

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 13, 2021

BUSINESS MEETING MINUTES

CALL TO ORDER

Chairman Susan Hammonds-Guarisco called the meeting to order at 11:05am

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
Kirk Soileau
Jessica Soileau-Canning

The following Board members were absent with prior excuse:

Robert Newsome, MD

Also present:

Kenneth Jones, Executive Director

Absent but available by telephone:

Katherine Muslow, Counsel

MINUTES

Minutes of the October 14, 2020 meeting had been previously circulated to the Board members by mail and were accepted as presented.

MOTION to approve minutes of October 14, 2020 by K. Soileau

SECOND by N. Awan

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 report is thorough and well organized.

Committee requested monthly financial report to be scanned and emailed. Reviewed form can be electronically signed and sent to Chairman. Chairman will send signed forms to Executive Director for payment

Financial reports ending December 31, 2020 were distributed to all members by email prior to meeting.

Executive Director discussed the following financial reports.

- Fiscal Year Comparison: July 1, 2020 to December 31, 2020
- Fiscal Year Comparison to Budget: July 1, 2020 to December 31, 2020
- Assets and Liabilities as of December 31, 2020

CHAIRMAN'S REPORT

- Chairman thanked all members for their time, and input.
- Periodically items will be put back on the agenda to revisit and improve.
- Board member attendance was reviewed. This is an internal document, however on occasion the group that nominated their member periodically requests attendance information.

LICENSURE

Executive Director reported;

- Audit Statistics
- 2020 Renewal Data
- License Statistics

BUSINESS ADMINISTRATION

Board Operations

- Executive Director updated the Board on recent website enhancements and revision to the 2021-2023 on-line Renewal Application.
- Investigations/Complaint Codes for 2020 were reviewed
- Chairman discussed that since the LSRT Mid-Winter Seminar will be a virtual meeting there will be no travel reimbursement as there will be no on-site Board representation.
- Executive Director closed the following Complaint Codes that did not require Board action
 - 2020-12 Employee/employer issue
 - 2020-13 Board has no oversight of facilities or MRI

OLD BUSINESS

- Executive Director's position summary that was approved on 1/9/2019 was further discussed.

MOTION made to accept changes by B.Bennett

SECOND by F.Drouant

ACTION Voice Vote: Motion passed unanimously

Executive Director will revise and distribute prior to the April Board meeting.

- Assistant Director's position summary that was approved on 1/9/2019 was further discussed.

MOTION made to accept changes by B.Bennett

SECOND by K.Soileau

ACTION Voice Vote: Motion passed unanimously

Executive Director will revise and distribute prior to the April Board meeting.

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
- Board discussed and finalized Board Counsel's evaluation. Executive Director and Chairman will contact Board Counsel to review evaluation.
- Board approved a Resolution for Katherine B. Muslow to provide professional legal services to the Board.
- Board approved Board Counsel's contract for the period of February 1, 2021 through January 31, 2022.
- Board reviewed Board Counsel's "recommendations regarding the LSRTBE's response to DUI offenses." Board is requiring the written opinion be expanded to include other impairments such as drug and behavioral health. Executive Director will contact Board Counsel, have the written opinion expanded, then distribute prior to the April Board meeting.

NEXT MEETING DATE

- Wednesday, 11am, April 21, 2021

FUTURE MEETING DATES

Wednesday, 11am, July 14, 2021

Wednesday, 11am, October 13, 2021

MOTION made to close Business Session and move into Executive Session by F.Drouant

SECOND by D.Bell

ACTION Voice Vote: Motion passed unanimously

RETURN TO BUSINESS SESSION

Chair requested a **MOTION** to adjourn meeting

MOTION made by T.Moran

SECOND by K.Soileau

ACTION Voice Vote: Motion passed unanimously

Meeting adjourned at 1:35pm

RESPECTFULLY SUBMITTED

Kenneth W. Jones, Executive Director