

**KENTUCKY BOARD OF MEDICAL IMAGING & RADIATION THERAPY**

**August 9, 2017**

**1:00 pm**

Board Members Present: Amy Adkins, Betty Brown, Karen Leek, Carol Scherbak, Steven Wells, Sharon Whitaker

Board Members Absent: Jacob Hack, Jaime Warren

ExOfficio Members: Brian Judy, Elizabeth Morgan

Guests: Dewey Crawford, KSRT

Carson Kerr, Public Protection Cabinet

AGENDA ITEM	Time	DISCUSSION	Action
Call to order	1 minute		Meeting was called to order at 1:08 pm.
Approval of July Minutes	2 minutes		A motion to approve July minutes was made by Sharon Whitaker. Carol Scherbak seconded. Motion passed.
Approval of Board Travel and per diem	1 minute		Carol Scherbak made a motion to approve Board travel and per diem pay. Steve Wells seconded. Motion passed.
Review of Office Personnel Time Records	3 minutes		Board chair reviewed office timesheets and reported no issues.
Committee Reports	20 minutes	<p><u>Education Committee</u>: No report.</p> <p><u>Complaint/Violation Committee</u>:</p>	<p>The complaints/violations committee made a recommendation to issue a 45-day suspension upon reinstatement of the license and a \$1,500 civil penalty in case 16.26A for unlicensed practice. Betty Brown seconded. Recommendation passed.</p> <p>The complaints/violations committee made a recommendation to order the licensee to appear at the September committee meeting in case 16.29; individual was unable to attend August meeting. Carol Scherbak seconded. Recommendation passed.</p> <p>The complaints/violations committee made a recommendation to order the individuals to appear at the September committee meeting in cases 16.31B and 16.31C. Karen Leek seconded. Recommendation passed.</p> <p>The complaints/violations committee made a</p>

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			<p>recommendation to approve the signed Agreed Order to enter into a payment plan for the civil penalty in case 16.34A. Betty Brown seconded. Recommendation passed.</p> <p>The complaints/violations committee made a recommendation to approve the signed Agreed Order to enter into a payment plan for the civil penalty in case 17.02A. Carol Scherbak seconded. Recommendation passed.</p> <p>The complaints/violations committee made a recommendation to issue a 45-day suspension \$1,500 civil penalty in case 17.05A for unlicensed practice. Carol Scherbak seconded. Recommendation passed.</p> <p>The complaints/violations committee made a recommendation to issue a 45-day suspension \$1,500 civil penalty in case 17.06A for unlicensed practice. Karen Leek seconded. Recommendation passed.</p> <p>The complaints/violations committee made a recommendation to issue a 45-day suspension \$1,500 civil penalty in case 17.08 for unlicensed practice. Betty Brown seconded. Recommendation passed.</p> <p>The complaints/violations committee made a recommendation to approve the signed Agreed Order to enter into a payment plan for the civil penalty in case 17.14. Carol Scherbak seconded. Recommendation passed.</p> <p>The complaints/violations committee made a recommendation to ratify the initiating complaint made by the Executive Director and open an investigation in case 17.18 for unlicensed practice. Karen Leek seconded. Recommendation passed.</p> <p>The complaints/violations committee made a recommendation to ratify the initiating complaint made by the Executive Director and open an investigation in case 17.19 for unlicensed practice. Betty Brown seconded. Recommendation passed.</p>

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		<p><u>Applications Committee:</u></p> <p><u>Communications Committee:</u> No report.</p> <p><u>Regulations Revision Committee:</u></p>	<p>The applications committee made a recommendation to approve the applications for the following individuals: Phillip Roberts, Kami Hepworth, and Jason Shewmaker. Carol Scherbak seconded. Recommendation passed.</p> <p>The applications committee made a recommendation to deny the request to waive late fees associated with late renewal (pursuant to 201 KAR 46:020, Section 14). Karen Leek seconded. Recommendation passed.</p> <p>The applications committee made a recommendation to defer the review of nine applications and issue an order for six of the applicants to appear at the September committee meeting. Sharon Whitaker seconded. Recommendation passed.</p> <p>The regulations committee made a recommendation to approve the online renewal application, which was restructured to mirror the updates to KBMIRT Form 2. Steve Wells seconded. Recommendation passed.</p>
Old Business	15 minutes	<p><u>KBN/KBMIRT Workgroup:</u> No updates.</p> <p><u>Reorganization Updates:</u> No updates</p> <p><u>Office Move Updates:</u> Board Chair and Executive Director previewed available office space recently. A presentation was given to the Board about the space. The area requires some modification prior to being available for the office to move. A quote is being generated for the modifications.</p>	<p>Carol Scherbak made a motion to delegate authority to Amy Adkins, board chair, to enter into a lease, approve any documents, and approve any funds for construction as the process necessitates. Steve Wells seconded. Motion passed.</p>

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Executive Director Update	5 minutes	<p><u>License Update: July</u></p> <ul style="list-style-type: none"> <li>a. New: 48</li> <li>b. Renewal: 581</li> <li>c. ISC: 6</li> <li>d. Late: 5</li> <li>e. Follow-up to late license submissions</li> </ul> <p><u>Related legislative activity: none</u></p> <p><u>Budget: Report for July distributed</u></p> <ul style="list-style-type: none"> <li>a. Revenue</li> <li>b. Expenditures</li> <li>c. YTD Balance</li> <li>d. Outstanding Bills: Xerox has provided the Master Agreement but has not provided updated invoices.</li> </ul> <p><u>Other:</u></p> <ul style="list-style-type: none"> <li>a. Record Retention Schedule Review: ongoing</li> <li>b. Digitizing Licensee Files: Project is close to being complete.</li> <li>c. Administrative Assistant: The board has need of a permanent employee to aid in assisting the Executive Director.</li> </ul>	<p>Carol Scherbak made a motion to proceed with hiring a full time employee to fill the position of Administrative Assistant and, if necessary, repost the position. Betty Brown seconded. Recommendation passed.</p>
New Business		<p>Administrative Order 2017-001 was issued to delegate out-of-state travel approval to the Secretary of the Public Protection Cabinet (PPC) for licensing boards administratively attached to the Department of Professional Licensing and the General Government Cabinet licensing boards, including KBMIRT. The order became effective July 19, 2017.</p>	

AGENDA ITEM	Time	DISCUSSION	Action
Future meetings		September 13, 2017  <i>All meetings are scheduled to start at 1:00 p.m. and are held at the KBMIRT office: <b>42 Fountain Place, Frankfort</b></i>	
Meeting adjourned			Betty Brown made a motion to adjourn meeting. Steve Wells seconded. Meeting adjourned at 1:49 pm.