

# LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS

**Baton Rouge General Center for Health  
4th Floor Conference Room  
(Located behind the check in desk)  
9001 Summa Avenue  
Baton Rouge, LA 70809**

**January 11, 2023**

## **BUSINESS MEETING MINUTES**

### **CALL TO ORDER**

Chairman Susan Hammonds-Guarisco called the meeting to order at 11:10am.  
Chairman also welcomed Angela Reed, as the new Executive Director for LSRTBE.

### **ROLL CALL**

The following Board members were present:

Naveed Awan  
Desiree Bell  
Brett Bennett  
Gregory Bradley  
Frederick Drouant  
Susan Hammonds-Guarisco  
Abbie Kemper-Martin, MD  
Robert Newsome, MD  
Kirk Soileau  
Jessica Soileau-Canning

Also present

Angela Reed, Executive Director

Absent but available by telephone

Katherine Muslow, Counsel

### **MINUTES**

Minutes of the October 12, 2022 meeting had been previously circulated to the Board members by mail and were accepted as presented.

**MOTION** to approve minutes of October 12, 2022 by F. Drouant

**SECOND** by G..Bradley

**ACTION** Voice Vote: Motion passed unanimously

Chairman noted:

- The Fiscal year comparison budget July 1, 2022 to September 30, 2022 was included in the packet, since it was not included the October meeting.
- The licensure statistics were also included in this board meetings packet since the October meeting did not include them.
- The ADA01 Police, approved in the October meeting was also included in this packet.  
A copy of the ADA01 Policy was provided

### **FINANCIAL REPORT**

Financial Review Committee Report

The committee consists of Brett Bennett, Susan Hammonds-Guarisco, and Gregory Bradley. After lengthy review of board expenses the financial review committee report is back in order. All monthly reports were approved.

Financial Report by Chairman

- Fiscal Year Comparison: July 1, 2022 to September 30, 2022
- Fiscal Year Comparison: October 1, 2022 to December 30, 2022
- Assets and Liabilities as of December 30, 2022
- Fiscal Year Comparison to Budget: July 1, 2022 to December 31, 2022.

There was discussion of one invoice concerning the services provided versus services billed by the company. Decision was made to discuss the invoice with the company and request credit for services not rendered.

### **CHAIRPERSON'S REPORT**

Chairman reported that the new Executive Director has been trained by the previous executive director, previous administrative coordinator, and chairman. Additional training will be provided during renewal season by the previous administrative coordinator. The previous executive director and chairman have been working with a multitude of companies to correct issues in the office, as well as reviewed ways to reduce expenses.

### **LICENSURE**

Executive Director reported:

- Audit Statistics
- 2022 Renewal Data
- License Statistics

### **BUSINESS ADMINISTRATION**

Discussion was held on the shortage of technologists within the state. The Chairman will be contacting ARRT regarding their policy and certifying international technologist.

#### Chairman Discussed

##### Closed Investigations Not Requiring Board Action

- 2017-33 Suspended, license reinstated, SUSPENSION REMOVED
- 2021-08 SUSPENDED, reprimanded, no longer certified by ARRT
- 2021-20 Board CLOSED
- 2022-02 Responded to investigation, Complaint CLOSED
- 2022-09 Responded to Investigation Dismissal of Charges, SUSPENSION REMOVED
- 2022-12 Investigated, verified License Expired, CLOSED
- 2022-13 Failed to respond to audit, Suspended, met compliance, SUSPENSION REMOVED
- 2022-14 Failed to respond to audit, Suspended, met compliance, SUSPENSION REMOVED
- 2022-15 Failed to respond to audit, Suspended, met compliance, SUSPENSION REMOVED
- 2022-16 Failed to respond to audit, Suspended, met compliance, SUSPENSION REMOVED
- 2022-17 Failed to respond to audit, Suspended, met compliance, SUSPENSION REMOVED
- 2022-18 Failed to respond to audit, Suspended, met compliance, SUSPENSION REMOVED
- 2022-20 Worked with expired license, Suspended, met compliance, SUSPENSION REMOVED

#### Board Operations

##### Website Updates

- Working with IT on 2023 online renewal applications
- Website face page updates to clean up view and remove clutter this year
- Upcoming Internet and Email changes to the State systems

##### IT Updates

Updates are needed on the computer system within the office. Discussions have been held with existing computer company, as well as the Louisiana Division of Administration's Office of Technology Services to include computers, phones, internet, and email services.

#### Office Updates

### **OLD BUSINESS**

#### Assistant Director Position

An offer was made to an individual, who later retracted the offer. The position will be opened up with no deadlines to apply.

### **NEW BUSINESS**

#### Board Counsel Contract & Board Resolution.

Discussion was held on annual renewal of the board counsel contract

**MOTION** to renew the annual board council contract by B. Bennett

**SECOND** by R. Newsome

**ACTION** Voice Vote: Motion passed unanimously.

Annual Required Training

- Ethics training course
- Defensive driving course
- Sexual harassment

LSMS replacement for vacant position.

LSMS provided a nomination to the Governor, which will need to be approved by the Governor and Senate

Nomination and Selection of Secretary/Treasurer

The secretary Treasure position has become available due to Dr. Moran vacating her position. Dr. Robert Newsome expressed interest.

**MOTION** to nominate Robert Newsome, MD as Secretary-Treasurer by B. Bennett

**SECOND** by D. Bell

**ACTION** Voice Vote: Motion passed unanimously.

Installation of Officers

Katherine Muslow, Counsel installed officers.

Over Payment Policy

Legal counsel has provided an overpayment policy, which will be distributed and discussed at the April Board meeting.

Employee manual

Legal counsel recommended the board adopt an internal employee manual. Naveed Awan will provide a sample manual to the Chairman to update. Desiree Bell volunteered to provide assistance with proof reading.

**NEXT MEETING DATE**

Wednesday, 11:00am, April 12, 2023 (Tentative, location to be determined)

**FUTURE MEETING DATES**

Wednesday, 11:00am July 12, 2023 (Tentative)

Wednesday, 11:00am October 11, 2023 (Tentative)

**MOTION** made to close Business Session and move into Executive Session by R. Newsome

**SECOND** by B. Bennett

**ACTION** Voice Vote: Motion passed unanimously.

**RETURN TO BUSINESS SESSION**

**ADJOURN**

Chair requested a **MOTION** to adjourn meeting.

**MOTION** made by B. Bennet

**SECOND** by G. Bradley

**ACTION** Voice Vote: Motion passed unanimously.

Meeting adjourned at 1:36pm

**RESPECTFULLY SUBMITTED**

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**Angela Reed, Executive Director**