

KENTUCKY BOARD OF MEDICAL IMAGING & RADIATION THERAPY

March 13, 2013

1:30 P.M.

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

Board Members Absent: Anne Marie Brown, Cybil Nielsen

ExOfficio Members: Jim Grawe (Office of Attorney General), Vanessa Breeding

Guests: Dewey Crawford, Charles Coulston, Cynthia Knapp

AGENDA ITEM	Time	DISCUSSION	Action
Call to order	1 Minute	Called to order at 1:30 P.M.	
Approval of February Minutes	2 Minutes	Andrea suggested that the January minutes in the approval of minutes section be revised to read "meeting minutes approved as written". In the February minutes there was discussion regarding the hiring staff section on whether the statement of merit/non merit position for Executive Director and other staff should be removed. It was decided to leave as stated. Ellis made a motion to approve the minutes with discussed changes to January minutes. Rebecca seconded. Meeting minutes approved as written.	Amy will revise the January minutes to reflect the changes.
IT/Communications Update	10 Minutes	Sandy Harp has been in contact with Andrea, the COT office will be contacting Vanessa. COT will report back to us for our April meeting.	COT will report back to the board for the April meeting.
Personnel Update- Executive Director	10 Minutes	Ellis and Carol submitted a rough draft of the Executive Director job description and job advertisement. They researched other boards Executive Director job descriptions (Respiratory Care and Nursing) to help develop the	Ellis and Carol will work to create a second draft with the suggested changes and present to the board at the April meeting.

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		<p>job description and advertisement. There was discussion of the qualifications portion regarding the language in comparison to KRS. The KRS states only a Bachelor Degree and it states experience relative to budget, management, organizational abilities, and professional communication. Jim suggested we add a statement for experience with state government functions. Cynthia Knapp suggested we split the qualifications into minimum qualifications and preferred qualifications. Carol recommended under duties we strike listing all the modalities and just say medical imaging and radiation therapy. The duties are written per the KRS, Ellis and Carol will work on a “condensed” version. Andrea suggested the Executive Director should notify the board of any legislative issues or changes that could directly and/or indirectly effect the profession. Ellis and Carol will add that as well. Carol and Ellis will work on revising a second draft with the changes suggested and present it to the board at the April meeting.</p>	
Regulation Update	10 Minutes	<p>Brian submitted a draft of Regulation Revisions for the board to review. Rebecca will help with revising the forms within the regulations. The newest version of the regulations include:</p> <ol style="list-style-type: none"> 1) Complaint Process and 	The board will review the revised regulations and discuss with Brian at the April meeting.

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		<p>Administrative Hearings 2) Compensation The board will review the regulations and discuss with Brian at the April meeting. There was discussion on raising the fees as we change the regulations over from the cabinet to the board. Jim said he would give Brian a contact on explaining why you want to increase the fees-based on when fees were last updated, what the fees are, expenses, etc. The board will need to review KRS 13:A for notification for fee changes.</p>	
Budget Update	20 Minutes	<p>Memorandum of Agreement- Charlie and Brian will be getting together after the legislation ends to draft a memorandum of agreement and will submit a draft to the board.</p> <p>Kara spoke on the proposed budget. She estimated on the high side. The custom data processing expenditure would change after the initial set up. Andrea asked about bonding insurance, Kara is going to look into if the Executive Director needs to be bonded. Sheryl noted there is nothing in the budget that reflects an educational scholarship fund. Kara suggested we add education as a line item. She will add \$10,000 to a new line item for education. If it is in the budget, we are not required to spend the entire amount. Jim will ask Brian to research how/if the</p>	

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		<p>board can provide a scholarship. The question is does scholarship criteria, etc. need to be a regulation or is it something the board can develop?</p> <p>Sheryl and John Hicks met and discussed that there would be enough funds before the end of the FY that we would be able to move forward and hire an executive director.</p> <p>There was discussion on the proposed budget regarding In-State line item-allocating travel to state and national functions. It was suggested that we need to add SNMT, KSNMT, and RTC to the travel.</p> <p>There was also discussion on the line item Per-Diem which is the stipend for the board members to attend the meetings. Sheryl passed out the Position Action Request Form to the board.</p>	
Executive Director Meeting Update	10 Minutes	<p>Sheryl attended the Executive Director meeting in Louisville at the Board of Nursing. These meetings include the Executive Directors from multiple boards. Some of the other boards are also looking at raising their fees. Sheryl was able to receive some recommendations from other Executive Directors:</p> <ul style="list-style-type: none"> -Regulation updates make sure to talk with Jimmy Lee and Bob Damron 	

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		<p>(Commission Legislative Regulations)</p> <ul style="list-style-type: none"> -Jim Lambert is a good resource -All state workers are 37.5 hr., government did not audit. 1 board member had a 40 hr/wk employee. -Get with library and archive for record retention and a process. -Credit card processing-most boards are passing the 3% onto the licensee -IT services- ACCELA program is a program other Executive Directors are interested in. It is being headed by the Pharmacy board. (All in One System). The Pharmacy board will have it in place by the end of FY 13. -COT taking over all IT services and it will assess fees. -Email account \$50.00/person for staff and board. -Representative Rand is the co-chair of the Appropriations and Revenue committee and Mary Lasitor is the Budget Director. Touch base with both of them regarding your budget and provide explanation. -Most budgets start in August -In Frankfort we can use the state mailing, outside Frankfort there is use of two other vendors. -The Pharmacy board states in the regulations that if a person wants to "fight" the issue the board can receive up to \$25,000. -The Pharmacy board also had regulations related to CEU and self 	

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		<p>reporting/not reporting. Increase in fine for those not reported.</p> <p>-Renewal regulations for a person forgetting to renew up to 90 days after that they become a new applicant.</p> <p>The next meeting for the Executive Directors is March 29th at 10:00am at Mine and Minerals. Sheryl is unable to attend that date.</p>	
Board Member Expense Reimbursement	5 Minutes	<p>Sheryl discussed the strategy the board wants to proceed on reimbursement. Andrea made a motion to have reimbursement for the board to begin November 2012, Ellis seconded the motion. Motion passed.</p> <p>Sheryl will submit the forms back and will submit the names from prior meetings.</p> <p>Amy will create a rolling roster for each board meeting.</p>	<p>Sheryl will submit the forms back and will submit the names from prior meetings.</p> <p>Amy will create a rolling roster for each board meeting.</p>
Future meetings		April 10 ,2013	
Meeting adjourned		17:05	