

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 12, 2022

BUSINESS MEETING MINUTES

CALL TO ORDER

Chairman Susan Hammonds-Guarisco called the meeting to order at 11:04am

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
Thea Moran, MD
Robert Newsome, MD
Kirk Soileau

The following Board members were absent with prior excuse:

Jessica Soileau-Canning

Also present:

Kenneth Jones, Executive Director

Absent but available by telephone

Katherine Muslow, Counsel

MINUTES

Minutes of the October 13, 2021 meeting had been previously circulated to the Board members by mail and were accepted as presented.

MOTION to approve minutes of October 13, 2021 by B.Bennett

SECOND by A.Kemper-Martin

ACTION Voice Vote: Motion passed unanimously

FINANCIAL REPORT

Financial Review Committee Report

The committee consists of Brett Bennett, Susan Hammonds-Guarisco, and Gregory Bradley.

Monthly financial reports are organized, there have been no issues. Chairman and Executive Director developed a comprehensive work sheet on Board payroll responsibilities.

Financial reports ending December 31, 2021 was distributed to all members by email prior to meeting.

Executive Director discussed the following financial reports.

- Fiscal Year Comparison: July 1, 2021 to December 31, 2021
- Fiscal Year Comparison to Budget: July 1, 2021 to December 31, 2021
- Assets and Liabilities as of December 31, 2021

CHAIRMAN'S REPORT

- Has been busy working with replacing Executive Director, discussion and updates will occur in Executive Session.
- Interviewed four applicants for replacing Administrative Coordinator, discussion and updates will occur later in business session.
- Board member attendance was discussed.

LICENSURE

Executive Director reported;

- Audit Statistics
- 2021 Renewal Data
- License Statistics

BUSINESS ADMINISTRATION

Board Operations

- Website Updates
 - Working with IT on 2022 online renewal application, will be live last week of February.
 - Hard drives destroyed and removed from old computers, waiting for State to pick-up.
- LSRT Mid-Winter Travel Requests
 - Susan Hammonds-Guarisco requested Board reimbursement to attend the LSRT Mid-Winter Seminar in Alexandria, LA on March 12, 2022. Request was approved by Abbie Kemper-Martin, MD.
- Executive Director closed the following Complaint Codes that did not require Board action
 - 2021-02 Ran red light, reckless operation of vehicle
 - 2021-03 Self-reported, self-admitted to treatment program, successfully completed
 - 2021-17 Performed x-rays outside protocol, employee/employer issue
 - 2021-18 DWI cleared, BAC test recalled

OLD BUSINESS

- CE Broker
 - Executive Director researched, Board agreed would not work for our renewal process.
 - Executive Director will place on our website that there is a personal CE tab on the licensee's account to store continuing education documents. This information will also be provided to the LSRT to place in their publication.
- Administrative Coordinator Position Update
 - 13 Interviews to-date have been set-up
 - 5 cancelled prior to interview
 - 2 no shows to interview
 - 2 did not confirm
 - 4 were interviewed by Chairman and Executive Director
 - 2 were not considered
 - 2 were considered
 - 1 accepted position, worked 3 days and resigned
 - 1 no response to job offer

Chairman and Executive Director will be interviewing 4 applicants on January 18, 2022

- Board discussed and agreed to Civil Service Rule 6.16.2(c) compensating Margaret Scott for performing additional duties while recruiting and training a replacement for her position and in appreciation for rescinding her retirement date.

MOTION made to compensate Margaret Scott \$500 per month, not to exceed \$2000 by N. Awan

SECOND by R. Newsome

ACTION Voice Vote: Motion passed unanimously

NEW BUSINESS

- Board members must complete the following annual training requirements. Certificates of completion or transcript must be sent to the Executive Director.
 - Ethics training
 - Defensive driving
 - Sexual harassment

Also required is the completed Driver's Authorization Form and a copy of your driver's license. A web link was emailed to everyone on January 4, 2022.

- Board Counsel Contract and Board Resolution
Board members' input was received for legal counsel performance review, which Executive Director and Chairman will review with legal counsel.
Board approved Board Counsel's contract for the period of February 1, 2022 through January 31, 2023.
Board approved a Resolution for Katherine B. Muslow to provide professional legal services to the Board.

MOTION made to renew contract with Resolution to approve Katherine Muslow as Board Counsel by
G.Bradley

SECOND by R.Newsome

ACTION Voice Vote: Motion passed unanimously

- Board Per-Diem
Board Chairman and Executive Director wrote a letter to the Louisiana Legislative Auditor requesting clarification on how per diems can be paid to Board members performing Board duties outside of official Board meetings. Louisiana Legislative Auditor's attorney recommended to write a Resolution to the Louisiana Attorney General. Board counsel reviewed resolution prior to review by Board.

MOTION to approve presented Resolution to the Louisiana Attorney General by R.Newsome

SECOND by D.Bell

ACTION Voice Vote: Motion passed unanimously

- The follow-up letter to Rebecca Hamm, LSRT President, was shared with the Board.

NEXT MEETING DATE

Wednesday, April 13, 2022 (Confirmed)

FUTURE MEETING DATES

Wednesday, July 13, 2022 (Confirmed)

Wednesday, October 12, 2022 (Tentative)

MOTION made to close Business Session and move into Executive Session by B.Bennett

SECOND by R.Newsome

ACTION Voice Vote: Motion passed unanimously

RETURN TO BUSINESS SESSION

ADJOURN

Chair requested a **MOTION** to adjourn meeting

MOTION made by B.Bennett

SECOND by F.Drouant

ACTION Voice Vote: Motion passed unanimously

Meeting adjourned at 12:30pm

RESPECTFULLY SUBMITTED

Kenneth W. Jones, Executive Director