

**LOUISIANA STATE RADIOLOGIC TECHNOLOGY BOARD OF EXAMINERS
BUSINESS MEETING**

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

October 11, 2023

BUSINESS MEETING MINUTES

CALL TO ORDER

Chairman Susan Hammonds-Guarisco called the meeting to order at 11:10 a.m.

ROLL CALL

The following Board members were present:

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

The following board members were absent with excuse:

Abbie Kemper-Martin, MD
Brent Boudreaux, M.D.
Jessica Soileau-Canning

Also present:

Katherine Muslow, Counsel

Also present individuals representing professional organizations:

Patricia Wilton, legal counsel LSBME
Jeff Williams, MD – LSMS
Lisa Bishop, Premier Health VP Training and Development
Shannon Youngblood, Nuclear Medicine Technologist
Alejandro Sosa, Nuclear Medicine Technologist
Henry Overton, Turn Key Solutions

Motion was made to re-order the agenda to allow various individuals to address the Board.

MOTION to re-order agenda by F. Drouant

SECOND by K. Soileau

ACTION Voice Vote: Motion passed unanimously.

IT OFFICE ANALYSIS

Henry Overton with Turn Key Solutions provided a summary of their office analysis and submitted a proposal. Proposal must meet state procurement laws with proposal placed on state contract letterhead. Henry Overton to contact state to obtain this. Board office will proceed ahead with internet changes; however, Executive Director will obtain Internet and comparable IT Security bids by January board meeting for comparison.

MOTION to approve 36 month contract as presented by: K. Solieau

SECOND bt: b. Bennett

ACTION Voice Vote: Motion passed unanimously.

PRIVATE RADIOLOGIC TECHNOLOGISTS

Greg Bradley provided a summary of his meeting with the LSBME on August 28, 2023. Patricia Wilson, legal counsel for the LSBME addressed the Board on the current certification of private Radiologic Technologists. The Control the Dose program has been approved by the LSBME for certification of Private Radiologic Technologist.

An ad hoc committee was formed to work with the LSBME on the licensure and certification of radiologic technologists. The following will serve on the ad hoc committee: R. Newsome, M.D., G. Bradley, B. Bennett, the Executive Director R. Griffin, with the Chairman S. Guarisco to serve as ex-officio. A meeting with the LSBME is to be scheduled.

FUSION LICENSE

Shannon Youngblood, Nuclear Medicine Technologist addressed the Board members with a request to update the existing laws and regulations to recognize as equal the CT certifications offered for technologists by the American Registry of Radiologic Technologists (ARRT) and the Nuclear Medicine Certification Board (NMTCB), as well as include a nuclear medicine technologist representative to serve on the LSRTBE.

Clarification was provided on the appointment of Board members as various professional organizations submit a list of nominees to the Governor to serve on the LSRTBE board.

The board agreed in principle to recognize the 2 exams as equal but requested a direct comparison of the CT exams of the ARRT and NMTCB to assess requirements, training, and education. Executive Director to collect information and report at next meeting.

MOTION to re-order the agenda by: B. Bennett

SECOND by: Dr. R. Newsome

ACTION Voice Vote: Motion passed unanimously. Returned to Agenda Item #3

MINUTES

Minutes of the July 12, 2023 meeting had been previously circulated to the Board Members by mail and were accepted as presented.

MOTION to approve minutes of April 12, 2023 by F. Drouant

SECOND by K. Soileau

ACTION Voice Vote: Motion passed unanimously.

FINANCIAL REPORT

Financial reports were not available for this meeting and will be distributed to board members when they are. The Annual Financial Report was completed by the CPA and submitted to Ericksen Krentel, CPA, which was then submitted to the legislative auditor. No findings were reported.

A CPA to be utilized as a consultant to assist with office financials. Quickbooks software to be updated.

MOTION to approve CPA and Upgrading Quick Books made by: B. Bennett

SECOND by: D. Bell

ACTION Voice Vote: Motion passed unanimously.

CHAIRPERSON'S REPORT

The Chairman provided a verbal report. State reports have been completed. The Properties Report is in the process of being completed by the Executive Director. Compliant code files have been reviewed and are in discussion with legal counsel. Screening of applications for the Compliance Officer position are complete, with interviews to be conducted next week. Individuals were thanked for their assistance with board operations.

LICENSURE STATISTICS

Not available at this time.

BUSINESS ADMINISTRATION

A. Board Operations

1. State Reports

Annual Financial Report, Annual Agreement on Policies, Agency Summary Report, Aviation Report; the Properties Report is in the process of being completed by the Executive Director. The Board requested that the CPA present the report to the Board prior to submission of the report to the legislative auditor. The Chairman will contact the CPA firm on this process.

2. Ad Hoc Committee Reports

- a. Review of Contracts – Jessica Canning, Brent Boudreaux, M.D. – no report
- b. IT/Communications – Kirk Soileau, Brett Bennett – office communications evaluation completed
- c. Renewal Process- Desiree Bell, Greg Bradley – information on renewals to be obtained from office staff with website also needing updates; conference call to be scheduled. Executive Director to review notes from last renewal, investigate monthly renewal vs yearly, and suggest website changes to improve renewal season and report to ad hoc committee.

3. Civil Service Temporary Pay Policy

Policy approved by Civil Service at September 6, 2023 meeting. Temporary pay provided to Administrative Assistant for period of 3 months for additional duties. Discussion held on request from Administrative Assistant for change in title and pay grade as well as office staffing needs. Decision made to remain with the following positions – Executive Director, Compliance Officer, and Administrative Assistant.

4. Compliance Officer Position

Interviews to be conducted week of October 23, 2023. Statistics on the number of applications received provided. Several board members requested to be included in the interviews; a zoom interview to be scheduled by the Executive Director.

B. Closed Investigations Not Requiring Board Action

None at this time.

OLD BUSINESS

A. Board Certified Additive Medicine Physician List

Additional physicians are needed in various areas of the state to be available to the licensees.

MOTION made to close Business Session and move into Executive Session by: G. Bradley

SECOND by: B. Bennett

ACTION Voice Vote: Motion passed unanimously.

Executive Director to look at LSBME and Nursing board for comparable list and report.

B. Emergency Meeting Policy

K. Muslow informed the Board that there must be six meetings per year to qualify for zoom meetings. Additional information on the policy to be provided by K. Muslow at the January meeting.

NOMINATION, ELECTION, AND INSTALLATION OF OFFICERS

Dr. R. Newsome requested the Board go into executive session with the Chairman and 1st Vice Chairman excused at this time.

MOTION made to close Business Session and move into Executive Session by: G. Bradley

SECOND by: B. Bennett
ACTION Voice Vote: Motion passed unanimously.

MOTION made to close Executive Session and move into Business Session by:
SECOND by:
ACTION Voice Vote: Motion passed unanimously.

RETURN TO BUSINESS SESSION

The following members were nominated for office:

Chairman – Susan Hammonds Guarisco
1st Vice Chairman – Robert Newsome, M.D.
2nd Vice Chairman – Greg Bradley
Secretary-Treasurer – Fred Drouant

MOTION made to elect the slate of officers as presented: B. Bennett
SECOND by: F. Drouant
ACTION Voice Vote: Motion passed unanimously.

CONSENT ORDERS

MOTION to approve consent orders as presented made by: Dr. R. Newsome
SECOND by B. Bennett
ACTION Voice Vote: Motion passed unanimously.

SWEARING IN OF OFFICERS

Officers sworn in by K. Muslow.

NEXT MEETING DATE

Thursday, January 11, 2024, 11 am (Tentative)
Note meeting date changed to Thursdays and location changed to Louisiana Hospital Associate office, 9521 Brookline Avenue, Baton Rouge, LA 70809

FUTURE MEETING DATES

Thursday, April 11, 2024
Thursday, July 11, 2024
Thursday, October 10, 2024
Note meeting date changed to Thursdays and location changed to Louisiana Hospital Associate office, 9521 Brookline Avenue, Baton Rouge, LA 70809

ADJOURN

Chairman requested a motion to adjourn meeting.
MOTION made by: B. Bennett
SECOND by: F. Drouant
ACTION Voice Vote: Motion passed unanimously.

Meeting adjourned at 3:57 p.m.

RESPECTFULLY SUBMITTED

Russ Griffin, MBA, RT(R)(M)(CT)
Executive Director

July 12, 2023

EXECUTIVE SESSION MINUTES - UNAPPROVED

ELECTION OF OFFICERS

In Executive session with the Chairperson and Secretary / Treasurer out of the room, a discussion was had regarding the idea to table elections to the Jan '24 meeting. It was decided not to table elections. Discussion regarding the Chairman's request to have a succession plan in place to transition the duties of Chairperson from S. Guarisco to Dr. R. Newsome and whom would be Chairman vs 1st Vice Chairman. It was decided that S. Guarisco would remain Chairman and Dr. R. Newsome would be 1st Vice Chairman with a transition of Dr. Newsome taking over as Chairman at the annual elections in July 2024.

COMPLAINT CODES/CONSENT ORDERS REQUIRING BOARD

The Chairman reported 16 investigations open.

2022-08 - signed 3 year consent order
2023-04 - signed 2 year consent order
2023-06 - license suspended
2023-09 - request to suspend license

EXECUTIVE DIRECTOR REVIEW

New Executive Director in training and in process of learning office procedures.
Compliance officer position to be in \$85,000-\$90,000 range.

LEGAL COUNSEL UPDATE

K. Muslow to inform Board as to whether she wishes to continue as legal counsel for the Board when current contract expires January 2024. Attorney General's office to be contacted to determine next steps should this occur. Turnaround time on current investigations needed to improve.

CLOSE EXECUTIVE SESSION

MOTION to close Executive Session by B. Bennett.

SECOND by R. Newsome, M.D.

ACTION Voice Vote: Motion passed unanimously.

RETURN TO BUSINESS SESSION