

KENTUCKY BOARD OF MEDICAL IMAGING & RADIATION THERAPY

October 9, 2013

12:00 Noon

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

Board Members Absent: Vicky Poplin, Anne Marie Brown

ExOfficio Members: Vanessa Breeding, Ryan Halloran

Guests: Dewey Crawford

AGENDA ITEM	Time	DISCUSSION	Action
Call to order Sheryl Abercrombie	1 Minute	12:00 PM	
Approval of September Minutes	2 Minutes	It was recommended that Vanessa be added to the ExOfficio present section. Jacklynn is spelled incorrectly, and there needs to be an R added to JRCERT. Andrea motioned to approve the minutes as corrected. Ellis seconded. Sheryl called for a vote, the board voted, the motion passed.	
IT/Communications Update Update on KY.gov John Russ	15 Minutes	-CDP has not given Ky Interactive the data dump because we have not approved the funds. -Marvin Barlow with CDP has not been able to complete a bid for the board on a website due to completing another large project. He said he would give the board a bid by the November board meeting. -Andrea moved to have the data dump from CDP to Ky Interactive and have John Russ begin working on the website. Ellis seconded. Ellis asked what all was involved in the data dump and what was included in the dump. The quote indicated "active" individuals	Vanessa will contact CDP and John Russ to get the payment to CDP and begin the process of the data dump and provide a timeline to the board.

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		<p>would be dumped. Sheryl suggested that we negotiate for it to include all “active” and “inactive” individuals. Cynthia mentioned that by bringing the data over from CDP may create a slow database. Sheryl will contact John Russ with Ky Interactive to ensure the speed of the site. Sheryl called for a vote, the board voted, the motion passed. Vanessa will contact CDP and John Russ to get the payment to CDP and begin the process of the data dump and provide a timeline to the board.</p>	
<p>Executive Director Update Vanessa Breeding</p>	<p>15 Minutes</p>	<p>-Vanessa has been in contact with other board executive directors. The first being Peggy Lacy Moore, from the Respiratory board. She is the original Executive Director and also started as a one-person operation. She now has a full-time administrative assistant. She has offered to help in any way she can. -Vanessa received an email from Kelly Childers, in Geoff Dunn’s office introducing her to all other Board Executive Directors. Vanessa subsequently received a call from Charles Lykins, from the Board of Hairdressers and Cosmetologists. He is relatively new at his position (4-5 years) and he said if Vanessa had any questions at all to contact him and he would try to help. He sent an email to other executive directors and Vanessa received an invitation to the next executive directors meeting which will</p>	<p>-Vanessa will begin attending the regular executive director meetings starting with the meeting on Monday October 14th.</p>

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		<p>be held Monday October 14th at 10:00am at the Board of Real Estate Appraisers in Richmond. Vanessa asked the board for approval to attend the next executive directors meeting on Oct. 14th. Andrea made a motion to allow Vanessa to attend the regular executive director meetings. Amy seconded. Sheryl called for a vote, the board voted, the motion passed.</p>	
Budget Update		<p>-FY 13 ended with an estimated cash balance of \$43,300.96 and a current FY 14 estimated cash balance of \$19,821.65.</p> <p>-Total of 55 new applicants, 265 renewals, and 7 independent study courses.</p> <p>-Sheryl pointed out that the salaries/wages line item is questionable and Vanessa/Sheryl will work with Kara to determine the actual total. Cynthia pointed out that there was no credit card processing fee and exam fee funds for September. Vanessa explained that the branch manager at the cabinet was not sure if they could still sign off on them and they held those items until that was determined.</p> <p>-Vanessa attended the JRCERT site visit at Jefferson Community College last week and everything went well.</p> <p>-Vanessa reported that some of the board members have submitted their travel vouchers. She reminded the group that if they haven't submitted</p>	<p>Sheryl and Vanessa will work with Kara to determine the actual total that should be in the salaries/wages line of the budget.</p>

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		<p>them, to submit them as soon as possible. She made note that the completion process can be lengthy.</p>	
<p>Executive Director Orientation</p>		<p>Peggy Lacy Moore gave Vanessa the name of Jackie Green in the finance office of the controller. Vanessa called her, and she stated that she is the person who will be the board's second signature on approved billings, etc. Vanessa asked Ms. Green about training for new directors and she gave Vanessa the name of Connie Downey in the CRC office to contact.</p> <p>-Vanessa contacted Ms. Downey about the trainings, eMARS, budget, finance, and others. She told Vanessa that right now there is no training going on because their office moved and they do not currently have a conference room to use for training. She sent Vanessa a link for You Tube training. Vanessa just received that on Monday and has not had a chance to look over the videos, there are 14 links.</p>	<p>-Vanessa will review the videos provided from Ms. Downey.</p>
<p>Closed Session Violations Reported</p>	<p>15 Minutes</p>	<p>Carol made a motion to appoint Vanessa to confer with the board's legal counsel regarding complaints received. With legal counsels recommendation the board appoints Vanessa to obtain records, documents, affidavits, and statements pursuant 311B, C & D for the allegations 1-2013, 2-2013. Ellis seconded. Sheryl called for a vote, the board voted, the motion passed. Sheryl suggested that Vanessa ask legal</p>	<p>Vanessa will contact legal counsel.</p>

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		<p>counsel if there is any conflict with the investigator and notary being the same individual. Andrea made a motion that if legal counsel agrees that the investigator and notary can be in the same person, funding for Vanessa to become a notary. Rebecca seconded. Cynthia suggested that we amend the motion to allow Vanessa to become a notary either way. Andrea made the motion to make an amendment to the motion on the table in which Vanessa becomes a notary for verification purposes. Ellis seconded, Sheryl called for a vote, the board voted, motion passed.</p>	
<p>MOU Brian Judy/Ryan Halloran</p>	<p>10 minutes</p>	<p>-David Spenard an attorney from the Commissioner's office discussed the importance of getting the MOU as soon as possible. Sheryl recommended to the group that we ask for a bilateral agreement for radiation operators and radiation equipment investigations and concerns.</p> <p>-Sheryl is concerned with Section 1: Purpose and Objectives. She feels that we need to determine if we are paying for a .5 FTE, are we actually getting a .5 FTE. Ryan agreed that we need to determine the .5 FTE agreements. Sheryl asked Ryan if the current statement in the MOU would keep us from disputing the .5 FTE. Ryan did not feel that would be a problem, as we can do that from the budget.</p>	<p>-Legal Counsel will discuss the cash forward balance of \$86,000 that the board has not received with David Spenard to see if there can be a resolution.</p>

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		<p>-Cynthia suggested we change Section 4.10 to say "KBMIRT will pay rent and utilities at the rate of \$500 for our executive director per month.</p> <p>-Dewey asked if we had ever had any resolution of the cash forward balance of \$86,000 from the past 5 years. Sheryl discussed that we had not heard anything else with getting a resolution. Ryan felt we should re-visit this topic. Andrea made a motion to allow Ryan contact David Spenard to further discuss the \$86,000 cash forward. Ellis seconded. Sheryl called for a vote, the board voted, the motion passed. Andrea moved to change the above motion from authorizing Ryan to legal counsel. Amy seconded. Sheryl called for a vote, the board voted, the motion passed.</p> <p>-It was suggested that we change Section 4.2 to read "DPH will provide a mutually agreeable location for 1 FTE that will be funding by KBMIRT for an executive director until KBMIRT secures a location of its own"</p> <p>-In Section 4.13 there was discussion on how we can/should change the telephone, fax and address. Sheryl will address why this statement is included. How would DPH staff continue to support executive director? Why not with move from the cabinet?</p> <p>-In Section 4:17 there was a suggestion that would change the sentence to read "This should coincide with the adoption</p>	

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		of the new regulations". -In Section 5.1 change to beginning July 12, 2013.	
Regulation Review by Board Members	60 Minutes	The board reviewed regulations for revisions.	
Future meetings		<p><u>November 13th</u>- DCLC Room B from 9:00 am – 4:30 pm</p> <p><u>December 11th</u>- DCLC Room A available from 9:00 am – 4:30 pm</p>	
Meeting adjourned		4:30 PM	