KENTUCKY BOARD OF MEDICAL IMAGING & RADIATION THERAPY

October 12, 2016

1:00 pm

Board Members Present: Sheryl Abercrombie, Amy Adkins, Betty Brown, Jacob Hack, Cynthia Knapp, Carol Scherbak, Steve Wells

Board Members Absent: Andrea Cornuelle

ExOfficio Members: Brian Judy, Elizabeth Morgan

Guests:

AGENDA ITEM	Time	DISCUSSION	Action
Call to order	1 minute		Meeting was called to order at 1:01 pm.
Sheryl Abercrombie			
Approval of September	2 minutes		A motion to approve the September minutes was
Minutes			made by Cynthia Knapp. Carol Scherbak
			seconded motion. Motion passed.
Approval of Board Travel	1 minute		Carol Scherbak made a motion to approve Board
and per diem			travel and per diem pay. Amy Adkins seconded motion. Motion passed.
Review of Office Personnel	3 minutes		Office time records were reviewed by board chair and
Time Records			no issues were found.
Committee Work Sessions			
Committee Reports	20	Education Committee: No report.	
	minutes	a. LXMO program	
		Complaint/Violation Committee:	The committee made a recommendation to ratify
		16.06 ongoing	initiating complaints of Executive Director in 16.25,
		16.07 ongoing	16.26, 16.27, 16.28, and 16.30. Betty Brown
		16.11 ongoing	seconded recommendation. Recommendation
		16.14 ongoing	passed.
		16.15 ongoing	The committee made a recommendation to give the
		16.16 ongoing 16.17 ongoing	Executive Director the authority to execute the
		16.18 ongoing	disciplinary action once the time for appeal has
		16.19 ongoing	expired. Cynthia Knapp seconded. Recommendation
		16.20 ongoing	passed.
		16.21 ongoing	
		16.22 ongoing	
		16.23 ongoing	

AGENDA ITEM	Time	DISCUSSION	Action
		16.24 ongoing	
		Applications Committee:	The applications committee made a recommendation to approve reinstatement of Leslie Baker's Radiation License. Amy Adkins seconded. Recommendation passed. The applications committee made a recommendation to deny the application of Jo Woods, as the program attended was not accredited by JRCERT. Amy Adkins seconded. Recommendation passed. The applications committee made the recommendation to approve the application of Tiffany Mixon. Jacob Hack seconded. Recommendation passed. The applications committee made a recommendation to approve reinstatement of Lesley Ivey's Radiation License. Carol Scherbak seconded. Recommendation passed.
		Communications Committee: No report.	
		Regulations Revision Committee:	The regulations committee made a recommendation to send a letter to the doctor's office that inquired about the requirements of LXMO employment at their facility. The following criteria must be met: separate entrance into office where LXMO's work, separate physical address, and staff do not float to the other facility. Betty Brown seconded. Recommendation passed. The regulations committee made the recommendation to publish a statement on the website that the Board agrees with the position statement of the ASRT on post-production shuttering. Amy Adkins seconded. Recommendation passed. The regulations committee made a recommendation to add the list of NMTCB approved organizations as acceptable for continuing education. Amy Adkins seconded. Discussion surrounding administrative regulation ensued; 201 KAR 46:060, Section 2 (2)(b) would need to be amended to include NMTCB list. Recommendation failed to pass vote.

AGENDA ITEM	Time	DISCUSSION	Action
Old Business	15 minutes	Office Issues: a. FAQ list	Cynthia Knapp made a recommendation to approve the frequently asked questions list and have it posted to the KBMIRT website. Steve Wells seconded.
		Other:	Recommendation passed.
		a. Revised Dress Code Policy was	
		presented to the board after the Personnel Cabinet reviewed the	Steve Wells made a recommendation to approve revised dress code policy. Carol Scherbak seconded.
		original policy and requested	Recommendation passed.
		additional information to be included.	•
Executive Director Update	5 minutes	License Update:	
		a. New: 31 b. Renewal: 254	
		c. ISC: 4	
		d. Late: 4	
		e. Follow-up to late license	
		submissions	
		Related legislative activity: none	
		Budget: Report was presented to Board. a.Revenues b.Expenditures c.YTD Balance d. Outstanding Bills	
		 Other: a. RCEEM Meeting will be held on October 28. Report will be presented at November meeting. b. Executive Director reported that, beginning January, there will be double the number of renewals which will increase the amount of time and cost of notifications. Discussion ensued about the possibility for renewal notifications to be sent via post card to reduce cost and personnel cost. c. Executive Director to work with Libraries and Archives and present proposal for a Continuing Education 	Carol Scherbak made a recommendation to supplement the renewal notification mailings with an email notification to licensees about renewal of their license. Steve Wells seconded. Recommendation passed.

AGENDA ITEM	Time	DISCUSSION	Action
		retention schedule at the November meeting.	
New Business		 In recognition of board members Sheryl Abercrombie and Andrea Cornuelle for their dedication and service to the Commonwealth of Kentucky through the Board of Medical Imaging and Radiation Therapy: Sheryl Abercrombie, R.T. (R)(CT) was first elected to the board on October 5, 2012 and has served as Chair of the board since December 2012. Andrea Cornuelle, R.T. (R), was first elected to the board on October 5, 2012 and has served as Vice Chair of the board since December 2012. 	Sheryl Abercrombie made a motion to designate Carol Scherbak the Authorized Employee to sign payroll documents as well as other personnel issues. Amy Adkins seconded motion. Motion passed. Notification was given that board officer elections will be held for a Board Chair and Vice Chair during the November board meeting. Any board member interested in running for one of the positions should submit his/her name to the Executive Director.
Future meetings		November 9, 2016 All meetings are scheduled to start at 1:00 p.m. and are held at the KBMIRT	
		office: 42 Fountain Place, Frankfort	
Meeting adjourned			Carol Scherbak made a motion to adjourn meeting. Steve Wells seconded. Meeting adjourned at 2:28pm.