, motion passed. Adjourned at 3:39 pm.	