

KENTUCKY BOARD OF MEDICAL IMAGING & RADIATION THERAPY
March 12, 2014
1:00 pm

March 12, 2014 DCLC Room A (Third Floor)

1:00 pm – 4:30 pm

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

Board Members Absent: Anne Marie Brown, Vicky Poplin

ExOfficio Members: Vanessa Breeding, Brian Judy

Guests: Dewey Crawford

AGENDA ITEM	Time	DISCUSSION	Action
Committee Work Sessions	30-45 minutes		
Call to order Sheryl Abercrombie	1 Minute	Sheryl called the meeting to order at 1:00pm	
Committee Reports	30 minutes	<p><u>Education Committee:</u> The committee deferred one application for the independent study course. The committee made a motion to accept an individual that had completed a Limited X-Ray program in Tennessee and the ARRT Limited Exam. The individual had met all of the Ky Standards. The committee made a motion to accept the individual as a Limited licensee. Mary Lanker will be granted a limited license.</p> <p><u>Applications Committee:</u> The committee reviewed an application for the independent study course. The committee made a motion to approve the applicant for the independent study</p>	

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		<p>course. Andrea seconded. Motion passed. Pamela Owens will be enrolled in the independent study course.</p> <p><u>Violations/Complaint Committee:</u> 13.01 A- Ongoing Investigation 13.01 B- Ongoing Investigation 13.01 C- Ongoing Investigation 13.02- Ongoing Investigation 13.03- Ongoing Investigation 14.01 A-The committee made a motion to send a cease and desist letter. Andrea seconded. Motion passed. 14.01 B-The committee made a motion to send a cease and desist letter. Andrea seconded. Motion passed. 14.01 C- The committee made a motion to send a cease and desist letter. Andrea seconded. Motion passed. 14.02- Ongoing Investigation 14.03- Ongoing Investigation</p> <p><u>Communications Committee:</u> The committee presented a letter to the board to send out to the licensees. The board reviewed the letter and made a few revisions. The letter will be sent out via email to as many technologists in the state as possible. We will send to all the Radiology managers/directors that we can obtain email addresses for, as well as educational program directors, and the professional state societies. Board members will send Amy their professional contacts email addresses.</p>	

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		The communications committee made a motion to approve the letter and send it out to the licensees. Ellis seconded. Motion passed.	
Ky.gov John Russ	30-45 minutes	John Russ from Ky Interactive or Ky.gov presented a website proposal to the board. Andrea made a motion to move forward with developing a website with Ky Interactive. Cynthia seconded. Sheryl called for a vote. Motion passed.	John will send a statement of work to Vanessa for her signature. Vanessa will work with John to get the shell of the website built. John anticipated he might have something ready by our board meeting in April.
Approval of February Minutes	2 Minutes	Andrea made a motion to approve the minutes as amended. Ellis seconded. Sheryl called for a vote, motion passed.	
Executive Director Update Vanessa Breeding	15 Minutes	<u>Budget Report:</u> -FY 13 ended with an estimated cash balance of \$43,300.96 - Current 2014 YTD estimated cash balance is \$56,437.83 -Minus the executive director's salary and fringe benefits from September 2013-February 2014 the balance is \$13,820.13 -An overall FYE 2013 balance of \$77,121.09 <hr/> -In February Vanessa processed 33 new applicants, 241 renewals, and 5 independent study applications. -Vanessa continues to have some issues with the administrative assistant.	Vanessa will continue to work with the branch manager to address her concerns with the

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		<p>Vanessa is working with the branch manager to work through the concerns.</p> <p>-Vanessa attended the Executive Directors Meeting on February 18th at the Medical Licensure Board in Louisville. They had a representative from Libraries and Archives give a presentation on record retention. In April Libraries and Archives will host the Executive Director's meeting in Frankfort. Vanessa will be working with Pam Compton to determine what our guidelines for length of record retention should be for our board.</p> <p>Vanessa has spoke with Brien Hoover regarding potential office spaces. The office space at Fountain Square (downtown) is a state owned property and he handles state leased properties. Brien will forward Vanessa's information to the state owned property manager so we can hopefully see that space soon. Brien will also look through what properties he has available in case we would like to pursue another location.</p> <p>Vanessa submitted travel for the February meeting. If any of the board members are not receiving their checks, please let Vanessa know.</p> <p>Vanessa met with John Russ from Ky Interactive to discuss and demonstrate</p>	<p>administrative assistant.</p> <p>Vanessa will attend the next Executive Director's meeting in April.</p> <p>Vanessa will work with Pam Compton to establish a guideline for our record retention length.</p> <p>Vanessa will continue to work on obtaining information on office space for the board.</p>

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		<p>what functions the board will need on the website.</p> <p>Vanessa will be attending the JRCERT site visit at Owensboro Community and Technical College on March 27-28th.</p>	<p>Vanessa will attend the JRCERT site visit.</p>
<p>Updates from Board Attorney</p> <p>Brian Judy</p>	<p>5-15 Minutes</p>	<p>The board or Brian has not received a letter from the cabinet in response to the letter we delivered to the Commissioner, Secretary and David Spenard in January. Brian has been told that the individual providing the letter to the board is out of the office.</p> <p>Brian and Vanessa spoke with Kara regarding our 2 financial accounts. Kara told them that 138L which is the Radiation Health account. Kara confirmed that the cabinet has not been separating incoming funds from that account for the past 2 years as was agreed upon. The cabinet has been providing the board with a monthly statement of our finances. Sheryl, Brian, Vanessa and Kara have a conference call scheduled for Thursday March 13th with Kevin Cardwell to discuss further.</p>	<p>Brian will continue to work on getting the letter.</p> <p>Sheryl, Brian, Vanessa and Kara have a conference call scheduled for Thursday March 13th with Kevin Cardwell to discuss further.</p>
<p>Regulations Review by Board Members</p>	<p>60 Minutes</p>	<p>The regulations committee continued to review the regulations.</p>	
<p>Future meetings</p>		<p>April 9th - DCLC Room A available from 10:00 am – 4:30 pm</p>	

AGENDA ITEM	Time	DISCUSSION	Action
		May 14th - DCLC Room A available from 10:00 am – 4:30 pm	
Meeting adjourned		<p>Andrea made a motion to approve the boards travel expenses. Carol seconded. Sheryl called for a vote. Motion passed.</p> <p>Carol made a motion to adjourn. Cynthia seconded. Sheryl called for a vote. Motion passed.</p> <p>Meeting adjourned at 4:05 PM</p>	